

Section A – Dewatering Discharges (CGP Part 4.6.3) Complete this section within 24 hours of completing the inspection. (If necessary, complete additional inspection reports for each separate inspection location.)	
Inspector Information	
Inspector Name:	Title:
Company Name:	Email:
Address:	Phone Number:
Inspection Details	
Inspection Date:	Inspection Location:
Discharge Start Time:	Discharge End Time:
Rate of Discharge (gallons per day):	Corrective Action Required?¹ <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Indicators of Pollutant Discharge at Point of Dewatering Discharge:¹	
Attach Photographs of: <ol style="list-style-type: none"> 1. Dewatering water prior to treatment by a dewatering control(s) and the final discharge after treatment; and 2. Dewatering control(s); and 3. Point of discharge to any receiving waters flowing through or immediately adjacent to the site and/or to constructed or natural site drainage features, storm drain inlets, and other conveyances to receiving waters. 	

¹ If you observe any of the following indicators of pollutant discharge, you are required to take corrective action under Part 5.1.5.b:

- a sediment plume, suspended solids, unusual color, presence of odor, decreased clarity, or presence of foam; or
- a visible sheen on the water surface or visible oily deposits on the bottom or shoreline of the receiving water.

Section B – Signature and Certification (CGP Part 4.7.2)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

MANDATORY: Signature of Operator or "Duly Authorized Representative:"

Signature:	Date:
Printed Name:	Affiliation:

OPTIONAL: Signature of Contractor or Subcontractor

Signature:	Date:
Printed Name:	Affiliation:

General Tips for Using This Template

This Dewatering Inspection Report Template is provided to assist you in preparing dewatering inspection reports for EPA's 2022 Construction General Permit (CGP). If you are covered under the 2022 CGP, you can use this template to create a dewatering inspection report form that complies with the minimum reporting requirements of Part 4.6.3 of the permit. Note that the use of this form is optional; you may use your own inspection report form provided it includes the minimum information required in Part 4.6.3 of the CGP.

This template is for dewatering inspections only. A separate site inspection report template that does not include dewatering inspections and complies with the minimum reporting requirements of Part 4.7 of the permit is available at <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates>.

If you are covered under a State CGP, this template may be helpful in developing a report that can be used for that permit; however, it will need to be modified to meet the specific requirements of that permit. If your permitting authority requires you to use a specific inspection report form, you should not use this form.

The following tips for using this template will help you ensure that the minimum permit requirements are met:

- **Review the inspection requirements.** Before you start developing your inspection report form, read the CGP's Part 4 inspection requirements. This will ensure that you have a working understanding of the permit's underlying inspection requirements.
- **Complete all required blank fields.** Fill out all blank fields. Only by filling out all fields will the template be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may delete these as you see fit. Or, if you need more space to document your findings, you may insert additional rows in the electronic version of this form or use the bottom of the page in the field version of this form.)
- **Use your site map to document inspection findings.** In several places in the template, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where you are asked for location information, EPA encourages you to reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
- **Include the inspection form with your SWPPP.** Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 7.2.7.e of the CGP.
- **Retain copies of all inspection reports with your records.** You must also retain copies of all inspection reports in your records in accordance with the requirements in Part 4.7.3 of the CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated in accordance with the requirements in Part 4.7.4 of the CGP.

Instructions for Section A

Inspector Name

Enter the name of the person that conducted the inspection. Include the person's contact information (title, affiliated company name, address, email, and phone number).

Inspection Date

Enter the date you performed the inspection.

Inspection Location

If your project has multiple locations where you conduct separate dewatering inspections, specify the location where this inspection is being conducted. Otherwise, you can enter "dewatering operation."

Discharge Start and End Times

Enter the approximate time the dewatering discharge started and ended on the day of the inspection.

Rate of Discharge

Enter the rate of discharge in gallons per day on the day of inspection.

To estimate the approximate discharge rate on the day of dewatering inspection, one approach is to use the manufacturer's design pump rating for the pump model in use. For example, a pump rated at 164 gpm (gallons per minute) by the manufacturer can be assumed to be discharging at 164 gpm in most cases. To convert to gallons per day, multiply the rate in gpm by the ratio of minutes in one-day (1,440 minutes per day), resulting in a discharge rate of 236,160 gallons per day.

In cases where the dewatering discharge is being pumped over long distances or a substantial distance uphill, which will result in a reduced pump rate relative to manufacturer's specification, the operator may improve the accuracy of the estimate by estimating the time required to fill a container of a known volume. For example, if it takes 60 seconds to fill an empty 55-gallon barrel, the estimated discharge rate is 55 gpm, or 79,200 gallons per day.

Indicators of Pollutant Discharge

For the point of discharge, describe any observed sediment plume, suspended solids, unusual color, presence of odor, decreased clarity, or presence of foam; and/or a visible sheen on the water surface or visible oily deposits on the bottom or shoreline of the receiving water.

Corrective Action Required?

Answer "Yes" if during your inspection you found any of the conditions listed above in the instructions for the Indicators of Pollutant Discharge section. If you answer "Yes," you must take corrective action and complete a corrective action log, found at <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates>. Answer "No" if you did not observe any of the listed pollutant indicators.

Photographs

As required in CGP Part 8.2.1.a, attach photos of: (1) dewatering water prior to treatment by a dewatering control(s) and the final discharge after treatment; (2) the dewatering control(s); and (3) the point of discharge to any receiving waters flowing through or immediately adjacent to the site and/or to constructed or natural site drainage features, storm drain inlets, and other conveyances to receiving waters.

Instructions for Section B

Each inspection report must be signed and certified to be considered complete (CGP Part 4.7.2).

Operator or "Duly Authorized Representative" – MANDATORY (CGP Appendix G Part G.11.2 and CGP Appendix H Section X)

At a minimum, the dewatering inspection report must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply:

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

- *For a corporation:* By a responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- *For a partnership or sole proprietorship:* By a general partner or the proprietor, respectively.

- *For a municipality, State, Federal, or other public agency:* By either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a Federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

- The authorization is made in writing by the person who signed the NOI (see above);
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Sign, date and print your name and affiliation.

Contractor or Subcontractor - OPTIONAL

Where you rely on a contractor or subcontractor to complete the dewatering inspection report, you should consider requiring the individual(s) to sign and certify each report. Note that this does not relieve you, the permitted operator, of the requirement to sign and certify the dewatering inspection report as well. If applicable, sign, date, and print your name and affiliation.

Note

While EPA has made every effort to ensure the accuracy of all instructions contained in this template, it is the permit, not this template, that determines the actual obligations of regulated construction stormwater discharges. In the event of a conflict between this template and any corresponding provision of the CGP, you must abide by the requirements in the permit. EPA welcomes comments on this Dewatering Inspection Report Template at any time and will consider those comments in any future revision. You may contact EPA for CGP-related inquiries at cgp@epa.gov