* Can use pdf version if you have full Adobe, Bluebeam or similar program. Otherwise, use the Word version.
* Copy and update info from page 1 of the Routine Inspection Form to page 1 of the Operator Compliance Form.
* Photo sizes may affect the documents and prevent photos from loading properly. Recommend using a lower resolution. Can also reduce file size in pdf by clicking “File,” “Save as Other,” “Reduced Size PDF.”
* For each photo in the Routine Inspection Report showing deficiencies or maintenance items, take a similar photo from the same angle and zoom level. Recommend bringing a copy of the inspection report with you while you take photos to adequately recreate the original photo.
* In the table, copy the text from the Routine Inspection Report in column 1. Don’t need to include BMPs that are working (W).
* In the table, include photo number in column 2 & date corrected in column 3.
* Don’t forget to complete the Operator Inspector Certification below the table.
* Attach photos in the photo log in the same order as the Routine Inspection Form for BMPs that need maintenance or are deficient. This will help to make sure there is a photo for all deficiencies.
* Include a caption for each photo.
* Include photos for all deficiencies even if removed (e.g. failure to implement stockpile management but then removed stockpile and failure to implement vehicle tracking control but then roped off area or closed a gate).
* Can submit Operator Compliance Forms prior to all findings being addressed by having placeholders for items that will be scheduled later. Must include date when finding will be addressed. Will need a revised form after all items are complete. Items should be added to original form instead of sending a new form for those items only.