**NON-JOINT INSPECTION MEMO**

Project Name: click to enter project name

Project Number: click to enter project number

SWPPP Amendment Number: click to enter SWPPP amendment number

The SWPPP inspection conducted on click to enter a date could not be conducted jointly for the reason approved by the DOT&PF Project Engineer and checked below:

[ ]  One of the inspectors is not on-site, access is only by air, and weather delayed or canceled flights.

[ ]  One of the inspectors is sick and no other qualified person from the organization is available.

[ ]  The project is on a reduced frequency inspection schedule with no staff on-site, the only access to the site is by air, and it is economical to send only one inspector.

[ ]  The DOT&PF Project Engineer has determined a safety concern which makes joint inspection impracticable. Click to enter brief description of safety concern.

The operator who conducted the inspection must provide a copy of the inspection report to the other operator ***within three days of the inspection date*** and document the date of the report transmittal (for reference, see Standard Specifications for Highway Construction 641-3.03.1 or Standard Specifications for Airport Construction P-641-3.3d).

Please include a copy of this memo with the related non-joint inspection report in Appendix K of the SWPPP.

Click to enter DOT&PF Project Engineer name

Click to enter date