

## Stormwater Pollution Prevention Facility Self Audit

Review each question and check the appropriate box to determine if your facility is incorporating stormwater pollution prevention in daily operations. This checklist may be used to identify opportunities for improvement in pollution prevention as well as to document practices that the facility uses to prevent stormwater pollution.

### Facility Operation

|  | Yes | No | Not<br>Applicable | Can't<br>Determine |
|--|-----|----|-------------------|--------------------|
| Are vehicles parked indoors or under a roof when not in use?   |     |    |                   |                    |
| Are operations such as vehicle washing, vehicle maintenance, draining of fluids, storage of fluids and waste performed under a roof or inside? |     |    |                   |                    |
| Are vehicles washed regularly to remove contamination and prevent it from polluting stormwater?  |     |    |                   |                    |
| Is wash water treated in an oil-water separator prior to discharge?  |     |    |                   |                    |
| Is process water diverted to a trench drain system to collect contaminated run-off inside work areas?  |     |    |                   |                    |
| Is process water from the trench drain system treated in an oil-water separator prior to discharge?  |     |    |                   |                    |
| Are solids cleaned out of the oil-water separator and trench drain system regularly?   |     |    |                   |                    |
| When working outdoors, is contaminated process water and sediment collected to prevent it from mingling with and contaminating stormwater?     |     |    |                   |                    |
| Are drains inside the facility connected to a sanitary sewer?  |     |    |                   |                    |

## Fluids Management

|   | Yes | No | Not Applicable | Can't Determine |
|---|-----|----|----------------|-----------------|
| Are fluids in tanks or drums stored with an appropriate amount of secondary containment?                              |     |    |                |                 |
| Are drum-top pads used for leaks and spills that occur during transfer of fluids?                                     |     |    |                |                 |
| Are fluids drained over a drip pan or pad?  |     |    |                |                 |
| Are funnels or pumps used when transferring fluids?   |     |    |                |                 |
| Are drip pans placed under leaks?   |     |    |                |                 |
| Are containers maintained in good condition, closed, covered and away from equipment that can cause them to tip over? |     |    |                |                 |
| Are containers stored inside or under a roof?   |     |    |                |                 |
| Are containers inspected regularly?   |     |    |                |                 |
| Are all containers labeled in a manner that describes the contents adequately?  |     |    |                |                 |
| Are absorbent pads used on drum tops to catch spills?   |     |    |                |                 |
| Is a closed-loop parts washer system used (contains solvent)?   |     |    |                |                 |
| Is the parts-washer lid kept closed when not in use?  |     |    |                |                 |
| Is a contract in place with a parts washer service company to change out spent solvent?                               |     |    |                |                 |
| Has the possibility of using an aqueous-based parts washer been explored?   |     |    |                |                 |
| Are fluids stored in appropriate containers and/or storage cabinets?  |     |    |                |                 |

|  | Yes | No | Not<br>Applicable | Can't<br>Determine |
|--|-----|----|-------------------|--------------------|
| Are storage areas kept clean and well organized? |     |    |                   |                    |
| Are storage areas labeled clearly?               |     |    |                   |                    |

### Leak and Spill Prevention and Control

|  | Yes | No | Not<br>Applicable | Can't<br>Determine |
|--|-----|----|-------------------|--------------------|
| Are vehicles inspected daily for leaks?                      |     |    |                   |                    |
| Is spill control equipment and absorbents readily available? |     |    |                   |                    |
| Are emergency phone numbers posted in the area?              |     |    |                   |                    |
| Are material safety data sheets (MSDS's) readily available?  |     |    |                   |                    |
| Are spills cleaned up immediately?                           |     |    |                   |                    |
| Are employees trained annually on spill prevention?          |     |    |                   |                    |

### Oil Management

|  | Yes | No | Not<br>Applicable | Can't<br>Determine |
|--|-----|----|-------------------|--------------------|
| Is oil changed indoors over concrete, sloped to a drain or curbed surface? |     |    |                   |                    |
| Is oil changed over a drip pan or pad?                                     |     |    |                   |                    |
| Are funnels or pumps used when transferring oil?                           |     |    |                   |                    |

|  | Yes | No | Not<br>Applicable | Can't<br>Determine |
|--|-----|----|-------------------|--------------------|
| Are drip pans placed immediately under any oil leak?                                 |     |    |                   |                    |
| Is waste oil stored indoors when possible and with secondary containment?            |     |    |                   |                    |
| Are waste oil containers in good condition, closed, labeled and inspected regularly? |     |    |                   |                    |
| Is anything else mixed with waste oil?   |     |    |                   |                    |
| Is waste oil recycled?   |     |    |                   |                    |

### Antifreeze

|  | Yes | No | Not<br>Applicable | Can't<br>Determine |
|--|-----|----|-------------------|--------------------|
| Is antifreeze changed indoors over concrete that is sloped to drain or curbed surface? |     |    |                   |                    |
| Is antifreeze drained over a drip pan or pad?  |     |    |                   |                    |
| Are funnels or pumps used when transferring antifreeze?                                |     |    |                   |                    |
| Are drip pans placed immediately under any leak?                                       |     |    |                   |                    |
| Is waste antifreeze stored indoors when possible with secondary containment?           |     |    |                   |                    |
| Are containers kept in good condition, closed, labeled and inspected regularly?        |     |    |                   |                    |
| Is antifreeze mixed with any other wastes?   |     |    |                   |                    |
| Is waste antifreeze recycled?  |     |    |                   |                    |

## Lead-Acid Batteries

|  | Yes | No | Not<br>Applicable | Can't<br>Determine |
|--|-----|----|-------------------|--------------------|
| Are lead-acid batteries stored indoors over a curbed impermeable surface?            |     |    |                   |                    |
| Are intact batteries stored on an acid resistant rack or tub?                        |     |    |                   |                    |
| Are cracked or leaking batteries stored in closed leak-proof and labeled containers? |     |    |                   |                    |
| Is the date each battery was placed into storage recorded?                           |     |    |                   |                    |
| Are batteries stacked more than 5 high?  |     |    |                   |                    |
| Are batteries inspected regularly for leaks?   |     |    |                   |                    |
| Are acid neutralizing agents, such as baking soda, available in case of leaks?       |     |    |                   |                    |
| Are batteries recycled?  |     |    |                   |                    |
| Are batteries stored longer than 6 months before recycling?                          |     |    |                   |                    |
| Are lead cable ends left on the batteries to be recycled?                            |     |    |                   |                    |

## Tires

|   | Yes | No | Not<br>Applicable | Can't<br>Determine |
|---|-----|----|-------------------|--------------------|
| Are tires stored indoors?   |     |    |                   |                    |
| If tires are stored outdoors, is the tire pile covered?                       |     |    |                   |                    |
| Are tires recycled frequently to keep the number of tires stored on site low? |     |    |                   |                    |

### Fueling Areas

|  | Yes | No | Not Applicable | Can't Determine |
|--|-----|----|----------------|-----------------|
| Is fueling performed under a canopy?   |     |    |                |                 |
| Are spill cleanup materials available at the fueling area?                                     |     |    |                |                 |
| Is the fueling handle lock disconnected so the person fueling must attend the fueling process? |     |    |                |                 |
| Are breakaway valves used on fueling hoses?  |     |    |                |                 |
| Is fueling area stormwater runoff treated in an oil-water separator?                           |     |    |                |                 |
| Are all fuel deliveries monitored?   |     |    |                |                 |
| Is the fueling automatic stop inspected regularly to ensure proper function?                   |     |    |                |                 |

### Rags, Oil-Absorbing Pads, Towels and Clothing

|   | Yes | No | Not Applicable | Can't Determine |
|---|-----|----|----------------|-----------------|
| Are oil rags and absorbent pads stored in appropriate containers and disposed of properly?  |     |    |                |                 |
| Are reusable oily materials such as towels and clothing maintained through a commercial laundering service or an in-house washing machine that discharges to a sanitary system through and oil-water separator? |     |    |                |                 |

### Salt Storage

|   | Yes | No | Not Applicable | Can't Determine |
|---|-----|----|----------------|-----------------|
| Are salt piles stored in a salt storage building or under a roof? |     |    |                |                 |

|  | Yes | No | Not<br>Applicable | Can't<br>Determine |
|--|-----|----|-------------------|--------------------|
| Are salt spills at a facility cleaned up promptly? |     |    |                   |                    |
| Does stormwater drain away from the salt pile?     |     |    |                   |                    |

**Miscellaneous Storage Piles**

|   | Yes | No | Not<br>Applicable | Can't<br>Determine |
|---|-----|----|-------------------|--------------------|
| Are piles of spoils, asphalt, street cuts, etc. stored at the facility under a roof or cover? |     |    |                   |                    |
| Are spills of miscellaneous debris on facility grounds cleaned up promptly?                   |     |    |                   |                    |

**Facility Stormwater Runoff**

|  | Yes | No | Not<br>Applicable | Can't<br>Determine |
|--|-----|----|-------------------|--------------------|
| Is uncontaminated stormwater prevented from mixing with process areas? |     |    |                   |                    |

**Comments/Action Items**

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**Inspected by:** \_\_\_\_\_

**Date:** \_\_\_\_\_