**Phase II MS4 Self Assessment Module 4**

**Status**

****

**Permittee Name**

****

**Permit Number**

****

**Assessment Period Start**

****

**Assessment Period End**

****

**Tab Pages**

Mod 0

Mod 1

Mod 2

Mod 3

Mod 4

Mod 5

Mod 6

|  |  |
| --- | --- |
|  | Print Module 4 |

**Construction Sites Program**

**Attachments Requested**

**A. Blank checklist or form used to review site plans prior to issuing a construction or building permit if available.**

**Yes**

**No**

**B. Blank checklist or inspection report form used to inspect construction sites.**

**Yes**

**No**

**C. Three inspection reports, each one for a different construction site that reports storm water permit violations.**

**Yes**

**No**

**D. Three compliance inspections, one for a different construction site, that shows the operator corrected storm water violations.**

**Yes**

**No**

**E. Copy of the Program Description Document (PDD) for the construction sites program.**

**Yes**

**No**

**Program GoalThe goal of the Construction Site program is to reduce or prevent the discharge of pollutants to the MS4 from applicable construction activities.**

**1. Under the Code of Federal Regulations (CFR) 40 CFR §§122.26, 122.34(a), 122.34(b) (4), and State permit requirements, has the permittee developed and implemented a Construction Site program? If no, explain why this program has not been developed and implemented.**

**Yes**

**No**

**Response**

****

**2. Are the operational procedures for this program described in a comprehensive PDD? If yes, where is this program (i.e., page, chapter) described in the document?**

**Yes**

**No**

**Response**

****

**Section I: Regulatory Mechanism**

**1. Is legal authority required to carry out and or enforce the Construction Sites program? If no, skip 2 and 3 of this Section.**

**Yes**

**No**

**2. Describe the ordinances, codes, or policies in place that gives legal authority and the extent of that authority to implement and or enforce this program.**

****

**3. Who is the person (e.g., specific staff, department, etc.) authorized to exercise legal authority for this program?**

****

**Section II: Fiscal Resources**

**1. What was the budget to carry out the Construction Sites program for this Assessment Period?**

**Assessment Period Date**

****

**Press Key down or Key up for access to Calendar.**

**Assessment Period Budget**

****

**Next Reporting Period Date**

****

**Press Key down or Key up for access to Calendar.**

**Next Reporting Period Budget**

****

**2. Did this budget meet the program demands? If no, describe the parts of the program that could improve with increased funding and resources.**

**Yes**

**No**

**Response**

****

**Section III: Stormwater Permit Process and Approval**

**1. For this reporting period, how many applications were approved to build on construction sites that were greater than or equal to one acre, and less than one acre, but part of a larger common plan or development or sale that has disturbed one acre or more?**

****

**2. Are applicants required to show proof of applying for or obtaining a storm water permit from the State or EPA; and, having a site plan in place for the construction site, prior to starting construction?**

**Yes**

**No**

**3. What is the alternative for applicants that do not provide proof of applying for or obtaining a storm water permit and developing a site plan?**

****

**4. Are site plans reviewed to determine their compliance with permit requirements? If yes, describe the next step if the site plan does not meet permit requirements.**

**Yes**

**No**

**Response**

****

**5. Is training provided to construction operators about site management such as maintaining erosion, sediment and trash controls during or after the application review process? If yes, describe the training that construction operators are required or encouraged (if not mandatory) to take.**

**Yes**

**No**

**Response**

****

**Section IV: Plan Review Process for Contractors/Utility Companies**

**1. Are Contactors/utility companies required to obtain approval to work on construction sites, less than, equal to or greater than 1 acre; or part of a larger common plan of development or sale? If yes, describe the administrative and technical part to process their application for building permit approval.**

**Yes**

**No**

**Response**

****

**2. Are Contractors/utility companies required to show proof of compliance with storm water permit regulations (e.g., signed on to an existing site plan; operating with an independent site plan; obtained storm water permit coverage as needed), prior to obtaining authorization to work on a construction site within the MS4?**

**Yes**

**No**

**3.What is the alternative for Contractors/utility companies that do not provide proof of operating in compliance with storm water permit requirements?**

****

**Section V: Inventory**

**1. Describe the universe of (i.e., the number) construction sites 1 acre or greater operating within the MS4.**

****

**2. What resource is used to identify the universe of these construction sites?**

****

**Section VI: Construction Site Inspectors and Inspections**

**1. How many inspectors are designated fulltime to inspect construction sites?**

****

**2. Describe as applicable, the extent of participation from other departments in construction site inspections.**

****

**3. Are construction sites scheduled for inspections? If yes, describe the criteria for prioritizing inspections for these sites (e.g., complaint driven, compliance history, acres disturbed). If no, describe how permit compliance at these sites is determined.**

**Yes**

**No**

**Response**

****

**4. For this reporting period, what percentage of the universe of construction sites were inspected?**

****

**5. Do inspectors use a checklist or official form to document findings of construction site inspections and track corrective actions?**

**Yes**

**No**

**6. What main components do inspectors look for when conducting construction site inspections? *(Check all that apply)*:**

**a. Land disturbance and storage of soils**

**Yes**

**No**

**b. Vehicle tracking**

**Yes**

**No**

**c. Loading and unloading operations**

**Yes**

**No**

**d. Outdoor storage of construction site and building materials, fertilizer, and chemicals**

**Yes**

**No**

**e. Bulk storage of materials**

**Yes**

**No**

**f. Vehicle and equipment maintenance and fueling**

**Yes**

**No**

**g. Significant dust or particulate generating processes**

**Yes**

**No**

**h. Routine maintenance activities involving fertilizers, pesticides, detergents, fuels, solvents, and oils**

**Yes**

**No**

**i. Concrete truck/equipment washing, including the concrete truck chute and associated fixtures and equipment**

**Yes**

**No**

**j. Dedicated asphalt and concrete batch plants**

**Yes**

**No**

**k. Other non-stormwater discharges including construction dewatering not covered under the Construction Dewatering Discharges general permit**

**Yes**

**No**

**l. Wash water that may contribute pollutants to the MS4**

**Yes**

**No**

**m. Unauthorized discharges of sediment to the MS4**

**Yes**

**No**

**n. Control measures have been installed, implemented, and maintained properly to provide control of all potential pollutant**

**Yes**

**No**

**o. Other areas or operations where spills can occur**

**Yes**

**No**

**Other (Specify):**

****

**7. Are inspectors expected to write a formal Inspection Report that documents their findings and recommended corrective actions after each construction site they inspect?**

**Yes**

**No**

**8. How many days from the time of a construction site inspection, are inspector expected to complete a formal Inspection Report?**

****

**9. Are the Inspection Reports reviewed by upper management, signed and filed?**

**Yes**

**No**

**10. Where are signed, dated and completed Inspection Reports filed?**

****

**Inspector Training**

**1. Describe any basic or special training that inspectors are required to take one time and or annually.**

****

**2. Are inspectors trained in the following areas? *(Check all that apply)***

**a. Ordinances for the Construction Site program**

**Yes**

**No**

**b. Receiving Water Analysis and Rainfall Data Collection**

**Yes**

**No**

**c. Control Measures for Construction Sites**

**Yes**

**No**

**d. Inspection techniques**

**Yes**

**No**

**e. Photography and logging photographs taken during inspections**

**Yes**

**No**

**f. Evidence and Data Collection**

**Yes**

**No**

**g. Detecting and investigating illicit discharges**

**Yes**

**No**

**h. Installation and maintenance requirements common for most construction control measures**

**Yes**

**No**

**i. Federal and State storm water permit requirements**

**Yes**

**No**

**j. Salt/sand storage**

**Yes**

**No**

**k. Issuing enforcement actions**

**Yes**

**No**

**l. Spill prevention and clean up**

**Yes**

**No**

**Other (Specify)**

****

**Training for Construction Operators**

**1. Describe information provided to operators of applicable construction activities to ensure that each operator is aware of the permittee’s requirements for controlling pollutants.**

****

**Section VII: Enforcement**

**1. Are inspectors authorized to take enforcement action either initial or escalated on-site (e.g., Cease and Desist Orders), for permit non-compliance? Describe the type of enforcement action that they are authorized to exercise in the field.**

**Yes**

**No**

**Response**

****

**2. Do inspectors have ready access to guidelines (e.g., standard operation procedures, enforcement policy) on the appropriate enforcement action for non-compliance, that can be executed on and out of the field?**

**Yes**

**No**

**3. Upon the discovery of non-compliance, what procedures are in place to address non-compliance?**

****

**4. Describe or attach a flow chart, how the enforcement action process works.**

****

**5. Are inspections and enforcement actions different for contractors and utility companies that do not comply with storm water permit requirements? If yes, describe the difference in the enforcement procedure.**

**Yes**

**No**

**Response**

****

**6. Is a certain amount of days required to take corrective actions and is a follow-up inspection conducted to ensure that the work has been completed?**

**Yes**

**No**

**Response**

****

**7. Describe the alternative if corrective actions are not implemented or completed.**

****

**8. Describe common violations found during construction site inspections that required initial enforcement action.**

****

**9. Describe the types of enforcement actions that are initially issued for storm water permit non-compliance, and the number of these actions issued within the Assessment Period.**

****

**10. Describe the conditions that requires escalated enforcement action.**

****

**Section VIII: Records Management**

**1. Describe the database in place to track activities and events related to the Construction Sites program.**

****

**2. What municipal department, team, or co-permittees have access to the program data?**

****

**3. Who (i.e., inspectors, data specialist) is responsible to make data entries for this program?**

****

**4. What is the timeframe to complete data entries for this program? Be document specific.**

****

**Section IX: Evaluation**

**1. Was this program evaluated and a report of the results filed? If yes, briefly describe the strongest programs and those that need improvements. Include where this report is kept. If no, explain why this program was not evaluated.**

**Yes**

**No**

**Response**

****

**2. Who led the program evaluation?**

****

**3. What municipal departments, staff, team, or co-permittees took part in the evaluation?**

****

**Module 4 Contact Information**

**Completed Date**

****

**Press Key down or Key up for access to Calendar.**

**Comp By First Name**

****

**Comp By Last Name**

****

**Signed By**

****

**Job Title**

****

**Department**

****

**Address**

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**City**

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**State**

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**Zipcode**

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**Telephone**

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**Email**

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**Module 4 Attachments**

Add Attachment

**No Module 4 Attachments Found.**