

CONSTRUCTION INSPECTION PLAN

I. PURPOSE

Construction sites that lack adequate stormwater controls can contribute a significant amount of sediment to nearby bodies of water. A stormwater Construction Site Inspection program is a program developed by municipalities to track, inspect, and enforce local stormwater requirements at construction sites. This Standard Operating Procedure describes the major components of the Town of Wakefield's Stormwater Construction Inspection Plan, as well as procedures for evaluating compliance of stormwater controls at construction sites.

II. AUTHORITY

Section 170-21 Inspection and Site Supervision of the Town of Wakefield Bylaws provide the Town access to all active construction sites with the Town. Additionally, the section requires the permittee to complete inspections and document compliance with the approved Erosion and Sedimentation Control Plan.

III. SITE INSPECTIONS

- A. All projects requiring Stormwater Review through Section II of the SITE PLAN REVIEW PROCESS AND APPROVAL SOP are conditioned during the approval process to require the applicant to hire at their expense an Environmental Monitor to perform inspections of the erosion control measures implemented for a project.
- B. The Environmental Monitor is required to submit monthly reports to the approving Town authority with a copy submitted to the DPW-Engineering Division.
- C. The initial report shall demonstrate that the erosion control measures have been installed, in conformance with the project's approved Erosion and Sedimentation Control Plan.
- D. Subsequent reports shall evaluate the operation of erosion control measures and any required maintenance activities.
- E. Should an erosion control measure be found to be inadequate for properly controlling sedimentation, an adequate measure shall be designed and implemented.
- F. The Environmental Monitor shall conduct inspections as outlined within the Operation & Maintenance section of the Erosion and Sediment Control Plan. Inspections shall occur at least on a 14 day interval. Additionally, the contractor shall conduct inspections after any rainfall event of 0.5" or more.
- G. During construction, the installation, maintenance and operation of erosion control measures will be subject to inspection and enforcement by the Town of Wakefield.
- H. All projects requiring Stormwater Review through Section II of this SOP are tracked through the NPDES MS4 Construction Site Runoff Control - Tracking Matrix via Smartsheets. The tracking matrix includes:
 - Date of Application Submittal

- Review Engineer
- Project Title
- Project Location
- Design Engineer
- Project Owner
- Project Contractor
- Permits
- O&M Plan
- Erosion Control Plan
- SWPPP
- Inspection Reports/Observation Reports
- Date completed

The tracking matrix is linked with all documents noted above and is updated throughout the project permitting and construction duration.

ATTACHMENTS:

- A. The Wakefield Public Works Design and Construction Standards: Section 5 Erosion Control During Construction

REVISION - The procedures contained in the SOP are reviewed as part of the NPDES MS4 Annual Report development and updated as needed.

EFFECTIVE: 6/28/2019

A handwritten signature in black ink, appearing to read 'W. J. Renault, Jr.', with a stylized flourish at the end.

William J. Renault, Jr., P.E.
Town Engineer