



## CHAPTER 102 VISUAL SITE INSPECTION REPORT INSTRUCTIONS

Completion of the Visual Site Inspection Report is a requirement of National Pollutant Discharge Elimination System (NPDES) permits for stormwater discharges associated with construction activities issued under Chapter 102 by the Department of Environmental Protection (DEP) and authorized county conservation districts (CCDs). The latest version of the Visual Site Inspection Report must be used by permittees when provided with the permit or permit authorization (new, renewed or amended permits). Where an earlier version of the inspection report was provided with a permit or permit authorization, an existing permittee may continue to use that version of the report. This form is to be used for during the earth disturbance activities at a project site. For project sites that do not require permit coverage, this form may be used but is not required. The Visual Site Inspection Report may be converted for electronic use by a permittee/co-permittee, and such use is acceptable under the terms of the permit as long as: 1) there are no changes to the content of DEP's report template, and 2) the permittee/co-permittee is capable of printing physical copies of completed reports on-site. Inspection reports must be retained on-site for a period of time specified in the permit and be made available to DEP/CCDs upon request.

### General Information

Report the following information in the space provided:

- **Inspection Date and Time** – Enter the date of the inspection (month, date, and year) and the time of the inspection (circle AM or PM).
- **Inspection Number** – List the inspection ID number if desired (i.e., optional). If used, an inspection number should be unique for each inspection and project site.
- **Inspection Type** – Enter either "Routine" (i.e., weekly), "Post-Storm" (i.e., an inspection conducted within 24 hours of a measurable stormwater event), "Corrective Action" (i.e., an inspection done in response to a finding by the permittee/co-permittee or by DEP/CCD that correction action must be taken).
- **Precipitation in Previous 24 Hours** – Identify the amount of precipitation, in inches, that have occurred over the 24 hours prior to the inspection, based on an on-site rain gauge or local weather station measurement.
- **Current Site Conditions** – Check the appropriate box(es) to specify the overall condition of the site with respect to earth disturbance activities. More than one box may be selected.
- **Current Weather Conditions** – Check the appropriate box to specify the weather conditions at the start of the inspection.
- **Permittee and Inspector Information** – List the permittee's name and mailing address as it appears on the first page of the permit issued by DEP/CCD. List the name of the person who completed the inspection, the inspector's phone number, the company (firm) employing the inspector, and the inspector's title with the firm, as applicable.
- **Project Name** – Identify the project (or project site) name as it appears on the first page of the permit issued by DEP/CCD.
- **Municipality and County** – Record the municipality and county where the project site is located.
- **Permit Type and Permit No.** – Check the appropriate box to indicate the type of permit held by the permittee, if applicable; either General NPDES Permit coverage (PAG-02); an Individual NPDES Permit (IP); an Erosion and Sediment Control General Permit (ESCGP); or an Erosion and Sediment Control Individual Permit (ESP). Enter the permit number associated with the authorization for earth disturbance activities, if applicable.

### Inspection Information

Questions 1 through 6 relate to areas or best management practices (BMPs) on a project site (including off-site areas supporting the project site, as applicable) that should be inspected, where applicable, during routine and post-storm event inspections. Check the box in the "Check if Inspected" column for the corresponding area if an inspection of the

area was completed. Use the column for "Problems Observed" to note any conditions that should, in the opinion of the inspector, be corrected to comply with the permit. Attach additional pages if necessary. If an area is not applicable to a project site or to the timing of the inspection, it need not be inspected. For example, if there are no locations on-site where temporary or permanent stabilization measures have been or must be taken, the box corresponding to Question 6 may remain un-checked.

Questions 7 through 15 request a response of Yes, No, or Not Applicable (N/A). Provide a response for each desired question by checking the appropriate box. Where appropriate the inspector may check the box for N/A. For example, for question 10, "Are PCSM BMPs properly installed, are operational, and are working as intended?" the inspector may check the box for N/A if temporary erosion and sediment control (E&S) BMPs are still in place and post-construction stormwater management (PCSM) BMPs have not been constructed. Where temporary E&S BMPs have been removed, the inspector may check the box for N/A for question 9, "Are E&S BMPs properly installed, are operational, and are working as intended?"

For question 16, provide an explanation for any "No" responses for questions 7 through 15 in the space provided. Attach additional sheets as necessary. Refer to the question number and project location in your explanation.

Questions 17 through 20 request a response of Yes, No, or Not Applicable (N/A). Provide a response for each desired condition by checking the appropriate box. Where appropriate the inspector may check the box for N/A. For question 18, unauthorized non-stormwater discharges are those that are not identified in the permit as being allowable discharges. For example, the discharge of sewage from portable restrooms is an unauthorized non-stormwater discharge.

For question 21, provide an explanation for any "Yes" responses for questions 17 through 20 in the space provided. Attach additional sheets as necessary. Refer to the question number and project location in your explanation.

For question 22, check the appropriate box to identify if critical stages of implementation of the PCSM Plan are occurring at the time of inspection. If there are no critical stages for a project, then check the box for N/A. The critical stages of PCSM implementation are identified in the approved PCSM Plan. If the answer to question 22 is Yes, check the appropriate box for question 23, to identify if a licensed professional is or was on-site during these critical stages and was responsible.

For question 24, check the appropriate box if fill material excavated on-site, imported to the site, or exported from the site has been tested for clean fill under DEP's [Management of Fill Policy](#) and Form FP-001 is attached to the inspection report. Form FP-001 should be attached to the next inspection report that is completed following receipt of information necessary to complete Form FP-001.

For question 25, list the name(s) and address(es) of all new operators that have commenced work on the project site since the last inspection was conducted. An operator is a person who has one or more of the following: (i) oversight responsibility of earth disturbance activity on a project site or a portion thereof who has the ability to make modifications to the E&S Plan, PCSM Plan or site specifications, or (ii) day-to-day operational control over earth disturbance activity on a project site or a portion thereof to ensure compliance with the E&S Plan or PCSM Plan (see 25 Pa. Code § 102.1). If no new operators have commenced work at the project site since the last inspection, this section may remain blank.

If new operators are identified, check the appropriate box if the Transferee/Co-Permittee Application has been completed and submitted to DEP or an authorized CCD for those new operators.

For question 26, use the space provided to describe any corrective actions that should be taken by the permittee/co-permittee to comply with the permit based on the results of the inspection. The anticipated timeframe for completion of the corrective actions should also be identified. Attach additional sheets as necessary.

For question 27, check the appropriate box if photographs have been taken during the inspection and are attached to the inspection report.

For question 28, check the appropriate box if additional pages have been attached to the report.

### Certification

The inspector should read the certification statement and must sign and date the inspection report, attesting to the accuracy and validity of the contents of the inspection report.