

## ***Appendix XI. Inspection Forms***

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**Industrial and Commercial Inspection Forms**

The City has transitioned to electronic forms for industrial and commercial inspections. The electronic forms are data entry pages within the City's online database. The forms include questions to gather all required elements of inspections that are discussed in JRMP Section 6, such as evaluating compliance with the City's minimum BMPs. Data entered in the electronic forms is saved directly into the City's database.



# CITY OF SAN DIEGO

## STORM WATER COMPLIANCE INSPECTION FOR MUNICIPAL FACILITIES



Inspector Name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ AM / PM  
Telephone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ ext. \_\_\_\_ ☐ First Inspection ☐ Second Inspection

### FACILITY/SITE INFORMATION

Facility Name: \_\_\_\_\_  
Facility Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

### BMP ASSESSMENT

BMP (Minimum BMP Number)	N/A	Adequate	Not Adequate	Comments	Date Resolved
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#### General

Implement good housekeeping to keep site free of trash and debris (17)					
Regularly clean parking lots (15)					
Immediately clean up spills (28)					
Keep storm drain inlets and under drains free of sediment, trash, & debris (16)					
Provide pollution prevention signage for storm drains (30)					
Implement a pollution prevention system for uncovered outdoor sources of pollutants (31)					
Properly dispose of process and wash water (3)					
Eliminate floor mat cleaning discharges (11)					
Properly dispose of water from fire sprinkler maintenance activities (5)					

#### Landscaping

Protect unpaved areas, including landscaping, from erosion using vegetation or physical stabilization (14)					
Eliminate irrigation runoff (6)					
Eliminate nursery irrigation discharges (7)					
Properly store and dispose of green waste (34)					
Properly manage pesticides and fertilizers (22)					

#### Materials and Wastes

Protect waste storage areas from contact with storm water and non-storm water flows on to the property (36)					
Keep trash/waste storage areas free of exposed trash, sediment, and debris (33)					
Cooking oil waste shall be managed to prevent illegal discharges (37)					
Cover, contain, and/or elevate materials stored outside that may become a source of storm water pollutants (20)					

BMP (Minimum BMP Number)	N/A	Adequate	Not Adequate	Comments	Date Resolved
Label containers to prevent mishandling of hazardous materials and other potential pollutants (21)					
Provide and maintain secondary containment to catch spills when storing potential liquid pollutants in outdoor areas (18)					
Properly store and dispose of hazardous substances (19)					
Maintain a readily accessible spill cleanup kit that is appropriate for the type of material stored (26)					
Properly dispose of discharges from swimming pools, spas, fountains, reflective pools, ponds, and filter backwash. (8)					
Manage animal waste and animal washing in a manner that prevents transport of waste and wash water off-site (35)					
<b>Equipment, Vehicles, and Outdoor Activities</b>					
Implement controls to prevent pollution from exposed outdoor work areas (24)					
Prevent or capture liquid leaks from vehicles and equipment (25)					
Drain fluids from inoperable vehicles and store or dispose of properly (27)					
Temporarily protect storm drains while conducting activities with the potential to result in a discharge (29)					
Eliminate the discharge of vehicle and equipment wash water (4b)					
<b>Other</b>					
Control air conditioning condensation discharges (9)					
Eliminate pumped groundwater, foundation, and footing drain discharges (10)					
Minimize flows from groundwater, diverted streams, springs, etc. that are a source of pollutants (12)					
Eliminate illicit connections to the storm drain system (1)					
Eliminate illicit non-storm water discharges (2)					
Regularly clean and maintain structural BMPs and LID installations to ensure proper performance (13)					
Train appropriate employees on storm water pollution prevention (32)					
Develop a written plan identifying appropriate BMPs & spill response procedures (23)					
<b>Any BMPs determined to be "Not Adequate" must be resolved within 30 days, or a rationale must be provided:</b>					

Municipal Storm Water Inspection Form
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# 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.