

# De-stressing a state stormwater inspection

## Part 1: Pre-inspection preparation

1. Call your BMP contractor and stormwater inspection company asap for assistance and guidance.
2. Clean up any trackout from site exits. Dirt tracked onto adjacent streets is highly visible and an indication of poor maintenance habits.
3. Review perimeter controls like silt fence or wattles. Repair any damage and remove accumulated trash.
4. Check your concrete washout station. Ensure that there are no concrete spills outside of the designated area.
5. Pick up loose trash and debris. This may seem minor to you, but is often found on state NOV's.
6. Review existing inspection reports, check for proper signatures and dates.
7. Review Stormwater Management Plan, especially the site map. Ensure that it reflects current BMP usage.

## Part 2: During the inspection

1. Assist the inspector by providing access to documentation. You have a legal obligation to provide the SWMP plan and supporting documents.
2. Join the inspector for the site walk. Take notes of their comments, take photos of what they photograph.
3. Answer questions directly, with no embellishment and no evasion. It's OK to not have an answer.
4. This is no time for confrontation. Remember that the inspector is just doing their job. After the written report is received you can try to make a case if needed.
5. The inspection is a snapshot of your project and will be evaluated based on today's conditions. While you may want to point to past compliance success, the issue at hand is not what you did last week or last month.
6. If possible, make immediate corrections during the inspection to show a good faith effort to improve compliance.
7. It is OK to ask questions, especially for clarification about their findings.
8. It is OK to offer alternative solutions. You will know about your onsite resources and budget and can offer ideas that may address potential findings more readily than what is proposed by the inspector.

## Part 3: Responding to the written report

1. Designate a single point of contact to coordinate your response. Summit will be glad to do the legwork for you, but you have one person assigned to be the owner's' representative..
2. Begin addressing items right away. While you have 14 days to offer your written response, treat the report like a third party inspection report and complete items as soon as possible.
3. Organize and document your responses. The inspection report will likely include a numbered list of findings, your response should follow that pattern.

4. Example: For finding #1, damaged wattle at SE corner; The wattle was replaced with new material per specification, see attached photos number 1a, 1b, and 1c.
5. Some of your responses will be hard to photo document. That's OK. Your response might be that a BMP detail was updated, or a report signed off. Just provide a date and the name of the person who completed the item.
6. Don't introduce new questions if possible. Simply respond to the findings, line by line.
7. Absolutely, positively respond by the deadline, ensuring the response gets to the correct party, per the instructions in the state document.
8. Keep copies of everything you submit.