



Standard Operating Procedure			SOP #:	EN-0116
Description:	Structural Control Inspections			
Department:	Engineering Department	Date Revised:	6/15/2017	
Reviewed By:	Denise Brown	Approved By:	Nick Amberger	Effective Date: Immediately
Previous Revision Date: 03/01/2016			Original Date Prepared: 03/01/2016	
Job Classification: All Engineering Inspectors				

Inspection Procedures:

1. Obtain the necessary equipment and materials needed to perform the inspection. Equipment and materials shall include the following.
 - a. Updated inventory of structural controls;
 - b. Structural Controls Quarterly Inspection Form or mobile app; and,
 - c. Camera.
2. Facility Information
 - a. Verify name, facility ID, location and watershed of structural control;
 - b. Select inspection type;
 - c. Select weather conditions;
 - d. Select land use;
 - e. Identify structure type;
 - f. Identify outlet type; and,
 - g. Confirm that this is a structural control.
3. Inspection observations
 - a. Walk the perimeter of the structural control and inspect for the items listed;
 - b. Provide comments as necessary to describe observations; and,
 - c. Take pictures to document existing conditions of the structural control.
4. Follow-up Actions (See Structural Control Maintenance SOP EN-0617)
 - a. Identify if follow-up actions or maintenance activities are required at the structural control;
 - b. Check the items that require follow-up actions; and,
 - c. Provide comments as necessary to describe the follow-up actions and/or maintenance required.
5. Inspector Information
 - a. Complete all items; and,
 - b. Identify if photographs were taken as part of the inspection and attached to the report.
6. Finalize Structural Controls Inspection Form and include applicable photographs.
7. Submit the inspection report on the mobile app to the GIS department. The GIS department will provide reports from this data.