PermiTrackESC
Inspection Guide

PermiTrackESC LOG IN – Go to **http://www.MyPermiTrack.com** and click on the **Client Login** link. On the login page, enter your user name and password. (Once in the application, click the **PermiTrackESC** tab if you have multiple PermiTrack applications.)

SELECT PROJECT – The **Projects** tab displays the **PermiTrackESC** projects you are associated with. Click the inspection icon ✅ next to the project on the **Project List** you would like to inspect to start a **New Inspection**.

CONDUCT INSPECTION - When recording a new inspection, enter the following information. Fields marked with an * are required:

- **Inspector**: Select the inspector from the drop-down list.
- **Inspection Date**: Enter the inspection date in *mm/dd/yyyy* format, or pick from the calendar.
- **Inspection Time**: Enter the inspection time in hour and minutes of the day, AM or PM.
- **Copy from Last:** Autofill base information from prior inspection.

  [Copy from last]

- **Weather Trends**: Describe recent weather conditions relevant to erosion/ sediment control.
- **Last Precip. End Date**: Enter the date of the last precipitation, in *mm/dd/yyyy* format, or pick the date from the calendar.
- **Last Precip. Amount**: Enter the recent rainfall total in inches.
- **Source of Data:** Select the source of the precipitation data entered above.
- **Temperature:** Record the temperature in F (Fahrenheit) at the time of the inspection.
- **Reason for Inspection**: Select the reason this inspection is being performed.

- **Action Required:** Select action if required, or "Other" to leave comments.
- **Comment**: Enter comments/ inspection highlights here; will be included on the inspection report.
- **Inspection Document**: Click the **Add Document** button to choose and upload an inspection document file from your computer or a network location.

COMPLETE INSPECTION ITEMS - The Inspection Items area of the page lists all of the BMPs associated with the project. If a BMP is required, you must record your observations and update the status.

- **Inspected**: Indicate whether this item was inspected during the visit to the project site.
- **BMP**: Displays the category and type of BMP from BMP library.
- **Status**: Status of the BMP at the time of the inspection.
- **Condition**: Select the condition from the drop-down list to indicate the effectiveness of the BMP application.
- **Comments**: Enter your inspection comments regarding this BMP, its condition, or more detailed information.
- **Photo**: Click the **Choose File** button to locate a photo from the project site. You can upload a photo from your mobile device, computer or a network location.
- **+ Add BMP**: Use this link to add a new BMP to this inspection record. Select a **Category** and **BMP** to add it to the bottom of the inspection record for your observations.
- **Save As** field: Select **Save As Draft** or as **Final**.

  Draft: The inspection record is not complete and will be edited further before completing.

  Final: The inspection record is complete and will be distributed. No further changes can be made.

SAVE INSPECTION RECORD - Click the **Save** button, bottom-right corner of the screen.