Stormwater Pollution Prevention
Facility Self-Inspection Checklist

Instructions: Conduct inspection of your facility **(at least monthly)**, sign this sheet and place in your facility's Stormwater Pollution Prevention Plan or Runoff Control Plan.

Facility: _____   Conducted By: _____

Address:_____   Date: ___/____/____

City:_____   Phone: (____)_____

Municipal Service Yards and Facilities	Yes	No	Comments
1. Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR-	☐	☐	
☐ Do they have adequate <u>secondary containment and cover</u>?	☐	☐	
☐ Are all dumpsters or outdoor trash containers covered?	☐	☐	
2. Is vehicle/equipment maintenance or repair work performed inside?	☐	☐	*No maintenance or repair work should be performed outside (fleets may perform outside emergency repairs and maintenance activities that do not involve fluids).*
3. Are vehicles washed in a designated washing area plumbed to sanitary sewer?	☐	☐	*Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.*
☐ Are mowers/tractors washed in a designated washing area?	☐	☐	Where? _____
4. At the fueling island:	☐	☐	
☐ Is there a spill kit w/ absorbents?	☐	☐	
☐ Are spills/absorbents cleaned up daily?	☐	☐	
☐ Who are spills reported to?	☐	☐	Who? _____
☐ Are there signs prohibiting "topping off" and describing spill response procedures?			
5. Where is sand/salt mix (or rock salt) stored? Under Cover ____ Bermed ____ Contained/lined ____			*Salt/Sand should only be stored on paved, bermed areas, or areas lined with impervious materials or under cover.*
6. Are the Spill Plan <u>and</u> Spill Kits available in shop?	☐	☐	Where located? _____
☐ Do all employees know where the spill kits are?	☐	☐	Where located? _____
☐ Are the phone number(s) and contact person for spill reporting readily available?	☐	☐	Name/Phone # _____
7. Site walk around:			
☐ Are storm drains identified and marked?	☐	☐	
☐ Are storm drains cleaned periodically?	☐	☐	
☐ Where does stormwater flow after rainstorms?			Where does it flow/pool? _____
☐ Are parking lots inspected for excess dirt, debris and oil drips? Are they cleaned as necessary?	☐	☐	*(Draw map on back of this page!)*

	Yes	No	Comments
☐ Are there any visible spills or leaks (from vehicles, above ground storage tanks or drums)?	☐	☐	*Check daily if you have ASTs or drums stored on site.*
☐ Is there water or liquid in secondary containment structures?	☐	☐	*Test any secondary containment liquid for hazardous materials before draining.*
☐ Is there any visible sheen on that water?	☐	☐	
Building Maintenance	**Yes**	**No**	**Comments**
8. If conducting surface or pressure washing, is wastewater collected or sent to landscaping?	☐	☐	*Wash water can go to landscaping if NO soap and only rinsing off ambient dust/dirt.*
9. Are sprinkler systems, HVAC, cooling tower, sprinkler system, and/or boiler blow down discharges drained to sanitary sewer or to landscaping?	☐	☐	*All water discharges should be directed to sanitary sewer or to landscaped areas.*
Parks and Landscape Maintenance			
10. Are irrigation systems properly maintained as to not over water?	☐	☐	
11. Are grass clippings left on the grass after mowing?	☐	☐	*"Grass-cycling" or "Mulch Mowing" is the preferred BMP and is a great way to fertilize!*
☐ Are clippings and debris swept off of sidewalks/pavement?	☐	☐	
12. Do you avoid spraying pesticides within 50 feet of any surface water, creek, ditch or storm drain or designate "no spray zones" or buffer areas around water features?	☐	☐	
13. Is spot spraying preferred for weed and insect control?	☐	☐	
☐ Is broadcast spraying avoided?	☐	☐	
General Practices			
14. Have all employees been trained in stormwater pollution detection and prevention?	☐	☐	
15. Are contractors trained in stormwater pollution prevention and are they following all BMPs?	☐	☐	
16. Are stormwater discharges reported to your municipality's Stormwater Inspector? What is their phone number? _____	☐	☐	*CALL 303-441-4444 and ask for specific city's stormwater contact.*
17. Other stormwater or water quality concerns?	☐	☐	

I certify that the above information is correct and accurate.

Signature: _____   Date: __/__/__

Printed Name: _____

Supervisor's Signature: _____

Printed Name: _____

Please file in your facility's Stormwater Pollution Prevention Plan