



# Engineering Department

## Pre-Construction Meeting Worksheet (MCM 4)

Pre-Construction Meeting Worksheet	
Date of Meeting	
Construction Project Name/Location	
Name of Owner/Operator listed on the CGP NOI (if different from MS4 Operator)	
Name of MS4 Operator	
Name Contractor(s) responsible for implementing the SWPPP for the Construction activity	
Name of Qualified Inspector (if required for construction activity)	
Questions for Review	
Has the project received, or will it receive coverage under the CGP or an individual SPDES permit?	
Do contractors and subcontractors have at least one individual who has received 4 hours of department-endorsed training in proper erosion and sediment control principles?	
Has the MS4 Operator reviewed the construction oversight program and expectations for compliance with the contractors and subcontractors?	