

APPENDIX B

INSPECTION FORMS

Centerville City has developed and implemented a series of inspection forms to support consistent, well-documented stormwater inspections conducted under the City's Small MS4 Program. These forms are intended to guide inspectors through the required inspection elements, promote consistent evaluation of stormwater control measures and site conditions, and ensure that inspection findings, corrective actions, and follow-up needs are accurately recorded. Several of the City's inspection forms are hosted and managed through ComplianceGo, which provides a centralized platform for documenting inspection results and maintaining inspection records. Additional inspection forms that were developed outside of ComplianceGo are also included in this appendix to provide a complete record of the inspection tools used by the City to support permit compliance and stormwater program implementation.

Inspection forms:

Construction

Centerville UT Common Plan SWPPP Inspection
Centerville, UT

Construction

Commercial Under an Acre
Centerville, UT

Construction

Common Plan self-Inspection
Centerville, UT

Construction

Residential permit inspection
Centerville, UT

Construction

UT - MS4 Construction Oversight Inspection Form
Centerville, UT

Construction

UT - Operator Self-Inspection Form
Centerville, UT

Construction

Final
Centerville Notice of Termination Final Inspection
Centerville, UT

Final

Centerville Stormwater Inspection Forms

Long Term Stormwater Management
Copy of Sample Long-Term Stormwater Inspection Checklist
Centerville, UT

Long Term Stormwater Management

Pre-Construction
Preconstruction meeting
Centerville, UT

Pre-Construction

MS4 Facility
SWPPP monthly visual inspection, high priority sites
Centerville, UT

MS4 Facility

City Owned Facility Floor Drain Inspection Form
Centerville, UT

MS4 Facility

High Priority Site Annual Outfall Inspection
Centerville, UT

MS4 Facility

High priority sites semi-annual comprehensive inspection
Centerville, UT

MS4 Facility

SPCC Monthly Inspection city shops
Centerville, UT

MS4 Facility

MS4 IDDE
Copy of Illicit Discharge Hotline Incident Tracking Sheet
Centerville, UT

MS4 IDDE

Outfall Form
Centerville, UT

City of Centerville Stormwater Program

Priority Area Inspection Form

Site Name		Date and Time of Inspection	
Site Address		Weather during Inspection	

Brief Description of Area	
Are there changes to the priority area from the previous inspection?	

Initial Assessment	Yes	No	N/A
Is there any visual evidence of an illicit discharge or previous discharge?			

Comments:

Is there any damage, erosion, misalignment, or other structural issues in the priority area? (e.g. stormwater conveyance, curbs, damaged containers, etc.)			
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Comments:

Discharge Evaluation	Yes	No	N/A
If a discharge was occurring during the inspection, was the source identified?			

Comments:

If evidence of a previous discharge was found, was the source identified?			
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Comments:

Grab Sample	Yes	No	N/A
Was a grab sample of any discharge obtained and documented? If so, describe the location where the sample was taken.			

Comments:

Were there any indications of pollutants in the grab sample? If so, describe.			
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Comments:

Post-Inspection	Yes	No	N/A
Was a responsible party for any spills, debris, or other discharges identified?			
<u>Comments:</u>			
Is there a need for further action, such as inspection, discharge tracing, cleanup, or repair to existing infrastructure?			
<u>Comments:</u>			
Investigation Results			
Pollutant type(s): Estimated pollutant volume: Features impacted: Responsible party contact:			
Corrective Action Items			

SPILL INCIDENT	SI-3
IDDE Inspection Form	

REPORTED INFORMATION

Reported by _____ Date _____

Location of discharge _____

Was a discharge or pollutant found? Yes No

Description of discharge _____

Amount of discharge (estimated) _____

Responsible Party Information _____

Report taken by _____

INVESTIGATION INFORMATION

Date investigation began _____

Was source of discharge found? Yes No

Any discharge to storm drain? Yes No

Were samples collected for analytical monitoring? Yes No

Agencies discharge was reported to
 _____ Date _____
 _____ Date _____
 _____ Date _____

ILLICIT DISCHARGE REMOVAL INFORMATION

Description of actions taken to remove the discharge _____

Has illicit discharge been eliminated? Yes Date _____ No

Future scheduled follow-up action _____ Date _____

ENFORCEMENT INFORMATION

List enforcement action(s) taken
 Date _____ Enforcement action _____
 Date _____ Enforcement action _____

City of Centerville Stormwater Program

Annual Priority Facility Inspection Form

Site Name		Date and Time of Inspection	
Site Address		Weather during Inspection	
Inspector Name		Inspector Signature	

Initial Assessment

Brief Description of Area	
Are there major changes to the priority facility from the previous inspection?	

Stormwater Evaluation

	Yes	No	N/A
Visually inspect the stormwater runoff or discharge from the site. Is there any discoloration, sheen, foam, floating debris, or sediment?			
<u>Description of water conditions:</u>			
If there is evidence of contamination, can the source be located?			
If the source is located, what actions were taken to resolve the issue?			

Grab Sample

	Yes	No	N/A
Was a grab sample of any discharge obtained and documented? If so, describe the location where the sample was taken.			
<u>Comments:</u>			
Were there any indications of pollutants in the grab sample? If so, describe.			
<u>Comments:</u>			

Discharge Evaluation		Yes	No	N/A
If a discharge was occurring during the inspection, was the source identified?				
<u>Comments:</u>				
If evidence of a previous discharge was found, was the source identified?				
<u>Comments:</u>				
Were measures taken to stop any active illicit discharge?				
If so, what measures were taken to resolve the issue?				
Post-Inspection		Yes	No	N/A
Was the proper personnel for any spills, debris, or other discharges notified?				
<u>Comments:</u>				
Is there a need for further action, such as inspection, discharge tracing, cleanup, or repair to existing infrastructure?				
<u>Comments:</u>				
Was any confirmed illicit discharge reported to appropriate agencies and authorities?				
Investigation Results				
Pollutant type(s):				
Estimated pollutant volume:				
Features impacted:				
Corrective Action Items				

City of Centerville Stormwater Program

Priority Facility Classification Inspection Form

Site Name		Date and Time of Inspection	
Site Address		Weather during Inspection	
Inspector Name			

Brief Description of Facility	
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Initial Assessment	Yes	No	N/A
Are their potential pollutants stored on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Are there improperly stored materials on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Are there potential pollutant-generating activities performed outside (e.g. cleaning equipment or tools)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Are there any waterbodies in close proximity to the site (Ponds, streams, canals, lakes, Rivers, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Discharge Potential Assessment			
Pollutants of concern with potential to discharge into impaired waterbodies:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Investigation Results

Pollutant type(s), if applicable:

Improperly stored materials:

Pollution generating activities
performed outside:

Waterbodies in close proximity to
site:

Pollutants of concern with potential
to discharge into impaired
waterbodies:

Notes/Comments

City of Centerville Stormwater Program

Monthly Priority Facility Inspection Form

Site Name		Date and Time of Inspection	
Site Address		Weather during Inspection	
Inspector Name			

Brief Description of Facility	
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Are there changes to the priority area from the previous inspection?	
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Initial Assessment	Yes	No	N/A
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Is there any visual evidence of an active discharge or previous discharge (e.g., staining, discoloration, evidence of dumping, etc.)?			
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<u>Comments:</u>	
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Are related stormwater outfalls in working condition? (Free from obstructions, misalignment, structural damage, etc.)			
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<u>Comments:</u>	
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Are the reported BMPs and stormwater controls on site working as intended?			
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<u>Comments:</u>	
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Post-Inspection	Yes	No	N/A
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Was the proper personnel for any spills, debris, or other discharges notified?			
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Comments:

Is there a need for further action, such as inspection, discharge tracing, cleanup, or repair to existing infrastructure?

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Comments:

Was any confirmed illicit discharge reported to appropriate agencies and authorities?

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Comments:

Investigation Results

Pollutant type(s):

Estimated pollutant volume:

Features impacted:

Corrective Action Items

City of Centerville Stormwater Program

Semi-Annual Priority Facility Comprehensive Inspection Form

Site Name		Date and Time of Inspection	
Site Address		Weather during Inspection	
Inspector Name		Inspector Signature	

Brief Description of Area	
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Are there changes to the priority area from the previous inspection?	
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Assessment	Yes	No	N/A
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Inspect **ALL** of the following stormwater controls or systems for functionality, whether they are well-maintained, and if they are located and installed as described in the SWPPP.

Were the following areas inspected?

Waste storage areas			
Dumpsters and trash management			
Vehicle and equipment maintenance, washing, and fueling areas			
Material handling areas			
Storage and disposal of chemicals			
Storage of salt, sand, gravel, landscaping materials, asphalt, and other materials			
Cleaning, washing, painting and maintenance activities including cleaning of maintenance equipment, building exteriors, and trash containers			
Sweeping roads and parking lots			

Proper application, storage, and disposal of fertilizer, pesticides, and herbicides and minimizing their use			
Lawn maintenance and landscaping activities including proper disposal of lawn clippings and vegetation			
Green waste deposited in the street			
Proper disposal of animal wastes			
Vehicle maintenance and repair activities including use of drip pans and absorbents under or around leaky vehicles and equipment			
Vehicle/equipment storage including storing indoors, where feasible			
Vehicle fueling including placing vehicle fueling areas under cover to minimize exposure where feasible			
Road and parking lot maintenance including pothole repair, pavement marking, sealing, and repaving			
Cold weather operations including plowing, sanding, application of deicing compounds, and maintenance of snow disposal areas			
Right-of-way maintenance including mowing and herbicide and pesticide application			
Municipally sponsored events such as large outdoor festivals, parades, or street fairs and the cleanup following these events			
Regular inspection, cleaning, and repair of stormwater conveyance and structural stormwater controls			
Any activities or operations not listed above that would reasonably be expected to discharge contaminated runoff			
Are the storm water controls and systems functioning as intended? If not, describe the deficiencies			
Comments:			
Are the storm water controls and systems well-maintained and free of damage? If not, describe the damage/deficiencies.			
Comments:			
Are the storm water controls and systems installed as described in the SWPPP? If not, describe the discrepancies.			

Comments:

Post-Inspection	Yes	No	N/A
Was the proper personnel for any spills, debris, or other discharges identified?			

Comments:

Is there a need for further action, such as inspection, discharge tracing, cleanup, or repair to existing infrastructure?			
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Comments:

Was any confirmed illicit discharge reported to appropriate agencies and authorities?			
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Comments:

Investigation Results

Pollutant type(s):
Estimated pollutant volume:
Features impacted:

Corrective Action Items