SWPPP HQ

Corrective-action / BMP maintenance log (Detailed version)

Free template from SWPPP HQ, an independent site. Not an official SCDES, county, or MS4 form. Check your permit, SWPPP, and local MS4 for what's required.

Last updated: October 20, 2026

This log supplements inspection report items 4.2.F.X, XIV and XV. It doesn't replace them: those items still go on each inspection report.

Site Name and permit number — Optional · 4.2.F.XI

Item 1

BMP or discharge location — Required · 4.2.F.VI-IX

Finding — Required · 4.2.F.VI-IX

- ☐ VI discharge
- ☐ VII needs maintenance
- ☐ VIII failed or inadequate
- ☐ IX additional BMP needed

Corrective action required including any changes to the OS-SWPPP necessary — Required · 4.2.F.X

Implementation dates — Required · 4.2.F.X

Date(s) each item was addressed — Required · 4.2.F.XIV

Carried over from previous inspection reports, not addressed — Required · 4.2.F.XV

☐ Yes ☐ No Notes

Before next storm impracticable: documented in the OS-SWPPP (date) — Required if applicable · 4.3.A

Date of the inspection report that found it — Optional · 4.2.F.I

If the required maintenance takes longer than 7 days: reason and estimated time of completion — Optional · 4.3.A

☐ **48-hour item (4.3.A)** — Optional · 4.3.A

SWPPP revision completed within 7 calendar days following the inspection (date) — Optional · 3.1.7.B

Who did the work — Optional · not a permit item

Corrective-action / BMP maintenance log (Detailed version), continued

Item 2

BMP or discharge location — Required · 4.2.F.VI-IX

Finding — Required · 4.2.F.VI-IX

- ☐ VI discharge
- ☐ VII needs maintenance
- ☐ VIII failed or inadequate
- ☐ IX additional BMP needed

Corrective action required including any changes to the OS-SWPPP necessary — Required · 4.2.F.X

Implementation dates — Required · 4.2.F.X

Date(s) each item was addressed — Required · 4.2.F.XIV

Carried over from previous inspection reports, not addressed — Required · 4.2.F.XV

☐ Yes ☐ No Notes

Before next storm impracticable: documented in the OS-SWPPP (date) — Required if applicable · 4.3.A

Date of the inspection report that found it — Optional · 4.2.F.I

If the required maintenance takes longer than 7 days: reason and estimated time of completion — Optional · 4.3.A

☐ **48-hour item (4.3.A)** — Optional · 4.3.A

SWPPP revision completed within 7 calendar days following the inspection (date) — Optional · 3.1.7.B

Who did the work — Optional · not a permit item

Corrective-action / BMP maintenance log (Detailed version), continued

Item 3

BMP or discharge location — Required · 4.2.F.VI-IX

Finding — Required · 4.2.F.VI-IX

- ☐ VI discharge
- ☐ VII needs maintenance
- ☐ VIII failed or inadequate
- ☐ IX additional BMP needed

Corrective action required including any changes to the OS-SWPPP necessary — Required · 4.2.F.X

Implementation dates — Required · 4.2.F.X

Date(s) each item was addressed — Required · 4.2.F.XIV

Carried over from previous inspection reports, not addressed — Required · 4.2.F.XV

☐ Yes ☐ No Notes

Before next storm impracticable: documented in the OS-SWPPP (date) — Required if applicable · 4.3.A

Date of the inspection report that found it — Optional · 4.2.F.I

If the required maintenance takes longer than 7 days: reason and estimated time of completion — Optional · 4.3.A

☐ **48-hour item (4.3.A)** — Optional · 4.3.A

SWPPP revision completed within 7 calendar days following the inspection (date) — Optional · 3.1.7.B

Who did the work — Optional · not a permit item

Corrective-action / BMP maintenance log (Detailed version), continued

Item 4

BMP or discharge location — Required · 4.2.F.VI-IX

Finding — Required · 4.2.F.VI-IX

- ☐ VI discharge
- ☐ VII needs maintenance
- ☐ VIII failed or inadequate
- ☐ IX additional BMP needed

Corrective action required including any changes to the OS-SWPPP necessary — Required · 4.2.F.X

Implementation dates — Required · 4.2.F.X

Date(s) each item was addressed — Required · 4.2.F.XIV

Carried over from previous inspection reports, not addressed — Required · 4.2.F.XV

☐ Yes ☐ No Notes

Before next storm impracticable: documented in the OS-SWPPP (date) — Required if applicable · 4.3.A

Date of the inspection report that found it — Optional · 4.2.F.I

If the required maintenance takes longer than 7 days: reason and estimated time of completion — Optional · 4.3.A

☐ **48-hour item (4.3.A)** — Optional · 4.3.A

SWPPP revision completed within 7 calendar days following the inspection (date) — Optional · 3.1.7.B

Who did the work — Optional · not a permit item

"If implementation before the next storm event is impracticable, the situation must be documented in the OS-SWPPP and alternative BMPs must be implemented as soon as reasonably possible." (CGP 4.3.A)

Keep: "A record of each inspection and of any actions taken in accordance with this Section must be retained as part of the On-site SWPPP for at least three years from the date that permit coverage expires or is terminated." (CGP 4.2.H; see also 7.1)