

Exhibit A-5.IV

- Municipal Activities Program Inspection Forms



Fixed Facility Inspection Forms

FIXED FACILITY GENERAL INSPECTION FORM

COVER SHEET (Required for all inspections)

| | |
|---|---|
| Inspection Performed by: Date: | Time of Inspection: Weather at Time of Inspection: |
| Fixed Facility Information | |
| Name of Facility: Address: | Contact Name: Title: Phone Number: |
| Number of Employees at Facility: | Days of Operation per Week: |
| Leased Facility Information | |
| Is this Fixed Facility leased? Yes No <input type="checkbox"/> <input type="checkbox"/> | Lessor Contact Information: Contact Name: Title: |
| Is this a lessor self-inspection? Yes No <input type="checkbox"/> <input type="checkbox"/> | Company Name: Phone Number: Address: |
| Type of Fixed Facility (choose one): | |
| Municipal Waste Facilities <input type="checkbox"/> Municipal Landfill <input type="checkbox"/> Publicly Owned Treatment Works <input type="checkbox"/> Incinerator <input type="checkbox"/> Solid Waste Transfer Facility <input type="checkbox"/> Land Application Site <input type="checkbox"/> Site for Disposing/Treating Sewage Sludge <input type="checkbox"/> Hazardous Waste Treatment, Disposal Site <input type="checkbox"/> Sanitary Landfill | Other Owned/Operated Facilities <input type="checkbox"/> Municipal Air Field <input type="checkbox"/> Parks/Cemetery <input type="checkbox"/> Public Building (Police, Fire, Libraries) <input type="checkbox"/> Stadium <input type="checkbox"/> Stable <input type="checkbox"/> Boat/Shipping Yard <input type="checkbox"/> Animal Shelter/Services <input type="checkbox"/> Public Parking Facility <input type="checkbox"/> Other: _____ |
| Corporation Yards <input type="checkbox"/> Corporate Yard <input type="checkbox"/> Maintenance Yard <input type="checkbox"/> Storage Yard for Materials | |
| Identification of Activities That Occur at this Fixed Facility (For each identified activity - complete the attached activity specific inspection form) | |
| <input type="checkbox"/> Building Maintenance and Repair <input type="checkbox"/> Parking Lot Maintenance <input type="checkbox"/> Landscape Maintenance <input type="checkbox"/> Waste Handling, Storage, Disposal <input type="checkbox"/> Material Handling, Storage, Disposal <input type="checkbox"/> Fueling | <input type="checkbox"/> Vehicle and Equipment Cleaning <input type="checkbox"/> Vehicle and Equipment Storage <input type="checkbox"/> Material Loading and Unloading <input type="checkbox"/> Minor Construction <input type="checkbox"/> Bay / Harbor Activities (Spill Prevention and Control is incorporated within other forms) |
| Reason for Inspection: | |
| <input type="checkbox"/> Routine (Annual) Inspection <input type="checkbox"/> Routine (Quarterly) Corporate Yard Inspection <input type="checkbox"/> Facility Moved/Changed | <input type="checkbox"/> First Inspection <input type="checkbox"/> Follow-up Inspection <input type="checkbox"/> Complaint Inspection <input type="checkbox"/> Other: _____ |
| Outcome of Inspection: | |
| <input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> NOV - Notice of Violation | <input type="checkbox"/> No Corrective Action Necessary <input type="checkbox"/> Other: _____ |

ACTIVITY SPECIFIC INSPECTION FORM

Bay / Harbor Activities

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|--|---|---|
| <i>On Board and General Maintenance</i> | | |
| If non-stormwater discharge occurs, can sediment, trash, or other materials potentially wash into storm drains or waterbodies? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Sweep surfaces or use other dry methods to clean objects. |
| | | <input type="checkbox"/> If water or liquids must be used, wash away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of washing area (sandbags, silt fence). |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> If a sprayer must be used, consider a high pressure sprayer. |
| | | <input type="checkbox"/> Other: |
| Has fuel or other fluids entered waterbodies from leaks or spills within the last reporting period? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate maintenance areas away from drainage systems and water courses. |
| | | <input type="checkbox"/> Use extreme care when fueling adjacent to water. |
| | | <input type="checkbox"/> Place a barrier around perimeter of maintenance area (sandbags, silt fence). |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Use absorbent materials on small spills rather than hosing down or burying the spill. |
| | | <input type="checkbox"/> Remove absorbent materials promptly and dispose of properly. |
| | | <input type="checkbox"/> Other: |
| <i>Disposal of Wastewater and Ballast Water</i> | | |
| Is direct discharge of wastewater and ballast water occurring? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Properly dispose of such water in an approved marine sanitation devise (MSD) |
| | | <input type="checkbox"/> Other: |
| <i>Cleaning, Chipping, and Painting</i> | | |
| Does discharge into a storm drain or waterbody occur when washing, chipping, or painting boats, piers, etc.? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of activity (sandbags, silt fence). |
| | | <input type="checkbox"/> If a hose is used, consider a high pressure sprayer. |
| | | <input type="checkbox"/> Use environmentally friendly products. |
| | | <input type="checkbox"/> Use dry methods to clean objects and surfaces. |
| | | <input type="checkbox"/> Limit over hull maintenance to minor sanding and painting. |
| | | <input type="checkbox"/> Conduct major hull resurfacing on land. |
| | | <input type="checkbox"/> Do not mix paint or chemiclax on docks. |
| | | <input type="checkbox"/> Shelter blasting and painting with tarps. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Building Maintenance and Repair

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|----------|------------------|---|
|----------|------------------|---|

Building Maintenance

| | | |
|---|---|---|
| When using liquids to repair roofs, do small particles in the gutter have the potential to leave the jobsite? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Wash the gutter and place geofabric over gutter outlet. |
| | | <input type="checkbox"/> Sweep gutter and dispose of particles properly. |
| | | <input type="checkbox"/> If the downspout is tight lined, place a temporary plug at first available point and pump out water with vacotruck. Clean inlet where plug was placed. |
| | | <input type="checkbox"/> Other: |
| Do exterior painting activities contribute liquids or other materials to storm drains? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Mix paint and liquids indoors or in a containment area. |
| | | <input type="checkbox"/> Use recycled and less hazardous products when possible. |
| | | <input type="checkbox"/> Perform activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of activity (sandbags, silt fence). |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Other: |

Material Storage

| | | |
|---|---|---|
| Do maintenance and repair materials have the potential to travel beyond the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Store materials in a covered area. |
| | | <input type="checkbox"/> Place a barrier around perimeter of the storage area (sandbags, silt fence). |
| | | <input type="checkbox"/> Other: |

Building Cleaning

| | | |
|---|---|---|
| Do exterior cleaning activities such as window cleaning have the potential to travel behind the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Use the minimum amount of water and/or detergent possible. |
| | | <input type="checkbox"/> Use recycled, biodegradable and less hazardous products when possible. |
| | | <input type="checkbox"/> Perform activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Dry surface as soon as possible (sponge or blower). |
| | | <input type="checkbox"/> Other: |

Graffiti Cleaning

| | | |
|--|---|---|
| Are graffiti abatement activities performed during rain events? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Postpone cleaning activities until after rain event. |
| | | <input type="checkbox"/> Other: |
| Does graffiti cleaning require wash water that may carry pollutants? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Plug nearby storm drains and vacuum/pump wash water to sanitary sewer. |
| | | <input type="checkbox"/> Other: |

Painting

| | | |
|--|---|--|
| Does cleaning of paint brushes, etc. occur in the street, gutter, or near a storm drain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Rinse paint brushes, etc. in sink connected to a sanitary sewer system. |
| | | <input type="checkbox"/> Never clean brushes, etc. in the street, gutter, or near a storm drain |
| | | <input type="checkbox"/> Other: |

| Miscellaneous | | |
|--|---|--|
| Do any other non-stormwater discharges occur, such as floor washing, water leakage from equipment/vehicles, or possible illicit connections? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform activity away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Use less water during activity. |
| | | <input type="checkbox"/> Divert wash water into a treatment basin. |
| | | <input type="checkbox"/> Other: |
| Does this Fixed Facility have an inadequate spill prevention and containment plan? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Develop a comprehensive spill prevention plan. |
| | | <input type="checkbox"/> Use absorbent materials on small spills rather than hosing down or burying the spill. |
| | | <input type="checkbox"/> Remove absorbent materials promptly and dispose of properly. |
| | | <input type="checkbox"/> Stock appropriate clean-up materials. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Equipment Maintenance and Repair

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|---|---|--|
| <i>General Maintenance and Repair</i> | | |
| Are vehicles and/or equipment stored in an uncovered area? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Store vehicles and equipment in covered areas. |
| | | <input type="checkbox"/> If covered areas for storage are unavailable, inspect storage areas frequently for leaks and damage. |
| | | <input type="checkbox"/> Store vehicles and equipment away from drainage systems and waterbodies. |
| | | <input type="checkbox"/> Other: |
| <i>Vehicle and Machine Repair</i> | | |
| Do vehicles and/or equipment leak oil, or any other fluids? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Use absorbent materials on small leaks rather than hosing down or burying. Remove absorbent materials promptly and dispose of properly. |
| | | <input type="checkbox"/> Use drip pan underneath equipment/vehicle. |
| | | <input type="checkbox"/> Stock appropriate clean-up materials. |
| | | <input type="checkbox"/> Inspect vehicles and equipment frequently for leaks. |
| <input type="checkbox"/> Other: | | |
| Is vehicle and/or equipment repair/maintenance performed near a drain not connected to the sanitary sewer system? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate maintenance areas away from drainage systems and water courses. |
| | | <input type="checkbox"/> Protect maintenance areas by placing a barrier around perimeter. |
| | | <input type="checkbox"/> Consider using portable tents or covers over maintenance areas. |
| | | <input type="checkbox"/> Do not dispose oil in dumpster, storm drain or waterbody. |
| <input type="checkbox"/> Other: | | |
| <i>Waste Handling/Disposal</i> | | |
| Do non-stormwater discharges occur, such as shop floor washing, or water leakage from equipment? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Store equipment away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Clean area with mechanical sweeper, rather than hosing. |
| | | <input type="checkbox"/> Contain water and haul for treatment. |
| <input type="checkbox"/> Other: | | |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Fueling

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|--|---|--|
| Can fueling activities impact area storm drains? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate a fueling area away from drainage facilities and water courses. |
| | | <input type="checkbox"/> Protect fueling areas by placing a barrier around perimeter. |
| | | <input type="checkbox"/> Use drain pans or drop cloths to catch spills or leaks while fueling. |
| | | <input type="checkbox"/> Do not top-off fuel tanks. |
| | | <input type="checkbox"/> Other: |
| Can overflow occur when fueling vehicles and/or equipment on-site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate a fueling area away from drainage facilities and water courses. |
| | | <input type="checkbox"/> Protect fueling areas by placing a barrier around perimeter. |
| | | <input type="checkbox"/> Use drain pans or drop cloths to catch spills or leaks while fueling. |
| | | <input type="checkbox"/> Do not top-off fuel tanks. |
| | | <input type="checkbox"/> Use absorbent materials to clean-up spills rather than hosing down or burying. |
| Can stormwater run on to fueling areas? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate a fueling area away from drainage facilities and water courses. |
| | | <input type="checkbox"/> Protect fueling areas by placing a barrier around perimeter. |
| | | <input type="checkbox"/> Use drain pans or drop cloths to catch spills or leaks while fueling. |
| | | <input type="checkbox"/> Do not top-off fuel tanks. |
| | | <input type="checkbox"/> Use absorbent materials to clean-up spills rather than hosing down or burying. |
| Is the fueling area uncovered? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Place a canopy over fueling area. |
| | | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

| Landscape Maintenance | | |
|---|---|--|
| Complete this form only if related activities are conducted at this Fixed Facility | | |
| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model maintenance Procedures for further Suggested Corrective Action Plans) |
| <i>Mowing, Trimming/Weeding and Planting</i> | | |
| Do green waste trimmings or clippings enter storm drains, gutters, or travel off site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform landscaping activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of landscape activity area (sandbags, silt fence). |
| | | <input type="checkbox"/> Install baggage for clippings on mowers. |
| | | <input type="checkbox"/> Train staff to improve dry clean-up of green waste from gutters and drain systems. |
| | | <input type="checkbox"/> Other: |
| <i>Irrigation</i> | | |
| Does excess irrigation runoff have the potential to carry pollutants into the stormdrain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Berm the irrigation area to prevent run-on and runoff. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Ensure sprinklers are spraying appropriately. |
| | | <input type="checkbox"/> Reduce the amount of water being applied or modify sprinkler heads to spray more efficiently. |
| | | <input type="checkbox"/> Other: |
| <i>Fertilizer and Pesticide Management</i> | | |
| Are fertilizers and pesticides mixed or prepared near a storm drain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Mix and prepare fertilizers and pesticides away from storm drains. |
| | | <input type="checkbox"/> Use the minimal amount of fertilizers and pesticides. |
| | | <input type="checkbox"/> Other: |
| Are fertilizers and pesticides spilled accidentally or discarded onto the surface? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Work fertilizers and pesticides into the soil rather than dumping. |
| | | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Train staff to use proper fertilizer and pesticide application procedures. |
| Are fertilizers and pesticides over applied? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Use the minimal amount of fertilizers and pesticides. |
| | | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Apply fertilizers and pesticides when there is a 75% or more chance of no rain. |
| Are fertilizers and pesticides applied when there is a 25% or more chance of rain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Only purchase and store what is needed. |
| | | <input type="checkbox"/> Other: |
| Are more fertilizers and pesticides stored on site than needed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Rinse containers with fertilizer/pesticide and use rinse as product. Dispose of unused fertilizer/pesticide as hazardous waste. |
| | | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Other: |
| Have fertilizers and pesticides been disposed of improperly? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Dispose of materials at a permitted landfill |
| | | <input type="checkbox"/> Place vegetation piles away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Install baggage for clippings on mowers. |
| Are compost leaves, sticks, or other collected vegetation disposed near a waterway or storm drain system? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Train staff to improve dry clean-up of green waste from gutters and drain systems. |
| | | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Other: |
| <i>Erosion Control</i> | | |
| Is discing used as a means of vegetative management? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Use other methods for vegetative management. |
| | | <input type="checkbox"/> Train staff to improve erosion control on-site. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Material Loading and Unloading

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|--|---|--|
| Is debris present around the loading / unloading area that has the potential to enter storm drains or drainage facilities? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Regularly clean work areas to remove materials. |
| | | <input type="checkbox"/> Avoid loading or exposing materials during rain events. |
| | | <input type="checkbox"/> Direct stormwater to minimize contact with waste materials. |
| | | <input type="checkbox"/> Load / unload only during dry weather. |
| | | <input type="checkbox"/> Other: |
| Can handled materials come into contact with stormwater? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate storage areas away from drainage system or water course. |
| | | <input type="checkbox"/> Load / unload in covered or enclosed areas. |
| | | <input type="checkbox"/> Direct stormwater with sloping pavement to minimize contact with waste materials. |
| | | <input type="checkbox"/> Pave area where transfers occur. |
| | | <input type="checkbox"/> Place a barrier around perimeter of loading/unloading area. |
| | | <input type="checkbox"/> Load / unload only during dry weather. |
| Does the Fixed Facility have an inadequate spill prevention and cleanup program? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Develop a emergency spill cleanup plan. |
| | | <input type="checkbox"/> Use drip pans or comparable devices during transfers. |
| | | <input type="checkbox"/> Remove absorbent materials promptly and dispose of properly. |
| | | <input type="checkbox"/> Place spill kits near the loading / unloading area. |
| | | <input type="checkbox"/> Stock appropriate clean-up materials. |
| | | <input type="checkbox"/> Know who to contact if large or hazardous spills occur. |
| | | <input type="checkbox"/> Other: |
| Are staff unaware of their roles and responsibilities during spills (with emphasis on new employees)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Properly train forklift operators. |
| | | <input type="checkbox"/> Determine roles and responsibilities of employees and supervisors and train accordingly. |
| | | <input type="checkbox"/> Provide "refreshers" training for existing employees. |
| | | <input type="checkbox"/> Train new employees. |
| | | <input type="checkbox"/> Develop procedures for loading and unloading. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Material Storage, Handling, and Disposal

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|---|---|---|
| <i>General Material Storage, Handling, and Disposal</i> | | |
| Can stored materials come in contact with stormwater? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate secured storage areas away from storm drain system and water courses. |
| | | <input type="checkbox"/> Store materials indoors if possible, or cover with a roof. |
| | | <input type="checkbox"/> Inspect storage areas before and after rainfall events, and at least weekly all other times. |
| | | <input type="checkbox"/> If materials are stockpiled, place a barrier around perimeter (berm, sandbags, silt fence). |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Keep an accurate and up-to-date inventory of materials delivered and stored on-site. |
| | | <input type="checkbox"/> Place plastic cover over stored material, especially those treated with amendments. |
| | | <input type="checkbox"/> Train employees in proper storage measures. |
| | | <input type="checkbox"/> Minimize the amount of material stored on-site. |
| | | <input type="checkbox"/> Other: |
| Are materials able to escape containment and litter or run off the Fixed Facility? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Inspect storage areas before and after rainfall events, and at least weekly all other times. |
| | | <input type="checkbox"/> If materials are stockpiled, place a barrier around perimeter (berms, sandbags, silt fence). |
| | | <input type="checkbox"/> Place plastic cover over stored material. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Store materials in a shed. |
| | | <input type="checkbox"/> Store liquids in a designated area on an impervious surface within secondary containment. |
| | | <input type="checkbox"/> Slope the area inside a curb to a drain with appropriate best management practice in place to treat waste. |
| <input type="checkbox"/> Other: | | |
| Is debris allowed to litter the work site, enter storm drains, or travel beyond the site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate storage areas away from storm drain system and water courses. |
| | | <input type="checkbox"/> If material is stockpiled, place a barrier around perimeter (sandbags, silt fence). |
| | | <input type="checkbox"/> Sweep parking lots or other surfaces near storage areas regularly. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Store materials in a shed. |
| | | <input type="checkbox"/> Minimize the amount of material stored on-site. |
| <input type="checkbox"/> Other: | | |

| | | |
|--|---|---|
| Have any spills occurred within the last year at the material storage area(s) that contributed pollutants to stormwater? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Develop a spill prevention plan. |
| | | <input type="checkbox"/> Inspect storage areas regularly for leaks or spills. |
| | | <input type="checkbox"/> Inspect waste containers routinely for structural damage and repair or replace damaged containers as needed. |
| | | <input type="checkbox"/> Check for leaks or spills during material loading and unloading. |
| | | <input type="checkbox"/> Use absorbent materials on small spills rather than hosing down or burying the spill. |
| | | <input type="checkbox"/> Remove absorbent materials promptly and dispose of properly. |
| | | <input type="checkbox"/> If a large spill occurs, notify manager immediately and contain spread of spill. |
| | | <input type="checkbox"/> Stock appropriate clean-up materials. |
| <input type="checkbox"/> Other: | | |

Chemical Material Handling and Disposal

| | | |
|--|---|---|
| Are chemical materials being stored improperly without safeguards against accidental spills? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Place materials in secondary containers. |
| | | <input type="checkbox"/> Designate covered areas with impervious surfaces for chemical storage. |
| | | <input type="checkbox"/> Keep chemicals in original well-labeled containers. |
| | | <input type="checkbox"/> Store materials in covered dumpsters or waste containers with secure lids. |
| | | <input type="checkbox"/> Surround liquid material containers with a curb or dike. |
| | | <input type="checkbox"/> Install overflow protection devices. |
| | | <input type="checkbox"/> Post restricted access warnings. |
| | | <input type="checkbox"/> Other: |

Hazardous Material Handling

| | | |
|---|---|---|
| Are staff unaware of their roles and responsibilities for hazardous waste handling or during a hazardous waste spill? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Contact the local HAZMAT office or Fire Department for hazardous waste labeling regulations. |
| | | <input type="checkbox"/> Develop hazardous waste storage and handling procedures. |
| | | <input type="checkbox"/> Develop spill prevention control and countermeasure and emergency preparedness plans. |
| | | <input type="checkbox"/> Determine roles and responsibilities of employees and supervisors. |
| | | <input type="checkbox"/> Designate authorized hazardous waste collection areas on-site. |
| | | <input type="checkbox"/> Obtain permit for hazardous waste storage for more than 90 days. |
| | | <input type="checkbox"/> Minimize the amount of hazardous material stored on-site. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

| Minor Construction | | |
|--|---|--|
| Complete this form only if related activities are conducted at this Fixed Facility | | |
| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
| General Construction | | |
| Is uncontrolled construction debris present on site, or can debris escape from the site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Prevent debris from entering storm drains. <input type="checkbox"/> Do not rinse or wash materials into gutters or storm drains. <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. <input type="checkbox"/> Use prompt, dry clean-up methods. <input type="checkbox"/> Other: |
| Is water used for construction or dust control purposes? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Use water without causing non-stormwater discharge. <input type="checkbox"/> Protect drain inlets where necessary. <input type="checkbox"/> Use appropriate amount of water to provide dust control without causing a discharge. <input type="checkbox"/> Other: |
| Have spills occurred at the construction site within the last reporting period? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Develop a spill prevention plan. <input type="checkbox"/> Use absorbent materials on small spills rather than hosing down or burying the spill. <input type="checkbox"/> Remove absorbent materials promptly and dispose of properly. <input type="checkbox"/> If large spill occurs, notify manager immediately and contain spread of spill. <input type="checkbox"/> Stock appropriate clean-up materials. <input type="checkbox"/> Other: |
| Do non-stormwater discharges occur from on-site construction activities? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform activity away from drainage facilities or water courses. <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. <input type="checkbox"/> Use less water during activity. <input type="checkbox"/> Collect water and haul for treatment. <input type="checkbox"/> Other: |
| Is staff unaware of who to notify when potentially hazardous spills occur? Is staff unaware of their roles during a hazardous spill? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Contact the local HAZMAT office and ask who should be contacted in case of a hazardous spill. <input type="checkbox"/> Develop a spill prevention plan. <input type="checkbox"/> Designate and Haz-Mat certify employee(s). <input type="checkbox"/> Determine roles and responsibilities of employees and supervisors. <input type="checkbox"/> Other: |

| Interim Material Storage | | |
|--|---|---|
| Can stormwater run through or directly contact stored materials and carry pollutants into drainage ways? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate storage areas away from drainage system or water course. |
| | | <input type="checkbox"/> Place a barrier around perimeter of storage area (sandbags, silt fence). |
| | | <input type="checkbox"/> Place plastic cover over stored waste. |
| | | <input type="checkbox"/> Promptly remove and properly dispose waste materials. |
| | | <input type="checkbox"/> Inspect storage areas before and after rainfall events, and at least weekly all other times. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| | | <input type="checkbox"/> Store hazardous waste materials on pallets or in secondary containment. |
| | | <input type="checkbox"/> Minimize the amount of waste stored on-site. |
| Concrete Work | | |
| Do materials from concrete work have the potential to enter storm drains? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Prevent debris from entering storm drains. |
| | | <input type="checkbox"/> Do not rinse or wash materials into gutters or storm drains. |
| | | <input type="checkbox"/> Designate and properly maintain a wash-out area. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| Can saw cutting result in non-stormwater discharges? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Use as little water during saw cutting as possible. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| Does truck wash-out have the potential to enter storm drains? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Establish an on site wash-out area. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| | | <input type="checkbox"/> Properly maintain wash-out area. |
| Building Work | | |
| Can demolition debris travel off-site or enter storm drains? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Prevent debris from entering storm drains. |
| | | <input type="checkbox"/> Do not rinse or wash materials into gutters or storm drains. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| | | <input type="checkbox"/> Use prompt, dry clean-up methods. |
| | | <input type="checkbox"/> Cover debris to extent practicable. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Parking Lot Maintenance

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|--|---|--|
| <i>Sweeping and Cleaning</i> | | |
| Are storm drain inlets or catch basins in need of maintenance and/or cleaning? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Inspect, maintain, and/or clean storm drain inlets as required. <input type="checkbox"/> Other: |
| Can sediment, trash, or other materials potentially enter a storm drain during parking lot sweeping? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. <input type="checkbox"/> Train contractors to avoid discharge into drainage facilities. <input type="checkbox"/> Use the most advanced equipment to perform lot sweeping. <input type="checkbox"/> Other: |
| Is the parking lot cleaned by using water? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Use dry cleaning methods such as a street sweeper instead. <input type="checkbox"/> Perform hosing/washing away from drainage facilities or water courses. <input type="checkbox"/> Place a barrier around perimeter of area (sandbags, etc). Vacuum water and dispose of properly. <input type="checkbox"/> Use cold water, not hot. <input type="checkbox"/> Minimize containment area by only cleaning spot areas with water as needed and then dispose of properly. <input type="checkbox"/> Other: |
| Can litter potentially enter storm drains, or travel off of the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Provide waste containers in convenient places for employees and the public. <input type="checkbox"/> Use enclosed trash containers to limit contact with wind and rain. <input type="checkbox"/> Place trash containers away from inlets, drainage facilities and water courses. <input type="checkbox"/> Other: |
| <i>Surface Repair</i> | | |
| Are any materials prepared or transferred near storm drain inlets? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform these activities away from storm drain inlets. <input type="checkbox"/> Cover storm drain inlets during repair. <input type="checkbox"/> Other: |
| Are concrete, asphalt or seal coating activities performed during wet weather? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform these activities during dry weather. <input type="checkbox"/> Other: |
| <i>Control Spills</i> | | |
| Do spills remain on facility soils? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Always excavate and remove contaminated soil. <input type="checkbox"/> Other: |
| Are spilled materials and absorbents ever been disposed of improperly? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Dispose of spill material and absorbent pads in proper location and in accordance with Haz-Waste regulations if applicable. <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Parking Lot Maintenance

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|--|---|--|
| <i>Sweeping and Cleaning</i> | | |
| Are storm drain inlets or catch basins in need of maintenance and/or cleaning? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Inspect, maintain, and/or clean storm drain inlets as required. <input type="checkbox"/> Other: |
| Can sediment, trash, or other materials potentially enter a storm drain during parking lot sweeping? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. <input type="checkbox"/> Train contractors to avoid discharge into drainage facilities. <input type="checkbox"/> Use the most advanced equipment to perform lot sweeping. <input type="checkbox"/> Other: |
| Is the parking lot cleaned by using water? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Use dry cleaning methods such as a street sweeper instead. <input type="checkbox"/> Perform hosing/washing away from drainage facilities or water courses. <input type="checkbox"/> Place a barrier around perimeter of area (sandbags, etc). Vacuum water and dispose of properly. <input type="checkbox"/> Use cold water, not hot. <input type="checkbox"/> Minimize containment area by only cleaning spot areas with water as needed and then dispose of properly. <input type="checkbox"/> Other: |
| Can litter potentially enter storm drains, or travel off of the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Provide waste containers in convenient places for employees and the public. <input type="checkbox"/> Use enclosed trash containers to limit contact with wind and rain. <input type="checkbox"/> Place trash containers away from inlets, drainage facilities and water courses. <input type="checkbox"/> Other: |
| <i>Surface Repair</i> | | |
| Are any materials prepared or transferred near storm drain inlets? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform these activities away from storm drain inlets. <input type="checkbox"/> Cover storm drain inlets during repair. <input type="checkbox"/> Other: |
| Are concrete, asphalt or seal coating activities performed during wet weather? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform these activities during dry weather. <input type="checkbox"/> Other: |
| <i>Control Spills</i> | | |
| Do spills remain on facility soils? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Always excavate and remove contaminated soil. <input type="checkbox"/> Other: |
| Are spilled materials and absorbents ever been disposed of improperly? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Dispose of spill material and absorbent pads in proper location and in accordance with Haz-Waste regulations if applicable. <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Spill Prevention and Control

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|---|---|---|
| <i>Preparation and Prevention</i> | | |
| Are chemical materials being stored improperly without safeguards against accidental spills? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Place materials in secondary containers. |
| | | <input type="checkbox"/> Designate covered areas with impervious surfaces for chemical storage. |
| | | <input type="checkbox"/> Keep chemicals in original well-labeled containers. |
| | | <input type="checkbox"/> Store materials in covered dumpsters or waste containers with secure lids. |
| | | <input type="checkbox"/> Surround liquid material containers with a curb or dike. |
| | | <input type="checkbox"/> Install overflow protection devices. |
| | | <input type="checkbox"/> Post restricted access warnings. |
| <input type="checkbox"/> Other: | | |
| Does the Fixed Facility lack a spill prevention program? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Identify staff members responsible for developing a spill prevention program. |
| | | <input type="checkbox"/> Research other Fixed Facilities with spill prevention programs and use as a guideline. |
| | | <input type="checkbox"/> Know who to contact if large or hazardous spills occur. |
| | | <input type="checkbox"/> Other: |
| <i>Spill Response</i> | | |
| Have any spills occurred within the last year in th area(s) that contributed pollutants to stormwater? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Develop a spill prevention plan. |
| | | <input type="checkbox"/> Inspect storage areas regularly for leaks or spills. |
| | | <input type="checkbox"/> Inspect waste containers routinely for structural damage and repair or replace damaged containers as needed. |
| | | <input type="checkbox"/> Check for leaks or spills during material loading and unloading. |
| | | <input type="checkbox"/> Use absorbent materials on small spills rather than hosing down or burying the spill. |
| | | <input type="checkbox"/> Remove absorbent materials promptly and dispose of properly. |
| | | <input type="checkbox"/> If a large spill occurs, notify manager immediately and contain spread of spill. |
| <input type="checkbox"/> Stock appropriate clean-up materials. | | |
| <input type="checkbox"/> Other: | | |
| <i>Reporting and Training</i> | | |
| Are staff unaware of their roles and responsibilities for hazardous waste handling or during a hazardous waste spill? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Contact the local HAZMAT office or Fire Department for hazardous waste labeling regulations. |
| | | <input type="checkbox"/> Develop hazardous waste storage and handling procedures. |
| | | <input type="checkbox"/> Develop spill prevention control and countermeasure and emergency preparedness plans. |
| | | <input type="checkbox"/> Determine roles and responsibilities of employees and supervisors. |
| | | <input type="checkbox"/> Designate authorized hazardous waste collection areas on-site. |
| | | <input type="checkbox"/> Obtain permit for hazardous waste storage for more than 90 days. |
| | | <input type="checkbox"/> Minimize the amount of hazardous material stored on-site. |
| <input type="checkbox"/> Other: | | |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

| Vehicle and Equipment Cleaning | | |
|--|---|--|
| Complete this form only if related activities are conducted at this Fixed Facility | | |
| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
| If vehicle and/or equipment washing takes place, does wash water enter an on site storm drain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Wash away from drainage facilities or water courses. <input type="checkbox"/> Berm the wash area to prevent run-on and runoff. <input type="checkbox"/> Discharge wash water to sanitary sewer. <input type="checkbox"/> Use less water, consider a high pressure sprayer. <input type="checkbox"/> Construct a wash rack for the washing area. <input type="checkbox"/> Do not use solvents to clean. <input type="checkbox"/> Other: |
| If vehicle and/or equipment washing takes place, does the wash water run off-site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Construct a wash rack for the washing area. <input type="checkbox"/> Berm the wash area to prevent run-on and runoff. <input type="checkbox"/> Discharge wash water to sanitary sewer. <input type="checkbox"/> Divert wash water to a treatment basin. <input type="checkbox"/> Other: |
| Does steam cleaning or engine degreasing take place on-site that has the potential to affect stormwater quality? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform steam cleaning and engine degreasing at a more appropriate location, off-site. <input type="checkbox"/> Berm the wash area to prevent run-on and runoff. <input type="checkbox"/> Discharge wash water to sanitary sewer. <input type="checkbox"/> Divert wash water to a treatment basin. <input type="checkbox"/> Other: |
| Is a mobile washer used that results in wash water runoff? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Construct a wash rack for the washing area. <input type="checkbox"/> Berm the wash area to prevent run-on and runoff. <input type="checkbox"/> Wash away from drainage facilities or water courses. <input type="checkbox"/> Discharge wash water to sanitary sewer. <input type="checkbox"/> Divert wash water to a treatment basin. <input type="checkbox"/> Make certain wash water runoff is clear. <input type="checkbox"/> Other: |
| Is a mobile washer used that results in discharge to an on-site storm drain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Construct a wash rack for the washing area. <input type="checkbox"/> Berm the wash area to prevent run-on and runoff. <input type="checkbox"/> Wash away from drainage facilities or water courses. <input type="checkbox"/> Discharge wash water to sanitary sewer. <input type="checkbox"/> Make certain wash water runoff is clear. <input type="checkbox"/> Divert wash water to a treatment basin. <input type="checkbox"/> Other: |
| Does any other washing take place that may enter storm drains or affect stormwater quality? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Construct a wash rack for the washing area. <input type="checkbox"/> Berm the wash area to prevent run-on and runoff. <input type="checkbox"/> Discharge wash water to sanitary sewer. <input type="checkbox"/> Wash away from drainage facilities or water courses. <input type="checkbox"/> Divert wash water to a treatment basin. <input type="checkbox"/> Other: |
| Does any other washing take place that may run off-site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Construct a wash rack for the washing area. <input type="checkbox"/> Berm the wash area to prevent run-on and runoff. <input type="checkbox"/> Wash away from drainage facilities or water courses. <input type="checkbox"/> Discharge wash water to sanitary sewer. <input type="checkbox"/> Divert wash water to a treatment basin. <input type="checkbox"/> Other: |
| If an oil/water separator is on site, is it in need of maintenance and/or cleaning? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Inspect, maintain, and/or clean the oil/water separator. <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Vehicles and Equipment Storage

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) | | |
|--|---|--|---|--|
| <i>Storing Vehicles and Equipment</i> | | | | |
| Are vehicles and/or equipment stored in an uncovered area with the potential to affect stormwater quality? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Store vehicles and equipment in covered areas. | | |
| | | <input type="checkbox"/> If covered areas for storage are unavailable, inspect storage areas frequently for leaks and damage. | | |
| | | <input type="checkbox"/> Store vehicles and equipment away from drainage systems and waterbodies. | | |
| | | <input type="checkbox"/> Other: | | |
| Do vehicles and/or equipment leak oil, or any other fluids? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Use absorbent materials on small leaks rather than hosing down or burying. Remove absorbent materials promptly and dispose of properly. | | |
| | | <input type="checkbox"/> Use drip pan underneath equipment/vehicle. | | |
| | | <input type="checkbox"/> Stock appropriate clean-up materials. | | |
| | | <input type="checkbox"/> Inspect vehicles and equipment frequently for leaks. | | |
| Is vehicle and/or equipment repair/maintenance performed near a storm drain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate maintenance areas away from drainage systems and water courses. | | |
| | | <input type="checkbox"/> Protect maintenance areas by placing a barrier around perimeter. | | |
| | | <input type="checkbox"/> Consider using portable tents or covers over maintenance areas. | | |
| | | <input type="checkbox"/> Do not dispose oil in dumpster, storm drain or waterbody. | | |
| | | <input type="checkbox"/> Other: | | |
| | | <i>Wrecked Vehicle Storage</i> | | |
| | | Are wrecked vehicles stored near storm drain inlets? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Store vehicles away from drainage facilities or water courses. |
| | | | | <input type="checkbox"/> Place drip pans under vehicles immediately. |
| <input type="checkbox"/> Drain all fluids, including air conditioner coolant. | | | | |
| <input type="checkbox"/> Cover vehicles with plastic and secure firmly. | | | | |
| | | <input type="checkbox"/> Dispose of and transfer fluids properly. | | |
| | | <input type="checkbox"/> Other: | | |
| | | <i>Cleaning Vehicle Storage Areas</i> | | |
| | | Do non-stormwater discharges occur, such as shop floor washing, or water leakage from equipment? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Store equipment away from drainage facilities or water courses. |
| <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. | | | | |
| <input type="checkbox"/> Clean area with mechanical sweeper, rather than hosing. | | | | |
| <input type="checkbox"/> Post water quality awareness signage for employees. | | | | |
| | | <input type="checkbox"/> Contain water and haul for treatment. | | |
| | | <input type="checkbox"/> Other: | | |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

ACTIVITY SPECIFIC INSPECTION FORM

Waste Handling and Disposal

Complete this form only if related activities are conducted at this Fixed Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|---|---|---|
| Controlling Litter | | |
| Have self generated solid wastes been allowed to litter the Fixed Facility? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Provide waste containers in convenient places, such as transit stops, for employees and the public. |
| | | <input type="checkbox"/> Use enclosed trash containers to limit contact with wind and rain and prevent spillage. |
| | | <input type="checkbox"/> Collect trash regularly to prevent spillage, especially during rainy and windy conditions. |
| | | <input type="checkbox"/> Post "No Littering" signs. |
| | | <input type="checkbox"/> Other: |
| Waste Collection | | |
| Is the waste area littered and/or not well maintained? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Regularly inspect solid waste containers for structural damage and repair or replace damaged containers as necessary. |
| | | <input type="checkbox"/> Designate separate waste containers for wastes that can cause chemical reactions and complicate recycling or disposal. |
| | | <input type="checkbox"/> Prevent any wastes other than solid wastes from being disposed of in the waste container. |
| | | <input type="checkbox"/> Sweep and clean up spills in the waste management area immediately, using dry methods when possible. |
| | | <input type="checkbox"/> Other: |
| Are staff unaware of their roles and responsibilities for hazardous waste handling or during a hazardous waste spill? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Contact the local HAZMAT office or Fire Department for hazardous waste labeling regulations. |
| | | <input type="checkbox"/> Contact the local HAZMAT office or Fire Department ask who should be contacted in case of a hazardous spill. |
| | | <input type="checkbox"/> Develop hazardous waste storage and handling procedures. |
| | | <input type="checkbox"/> Determine roles and responsibilities of employees and supervisors. |
| | | <input type="checkbox"/> Designate authorized hazardous waste collection areas on-site. |
| | | <input type="checkbox"/> Obtain permit for hazardous waste storage for more than 90 days. |
| | | <input type="checkbox"/> Stencil storm drains on the Fixed Facility. |
| <input type="checkbox"/> Other: | | |
| Is the amount of waste generated more than necessary, and is waste not being recycled? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Recycle materials whenever possible. |
| | | <input type="checkbox"/> Establish source controls. |
| | | <input type="checkbox"/> Establish a material usage tracking system to increase awareness. |
| | | <input type="checkbox"/> Other: |

| Spill/Leak Control | | |
|--|---|---|
| Does the Fixed Facility lack a spill prevention program? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Identify staff members responsible for developing a spill prevention program. <input type="checkbox"/> Research other Fixed Facilities with spill prevention programs and use as a guideline. <input type="checkbox"/> Know who to contact if large or hazardous spills occur. <input type="checkbox"/> Other: |
| Have any spills occurred at the waste loading area over the past year that contributed pollutants to stormwater? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Develop a spill prevention plan for loading and unloading and transporting waste. <input type="checkbox"/> Repair or replace leaking containers or equipment and transfer waste from damaged containers to safe containers. <input type="checkbox"/> Regularly inspect and replace faulty pumps or hoses on solid waste containers that utilize a hydraulic fluid pump system. <input type="checkbox"/> Remove absorbent materials promptly and dispose of properly. <input type="checkbox"/> If large spill occurs, notify manager immediately and contain spread of spill. <input type="checkbox"/> Stock appropriate clean-up materials. <input type="checkbox"/> Other: |
| Do non-stormwater discharges occur in this area, such as water draining from stored wastes? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform activity away from drainage facilities or water courses. <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. <input type="checkbox"/> Contain and haul drainage for proper disposal. <input type="checkbox"/> Other: |
| Runon/Runoff Prevention | | |
| Can stormwater run through stored wastes and carry pollutants into drainage ways? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate storage areas away from drainage system or water course. <input type="checkbox"/> Place a barrier around perimeter of waste management area (berm, sandbags, silt fence). <input type="checkbox"/> Place plastic cover over stored waste. <input type="checkbox"/> Store waste materials in a shed. <input type="checkbox"/> Cover dumpsters. <input type="checkbox"/> Inspect storage areas before and after rainfall events, and at least weekly all other times. <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. <input type="checkbox"/> Store hazardous waste materials on pallet or in secondary containment and cover. <input type="checkbox"/> Minimize the amount of waste stored on-site. <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

Field Program Inspection Forms

FIELD PROGRAM GENERAL INSPECTION FORM

COVER SHEET (Required for all inspections)

| | |
|--|--|
| Inspection Performed by: Date: | Time of Inspection: Weather at Time of Inspection: |
| Fixed Facility Information | |
| Name of Program: Address: | Contact Name: Title: Phone Number: |
| Number of Employees: | Days of Operation per Week: |
| Leased Facility Information | |
| Is this Field Program contracted? Yes No <input type="checkbox"/> <input type="checkbox"/> | Contractors Contact Information: Contact Name: Title: |
| Is this a contractor self-inspection? Yes No <input type="checkbox"/> <input type="checkbox"/> | Company Name: Phone Number: Address: |
| Type of Field Program and Activities That Occur (choose one): (For each identified field program - complete the attached specified inspection form) | |
| <input type="checkbox"/> Road, Streets and Highways O&M <input type="checkbox"/> Sweeping and Cleaning <input type="checkbox"/> Street Repair and Maintenance <input type="checkbox"/> Bridge and Structure Maintenance | <input type="checkbox"/> Water Sewer Utility O&M <input type="checkbox"/> Water Line Maintenance <input type="checkbox"/> Sanitary Sewer maintenance <input type="checkbox"/> Spill/Leak/Overflow Control, Response and Containment |
| <input type="checkbox"/> Landscape Maintenance <input type="checkbox"/> Mowing, Trimming/Weeding and Planting <input type="checkbox"/> Irrigation <input type="checkbox"/> Fertilizer and Pesticide Management <input type="checkbox"/> Managing Landscape Waste <input type="checkbox"/> Erosion Control | <input type="checkbox"/> Drainage System O&M <input type="checkbox"/> Management of the Municipal Drainage System <input type="checkbox"/> Controlling Illicit Connections and Discharges <input type="checkbox"/> Controlling Illegal Dumping <input type="checkbox"/> Management of the Miscellaneous Facilities <input type="checkbox"/> Inspection and Cleaning of Stormwater Conveyance Structures |
| <input type="checkbox"/> Solid Waste Handling <input type="checkbox"/> Solid Waste Collection <input type="checkbox"/> Waste Reduction and Recycling <input type="checkbox"/> Hazardous Waste Collection <input type="checkbox"/> Controlling Litter | <input type="checkbox"/> Lake Management <input type="checkbox"/> Fertilizer and Pesticide Management <input type="checkbox"/> Mowing, Trimming/Weeding and Planting <input type="checkbox"/> Managing Landscape Waste <input type="checkbox"/> Controlling Litter |
| <input type="checkbox"/> Sidewalk, Plaza, and Fountain Maintenance and Cleaning <input type="checkbox"/> Surface Cleaning <input type="checkbox"/> Graffiti Cleaning <input type="checkbox"/> Sidewalk Repair <input type="checkbox"/> Controlling Litter <input type="checkbox"/> Fountain Maintenance | <input type="checkbox"/> Erosion Control <input type="checkbox"/> Controlling Illegal Dumping <input type="checkbox"/> Bacteria Control <input type="checkbox"/> Monitoring <input type="checkbox"/> Dredging |
| Reason for Inspection: | |
| <input type="checkbox"/> Routine (Annual) Inspection <input type="checkbox"/> Facility Moved/Changed <input type="checkbox"/> First Inspection | <input type="checkbox"/> Follow-up Inspection <input type="checkbox"/> Complaint Inspection |
| Outcome of Inspection: | |
| <input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> NOV - Notice of Violation | <input type="checkbox"/> No Corrective Action Necessary <input type="checkbox"/> Other: _____ |

INSPECTION FORM

Lake Management

Complete this form only if related activities are conducted at this Field Program

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model maintenance Procedures for further Suggested Corrective Action Plans) |
|----------|------------------|---|
|----------|------------------|---|

Fertilizer and Pesticide Management

| | | |
|--|---|--|
| Are fertilizers and pesticides mixed or prepared near a storm drain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Mix and prepare fertilizers and pesticides away from storm drains. <input type="checkbox"/> Use the minimal amount of fertilizers and pesticides. <input type="checkbox"/> Other: |
| Are fertilizers and pesticides dumped or broadcasted onto the surface? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Work fertilizers and pesticides into the soil rather than dumping. <input type="checkbox"/> Other: |
| Are fertilizers and pesticides over applied? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Train staff to use proper fertilizer and pesticide application procedures. <input type="checkbox"/> Use the minimal amount of fertilizers and pesticides. <input type="checkbox"/> Other: |
| Are fertilizers and pesticides applied when there is a 25% or more chance of rain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Apply fertilizers and pesticides when there is a 75% or more chance of no rain. <input type="checkbox"/> Other: |
| Is more fertilizers and pesticides stored on site than needed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Only purchase and store what is needed. <input type="checkbox"/> Other: |
| Are fertilizers and pesticides not disposed of properly? | <input type="checkbox"/> Yes | <input type="checkbox"/> Rinse containers with fertilizer/pesticide and use rinse as product. Dispose of unused fertilizer/pesticide as hazardous waste. |
| | <input type="checkbox"/> No | <input type="checkbox"/> Other: |

Mowing, Trimming/Weeding and Planting

| | | |
|--|---|--|
| Do green waste trimmings or clippings enter storm drains, gutters, or travel off site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform landscaping activities away from drainage facilities or water courses. <input type="checkbox"/> Place a barrier around perimeter of landscape activity area (sandbags, silt fence). <input type="checkbox"/> Install baggage for clippings on mowers. <input type="checkbox"/> Train staff to improve dry clean-up of green waste from gutters and drain systems. <input type="checkbox"/> Other: |
|--|---|--|

Managing Landscape Waste

| | | |
|--|---|---|
| Are compost leaves, sticks, or other collected vegetation disposed near a watercourse or storm drain system? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Dispose of materials at a permitted landfill <input type="checkbox"/> Place vegetation piles away from drainage facilities or water courses. <input type="checkbox"/> Install baggage for clippings on mowers. <input type="checkbox"/> Train staff to improve dry clean-up of green waste from gutters and drain systems. <input type="checkbox"/> Other: |
|--|---|---|

Controlling Erosion

| | | |
|---|---|--|
| Are there any large slopes in the area? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Ensure slopes are vegetated, if not properly secure slopes if necessary. <input type="checkbox"/> Train staff to improve erosion control on-site. <input type="checkbox"/> Other: |
|---|---|--|

| <i>Controlling Illegal Dumping</i> | | |
|--|------------------------------|--|
| Have any illegal dumpings occurred in the past year? | <input type="checkbox"/> Yes | <input type="checkbox"/> Regularly inspect and clean areas where illegal dumpings have occurred. |
| | <input type="checkbox"/> No | <input type="checkbox"/> Promptly investigate spill and dumps. |
| | | <input type="checkbox"/> Other: |
| <i>Bacteria Control</i> | | |
| Is there a bacteria problem in the lake? | <input type="checkbox"/> Yes | <input type="checkbox"/> Reduce the feeding of waterfowl. |
| | <input type="checkbox"/> No | <input type="checkbox"/> Place signage by lake to minimize the amount of feeding to the waterfowl and to only feed with designated food. |
| | | <input type="checkbox"/> Monitor lake for fecal chloroform, nutrient levels and trace metals. |
| | | <input type="checkbox"/> Other: |
| <i>Dredging</i> | | |
| Are proper dredging procedures not followed? | <input type="checkbox"/> Yes | <input type="checkbox"/> Dredge with shovels when laying/maintaining pipes. |
| | <input type="checkbox"/> No | <input type="checkbox"/> Dredge large lakes every 10 years. |
| | | <input type="checkbox"/> Use vacuum equipment when dredging large lakes.. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

INSPECTION FORM

Landscape Maintenance

Complete this form only if related activities are conducted at this Field Program

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model maintenance Procedures for further Suggested Corrective Action Plans) |
|--|---|--|
| <i>Mowing, Trimming/Weeding and Planting</i> | | |
| Do green waste trimmings or clippings enter storm drains, gutters, or travel off site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform landscaping activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of landscape activity area (sandbags, silt fence). |
| | | <input type="checkbox"/> Install baggage for clippings on mowers. |
| | | <input type="checkbox"/> Train staff to improve dry clean-up of green waste from gutters and drain systems. |
| | | <input type="checkbox"/> Other: |
| <i>Irrigation</i> | | |
| Does non-stormwater discharge occur from irrigation systems that has the potential to carry pollutants? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Berm the irrigation area to prevent run-on and runoff. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Ensure sprinklers are spraying appropriately. |
| | | <input type="checkbox"/> Other: |
| <i>Fertilizer and Pesticide Management</i> | | |
| Are fertilizers and pesticides mixed or prepared near a storm drain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Mix and prepare fertilizers and pesticides away from storm drains. |
| | | <input type="checkbox"/> Use the minimal amount of fertilizers and pesticides. |
| | | <input type="checkbox"/> Other: |
| Are fertilizers and pesticides dumped or broadcasted onto the surface? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Work fertilizers and pesticides into the soil rather than dumping. |
| | | <input type="checkbox"/> Other: |
| Are fertilizers and pesticides over applied? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Train staff to use proper fertilizer and pesticide application procedures. |
| | | <input type="checkbox"/> Use the minimal amount of fertilizers and pesticides. |
| | | <input type="checkbox"/> Other: |
| Are fertilizers and pesticides applied when there is a 25% or more chance of rain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Apply fertilizers and pesticides when there is a 75% or more chance of no rain. |
| | | <input type="checkbox"/> Other: |
| Is more fertilizers and pesticides stored on site than needed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Only purchase and store what is needed. |
| | | <input type="checkbox"/> Other: |
| Are fertilizers and pesticides not disposed of properly? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Rinse containers with fertilizer/pesticide and use rinse as product. Dispose of unused fertilizer/pesticide as hazardous waste. |
| | | <input type="checkbox"/> Other: |
| <i>Managing Landscape Waste</i> | | |
| Are compost leaves, sticks, or other collected vegetation disposed near a watercourse or storm drain system? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Dispose of materials at a permitted landfill |
| | | <input type="checkbox"/> Place vegetation piles away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Install baggage for clippings on mowers. |
| | | <input type="checkbox"/> Train staff to improve dry clean-up of green waste from gutters and drain systems. |
| | | <input type="checkbox"/> Other: |
| <i>Erosion Control</i> | | |
| Is disking used as a means of vegetative management? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Use other methods for vegetative management. |
| | | <input type="checkbox"/> Train staff to improve erosion control on-site. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

INSPECTION FORM

Roads, Streets and Highways Operations and Maintenance

Complete this form only if related activities are conducted at this Field Program

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|--|---|---|
| <i>Sweeping and Cleaning</i> | | |
| Does sediment, trash, or other materials enter a storm drain during sweeping or cleaning procedures? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Train contractors to avoid discharge into drainage facilities. |
| | | <input type="checkbox"/> Use the most advanced equipment to perform sweeping. |
| | | <input type="checkbox"/> Other: |
| Is sweeping and cleaning performed during wet weather conditions? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform street cleaning/sweeping during dry weather. |
| | | <input type="checkbox"/> Perform hosing/washing away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Train contractors to avoid discharge into drainage facilities. |
| | | <input type="checkbox"/> Other: |
| Do sweeping vehicles or equipment leak? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Regularly inspect vehicles and equipment for leaks, and repair immediately. |
| | | <input type="checkbox"/> Operate sweepers at manufacturer requested optimal speed levels to increase effectiveness. |
| | | <input type="checkbox"/> Maintain equipment to keep in good working condition. |
| | | <input type="checkbox"/> Other: |
| <i>Repair and Maintenance</i> | | |
| Do pavement marking activities contribute liquids or other materials to storm drains? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Mix paint and liquids indoors or in a containment area. |
| | | <input type="checkbox"/> Use recycled and less hazardous products when possible. |
| | | <input type="checkbox"/> Perform activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of activity (sandbags, silt fence). |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| Do materials from concrete work have the potential to enter storm drains? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Prevent debris from entering storm drains. |
| | | <input type="checkbox"/> Do not rinse or wash materials into gutters or storm drains. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| | | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Wash away from drainage facilities or water courses. |
| If vehicle and/or equipment washing takes place, does wash water enter an on site storm drain or run off-site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Berm the wash area to prevent run-on and runoff. |
| | | <input type="checkbox"/> Discharge wash water to sanitary sewer. |
| | | <input type="checkbox"/> Use less water, consider a high pressure sprayer. |
| | | <input type="checkbox"/> Construct a wash rack for the washing area. |
| | | <input type="checkbox"/> Do not use solvents to clean. |
| | | <input type="checkbox"/> Other: |
| Are vehicles and/or equipment stored in an uncovered area with the potential to affect stormwater quality? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Store vehicles and equipment in covered areas. |
| | | <input type="checkbox"/> If covered areas for storage are unavailable, inspect storage areas frequently for leaks and damage. |
| | | <input type="checkbox"/> Store vehicles and equipment away from drainage systems and waterbodies. |

| | | |
|---|---|--|
| | | <input type="checkbox"/> Other: |
| Do vehicles and/or equipment leak oil, or any other fluids? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Use absorbent materials on small leaks rather than hosing down or burying. Remove absorbent materials promptly and dispose of properly. |
| | | <input type="checkbox"/> Use drip pan underneath equipment/vehicle. |
| | | <input type="checkbox"/> Stock appropriate clean-up materials. |
| | | <input type="checkbox"/> Inspect vehicles and equipment frequently for leaks. |
| | | <input type="checkbox"/> Other: |
| Bridge and Structure Maintenance | | |
| Does cleaning of paint brushes or sand blasting occur in the street, gutter, or near a storm drain? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Rinse paint brushes, etc. in sink connected to a sanitary sewer system. |
| | | <input type="checkbox"/> Never clean brushes, etc. in the street, gutter, or near a storm drain |
| | | <input type="checkbox"/> Sandblast away from storm drain inlets and watercourses |
| | | <input type="checkbox"/> Other: |
| Is paint transferred or loaded near a storm drain inlet or watercourse? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of activity (sandbags, silt fence). |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Other: |
| Does graffiti cleaning require wash water that may carry pollutants? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Plug nearby storm drains and vacuum/pump wash water to sanitary sewer. |
| | | <input type="checkbox"/> Other: |
| Guard Rail and Fence Repair | | |
| Do any cleaning or repair activities have the potential to pollute stormwater? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform activity away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Use less water during activity. |
| | | <input type="checkbox"/> Divert wash water into a treatment basin. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

INSPECTION FORM

Sidewalk, Plaza and Fountain Maintenance and Cleaning

Complete this form only if related activities are conducted at this Field Program

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|--|---|---|
| Surface Cleaning | | |
| Does discharge into a storm drain or waterbody occur when cleaning sidewalks or plazas? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Perform activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of activity (sandbags, silt fence). |
| | | <input type="checkbox"/> If a hose is used, consider a high pressure sprayer. |
| | | <input type="checkbox"/> Use environmentally friendly products. |
| | | <input type="checkbox"/> Use dry methods to clean objects and surfaces. |
| Does sediment, trash, or other materials enter a storm drain during parking lot sweeping? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Do not mix paint or chemicals on sidewalk/plaza. |
| | | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Train contractors to avoid discharge into drainage facilities. |
| | | <input type="checkbox"/> Use the most advanced equipment to perform lot sweeping. |
| Does cleaning the exterior of buildings/fountains utilize water or other liquids that may enter a storm drain or run off site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Use minimal water, consider a high pressure sprayer. |
| | | <input type="checkbox"/> Place a barrier around perimeter of cleaning area (sandbags, silt fence). |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Divert water or other liquids away from drainage facilities or water courses. |
| Graffiti Cleaning | | |
| Are graffiti abatement activities performed during rain events? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Postpone cleaning activities until after rain event. |
| | | <input type="checkbox"/> Other: |
| Does graffiti cleaning require wash water that may carry pollutants? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Plug nearby storm drains and vacuum/pump wash water to sanitary sewer. |
| | | <input type="checkbox"/> Other: |
| Sidewalk Repair | | |
| Do surface removal activities ever occur during wet weather conditions? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Schedule surface removal activities for during dry weather if possible. |
| | | <input type="checkbox"/> If water or liquids must be used, wash away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of washing area (sandbags, silt fence). |
| | | <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. |
| | | <input type="checkbox"/> Other: |
| Do materials from concrete work | <input type="checkbox"/> Yes | <input type="checkbox"/> Prevent debris from entering storm drains. |
| | | <input type="checkbox"/> Do not rinse or wash materials into gutters or storm drains. |

| | | |
|---|---|--|
| have the potential to enter storm drains? | <input type="checkbox"/> No | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| | | <input type="checkbox"/> Other: |
| Does truck wash-out have the potential to enter storm drains? | <input type="checkbox"/> Yes | <input type="checkbox"/> Establish an on site wash-out area. |
| | <input type="checkbox"/> No | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| | | <input type="checkbox"/> Other: |
| Controlling Litter | | |
| Have solid wastes been allowed to litter the area? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Provide waste containers in convenient places, such as transit stops, for employees and the public. |
| | | <input type="checkbox"/> Use enclosed trash containers to limit contact with wind and rain and prevent spillage. |
| | | <input type="checkbox"/> Collect trash regularly to prevent spillage, especially during rainy and windy conditions. |
| | | <input type="checkbox"/> Post "No Littering" signs. |
| | | <input type="checkbox"/> Other: |
| Fountain Maintenance | | |
| When fountain is drained, is water discharged into street or storm drain? | <input type="checkbox"/> Yes | <input type="checkbox"/> Discharge into sanitary sewer. |
| | <input type="checkbox"/> No | <input type="checkbox"/> Allow chlorine to dissipate for a few days and then recycle/reuse water by draining into a landscaped area (testing is required). |
| | - | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

INSPECTION FORM

Solid Waste Handling

Complete this form only if related activities are conducted at this Field Program

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|----------|------------------|---|
|----------|------------------|---|

Solid Waste Collection

| | | |
|---|---|---|
| Are any solid waste storage areas littered and not well maintained? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Regularly inspect solid waste containers for structural damage and repair or replace damaged containers as necessary. <input type="checkbox"/> Designate separate waste containers for wastes that can cause chemical reactions and complicate recycling or disposal. <input type="checkbox"/> Prevent any wastes other than solid wastes from being disposed of in the waste container. <input type="checkbox"/> Sweep and clean up spills in the waste management area immediately, using dry methods when possible. <input type="checkbox"/> Other: |
| Can stored waste come in contact with stormwater? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Designate secured storage areas away from storm drain system and water courses. <input type="checkbox"/> Store materials indoors if possible, or cover with a roof. <input type="checkbox"/> Inspect storage areas before and after rainfall events, and at least weekly all other times. <input type="checkbox"/> If materials are stockpiled, place a barrier around perimeter (berm, sandbags, silt fence). <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. <input type="checkbox"/> Keep an accurate and up-to-date inventory of materials delivered and stored on-site. <input type="checkbox"/> Place plastic cover over stored material, especially those treated with amendments. <input type="checkbox"/> Train employees in proper storage measures. <input type="checkbox"/> Minimize the amount of material stored on-site. <input type="checkbox"/> Other: |
| Do non-stormwater discharges occur such as water draining from stored wastes? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Place lids or covers over all waste. <input type="checkbox"/> Place sandbags around inlets, drainage facilities and water courses. <input type="checkbox"/> Contain and haul drainage for proper disposal. <input type="checkbox"/> Other: |

Waste Reduction and Recycling

| | | |
|--|---|---|
| Is the amount of waste generated more than necessary, and is waste not being recycled? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Recycle materials whenever possible. <input type="checkbox"/> Establish source controls. <input type="checkbox"/> Establish a material usage tracking system to increase awareness. <input type="checkbox"/> Other: |
|--|---|---|

Hazardous Waste Collection

| | | |
|--|---|--|
| <p>Are staff unaware of their roles and responsibilities for hazardous waste handling or during a hazardous waste spill?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><input type="checkbox"/> Contact the local HAZMAT office or Fire Department for hazardous waste labeling regulations.</p> <p><input type="checkbox"/> Contact the local HAZMAT office or Fire Department ask who should be contacted in case of a hazardous spill.</p> <p><input type="checkbox"/> Develop hazardous waste storage and handling procedures.</p> <p><input type="checkbox"/> Determine roles and responsibilities of employees and supervisors.</p> <p><input type="checkbox"/> Designate authorized hazardous waste collection areas on-site.</p> <p><input type="checkbox"/> Obtain permit for hazardous waste storage for more than 90 days.</p> <p><input type="checkbox"/> Other:</p> |
| <p>Are chemical materials being stored improperly without safeguards against accidental spills?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><input type="checkbox"/> Place materials in secondary containers.</p> <p><input type="checkbox"/> Designate covered areas with impervious surfaces for chemical storage.</p> <p><input type="checkbox"/> Keep chemicals in original well-labeled containers.</p> <p><input type="checkbox"/> Store materials in covered dumpsters or waste containers with secure lids.</p> <p><input type="checkbox"/> Surround liquid material containers with a curb or dike.</p> <p><input type="checkbox"/> Install overflow protection devices.</p> <p><input type="checkbox"/> Post restricted access warnings.</p> <p><input type="checkbox"/> Other:</p> |

Controlling Litter

| | | |
|--|---|--|
| <p>Have self generated solid wastes been allowed to litter the area?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><input type="checkbox"/> Provide waste containers in convenient places, such as transit stops, for employees and the public.</p> <p><input type="checkbox"/> Use enclosed trash containers to limit contact with wind and rain and prevent spillage.</p> <p><input type="checkbox"/> Collect trash regularly to prevent spillage, especially during rainy and windy conditions.</p> <p><input type="checkbox"/> Post "No Littering" signs.</p> <p><input type="checkbox"/> Other:</p> |
|--|---|--|

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

INSPECTION FORM

Water and Sewer Operation and Maintenance

Complete this form only if related activities are conducted at this Field Program

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|--|--|---|
| <i>Water Line Maintenance</i> | | |
| When planned discharges occur, are control measure not put in place? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| | | <input type="checkbox"/> Perform activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of activity (sandbags, silt fence). |
| | | <input type="checkbox"/> Prior to discharge, inspect flow path and clear debris. |
| | | <input type="checkbox"/> Other: |
| <i>Sanitary Sewer Maintenance</i> | | |
| Are sewer lines not cleaned on a regular basis? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Place sandbags around inlets, drainage facilities, and water courses. |
| | | <input type="checkbox"/> Perform activities away from drainage facilities or water courses. |
| | | <input type="checkbox"/> Place a barrier around perimeter of activity (sandbags, silt fence). |
| | | <input type="checkbox"/> Prior to discharge, inspect flow path and clear debris. |
| | | <input type="checkbox"/> Other: |
| <i>Spill/Leak/Overflow Control, Response, and Containment</i> | | |
| Have any spills occurred in the area over the past year? If so, why? | — <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Develop a spill prevention plan. |
| | | <input type="checkbox"/> Use absorbent materials on small spills rather than hosing down or burying the spill. |
| | | <input type="checkbox"/> Remove absorbent materials promptly and dispose of properly. |
| | | <input type="checkbox"/> If large spill occurs, notify manager immediately and contain spread of spill. |
| | | <input type="checkbox"/> Stock appropriate clean-up materials. |
| Does the Field Program lack a spill prevention program? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Identify staff members responsible for developing a spill prevention program. |
| | | <input type="checkbox"/> Research other Field Programs with spill prevention programs and use as a guideline. |
| | | <input type="checkbox"/> Know who to contact if large or hazardous spills occur. |
| Is staff unaware of who to identify when hazardous spills occur? Is staff unaware of their roles during a hazardous spill? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Other: |
| | | <input type="checkbox"/> Contact the local HAZMAT office and ask who should be contacted in case of a hazardous spill. |
| | | <input type="checkbox"/> Develop a spill prevention plan. |
| | | <input type="checkbox"/> Determine roles and responsibilities of employees and supervisors. |
| <input type="checkbox"/> Other: | | |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".

Drainage Facility Inspection Forms

DRAINAGE FACILITY GENERAL INSPECTION FORM

COVER SHEET (Required for all inspections)

| | |
|---|--|
| Inspection Performed by: Date: | Time of Inspection: Weather at Time of Inspection: |
| Drainage System Information | |
| Name of Program: Address: | Contact Name: Title: Phone Number: |
| Number of Employees: | Days of Operation per Week: |
| Leased Information | |
| Is this Program contracted? Yes No <input type="checkbox"/> <input type="checkbox"/> | Contractors Contact Information: Contact Name: Title: |
| Is this a contractor self-inspection? Yes No <input type="checkbox"/> <input type="checkbox"/> | Company Name: Phone Number: Address: |
| Reason for Inspection: | |
| <input type="checkbox"/> Routine (Annual) Inspection <input type="checkbox"/> First Inspection | <input type="checkbox"/> Follow-up Inspection <input type="checkbox"/> Complaint Inspection |
| Outcome of Inspection: | |
| <input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> NOV - Notice of Violation | <input type="checkbox"/> No Corrective Action Necessary <input type="checkbox"/> Other: _____ |

DRAINAGE FACILITY INSPECTION FORM

Drainage Facility Operation and Maintenance

Complete this form only if related activities are conducted at this Drainage Facility

| Question | Answer Yes/No | If Answered Yes, Suggested Corrective Action Plan (See Model Maintenance Procedures for further Suggested Corrective Action Plans) |
|--|--|---|
| Inspection and Cleaning | | |
| Are drainage facilities not inspected and cleaned as required? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Inspect drainage facilities as required. |
| | | <input type="checkbox"/> Maintain appropriate records. |
| | | <input type="checkbox"/> Eliminate discharges that may occur during maintenance. |
| | | <input type="checkbox"/> Prior to discharge, inspect flow path and clear debris. |
| | | <input type="checkbox"/> Other: |
| If storm drain flushing occurs, is material not collected and treated properly? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Vacuum material as needed. |
| | | <input type="checkbox"/> Dispose of vacuumed material properly. |
| | | <input type="checkbox"/> Other: |
| | | |
| Illicit Connections and Discharges | | |
| Has an illicit discharge or connection to the storm drain system occurred in the past year? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Report prohibited discharges during the course of normal daily activities. |
| | | <input type="checkbox"/> Conduct field investigations to detect and eliminate existing illicit connections and improper disposal of pollutants into the storm drain . |
| | | <input type="checkbox"/> Encourage public reporting of improper waste disposal . |
| | | <input type="checkbox"/> Other: |
| Illegal Dumping | | |
| Has an illegal dumping occurred in the past year? | – <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Report all dumping that occurs. |
| | | <input type="checkbox"/> Conduct regular field investigations. |
| | | <input type="checkbox"/> Encourage the public to report illegal dumpings. |
| | | <input type="checkbox"/> Train employees to report illegal dumpings. |
| | | <input type="checkbox"/> Other: |
| Is staff unaware of who to identify when illegal dumps occur? Is staff unaware of their roles when an illegal dump occurs? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Contact the pollution problem reporting hotline (714) 567-6363. |
| | | <input type="checkbox"/> Train employees to report illegal dumpings. |
| | | <input type="checkbox"/> Encourage the public to report illegal dumpings. |
| | | <input type="checkbox"/> Other: |

If Answering "Yes" to any of the above questions refer to "Suggested Corrective Action Plan".