

ACTIVITY CHECKLIST

PERMIT YEAR: _____

Post-Construction Stormwater Management (MCM #5)

<input type="checkbox"/> Annual PCSM Plan (MCM #5) Update	Task	Document(s)
Changes/updates/focus area notes from assessment	<input type="checkbox"/>	<input type="checkbox"/>
Overall summary of the plan valid and up-to-date	<input type="checkbox"/>	
Plan review process valid and up-to-date	<input type="checkbox"/>	
Plan review checklist valid and up-to-date	<input type="checkbox"/>	
O&M Agreement execution process still valid and up-to-date	<input type="checkbox"/>	
PCSM and permanent BMP inventory up-to-date and valid	<input type="checkbox"/>	<input type="checkbox"/>
System map reflects facility/BMP locations	<input type="checkbox"/>	
Process for site inspections still valid	<input type="checkbox"/>	
Field inspection checklist(s) still valid and accurate	<input type="checkbox"/>	
Process for O&M Verification still valid	<input type="checkbox"/>	
"Standard" O&M Agreement still valid and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities for implementation	<input type="checkbox"/>	
Independent goals of MCM 5 identified/selected	<input type="checkbox"/>	
Schedule for implementation	<input type="checkbox"/>	
Updated notes/documents inserted into the PCSM Plan	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Selection of PCSM facilities (incl. perm. BMPs) for inspection		
Priority Area change facilities/BMPs selected	<input type="checkbox"/>	
Facilities/BMPs less than 3 years old selected	<input type="checkbox"/>	
Facilities/BMPs "flagged" within past 2 years selected	<input type="checkbox"/>	
Facilities/BMPs where verification form not returned selected	<input type="checkbox"/>	
Facilities/BMPs on inspection rotation selected	<input type="checkbox"/>	

Inventory updated to reflect facilities/BMPs selected	<input type="checkbox"/>	<input type="checkbox"/>
Schedule updated to reflect inspection timeframes	<input type="checkbox"/>	
Schedule updated to reflect distribution of notices	<input type="checkbox"/>	

<input type="checkbox"/> PCSM facility and BMP inspections		
Blank checklists available	<input type="checkbox"/>	
Inspections conducted	<input type="checkbox"/>	
Result of inspections noted on inventory	<input type="checkbox"/>	<input type="checkbox"/>
Summary of results (incl. follow-up if required) provided	<input type="checkbox"/>	<input type="checkbox"/>
Follow-up actions confirmed and noted on inventory	<input type="checkbox"/>	<input type="checkbox"/>
Notice and/or enforcement action	<input type="checkbox"/>	
Notice and/or enforcement action results	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> O&M requirements notice(s)		
Notices for field inspections generated	<input type="checkbox"/>	
Notices for O&M verification (and form(s)) generated	<input type="checkbox"/>	
"New" owner and/or "new" facility detail notice generated	<input type="checkbox"/>	
Notices distribution and denotation of date on inventory	<input type="checkbox"/>	<input type="checkbox"/>
O&M verification forms received	<input type="checkbox"/>	<input type="checkbox"/>
Inventory updated to reflect receipt or non-receipt of forms	<input type="checkbox"/>	<input type="checkbox"/>