

Hotspot Inspection Checklist for Potential Pollutants

Business Name:

Business Address: _____

Inspector Name:

Type of Business: _____

Date of Inspection:

Mailing Address: _____

Time of Inspection:

Contact Name: _____

Phone: _____

Illicit Discharge Present? Yes No Type: _____

Illicit Discharge means any direct or indirect non-stormwater discharge to the City of Church Hill storm drain system.

Illegal Connection Present? Yes No Type: _____

Illegal Connection means either of the following:

- a) Any pipe, open channel, drain or conveyance, whether on the surface or subsurface, which allows an illicit discharge to enter the storm drain system including but not limited to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether such pipe, open channel, drain or conveyance has been previously allowed, permitted, or approved by an authorized enforcement agency; or
- b) Any pipe, open channel, drain or conveyance from a commercial or industrial use connected to the City of Church Hill storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

I . Material Storage, Handling, and Disposal

<u>Materials onsite</u>	Yes	No	NA
Anti-freeze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solvents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brake, fluid and brake pad dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Batteries or battery acid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel (gasoline, diesel, and kerosene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lubricating grease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Labelling</u>	Yes	No	NA
Containers have chemical name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers have common name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date opened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expiration date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marking to donate to hazardous content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Storage</u>	Yes	No	NA
Material stored indoors or under cover out of rain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous waste segregated from other materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers closed when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials stored in secondary containment where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Disposal</u>	Yes	No	NA
Materials stored in labeled containers prior to disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-hazardous materials are placed in closed dumpsters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials recycled when possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, which products? _____			
Participation in battery exchange services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial laundry service for dirty rags and clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where are hazardous materials disposed of? _____			
Where are non-hazardous materials disposed of? _____			
Are paint cans allowed to dry under cover before proper disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How are paint cans disposed of? _____			
How are paint brushes and rollers cleaned? _____			

(Note: paint and cleaning solvents shall not be allowed to reach the storm drain system, stream, rivers, lakes, or wetlands)

II. Vehicle and Equipment Maintenance

<u>Spill Prevention and Clean up</u>	Yes	No	NA
Are kits or absorbent materials provided for spills or leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance activities performed inside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are spills cleaned up immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any spills or leaked fluid onsite outside of buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, when will they be cleaned-up? _____			
Are there any vehicles or equipment leaking fluids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, when will they be repaired? _____			
Drip pans used during maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there floor drains within the service bays or in maintenance areas? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there absorbent materials used in the floor drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where do the floor drains outfall into (sanitary sewer, septic, storm drain, or daylight outside of building)?

(Note: Flow from floor drains shall not discharge to the storm drain system, stream, rivers, lakes, or wetlands)

<u>Fueling</u>	Yes	No	NA
Regular inspection for external corrosion or structural failures in above ground tanks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Piping system checked regularly ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Periodic testing by qualified professional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are kits or absorbent materials provided for spills or leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any spills or leaked fluid onsite outside of buildings? If so, when will they be cleaned-up? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does rain fall on the fueling area or does stormwater runoff flow through the fueling area? If so, what can be done to prevent this? Cover the area? Divert stormwater runoff? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Vehicle and Equipment Washing</u>	Yes	No	NA
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Small equipment /parts washed in sink or indoors? If so, where does the sink drain into (sanitary sewer, septic, storm drain, or daylight outside of building)? _____ (Note: Flow from sinks shall not discharge to the storm drain system, stream, rivers, lakes, or wetlands)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mowers/ground maintenance equipment washed on grass and away from catch basins, ditches, and streams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles washed indoors or at commercial car wash? If not, where are they washed? _____ (Note: Flow from sinks shall not discharge to the storm drain system, stream, rivers, lakes, or wetlands)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detergent kept to a minimum during washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parts wiped off rather than washed, when possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are detergent based cleaning solutions used instead of caustic solutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Grounds

<u>Erosion</u>	Yes	No	NA
Are there any bare soils onsite? If yes, when and how will they be stabilized? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any erosion occurring? If yes, when and how will it be fixed? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Grounds Maintenance</u>	Yes	No	NA
Is fertilizer, weed killer, etc stored inside or under cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the grass mowed to a 2"-3" height or higher? (too low will kill it)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are weed eaters used on steep slopes?
 If yes, maintain vegetation height of 3" or more so that the vegetation is not scalped which will lead to it death and bare soils.

Streams or other Sensitive Area Yes No NA
 Is there a stream, river, lake, or wetland onsite or adjacent?
 If so, does grass mowing stop at least 10' (25' or more is better) from the top of bank as an undisturbed buffer?
 If so, are vehicles and equipment stored away from it so a buffer is provided?

Debris and Garbage Yes No NA
 Is there debris onsite?
 If yes, when will it be picked up? _____
 Is there a dumpster or container for garbage and debris?
 If yes, is it covered or have a lid?
 If yes, are there any fluids leaking from it?
 If yes, what is it and when to be cleaned up? _____

Photograph of Violations Taken?: Yes No

Immediate follow-up inspection required?: Yes No

Educational material given to Owner/Operator?: Yes No

Signature of Inspector: _____ Date: _____

Signature of Owner/Operator: _____ Date: _____