######  **Date**

**City of Seattle Source Control Inspection**

Attach Business Card

 **Type of Visit:** Screening Visit

* Initial Inspection
* Follow-Up Inspection

Lead Inspector Agency

Other Inspector Agency

Facility Name Department

Facility Type

PMA NAICS Code Observed SIC Code

Drainage Basin Sub-Basin NPDES Permit #

Sewer Class: Combined Separated Partially Separated

**Site Address**:

Street

City Zip

Site Guide Position / Title

Phone No. Cell No. Fax No.

Department Contact Phone No.

**Mail Address**:

 Same as Site Address Home Based Business Multiple sites in Area?

Street /P.O. Box

City Zip

Owner / Manager

Phone No. Cell No. Fax No.

**Recommend for CB sampling?** Y / N CB sampling date

**Date of Completed Inspections:**

 HW IW Stormwater

**Date Corrective Action Requested:**

 HW IW Stormwater Spill Mgmt.

**Date of Agency Referrals:**

 Hazardous Waste Industrial Waste SPU

 Ecology Law NOV Issued Other City

**Date Corrective Action Achieved:**

 HW IW Stormwater Spill Mgmt.

**DATE OBSERVED OVERALL COMPLIANCE ACHIEVED**

OUTDOOR ACTIVITIES

**HIGH RISK POLLUTION GENERATING ACTIVITES (check all that are appropriate)**

* Fueling operations
* Vehicle, equipment, or building washing or cleaning
* Truck or rail loading or unloading of liquid or solid materials
* Liquid storage in stationary aboveground tanks
* Outside portable container storage of liquids, food wastes, or dangerous wastes
* Outside storage of non-containerized materials, by-products, or finished products
* Outside manufacturing activity
* Vehicle and equipment maintenance and repair
* Parking or storage of vehicles and equipment
* Building, repair, and maintenance of ships and boats
* Painting or finishing of vehicles, boats, buildings, or equipment
* Commercial animal handling
* Landscape construction or maintenance business
* Active onsite construction operations with excavated/exposed soil that could be eroded/transported to storm drains
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPILL PREVENTION N / A**

Is there a *written* Spill Plan for the facility? Y / N

Is the plan posted in a suitable location? Y / N

Are employees trained and aware of the Spill Plan? Y / N

Circle closest to frequency of training Monthly Quarterly Annually

Are spill clean-up materials kept on-site? Y / N

Select materials kept on-site from the following list sorbent booms sorbent pads,
granular sorbent, kitty litter drip pans drain cover acid/base neutralizer solvent absorbent

Are cleanup materials appropriate for the chemicals stored on-site? Y / N

Are cleanup materials stored in a container clearly labeled “SPILL KIT” ? Y / N

Are spill kits located near high-risk spill areas? Y / N

STORMWATER RELATED STRUCTURES

Are catch basins (CBs) on site? Y / N

If yes, how many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are CBs equipped with outlet traps? Y / N

######  Select outlet trap type PVC Elbow Metal Elbow

Has material accumulated to fill over 60% of the capacity of the CB? Y / N

####  Select material(s) in CB Sediment Plants Trash

Is there evidence of contaminants in CBs? Y / N

####  Select contaminant Oil/Grease Paint Solvent Sewage Unknown

 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are catch basins regularly inspected and cleaned? Y / N

 Circle closest to frequency of inspection Monthly Quarterly Annually As needed

 Circle closest to frequency of cleaning Monthly Quarterly Annually As needed

STORMWATER TREATMENT STRUCTURES

Oil/Water Separator on-site? Y / N

If yes, how many? What Type? API Coalescing Plate

Other Treatment Systems? Biofiltration Swale Filter Strip Wet Pond Wet Vault

Wetland Media Filter Infiltration Other

Stormwater Detention System Onsite Y / N

Flow Control Device None Pump Orifice Plate

**GENERAL MAINTENANCE PRACTICES**

Are the outdoor paved areas regularly swept? Y / N

Are the outdoor paved areas washed? Y / N

#### What is the frequency of sweeping/washing? Daily Weekly Monthly As Needed

**WASHWATER PRACTICES**

Are vehicles or equipment washed outside? Y / N

####  Select Type of Vehicles? Passenger 10-ton truck >10-ton trucks

 Select Type of Equipment Forklifts Backhoes Other:

What is the frequency of washing? Daily Weekly Monthly Annually

What is the number of units washed per period indicated above?

Where does washwater drain to? Sanitary Sewer Storm System Infiltration

Does facility conduct auto detailing? Y / N

## VEHICLE AND HEAVY EQUIPMENT STORAGE AND MAINTENANCE

Are trucks and heavy equipment parked outside? Y / N.

####  Select Type of Vehicles? Passenger 10-ton truck >10-ton trucks

 Select Type of Equipment Forklifts Construction Related Other

Are there signs of leaking vehicles? Y / N

Is there repair and maintenance of vehicles and equipment outside? Y / N

STATIONARY FUELING OPERATIONS

Is there a fixed location for vehicle fueling on-site (i.e. permanent fuel pumps / tanks)? Y / N

Select type of fuel used. Diesel Gasoline

Where are tanks located? Underground Aboveground

Is there a fuel pad? Y / N

Is the fueling area covered? Y / N

Does the fuel pad have a separate drainage system? Y / N

MOBILE FUELING OPERATIONS

Is a truck mounted diesel tank or tanker truck used to fuel other vehicles on site? Y / N

Where is refueling performed? Single Location Wherever Vehicles Parked

 Are CBs in vicinity of fueling location(s) Y / N

 Are required cleanup materials for mobile fueling present on the fueling vehicle? Y / N

* Non-water absorbents capable of absorbing 16 gallons of diesel
* A storm drain cover / plug kit A minimum 10-foot length containment boom

OUTDOOR STORAGE AREAS

Circle types of materials stored outside Containerized Products Stockpiled Material New Equipment

Used Equipment Equipment/Materials Awaiting Disposal/Recycling Other

Are storage areas paved? Y / N

Are storage areas and materials covered? Y / N

Are storage areas protected from stormwater run-on/run-off (i.e., berms or other barriers installed?) Y / N

Does yard area have oil staining or visible sheen? – Y / N Signs of distressed vegetation? Y / N

Rate General Housekeeping in Storage Areas Unacceptable Needs Some Work Good

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Material Stored Outside** | **# of Units** | **Individual Unit****Size** | **Secondary Containment** | **Covered** | **New or Used** |
| Acids |  |  | Y / N | Y / N |  |
| Antifreeze |  |  | Y / N | Y / N |  |
| Automotive Parts |  |  | Y / N | Y / N |  |
| Batteries |  |  | Y / N | Y / N |  |
| Caustic Bases |  |  | Y / N | Y / N |  |
| Landscaping Materials |  |  | Y / N | Y / N |  |
| Metals |  |  | Y / N | Y / N |  |
| Paints / Coatings |  |  | Y / N | Y / N |  |
| Pesticides / Herbicides/ Fertilizers |  |  | Y / N | Y / N |  |
| Petroleum / Oils (e.g., hydraulic, cutting, motor oil) |  |  | Y / N | Y / N |  |
| Plastics |  |  | Y / N | Y / N |  |
| Recycling |  |  | Y / N | Y / N |  |
| Restaurant Grease |  |  | Y / N | Y / N |  |
| Solid Waste |  |  | Y / N | Y / N |  |
| Solvents |  |  | Y / N | Y / N |  |
| Tires |  |  | Y / N | Y / N |  |
| Other: |  |  | Y / N | Y / N |  |
| Other: |  |  | Y / N | Y / N |  |
| Other: |  |  | Y / N | Y / N |  |

MATERIALS LOADING / UNLOADING

Are materials containerized? Y / N

What types of materials? Solids Liquids

Are handling areas covered? Y / N

Are handling areas protected from stormwater run-on/runoff? Y / N

Are handling areas paved? Y / N

## Table 1. Recommended BMPs for Commercial & Industrial Activities (*check all that apply*)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BMP** | **Activity** | **Notes** |
| **SECTION 3.1 – CLEANING AND WASHING ACTIVITIES** |
|  | 7 | Cleaning or washing tools, engines, parts, or equipment outside |  |
|  | 8  | Cleaning or washing food service equipment – vents, filters, pots and pans, grills, floor mats |  |
|  | 9 | Washing, pressure washing, and steam cleaning of vehicles, equipment, buildings |  |
|  | 10 | Collection/disposal of wastewater from mobile interior washing, carpet/upholstery cleaning  |  |
| **SECTION 3.2 – TRANSFER OF LIQUID OR SOLID MATERIALS** |
|  | 11 | Loading/unloading liquids or solid materials at industrial, commercial, other facilities |  |
|  | 12 | Fueling at dedicated stations, fleet vehicles |  |
|  | 13 | Automotive repair/maintenance, oil changes, etc. at permanent or temporary sites |  |
|  | 14 | Mobile fueling of vehicles and heavy equipment, fleet fueling, wet fueling, etc. |  |
| **SECTION 3.3 – PRODUCTION AND APPLICATION ACTIVITIES** |
|  | 15 | Concrete/asphalt mixing and production at stationary sites, involving raw materials onsite |  |
|  | 16 | Concrete pouring, concrete/asphalt cutting, and asphalt application at temporary sites Construction sites, parking lot resurfacing |  |
|  | 17 | Manufacturing and post-processing metal products machining, grinding, welding, etc. |  |
|  | 18 | Wood treatment, pressure processes, dipping, spraying, etc. |  |
|  | 19 | Commercial composting, uncovered composting |  |
|  | 20 | Landscaping and lawn and vegetation management, use of herbicides, pesticides, insecticides, fertilizers, etc. |  |
|  | 21 | Painting, finishing, coating of vehicles, boats, buildings, and equipment |  |
|  | 22 | Commercial printing operations and related materials  |  |
|  | 23 | Outdoor manufacturing activities |  |
| **SECTION 3.4 – STORAGE AND STOCKPILING ACTIVITIES** |
|  | 24 | Outdoor storage/transfer of solid raw materials or products; sand, topsoil, lumber, and other products |  |
|  | 25 | Storage/treatment of contaminated soils; soils excavated and left on the site |  |
|  | 26 | Temporary storage/processing of fruits or vegetables  |  |
|  | 27 | Recycling, wrecking yard, and scrap yard operations; equipment, vehicles, construction materials, recyclables |  |
|  | 28 | Outdoor portable container storage, temporary storage |  |
|  | 29 | Storage of liquids in permanent aboveground tanks  |  |
|  | 30 | Parking lot maintenance, storage of vehicles, equipment |  |
| **SECTION 3.5 – DUST CONTROL AND SOIL AND SEDIMENT CONTROL** |
|  | 31 | Dust control on disturbed land, unpaved roadways, lots |  |
|  | 32 | Dust control at manufacturing sites, grain dust, sawdust, coal, gravel, crushed rock, cement, etc. |  |
|  | 33 | Soil erosion and sediment control at industrial sites  |  |
| **SECTION 3.6 – OTHER ACTIVITIES** |
|  | 34 | Commercial animal care and handling; kennels, clinics |  |
|  | 35 | Log sorting/handling; log yards, sawmills, ports, etc. |  |
|  | 36 | Boat building, mooring, maintenance, repair and operations at shipyards, ports, and marinas |  |
|  | 37 | Logging and tree removal |  |
| **SECTION 3.6 – OTHER ACTIVITIES (continued)** |
|  | 38 | Mining/quarrying sand, gravel, rock, clay, etc. Excavation and storage of mined materials |  |
|  | 39 | Cleaning/maintenance of swimming pools, spas, etc. |  |
|  | 40 | Deicing, anti-icing operations, airports, streets, etc. |  |
|  | 41 | Maintenance/management of roof and building drains |  |
|  | 42  | Operations and maintenance of railroad yards |  |
|  | 43 | Maintenance of public/private utility corridors; pump stations, ROW, transmission corridors, etc. |  |
|  | 44  | Maintenance of roadside ditches |  |

## STORMWATER POLLUTION PREVENTION PLAN (SWPPP) REQUIRED

Are more than 5 pieces of heavy equipment stored at the facility

(e.g., mowing equipment, excavators, dump trucks, backhoes, bulldozers)? Y / N

Is the heavy equipment washed or maintained in an uncovered area? Y / N

Is bulk material (e.g., liquid, solid, granular, etc.) stored in an uncovered area in piles, barrels, tanks, bins, crates, or other means? Y / N

**ILLICIT CONNECTIONS TO STORM DRAINS**

Have any inspections been performed to identify illicit connections at this facility? Y / N

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

## Table 2. Potential Corrective Actions – Operational BMPs

|  |  |  |
| --- | --- | --- |
|  | **Operational BMP** | **Notes** |
|  | Check site plans for illicit discharges |  |
|  | Perform routine maintenance of stormwater drainage system |  |
|  | Perform preventive maintenance |  |
|  | Properly dispose of fluids 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 |  |
|  | Isolate pollutant sources |  |
|  | Purchase spill kits |  |
|  | Place spill kits at appropriate locations |  |
|  | Use drip pans or spill trays |  |
|  | Clean catch basins |  |
|  |  |  |
|  |  |  |

## Table 3. Potential Corrective Actions – Structural BMPs

|  |  |  |
| --- | --- | --- |
|  | Structural BMP | Notes |
|  | Erect permanent roof  |  |
|  | Improve fueling station |  |
|  | Install overhangs or door skirts |  |
|  | Cover stockpiles |  |
|  | Install wash pad |  |
|  | Connect wash pad to sewer |  |
|  | Install berm or curb |  |
|  | Purchase and use containment pallet |  |
|  | 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 sewer |  |
|  |  |  |
|  |  |  |

Notes: