

Semi Annual Assessment Form

Stormwater Pollution Prevention Semi Annual Facility Self-Inspection Checklist

Instructions: Conduct inspection of your facility (at least Semi Annually), sign this sheet and place in your facility's Stormwater Runoff Control Plan. Submit copy to program manager

Facility: _____ Conducted By: _____
 Address: _____ Date: ___/___/___
 City: _____ Phone: (____) _____

Vehicle & Equipment Maintenance	Yes	No	Comments
1. Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- • Do they have adequate <u>secondary</u> containment and cover? • Are all dumpsters or outdoor trash containers covered?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is vehicle/equipment maintenance or repair work performed inside?	<input type="checkbox"/>	<input type="checkbox"/>	<i>No maintenance or repair work should be performed outside (fleets may perform outside emergency repairs and maintenance activities that do not involve fluids).</i>
3. Are vehicles washed in a designated washing area plumbed to sanitary sewer? • Are mowers/tractors washed in a designated washing area?	<input type="checkbox"/>	<input type="checkbox"/>	<i>Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.</i> Where? _____
4. At the fueling island: • Is there a spill kit w/ absorbents? • Are spills/absorbents cleaned up daily? • Who are spills reported to? • Are there signs prohibiting "topping off" and describing spill response procedures?	<input type="checkbox"/>	<input type="checkbox"/>	Who? _____
5. Where is sand/salt mix (or rock salt) stored? (circle answer) Under Cover Bermed Contained/lined			<i>Salt/Sand should only be stored in bermed areas, or under cover.</i>
6. Are the Spill Plan <u>and</u> Spill Kits available at the facility? • Do all employees know where the spill kits are? • Are the phone number(s) and contact person for spill reporting readily available?	<input type="checkbox"/>	<input type="checkbox"/>	Where located? _____ Where located? _____ Name/Phone # _____
7. Site walk around: • Are storm drains identified and marked? • Are storm drains cleaned periodically? • Where does stormwater flow after rainstorms?	<input type="checkbox"/>	<input type="checkbox"/>	Where does it flow/pool?

<ul style="list-style-type: none"> • Are parking lots inspected for excess dirt, debris and oil drips? Are they cleaned as necessary? • Are there any visible spills or leaks (from vehicles, above ground storage tanks or drums)? • Is there water or liquid in secondary containment structures? • Is there any visible sheen on that water? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Site Plan Supplied (Draw map on back of this page!)</p> <p><i>Check daily if you have drums stored on site. Test any secondary containment liquid for hazardous materials before draining.</i></p>
Building Maintenance	Yes No	Comments
8. If conducting surface or pressure washing, is wastewater collected or sent to landscaping?	<input type="checkbox"/> <input type="checkbox"/>	<i>Wash water can go to landscaping if NO soap and only rinsing off ambient dust/dirt.</i>
9. Are sprinkler systems, HVAC, cooling tower, and/or boiler blow down discharges drained to sanitary sewer or to landscaping?	<input type="checkbox"/> <input type="checkbox"/>	<i>All water discharges should be directed to sanitary sewer or to landscaped areas.</i>
Parks/Landscape Maintenance		
10. Are irrigation systems properly maintained as to not over water?	<input type="checkbox"/> <input type="checkbox"/>	
11. Are grass clippings left on the grass after mowing? • Are clippings and debris swept off of sidewalks/pavement?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>"Grass-cycling" or Mulch Mowing is the preferred BMP and is a great way to fertilize!</i>
12. Do you avoid spraying pesticides within 50 feet of any surface water, creek, ditch or storm drain or designate "no spray zones" or buffer areas around water features?	<input type="checkbox"/> <input type="checkbox"/>	
13. Is spot spraying preferred for weed and insect control? • Is broadcast spraying avoided?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
General Practices		
14. Have all employees been trained in Stormwater pollution detection and prevention?	<input type="checkbox"/> <input type="checkbox"/>	
15. Are contractors trained in Stormwater pollution prevention and are they following all BMPs?	<input type="checkbox"/> <input type="checkbox"/>	
16. Are Stormwater Discharges reported to your municipality's Stormwater Inspector? What is their phone number? _____	<input type="checkbox"/> <input type="checkbox"/>	
17. Other stormwater or water quality concerns?	<input type="checkbox"/> <input type="checkbox"/>	

I certify that the above information is correct and accurate.

Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Supervisor's Signature: _____

Printed Name: _____

Please file in your facility's Runoff Control Plan File!

Comments: