**Section 1A: Site/Business Information**

|  |
| --- |
| Business/site name:  |
| Parcel Identification Number (PIN):  | Business/site ID: |
| Street address: | City, State:  | Zip: |
| Mail address/PO Box: | City, State:  | Zip: |
| [ ]  Home-based business? [ ]  Multiple locations for business? [ ]  Multi-site parcel? | Number of employees: |
| Hours of operation (open/close): | Year operations began: |
| [ ]  As-built available? | File path/link:  |

**Section 1B: Site/Business Contacts** *(circle preferred method(s) of contact)*

|  |  |
| --- | --- |
| Primary contact: | Position/title: |
| Office #: | Cell #: | E-mail: |
| Owner/site manager: |
| Office #: | Cell #: | E-mail: |

**Section 1C: Site/Business Activities**

|  |
| --- |
| Hazardous waste: [ ]  Very Small Quantity Generator (VSQG) [ ]  Small Quantity (SQG) [ ]  Large Quantity (LQG) [ ]  N/A |
| NAICS code(s): | NAICS category(ies): |
| SIC code(s): | SIC category(ies): |
| Applicable permit(s): [ ]  General (ISGP) [ ]  Industrial Stormwater Individual [ ]  Other Sector Ecology Permit [ ]  N/A |
| Permit details and #: |
| Mobile business? [ ]  Yes [ ]  No |
| Notes on site activities: |

**Section 1D: Water Pollution Concerns**

|  |  |
| --- | --- |
| Drainage basin: | Receiving water(s): |
| Sewer class: [ ]  Combined? [ ]  Separated? [ ]  Partially separated? [ ]  Septic system on site? |

**Section 1E: Stormwater Structures and BMPs on Site**

|  |  |
| --- | --- |
| **Stormwater Discharge** | **Runoff Treatment and/or Flow Control BMPs** |
| [ ]  Discharge to MS4[ ]  Discharge to another jurisdiction’s MS4[ ]  Stormwater managed on site[ ]  Discharge to surface water[ ]  On-site infiltration[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Oil-water separator [ ]  Detention pond [ ]  Detention vault [ ]  Detention pipe [ ]  Wet pond [ ]  Wet vault[ ]  Infiltration/LID BMPs (bioretention, permeable pavement, etc.)[ ]  Dispersion BMPs[ ]  Other runoff treatment or flow control BMPs: |
| How many access points to stormwater on site? (catch basins or inlets): |
| Describe condition of catch basins/inlets: |
| Notes on maintenance frequency: |
| Is a maintenance contract in place? [ ]  Yes [ ]  No *(If not, explain the benefits of a routine maintenance contract)* |
| Does this site also have annual private stormwater facility inspection requirements? [ ]  Yes [ ]  No |

**Section 2: Source Control Inspection**

|  |
| --- |
| Inspector name(s): |
| Date: | Time: |
| **Type of Visit** | **Additional Details Related to Visit** |
| [ ]  Screening visit/routine visit[ ]  Initial inspection[ ]  Follow-up inspection #\_\_\_\_\_\_\_ | Response to complaint? [ ]  Yes [ ]  No *(if yes, attach file)*Denied entry? [ ]  Yes [ ]  No |



Take site photos and label with issue ID

Satisfactory

Action Required

Not Applicable

| **ID** | **Source Control by Topic/Area** |
| --- | --- |
| 1 | Available Documents and Training | S | X | N/A | Notes |
| 1A | Site-specific SWPPP | [ ]  | [ ]  | [ ]  |  |
| 1B | Spill plan *(visible and available for employee access)* | [ ]  | [ ]  | [ ]  |  |
| 1C | Site map *(including mapped locations of spill kits)* | [ ]  | [ ]  | [ ]  |  |
| 1D | Staff training *(new staff trained, refresher training for existing staff annually)* | [ ]  | [ ]  | [ ]  |  |
| 1E | Records are kept for at least 5 years *(staff training logs)* | [ ]  | [ ]  | [ ]  |  |
| 1F | Required staff certifications *(UST Operator, etc.)* | [ ]  | [ ]  | [ ]  |  |
| 1G | Other: | [ ]  | [ ]  | [ ]  |  |
| 2 | Spill Preparedness | S | X | N/A | Notes |
| 2A | Spill kits *(properly stocked and located in key areas)* | [ ]  | [ ]  | [ ]  |  |
| 2B | Evidence of past spills? *(pavement staining, visible sheen in yard areas)* | [ ]  | [ ]  | [ ]  |  |
| 2C | Other: | [ ]  | [ ]  | [ ]  |  |
| 3 | Outside Activities - Storage *(materials, vehicles, equipment)* | S | X | N/A | Notes |
| 3A | Are materials stored outside? | Yes | No | [ ]  |  |
| 3B | What materials are stored outside?[ ]  Acids [ ]  Automotive parts [ ]  Restaurant grease [ ]  Plastics [ ]  Antifreeze [ ]  Paints/coatings [ ]  Recycling [ ]  Tires [ ]  Batteries [ ]  Solid waste [ ]  Landscaping materials [ ]  Metals [ ]  Caustic bases [ ]  Pesticides/herbicides/fertilizers [ ]  Solvents [ ]  Petroleum/oils *(hydraulic, cutting, motor oil)* [ ]  Other: | [ ]  |  |
| 3C | Materials covered and contained | [ ]  | [ ]  | [ ]  |  |
| 3D | Material containers suitable for content | [ ]  | [ ]  | [ ]  |  |
| 3E | Are storage areas paved? | Yes | No | [ ]  |  |
| 3F | Storage areas protected from stormwater run-on/run-off *(berms)* | [ ]  | [ ]  | [ ]  |  |
| 3G | Secondary containment | [ ]  | [ ]  | [ ]  |  |
| 3H | Are vehicles/equipment stored outside? | Yes | No | [ ]  |  |
| 3I | Non-operational vehicles/equipment drained of fluids/drips controlled *(drip pans or spill trays used)* | [ ]  | [ ]  | [ ]  |  |
| 3J | Drip pans beneath all mounted taps and drip/spill locations | [ ]  | [ ]  | [ ]  |  |
| 3K | Exposed drip pans are emptied | [ ]  | [ ]  | [ ]  |  |
| 3L | Storage areas swept and cleaned | [ ]  | [ ]  | [ ]  |  |
| 3M | Overall general housekeeping in outside storage areas | [ ]  | [ ]  | [ ]  |  |
| 3N | Other: | [ ]  | [ ]  | [ ]  |  |
| 4 | Outside Activities - Dumpster Area | S | X | N/A | Notes |
| 4A | Dumpster(s) *(covered, closed, not leaking)* | [ ]  | [ ]  | [ ]  |  |
| 4B | Dumpster area swept and cleaned | [ ]  | [ ]  | [ ]  |  |
| 4C | Other: | [ ]  | [ ]  | [ ]  |  |
| 5 | Outside Activities - Washwater Practices *(cleaning, washing, pressure/stream washing)* | S | X | N/A | Notes |
| 5A | Are vehicles or equipment washed outside? | Yes | No | [ ]  |  |
| 5B | Types of vehicles or equipment washed? [ ]  Passenger vehicles [ ]  Heavy machinery *(backhoes, bulldozers)*  [ ]  Equipment degreasing [ ]  Food service equipment *(vents, filters, grills, floor mats)* [ ]  Building exteriors [ ]  Building interiors *(carpet, upholstery)*[ ]  General equipment *(tools, engines, parts)* [ ]  Other:  | [ ]  |  |
| 5C | List other vehicles or equipment (if applicable): | [ ]  |  |
| 5D | Washing at designated area with disposal to sanitary sewer system *(properly constructed and permitted, if required)* | [ ]  | [ ]  | [ ]  |  |
| 5E | Washwater is collected and disposed of properly | [ ]  | [ ]  | [ ]  |  |
| 5F | Other: | [ ]  | [ ]  | [ ]  |  |
| 6 | Outside Activities - Fueling Operations | S | X | N/A | Notes |
| 6A | Stationary fueling operations on site? *(permanent fueling pump)* | Yes | No | [ ]  |  |
| 6B | Mobile fueling operations on site? *(mounted tank or tanker truck used to fuel other vehicles or heavy equipment)* | Yes | No | [ ]  |  |
| 6C | Type of fuel on site: [ ]  Diesel [ ]  Gasoline [ ]  Propane [ ]  Heating oil | [ ]  |  |
| 6D | Tank location(s): [ ]  Underground [ ]  Aboveground | [ ]  |  |
| 6E | Fuel pad | [ ]  | [ ]  | [ ]  |  |
| 6F | Fuel pad drainage system *(separate and properly connected)* | [ ]  | [ ]  | [ ]  |  |
| 6G | Fueling area covered/contained | [ ]  | [ ]  | [ ]  |  |
| 6H | Stormwater catch basins/inlets in vicinity of fueling location(s) *(if present, are catch basins/inlets adequately protected?)* | [ ]  | [ ]  | [ ]  |  |
| 6I | Cleanup materials *(spill kit nearby or present on fueling vehicle)* | [ ]  | [ ]  | [ ]  |  |
| 6J | Other: | [ ]  | [ ]  | [ ]  |  |
| 7 | Outside Activities - Other Work | S | X | N/A | Notes |
| 7A | Is any work conducted outside? | Yes | No | [ ]  |  |
| 7B | Contain/cover work area as necessary | [ ]  | [ ]  | [ ]  |  |
| 7C | Sweep/clean paved areas | [ ]  | [ ]  | [ ]  |  |
| 7D | Contain dust/spray | [ ]  | [ ]  | [ ]  |  |
| 7E | Avoid trackout | [ ]  | [ ]  | [ ]  |  |
| 7F | Drip pans beneath all mounted taps and drip/spill locations | [ ]  | [ ]  | [ ]  |  |
| 7G | Pesticide/fertilizer application | [ ]  | [ ]  | [ ]  |  |
| 7H | Other: | [ ]  | [ ]  | [ ]  |  |
| 8 | Inside Activities | S | X | N/A | Notes |
| 8A | Are hazardous materials/pollutants stored or used inside? | Yes | No | [ ]  |  |
| 8B | What materials are stored/used inside?[ ]  Acids [ ]  Automotive parts [ ]  Restaurant grease [ ]  Plastics [ ]  Antifreeze [ ]  Paints/coatings [ ]  Recycling [ ]  Tires [ ]  Batteries [ ]  Solid waste [ ]  Landscaping materials [ ]  Metals [ ]  Caustic bases [ ]  Pesticides/herbicides/fertilizers [ ]  Solvents [ ]  Petroleum/oils *(hydraulic, cutting, motor oil)* [ ]  Other:  | [ ]  |  |
| 8C | Indoor floor drains *(connected to sanitary sewer or on-site septic system)* | [ ]  | [ ]  | [ ]  |  |
| 8D | Other: | [ ]  | [ ]  | [ ]  |  |
| 9 | Prohibited Discharge Elimination | S | X | N/A | Notes |
| 9A | Prohibited discharge(s) | [ ]  | [ ]  | [ ]  |  |
| 9B | Do NOT hose pollutants | [ ]  | [ ]  | [ ]  |  |
| 9C | Illicit connections *(not connected to sanitary sewer or on-site septic system)* | [ ]  | [ ]  | [ ]  |  |
| 9D | Other: |  |  |  |  |
| 10 | Other Observations/Issues | S | X | N/A | Notes |
| 10A |  | [ ]  | [ ]  | [ ]  |  |
| 10B |  | [ ]  | [ ]  | [ ]  |  |
| 10C |  | [ ]  | [ ]  | [ ]  |  |
| 10D |  | [ ]  | [ ]  | [ ]  |  |
| 10E |  | [ ]  | [ ]  | [ ]  |  |

**Section 3A: Inspection Outcome**

|  |  |
| --- | --- |
| **Inspection Outcome** | **Notes** *(see Action Items in Section 3C)* |
| [ ]  No action required[ ]  Action(s) required[ ]  Inspector denied entry[ ]  Other |  |

**Section 3B: Education Materials and Technical Support**

|  |  |  |
| --- | --- | --- |
| **Materials Provided** | **Follow-up Status** | **Notes** |
| [ ]  Contractor list[ ]  General guidance[ ]  Sector-specific guidance[ ]  Verbal recommendations[ ]  Storm drain stencils/markers[ ]  Other | [ ]  Provided during inspection[ ]  To be sent with follow-up[ ]  Delivered[ ]  Not necessary |  |

**Section 3C: Summary of Action Items** *(refer to Action Item Reference Guide below; track status here if appropriate, or copy to follow-up inspection form)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Action Items – Operational Actions | S | X | N/A | Notes |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
| ID | Action Items – Structural Actions | S | X | N/A | Notes |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
| ID | Other Action Items  | S | X | N/A | Notes |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |
|  |  | [ ]  | [ ]  | [ ]  |  |

**Action Item Reference Guide**

|  |  |
| --- | --- |
| **Operational Actions** | **Structural Actions** |
| * Check site plans for illicit connections
* Perform routine maintenance of storm drainage system
* Perform preventive maintenance
* Properly collect and dispose of fluids, washwater, and wastes
* Properly store solid wastes
* Develop a spill plan
* Post spill plan in appropriate locations
* Provide training for staff
* Move activities indoors
* Locate activities away from drainage paths
* Label containers
* Use the least toxic material available
* Maintain vegetated areas near activity locations
* Improve general housekeeping practices
* Clean dumpster area
* Replace leaking dumpster
* Isolate pollutant sources
* Purchase spill kits
* Place spill kits at appropriate locations
* Restock spill kits
* Use drip pans or spill trays
* Clean catch basins, runoff treatment BMPs, and/or flow control BMPs
* Control trackout
 | * Erect permanent roof
* Improve fueling station
* Install overhangs or door skirts
* Cover stockpiles
* Install wash pad
* Connect wash pad to sanitary sewer
* Install berm or curb
* Purchase and use spill containment
* Purchase and use flammables/pesticides storage cabinet
* Install drain cover or catch basin filter
* Pave and slope loading/unloading areas
* Install valves or switches to direct stormwater to sanitary sewer
* Replace leaking wet compactor
 |