



Instructions for Completing the Quarterly Visual Assessment Report

Visual Assessment Sample Information

- Record the Facility Name, Certificate of Coverage (COC) number (if covered under a general industrial storm water permit) or the National Pollutant Discharge Elimination System (NPDES) Permit Number (if covered under an individual permit).
- Record the name(s) of the Industrial Storm Water Certified Operator that will be conducting and have supervision over the visual assessment. In addition, provide the name and title if someone other than a certified operator will be assisting in the collection of the sample for the visual assessment.
- Record the date of the corresponding comprehensive inspection. The visual assessment is to be conducted as part of the quarterly comprehensive inspection (unless an alternative schedule has been approved). The visual assessment must be conducted within 1 month of the control measure observations evaluated during the comprehensive inspection which are typically performed during dry weather conditions.
- If applicable, provide information on whether this is a substitute sample due to adverse weather conditions experienced during the previous quarter (i.e. electrical storm prevented sample collection and there was no other storm event that occurred while staff were present at the facility within 1 month of the control measure observations).
- Record the discharge point number / name. This should correspond with the discharge points identified in the site map included in the Storm Water Pollution Prevention Plan (SWPPP).
- Provide a description of the sample collection location (i.e. "sample collected at the outfall prior to discharge", "sample collected in pipe at manhole 001 after Oil/Water separator", etc.). It may not be feasible to collect at the actual point of discharge, for example if your storm sewer system has an internal discharge connection to the municipal storm sewer system. In this instance, you would sample at the closest upstream location from the discharge point and indicate under sample location description that the "sample was collected at Monitoring Point A upstream of Discharge Point 1".
- Indicate whether the discharge point being sampled was determined to be a substantially identical discharge point and if applicable, provide a list of the discharge points with substantially identical storm water effluents which this sample will represent. Discharge points determined to be substantially identical should be identified on the site map included in the SWPPP. Additional information on substantially identical discharge points can be found in the permit and the *Visual Assessments of Industrial Storm Water* compliance assistance document.
- Record the date and time of when: the discharge began; the sample was collected; and the sample was examined and observation recorded.
- In accordance with permit requirements, samples are to be collected within the first 30 minutes of the start of a discharge. If it is not possible to collect the sample within the first 30 minutes, the sample shall be collected as soon thereafter as practical but not exceeding 60 minutes. For snowmelt, samples shall be collected during a period with measurable discharge from the site. If the sample from a rain event was not collected within 30 minutes please provide an explanation for the delay.
- Record the nature of the discharge (snowmelt or rainfall). For rain events provide the size of the event in inches and whether 72 hours (3 days) has passed since the previous storm event.



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Observations

- After collection, observe the physical properties of the sample.
- Samples should be gently mixed (shaken) and then observed for all parameters except settleable solids and suspended solids. For settleable solids and suspended solids, allow the sample to sit for a few minutes and then observe.
- Color – Does the storm water appear to be colored?
- Floating Solids – Are there floating materials on the surface of the sample?
- Oil Film / Sheen – Can you see a rainbow effect or sheen on the water surface? Distinguish whether the sheen identified is oil based or biological. Biological sheens tend to be silver, dull in color and if disturbed will break into small platelets and not reform. Petroleum sheens are typically shiny, rainbow colored, and will form back together if disturbed.
- Suspended Solids – Are there materials suspended in the water column of the sample
- Settleable Solids – Observe for particulates settled on bottom of sample
- Foam - Is there foam or material forming on the top of the sample surface?
- Odor - Was there an odor observed, either during collection or of the sample itself. Use caution when smelling the sample as some chemicals can be harmful if inhaled.
- Turbidity/Clarity – How cloudy is the sample?
- Pictures - The permit requires that a picture of the sample be taken against a white background. If the picture is stored electronically and not kept with the inspection record, record the storage location of the photo.
- Receiving waters – If possible, observe the receiving waters upstream and downstream from your storm water discharge and record your observations.

Follow-up

- Based on the visual assessment indicate whether there are unnatural characteristics in the discharge (cloudiness, color, sheen, etc.) This may be an indication of storm water contamination. Identify potential sources for the observed unnatural characteristics. A review of the areas contributing to the discharge should be conducted if sources are not immediately apparent.
- Provide a description and schedule of any corrective actions taken and/or recommended to be taken to address any unnatural characteristics observed during the actual discharge or in the sample.

Certification

- The report form must be signed by the Industrial Storm Water Certified Operator.