



CARROLL CLEAN WATER PARTNERSHIP

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 gedwards@ccg.carr.org.

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: _____

Title: _____ Phone: _____

Prepared by: _____ Date: ____/____/____

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:

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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:

	ASSESSMENT	ACTION PLAN
1. Steps are taken to minimize the amount of potentially polluting materials and wastes kept in storage.	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always <input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Plan to continue <input checked="" type="checkbox"/> Plan to improve
Responsible job or staff position(s):	<u>Safety Manager</u>	
Schedule:	<u>Materials will be in place by 12/01</u>	
Action(s):	<u>Spill kits, absorbent pads, and spill response plans will be placed near all areas that have the potential for spills.</u>	

Storing Materials

1. **Storage containers, including drums, waste dumpsters, and/or trash compactors, are free from cracks/leaks and have lids/covers that are kept closed.**

ASSESSMENT

- Not applicable
 Always Plan to continue
 Needs Improvement Plan to improve

ACTION PLAN

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

2. **Storage areas are enclosed or covered from the rain.**

ASSESSMENT

- Not applicable
 Always Plan to continue
 Needs Improvement Plan to improve

ACTION PLAN

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

Preventing and Cleaning Up Spills

3. **Steps are taken to prevent and contain spills (i.e., trays are placed under open containers and the spouts of liquid storage containers).**

ASSESSMENT

- Not applicable
 Always Plan to continue
 Needs Improvement Plan to improve

ACTION PLAN

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

4. **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.).**

ASSESSMENT

- Not applicable
 Always Plan to continue
 Needs Improvement Plan to improve

ACTION PLAN

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

5. **Spill materials are prevented from entering the storm drain system.**

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

6. **Employees are trained in spill response.**

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

Maintaining Equipment and Vehicles

7. **Vehicles and equipment are regularly inspected for leaks; any leaks that are found are contained and cleaned up.**

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

8. **Vehicle repair and maintenance areas are covered or out of the rain.**

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

9. **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.**

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

Disposal of Fats, Oils, and Grease (FOG)

10. **Equipment-cleaning wastewater is properly directed to a sanitary sewer.**

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

11. **Fats, oils, and grease are not dumped into storm drain inlets.**

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

12. **Steps are taken to prevent FOG spills. A clean-up procedure is available and implemented in the event a FOG spill should occur.**

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

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.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

14. A watertight outdoor receptacle of adequate size is provided to dispose of FOG waste.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

Maintaining Buildings and Paved Areas

15. The ground around dumpsters, stockpiles, and other outdoor storage areas is regularly cleaned.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

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

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

17. Paved surfaces are regularly cleaned using dry methods.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

18. Wastewater from pressure washing is kept out of the stormwater management system. Wastewater is collected and disposed of properly.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

19. Runoff from rooftops is managed to protect water quality.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

20. Storm drain inlets are checked on a regular schedule.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

21. Contractors are required to implement practices consistent with this plan.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

Maintaining Landscapes

22. Grass clippings and fertilizers are left on the lawn, not on pavement or inlets.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____

Managing Wastes

23. Steps are taken to ensure that water materials or wastewater are *not* dumped onto the ground or into storm drains.

ASSESSMENT

ACTION PLAN

- Not applicable
- Always Plan to continue
- Needs Improvement Plan to improve

Responsible job or staff position(s): _____

Schedule: _____

Action(s): _____