

BEST MANAGEMENT PRACTICE (BMP) CHECKLIST

The BMPs listed below are suggested measures to control the discharge of pollutants to the stormwater drainage system. It is encouraged to employ additional BMPs if they will control pollutants in an effective manner. If the inspector has lined out a BMP this indicates BMP is not applicable to the facility. If the inspector has circled a BMP this indicates BMP is not being implemented or is not being implemented properly

A. MINIMUM BMPs - APPLICABLE TO ALL FACILITIES

1. Termination of all non-stormwater discharge to storm drain.
2. General good housekeeping.
3. Spill prevention and control procedures in place.
4. Soil erosion control
5. Employee training program on stormwater issues
6. Post on-site storm drains to indicate they are not to receive liquid or solid wastes
7. Regular cleaning of storm drainage system
8. Absorbent and cleaning materials on hand for use
9. Stormwater runoff routed around operating, processing, fueling, cleaning and storage areas
10. Hose bibs eliminated or posted
11. Proper disposal of air conditioning, cooling tower, and condensate drains

B. VEHICLE/EQUIPMENT FUELING

1. Fueling area design minimizes storm water exposure
2. Covered fueling area
3. Perimeter drain or pavement sloped to containment sump
4. UST equipped with spill and overflow protection
5. Above ground tanks within spill containment

C. VEHICLE & EQUIPMENT WASHING/STEAM CLEANING

1. Use offsite commercial washing and cleaning businesses
2. Covered designated wash area, sewerage under permit
3. Exposed designated wash area, sewerage w/RDS, permit
4. Covered designated wash area, containment sump, permit
5. Exposed designated wash area, containment sump, permit
6. Water recirculation/reclamation system used
7. Demineralized/ultra-pure water spray rinse, no runoff
8. Portable containment and vacuum collection of wastewater
9. Onsite washing by vendor, wastewater disposal offsite
10. Onsite washing by vendor, wastewater collected and disposed onsite, permit

D. GROUNDS MAINTENANCE

1. Leaving or planting native vegetation to reduce maintenance
2. Careful use of pesticides and fertilizers in landscaping
3. Integrated pest management where appropriate
4. Sweeping of paved surfaces

E. VEHICLE & EQUIPMENT MAINTENANCE AND REPAIR

1. Equipment kept clean, build-up of oil and grease avoided
2. Drip pans or containers available where needed
3. Covered designated maintenance area w/ spill containment
4. Exposed designated maintenance area w/ spill containment
5. Recycle greases, used oil, oil filters, antifreeze, cleaning solutions, automotive batteries, hydraulic and trans. fluids
6. Use non-toxic chemicals for maintenance when possible
7. Store idle equipment under cover

F. OUTDOOR LOADING AND UNLOADING OF MATERIALS

1. Operations within designated area w/spill containment
2. Fully covered loading/unloading docks
3. Partially covered loading/unloading docks
4. Seal or door skirt between trailer and building
5. Truck well w/manual sump pump, spill procedure posted
6. Truck well w/RDS system and permit. Spill procedure posted
7. Drip pans or containers used under hoses or transfer operations

G. OUTDOOR PROCESS/EQUIPMENT

1. Maintain activity indoors
2. Cover the area with a permanent roof
3. Stormwater runoff routed around process area
4. Process wastes piped directly to sewer pretreatment system
5. Spill containment for process areas
6. Air emission control equipment under AQMD permit

H. OUTSIDE STORAGE

1. Store materials indoors
2. Cover storage area with fixed roof or temporary cover
3. Store materials on paved or impervious surfaces
4. Store materials within containment berms
5. Sweep and maintain routes to and from storage areas

I. WASTE HANDLING AND DISPOSAL

1. Recycle materials within plant or to offsite facilities
2. Valid sewer disposal permit and pretreatment system in place
3. Hazardous waste generator license or permit in place
4. Wastes segregated by type, labeled, and dated
5. Waste storage/pretreatment areas clean and free of spill or leaks
6. Proper records maintained on waste storage and disposal

CRITICAL SOURCE SUPPLEMENT

If the inspector has lined out a BMP this indicates BMP is not applicable to the facility. If the inspector has circled a BMP this indicates BMP is not being implemented or is not being implemented properly.

RESTAURANTS

1. Has received educational materials on stormwater pollution prevention practices
2. Keeps trash bin area clean and trash bin lids closed, does not fill trash bin with washout water or any other liquid, ensures that only watertight containers are used.
3. Trains employees to properly manage waste materials as well as to implement other stormwater pollution prevention practices
4. Does not pour oil and grease or oil and grease residue onto a parking lot, street or adjacent catch basin
5. Does not allow illicit discharges, such as discharges of wash water from floor mats, floors, porches, filters, garbage/trash containers, parking lots, alleys, sidewalks and street areas (in the immediate vicinity of the establishment)
6. Removes food waste, rubbish, or other materials from parking lot areas in a sanitary manner that does not create a nuisance or discharge to the storm drain

AUTOMOTIVE SERVICES

1. Has received educational materials on stormwater pollution prevention practices
2. Keeps trash bin area clean and trash bin lids closed, does not fill trash bin with washout water or any other liquid, ensures that only watertight containers are used.
3. Trains employees to properly manage hazardous materials and waste as well as to implement other stormwater pollution prevention practices
4. Is aware that wash down of outside areas to the storm drain is prohibited
5. Labels, inspects, and routinely cleans storm drain inlets and catch basins that are located on the facility's property
6. Maintains the facility area so that it is clean and dry and without evidence of excessive staining
7. Implements housekeeping BMPs to prevent spills and leaks
8. Properly discharges wastewaters to a sanitary sewer and/or contains wastewaters for transfer to a legal point of disposal
9. Properly manages raw and waste materials including proper disposal of hazardous waste
10. Protects outdoor work and storage areas to prevent contact of pollutants with rainfall and runoff stormwater pollution prevention practices

RETAIL GASOLINE OUTLET/AUTOMOBILE DEALERSHIP

1. Has received educational materials on stormwater pollution prevention practices
2. Keeps trash bin area clean and trash bin lids closed, does not fill trash bin with washout water or any other liquid, ensures that only watertight containers are used
3. Trains employees to properly manage hazardous materials and waste as well as to implement other stormwater pollution prevention practices
4. Is aware that wash down of outside areas to the storm drain is prohibited
5. Labels, inspects, and routinely cleans storm drain inlets and catch basins that are located on the facility's property
6. Routinely sweeps fuel-dispensing areas for removal of litter and debris, and keep rags and absorbent ready for use in case of leaks and spills
7. Is aware of design flaws (such as grading that doesn't prevent run-on or inadequate roof covers and berms) and that equivalent BMPs are implemented
8. Posts signs close to fuel dispensers, which warn vehicle owners/operators against "topping off" of vehicle fuel tanks and installation of automatic shutoff fuel dispensing nozzles
9. Routinely checks air/water supply areas and cleans leaks and drips

COMMENTS:
