**Procedures for ITD 2960, LHTAC Transfer of SWPPP Inspection Responsibility**

Note: The following text contains acronyms commonly used and understood by stormwater professionals and Operators.

**Purpose**

ITD 2960 is part of a pilot program to allow the local project sponsor (local sponsor) to assume responsibility for CGP-required SWPPP inspections after the contract is closed, but prior to the final vegetation being established (as required by the CGP). These procedures identify the requirements for the transfer of inspection responsibility to take place without the local sponsor obtaining the 2-day Idaho AGC Construction Stormwater Training (WPCM/Inspector) qualification.

**Permit Requirement**

CGP Section 4.1.1 requires a “Qualified Person”, defined as a person knowledgeable in the principles and practice of erosion and sediment controls and pollution prevention, who possesses the skills to assess conditions at the construction site that could impact stormwater quality, and the skills to assess the effectiveness of any stormwater controls selected and installed to meet the requirements of this permit.

Based on education and/or work experience, and the topics discussed during the on-site SWPPP transfer inspections, the local sponsor’s representative taking over inspections must be considered a “qualified person” as defined in CGP section 4.1.1.

**ITD Requirements**

The local sponsor’s qualified person must be capable of mobilizing manpower and/or equipment 24/7 for any BMP maintenance or emergency repairs as required by the CGP.

A qualified person is a Professional Engineer, Superintendent, Lead Worker, or Foreman for the local sponsor. This qualification is project specific and individual specific, and does not transfer from project to project or from one individual to another at the local sponsor.

Joint inspection requirements prior to the local sponsor taking inspection responsibility:

1. The Contractor’s WPCM, LHTAC Resident Engineer or their authorized representative, LHTAC certified inspector, and the local sponsor’s proposed inspector must complete a joint close-out SWPPP inspection prior to the Contractor’s filing of their NOT.
2. The local sponsor’s inspector, LHTAC certified inspector, and the LHTAC Resident Engineer or their authorized representative must complete a joint inspection after the Contractor’s NOT is filed. This inspection will be documented by using the form ITD 2960, *LHTAC Transfer of SWPPP Inspection Responsibility*, which will be inserted into the SWPPP training log records upon completion.
3. A copy of the completed ITD 2960 must also be submitted to the ITD HQ ENV SWPPP inbox.

LHTAC will remain an Operator until the NOTs are filed by LHTAC and the local sponsor, and remains responsible for ensuring all CGP records are maintained in accordance with the CGP.

As a CGP Operator and certifier of the completed ITD 2802, *Stormwater Compliance Inspection*, the LHTAC Resident Engineer is responsible for judging the competency of the local sponsor after assuming the role as project inspector.

Permit violations must be reported by the local sponsor immediately to the LHTAC Resident Engineer, and all CGP and LHTAC Stewardship Agreement reporting and notification requirements must be met for the duration of the project.