

Appendix F8: Annual NPDES Facility Inspection Checklist



**CITY AND COUNTY OF HONOLULU
DEPARTMENT OF ENVIRONMENTAL SERVICES
ANNUAL NPDES FACILITY INSPECTION CHECKLIST**

Facility Name:

Date and Time of Inspection:

NPDES Inspector(s)
Name/Title(s):

Facility Attendees/Title(s):

Item #	Issue Evaluated	Yes	No	N/A	Comments
SWPCP Review					
1	Is the SWPCP onsite and available?				
2	Are facility personnel familiar with the SWPCP and requirements?				
3	Have all previous recommended corrective actions been implemented/documentated?				
4	Does the SWPCP reflect any changes in the facility status?				
5	If previous recommendations or changes in the facility required modification of the SWPCP, does the facility have the revised document?				
Chemical Inventory and Material Safety Data Sheet (MSDS) Review					
6	Is Chemical Inventory current?				
7	Are MSDSs current?				
8	Are MSDSs located in an accessible location?				
Personnel Training Records Review					
9	Has annual training been conducted and documented?				
10	Have new employees completed SWPCP training?				
Monthly SWPCP Self-Inspection Checklist Records Review					
11	Are monthly inspection records available for the preceding year?				
12	Have issues noted in the monthly inspection checklists been resolved?				
Spill Records					
13	Are spills records kept current (i.e., spills documented)?				
14	If spills were recorded, has the appropriate follow-up occurred?				
Comments by Facility Supervisors					
15	Have Facility Supervisor's comments or recommendations on the SWPCP been adequately addressed?				

Item #	Issue Evaluated	Yes	No	N/A	Comments
Preventative maintenance and housekeeping					
16	Is the drainage area clear of debris (paper, leaves)?				
17	Are catch basins/drain inlets/storm drains clean?				
18	Are work areas, loading areas, and storage areas neat and clean?				
19	Are trash and waste products removed as needed and properly disposed?				
20	Are dumpsters and recycle bins kept closed when not in use?				
21	Are potential pollutants stored under cover and isolated from storm water contact?				
22	Are potential pollutants stored in secondary structures/containment?				
23	Are storage containers and equipment competent and in good condition (no leaks)?				
24	Is access to stored fuel or chemicals restricted?				
25	Are materials and chemicals properly labeled and identified?				
26	Are equipment or vehicles serviced or maintained indoors or under cover?				
27	Are equipment and vehicles washed in designated areas?				
28	Are drip pans placed under equipment and vehicles?				
29	Are drip pans clean and in good condition (not leaking)?				
30	Are petroleum products recycled?				
31	Are parking lots and paved areas free from dirt and grease buildup and stains?				
32	Does water flowing onto/from site appear free of contaminants?				
33	Were other issues related to preventative maintenance and housekeeping adequately addressed?				
Spill prevention and response procedures					
34	Are aboveground POL storage facilities clean and in good condition?				
35	Are proper control measures in place at fuel storage facilities?				
36	Are spills or leaks promptly removed using spill kits?				
37	Are spill response equipment/supplies stocked and inspected?				
38	Were other issues related to spill prevention and response procedures adequately addressed?				

ANNUAL NPDES INSPECTION - COMMENTS AND PHOTOS

Item #	Comment	Photo

ANNUAL NPDES INSPECTION - CORRECTIVE ACTIONS

Item #	Issue or Concern	Corrective Action