

**APPENDIX F**  
**CONSTRUCTION SITE INSPECTION**  
**AND MAINTENANCE LOG BOOK**

**STATE POLLUTANT DISCHARGE ELIMINATION SYSTEM FOR CONSTRUCTION**  
**ACTIVITIES**

**SAMPLE CONSTRUCTION SITE LOG BOOK**

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**I. PRE-CONSTRUCTION MEETING DOCUMENTS**

**Project Name** \_\_\_\_\_  
**Permit No.** \_\_\_\_\_ **Date of Authorization** \_\_\_\_\_  
**Name of Operator** \_\_\_\_\_  
**Prime Contractor** \_\_\_\_\_

**a. Preamble to Site Assessment and Inspections**

The Following Information To Be Read By All Person’s Involved in The Construction of Stormwater Related Activities:

The Operator agrees to have a qualified inspector<sup>1</sup> conduct an assessment of the site prior to the commencement of construction<sup>2</sup> and certify in this inspection report that the appropriate erosion and sediment controls described in the SWPPP have been adequately installed or implemented to ensure overall preparedness of the site for the commencement of construction.

Prior to the commencement of construction, the Operator shall certify in this site logbook that the SWPPP has been prepared in accordance with the State’s standards and meets all Federal, State and local erosion and sediment control requirements. A preconstruction meeting should be held to review all of the SWPPP requirements with construction personnel.

When construction starts, site inspections shall be conducted by the qualified inspector at least every 7 calendar days. The Operator shall maintain a record of all inspection reports in this site logbook. The site logbook shall be maintained on site and be made available to the permitting authorities upon request.

Prior to filing the Notice of Termination or the end of permit term, the Operator shall have a qualified inspector perform a final site inspection. The qualified inspector shall certify that the site has undergone final stabilization<sup>3</sup> using either vegetative or structural stabilization methods and that all temporary erosion and sediment controls (such as silt fencing) not needed for long-term erosion control have been removed. In addition, the Operator must identify and certify that all permanent structures described in the SWPPP have been constructed and provide the owner(s) with an operation and maintenance plan that ensures the structure(s) continuously functions as designed.

1 Refer to “Qualified Inspector” inspection requirements in the current SPDES General Permit for Stormwater Discharges from Construction Activity for complete list of inspection requirements.  
2 “Commencement of construction” means the initial removal of vegetation and disturbance of soils associated with clearing, grading or excavating activities or other construction activities.  
3 “Final stabilization” means that all soil-disturbing activities at the site have been completed and a uniform, perennial vegetative cover with a density of eighty (80) percent has been established or equivalent stabilization measures (such as the use of mulches or geotextiles) have been employed on all unpaved areas and areas not covered by permanent structures.

**b. Pre-construction Site Assessment Checklist**

**(NOTE: Provide comments below as necessary)**

1. Notice of Intent, SWPPP, and Contractors Certification:

**Yes No NA**

- Has a Notice of Intent been filed with the NYS Department of Conservation?
- Is the SWPPP on-site? Where? \_\_\_\_\_
- Is the Plan current? What is the latest revision date? \_\_\_\_\_
- Is a copy of the NOI (with brief description) onsite? Where? \_\_\_\_\_
- Have all contractors involved with stormwater related activities signed a contractor's certification?

2. Resource Protection

**Yes No NA**

- Are construction limits clearly flagged or fenced?
- Important trees and associated rooting zones, on-site septic system absorption fields, existing vegetated areas suitable for filter strips, especially in perimeter areas, have been flagged for protection.
- Creek crossings installed prior to land-disturbing activity, including clearing and blasting.

3. Surface Water Protection

**Yes No NA**

- Clean stormwater runoff has been diverted from areas to be disturbed.
- Bodies of water located either on site or in the vicinity of the site have been identified and protected.
- Appropriate practices to protect on-site or downstream surface water are installed.
- Are clearing and grading operations divided into areas <5 acres?

4. Stabilized Construction Access

**Yes No NA**

- A temporary construction entrance to capture mud and debris from construction vehicles before they enter the public highway has been installed.
- Other access areas (entrances, construction routes, equipment parking areas) are stabilized immediately as work takes place with gravel or other cover.
- Sediment tracked onto public streets is removed or cleaned on a regular basis.

5. Sediment Controls

**Yes No NA**

- Silt fence material and installation comply with the standard drawing and specifications.
- Silt fences are installed at appropriate spacing intervals
- Sediment/detention basin was installed as first land disturbing activity.
- Sediment traps and barriers are installed.

6. Pollution Prevention for Waste and Hazardous Materials

**Yes No NA**

- The Operator or designated representative has been assigned to implement the spill prevention avoidance and response plan.
- The plan is contained in the SWPPP on page \_\_\_\_\_
- Appropriate materials to control spills are onsite. Where? \_\_\_\_\_

## II. CONSTRUCTION DURATION INSPECTIONS

### a. Directions:

**Inspection Forms will be filled out during the entire construction phase of the project.**

Required Elements:

- 1) On a site map, indicate the extent of all disturbed site areas and drainage pathways. Indicate site areas that are expected to undergo initial disturbance or significant site work within the next 14-day period;
- 2) Indicate on a site map all areas of the site that have undergone temporary or permanent stabilization;
- 3) Indicate all disturbed site areas that have not undergone active site work during the previous 14-day period;
- 4) Inspect all sediment control practices and record the approximate degree of sediment accumulation as a percentage of sediment storage volume (for example, 10 percent, 20 percent, 50 percent);
- 5) Inspect all erosion and sediment control practices and record all maintenance requirements such as verifying the integrity of barrier or diversion systems (earthen berms or silt fencing) and containment systems (sediment basins and sediment traps). Identify any evidence of rill or gully erosion occurring on slopes and any loss of stabilizing vegetation or seeding/mulching. Document any excessive deposition of sediment or ponding water along barrier or diversion systems. Record the depth of sediment within containment structures, any erosion near outlet and overflow structures, and verify the ability of rock filters around perforated riser pipes to pass water; and
- 6) Immediately report to the Operator any deficiencies that are identified with the implementation of the SWPPP.

**SITE PLAN/SKETCH**

\_\_\_\_\_  
**Inspector (print name)**

\_\_\_\_\_  
**Date of Inspection**

\_\_\_\_\_  
**Qualified Inspector (print name)**

\_\_\_\_\_  
**Qualified Inspector Signature**

The above signed acknowledges that, to the best of his/her knowledge, all information provided on the forms is accurate and complete.

**Maintaining Water Quality**

**Yes No NA**

- Is there an increase in turbidity causing a substantial visible contrast to natural conditions at the outfalls?
- Is there residue from oil and floating substances, visible oil film, or globules or grease at the outfalls?
- All disturbance is within the limits of the approved plans.
- Have receiving lake/bay, stream, and/or wetland been impacted by silt from project?

**Housekeeping**

1. General Site Conditions

**Yes No NA**

- Is construction site litter, debris and spoils appropriately managed?
- Are facilities and equipment necessary for implementation of erosion and sediment control in working order and/or properly maintained?
- Is construction impacting the adjacent property?
- Is dust adequately controlled?

2. Temporary Stream Crossing

**Yes No NA**

- Maximum diameter pipes necessary to span creek without dredging are installed.
- Installed non-woven geotextile fabric beneath approaches.
- Is fill composed of aggregate (no earth or soil)?
- Rock on approaches is clean enough to remove mud from vehicles & prevent sediment from entering stream during high flow.

3. Stabilized Construction Access

**Yes No NA**

- Stone is clean enough to effectively remove mud from vehicles.
- Installed per standards and specifications?
- Does all traffic use the stabilized entrance to enter and leave site?
- Is adequate drainage provided to prevent ponding at entrance?

**Runoff Control Practices**

1. Excavation Dewatering

**Yes No NA**

- Upstream and downstream berms (sandbags, inflatable dams, etc.) are installed per plan.
- Clean water from upstream pool is being pumped to the downstream pool.
- Sediment laden water from work area is being discharged to a silt-trapping device.
- Constructed upstream berm with one-foot minimum freeboard.

**Runoff Control Practices (continued)**

2. Flow Spreader

**Yes No NA**

- Installed per plan.
- Constructed on undisturbed soil, not on fill, receiving only clear, non-sediment laden flow.
- Flow sheets out of level spreader without erosion on downstream edge.

3. Interceptor Dikes and Swales

**Yes No NA**

- Installed per plan with minimum side slopes 2H:1V or flatter.
- Stabilized by geotextile fabric, seed, or mulch with no erosion occurring.
- Sediment-laden runoff directed to sediment trapping structure

4. Stone Check Dam

**Yes No NA**

- Is channel stable? (flow is not eroding soil underneath or around the structure).
- Check is in good condition (rocks in place and no permanent pools behind the structure).
- Has accumulated sediment been removed?.

5. Rock Outlet Protection

**Yes No NA**

- Installed per plan.
- Installed concurrently with pipe installation.

**Soil Stabilization**

1. Topsoil and Spoil Stockpiles

**Yes No NA**

- Stockpiles are stabilized with vegetation and/or mulch.
- Sediment control is installed at the toe of the slope.

2. Revegetation

**Yes No NA**

- Temporary seedings and mulch have been applied to idle areas.
- 4 inches minimum of topsoil has been applied under permanent seedings

**Sediment Control Practices**

1. Silt Fence and Linear Barriers

**Yes No NA**

- Installed on Contour, 10 feet from toe of slope (not across conveyance channels).
  - Joints constructed by wrapping the two ends together for continuous support.
  - Fabric buried 6 inches minimum.
  - Posts are stable, fabric is tight and without rips or frayed areas.
- Sediment accumulation is \_\_\_% of design capacity.

**Sediment Control Practices (continued)**

2. Storm Drain Inlet Protection (Use for Stone & Block; Filter Fabric; Curb; or, Excavated; Filter Sock or Manufactured practices)

**Yes No NA**

- Installed concrete blocks lengthwise so open ends face outward, not upward.
  - Placed wire screen between No. 3 crushed stone and concrete blocks.
  - Drainage area is 1acre or less.
  - Excavated area is 900 cubic feet.
  - Excavated side slopes should be 2:1.
  - 2" x 4" frame is constructed and structurally sound.
  - Posts 3-foot maximum spacing between posts.
  - Fabric is embedded 1 to 1.5 feet below ground and secured to frame/posts with staples at max 8-inch spacing.
  - Posts are stable, fabric is tight and without rips or frayed areas.
  - Manufactured insert fabric is free of tears and punctures.
  - Filter Sock is not torn or flattened and fill material is contained within the mesh sock.
- Sediment accumulation \_\_\_% of design capacity.

3. Temporary Sediment Trap

**Yes No NA**

- Outlet structure is constructed per the approved plan or drawing.
  - Geotextile fabric has been placed beneath rock fill.
  - Sediment trap slopes and disturbed areas are stabilized.
- Sediment accumulation is \_\_\_% of design capacity.

4. Temporary Sediment Basin

**Yes No NA**

- Basin and outlet structure constructed per the approved plan.
  - Basin side slopes are stabilized with seed/mulch.
  - Drainage structure flushed and basin surface restored upon removal of sediment basin facility.
  - Sediment basin dewatering pool is dewatering at appropriate rate.
- Sediment accumulation is \_\_\_% of design capacity.

Note: Not all erosion and sediment control practices are included in this listing. Add additional pages to this list as required by site specific design. All practices shall be maintained in accordance with their respective standards.

Construction inspection checklists for post-development stormwater management practices can be found in Appendix F of the New York Stormwater Management Design Manual.



