

Facility Self-Audit

Watershed: _____ **Sub-watershed:** _____ **Unique Site ID.:** _____
Date: _/ _/ _ **Assessed By:** _____ **Camera ID:** _____ **Pic#:** _____
Map Grid: _____ **Lat** _____ **Long** _____

A. SITE DATA AND BASIC CLASSIFICATION

Name and Address _____ Category Transport Related Miscellaneous
 _____ Institutional Park/recreation facility
 _____ Health care Municipal/office

Basic Description of Operation: _____

SPDES Status: Regulated Unregulated Unknown

Observed pollution source? INDEX

B. Vehicle Operations N/A (skip to part C)

B1. Types of vehicles: Fleet vehicles School buses Other

B2. Approximate number of Vehicles: _____

B3. Vehicle activities (*circle all that apply*): Maintained Repaired Recycled Fueled Washed Stored _____

B4. Are vehicles parked indoors or under a roof when not in use? Y N can't tell NA _____

B5. Are operations such as vehicle washing, vehicle maintenance, draining of fluids, storage of
 Fluids and waste performed under a roof or inside? Y N can't tell NA _____

B6. Are Vehicles washed regularly? Y N can't tell NA _____

B7. Is wash water treated in any manner prior to discharge to a drain? Y N can't tell NA _____

B8. Is dirty water diverted to a drain system to collect contaminated run-off inside work areas?
 Y N can't tell NA _____

B9. Is dirty water from a drain system treated in an oil-water separator prior to discharge?
 Y N can't tell NA _____

B10. Are solids cleaned out or separated from drain system regularly?
 Y N can't tell NA _____

B11. When working outdoors, is contaminated water and sediment collected to prevent it from
 mingling with and contaminating stormwater? Y N can't tell NA _____

B12. Are drains inside the facility connected to a sanitary sewer? Y N can't tell NA _____

B13. Are vehicles inspected daily for leaks? Y N can't tell NA _____

B14. Are uncovered outdoor fueling areas present? Y N can't tell NA _____

B15. Does fueling area drain directly to a storm drain? Y N can't tell NA _____

B16. Are lead-acid batteries stored at your facility? Y N can't tell NA _____

B17. Are lead-acid batteries recycled? Y N can't tell NA _____

B18. Are tires stored at your facility? Y N can't tell NA _____

B19. Are tires stored indoors? Y N can't tell NA _____

B20. Is spill control equipment and absorbents readily available? Y N can't tell NA _____

C. Fluids Management (Laundry, Kitchen, HVAC, Vehicle maintenance, Janitorial, Plumbing, etc.)

C1. Are fluids in tanks or drums stored with an appropriate amount of secondary containment?
 Y N can't tell NA _____

C2. Are drum-top pads used for leaks and spills that occur during transfer of fluids?
 Y N can't tell NA _____

C3. Are fluids drained over a drip pan or pad? Y N can't tell NA _____

C4. Are funnels or pumps used when transferring fluids? Y N can't tell NA _____

C5. Are drip pans placed under leaks? Y N can't tell NA _____

C6. Are containers maintained in good condition, closed, covered and away from
 equipment that can cause them to tip over? Y N can't tell NA _____

C7. Are containers stored inside or under a roof? Y N can't tell NA _____

C8. Are all containers labeled in a manner that describes the contents adequately?
 Y N can't tell NA _____

- C9. Are absorbent pads used on drum tops to catch spills? Y N can't tell NA _____
- C10. Is a closed-loop parts washer system used (contains solvent) Y N can't tell NA _____
- C11. Is the parts-washer lid kept closed when not in use? Y N can't tell NA _____
- C12. Is a contract in place with a parts washer service company to change out spent solvent? Y N can't tell NA _____
- C13. Are emergency phone numbers posted in the area? Y N can't tell NA _____
- C14. Are fluids stored in proper containers and/or storage cabinets Y N can't tell NA _____
- C15. Are storage areas kept clean and well organized? Y N can't tell NA _____
- C16. Are storage areas labeled clearly? Y N can't tell NA _____
- C17. Are material safety data sheets (MSDS's) readily available? Y N can't tell NA _____
- C18. Are spills cleaned up immediately? Y N can't tell NA _____
- C19. Are employees trained annually on spill prevention? Y N can't tell NA _____
- C20. Is waste oil recycled? Y N can't tell NA _____
- C21. Is waste antifreeze recycled? Y N can't tell NA _____

D. Outdoor Materials

- D1. Are loading and unloading operations present? Y N can't tell NA _____
 If yes, are they uncovered *and* draining towards a storm drain? Y N can't tell NA _____
- D2. Are materials stored outside? Y N can't tell NA _____
 If yes, are they Liquid Solid Description: _____
 Where are they stored? Grass/dirt area Concrete/asphalt Bermed area
- D3. Is the storage directly or indirectly connected to a storm drain? Y N can't tell NA _____
- D4. Is staining or discoloration around the storage/ loading/unloading area visible? Y N can't tell NA _____
- D5. Does outdoor storage area lack a cover? Y N can't tell NA _____
- D6. Are liquid materials stored *without* secondary containment? Y N can't tell NA _____
- D7. Are storage containers missing labels or in poor condition (rusting)? Y N can't tell NA _____

E. Waste Management

- E1. Type of waste (*check all that apply*): Garbage Construction Materials Hazardous Materials
- E2. Dumpster condition (*check all that apply*): No cover/lid is open Damaged/poor condition Leaking or evidence of leaking (stains on ground) overflowing
- E3. Is the dumpster located near a storm drain inlet? Y N can't tell NA _____
 If yes, are runoff diversion methods (berms, curbs) lacking? Y N can't tell NA _____
- E4. Are there trash receptacles available outside of the buildings? Y N can't tell NA _____
- E5. Are there cigarette disposal containers available outside of the building? Y N can't tell NA _____

F. Physical Plant

- F1. Building: Approximate age: _____ yrs. Condition surfaces: Clean Stained Dirty Damaged
- F2. Is there evidence that maintenance of building results in discharge to storm drains (staining/discoloration)? Y N can't tell NA _____
- F3. Parking lot: Approximate age: _____ yrs. Condition: clean stained Dirty breaking up
 Surface material Paved/concrete Gravel Permeable Don't Know
- F4. Do downspouts/roof drains discharge to impervious surface? Y N can't tell NA _____
 Are downspouts/roof drains directly connected to storm drains? Y N can't tell NA _____
- F5. Is there evidence of poor cleaning practices for construction activities (staining leading to a storm drain)? Y N can't tell NA _____
- F6. Is this facility serviced by a septic system? Y N can't tell NA _____
 If yes, when was the system last inspected? _____
 If yes, when was the system last maintained? _____

G. Turf/Landscaping Areas ____ N/A (skip to part H)

G1. % of site with: forest canopy ____% Turf grass ____% Landscaping ____% Bare Soil ____%

G2. Rate of turf management status: ____ High ____ Medium ____ Low

G3. Evidence of permanent irrigation or “non-target irrigation?” ____ Y ____ N ____ can’t tell ____ NA ____

G4. Do landscaped areas drain to a storm drain system? ____ Y ____ N ____ can’t tell ____ NA ____

G5. Do landscape plants accumulate organic matter (leaves, grass clippings) on adjacent impervious surfaces? ____ Y ____ N ____ can’t tell ____ NA ____

H. Storm water infrastructure ____ N/A

H1. Are storm water treatment practices present? ____ Y ____ N ____ Unknown If yes, please describe _____

H2. Are private storm drains located at the facility? ____ Y ____ N ____ Unknown

H3. Is trash present in gutters or ditches leading to storm drains? If so , complete the index below

Index Rating for Accumulation in gutters/ditches (circle appropriate index)

description	clean				filthy
Sediment	1	2	3	4	5
Organic material	1	2	3	4	5
litter	1	2	3	4	5

H4. Catch Basin Inspection

	Condition (good, fair, poor)	Location on property
Structure #1		
Structure #2		
Structure #3		
Structure #4		
Structure #5		
Structure #6		
Structure #7		

H5. Culvert pipe Inspection (point of discharge into a stream, road ditch or other conveyance system).

	Condition (good ,fair, poor)	Location	Discharge present(Y/N)	Color, odor, debris present? (Y/N)
Culvert pipe #1				
Culvert pipe #2				
Culvert pipe #3				
Culvert pipe #4				