**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