

# Appendix A Eastern Michigan University SWPPP Monthly Inspection and Good Housekeeping Report

Date:	Facility Name:
Inspector Name:	
Routine Inspection Schedule: <b>Monthly</b>	
Inspection Form Retained in: <b>Grounds Custodial and Waste Management Director's Office</b>	

Preventative maintenance involves the regular inspection, testing, and cleaning of facility equipment, vehicles, and operational systems. All systems and equipment in which a breakdown could result in significant materials impacting storm water runoff should be included in a preventative maintenance and good housekeeping program.

Municipal Activity Area #1: Loading, unloading, and other material handling operation areas

### **Fueling Area**

<b>Check Box</b>	<b>Method</b>	<b>Comment/Action Taken</b>
<input type="checkbox"/>	Fuel pump shutoffs are installed and working properly	
<input type="checkbox"/>	Fuel dispensing equipment is properly maintained	
<input type="checkbox"/>	Overflow protection devices on tank systems	
<input type="checkbox"/>	Protective guards are installed around tanks	
<input type="checkbox"/>	Hose breakaways are properly working	
<input type="checkbox"/>	Spill clean-up materials are located near fueling station and are stocked	
<input type="checkbox"/>	Small spills are cleaned with absorbents, rather than hosing down the area	
<input type="checkbox"/>	Procedures are in place to have employees avoid topping off tanks	
<input type="checkbox"/>	If mobile fueling is used, ensure a spill kit is on fuel	

	truck	
<input type="checkbox"/>	Employees are trained to report fuel leaks as soon as possible	

**Loading Docks**

<b>Check Box</b>	<b>Method</b>	<b>Comment/Action Taken</b>
<input type="checkbox"/>	Assess areas for track-out	
<input type="checkbox"/>	Areas swept for litter ( <i>don't hose down the area</i> )	
<input type="checkbox"/>	Spill clean-up materials located near loading dock	
<input type="checkbox"/>	Check loading/unloading equipment for leaks	
<input type="checkbox"/>	Catch basins or trench drains covered during loading/unloading operations.	

Municipal Activity Area #2: Outdoor storage, including secondary containment structures

**Liquid Brine Tank, Brine Maker Tank, and Secondary Containment Structure**

<b>Check Box</b>	<b>Method</b>	<b>Comment/Action Taken</b>
<input type="checkbox"/>	Inspect container for leaks and spills	
<input type="checkbox"/>	Inspect all appurtenances between brine maker and storage tank for leaks	
<input type="checkbox"/>	Tank foundations, connections and piping systems are inspected for corrosion, leaks, and cracks. Repair as necessary	
<input type="checkbox"/>	Block short wall is visually inspected for cracks, cover is inspected for rips or signs of failure.	
<input type="checkbox"/>	Spill clean-up materials are complete and available: in the pole barn	
<input type="checkbox"/>	Tank is properly labeled	
<input type="checkbox"/>	Inspect all totes for leaks.	

Municipal Activity Area #3: On-site waste disposal practices

**Dumpsters**

Check Box	Method	Comment/Action Taken
<input type="checkbox"/>	Compactors/roll-off boxes are free of leaks; repair leaking or damaged containers immediately. Document work completed, date and responsible party.	
<input type="checkbox"/>	Compactors/roll-off boxes are located away from storm drains and ditches	
<input type="checkbox"/>	Ensure all material is stored inside the dumpster and does not accumulate outside or on the ground. Sweep up any material that accumulates on the ground.	
<input type="checkbox"/>	Signage clear and visible on disposal containers indicating the type of waste acceptable. Hazardous materials are not disposed of in dumpsters	

Municipal Activity Area #4: Maintenance and cleaning of vehicles, machines, and equipment

**Operation and Maintenance**

Check Box	Method	Comment/Action Taken
<input type="checkbox"/>	All vehicle and equipment maintenance and repairs is conducted indoors in which all building floor drains are connected to the sanitary sewer.	
<input type="checkbox"/>	If outdoor maintenance is necessary, it is conducted in a designated area that minimizes pollution of stormwater runoff.	
<input type="checkbox"/>	Inspect condition of all vehicles and equipment that is stored outdoors.	
<input type="checkbox"/>	Batteries are stored indoors and, if cracked, are stored in secondary containment.	
<input type="checkbox"/>	Surfaces are clean, dry, and well-maintained	

<input type="checkbox"/>	Waste materials are regularly picked-up	
<input type="checkbox"/>	Preventive maintenance on equipment is being performed	
<input type="checkbox"/>	Leaks and spills are properly contained and cleaned-up	
<input type="checkbox"/>	Spill clean-up materials and procedures are clearly accessible to employees	
<input type="checkbox"/>	Spent fluids are recycled	
<input type="checkbox"/>	Inspect each vehicle fluid drum or container for leaks or cracks (repair or replaced immediately).	
<input type="checkbox"/>	All fluid drums are properly labeled with a clear, readable label.	
<input type="checkbox"/>	All fluid drums are free of fluid residue (use spill pads and absorbents to clean and prevent leaks)	
<input type="checkbox"/>	All tanks and vehicle fluid drums are kept closed at all times, except when filling ( <i>all lids are in place, valves are closed, etc.</i> )	
<input type="checkbox"/>	Hand cans are properly labeled and stored in secure areas (on shelf or in a secondary containment unit to prevent spills)	
<input type="checkbox"/>	Spill kit is located in this room and is fully stocked	
<input type="checkbox"/>	Drip pans and funnels are used when transferring fluids or to collect leaking or dripping fluids	
<input type="checkbox"/>	Use dry clean up methods (e.g. absorbents) to clean up spills and leaks.	
<input type="checkbox"/>	Collect used antifreeze, oil, grease, oil filters, cleaning solutions, solvents, batteries, hydraulic fluids, transmission fluids and dispose or recycle in accordance with MDNRE regulations.	

#### Vehicle and Equipment Washing Areas

Check Box	Method	Comment/Action Taken
<input type="checkbox"/>	<i>Wash equipment and vehicles in designated areas where the water goes to the sanitary sewer</i>	

**Vehicle Parking and Storage Areas**

<b>Check Box</b>	<b>Method</b>	<b>Comment/Action Taken</b>
<input type="checkbox"/>	Inspect parking and equipment storage areas for leaks and spills	
<input type="checkbox"/>	Drip pans are available and used for leaking vehicles	
<input type="checkbox"/>	Fluids are drained as soon as possible from wrecked vehicles	

**Structural Control Inspections**

<b>Check Box</b>	<b>Method</b>	<b>Comment/Action Taken</b>
<input type="checkbox"/>	Inspect catch basin sumps and clean out when sump is full. Keep records of dates sumps are cleaned.	
<input type="checkbox"/>	Label storm drains – no dumping.	
<input type="checkbox"/>	Catch Basin Inserts are assessed and replaced as needed	
<input type="checkbox"/>	Oil/Water Separators	
<input type="checkbox"/>	Review direction of drainage lines or ditches and their destinations for potential blockage or contamination	
<input type="checkbox"/>	Review posted signs for wear and repair or replace when necessary	