

NPDES Compliance Inspection Manual

Appendix R



EPA Publication Number: 305-K-17-001
Interim Revised Version, January 2017

Appendix R – NPDES Industrial Storm Water Investigation and Case Development (Industrial)

Background Information *(complete in field)*

National Database Information				General	
Inspection Type	W			Inspector Name	
NPDES ID Number				Telephone	
Inspection Date				Entry Time	
Inspection Type	EPA	State	EPA Oversight	Exit Time	
Facility Type				Signature	

Facility Location Information			
Name/Location/ Mailing Address			
GPS Coordinates	Latitude		Longitude
Receiving Water(s)/MS4's			

Contact Information		
	Name	Telephone
Owner/Permittee		
Operator		
Co-Permittee		
Facility Contact		
Authorized Official(s)		

Site Information:	
Industrial Activity that qualifies the facility for permit coverage	
SIC Code(s)	
No Exposure Certification	

Basic Permit Information <i>(circle one)</i>			
Permit Coverage	Y	N	
Permit Type	General	Individual	
Copy of NOI on-site?	Y	N	
NOI Date			

Basic SWPPP Information			
SWPPP on-site	Y	N	
SWPPP Satisfactory*	Y	N	
SWPPP Implementation Satisfactory	Y	N	
*A Satisfactory SWPPP must be both current and complete (see pages 4, 5, and 6 of this checklist).			

SWPPP Review *(can be completed in office)*

General		Notes:	
Is there a SWPPP?	Y N		
Is a copy of the SWPPP on-site?	Y N		
Was the SWPPP developed before the submittal of the NOI?	Y N		
Did all "operators" and co-permittees sign the SWPPP?	Y N		
Did the signatures include the certification statement?	Y N		
Were the signatories authorized to sign?	Y N		
Was the SWPPP developed specifically for this site?	Y N		
Has it been revised to address any recent changes to operations on-site?	Y N		
Is an individual/team responsible for developing/implementing SWPPP identified (e.g., pollution prevention team)?	Y N		
Are employee training records regarding storm water pollution prevention topics included in SWPPP?	Y N		
Operator evaluation of ESA requirements.	Y N		

Site Map		Notes:	
Is there a legible site map?	Y	N	
Drainage patterns/outfalls?	Y	N	
Identification of types of pollutants likely to be discharged from each drainage area?	Y	N	
Location of major structural controls used to reduce pollutants in runoff?	Y	N	
Name of receiving water(s) or MS4's listed?	Y	N	
Is receiving water a tributary to waters of the U.S. (if "yes" indicate name of tributary)?	Y	N	
Location of significant materials exposed to storm water?	Y	N	
Locations of major spills occurring within 3 years from date of NOI?	Y	N	
Location of fueling, deicing operations, maintenance, loading and unloading, material storage, waste disposal?	Y	N	

Summary of Potential Pollutant Sources		Notes:	
Description of activities, materials, features of site with potential to contribute significant amounts of pollutants to storm water?	Y	N	
If deicing chemicals are used, is there a record of (1) all the types of chemicals used, including Safety Data Sheets, and (2) monthly quantities, either as measured or using best estimates?	Y	N	
Description of the vehicle and equipment wash water disposal method, including the (1) frequency, (2) volume, and (3) destination of said wash water?	Y	N	
Description of the control measures used for collecting or containing contaminated melt water from collection areas used for disposal of contaminated snow?	Y	N	

Significant Spills & Leaks		Notes:	

List of significant spills and leaks over 3-year time period, description of response taken, and actions to prevent similar spills in the future?	Y	N	
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Storm Water Controls		Notes:	
Does the SWPPP describe the <i>non-structural</i> controls that will be used to prevent/reduce discharge of pollutants in storm water runoff?	Y	N	
Does the SWPPP describe the <i>structural</i> controls that will be used to prevent/reduce discharge of pollutants in storm water runoff?	Y	N	
Does the SWPPP describe other controls that will be used to prevent/reduce off-site tracking or blowing of sediment, dust and raw, final or waste materials, or other solid materials and floating debris?	Y	N	
Does the SWPPP incorporate the 8 baseline controls (good housekeeping, minimizing exposure, PM, spill prevention/response procedures, routine inspections and comprehensive site evaluations, employee training, sediment and erosion control, runoff management)?	Y	N	
Does the SWPPP contain completed routine inspection reports/logs regarding reportable implementation of 8 baseline controls?	Y	N	
Does the SWPPP describe the pollutant or activity to be controlled by each selected control and provide an implementation schedule?	Y	N	

Non-Storm Water Discharges		Notes:	
Certification that facility has been tested for non-storm water discharges from the site?	Y	N	
Description of testing method, drainage points, observed results, and date of test?	Y	N	

Inspections

Self-Inspections		Notes:	
In what areas does the airport authority conduct facility inspections?			
Are routine facility inspections conducted at least once each calendar quarter, with at least one member of the SWPPP team participating?	Y	N	
Are routine facility inspections conducted at least once each calendar year during a period when a stormwater discharge is occurring?	Y	N	
During each inspection are the following examined: <ul style="list-style-type: none"> Industrial materials, residue or trash that may have come in contact with stormwater Leaks or spills from industrial equipment, drums, tanks, and other containers Offsite tracking of industrial waste materials, or sediment where vehicles enter or exit the site Tracking or blowing of raw, final or waste materials from areas of no exposure to exposed areas Control measures needing replacement, maintenance or repair 	Y	N	
Are the routine facility inspection findings documented and maintained with the SWPPP?	Y	N	
Does the annual report include the following:	Y	N	

Self-Inspections		Notes:
<ul style="list-style-type: none"> • The inspection date and time; • The name(s) and signature(s) of the inspector(s); • Weather information; • All observations relating to the implementation of control measures at the facility; • Any incidents of noncompliance; and • A statement, signed and certified. 		

Deicing Operations (if applicable)

Deicing	Notes:
What deicing chemicals does the airport authority use for aircraft and runway deicing?	
What control measures does the airport authority implement to reduce discharge of pollutants from runway and aircraft deicing operations?	
Has the airport authority determined whether alternatives to glycol are feasible?	
What runoff management control measures does the airport authority implement to minimize the discharge of pollutants in stormwater from runway and aircraft deicing?	
Has the airport authority ever applied deicing fluids during non-precipitation events?	
What control measures does the airport authority implement to minimize the discharge of pollutants from deicing fluids that are applied during non-precipitation events?	
What is the seasonal timeframe during which deicing activities typically occur?	

Sampling

Monitoring		Notes:	
Are samples collected within 30 minutes of measurable weather events occurring 72 hours after previous measurable weather event?	Y	N	
Are sampling locations appropriate?	Y	N	
Were the samples collected and preserved in accordance with 40 CFR Part 136?	Y	N	
Were proper chain-of-custody procedures followed?	Y	N	

SWPPP Implementation *(complete in field)*

General	
Industrial Activity	<i>(describe principal product, production rate, potential pollutants, areas exposed to precipitation, direction of storm water flow)</i>
Facility Description	<i>(describe age and size of facility, number of employees, hours of operation)</i>

Storm Water Controls	
List the structural and non-structural controls employed by the facility.	<i>(provide a brief description of each)</i>

Storm Water Controls	
Are the controls reasonable and appropriate for the facility?	<i>(indicate "yes" or "no", or if not appropriate, explain)</i>
Are the controls installed correctly and maintained in effective operating condition?	<i>(indicate "yes" or "no", or if not appropriate, explain)</i>
Are the structural and non-structural controls employed by the facility consistent with the SWPPP?	<i>(indicate "yes" or "no" and explain any observed discrepancies)</i>
Provide a brief description of other controls that manage/prevent/minimize storm water runoff.	<i>(e.g., erosion and sediment controls, exposure minimization, diversion structures, pollution prevention, inlet protection/control at storm drains)</i>

Miscellaneous	
Any evidence of discharge to receiving waters?	<i>(e.g., storm water runoff, dry weather discharge, co-mingling of process waste water)</i>
Do the storm water outfalls on-site correspond with those listed on the site map and in SWPPP?	<i>(indicate "yes" or "no", or if not appropriate, explain)</i>

Photograph Log	
1.	
2.	
3.	
4.	

