

# COMPLETING YOUR STORMWATER POLLUTION PREVENTION SELF-INSPECTION CHECKLIST AND ACTION PLAN

Assessment and action planning requires respondents to assess their current activities and identify any specific actions needed to prevent pollution and improve water quality stewardship.

To create your own Stormwater Pollution Prevention Action Plan, please fill out the following checklist. If you have any questions, please contact the Carroll County NPDES Compliance Specialist at (410) 386-2220 or <a href="mailto:gedwards@ccg.carr.org">gedwards@ccg.carr.org</a>.

If you would like to take the optional step to become a Clean Water Partner, please review the process at the end of this assessment. You will be asked to provide a copy of the completed Stormwater Pollution Prevention Self-Checklist and Action Plan and verify when the action steps have been implemented.

Business Information	
Business Name:	
Type of Business:	No. of Employees:
Address:	
	Zip:
Contact Person:	<del></del>
Title:	Phone:
Prepared by:	
E-mail:	Fax:

## **Business Activities That Can Affect Water Quality**

- Storing materials
- Preventing and cleaning up spills
- Maintaining Equipment and Vehicles
- Disposing of Fats, Oils, and Grease (FOG)
- Maintaining buildings paved areas
- Maintaining landscapes
- Managing wastes

## **IMPORTANT!**

### **Directions for Completing this Checklist**

- 1. For each question, check the appropriate answer box in the Assessment column (Always, Needs Improvement, or Not Applicable).
- 2. Next, check the corresponding box in the Action Plan column (Plan to Continue or Plan to Improve).
- 3. For every activity, indicate:
  - Who is, or will be responsible. It is best to answer with a job position, i.e. facility manager.
  - Schedule or proposed date by which the activity will be completed.
  - Action(s). Please provide additional details regarding the implementation of a proposed activity, or explain what is already being done.

(See example below)

The self-inspection assessment is not complete until this information is provided for each question.

For questions or assistance on the self-inspection checklist and action plan, contact:

Glenn Edwards
Carroll Clean Water Partnership
c/o Department of Land & Resource Management
225 North Center Street, Suite 204
Westminster, Maryland 21157
Phone: 410-386-2220

Fax: 410-386-2924 E-mail: gedwards@ccg.carr.org

### **Sample Checklist Question:**

•	os are taken to minimize the amount of	ASSESSMENT	ACTION PLAN
-	entially polluting materials and wastes kept	☐ Not applicable	_
in st	orage.	•	Plan to continue
		•	t 🗹 Plan to improve
Respons	sible job or staff position(s): <u>Safety Mana</u> g	er	
Schedul	e: Materials will be in place by 12/01		
Action(s	s): Spill kits, absorbent pads, and spill resp	ponse plans will be plac	ced near all areas that have the
potent	ial for spills.		

	oring Materials		
		ASSESSMENT	ACTION PLAN
1.	Storage containers, including drums, waste	□ Not applicable	
	dumpsters, and/or trash compactors, are free	□ Always □ Pl	
	from cracks/leaks and have lids/covers that are kept closed.	☐ Needs Improvement PI	an to improve
Re	sponsible job or staff position(s):		
	nedule:		
AC	tion(s):		
_			
		ASSESSMENT	ACTION PLAN
2	Storage areas are enclosed or covered from	☐ Not applicable	ACTION PLAN
۷.	the rain.	☐ Always PI	an to continue
		□ Needs Improvement □ PI	
Da	an ancible ich au staff masitism/s).	·	·
	sponsible job or staff position(s):		
	nedule:		
Ac	tion(s):		
Pr	eventing and Cleaning Up Spills		
		ASSESSMENT	<b>ACTION PLAN</b>
3.	Steps are taken to prevent and contain spills	☐ Not applicable	
	It as the considered and an area as the form	• •	
	(i.e., trays are placed under open containers	□ Always PI	
	(i.e., trays are placed under open containers and the spouts of liquid storage containers).	• •	
		□ Always PI	
Re	and the spouts of liquid storage containers).	☐ Always PI ☐ Needs Improvement ☐ PI	
Re: Sch	and the spouts of liquid storage containers). sponsible job or staff position(s):	☐ Always PI ☐ Needs Improvement PI	
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Re: Scł	and the spouts of liquid storage containers). sponsible job or staff position(s):	☐ Always PI ☐ Needs Improvement PI	
Res	and the spouts of liquid storage containers).  sponsible job or staff position(s):  nedule: tion(s):  Clean-up materials are readily available and	Always PI  Needs Improvement PI  ASSESSMENT  Not applicable	ACTION PLAN
Res	and the spouts of liquid storage containers).  sponsible job or staff position(s):  nedule: tion(s):  Clean-up materials are readily available and appropriate to the types and quantities of	Always PI  Needs Improvement PI  ASSESSMENT  Not applicable  Always PI	ACTION PLAN an to continue
Res	and the spouts of liquid storage containers).  sponsible job or staff position(s):  nedule: tion(s):  Clean-up materials are readily available and appropriate to the types and quantities of materials that could spill using dry clean-up	Always PI  Needs Improvement PI  ASSESSMENT  Not applicable	ACTION PLAN an to continue
Re:	and the spouts of liquid storage containers).  sponsible job or staff position(s):  nedule: tion(s):  Clean-up materials are readily available and appropriate to the types and quantities of materials that could spill using dry clean-up methods (sweeping, damp mopping,	Always PI  Needs Improvement PI  ASSESSMENT  Not applicable  Always PI	ACTION PLAN an to continue
Res Sch Act	and the spouts of liquid storage containers).  sponsible job or staff position(s):  nedule: tion(s):  Clean-up materials are readily available and appropriate to the types and quantities of materials that could spill using dry clean-up methods (sweeping, damp mopping, absorbents, etc.).	Always	ACTION PLAN an to continue an to improve
Resident Sch	and the spouts of liquid storage containers).  sponsible job or staff position(s):  nedule: tion(s):  Clean-up materials are readily available and appropriate to the types and quantities of materials that could spill using dry clean-up methods (sweeping, damp mopping, absorbents, etc.).  sponsible job or staff position(s):	ASSESSMENT Not applicable Always Pl Needs Improvement Pl	ACTION PLAN an to continue an to improve
Res Sch	and the spouts of liquid storage containers).  sponsible job or staff position(s):  nedule: tion(s):  Clean-up materials are readily available and appropriate to the types and quantities of materials that could spill using dry clean-up methods (sweeping, damp mopping, absorbents, etc.).  sponsible job or staff position(s): nedule:	ASSESSMENT  Not applicable  Always	ACTION PLAN an to continue an to improve
Res Sch	and the spouts of liquid storage containers).  sponsible job or staff position(s):  nedule: tion(s):  Clean-up materials are readily available and appropriate to the types and quantities of materials that could spill using dry clean-up methods (sweeping, damp mopping, absorbents, etc.).  sponsible job or staff position(s):	ASSESSMENT  Not applicable  Always	ACTION PLAN an to continue an to improve

5.	Spill materials are prevented from entering the storm drain system.	ASSESSMENT ☐ Not applicable ☐ Always ☐ Needs Improvement	
Re	sponsible job or staff position(s):		
Scl	nedule:		
Ac	tion(s):		
6.	Employees are trained in spill response.	ASSESSMENT  ☐ Not applicable ☐ Always	
Re	sponsible job or staff position(s):		
Scl	nedule:		
	tion(s):		
	sintaining Carriage and Makielaa		
IVI	aintaining Equipment and Vehicles		
	Vehicles and equipment and vehicles  Vehicles and equipment are regularly inspected for leaks; any leaks that are found are contained and cleaned up.	ASSESSMENT  ☐ Not applicable ☐ Always ☐ Needs Improvement	
7.	Vehicles and equipment are regularly inspected for leaks; any leaks that are found	☐ Not applicable ☐ Always ☐ Needs Improvement	Plan to continue
7. Re	Vehicles and equipment are regularly inspected for leaks; any leaks that are found are contained and cleaned up.	☐ Not applicable ☐ Always ☐ Needs Improvement	Plan to continue
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7.  Re Sci Ac — — 8.	Vehicles and equipment are regularly inspected for leaks; any leaks that are found are contained and cleaned up.  sponsible job or staff position(s):	ASSESSMENT  Not applicable  ASSESSMENT  Not applicable  Always  Needs Improvement	ACTION PLAN  Plan to continue  ACTION PLAN  Plan to continue  Plan to improve
7.  Res Scl Acc  8.	Vehicles and equipment are regularly inspected for leaks; any leaks that are found are contained and cleaned up.  sponsible job or staff position(s):	ASSESSMENT  Not applicable  ASSESSMENT  Always  Needs Improvement  Not applicable  Always  Needs Improvement	ACTION PLAN  Plan to continue  ACTION PLAN  Plan to continue  Plan to improve
7.  Ree Scl Acc  8.  Ree Scl	Vehicles and equipment are regularly inspected for leaks; any leaks that are found are contained and cleaned up.  sponsible job or staff position(s):	ASSESSMENT  Not applicable  ASSESSMENT  Always  Always  Needs Improvement  Needs Improvement	ACTION PLAN  — Plan to continue  — Plan to improve  — Plan to continue — Plan to improve

<ol> <li>Vehicle and equipment washing and other maintenance activities are performed only in designated areas that drain to the sanitary sewer or an enclosed holding tank.</li> <li>Responsible job or staff position(s):</li> </ol>	☐ Needs Improvement	Plan to improve
Schedule:		
Action(s):		
Disposal of Fats, Oils, and Grease (FOG)		
10. Equipment-cleaning wastewater is properly directed to a sanitary sewer.	ASSESSMENT ☐ Not applicable ☐ Always ☐ Needs Improvement	
Responsible job or staff position(s):		
Schedule:		
Action(s):		
11. Fats, oils, and grease are not dumped into storm drain inlets.	ASSESSMENT  Not applicable Always  Needs Improvement	
Responsible job or staff position(s):		
Schedule:		
Action(s):		
	ASSESSMENT	ACTION PLAN
12. Steps are taken to prevent FOG spills. A clean-up procedure is available and implemented in the event a FOG spill should occur.	☐ Not applicable ☐ Always ☐ Needs Improvement	Plan to improve
Responsible inh or staff position(s).		
Schedule:		

13. All relevant fixtures like wall and flush- mounted sinks, automatic dishwashers, and floor drains are connected to a grease trap or interceptor leading to the sanitary sewer.  Responsible job or staff position(s):	ASSESSMENT  ☐ Not applicable ☐ Always ☐ Needs Improvement	Plan to improve
Schedule:		
Action(s):		
14. A watertight outdoor receptacle of adequate size is provided to dispose of FOG waste.	ASSESSMENT  ☐ Not applicable ☐ Always ☐ Needs Improvement	
Responsible job or staff position(s):		
Schedule:		
Action(s):		
Maintaining Ruildings and Rayod Areas		
Maintaining Buildings and Paved Areas	ASSESSMENT	ACTION PLAN
15. The ground around dumpsters, stockpiles, and other outdoor storage areas is regularly cleaned.	☐ Not applicable ☐ Always ☐ Needs Improvement	Plan to continue
Responsible job or staff position(s):		
Schedule:		
Action(s):		
16. Parking areas or access roads are free of signs of excessive oil and/or motor fluids, leaks, stains, litter, and sediments.	ASSESSMENT  Not applicable Always	ACTION PLAN  Plan to continue
of excessive oil and/or motor fluids, leaks,	ASSESSMENT  Not applicable Always	ACTION PLAN  Plan to continue Plan to improve
of excessive oil and/or motor fluids, leaks, stains, litter, and sediments.	ASSESSMENT  Not applicable Always  Needs Improvement	ACTION PLAN  Plan to continue Plan to improve
of excessive oil and/or motor fluids, leaks, stains, litter, and sediments.  Responsible job or staff position(s):	ASSESSMENT  Not applicable Always  Needs Improvement	ACTION PLAN  Plan to continue Plan to improve
of excessive oil and/or motor fluids, leaks, stains, litter, and sediments.  Responsible job or staff position(s):	ASSESSMENT  Not applicable Always  Needs Improvement	ACTION PLAN  Plan to continue Plan to improve

17. Paved surfaces are regularly cleaned using dry methods.	ASSESSMENT  ☐ Not applicable ☐ Always ☐ Needs Improvement	
Responsible job or staff position(s):		
Schedule:		
Action(s):		
	ACCECCATNIT	ACTION DI ANI
18. Wastewater from pressure washing is kept	ASSESSMENT ☐ Not applicable	ACTION PLAN
out of the stormwater management system.	☐ Always	Plan to continue
Wastewater is collected and disposed of	☐ Needs Improvement	Plan to improve
properly.		
Responsible job or staff position(s):		
Schedule:		
Action(s):		
	ASSESSMENT	ACTION PLAN
19. Runoff from rooftops is managed to protect	☐ Not applicable	
water quality.	☐ Always	
	☐ Needs Improvement	Plan to improve
Responsible job or staff position(s):		
Schedule:		
Action(s):		
Action(s).		
	A 0.05.00 A 5.11 <del>.</del>	ACTION PLAN
	ASSESSIMENT	ACTIONT
20. Storm drain inlets are checked on a regular	ASSESSMENT  Not applicable	
20. Storm drain inlets are checked on a regular schedule.	□ Not applicable □ Always	Plan to continue
	☐ Not applicable	
schedule.	☐ Not applicable ☐ Always ☐ Needs Improvement	□ Plan to improve
schedule.  Responsible job or staff position(s):	☐ Not applicable ☐ Always ☐ Needs Improvement	Plan to improve
schedule.	□ Not applicable □ Always □ Needs Improvement	Plan to improve

21. Contractors are required to implement practices consistent with this plan.	ASSESSMENT  ☐ Not applicable ☐ Always	
	☐ Needs Improvement	Plan to improve
Responsible job or staff position(s):		
Schedule:		
Action(s):		
Maintaining Landscapes		
	ASSESSMENT	ACTION PLAN
22. Grass clippings and fertilizers are left on the lawn, not on pavement or inlets.	☐ Not applicable ☐ Always	□ Plan to continue
lawn, not on pavement of finets.	☐ Needs Improvement	
Responsible job or staff position(s):		
Schedule:		_
Action(s):		
Managing Wastes		
Managing Wastes	ASSESSMENT	ACTION PLAN
23. Steps are taken to ensure that water	☐ Not applicable	ACTION FLAN
materials or wastewater are <i>not</i> dumped	Always	Plan to continue
onto the ground or into storm drains.	☐ Needs Improvement	
Responsible job or staff position(s):		
Schedule:		
Action(s):		