

# State of Michigan Industrial Storm Water Program

## Storm Water Pollution Prevention Plan (SWPPP) Checklist And Permit Compliance Evaluation Inspection Checklist

**This box for DEQ, WRD staff use only**

Facility Name: [REDACTED]  
 Certificate of Coverage No.: [REDACTED]  
 NMS Facility ID No.: [REDACTED]  
 NMS Inspection ID No.: [REDACTED]  
 NMS Enforcement ID No.: [REDACTED]  
 NMS Violation ID No.: [REDACTED]  
 Date SWPPP was submitted for review: [REDACTED]  
 County: [REDACTED]

Michigan Department of Environmental Quality (DEQ)  
 Water Resources Division (WRD)  
 Document Date: 7/20/2015

The intent of this compliance assistance document is to help Industrial Storm Water Permitted facilities assess their SWPPP to ensure it meets the conditions of the National Pollutant Discharge Elimination System Wastewater Discharge General Permit for Storm Water Discharges. Additional compliance assistance documents such as a DEQ Sample SWPPP can be found at the DEQ, WRD Industrial Storm Water website [www.michigan.gov/deqstormwater](http://www.michigan.gov/deqstormwater) (then click on INDUSTRIAL PROGRAM).

SWPPP Review / Site Inspection Date	
Inspector/Reviewer's Name: [REDACTED]	Inspection/Review Date: [REDACTED]

Use the checklist below to make sure the SWPPP includes the appropriate facility information:

Recommended General Facility Information	Does the SWPPP include the information?
Facility Name: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Facility Address: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
County: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Standard Industrial Classification (SIC) code: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Owner or Authorized Representative: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Facility Contact Information	
Name: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Title: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone Number: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mailing Address: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email Address: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certified Operator Information	
Name: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certification Number and Expiration Date: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone Number: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mailing Address: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email Address: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Permit Information	
General Permit Number: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certificate of Coverage (COC) Number: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
COC Effective Date and Expiration Date: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Receiving Waters: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Required Monitoring: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Daily Maximum Load (TMDL) listed on COC: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Industrial Activity	
Description of Industrial Activity: [REDACTED]	Yes <input type="checkbox"/> No <input type="checkbox"/>

First read the applicable General Permit associated with the facility's Certificate of Coverage, then complete the checklist below to ensure the SWPPP meets all the conditions of the General Permit:

**1. Source Identification**

To identify potential sources of significant materials that can contaminate storm water runoff and subsequently be discharged from the facility, the SWPPP shall, at a minimum, include the following items:

a. A site map(s) identifying and locating the following:

1. buildings and other permanent structures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
2. storage or disposal areas for significant materials	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
3. secondary containment structures and descriptions of what is contained in the primary containment structures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
4. storm water discharge point(s) (numbered or otherwise labeled for reference)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
5. location of storm water and non-storm water inlets (catch basins, roof drains, conduits, drain tiles, detention pond riser pipes, and sump pumps)(numbered or otherwise labeled for reference) contributing to each outfall	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
6. location of NPDES permitted discharges other than storm water	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
7. outlines of the drainage areas contributing to each outfall and / or discharge point	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
8. structural runoff controls or storm water treatment facilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
9. areas of vegetation (with brief description such as lawn, old field, marsh, wooded, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
10. areas of exposed and/or erodible soils and gravel lots	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
11. impervious surfaces (roof, asphalt, concrete)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
12. name and location of receiving water(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
13. areas of known or suspected impacts on surface waters designated under the Natural Resources and Environmental Protection Act, P.A. 451, Part 201, of 1994 (formerly Act 307).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

Comments:

b. A list of all significant materials that could enter storm water. For each material listed, the SWPPP shall include each of the following descriptions:

**Q1. Does the SWPPP include a list of all significant materials that have the potential to contaminate storm water runoff from the site?** Yes  No

1. Ways in which each type of material has been or has reasonable potential to become exposed to storm water (e.g., spillage during handling; leaks from pipes, pumps, vessels; contact with storage piles; contaminated materials or soils; waste handling and disposal; deposits from dust or overspray, etc).

**Q1. Does the SWPPP include an evaluation and written description of the reasonable potential for each significant material to become exposed to storm water runoff?** Yes  No

2. An evaluation of the reasonable potential for contribution of significant materials to runoff from at least the following areas or activities (use a ranking system to express the exposure potential in each area (low, medium, high)):

a. loading, unloading, and other material handling operations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
b. outdoor storage including secondary containment structures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
c. outdoor manufacturing or processing activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
d. significant dust or particulate generating processes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
e. discharge from rooftop vents, stacks and air emission controls	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
f. on-site waste disposal practices	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
g. maintenance and cleaning of vehicles, machines and equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
h. areas of exposed and/or erodible soils	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

i. sites of environmental contamination listed under the Natural Resources and Environmental Protection Act, P.A. 451, part 201, of 1994 (formerly Act 307). [REDACTED]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
j. areas of significant material residues [REDACTED]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
k. areas where wild or domestic animals congregate and deposit waste [REDACTED]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
l. other areas where storm water may contact significant materials [REDACTED]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

**Comments:** [REDACTED]

3. Identification of the discharge point(s) and the inlet(s) contributing the significant material to each outfall through which the significant material may be discharged if released.

**Q1. Does the significant material inventory identify the impacted INLET(S) if there is a release of significant materials?** [REDACTED] Yes  No  NA

**Q2. Does the significant material inventory identify the DISCHARGE POINT(S) (OUTFALLS and POINTS OF DISCHARGE) through which the significant material may be discharged if released?** [REDACTED] Yes  No

c. A listing of significant spills and significant leaks of polluting materials that occurred at areas that are exposed to precipitation or that otherwise discharge to a point source at the facility. The listing shall include spills that occurred over the three (3) years prior to the effective date of a COC authorizing discharge under this permit. The listing shall include the date, volume, and exact location of the release, and the action taken to clean up the material and/or prevent exposure to storm water runoff or contamination of surface waters of the state. Any release that occurs after the SWPPP has been developed shall be controlled in accordance with the SWPPP and is cause for the SWPPP to be updated as appropriate within 14 calendar days of obtaining knowledge of the spill or loss.

**Q1. Does the SWPPP include a list and description of significant spills that have occurred in the last 3 years?** [REDACTED] Yes  No  NA

a. The permittee shall determine whether its facility discharges storm water to a water body for which the Department has established a Total Maximum Daily Load (TMDL). If so, the permittee shall assess whether the TMDL requirements for the facility's discharge are being met through the existing SWPPP controls or whether additional control measures are necessary. The permittee's assessment of whether the TMDL requirements are being met shall focus on the effectiveness, adequacy, and implementation of the permittee's SWPPP controls. The applicable TMDLs will be identified in the COC issued under this permit.

**Q1. Is there a TMDL pollutant identified on the COC?** [REDACTED] Yes  No  NA

e. A summary of existing storm water discharge sampling data (if available), describing pollutants in storm water discharges at the facility. This summary shall be accompanied by a description of the suspected source(s) of the pollutants detected.

**Q1. Does the SWPPP include applicable storm water discharge sampling data?** [REDACTED] Yes  No  NA

**2. Non-Structural Controls (Preventative Measures and Source Controls)**

To prevent significant materials from contacting storm water at the source, the plan shall include at a minimum:

a. A program which includes a schedule for routine preventive maintenance. The preventive maintenance program shall consist of routine inspections and maintenance of storm water management and control devices (e.g., cleaning of oil/water separators and catch basins, routine housekeeping activities, etc.), as well as inspecting and testing plant equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to the storm sewer system or the surface waters of the state. The routine inspection shall include areas of the facility in which significant materials have the reasonable potential to contaminate runoff. A written report of the inspection and corrective actions shall be retained onsite with the SWPPP file for 3 years.

- Q1. Does the SWPPP appropriately describe the preventative maintenance program at the facility?** [redacted] Yes  No
- Q2. Do the preventative maintenance program forms include corrective action completion dates for non-conformities found during the inspection?** [redacted] Yes  No
- Q3. Does the SWPPP include a Routine Inspection form that combines the preventative maintenance and good housekeeping requirements?** [redacted] Yes  No

b. A description of good housekeeping procedures to maintain a clean, orderly facility. Good housekeeping procedures shall include routine inspections that focus on the areas of the facility that have a reasonable potential to contaminate storm water runoff from the property. The routine housekeeping inspections may be combined with the routine inspections for the preventive maintenance program. A written report of the inspection and corrective actions shall be retained onsite with the SWPPP file for 3 years.

- Q1. Does the SWPPP appropriately describe the good housekeeping procedures at the facility?** [redacted] Yes  No
- Q2. Do the good housekeeping inspection forms include corrective action completion dates for non-conformities found during the inspection?** [redacted] Yes  No

c. A schedule for comprehensive site inspection shall include, but not be limited to, structural controls in use at the facility and the areas and equipment identified in the preventive maintenance program and good housekeeping procedures. This inspection shall also include a review of the routine preventive maintenance reports, good housekeeping inspections reports, and any other paperwork associated with the SWPPP. The comprehensive site inspection shall be conducted by the Certified Storm Water Operator at least quarterly. The permittee may request Department approval of an alternate schedule for comprehensive site inspections. A written report of the inspection and corrective actions shall be retained onsite with the SWPPP file for 3 years. Included in the report shall be a certification that the facility is in compliance with this permit and the SWPPP.

- Q1. Does the SWPPP appropriately describe the comprehensive site inspection procedures?** [redacted] Yes  No
- Q2. Are the comprehensive inspection conducted quarterly? If "No" list the frequency:** [redacted] **List the date the alternate schedule was approved:** [redacted] Yes  No
- Q3. Does the SWPPP specify that the Certified Operator must perform the comprehensive site inspections?** [redacted] Yes  No
- Q4. Do the comprehensive site inspection forms include corrective action completion dates for non-conformities found during the inspection?** [redacted] Yes  No
- Q5. Do the comprehensive site inspection forms include a compliance certification statement?** [redacted] Yes  No
- Q6. Does the comprehensive site inspection form include a review of the routine inspection forms?** [redacted] Yes  No

**Visual Assessment Section**

The SWPPP shall include written procedures and a schedule for quarterly visual assessments of storm water discharges. At a minimum, one visual assessment shall be conducted within each of the following quarters: January-March, April-June, July-September, and October-December. These assessments shall be conducted as part of the comprehensive site inspection within one month of control measure observations. If the Department has approved an alternate schedule for the comprehensive site inspection, the visual assessment may likewise be conducted in accordance with the same approved alternate schedule.

- Q7. Does the facility have visual assessment written procedures?** [redacted] Yes  No

- Q8. Do the procedures indicate the visual assessment will be conducted within 1 month of the comprehensive site inspection?  Yes  No
- Q9. Are there any substantially identical discharge points identified on the site map?  If "Yes" then complete A and B below. Yes  No
- a. Is the rationale for the determination acceptable based on the significant material inventory?  Yes  No
- b. Has the rotational schedule been included in the procedures?  Yes  No
- Q10. Are the monitoring points identified on the site map?  Yes  No
- a. Will the sample collected from the monitoring point be representative of the storm water at the discharge point?  If "No" then describe why it is not representative:  Yes  No
- Q11. Does the procedures identify an Industrial Storm Water Certified Operator (s) who will be collecting the samples and making the discharge observations?  If "Yes" then list the operator(s) and certification number here:  If "No" then list the name(s) of the qualified personnel here:  Yes  No
- a. If "qualified personnel" are being utilized have they viewed the visual assessment webinar or the tutorials? If "No" then the SWPPP shall include a description of the training program.  Yes  No
- b. Is the alternative training program adequate?  Yes  No
- Q12. Do the procedures that describe how the sample will be collected from each discharge point(s) include:
- a. How it will be done during a qualifying storm or snow melt event?  Yes  No
- b. Sampling equipment utilized?  Yes  No
- c. Storage procedures for the collected samples?  Yes  No
- d. Labelling procedures for the collected samples?  Yes  No
- e. Are automatic samplers being used?  Yes  No
- Q13. Does the procedures specify that the following storm event information will be documented for each visual assessment:
- a. Date and time of the event?  Yes  No
- b. Duration of event (in hours)?  Yes  No
- c. Amount of rain (in inches)?  Yes  No
- d. Time since previous event that caused a discharge?  Yes  No
- e. Date and time discharge began?  Yes  No
- Q14. Is there a description of how adverse weather conditions are determined?  Yes  No

<b>Q15.</b>	<b><i>Is there a list of certified operators that will be assessing collected samples?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Q16.</b>	<b><i>Is the facility using the DEQ Visual Assessment Report Form?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>a.</b>	<b><i>If "No" does the form used include the required information? If "No" then describe what is missing here:</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Q17.</b>	<b><i>Do the procedures include a location where the visual assessment documentation is stored?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>d.</b> A description of material handling procedures and storage requirements for significant materials. Equipment and procedures for cleaning up spills shall be identified in the SWPPP and made available to the appropriate personnel. The procedures shall identify measures to prevent spilled materials or material residues from contaminating storm water runoff from the property. The SWPPP shall include language describing what a reportable spill or release is and the appropriate reporting requirements in accordance with the General Permit. The SWPPP may include, by reference, requirements of either a Pollution Incident Prevention Plan (PIPP) prepared in accordance with the Part 5 Rules (Rules 324.2001 through 324.2009 of the Michigan Administrative Code); a Hazardous Waste Contingency Plan prepared in accordance with 40 CFR 264 and 265 Subpart D, as required by Part 111 of the Michigan Act; or a Spill Prevention Control and Countermeasure (SPCC) plan prepared in accordance with 40 CFR 112.				
<b>Q1.</b>	<b><i>Does the SWPPP appropriately describe the material handling procedures and storage requirements for significant materials?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Q2.</b>	<b><i>Does the SWPPP include a spill response plan?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Q3.</b>	<b><i>Does the spill response plan include internal contacts?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Q4.</b>	<b><i>Does the spill response plan include department contact numbers and the PEAS number?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Q5.</b>	<b><i>Does the SWPPP describe what constitutes a reportable spill and what the reporting requirements are?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>e.</b> Identification of areas which, due to topography, activities, or other factors, have a high potential for significant soil erosion. Gravel lots are areas to be included. The SWPPP shall also identify measures used to control soil erosion and sedimentation.				
<b>Q1.</b>	<b><i>Does the SWPPP identify areas of property with the potential for soil erosion or sedimentation issues?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
<b>Q2.</b>	<b><i>Does the SWPPP describe appropriate controls to address soil erosion or sedimentation issues at the site?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
<b>f.</b> A description of the employee training program that will be implemented on an annual basis to inform appropriate personnel at all levels of their responsibility as it relates to the components and goals of the SWPPP. The SWPPP shall identify periodic dates for the employee training program. Records of the employee training program shall be retained onsite with the SWPPP file for 3 years.				
<b>Q1.</b>	<b><i>Does the SWPPP identify a schedule for annual employee training?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Q2.</b>	<b><i>Does the SWPPP include a roster of attendees, adequately describe the content of training, and include a copy of the training materials?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>g.</b> Identification of actions to limit the discharge of significant materials in order to comply with TMDL requirements.				
<b>Q1.</b>	<b><i>Does the SWPPP correctly describe appropriate actions intended to address the TMDL listed on the COC?</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>

h. Identification of significant materials expected to be present in storm water discharges following implementation of nonstructural preventive measures and source controls. (If the SWPPP describes a treatment control measure for a significant material that significant material should be identified in this section)

**Q1. Does the SWPPP identify significant materials expected to be still present in the storm water runoff discharge following the implementation of non-structural controls?**  Yes  No  NA

### **3. Structural Controls for Prevention and Treatment**

Where implementation of the non-structural control measures does not control storm water discharges in or to meet the Water Quality Standards identified in the General Permit, **the SWPPP shall provide a description of the location, function, design criteria, and installation/construction schedule of structural controls for prevention and treatment.** Structural controls may be necessary to prevent uncontaminated storm water from contacting, or being contacted by, significant materials, or if preventive measures are not feasible or are inadequate to keep significant materials at the site from contaminating storm water. Structural controls shall be used to treat, divert, isolate, recycle, reuse, or otherwise manage storm water in a manner that reduces the level of significant materials in the storm water and provides compliance with the Water Quality Standards.

**Q1. Does the SWPPP include a description of the location, function, and design criteria of each structural control utilized on site?**  Yes  No  NA

**Q2. Are the structural controls included in the preventative maintenance and comprehensive site inspection procedures?**  Yes  No  NA

**Q3. Are the structural controls identified on the facility site map?**  Yes  No  NA

### **4. Keeping Plans Current**

The permittee and/or the Certified Storm Water Operator shall review the SWPPP annually after it is developed and maintain a written report of the review onsite with the SWPPP file for 3 years. Based on the review, the permittee or the Certified Storm Water Operator shall amend the SWPPP as needed to ensure continued compliance with the terms and conditions of this permit. **The written report shall be submitted to the Department on or before January 10th of each year.**

**Q1. Does the SWPPP include a schedule for when the annual SWPPP review will be performed?**  Yes  No

**Q2. Does the SWPPP include a report form (ie. DEQ Annual SWPPP Review Report form) for the annual SWPPP review?**  Yes  No

### **5. Certified Operator Update**

If the Certified Storm Water Operator is changed, or an additional Certified Storm Water Operator is added, the permittee shall provide the name and certification number of the new Certified Storm Water Operator to the Department. If a facility has multiple Certified Storm Water Operators, the names and certification numbers of the Certified Storm Water Operators shall be included in the SWPPP.

**Q1. Does the SWPPP include a list of all certified operators participating in the facility's storm water program?**  Yes  No

**Q2. Is the certified operator(s) an employee of the facility?**  Yes  No

**If the answer to Q2 is no then how often does the certified operator visit the facility?**

**Q3. Is it recommended that the certified operator attend a refresher class?**  Yes  No

### **6. Signature and SWPPP Review**

The SWPPP shall be reviewed and signed by the Certified Storm Water Operator(s) and by either the permittee or an

authorized representative in accordance with 40 CFR 122.22. The SWPPP and associated records shall be retained on-site at the facility that generates the storm water discharge.

- Q1. Is the SWPPP signed by the permittee or an authorized representative and all certified operators participating in the facility's storm water program?**  Yes  No
- Q2. If the SWPPP is signed by an authorized representative instead of the permittee, does the SWPPP file include appropriate documentation in accordance with 40 CFR 122.22?**  Yes  No  NA

Record Keeping

Were records reviewed during the inspection/review? Yes  No

The permittee shall maintain records of all SWPPP-related inspection and maintenance activities. Records shall also be kept describing incidents such as spills or other discharges that can affect the quality of storm water runoff. All such records shall be retained for three years. The following records are required by the permit to be maintained in the SWPPP file:

- a. Routine preventive maintenance inspection reports
- b. Routine good housekeeping inspection reports
- c. Comprehensive site inspection reports
- d. Visual Assessment report forms and photo documentation
- e. Employee training records
- f. Written summaries of the annual SWPPP review

- Q1. Does the SWPPP file include preventative maintenance program inspection forms for the last 3 years?**  Yes  No
- Q2. Does the SWPPP file include good housekeeping inspection forms for the last 3 years?**  Yes  No
- Q3. Does the SWPPP file include comprehensive site inspection forms for the last 3 years?**  Yes  No
- Q4. Does the SWPPP file include visual assessment report forms and photo documentation for each discharge point for each comprehensive inspection?**  Yes  No
- Q5. Does the SWPPP file include employee training records for the last 3 years?**  Yes  No
- Q6. Does the SWPPP file include annual SWPPP review reports and records that they have been submitted to the department for the last 3 years?**  Yes  No

SWPPP Review - Additional Comments

Visual Assessment comments (Describe any unusual observations that were documented in the photos and report forms):

Is additional storm water monitoring recommended?

Additional Comments:

Inside and Outside Facility Inspection

*Was a inside and outside facility inspection performed?* Yes  No

**1. Inside the Facility**

Q1. Are there any floor drains inside the facility? <span style="background-color: yellow; display: inline-block; width: 50px; height: 1em;"></span>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer to the above question is yes documentation must be provided that the floor drains are not connected to the storm sewer system or they need to be permanently sealed.		
Q2. Are fluids (oil, greases, lubricants, solvents), new or used, stored near outside doorways? <span style="background-color: yellow; display: inline-block; width: 50px; height: 1em;"></span>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Q3. Is secondary containment being used effectively for appropriate materials? <span style="background-color: yellow; display: inline-block; width: 50px; height: 1em;"></span>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Q4. Are spill kits available for use and do they contain appropriate clean up materials? <span style="background-color: yellow; display: inline-block; width: 50px; height: 1em;"></span>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

COMMENTS:

**2. Outside the Facility**

Describe the observed condition of the following applicable storage areas, activity areas, or controls utilized on site. Specify whether the condition is good, acceptable, or poor. If a control is not utilized on site input NA for Not Applicable. If a utilized control is not stated in the list below add it to the comment section provided.

- Catch basins
- Catch basin inserts
- Truck bays and sumps
- Scrap recycling containers
- Waste containers
- Storage bins
- Barrel storage areas
- Tank storage areas – Size of Tanks – Regulated?
- Secondary containment
- Loading and unloading areas
- Material handling areas
- Material processing areas
- Outside storage areas
- Oil water separator devices
- Vehicle washing areas
- Fueling areas
- Refuse areas
- Activites on Roof
- Gravel or unpaved areas
- Buffer Strips
- Outfall area(s)
- Points of discharge
- Monitoring points for visual assessments
- Detention or retention pond
- Non-permitted NPDES discharges

COMMENTS: