Stormwater: General Inspection Checklist

Department: Environmental Protection
Program: Stormwater

This inspection checklist can be used by Stormwater Division or Environmental Services Coordinator to

- Conduct General inspections
- Determine if additional best management practices (BMPs) may be required

Note *For a complete list of all BMP categories, see Stormwater: Best Management Practices Index.*

Name of Business _____ Date: _____
Location: _____ Time: _____
Inspector: _____ Title: _____

GOOD HOUSEKEEPING

1.	Are outside areas kept neat, clean and orderly?	Yes	No	n/a
2.	Are storm drain inlets labeled "No Dumping, Flows to Bay?"	Yes	No	n/a
3.	Are garbage cans, waste bins, and dumpsters covered?	Yes	No	n/a
4a	Has the stormwater conveyance system been recently altered?	Yes	No	n/a
b	If yes, does the alteration maintain SWPPP compliance?	Yes	No	n/a
5.	Are stormwater drainage paths clear? Grates clean?	Yes	No	n/a
6a	Are vehicles or equipment cleaned at this facility?	Yes	No	n/a
b	If yes, is wash water being collected and disposed of properly?	Yes	No	n/a

HAZMAT STORAGE

7a	Are vehicles fueled at this location?	Yes	No	n/a
b	If yes, are fuel tanks locked and/or properly operated?	Yes	No	n/a
c	If yes, are measures taken to protect storm drains from spills?	Yes	No	n/a
	Briefly describe: _____			
8.	Do aboveground tanks (liquid) have secondary containment?	Yes	No	n/a
9.	Are containment structures or surface slabs liquid tight?	Yes	No	n/a
10a	Does this site store hazardous materials such as solvents, Pesticides, or acids?	Yes	No	n/a
b	If yes, are containers weathertight or covered?	Yes	No	n/a
c	If yes, are ignitable or reactive wastes stored at least 50 feet from the property line?	Yes	No	n/a
11a	Has the facility had a hazardous waste spill since the Last inspection?	Yes	No	n/a
b	If yes, was the problem resulting in the spill corrected	Yes	No	n/a

OTHER BEST MANAGEMENT PRACTICES

12a	Does this site store hazardous or other materials that could impact The storm drain such as detergent, paint, or powders?	Yes	No	n/a
b	If yes, are they stored in a manner prohibiting exposure to rain or runoff?	Yes	No	n/a
13.	Are waste materials kept on site in closed leaktight containers?	Yes	No	n/a
14.	Are all leaking vehicles or equipment equipped with drip pans?	Yes	No	n/a
15.	Are erodible soils uncovered or exposed to rainwater?	Yes	No	n/a
16a	Is the ground surface stained by oil or significant materials?	Yes	No	n/a
b	If yes, has the source been found and contained?	Yes	No	n/a
17.	Are truck unloading areas covered?	Yes	No	n/a

18. Does the facility have wastes, products, salvaged materials and recyclables Stored properly? Yes No n/a

19a Does the facility have a clarifier/oil/water separator? Yes No n/a

b If yes, is it clean and functioning properly? Yes No n/a

20a Has the facility received a complaint regarding stormwater discharge? Yes No n/a

b If yes, has the problem been addresses? Yes No n/a

21. Have personnel received training on Stormwater Pollution Prevention? Yes No n/a

22. Are spill response materials on available? (Check all that apply)

Sand_____ Sorbent Booms/Pillows/Blankets_____

Kitty Litter_____ Neutralizer_____ Drip Pans_____

Other (Please List)_____

23. Identify existing management practices employed to reduce pollutions in stormwater discharges: (Check all that apply and describe conditions)

Good Housekeeping_____ Containment_____ Berms_____

Leachate Collection_____ Sand Filter_____ Recycling_____

Retention Facilities_____ Silt Fence_____ Sorbent Booms_____

Spill Mitigation_____ Oil/Water Separator_____ Dead-end Sumps_____

Other (Please List)_____

24. Action Items:

a. _____

b. _____

c. _____

CHECKLIST FOR STORMWATER INSPECTIONS AT INDUSTRIAL FACILITIES

Name of Facility: _____

Address of Facility: _____

_____

Facility Representative(s): _____

_____

Brief Description of Facility Operations (include what Sector it is)

_____

_____

_____

_____

Approximate Size of Facility (acres): _____

Permit Status

1. Has the facility applied for and obtained any of EPA's or Texas following general permits:

   Industrial Permit (effective 2010) Yes No

   Construction Permit (effective 2010) Yes No

   Multi Sector Industrial Permit (effective 2010) Yes No

   If yes, obtain copies of all Notices of Intent (NOIs) that were submitted for stormwater permitting purposes.

   If no, has the facility ever applied for and obtained EPA's individual or group permit?

   Yes No

2. Has the facility applied for and obtained a state issued general stormwater permit?

   If no, does the facility need to apply for and obtain a stormwater permit? Yes No

Stormwater Pollution Prevention Plan

3. Does the facility have a stormwater pollution prevention plan? Yes No

   If no, is one required? Yes No

   If yes, does the plan contain the following material

   Names of employees responsible for preparing and implementing pollution prevention plan?

   Yes No

   Site Map (see last page for required elements)? Yes No

   Existing stormwater sampling data and description of stormwater monitoring programs (including visual examination of stormwater quality) performed by the facility?

   Yes No

   Identification of all activities and significant materials which may potentially containment stormwater runoff?

   Yes No

   Identification of areas having a high potential for soil erosion

   Yes No

   Non-stormwater discharges (i.e., process wastewater, non-contact cooling water, condensate, etc.) along with a certification for them? Yes No

   BMPs to control pollutants from various sources/areas where stormwater contamination is likely to occur?

   Yes No

   List of chemicals that could possibly contaminate stormwater runoff? Yes No

   Areas where spills are likely to occur and clean-up procedures for such spills? Yes No

   List of previous spills or leaks? Yes No

   Employee awareness and training program? Yes No

   Visual inspection program? Yes No

   Good housekeeping practices? Yes No

Preventive maintenance practices? Yes No

Facility Activities

4. Describe efforts facility has made to reduce or eliminate the contamination of its stormwater runoff (i.e., implementation of BMPs)_____

5. Has the facility performed any monitoring of its stormwater? Yes No
   If yes, describe what monitoring activities were conducted including types and numbers of samples and obtain copy of results. Also include visual examinations._____

6. Does the facility conduct periodic inspections or site evaluations to identify the release of pollutants that may contaminate stormwater? Yes No
   If yes:
   a. What is the frequency of inspections?_____
   b. Are inspection records maintained? Yes No
   c. Are inspections conducted by quality program? Yes No
7. Does the facility have an employee training program? Yes No

Inspection Observations

8. Have there been instances of past spills or leaks of toxic materials? Yes No
   If yes, describe when, where, how they occurred and whether they result in stormwater Contamination _____

9. Does there appear to be any stormwater runoff that was in contact with processing, chemical storage, maintenance or other areas having industrial activity? Yes No
   If yes, describe the area's most susceptible to stoprwater contamination and the materials Involved _____

10. Describe the type of stormwater collection and conveyance system the facility has. (include destination of stormwater runoff, i.e., directly to local stream, sanitary sewer, separate municipal storm sewer, industrial storm sewer, etc.) _____

11. Describe the facility's general housekeeping practices (look for uncovered/exposed materials, dirty or cluttered surfaces that are exposed to stormwater, oils grease or other chemicals on the ground, spots/stains/discoloration, leaking equipment, poor chemical storage or transfer operations, floor drains or other conduits that toxic chemicals are likely to enter and suspicious looking puddles.)_____

_____

_____

12. Does it appear that the facility is in compliance with its stormwater permit?

Yes No N/A

13. Does it appear that the facility is properly implementing its stormwater pollution prevention plan?

Yes No N/A

REQUIRED MATERIAL IN A SITE MAP

Does the facility's site map contain the following:

a.	A delineation or "footprint" of all buildings, structures, paved areas and parking lots?	Yes	No
b.	All outfalls and stormwater discharges?	Yes	No
c.	Drainage areas of each stormwater outfall?	Yes	No
d.	Structural stormwater pollution control measures?	Yes	No
e.	Stormwater and non-stormwater sewer systems?	Yes	No
f.	Name of stream or type of conduit receiving stormwater discharge?	Yes	No
g.	Locations of exposed materials that can potentially contaminate stormwater runoff?	Yes	No
h.	Locations of past spills or leaks?	Yes	No
i.	Locations of high risk, waste generating areas and activities at the facility including fueling stations, vehicle or other equipment storage, washing including fueling stations, vehicle or other equipment storage, washing and maintenance areas, tank farms for liquid storage, landfills, waste piles, disposal sites or other waste management areas, raw material storage areas, loading/unloading areas and outside manufacturing areas?	Yes	No

Other Comments

_____

_____

_____

_____

_____

_____

Name of Inspector: _____

EXAMPLES OF BMPs (INCLUDING WASTE MINIMIZATION MEASURES)

Material substitution

Enclosure/containment of material or potential contamination sources

Diversion of stormwater away from areas of potential contamination

Installation of stormwater collection systems followed by storage and reuse where possible

Provision of oil/water separators, sediment traps or other treatment devices

Erosion control including diversions, regarding, re-vegetation and use of rip-rap

Use of drip pans or dry sweep material under vehicles or equipment

Use of absorbent devices to contain and reduce releases of liquids

Moving industrial operations, storage areas, vehicle/equipment maintenance areas, etc. from outdoors to indoors

Good housekeeping practices such as frequent cleaning, proper disposal of trash, garbage and other wastes and the proper storage and transferring of materials

Modification/labeling of storm drains or catch basins

Recycling

Implementing a spill prevention and response program

Employee Training Program

Preventive Maintenance Program