

Internal Operating Procedure

BMP 5.07 POST-CONSTRUCTION INSPECTION AND ENFORCEMENT November 2017

I. Introduction

The University of Nebraska-Lincoln holds a Small Municipal Separate Storm Sewer Systems General NPDES Permit NER310000 with NDEQ. Part IV.B.4.f requires post-construction inspections of all newly installed permanent structural controls at applicable sites to evaluate conformance to performance standards/design standards.

II. Inspection

The assigned EHS staff person must stay in contact with UNL's Project Manager in order to understand when a project is nearing substantial completion and a final inspection of permanent structural BMPs should be conducted. The assigned EHS staff person shall assemble and coordinate an inspection team, typically consisting of the A/E, UNLs Landscape Architect and/or Utilities representative, UNLs Project Manager, and the General Contractor.

The purpose of the inspection is to verify proper installation of permanent structural BMPs to achieve design performance standards for water quality and quantity. If there is doubt or inability to assess the quality of work through visual inspection, a third party test may need to be conducted (e.g., infiltration test).

Inspections should be conducted with the site specific post-construction structural BMP drawings and the City of Lincoln Drainage Criteria Manual or Omaha Regional Stormwater Design manual as a guide to assessing the proper installation of the asset.

III. Communication

The EHS Inspector shall draft an audit report and submit it to the EHS Director (or designee) for review as soon as possible but no later than 48 hours following conclusion of the audit. Following approval by the Director (or designee), the report shall be transmitted to the Contractor.

The audit report shall clearly and concisely describe each deficiency and include any supporting photos or other documentation. The report shall also contain instruction advising the Contractor that they must provide a formal written response describing corrective actions taken and date(s) implemented. When appropriate, the audit report shall also contain relevant educational and outreach information to assist the Contractor in achieving compliance, such as BMP manuals specifications.

The means of transmittal shall be through UNL's e-Builder process "Stormwater Inspections" requiring the Contractor's attention. The Contractor shall submit formal written responses through the UNL e-Builder system. The "Stormwater Inspections" e-Builder process should still be used to document if no deficiencies are found. This can be done through the comments section of the process.

IV. Enforcement

UNL's Project Manager must take action through contract requirements to correct deficiencies. Often, this is done through final punch list and warranty work. The assigned EHS staff must work with the Project Manager and UNL's Landscape Architect or Utilities representative to clearly communicate the deficiencies. UNL will use the Enforcement Response Plan to escalate any deficiencies as required.

V. Recordkeeping

Inspection worksheets (or equivalent) are for guidance purposes only. Correspondence with the Contractor, including any actions taken under UNL's Enforcement Response Plan, is captured as audit findings in e-Builder.

Post-Construction BMP Inspection

(For guidance purposes only; not intended to be an auditable record)

Site Name: _____

Location: _____

Date: _____ Time: _____ Weather condition: _____

Representatives attending inspection: _____

Type of Post-Construction BMP _____

Inspection Item	Yes No N/A	Comments
Does construction meet appropriate design specifications? (e.g. is infiltration trench correctly proportioned)		
Do elevations appear appropriate for stormwater flow to utilize BMP?		
Is there erosion that indicates problems with design?		
Does the asset drain within the intended time frame (usually within 24-48 hours)?		
Follow up	Comments	
Corrective actions required		
Replacement or repair dates		
Enforcement		
Has a final O&M Plan been received?		
Have final As-builts been received?		
Additional notes/observations/comments:		