

The Day of...

**Preparation and
execution of a
successful MS4 audit**



Prepare for the day



Part 1: In the Office

- Review your last Annual Report
- Consider comments from your Annual Report



Part 1: In the Office

- Show your work
- Have your computer programs ready for display
 - Databases
 - File Storage
 - Website



Part 2: In the Field

- Create a route sheet and a map
 - Plan sites that are close together
 - Walking distance or just around the corner is ideal



Part 2: In the Field

- Transportation
 - Will your auditors drive their own vehicles?
 - Do you need waivers for them to ride in your vehicles?



Part 3: Reconnaissance

- Field verify each site
 - Recognize potential hazards
 - Identify pathways and access
 - Where will you park?



Part 3: Reconnaissance

- Field verify each site
 - Be prepared for surprises
 - This is your time to shine!



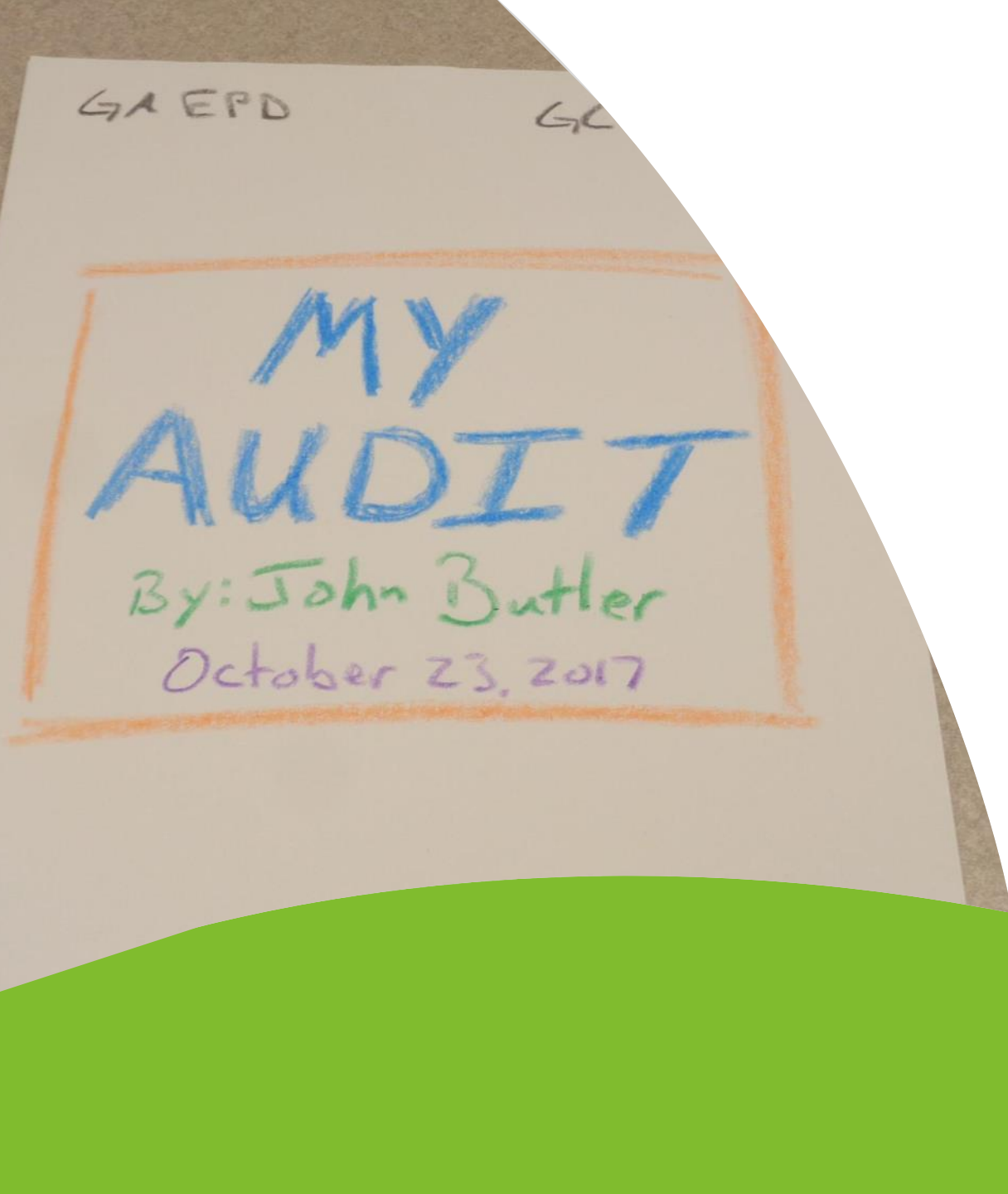
Part 3: Reconnaissance

- Schedule site visits
 - Ensure staff know when and where to be
 - Talk to businesses or municipal facilities beforehand





Prepare Your Paperwork



Fill out your own audit form

- Some auditors will use your pre-filled form
- Provide a copy for you and your entire team for reference during the audit

Supporting documentation

- Physical packet or CD
- Include: inspection forms, sampling sheets, brochures, articles, marketing materials
- Provide one for everyone on the team

Think Like an Auditor



Consider your last Annual Report

- Don't think in terms of Yes/No
- Think about 'How' and 'Why'
- If you did well on last AR, you will likely do well on the audit



Consider Your Comments

- Auditor will bring these up or even focus on them
- Have definitive responses prepared



Identify Any Significant Changes

- Auditor will likely want an explanation
- Have a prepared statement
- Don't focus on interpretation
 - Show them in the field



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Follow Up on Any Problems Found

- Auditor may remember next year
- Include resolution in next Annual Report





You're a Pro!



Practice Makes Perfect

- Do a practice run with your team
 - Make sure everyone is prepared
 - Get your timing down

You Run a Good Program

GA EPD

GL Water

MY
AUGUST

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October 23, 2017