

Jefferson County Stormwater Coalition SWMP

JCSW Coalition Standard Operating Procedure	Subject: Construction Site Storm Water Run Off Public Complaint Receipt & Follow-up	SOP Number JCSWC - 5
	Approved By: _____ MS4 Municipal SWMO	Issue Date: 6/1/2016
	_____ Date	

Purpose

To create a standard procedure for the receipt and follow-up of public complaints pertaining to Construction Site storm water runoff with regard to the Storm Water and Erosion & Sediment Control Local Law.

Standard Operating Procedures

Preparation

1. The Storm Water Management Officer is to gather all information relevant to the SWPPP or E&SC Plan in question.

Process

Upon receipt of a complaint with regard to Construction Site SW Runoff:

The Stormwater Management Officer (SMO) will document within the SWMP MCM 4 the necessary information as illustrated in the Construction Site Inspection Form.

The Stormwater Management Officer (SO) will then follow the SOP JCSWC -4 procedure to determine how to proceed.

The Stormwater Management Officer (SMO) will document the findings and follow-up actions within the SWMP MCM 4.

