



Municipal Tenant Stormwater Pollution Prevention Plan (SWPPP)

1. Facility Information

Tenant Name:	Lease No:
Facility/Location:	Acres Leased:
Business Description/Activities:	
Street Address:	
Local Mailing Address:	
Contact Name/Title:	
Phone No:	E-mail:
Emergency (After Hours) Contact:	Phone:
SWPPP Approved By Name:	Role:
Signature:	Date:

2. Discharge Information

Does this facility discharge stormwater directly to surface waters? Yes No

Receiving Waterbody: _____

Does this facility discharge stormwater to a municipal stormwater system? Port City No

Does this facility discharge stormwater to the combined sewer? Yes No

NAICS Code(s): _____

3. Stormwater Pollution Prevention Team

The Pollution Prevention Team is responsible for implementing BMPs to control stormwater pollution at the site. Team members are responsible for inspections, operation and maintenance, operational source controls, employee and tenant training, emergency response and other activities necessary to implement the SWPPP. The Pollution Prevention Team consists of:

Staff Names/Title	Individual Responsibilities (Specific BMP Selection, BMP Implementation and maintenance, updates to this SWPPP Short Form, etc.)
Supervisor:	Supervising SWPPP implementation, planning structural BMPs, updating the SWPPP as necessary, coordinating activities with the Port of Seattle, and recordkeeping.
Maintenance:	Inspecting stormwater system and BMPs, coordinating maintenance with outside contractor, and implementing operational BMPs.
All Employees	Good housekeeping, promptly reporting spills, drips and leaks, appropriately storing materials and wastes, and implementing operational BMPs.
Other Role:	
Other Role:	



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4. Required Citywide BMPs

Best Management Practices (BMPs) for managing stormwater quality are “a series of actions that are designed to prevent and reduce stormwater pollution.” Volume 4, Chapter 2 of the [City of Seattle's Source Control Stormwater Manual](#) identifies BMPs applicable to all operators and occupants of real property within the City of Seattle to minimize pollutants from leaving a site or property. Table 1 lists required Citywide BMPs that must be implemented by operators and occupants on all real property within the City of Seattle. Check the appropriate box to indicate if the tenant or Port is responsible for implementing each BMP. Tenants are responsible for all Stormwater BMPs unless otherwise agreed to in writing with the Port. Contact your Property Manager if you are not sure who is responsible.

Table 1. Required City-Wide BMPs

BMP	Activity	Port	Tenant
SWPPP Team	Fulfill Pollution Prevention Team responsibilities.		
BMP 1 - Eliminate Illicit Connections	Perform dry season inspection - examine plumbing systems to identify any potential illicit connections.		
	Contact the Port of Seattle Stormwater Program Manager if illicit connections are identified.		
BMP 2 - Perform Routine Maintenance	Inspect all conveyance, detention and treatment systems at least annually and clean or repair structures. See Appendix C.		
	Clean catch basins when they are more than half full, when sediment is within 6 inches of the bottom of the lowest pipe, or when there are obvious visible signs of pollution.		
	All catch basins are required to have outlet traps. When unable to install an outlet trap, evaluate installing one in appropriate downstream location.		
	Properly dispose of all solids, polluted material, and stagnant water collected through system cleaning.		
	Consider posting “Dump No Waste” or other warning signs adjacent to inlets/catch basins where possible.		
BMP 3 - Dispose of Fluids and Wastes Properly	Dispose of wastes in accordance with applicable regulations by: <ul style="list-style-type: none"> • recycling, • disposing in a municipal solid waste facility, • disposing in a hazardous waste facility, or • discharging to sanitary sewer. 		
BMP 4 - Proper Storage of Solid Wastes	Store wastes in suitable containers.		
	Storage containers must have leakproof lids and be kept closed.		
	Check storage containers for damage and replace them if they are leaking, corroded, or otherwise deteriorating.		
	Sweep waste area. When washing the area, contain and properly dispose of washwater.		
	Drain dumpsters, dumpster pads, and trash compactors to the sanitary sewer.		
	Clean up leaks and spills as they occur.		
	Keep the area around used oil and grease storage containers clean and free of debris. Properly locate and label containers.		
	Do not overfill containers.		



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BMP	Activity	Port	Tenant
BMP 5 - Spill Prevention and Cleanup	Clearly mark or label all containers that contain potential pollutants.		
	Store and transport liquid materials in appropriate containers with tight-fitting lids.		
	Place drip pans underneath all containers, fittings, valves, and where materials are likely to spill or leak. Check drip pans periodically.		
	Use tarpaulins, ground cloths, or drip pans in areas where materials are mixed, carried, and applied.		
	Train employees on the safe techniques for handling materials and to check for leaks and spills.		
	Develop and implement a spill plan and update it annually or whenever there is a change in activities or staff responsible for spill cleanup. See Appendices A and B.		
	Store spill cleanup kits near areas with a high potential for spills.		
	Promptly contain and clean up leaks and spills. In the event of a spill, implement the spill plan immediately.		
BMP 6 - Provide Oversight and Training for Staff	Train all team members annually in the operation, maintenance, and inspection of BMPs. Keep training records on file.		
	Train all team members annually in spill cleanup.		
	Assign an employee to oversee implementation and management of stormwater source control BMPs.		
BMP 7 - Site Maintenance	Where feasible, locate pollution generating activities away from inlets/catch basins, conveyance pipes, and ditches.		
	Sweep paved areas as needed.		
	Do not hose down or otherwise transport pollutants from any area to the ground, drainage system, combined sewer, or receiving water.		
	Promptly contain and clean up solid and liquid leaks and spills.		
	Inspect areas used for loading and unloading, material/waste storage, and vehicle parking as needed to prevent pollutant transport off site or to the drainage system.		
	Place drip pans, absorbent pads or other containment vessels below leaking vehicles. Properly dispose of collected oil and used absorbents.		

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5. Activity Specific BMPs for Stormwater Drainage and Combined Sewer Areas

In addition to the Citywide BMPs identified in Table 1, there are additional source control BMPs that may be required depending on the specific commercial and industrial activities that occur or will occur on a site. These BMPs must be implemented in areas that drain to the stormwater system, public combined sewer, or directly into receiving waters. Volume 4, Chapter 2.2 of the [City of Seattle's Source Control Stormwater Manual](#) identifies activity-specific BMPs and when they are applicable. Check the appropriate boxes in Table 2 for all activities that are conducted in an area within the leasehold that could impact the stormwater system, combined sewer system, or receiving waters. Contact the Port of Seattle Stormwater Program Manager if you are not sure if a BMP is applicable.

Table 2. Activity-Specific BMP Selection Worksheet for Stormwater and Combined Sewer Areas

Activity	BMP Applicable?
BUSINESS AND PUBLIC ENTITY BMPs FOR SPECIFIC ACTIVITIES	
BMP 9: Fueling at Dedicated Stations <ul style="list-style-type: none"> Applies to gas stations, pumps at fleet vehicle yards or shops, and other privately owned pumps, including construction sites. 	<input type="checkbox"/>
BMP 10: Mobile Fueling of Vehicles and Heavy Equipment <ul style="list-style-type: none"> Applies to filling fuel tanks of vehicles and equipment by means of tank trucks driven to sites where the vehicles are located (also known as mobile fueling, fleet fueling, wet fueling, or wet hosing). 	<input type="checkbox"/>
BMP 11: In-Water and Over-Water Fueling <ul style="list-style-type: none"> Applies to businesses and public agencies that operate a facility used for transfer of fuels from a stationary station to vehicles or equipment in water 	<input type="checkbox"/>
BMP 12: Maintenance and Repair of Vehicles and Equipment <ul style="list-style-type: none"> Applies to removing and replacing oil, fuel, engine oil, and other fluids such as battery acid, coolants, and transmission and brake fluids in vehicles and equipment. It also applies to mobile vehicle maintenance operations. 	<input type="checkbox"/>
BMP 13: Concrete and Asphalt Mixing and Production <ul style="list-style-type: none"> Applies to the mixing of raw materials on the site to produce concrete or asphalt or the making of concrete or asphalt products 	<input type="checkbox"/>
BMP 14: Concrete Pouring, Concrete/Asphalt Cutting, and Asphalt Application <ul style="list-style-type: none"> Applies to construction site, driveway, and parking lot resurfacing and cutting 	<input type="checkbox"/>
BMP 15: Recycling, Wrecking Yard, and Scrap Yard Operations <ul style="list-style-type: none"> Applies to scrapped equipment, vehicles, construction materials, and assorted recyclables 	<input type="checkbox"/>
BMP 16: Storage of Liquids in Aboveground Tanks <ul style="list-style-type: none"> Applies to all liquids in aboveground tanks 	<input type="checkbox"/>

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6. Activity Specific BMPs for Stormwater Drainage Areas

In addition to the BMPs identified in Tables 1 and 2, there are additional source control BMPs that may be required depending on the specific commercial and industrial activities that occur or will occur on a site, except sites/areas that drain only to the combined sewer. Volume 4, Chapters 3 of the [City of Seattle's Source Control Stormwater Manual](#) identifies activity-specific BMPs and when they are applicable. Check the appropriate boxes in Table 3 for all activities that conducted in an area within the leasehold that could impact the drainage system or receiving waters. Contact the Port of Seattle Stormwater Program Manager if you are not sure if a BMP is applicable.

Table 3. Activity-Specific BMP Selection Worksheet for Stormwater Drainage Areas

Activity	BMP Applicable?
CLEANING OR WASHING	
<p>BMP 17: Cleaning or Washing Applies to all outdoor washing activities, including the following:</p> <ul style="list-style-type: none"> • Cleaning or washing of tools, engines, manufacturing equipment, vents, filters, pots and pans, grills, and floor mats. • Fleet vehicle yards, car dealerships, car washes, and maintenance facilities. • Mobile washing, including carpet cleaning, pressure washing, truck washing, etc. 	<input type="checkbox"/>
TRANSFER OF LIQUID OR SOLID MATERIALS	
<p>BMP 18: Loading and Unloading of Liquid or Solid Material</p> <ul style="list-style-type: none"> • Applies to loading and unloading of liquid or solid materials. 	<input type="checkbox"/>
PRODUCTION AND APPLICATION ACTIVITIES	
<p>BMP 19: Manufacturing and post-processing of metal products</p> <ul style="list-style-type: none"> • Applies to mills, foundries, and fabricators that manufacture or process metal products. Activities may include machining, grinding, soldering, cutting, welding, quenching, etching, bending, coating, cooling, and rinsing. 	<input type="checkbox"/>
<p>BMP 20: Processing and Storage of Treated Wood</p> <ul style="list-style-type: none"> • Applies to chemical preservative treatment of wood, as well as outdoor storage. 	<input type="checkbox"/>
<p>BMP 22: Landscaping and Vegetation Management</p> <ul style="list-style-type: none"> • Applies to grading, storage of landscape materials, soil transfer, vegetation removal, pesticide and fertilizer applications, and watering 	<input type="checkbox"/>
<p>BMP 23: Painting, Finishing, and Coating Activities</p> <ul style="list-style-type: none"> • Applies to surface preparation and the applications of paints, finishes, and/or coatings to vehicles, boats, buildings and equipment. 	<input type="checkbox"/>
<p>BMP 25: Manufacturing Activities</p> <ul style="list-style-type: none"> • Applies to manufacturing activities outdoor processing, fabrication, mixing, milling, or refining. 	<input type="checkbox"/>

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STORAGE AND STOCKPILING	
<p>BMP 26: Storage or Transfer of Leachable or Erodible Materials</p> <ul style="list-style-type: none"> • Applies to storage and transfer of leachable and erodible materials, including, but not limited to: gravel, sand, salts, topsoil, compost, logs, sawdust, wood chips, lumber and other building materials, concrete, and non-coated galvanized metal or other leachable metal. 	<input type="checkbox"/>
<p>BMP 27: Temporary Storage or Processing of Fruits, Vegetables or Grains</p> <ul style="list-style-type: none"> • Applies to storage of fruits, vegetables, and grains outdoors before processing or sale, or that crush, cut, or shred for wines, beer, frozen juices, or other food and beverage products. 	<input type="checkbox"/>
<p>BMP 28: Portable Container Storage</p> <ul style="list-style-type: none"> • Applies to all containers used for temporary and permanent storage. 	<input type="checkbox"/>
DUST, SOIL EROSION, AND SEDIMENT CONTROL	
<p>BMP 29: Dust Control in Disturbed Land Areas and on Unpaved Roadways and Parking Lots</p> <ul style="list-style-type: none"> • Applies to dust control measures in disturbed land areas or on unpaved roadways and parking lots. 	<input type="checkbox"/>
<p>BMP 30: Dust Control at Manufacturing Sites</p> <ul style="list-style-type: none"> • Applies to grain dust, sawdust, coal, gravel, crushed rock, cement, boiler fly ash and other airborne polluting materials. 	<input type="checkbox"/>
<p>BMP 31: Soil Erosion and Sediment Control at Industrial Sites</p> <ul style="list-style-type: none"> • Applies to industrial activities that take place on soil. 	<input type="checkbox"/>
<p>BMP 34: Boat Building, Maintenance, and Repair</p> <ul style="list-style-type: none"> • Applies to all types of maintenance, repair, and building operations at shipyards, ports, and marinas. 	<input type="checkbox"/>
<p>BMP 37: Maintenance and Management of Roof and Building Drains at Manufacturing and Commercial Buildings</p> <ul style="list-style-type: none"> • Applies to maintenance and management of roofs and sides of manufacturing and commercial buildings. 	<input type="checkbox"/>
<p>BMP 39: Maintenance of Public and Private Utility Corridors and Facilities</p> <ul style="list-style-type: none"> • Applies to maintenance activities related to public and private utilities, including pipelines, pump stations, rights-of-way, and transmission corridors. 	<input type="checkbox"/>
<p>BMP 40: Maintenance of Roadside Ditches</p> <ul style="list-style-type: none"> • Applies to activities related to the maintenance of roadside ditches. 	<input type="checkbox"/>
<p>BMP 48: Goose Waste</p> <ul style="list-style-type: none"> • Applies to areas with deposition of goose waste near water bodies • Refer to SWMMWW Volume IV S452 BMPs for Goose Waste 	<input type="checkbox"/>
<p>BMP 49: Pesticides and an Integrated Pest Management Program</p> <ul style="list-style-type: none"> • Applies to business and public agencies that use pesticides • Refer to SWMMWW Volume IV S435 BMPs for Pesticides and an Integrated Pest Management Program 	<input type="checkbox"/>
<p>BMP 50: Storage of Dry Pesticides and Fertilizers</p> <ul style="list-style-type: none"> • Applies to storage of dry pesticides and fertilizers not stored under cover • Refer to SWMMWW Volume IV S444 BMPs for the Storage of Dry Pesticides and Fertilizers 	<input type="checkbox"/>



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Table 3. Activity-Specific BMP Selection Worksheet for Stormwater Drainage Areas

Activity	BMP Applicable?
OTHER ACTIVITIES	
BMP 52: Dock Washing <ul style="list-style-type: none"> • Applies to the general public, businesses, and public agencies that are involved in dock washing • Refer to SWMMWW Volume IV S434 BMPs for Dock Washing 	<input type="checkbox"/>
BMP 53: Roof Vents <ul style="list-style-type: none"> • Applies to business and public agencies that have roof vents • Refer to SWMMWW Volume IV S447 BMPs for Roof Vents 	<input type="checkbox"/>

7. Additional Information

Insert additional information related to the site operations and activities that is not already described in the above sections.

References

SDCI Director’s Rule 10-2021/SPU Director’s Rule DWW-200. Stormwater Manual Volume 4 of 5: Source Control. City of Seattle, Seattle Public Utilities, Department of Planning and Development, July 2021.
 Washington State Department of Ecology. Stormwater Management Manual for Western Washington. Water Quality Program. July 2019.

Appendices

Appendix A – Spill Notification Procedures
 Appendix B – Spill Plan Template
 Appendix C – SWPPP Inspection Form

SITE MAP

Importance of Spill Response & Reporting

The Port of Seattle (Port) protects and preserves the natural environmental and human health and safety while ensuring safe and efficient maritime activities. This document provides guidance on how to proceed for spills to land or water, including situations where hazardous materials may threaten life, health, or the environment. A sample form is on page 2.

Landside Spills Notification

If you see evidence of or actions causing a spill on-land:

1. Contact Port's 24-hr Marine Maintenance Dispatch: **(206) 787-3350**

Waterside Spills Notification

If you see a sheen or other evidence of a spill in waterways, follow this (*if there is NOT clear evidence that spilled material is in waterway, or if the waterside spill began on land, refer to Landside Spills for reporting*):

1. Report spill to National Response Center (NRC) and the Washington Emergency Management Division (WaEMD):
 - NRC: **(800) 424-8802**
 - WaEMD: **(800) 258-5990**
2. Contact Port of Seattle 24-hr Marine Maintenance Dispatch: **(206) 787-3350**

Other Emergencies

In the event of a **hazardous material or waste release, fire, or other emergency** that could be a danger to environment or human safety and health, immediately call:

1. Seattle Fire Department & Police: 911 AND
2. Port of Seattle Police: (206) 433-5400

Maritime Division – Environmental Incident Notification Guide

Seaport Environmental Incident Notification Procedures

This is a sample form that shows information needed to help respond and report during an environmental incident or spill

Reporting Party	
Name:	Organization:
Phone #	
Responsible Party	
Name:	Organization:
Phone #	
Incident Information	
Drainage structure impact?	
Material involved:	
Incident description:	
Amount released (estimate):	
Spill/sheen length:	Spill/sheen width:
Color (rainbow, silver, grey?):	Odor:
Weather conditions:	
Actions taken:	
Incident date:	Time of discovery:
Location/facility:	
NRC report # (if applicable):	

Appendix B

SPILL RESPONSE AND CLEANUP PLAN		
Company Name		Date
Site Address		Runoff Drains to
FACILITY ACTIVITIES (Check all that apply)		
<input type="checkbox"/> Fueling & fuel transfer <input type="checkbox"/> Loading/unloading of products <input type="checkbox"/> Outdoor manufacturing <input type="checkbox"/> Landscape construction/maintenance <input type="checkbox"/> Outside drum or container storage <input type="checkbox"/> Outside storage of uncovered materials <input type="checkbox"/> Vehicle, equipment & building washing <input type="checkbox"/> Other:		
LIQUIDS STORED ONSITE (Check all that apply)		
<i>Cleaning Products</i> <input type="checkbox"/> Bleach <input type="checkbox"/> Drain cleaners <input type="checkbox"/> Sanitizers <input type="checkbox"/> Soaps <input type="checkbox"/> Other	<i>Solvents & Paints</i> <input type="checkbox"/> Solvents, degreasers <input type="checkbox"/> Paint thinner, turpentine <input type="checkbox"/> Paints, coatings, sealers <input type="checkbox"/> Preservatives <input type="checkbox"/> Other liquids	<i>Petrochemicals</i> <input type="checkbox"/> Antifreeze <input type="checkbox"/> Brake and transmission fluid <input type="checkbox"/> Gasoline <input type="checkbox"/> Oil (motor, cutting) <input type="checkbox"/> Hydraulic fluids
<i>Food Preparation/Waste</i> <input type="checkbox"/> Cooking Oil <input type="checkbox"/> Grease <input type="checkbox"/> Other liquids	<i>Acids, Bases, Chemicals</i> <input type="checkbox"/> Acid <input type="checkbox"/> Ammonia <input type="checkbox"/> Caustic, base, lye <input type="checkbox"/> Photographic chemicals	<i>Other</i> <input type="checkbox"/> Fertilizers <input type="checkbox"/> Inks, dyes <input type="checkbox"/> Other liquids <input type="checkbox"/> Pesticides, herbicides

SPILL RESPONSE AND CLEANUP PLAN, CONTINUED

CONTACTS

Title	Name	Phone Numbers
Site Manager		
Environmental Officer		
Onsite Spill Cleanup Coordinator		
Backup Spill Cleanup Coordinator		
Business Owner		
Cleanup Contractor		

Potential Spill Areas (list all locations)

Spill Material & Spill Kit Locations (list all locations)

Attach a Site Plan

SPILL RESPONSE AND CLEANUP PLAN, CONTINUED

ADDITIONAL INFORMATION

Provide a description of any additional emergency cleanup and disposal procedures not listed above that you will use at your site, or any other special conditions that exist:

SPILL RESPONSE AND CLEANUP PLAN, CONTINUED

SPILL REPORTING

Stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified;
- The spill is small and easily contained; and
- The responder is aware of the chemical's hazardous properties.

Spill clean up

- Alert the manager/owner of property where the spill has occurred.
- Obtain personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information.
- Stop the source of the spill (upright container, plug leak, etc.).
- Seal off storm drains with berms or drain covers and stop any spread of the spill.
- Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed.
- Use pads and/or granular sorbent to clean up spilled material. Loose spill-control material should be distributed over the entire spill area, working from the outside, circling to the inside. When spilled materials have been absorbed, use brush and scoop to place materials in an appropriate container.
- Let pads sit on spill to absorb spilled material.
- Remove spent pads and/or sorbent and dispose of properly.

If a spill or release cannot be controlled or injuries have occurred due to the release the following procedures should be implemented:

- Summon help or alert others of the release;
- Evacuate the immediate area and provide care to the injured - Call 911;
- If potential fire or explosion hazards exist, initiate evacuation procedures - Call 911;
- Respond defensively to any uncontrolled spills:
- Use appropriate personal protective equipment when responding to any spill;
- Attempt to shut off the source of the release (if safe to do so);
- Eliminate sources of ignition (if safe to do so);
- Protect drains by use of adsorbent, booms or drain covers (if safe to do so).
- Notify the onsite emergency contacts;
- Notify other trained staff and/or emergency response contractors to assist with the spill response and cleanup activities;
- Be prepared to provide MSDS information to the fire department, EMT, hospital or physician;
- Notify the appropriate agency if a release has entered the environment. Refer to the Spill Reporting Table for reporting thresholds.

SPILL RESPONSE AND CLEANUP PLAN, CONTINUED

SPILL REPORTING

A spill of hazardous material, oil, or other substance, unless there is no chance it will leak out of the building, get into a storm or sewer drain or endanger people.	Ecology Northwest Regional Office: 206-594-0000	Immediately, but no later than 24-hours after obtaining the knowledge.
A spill or discharge which could constitute a threat to human health, welfare, or the environment.	Ecology Northwest Regional Office: 206-594-0000 AND 911	Immediately, but no later than 24-hours after obtaining the knowledge.
A spill or discharge of oil or hazardous substances which presents a threat to human or health, welfare, or the environment.	National Response Center: 1-800-424-8802 AND Washington Emergency Management Division: 1-800-258-5990 OR 1-800-OILS911 AND Ecology Northwest Regional Office: 206-594-0000 AND 911	Immediately
A spill or discharge which might cause bacterial contamination of shellfish.	WA State Department of Health: 360-236-3330 AND Ecology Northwest Regional Office: 206-594-0000	Immediately
All spills to the storm drain system, including catch basins and drainage ditches, as well as streams, lakes, etc.	Port of Seattle Marine Maintenance Dispatch 206-787-3350	Immediately

To the best of your ability, please be ready with the following information:

- Where is the spill?
- What spilled?
- How much spilled?
- How concentrated is the spilled material?
- Who spilled the material? Is anyone cleaning up the spill?
- Are there resource damages (e.g. dead fish or oiled birds)?
- Who is reporting the spill?
- How can we get back to you?

Appendix C Municipal Tenant SWPPP Inspection Form

General Information	
Facility Name:	
Inspection Date/Time:	Weather:
Inspector Name:	Inspector Title:
Inspector Signature:	

General Inspection Observations	
Are outdoor work areas and storage areas organized, clean, and free of debris?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Is there any evidence of contaminants (e.g., trash, debris, sheen/staining) on the ground, in stormwater catch basins/ditches, or in surface waters adjacent to the site?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Do any catch basins, manholes or stormwater structures require cleaning? See City of Seattle BMP 2.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Are all catch basins, manholes, stormwater structures, and BMPs accessible at all times?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Are materials/products/waste stored indoors or under cover?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Are outdoor waste receptacles in good condition (e.g., no holes or leaks) with lids closed?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Are vehicles/equipment in good condition (e.g., not leaking)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
The bolded responses should be described in <u>Detailed Inspection Observations</u> and <u>Issues Resolution</u> below.	

Detailed Inspection Observations		
Area	Observations	Follow-up Needed? ¹
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

¹ If yes, enter items into Issues Resolution and follow-up with appropriate parties.

Issues Resolution				
Item No:	Description / Location:	Action Needed	Assigned To	Complete? (Date)
1				
2				
3				
4				
5				

Additional Notes