

***Appendix XIV. Inspection Forms***

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**City of San Diego - Urban Runoff Management Plan  
MUNICIPAL FACILITY SITE COMPLIANCE INSPECTION CHECKLIST**

Department: _____	First Inspection _____ Second Inspection _____
Inspector: _____	Phone Number: _____
Date _____	

Facility Name \_\_\_\_\_

Address _____	Zip Code _____
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Question	Y	N	N / A	(If "NO") Resolution
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**General**

1	Has the employee performing this inspection had activity-specific storm water BMP training this year?				
2	Are activity-specific BMPs in place?				
3	Are your contractors adhering to the minimum BMPs that were listed in the contract?				
4	Is your facility reasonably clean and free of litter and debris?				
5	Are parking lots reasonably clean and free of debris? If sweeping the lot, note estimated substance and weight of debris in tons.				
6	Is landscaped area irrigation contained within the landscaped area?				
7	Are pesticides/herbicides/fertilizers minimized where feasible?				
8	Are storm drains stenciled? If no, contact Storm Water Pollution Prevention Division for stencils and paint.				
9	Are storm drain inlets clean and free of debris?				
10	If cleaning of the storm drain was needed, note estimated substance and weight of debris (in tons) since last inspection.				
11	Is area absent of any evidence of a discharge, spill, and or leak?				
12	If a minor spill is observed entering the storm drain system during the inspection, have you reported it to the Storm Water hotline (619-235-1000)? (For significant spills also fill out a 24-hour discharge form).				

**Trash storage areas**

13	Is area reasonably clean and uncluttered?				
14	Are trash cans and garbage bins kept covered?				
15	Is the number and placement of the trash cans sufficient for your facility?				

Question		Y	N	N / A	(If "NO") Resolution
<b>Fueling areas</b>					
16	Is a stocked spill kit available at fuel island?				
17	Is area clean and free of spills? If spill is observed, clean up using dry methods.				
<b>Vehicle/equipment maintenance area</b>					
18	Is work area reasonably clean?				
19	Are drip pans readily available for leaking vehicles?				
20	Are spill containment materials and stocked cleanup kits readily available?				
21	Are maintenance activities contained within the designated area?				
22	Are bulk hazardous materials/liquids stored outside in secondary containment?				
<b>Materials loading/unloading and storage areas</b>					
23	Is area reasonably clean and free of litter, debris and loose material?				
24	Is materials storage area covered?				
25	Are materials and stocked cleanup kits readily available?				
26	If outdoors, is water from surrounding areas prevented from reaching material storage areas?				
27	Are bulk hazardous materials/liquids stored outside in secondary containment?				
<b>Other Important Areas for inspection</b>					
28	Are the BMPs installed properly?				
29	Are BMPs in good working condition? If no, they need to be replaced.				
<b>30. For any ineffective BMPs (i.e., the wrong BMP is used), describe an effective replacement BMP and update your URMP section.</b>					

**SPECIAL EVENTS  
STORM WATER SITE COMPLIANCE INSPECTION CHECKLIST**

**I. Inspection Information**

Special Event Category_____	Person Inspecting:_____
Date/Time of Inspection_____	Phone Number:_____

**II. Special Event Information**

NAME OF SPECIAL EVENT	
EVENT ADDRESS	ZIP CODE
EVENT HOST/COORDINATOR	PHONE

**III. General Site Conditions and Storm Water Best Management Practices Review**

		Yes	No	N/A	(If "No") Resolution
<b>General</b>	Does event have BMPs in place?				
	Is event reasonably clean and free of litter and debris?				
	Are enough trash cans provided for event?				
	Are storm drain inlets protected?				
	Is there storm water signage at applicable locations?				
<b>Trash storage areas</b>	Is area reasonably clean and uncluttered?				
	Are trash cans and garbage bins being disposed of needed?				
<b>Spill Kits</b>	Spill containment and cleanup kits readily available at designated spots?				
	Is there evidence of discharges, spills, and or leaks in any areas?				
<b>End of Event</b>	Was area left clean?				
	Were all BMPs, signage and chalk removed from site?				
	Are the storm drains clean of debris?				

**IV. Reporting Pollutant Discharges**

NOTE: If a spill is observed, and the spill entered the storm drain system, please report the discharge to the City's Storm Water Hotline: (619) 235-1000.

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**MWWD-FEWD  
General Business Facility  
Storm Water Pollution Prevention Inspection Checklist  
Order No. 2007-0001 CAS0108758**

**FACILITIES**

Facility Name				
Address				
Zip Code				
Facility Contact				
Facility Phone				
SIC – Industry				
APN				
IWCP #				
WDID #				

No exposure of facility's industrial activities, equipment, and materials to storm water

**STORM WATER POLLUTION PREVENTION PLAN REVIEW**

No SWPPP

	S	U	N/A	Comments
Facility Site Map (Identified) <ul style="list-style-type: none"> <li>• Storm Drains Inlets/Pipes, Discharge Points</li> <li>• Drainage Areas/Basins</li> <li>• Material Handling / Processing / Storage</li> <li>• Areas of Industrial Activities</li> <li>• Shipping / Receiving</li> <li>• Vehicle / Equipment Maintenance</li> </ul>				
Description of Industrial Activities including a list of materials, chemicals, and processes on site. Identify Potential Pollutants.				
Non Structural BMP's Identified <ul style="list-style-type: none"> <li>• Housekeeping</li> <li>• Spill Response Plan</li> <li>• Employee / Contractor Training</li> </ul>				
Structural BMP's Identified <ul style="list-style-type: none"> <li>• Erosion Prevention</li> <li>• Overhead Coverage</li> <li>• Secondary Containment Structures / Berms</li> <li>• Treatment Systems / Filters</li> </ul>				
Storm Water Inspection and Monitoring				
Record Keeping and Reporting				
Employee Training Records				
Quarterly Inspections Completed (4/yr)				

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INSPECTOR \_\_\_\_\_  
DATE / TIME \_\_\_\_\_  
INSPECTOR PHONE # \_\_\_\_\_

Storm Water Monitoring Completed (2/yr)

**BEST MANAGEMENT PRACTICE IMPLEMENTATION AND FUNCTIONALITY**

		S	U	N/A	Comments
Nonstructural BMP's	Grounds Free of Precipitates, Powders, Debris, and Trash. Dumpster areas clean. Good Housekeeping Practices.				
	Spill Response Kits Stocked, Visible, Accessible				
Structural BMP's	Outdoor Material Storage Areas (Covered)				
	Storm Water Treatment BMP's Operational / Maintained				
	Containment Berms, Containers, Pallets, Structures Functioning				

**EVIDENCE OF DISCHARGES, SPILLS, LEAKS IN THE FOLLOWING AREA**

	S	U	N/A	Comments
Catch Basins Wet, Stained, Odorous				
Bins, Drums, Barrels, and Bottles Leaking onto Ground				
Hardscape Stained, Corroded, Discolored				
Storm Drain Outfall Points Dirty, Discolored, Residue				
Shipping and Receiving Bays				

**COMMENTS: NOTES, FINDINGS, POTENTIAL FOR POLLUTED RUNOFF**

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*For Storm Water Pollution Prevention Program use only*

**Enforcement Referral:**

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

**TABLE OF BUSINESS CLASSIFICATIONS**

COMMERCIAL				INDUSTRIAL			
ID	Business Class	ID	Business Class	SIC	Industry Type	SIC	Industry Type
	Auto Care/Fueling		Paint / Coatings	24XX	Timber	4952	Treatment Plants
	Airplane Care/Fueling		Botanical Exhibit	26XX	Paper	20XX	Food Products
	Boat Care/Fueling		Landscaping	28XX	Chemical	22XX	Textile
	Auto Body Repair		Nursery / Greenhouse	29XX	Asphalt / Lubricants	25XX	Furniture
	Auto Parking / Storage		Golf, Park, Cemetery	32XX	Glass, Clay, Cement	27XX	Printing
	Fuel Stations		Pool/Pond Maint	33XX	Primary Metals	30XX	Rubber / Plastic
	Pest Control		Marina	14XX	Mineral Mining	31XX	Leather
	Food Establishment		Septic / Potty Service	49XX	Haz Waste / Landfill	34XX	Metal Shaping
	Fabric Carpet Care		Shopping town	5015	Auto Salvage / Scrap	35,37XX	Machinery
	Cement Mix / Cut		General Office	40-43XX	Transportation	36XX	Electronics / Photo
	Masonry			37XX	Ship Building		
				45XX	Airport		





# CITY OF SAN DIEGO

## STORM WATER COMPLIANCE INSPECTION FOR INDUSTRIAL AND COMMERCIAL FACILITIES

Inspector Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ AM / PM

**Type of Inspection:**  Routine  Follow-up  Complaint Investigation  
**Result:**  Full Insp.  Could not Contact  Not Inventoried  Moved, Vacant  Refused  
 Moved, Replaced by \_\_\_\_\_  Follow-up (i.e. not full)  
 Out of Jurisdiction  Duplicate of: \_\_\_\_\_  Mobile

### A. CONTACT INFORMATION

Original	Changes
Business Name _____	Business Name _____
Street Address _____	Street Address _____ <input type="checkbox"/> change _____
Responsible Person(s) _____ Title: _____	Responsible Person(s) _____ Business Telephone # (____) _____ - _____ ext. _____
Business Telephone # (____) _____ - _____ ext. _____	Business Fax # (____) _____ - _____
Business Fax # (____) _____ - _____	
Home Based? <input type="checkbox"/> Yes <input type="checkbox"/> No    Mobile Business? <input type="checkbox"/> Yes <input type="checkbox"/> No	APN: _____
Is this facility located in a multi-suite complex? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Facility personnel present: _____	

### B. FACILITY/SITE INFORMATION

Principal activity: \_\_\_\_\_

Assigned NAICS code(s) \_\_\_\_\_ and/or SIC Code(s) \_\_\_\_\_

Does NAICS Code best represent principal activity:  Yes  No    SIC?  Yes  No

Recommended change of NAICS Code(s)? \_\_\_\_\_ Of SIC? \_\_\_\_\_

**Existing NAICS code(s)** \_\_\_\_\_ and **SIC Code(s)** \_\_\_\_\_

**Status Update** (if no longer active in City or does not need an inspection):  Moved/Out of Business  Duplicate  
 Not Inventoried  Out of Jurisdiction

Does facility have a current business certificate?  Yes  No # \_\_\_\_\_ Exp. \_\_\_\_\_

Is facility subject to CA Statewide General Industrial Permit?  Mandatory  Conditional  No

Does facility have a Notice of Non-Applicability (NONA/NEC)?  Yes  No

Has facility filed a Notice of Intent (NOI) to obtain coverage?  Yes  No    WDID: 9 3710 \_\_\_\_\_

Has facility filed a Notice Of Termination (NOT) for the WDID# listed above?  Yes  No    Approval date: \_\_\_\_\_

Does facility maintain SWPPP or BMP Plan?  Yes  No    month/yr

Does facility have a storm water monitoring program?  Yes  No

### C. INITIAL OBSERVATIONS

Approximate distance to receiving water body:  < 200 ft.     200 – 1000 ft.     > 1000 ft.

Discharge points: \_\_\_\_\_

Approximate area covered by industrial or commercial activities: \_\_\_\_\_ square feet

Approximate % impervious surface of this area \_\_\_\_\_ %

Exposed areas of significant outdoor activity or storage?  Permanent  Occasional  No

## D. BMP ASSESSMENT

BMPs	No Corrections Required		Corrections Required		Comments	City BMP*
	N/A	Fully Implemented	Partially Implemented	Not Implemented		
<b>D.1 General</b>						
Keep site free of litter, debris, and sediment using dry methods						23
Keep parking lots, sidewalks, and streets free of sediment and debris using dry methods						20
Keep outdoor areas free of spills and leaks						5
Collect water from pressure washing or hosing and dispose of appropriately					<input type="checkbox"/> Unknown Performed by:	4
Direct roof downspouts away from areas of potential pollutants						11
Dispose of water from fire sprinkler maintenance activities appropriately					<input type="checkbox"/> Unknown Performed by:	10
Mark drains/inlets on site with "no dumping, drains to ocean" or similar signage						15
<b>D.2 Landscaping</b>						
Properly manage pesticides/fertilizer; use IPM when feasible					<input type="checkbox"/> Unknown Landscaping Co:	16
Employ adequate erosion prevention measures (vegetation or physical stabilization)						17
Eliminate over watering/over-irrigation						19
Properly store stockpiles to prevent material transport						17
Properly store and dispose of green waste					<input type="checkbox"/> Unknown	8
<b>D.3 Materials and Wastes</b>						
Protect trash area from contact with storm water						21
Keep trash area free of litter and debris, liquids, powders, sediment						24
Adequately cover materials stored outside						11
Prevent run-on from contacting materials stored outdoors						11
Properly label outdoor storage containers						13
Provide an accessible, functional spill response kit						6
Equip liquid storage containers with secondary containment						1
Keep secondary containment free of spills and rainwater						1
Properly store and dispose of hazardous materials						11
Maintain up-to-date inventory of hazardous materials						13
Keep loading and unloading areas, including drains, free of debris						23
BMPs	No Corrections Required		Corrections Required		Comments	City BMP*

	N/A	Fully Implemented	Partially Implemented	Not Implemented		
Dispose of water generated by processing activities appropriately						4
Dispose of pool, spa, fountain, and filter backwash water properly					<input type="checkbox"/> Unknown Performed by:	22
Clean floor mats in locations that do not drain to storm drain system						3
<b>D.4 Equipment, Vehicles, and Outdoor Activities</b>						
Conduct outdoor activities within contained areas (garage, under canopy, work shop)						12
Use drip pans to collect leaks/spills						2
Drain fluids from all non-operational vehicles stored outdoors						14
Provide materials (berm, mat, etc.) to protect storm drain inlets from spills and leaks						18
Perform vehicle/equipment washing in a contained area where runoff does not enter the MS4						7
<b>D.5 Other</b>						
Manage animals and animal waste in a manner that prevents animal waste from being transported in runoff						9
Identify and eliminate illicit connections and illegal discharges						28
Provide storm water training for appropriate employees						25
Develop a written procedure for spill prevention and response						26
Develop a written plan for identifying appropriate BMPs and describing proper implementation						27
<b>D.6 ADDITIONAL REQUIRED ACTIONS</b>						
<input type="checkbox"/> Based on inspection findings, it appears likely that significant levels of _____ would be present in storm water discharges from this site. Take action to reduce the levels of _____ to the maximum extent practicable. Treatment control BMPs are likely necessary. Owner/operator has been notified of recommended corrective actions both verbally and by: <input type="checkbox"/> Hand <input type="checkbox"/> Mail <input type="checkbox"/> Fax						
*City BMP refers to the City's minimum required BMPs, as described in Appendix 10 of the City's Jurisdictional Urban Runoff Management Program. These BMPs can be found on the City's website: <a href="http://www.sandiego.gov/thinkblue/pdf/urmp/jurmpapp10.pdf">http://www.sandiego.gov/thinkblue/pdf/urmp/jurmpapp10.pdf</a> Please refer to <a href="http://www.sandiego.gov/thinkblue/programs/industrial.shtml">http://www.sandiego.gov/thinkblue/programs/industrial.shtml</a> for more information on BMP implementation options.						
<b>D.7 Additional Questions</b>				<b>Comments/Results</b>		
Are there any potential air sources that could contribute to atmospheric deposition of pollutants?				<input type="checkbox"/> Painting <input type="checkbox"/> Sandblasting <input type="checkbox"/> Fuel Distribution <input type="checkbox"/> Dust dispersion or mineral processing <input type="checkbox"/> Metal smelting <input type="checkbox"/> Metal plating or anodizing <input type="checkbox"/> Chemical production or mixing <input type="checkbox"/> Large fuel burning device <input type="checkbox"/> Incinerator		
Are there any treatment control BMPs on site?				<input type="checkbox"/> Filter insert <input type="checkbox"/> Hydrodynamic separator <input type="checkbox"/> Debris screen <input type="checkbox"/> Sewer diversion <input type="checkbox"/> Vegetated swale <input type="checkbox"/> Vegetated filter strip <input type="checkbox"/> Biofiltration <input type="checkbox"/> Detention/sedimentation basin <input type="checkbox"/> Containment and evaporation or reuse <input type="checkbox"/> Filtration		
Are treatment control BMPs regularly maintained?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> N/A		

What is the approximate percentage of the site that drains to the treatment control BMPs?	<input type="checkbox"/> N/A
Do major potential pollutant sources drain to treatment BMP(s)?	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None <input type="checkbox"/> N/A
If any illicit connections and/or illegal discharges were identified have the appropriate authorities been notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If any illicit connections and/or illegal discharges were identified, were they eliminated during the site visit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Were any non IC/ID related corrective actions implemented during the site visit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Were any educational materials distributed?	NOI    NONA/NEC    IF    IF-S    SP    SP-S IS    IS-S    AF    AF-S DU    DU-S    MB

**E. STATE GENERAL INDUSTRIAL PERMIT COMPLIANCE\***

- Non-compliance with the State Industrial Storm Water General Permit noted.
  - In the future, under a new Industrial Permit, which has not yet been adopted, this facility may be able to qualify for exemption from Permit coverage based on no outdoor exposure.

**SPECIFIC ACTION(S) REQUIRED TO CORRECT THE VIOLATION DESCRIBED ABOVE\*:**

- File a Notice of Intent (NOI) with the State Water Resources Control Board (SWRCB) to obtain coverage under the Industrial Permit—see Attachment 3 of the Industrial Permit ([www.waterboards.ca.gov/stormwtr/industrial.html](http://www.waterboards.ca.gov/stormwtr/industrial.html)).
- For “Conditional” facilities only: this site presently has outdoor exposure that requires filing for coverage under the Industrial Permit. If you implement all the recommended BMPs and eliminate outdoor exposure, you may be able to qualify for exemption from obtaining Industrial Permit coverage. Please contact the RWQCB for details.
- Develop and implement a Storm Water Pollution Prevention Plan (SWPPP)—see Section A of the Industrial Permit.
- Develop and implement a storm water monitoring program--see section B of the Industrial Permit for guidelines.
- Complete the provided Notice of Non-Applicability (NONA) and accompanying No Exposure Certification (NEC).

*Additional notes and/or actions required:*

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**F. CORRECTIVE ACTION SUMMARY**

- Corrective Actions Required.** Please refer to sections D.1-D.6 and E of this form and, if applicable, the Food Establishment Storm Water BMP Assessment form (if applicable, it is attached).
- No Corrective Actions Required at this Time.

**G. RECOMMENDED CITY ACTIONS\*\***

**Follow Up Inspection Priority:**     **Priority 1**     **Priority 2**     **Priority 3**

**ASSESSMENT**

Level of knowledge regarding stormwater issues:                     1     2     3     4     5  
Level of cleanliness, BMP implementation, orderliness of site:     1     2     3     4     5

\*Please note that the Regional Water Quality Control Board (RWQCB) is the final arbiter of Industrial Permit compliance; please contact the RWQCB at (858) 467-2952 for details of what is necessary to comply with the Industrial Permit.

\*\*Recommended City actions listed at the time of inspection are subject to change based on later review by office staff.



# INDUSTRIAL/COMMERCIAL FORM

## D. POLLUTANT DISCHARGE POTENTIAL ASSESSMENT

Site Name: \_\_\_\_\_

Pollutant	RW 303(d) (Y/N)	WS COC (Y/N)	PDP	Sources Needing More BMPs							Recommended BMPs (check if applicable)			
				Trash Area	Material Storage	Prkng Lot	Load/ Unload	Land- scape	Veh/Equip Maint	Exposed Work Area	Emp. Training	House- keeping	Minor Struct.	Major Struct.
Sediments														
Nutrients														
Aluminum														
Iron														
Heavy Metals														
Check if evidence indicates specific metals may have significant PDPs: <input type="checkbox"/> Copper <input type="checkbox"/> Cadmium <input type="checkbox"/> Lead <input type="checkbox"/> Zinc <input type="checkbox"/> Mercury														
Organic Compounds														
Check if evidence indicates there may be historical soil contamination associated with any of the following: <input type="checkbox"/> PCBs <input type="checkbox"/> PAHs <input type="checkbox"/> Chlordane <input type="checkbox"/> DDT														
Trash & Debris														
Oxygen Demanding														
Oil & Grease														
Bacteria & Viruses														
Pesticides														
Check if evidence indicates the following are used on site: <input type="checkbox"/> Diazinon <input type="checkbox"/> Chlorpyrifos														
Acid/Base (pH effects)														
Others (list):														

“RW 303(d)” = Receiving water impairments, as listed in the most recent 303(d) list

“WS COC” = High priority watershed constituents of concern (COC), as listed in the most recent WURMP Annual Report

“PDP” = pollutant discharge potential.

“Emp. Training” = employee training activities focused on storm water pollution prevention

“Housekeeping” = standard good housekeeping BMPs, such as sweeping, regular trash pickup, etc.

“Minor Struct.” = minor structural BMPs that do not require building permits, such as covering with tarps or building berms

“Major Struct.” = major structural BMPs that require a building permit or are especially expensive, such as detention basins, oil/water separators, grease interceptors, overhead coverage for storage areas, etc.

### Criteria

- 0 - no appreciable quantity observed on site
- 1 - very small potential for pollutant discharge; monitoring results\* are well below the EPA benchmark
- 2 - Small potential for pollutant discharge; monitoring results\* are close to the EPA benchmark but still below it
- 3 - Moderate potential for pollutant discharge; monitoring results\* are at or slightly above the EPA benchmark
- 4 - Large potential for pollutant discharge; monitoring results\* above the EPA benchmark but are within an order of magnitude
- 5 - Severe potential for pollutant discharge; monitoring results\* exceed the EPA benchmark by an order of magnitude or more

\* if available