

Attachment 9

INSPECTION SERVICES

Storm Water Inspection Internal Procedures

1. Storm water compliance must be verified at every inspection, and a storm water inspection result must be recorded in the City's Project Tracking System (PTS). Inspectors should note the following:
 - a) Storm water requirements for project sites near sensitive water bodies are more restrictive. In such cases, inspectors shall refer to Section 5.3.3 of the City's Storm Water Standards to ensure proper requirements are implemented;
 - b) All high priority projects tagged in PTS under Tier 1 Issues will require a pre-construction (pre-con) meeting. The purpose of the pre-con will be to inform the general contractor of all the requirements for implementing Best Management Practices (BMPs) for the project site.

2. At the first scheduled inspection, customers shall be provided with a copy of a Storm Water Information Notice (double sided copy of the DS-3) if there are no violations. Customers should also be provided with a copy of the City's *Clean Construction* brochure. Inspectors must enter a note in PTS under the Storm Water subtype "Info. DS-3."

3. A completed DS-3 is required for all job sites that fail storm water inspections. The DS-3 must specify that the job site requires compliance within a maximum of 2 days. Immediate compliance is required when there is a 40% chance of rain in the forecast. At a minimum, a DS-3 must include the following:
 - ✓ Address
 - ✓ Approval and Project numbers
 - ✓ Inspection date
 - ✓ Name and signature
 - ✓ Description and evidence of discharges of sediment or other pollutants
 - ✓ Location of BMPs that need to be maintained per the project site's Storm Water Pollution Prevention Plan (SWPPP)
 - ✓ Location of BMPs that failed to operate as designed or proved inadequate
 - ✓ Location where additional BMPs are needed
 - ✓ Corrective measures required for compliance
 - ✓ Photos of the violations

4. Coordination between inspection disciplines:
 - a) When arriving at a job site, inspectors shall first locate and review the job site's SWPPP. The inspector will also verify if a DS-3 has been issued for that same day;
 - b) If a DS-3 has been issued for the job site, the inspector will verify if the general contractor has taken action to correct the violations;
 - c) If the general contractor has corrected all violations, the inspector will pass the storm water inspection, document, and take pictures of the corrected BMPs;

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- d) If no progress had been made, the inspector will issue an additional DS-3 and include a written warning that states: *"The next failed inspection will result in a re-inspection fee charged to the project permit."*
 - e) Before the start of the next business day, the inspector will notify other district inspectors of all DS-3s that were issued for the district.
5. Inspectors have the discretion to implement the following actions if no progress has been made to correct storm water violations:
- a) The 1st violation will result in a Storm Water Notice;
 - b) A 2nd Storm Water Notice will result in withholding further inspections and assessing re-inspection fees which shall be recorded in PTS;
 - c) Further non-compliance will escalate to the following referrals:
 - i. The City's Code Enforcement Division, who has the authority to issue citations and fines; and/or
 - ii. The City Attorney's Office for approval of a **Stop Work Notice**.
6. In the event that construction BMPs are deficient on any active **Grading/Engineering Permit**, inspectors shall:
- a) Notify the Resident Engineer and Inspection Services Manager as soon as possible;
 - b) Take photos of the violations; and
 - c) Coordinate with the senior inspector to collect and email all pertinent project information to the senior engineer with the Field Engineering Division (FED).
7. In the event of an active storm water discharge, inspectors shall:
- a) Immediately contact the Storm Water Hotline at (619) 235-1000 to report the discharge;
 - b) Take photos and email to swppp@sandiego.gov (Storm Water Division) all the pertinent project information the following business day;
 - c) Save all the project information in an electronic file to be saved under **I:\DB&S\Inspection Services\Storm Water\Discharges**. The electronic file shall be identified by the job address listed on the DS-3; and
 - d) Contact support staff at (858) 492-5071 to issue an invoice for a re-inspection fee.
8. A copy of the DS-3 must be provided to the customer. Inspectors will keep the white and blue copies of the DS-3 together until compliance is achieved. Once compliance is achieved, the inspector will enter the date of when corrective measures were approved on the white copy of the DS-3, which will thereafter be placed in the collection box next to Dave or Chad's office. The blue copy of the DS-3 stays in the inspector's file.