

Pollution Prevention Inspection Checklist

Facility: _____

Date: _____

Inspected by: _____

Background information

The City of Church Hill is required to comply with a number of State and Federal laws, regulations and permits which require a local government to address the impacts of stormwater runoff quality and nonpoint source pollution due to improper non-stormwater discharges to their storm drain system.

Discharges to the City of Church Hill storm drain system that are not composed entirely of stormwater runoff contribute to increased nonpoint source pollution and degradation of receiving waters. These non-stormwater discharges called illicit discharges occur due to spills, dumping and improper connections to the City of Church Hill storm drain system from residential, industrial, commercial or institutional establishments.

These non-stormwater discharges not only impact waterways individually, but geographically dispersed, small volume non-stormwater discharges can have cumulative impacts on receiving waters. The impacts of these discharges adversely affect public health and safety, drinking water supplies, recreation, fish and other aquatic life, property values and other uses of lands and waters. These impacts can be minimized through pollution prevention practices.

Definitions

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

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.

Pollutant means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; petroleum hydrocarbons; automotive fluids;

cooking grease; detergents (biodegradable or otherwise); degreasers; cleaning chemicals; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution.

The *City of Church Hill Storm Drain System* means any publicly owned or operated facility designed or used for collecting and/or conveying stormwater including, but not limited to, any roads and streets with drainage systems, curbs, gutters, inlets, catch basins, storm drains, structural and non-structural stormwater controls, stormwater management devices such as detention ponds, ditches, swales, natural and man-made or altered drainage channels, streams, creeks, rivers, reservoirs, and other drainage structures.

Pollution Prevention Inspections and Guidelines

City of Church Hill is required to perform pollution prevention at City-owned facilities. Use this checklist in performing site inspections of your facility to prevent pollution from entering the City of Church Hill storm drain system, streams, rivers, lakes, and wetlands.

If something is not applicable to your facility or operation check “NA” for not applicable. If a potential pollution issue is discovered through the inspection, it must be resolved in a timely manner and documented.

Material Storage, Handling, and Disposal

<u>Hazardous 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)

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"/>
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)

Fueling Yes No NA

Regular inspection for external corrosion or structural failures in above ground tanks?

Piping system checked regularly?

Periodic testing by qualified professional?

Are kits or absorbent materials provided for spills or leaks?

Are there any spills or leaked fluid onsite outside of buildings?

If so, when will they be cleaned-up? _____

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?

Vehicle and Equipment Washing Yes No NA

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)

Mowers/ground maintenance equipment washed on grass and away from catch basins, ditches, and streams?

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)

Detergent kept to a minimum during washing?

Parts wiped off rather than washed, when possible?

Are detergent based cleaning solutions used instead of caustic solutions?

Snow and Ice Removal

<u>De-icers</u>	Yes	No	NA
Are de-icers used? (salt, brine, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, what type? _____

Are the de-icers stored indoors or covered out of the rain or snow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the storage located outside of the floodplain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If stored outside under cover, is it located outside of a stormwater runoff flow path?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are spreaders and plows stored indoors or under cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<u>De-icers Handling</u>	Yes	No	NA
Are operators of loading and spreading equipment trained in proper use of equipment to prevent overspreading of de-icers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are operators of spreading equipment trained to apply the minimum amount of de-icers needed near wetlands, streams, rivers, and lakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are operators of loading and spreading equipment trained in proper cleanup of spilled de-icers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are spreaders calibrated and periodically checked for calibration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are spilled materials promptly swept and returned to pile or container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are excess de-icers returned to storage from spreader? (or spreaders/trucks are stored indoor when not in use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Salt Brine</u>	Yes	No	NA
Salt brine tanks place above ground and protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salt brine tanks regularly inspected for leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary containments used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are brine production and storage areas flushed away from catch basins, ditches, streams, rivers, lakes, and wetlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remaining brine stored or discharged to sanitary sewer (not dumped into storm drain system)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grounds

<u>Erosion</u>	Yes	No	NA
Are there any bare soils onsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, when and how will they be stabilized? _____

Is there any erosion occurring? Yes No NA

If yes, when and how will it be fixed? _____

Grounds Maintenance Yes No NA

Is fertilizer, weed killer, etc stored inside or under cover? Yes No NA

Is fertilizer, weed killer, etc applied per manufacturer's specifications? Yes No NA

(Note: don't spray when windy and don't apply before major rain event)

Is the grass mowed to a 2"-3" height or higher? (too low will kill it) Yes No NA

Are weed eaters used on steep slopes? Yes No NA

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? Yes No NA

If so, does grass mowing stop at least 10' (25' or more is better) from the top of bank as an undisturbed buffer? Yes No NA

If so, are vehicles and equipment stored away from it so a buffer is provided? Yes No NA

Debris and Garbage Yes No NA

Is there debris onsite? Yes No NA

If yes, when will it be picked up? _____

Is there a dumpster or container for garbage and debris? Yes No NA

If yes, is it covered or have a lid? Yes No NA

If yes, are there any fluids leaking from it? Yes No NA

If yes, what is it and when to be cleaned up? _____