



**Appendix D**  
**Site Inspection Forms**

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pollution. Your facility may be subject to an enforcement action if the noted deficiencies are not corrected by \_\_\_\_\_

Upon completion of corrective actions, contact the undersigned at ( ) \_\_\_\_\_ between 8:00 a.m. to 9:30 a.m. for compliance verification.

Additional Notice attached:  Notice  Notice of Non Compliance  Notice of Violation, Order to Comply

Facility Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of Facility Representative: \_\_\_\_\_ Inspector: \_\_\_\_\_

# Appendix D Site Inspection Forms

	ACTIVITIES ASSESSMENT CHECKLIST	BMP Effectiveness				COMMENTS
		N	P	A	N/A	
<b>MINIMUM BMPs REQUIRED, AND APPLICABLE TO ALL FACILITIES.</b>	Termination of all non-storm water discharge to storm drain.					
	General good housekeeping.					
	Regular, scheduled preventive maintenance.					
	Spill prevention and control procedures in place.					
	Soil erosion control.					
	Employee training program on storm water issues.					
	Post on-site storm drains to indicate they are not to receive liquid or solid wastes.					
	Regular cleaning of storm drainage system.					
	Adsorbent and cleaning materials on hand for us.					
	Storm water runoff routed around operating, processing, fueling, cleaning and storage areas.					
	Hose bibs eliminated or posted					
	Proper disposal of air conditioning, cooling tower and condensate drains					
<b>VEHICLE / EQUIPMENT FUELING</b>	Fueling area design minimizes storm water exposure.					
	Covered fueling area					
	Perimeter drain or pavement sloped to containment sump					
	UST equipped with spill and overfill protection, permit					
	Above ground tanks within spill containment					
<b>VEHICLE &amp; EQUIPMENT WASHING/STEAM CLEANING</b>	Use off-site commercial washing and cleaning businesses.					
	Covered designated wash area, sewer under permit					
	Exposed designated wash area, sewer w/RDS, permit					
	Covered designated wash area, containment sump, permit					
	Exposed designated wash area, containment sump, permit					
	Water recirculation/reclamation system used					
	Demineralized/ultra-pure water spray rinse, no runoff					
	Portable containment and vacuum collection of wastewater					
	On-site washing by vendor, wastewater disposal off-site					
	On-site washing by vendor, wastewater collected and disposal on-site, permit					
<b>EQUIPMENT MAINTENANCE</b>	Equipment kept clean, build up of oil and grease avoided.					
	Drip pans or containers available where needed.					

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	Covered designated maintenance area w/spill containment.					
	Exposed designated maintenance area w/spill containment.					

BMP Effectiveness: N = Not Implemented; P = Poorly Implemented; A = Adequately Implemented; N/A = Not Applicable

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ACTIVITIES ASSESSMENT CHECKLIST		BMP Effectiveness				COMMENTS
		N	P	A	N/A	
<b>VEHICLE REPAIR CONT.</b>	Recycle greases, used oil, oil filters, antifreeze, cleaning solutions, automotive batteries, hydraulic and trans. fluids.					
	Use non-toxic chemicals for maintenance when possible.					
	Store idle equipment under cover.					
<b>OUTDOOR LOADING AND UNLOADING OF MATERIALS</b>	Operations within designated area w/spill containments.					
	Fully covered loading/unloading docks.					
	Partially covered loading/unloading docks					
	Seal or door skirt between trailer and building.					
	Truck well w/manual sump pump, spill procedure posted.					
	Truck well w/RDS system and permit. Spill procedure posted					
	Drip pans or containers used under hoses or transfer operations.					
<b>OUTDOOR PROCESS EQUIPMENT</b>	Move activity indoors.					
	Cover the area with a permanent roof					
	Storm water runoff routed around process area					
	Process wastes piped directly to sewer pretreatment system.					
	Spill containment for process areas					
	Air emission control equipment under AQMD permit					
<b>OUTSIDE STORAGE</b>	Store materials indoors.					
	Cover storage area with fixed roof or temporary cover					
	Store materials on paved or impervious surfaces					
	Store materials within containment berms.					
	Sweep and maintain routes to and from storage areas.					
<b>WASTE HANDLING AND DISPOSAL</b>	Recycle materials within plant or to off-site facilities.					
	Valid sewer disposal permit and pretreatment system in place					
	Hazardous waste generator license or permit in place					
	Wastes segregated by type, labeled and dated.					
	Waste storage/pretreatment areas clean and free of spill or leaks.					
	Proper records maintained on waste storage and disposal.					
<b>GROUND S MAINTAINENCE</b>	Leaving or planting native vegetation to reduce maintenance					
	Careful use of pesticides and fertilizers in landscaping					

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	Integrated pest management where appropriate.					
	Sweeping of paved surfaces.					

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		N	P	A	N/A	
<b>FORM 4A RESTAURANTS</b>	Has received educational materials on storm water pollution prevention practices					
	Does not pour oil and grease or oil and grease residue onto a parking lot, street or adjacent catch basin					
	Keeps the trash bin area clean and trash bin lids closed, and does not fill trash bins with washout water or any other liquid					
	Does not allow illicit discharges, such as discharges of wash water from floor mats, floors, porches, parking lots, alleys, sidewalks and street areas (in the immediate vicinity of the establishment), filters or garbage/trash containers.					
	Removes food waste, rubbish or other materials from parking lot areas in a sanitary manner that does not create a nuisance or discharge to the storm drain..					
<b>FORM 4B AUTOMOTIVE SERVICES</b>	Maintains the facility area so that it is clean and dry and without evidence of excessive staining.					
	Implements housekeeping bmps to prevent spills and leaks					
	Properly discharges wastewaters to a sanitary sewer and/or contains wastewaters for transfer to a legal point of disposal					
	Is aware of the prohibition on discharging of non storm water to the storm drain					
	Properly manages raw and waste materials including proper disposal of hazardous waste					
	Protects outdoor work and storage areas to prevent contact of pollutants with rainfall and runoff					
	Labels, inspects and routinely cleans storm drain inlets that are located on the facility's property					
	Trains employees to implement storm water pollution prevention practices					
<b>FORM 4C RETAIL GASOLINE OUTLET/AUTOMOBILE DEALERSHIP</b>	Routinely sweeps fuel-dispensing areas for removal of litter and debris, and keep rags and absorbent ready for use in case of leaks and spills.					
	Is aware that wash down of facility area to the storm drain is prohibited					
	Is aware of design flaws (such as grading that doesn't prevent run-on or inadequate roof covers and berms) and that equivalent BMPs are implemented					
	Inspects and cleans storm drain inlets and catch basins within each facility's boundaries no later than October 1 <sup>st</sup> of each year.					
	Posts signs close to fuel dispensers, which warn vehicle owners/operators against "topping off" of vehicle fuel tanks and installation of automatic shutoff fuel dispensing nozzles					
	Routinely checks outdoor waste receptacle and air/water supply areas, cleans leaks and drips, and ensures that only watertight waste receptacles are used and that lids are closed					
	Trains employees to properly manage hazardous materials and wastes as well as to implement other storm water pollution prevention practices.					

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ACTIVITIES ASSESSMENT CHECKLIST		BMP Effectiveness				COMMENTS
		N	P	A	N/A	
<b>OTHER</b>						

BMP Effectiveness: N = Not Implemented; P = Poorly Implemented; A = Adequately Implemented; N/A = Not Applicable