

SECTION 5: INSPECTION AND CORRECTIVE ACTION

5.1 Inspection Personnel and Procedures

Instructions:

- Describe the procedures for inspections.

Schedule

- At minimum the you shall conduct a site inspection* at least one every 7 calendar days, **or** once every 14 calendar days and within 24 hours of the occurrence of storm event of 0.25 inches or greater (once a storm event has produced 0.25 inches you are required to conduct an inspection within 24 hours of the first day of the storm and within 24 hours after the end of the storm). A properly maintained rain gauge shall be kept on the site, or obtain the storm event information from a weather station that is representative of the location. For any day of rainfall during normal business hours that measures 0.25 inches or greater, you shall record the total rainfall measured for that day.
- If the project site discharges into an impaired water (according to the State CWA Section 303(d) list), then you shall conduct a site inspection* at least one every 7 calendar days **and within 24 hours of the occurrence of storm event of 0.25 inches or greater (once a storm event has produced 0.25 inches you are required to conduct an inspection within 24 hours of the first day of the storm and within 24 hours after the end of the storm)**.
- *Inspections are only required during the project's normal working hours.
- The frequency of inspections may be reduced to once per month in any area of the site where the stabilization measures have been completed. However if construction activity resumes in this portion of the site at a later date, the inspection frequency immediately increases to that originally required.

Personnel Responsible for Inspections

INSERT NAMES OF PERSONNEL OR TYPES OF PERSONNEL WHO WILL BE CONDUCTING SITE INSPECTIONS HERE:

Information to be documented prior to the start of construction.

Insert Role or Responsibility:

Insert Name:

Insert Telephone Number:

Insert Email:

Information to be documented prior to the start of construction.

Insert Role or Responsibility:

Insert Name:

Insert Telephone Number:

Insert Email:

Note: All personnel conducting inspections must be considered a "qualified person." A "qualified person" is a person knowledgeable in the principles and practices of erosion and sediment controls and pollution prevention, who possesses the skills to assess conditions at the construction site that could impact stormwater quality, and the skills to assess the effectiveness of any stormwater controls selected and installed to meet the requirements of this permit.

Inspection Schedule

- The identified State water that the site will discharge into is the Manoa Stream, which is an impaired water, according to the State CWA Section 303(d) list. The exact inspection schedule information will be conducted at a minimum of every 7 calendar days and within 24 hours after a rainfall event of 0.25 inches or more has occurred. Contractor will need to have a rain gauge at the site to verify rainfall amount.

Inspection Report Form:

- You are required to complete an inspection form within 48 hours of completing any site inspection. If it is determined unsafe to inspect a portion of the site, then you shall describe the reason to be unsafe and specify the locations that this condition applied. Each inspection report must be certified and signed by the duly authorized representative or another appointed individual that meets the requirements of 11-55-07(b).
- It is required to keep a current, copy of all inspection reports at the site or at an easily accessible location, so that it can be made available at the time of an onsite inspection or upon request by the DOH-CWB.
- All inspection reports must be retained for at least 5 years from the date ha the permit coverage expires or is terminated.
- Areas to be inspected at minimum: areas that have been disturbed and are not yet stabilized to ensure that there is no erosion or sedimentation; all locations where stabilization measures have been implemented; all erosion and sediment controls and BMPs to ensure that they have been installed properly and are operational at; all hazardous and construction products and material storage areas to ensure that there are no spills or leaks.

See Appendix B – Inspection/Corrective Form

5.2 Corrective Action

Instructions:

- Describe the procedures for taking corrective action.
- Corrective actions are actions taken to:
 - ✓ Repair, modify or replace any storm water control (erosion and sediment control or BMPs) used at the site;
 - ✓ Clean up and properly dispose of spills, releases or other deposits; or
 - ✓ Remedy a permit violation.

Personnel Responsible for Corrective Actions

INSERT NAMES OF PERSONNEL OR TYPES OF PERSONNEL RESPONSIBLE FOR CORRECTIVE ACTIONS:

Information to be documented prior to the start of construction.

Insert Role or Responsibility:

Insert Name:

Insert Telephone Number:

Insert Email:

Information to be documented prior to the start of construction.

Insert Role or Responsibility:

Insert Name:

Insert Telephone Number:

Insert Email:

Corrective Action

- The contractor shall immediately stop, reduce, or modify construction, or implement new or revised best management practices as needed to stop or prevent a violation of the basic water quality criteria.
- When a condition requiring corrective action is found, the contractor shall immediately (on the same day) take all reasonable steps to minimize or prevent the discharge of pollutant until a permanent solution is installed and made operational, including cleaning up any contaminated surfaces so that the material will not discharge in subsequent storm events.
- For any of the following conditions, the contractor shall install a new or modified control and make it operational, or complete the repair, by no later than 7 calendar days from the time of discovery. If it is infeasible to complete the installation to repair within 7 calendar days, the Contractor shall document in the records why it is infeasible to complete the installation to repair within the 7 calendar day timeframe and document a schedule for installation the storm water control(s) and making it operation as soon as practicable after the 7-day timeframe.
 - An erosion and sediment control or BMPs that was never installed or was installed incorrectly;
 - An erosion and sediment control or BMPs that was installed is not effective enough for the discharge to meet applicable water quality standards;
 - One of the prohibited discharges in section Hawaii Administrative Rules (HAR), Chapter 11-55 Appendix C, Section 5.3.1 is occurring or has occurred.

Corrective Action Report

- For each corrective action taken the contractor shall complete a corrective action report.

- Within 24 hours of discovering the occurrence of one of the triggering conditions at the site, the contractor shall complete a report of conditions identified at the site, the nature of the condition identified, and the date and time of the condition identified and how it was identified.
- Within 7 calendar days of discovering the occurrence of one of the triggering conditions at the site, the contractor shall complete a report of any follow-up actions taken to review the design, installation, and maintenance of stormwater controls, including the dates such actions occurred; a summary of stormwater control modifications taken or to be taken, including a schedule of activities necessary to implement changes, and the date the modifications are completed or expected to be completed; and notice of whether SWPPP modifications are required as a result of the condition identified or corrective action.
- It is required to keep a current, copy of all inspection reports at the site or at an easily accessible location, so that it can be made available at the time of an onsite inspection or upon request by the DOH-CWB.

See Appendix B – Inspection/ Corrective Form

5.3 Requirements for SWPPP Modification

Instructions:

- Describe the procedures for modifying a SWPPP.
- Note: The SWPPP does not need to be modified if the estimated dates change during the course of construction.
- If a modification to the SWPPP is required, all contractors covered under this permit shall be notified who may be impacted by the change to the SWPPP.

Requirements for SWPPP Modification

- Whenever new contractors become active in construction activities on the site, or changes are made to the construction plans, stormwater controls measures, pollution prevention measures, or other activities at the site that are no longer accurately reflected in the SWPPP, the appropriate modifications will be made to the SWPPP. These changes include changes made in response to corrective actions.
- Modifications will be made to the SWPPP in the following circumstances:
 - If inspections or investigations by site staff or by local, state, or federal officials determine that SWPPP modifications are necessary for compliance with this permit.
 - Where the Department of Health determines it necessary to impose additional requirements of the discharge, and a copy of any correspondence describing such requirements and a description of the stormwater control measures that will be used to meet such requirements will be attached to the SWPPP.
 - To reflect areas on the site map where operational control has been transferred (and the date of the transfer) since initiating permit coverage.
 - To reflect any revisions to applicable federal, state, and local requirements that affect the stormwater control measures implemented at the site.
- The required revisions must be completed within 7 calendar days following the occurrence of any of the conditions above.
- The contractor shall maintain records showing the dates of all SWPPP modifications. The records must include a signature of the person authorizing each change, date, and a brief summary of all changes.
- All modifications made to the SWPPP must be certified, signed, and dated by the Certifying Person or the duly authorized representative.
- Upon determining that a modification to the SWPPP is required, all contractors who may be impacted by the change to the SWPPP will be notified.
- A log of SWPPP modifications will be kept in Appendix C of the SWPPP at the project site.

SWPPP Modification Form: See Appendix C – SWPPP Amendment Log

5.4 *Delegation of Authority*

Instructions:

- Identify the individual(s) or positions within the company who have been delegated authority to sign inspection/corrective forms.

Duly Authorized Representative(s) or Position(s):

Insert Company or Organization Name: [Information to be documented prior to the start of construction.](#)

Insert Name and Title:

Insert Address:

Insert City, State, Zip Code:

Insert Telephone Number, Fax/Email:

Delegation of Authority Form: See Appendix H – Delegation of Authority Form