**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 |