

# Best Management Practices (BMPs) Checklist

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and

Signed \_\_\_\_\_

Dated \_\_\_\_\_

| Area:               |  | SWPPT Inspector: |   |   |          |
|---------------------|--|------------------|---|---|----------|
| Date of Inspection: |  | Y                | N | X | Comments |
| <b>BMP #1</b>       | <b>Good Housekeeping</b>   |                  |   |   |          |
| 1.1                 | Loose garbage and waste material (including cigarette butts) are picked up and disposed of regularly.  |                  |   |   |          |
| 1.2                 | There is routine inspection for leaks or conditions that could lead to contact with stormwater.  |                  |   |   |          |
| 1.3                 | Adequate space is provided for material transfer and storage, easy access for inspections and to prevent accidental spills.  |                  |   |   |          |
| 1.4                 | Bags of material stored outside are intact and covered from exposure to rainwater.   |                  |   |   |          |
| 1.5                 | Mop water is disposed of down a deep sink. (note: mop water from industrial areas that contains Hazardous Waste such as heavy metals or solvents must be containerized for proper disposal). |                  |   |   |          |
| 1.6                 | Area is absent of windblown dry chemicals and metals.  |                  |   |   |          |
| 1.7                 | Dumpster lids are kept closed, bungs are inserted in dumpster drain holes. Dumpsters are placed away from storm water inlets.  |                  |   |   |          |

**Best Management Practices (BMPs) Checklist**

| Area:               |   | SWPPT Inspector: |   |          |
|---------------------|---|------------------|---|----------|
| Date of Inspection: | Y   | N                | X | Comments |
| <b>BMP #2</b>       | <b>Preventative Maintenance</b>   |                  |   |          |
| 2.1                 | SWPPT Manager is notified and a work order submitted to Public Works in a timely manner for any maintenance on storm water devices (oil, water separator, catch basin, etc.). |                  |   |          |
| 2.2                 | Area is absent of corroded drums.   |                  |   |          |
| 2.3                 | Area is absent of corroded or damaged tanks, tank supports and tank drain valves.   |                  |   |          |
| 2.4                 | Area is absent of corroded or leaking pipes.  |                  |   |          |
| 2.5                 | Area is absent of broken or cracked dikes, walls or other physical barriers designed to prevent stormwater from reaching stored materials.                                    |                  |   |          |
| 2.6                 | Area is absent of leaking pumps and/or hose connections.  |                  |   |          |
| 2.7                 | All liquid discharges that enter the storm water system have been identified and are acceptable per Permit part II, Section A, 6. (a through k).                              |                  |   |          |
| <b>BMP #4</b>       | <b>Spill Prevention and Response</b>  |                  |   |          |
| 3.1                 | The SWPPM has been notified when a change to the outside storage of equipment and materials has occurred.   |                  |   |          |
| 3.2                 | The SPCC plan is being implemented properly.  |                  |   |          |
| <b>BMP #5</b>       | <b>Personnel Training and Record Keeping</b>  |                  |   |          |
| 5.1                 | A SWPPP employee training program is in place.  |                  |   |          |
| 5.2                 | Employees are specifically trained in the areas of spill prevention and response, good housekeeping, and material management practices.                                       |                  |   |          |

**Best Management Practices (BMPs) Checklist**

| Area:               |   | SWPPT Inspector: |   |   |          |
|---------------------|---|------------------|---|---|----------|
| Date of Inspection: |   | Y                | N | X | Comments |
| <b>BMP #6</b>       | <b>Fueling</b>  |                  |   |   |          |
| 6.1                 | Spill/overflow prevention equipment is available at fuel delivery areas, during fuel loading and unloading.   |                  |   |   |          |
| 6.2                 | Dry cleanup methods (sorbent, drip pans, or pads) are used for fuel spills or leaks.  |                  |   |   |          |
| <b>BMP #7</b>       | <b>Vehicle, Aircraft and Equipment Maintenance</b>  |                  |   |   |          |
| 7.1                 | Vehicles, aircraft and equipment are checked for leaking fluids.  |                  |   |   |          |
| 7.2                 | There is a preventative maintenance program and it is being followed for vehicles, aircraft and equipment.  |                  |   |   |          |
| 7.3                 | Liquid wastes (excluding map water) are not poured down drains.   |                  |   |   |          |
| 7.4                 | Wastes stored outside are properly segregated, labeled, covered, and discarded.   |                  |   |   |          |
| 8.5                 | Vehicle batteries are stored on spill containment pallets or within secondary containment out of contact with rainwater.  |                  |   |   |          |
| 7.6                 | Major maintenance activities are performed in covered areas. Minor maintenance outside is performed so as not to let pollutants come into contact with storm water. |                  |   |   |          |
| 7.7                 | Wrecked, non-usable or abandoned vehicles, aircraft, equipment, and containers are stored properly and disposed of promptly.  |                  |   |   |          |
| <b>BMP #8</b>       | <b>Painting Operations</b>  |                  |   |   |          |
| 8.1                 | Painting activities are performed inside in designated areas.   |                  |   |   |          |
| 8.2                 | Wastes from sanding, blasting, or scraping are captured, contained and properly disposed so as not to come into contact with storm water.                           |                  |   |   |          |
| 8.3                 | Paint waste and solvents are stored properly so as not to come into contact with storm water.   |                  |   |   |          |
| 8.4                 | Brushes, rollers, and paint containers are not washed out onto the ground or into the storm water conveyance system.  |                  |   |   |          |

**Best Management Practices (BMPs) Checklist**

| Area:   |   | SWPPT Inspector: |   |   |          |
|---|---|------------------|---|---|----------|
| Date of Inspection:   |   | Y                | N | X | Comments |
| <b>BMP #9</b>   | <b>Vehicle, Aircraft and Equipment Washing</b>  |                  |   |   |          |
| 9.1   | Outside washing is done at an approved washrack.  |                  |   |   |          |
| <b>BMP #10</b>  | <b>Loading and Unloading Materials</b>  |                  |   |   |          |
| 10.1  | Loading and unloading equipment are checked regularly for leaks.  |                  |   |   |          |
| <b>BMP #11</b>  | <b>Liquid Storage in Above Ground Tanks and Drums (none Petroleum, oil or lubricant)</b>                          |                  |   |   |          |
| 11.1  | There are overflow protection devices on tanks.   |                  |   |   |          |
| 11.2  | There are protective guards around tanks and pipes.   |                  |   |   |          |
| 11.3  | Valves are clearly tagged, labeled, and oriented properly.  |                  |   |   |          |
| 11.4  | The tank systems are inspected and tested regularly.  |                  |   |   |          |
| 11.5  | Tanks have a secondary containment system.  |                  |   |   |          |
| 11.6  | Drain valve(s) are properly located and normally in closed and locked position.                                   |                  |   |   |          |
| <b>BMP #12</b>  | <b>Outside Storage Areas</b>  |                  |   |   |          |
| 12.1  | Fuels, raw materials, by-products, intermediates, finished products or process residuals are covered or enclosed. |                  |   |   |          |
| <b>BMP #13</b>  | <b>Site Specific Practices</b>  |                  |   |   |          |
| 13.1  | Hangar doors are closed during rain events.   |                  |   |   |          |
| 13.2  |   |                  |   |   |          |
| 13.3  |   |                  |   |   |          |
| 13.4  |   |                  |   |   |          |
| <p>NOTES:<br/>                     1) Y - Yes, BMP applies and area is in compliance.<br/>                     2) N - No, BMP applies and area is not in compliance.<br/>                     3) X - BMP does not apply.</p> <p>REV. Feb 2013</p> |   |                  |   |   |          |