

Portage County Operations Pollution Prevention/ Good Housekeeping Program

Site Address:

*Portage County Administration Building
449 South Meridian Street
Ravenna OH 44266*

Prepared in support of:

Portage County Storm Water Management Program
in conformance with EPA Permit #3GQ000041*AG

Prepared by:

*Portage County Board of Commissioners
449 South Meridian Street
Ravenna OH 44266*

June 13, 2006

Table of Contents

<u>Section</u>	<u>Description</u>	<u>Page</u>
1.0	Introduction	2
2.0	Description of the Board of Commissioners’ Operations	2
3.0	Description of Proposed Best Management Practices (BMPs)	3
	3.1 Pollution Prevention Training for Employees	3
	3.2 Eliminating Illicit and Non-Storm Water Discharges	4
	3.3 Spill Prevention, Control, and Cleanup	4
	3.4 Outdoor Equipment Operations	5
	3.5 Outdoor Materials Storage and Handling	6
	3.6 Waste Handling and Disposal	7
	3.7 Vehicle and Equipment Washing	7
	3.8 Materials Receiving Areas	8
	3.9 Vehicle and Equipment Maintenance and Storage Areas	8
	3.10 Vehicle and Equipment Fueling Areas	9
	3.11 Facility Good Housekeeping Activities	9
	3.12 Construction Activities	10
	3.13 Storm Water Management: Water Quality Controls	10
4.0	Site Inspection and Recording Keeping Requirements	11
	4.1 Annual Site Inspection	11
	4.2 Non-Storm Water Discharge Visual Inspection	11
	4.3 Storm Water Discharge Visual Inspection	11
Table:	Acceptable Non-Storm Water Discharges	12
Appendices :	Site Inspection Forms	13
	Facility Storm Water Inspection Checklist	
	Spill/Release Incident Reporting Form	
	Non-Storm Water Discharge Visual Inspection Form	
	Storm Water Discharge Visual Inspection Form	
	Annual Site Inspection Form	

1.0 Introduction

The Portage County Operations Pollution Prevention/Good Housekeeping Program has been prepared as part of the Portage County Storm Water Management Program (SWMP). The Portage County SWMP was submitted in fulfillment of the requirements of Ohio Environmental Protection Agency (Ohio EPA) National Pollutant Discharge Elimination System (NPDES) Phase II General Permit #3GQ000041*AG.

It is the intent of this program to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of Ohio Revised Code 6111 as described in the Ohio EPA Permit. Specifically, this program addresses pollution prevention and good housekeeping for County operations as described in the minimum control measure #6 of the Ohio EPA Permit. Each County site falling under the authority of the Portage County Board of Commissioners has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or to prevent the discharge of pollutants in storm water runoff from County operations and facilities .

This program has been prepared following observations and inspections at the site of County operations. During the inspections, the existing storm water control measures already in place were documented as well as noting existing and potential impacts to storm water runoff. Components of other plans already in place at the facilities (such as spill response and prevention plans) were incorporated into this program. This program will be used by the Commissioners' Departments to perform regular employee training and to implement and evaluate BMPs and controls to fulfill the requirements of the Ohio EPA permits. This program will also be offered to all Portage County elected officials for use in their operations .

The Portage County Soil and Water Conservation District has presented several training opportunities to the Board of Commissioners' Department Directors on storm water BMPs. On August 3, 2004, the Directors viewed "After the Storm" and then received information on the Pollution Prevention/Good Housekeeping Comprehensive BMP Checklist. The completed checklists were used to identify the practices currently taking place within the County operations. On November 1, 2005, the Directors viewed a Good Housekeeping video and completed the accompanying quiz.

2.0 Board of Commissioners' Operations

The following section describes the Board of Commissioners' operations with a focus on the storm water BMPs. The remaining sections of the document contain a description of the BMPs that are recommended to control storm water pollution from specific County activities at the site. Each section contains BMPs tailored to control storm water impacts for each particular type of County activity or operation. The recommended BMPs will be implemented on an ongoing basis.

Board of Commissioners' Operations

Site Address	Primary Contact	Responsibility
Building Department 449 South Meridian St Ravenna OH 44266	Kohei Ishikawa Director	Inspects all building projects in the unincorporated areas of the county and maintains a fleet of vehicles.
Dog Warden 8120 Infirmary Rd Ravenna OH 44266	Beverly Kirkhart Dog Warden	Temporarily houses unlicensed or stray animals and maintains a fleet of vehicles.
Homeland Security & Emergency Mgmt 8240 Infirmary Rd Ravenna OH 44266	Mark Griffiths Director	Maintains mobile command and communications vehicle and assists during natural and man-made disasters.
Maintenance Department 449 South Meridian St Ravenna OH 44266	Tim Miller Director	Cleans and maintains all county property, lawn care, snow removal of parking lots and maintains a fleet of vehicles.
Motor Pool 3480 St. Rt. 59 Ravenna OH 44266	Gerry Beggs Director	Cleans, maintains, and repairs all county-owned vehicles.
Solid Waste & Recycling 3588 Mogadore Road Kent OH 44240	Charles Ramer Director	Household Hazardous Waste Collection Site, Hazardous Waste Community Collections, Illegal Dump Clean Up, District Vehicle Maintenance, District Recycling Center Site Drainage.
Water Resources 449 South Meridian St Ravenna OH 44266	Harold Huff Director	Operates and maintains pumping stations and wastewater treatment plants and maintains a fleet of vehicles.

3.0 Description of Proposed BMPs

3.1 *Pollution Prevention Training for Employees*

Successful storm water pollution control relies in large part on proper training and education of employees. Many of the recommended BMPs in this program will require

specific training for employees who conduct the activities. It is essential that employees understand and implement the BMPs that apply to operations within each facility. Training can be completed separately or done in conjunction with regular employee training procedures. Employee training will emphasize the importance of keeping pollutants out of the storm drains as these drains go directly to the surface waters of the state without benefit of wastewater treatment that the sanitary sewers receive. County personnel will be educated about the harmful environmental effects of improper disposal of materials into the storm drain so that they understand the importance of preventing storm water pollution. The following training will be implemented:

- Experienced workers or other trained personnel will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel.
- New personnel will be required to review and understand this document prior to initiating work activities.

3.2 *Eliminating Illicit and Non-Storm Water Discharges*

The Ohio EPA prohibits discharges of anything but storm water to the storm drains. Furthermore, illicit connections that allow sanitary or wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. County personnel will inspect each facility to ensure that no unauthorized discharges enter storm drains or discharge offsite. County personnel will also ensure that illegal dumping is eliminated (i.e., pollutants inadvertently sent to storm drains by routine practices such as discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street). To help prevent non-stormwater discharges, the following BMPs will be implemented:

- Provide well-marked proper disposal or collection methods for solid and liquid waste.
- Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins “No dumping—flows to streams” so employees can tell which inlets are part of the storm drain system.
- Periodically inspect and maintain the facility operations and BMPs to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.

3.3 *Spill Prevention, Control, and Cleanup*

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. County personnel will

prevent spills and leaks, maintain a regular inspection and repair schedule as well as correct potential spill situations before a spill can occur. When a spill does occur, quick and effective response will prevent pollutants from reaching storm water. Spills are to be cleaned up promptly so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, County personnel will determine whether the contaminated soil should be removed to prevent it from being a source of future storm water pollutants. Spill procedures will also include cleaning up leaks, drips, and other spills without water whenever possible.

Spill prevention and response procedures for hazardous materials stored or handled onsite will follow the procedures described in the facility Hazardous Materials Management Plan. County personnel will contain and collect the spilled substance, then dispose of the substances and any contaminated soil in compliance with local hazardous materials regulations. A Spill/Release Incident Reporting form is provided in Appendix A. This form should be filled out promptly after a spill or release. Spill control and cleanup procedures are as follows:

- **Small spills:** These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service or disposed of with the hazardous wastes if necessary.
- **Medium-sized spills:** These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially-prepared sawdust, or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.
- **Large spills:** Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be pulled to prevent the spill enter from entering the drain. Temporary plugs will be kept onsite for the facility inlets and employees will be trained in when and how to use them. For hazardous materials spills, the procedures described in the Hazardous Materials Management Plan will be implemented.

3.4 Outdoor Equipment Operations

The facility manager will identify all equipment at the facility that may be exposed to storm water, or that may discharge potential pollutants that may be exposed to storm water. A County employee will be assigned to inspect each piece of equipment on a regular basis to see that it is functioning properly. Leaks, malfunctions, staining on and around the equipment, and other evidence of leaks and discharges will be observed and noted. The inspecting person will be responsible for reporting any spills or leaks. Spill,

leak control and cleanup activities are described in Section 3.3. The outdoor equipment operations BMPs are as follows:

- Equipment will be placed on an impermeable surface, or a drip pan will be installed beneath the potential leak points of the equipment.
- The amount of rainwater that contacts the equipment will be minimized wherever possible.

3.5 Outdoor Materials Storage and Handling

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, construction materials and supplies stored outdoors will be covered and protected from storm water. Materials of concern on the facility include gravel, sand, lumber, topsoil, compost, concrete, metal products, and others. The BMPs for outdoor materials storage areas are as follows:

- Outdoor material is stored:
 - On a paved surface with a roof or covering so that no direct rainfall contacts them, and with appropriate berms or runoff controls to prevent run-on of storm water;
 - On a specially constructed paved area with a drainage system with a slope to minimize water pooling. Prevent run-off and run-on with berms or curbing along the perimeter. Drainage is directed to treatment facilities or water quality catch basins along the lower edge of the pad; or
 - On a paved surface and covered with plastic sheeting, secured with weights such as tires or sand bags. If possible, a mounded or bermed area that will prevent run-on of storm water through the material will be used.
- The parking lot or other surfaces near bulk materials storage facilities will be swept periodically to remove anything that may wash out of the materials.
- Liquid tanks will be kept in a designated area on a paved impermeable surface and within a berm or other secondary containment.
- Hazardous materials will be stored as described in the Hazardous Materials Management Plan and in a manner that ensures storm water protection.
- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.
- A portable pumping system will be used to accommodate separate containment structures on the facility. Water will be pumped into a truck or portable temporary holding tank, tested for pollutants and disposed of accordingly.
- Road salt storage areas will be covered.
- Salt truck loading areas will be swept regularly to minimize salt laden runoff. Drainage from the salt truck loading area is captured by an onsite basin to minimize salt laden discharges from the facility.

3.6 Waste Handling and Disposal

This section summarizes the preferred storage and disposal practices for some common County wastes. For many wastes, reusing or recycling is the most cost-effective means to prevent pollution. The BMPs for waste handling and disposal are as follows:

- General shop trash will be kept in a dumpster with the lid closed. The dumpster will be kept in a paved area and kept clean by picking up dropped trash and sweeping the area regularly.
- Scrap parts or other metals are kept in a shed or if kept outdoors, are covered by a roof or tarpaulin.
- Waste metal is collected for delivery to a scrap metal dealer.
- Empty drums stored outdoors will be sealed watertight.
- Hazardous materials or wastes will be stored in accordance with the Hazardous Materials Management Plan for the facility and are kept in a covered area or in a locked area.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities will be recycled.
- Spent batteries will be disposed of as hazardous waste or returned for reclamation and reuse.

3.7 Vehicle and Equipment Washing/Steam Cleaning

Wash water for County equipment is discharged to the sanitary sewer and is not allowed in storm drains. Steam cleaning is done only in an area equipped to capture all the water and other wastes and is prohibited from storm drains. The vehicle and equipment washing/steam cleaning BMPs are as follows:

- Vehicles and equipment will be washed only in designated areas that are paved and clearly marked.
- Sumps or drain lines will be installed to collect wash water for treatment and discharge to the sanitary sewer; reuse (for repeated washings); or recycle (used elsewhere onsite).
- The wash area will be graded or bermed to prevent storm water run on.
- Washing takes place on gravel, grass, or other permeable surfaces.
- Only biodegradable soaps will be used.
- Equipment and vehicle washing will take place inside a building designed for maintenance or equipment storage. All drains from the wash area are connected to the sanitary sewer.
- A commercial car wash will be used to wash the County vehicles and equipment.

3.8 Materials Receiving Areas

Truck loading and unloading areas are potential sources of potential pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that accumulate in these areas. The BMPs for the designated outdoor loading areas are as follows:

- The loading dock area is covered with a roof overhang and a door skirt that fits snugly to both the building door and the truck door.
- Curbs or berms are installed around the loading area to prevent storm water from running on and any spilled material from running off.
- Shipments are inspected for leaked motor fluids, spilled materials, debris, and other foreign materials.

3.9 Vehicle and Equipment Maintenance and Storage Areas

Whenever possible, vehicle and equipment maintenance is performed in an indoor garage. Outdoor vehicle maintenance takes place in an area designated for vehicle maintenance.

The BMPs for vehicle and equipment maintenance are as follows:

- Equipment will be kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Vehicle and equipment maintenance areas are paved with concrete wherever possible.
- Drip pans or containers are kept under the vehicles at all times during maintenance.
- Fluids are drained from any retired vehicles kept on-site for scrap or parts. Stored or out-of service vehicles awaiting restoration or service and vehicles being held for resale are checked periodically for leakage. Drip pans or containers are kept under the vehicles.
- A berm or other runoff controls will be installed to prevent run-on and run-off. Drainage will be directed to a connection to the sanitary sewer system.

The BMPs for vehicle and equipment storage areas are as follows:

- Vehicles and equipment will be inspected to identify sources of spills or leaks. Designated County personnel will perform regular walk-by inspection.
- The equipment yard will be kept clean and clear of debris and litter to eliminate an illegal discharge to the storm drain.
- Storm drain inlets will be cleaned on a regular schedule as well as after heavy rains. Special attention will be paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.

- Improvements to a vehicle or equipment storage areas include grading the area to slope to a longitudinal drain and installing curbs to direct all direct storm water to a single point of discharge to easily visually monitor the storm water discharge. If the vehicle or equipment yard is a large source of oily materials, the inlet can be fitted with an oil/water separator or oil/grease trap.
- Assigned parking spaces will be designated for each vehicle so that if a leak is indicated on the ground, the truck can be identified and repaired.
- A special area will be constructed for the facilities ‘dirtiest’ equipment (tar equipment, asphalt paving equipment, etc.) in order to handle the discharges, leaks, and runoff separately with more intensive BMPs.
- Spills will be cleaned up promptly using dry cleanup procedures described in Section 3.3.

3.10 Vehicle and Equipment Fueling Areas

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids coming into contact with storm water. Even very small spills, when they happen every day, add up to a lot of fuel in the drainage system. Fueling areas ideally should drain to a sump. However, if the area drains to a valved-off storm drain or sewer connection, it needs to be pumped out before the valve may be opened during a rainfall. The BMPs for the operation of a fueling area are as follows:

- A paved area or concrete slab will be used for the fueling area (concrete is preferred because fuel and oils cause asphalt to deteriorate).
- Gasoline overflows and spills will be cleaned using dry methods as described in Section 3.3. Spills will not be allowed to run off or evaporate nor will it be flushed with a hose. Absorbent material will be used and disposed of as described in Section 3.3.
- Signs will be posted that instruct pump operators not to “top off” or overfill gas tanks.
- Dry cleanup materials will be kept in the fueling area and employees will be instructed in the proper dry clean up methods described in Section 3.3. County personnel will inspect the area every day for gasoline, motor oil, or other fluids.
- Temporary fuel tanks will be kept in a bermed area that has an impervious lining, such as concrete or a heavy-mil plastic liner.

3.11 Facility Good Housekeeping Activities

The following good housekeeping practices will be implemented on a regular basis:

- Facility clean-up will be completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- Rooftop drains or downspouts will be arranged so they don’t drain directly onto paved surfaces wherever possible.

- The storm water conveyance system will be kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Storm drain inlets will be cleaned regularly to remove sediment and debris. Inlets will be inspected after each large storm to remove debris.
- Catch basins will be cleaned out annually.

3.12 Construction Activities

This section describes the BMPs to be implemented for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size. The BMPs for minor construction and remodeling activities are as follows:

- Building materials will be stored under cover or in contained areas. Impermeable tarp will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day; as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.
- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the work day.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned up promptly using dry methods.
- Water based paint brushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint and materials will be cleaned where the waste paint and solvents can be collected to be handled as small quantity hazardous waste - do not pour it to the sink or to a storm drain.
- Tarps or drop cloths will be hung to minimize the spread of windblown materials.
- Sand blasting areas will be controlled to keep particles off of paved surfaces and out of storm drains.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soak into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 3.3.

3.13 Storm Water Management: Water Quality Controls

The following features will be added to various parts of the storm water conveyance system to help control potential pollutants in the storm water:

- Oil-Absorbent Materials - Oils and greases storm water can be removed using oil-absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, so it can be used on storm water with small concentrations of oily materials.

- Permanent floating booms - Installed in storm water ditches to control occasional light surface sheen. When the boom is spent, it is full of oil and is visibly heavier, and floats lower in the water. The booms are inexpensive enough that they may easily be replaced whenever the absorbent is saturated.
- Vegetated Swale or Channel - Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.
- Catch Basin Filters - Storm drain inlets or inlet inserts that contains filtration media or other design features to removes particulates and oily wastes from storm water as it enters the storm drain.

4.0 Reporting and Record Keeping

This program shall be reviewed and updated annually to reflect changing site conditions and the effectiveness of the BMPs, with all changes documented. A copy of this document and any revisions to the program described herein will be kept onsite at all times. A copy will be included in the Annual Report for the Portage County SWMP.

4.1 Annual Site Inspection

The Portage County Maintenance Director will inspect the County's operations before March 1 using the Annual Site Inspection Form (Appendix A). The completed form will be keep onsite and a copy sent to the Board of Commissioners for the preparation of the Annual Report for the Portage County SWMP.

4.2 Non-Storm Water Discharge Visual Inspection

The Maintenance Director will inspect the facility for non-storm water (or illicit) discharges once during facility operating hours in each of the following periods: January - March, April – June, July – September, and October- December. A non-storm water discharge visual inspection form (Appendix A). The completed form will be keep onsite and a copy sent to the Board of Commissioners for the preparation of the Annual Report for the Portage County SWMP.

4.3 Storm Water Discharge Visual Inspection

The Maintenance Director will inspect County facility storm water discharges in the event of a heavy rain during normal operating hours and in each of the following periods: January - March, April – June, July – September, and October- December. A storm water discharge visual inspection form (Appendix A). The completed form will be keep onsite and a copy sent to the Board of Commissioners for the preparation of the Annual Report for the Portage County SWMP.

Table 1 - Acceptable Non-Storm Water Discharges

Portage County County Operations

Pollution Prevention/Good Housekeeping Program

The following are acceptable non-storm water discharges (illicit discharges) only if they are not "significant contributors of pollutants to the MS4":

Water line flushing	Air conditioning condensation
Landscape irrigation	Irrigation water
Diverted stream flows	Springs
Rising ground waters	Water from crawl space pumps
Uncontaminated ground water infiltration	Footing drains
Uncontaminated pumped ground water	Lawn watering
Discharges from potable water sources	Individual residential car washing
Foundation drains	Flows from riparian habitats and wetlands
Dechlorinated swimming pool discharges	Street wash water
Discharges or flows from fire fighting activities	

Appendix A

Site Inspection Forms

Facility Storm Water Inspection Checklist

County Operations Pollution Prevention/Good Housekeeping Program
Portage County SWMP

Date: _____

Item	Completed
Annual Site Inspection	
NON- STORM WATER INSPECTIONS	
January – March Non-Storm Water Visual Inspection	
April – June Non-Storm Water Visual Inspection	
July – September Non-Storm Water Visual Inspection	
October - December Non-Storm Water Visual Inspection	
STORM WATER INSPECTIONS	
January – March Storm Water Visual Inspection	
April – June Storm Water Visual Inspection	
July – September Storm Water Visual Inspection	
October - December Storm Water Visual Inspection	

**Promptly forward a copy of this form to Portage County Board of Commissioners when completed.
The original should be kept onsite.**

Spill/Release Incident Reporting Form

County Operations Pollution Prevention/Good Housekeeping Program
Portage County SWMP

1. Date of spill/release: _____
2. Location: _____
3. Time of spill/release: _____ a.m. / p.m.
4. Material spilled/released: _____
5. Amount spilled/released: _____
6. Cause of spill/release: _____
7. Description of scene (e.g., type of media contaminated (e.g., soil), distance to storm sewers, if spill/release was contained):

Promptly forward a copy of this form to Portage County Board of Commissioners when completed. The original should be kept onsite.

8. Description of clean-up actions taken (e.g., how spill/release was contained (e.g., absorbent pillows), where recovered material was placed, how much material was not recovered, remaining actions to be taken): _____

9. List of offsite emergency responders contacted:

10. List of offsite emergency responders at scene:

11. Action taken to prevent recurrence: _____

12. Signature: _____
Printed Name: _____

Use back of form for additional space as needed. Completed forms should be kept onsite.

Non-Storm Water Discharge Visual Inspection Form
 County Operations Pollution Prevention/Good Housekeeping Program
 Portage County SWMP

To be completed during daylight facility operating hours once during each of the following periods: January-March, April-June, July-September, and October-December. Promptly forward a copy of this form to Portage County Board of Commissioners when completed. The original should be kept onsite.

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Leaks, Trash & Debris)
<u>OUTFALL(S) :</u> Any water flowing?(If YES, define the source):				
Irrigation				
Water line flushing				
Broken water line				
Firefighting activities				
Unknown The connection to the source must be identified and eliminated as soon as possible.				
<u>SITE HOUSEKEEPING:</u> Clean of debris (paper, leaves, etc.)?				
Storm drain inlets clean?				
<u>VEHICLE MAINTENANCE/STORAGE AREAS:</u> Dirt and grease buildup?				
Clean of debris (paper, leaves, etc.)?				
Stains on the asphalt?				
<u>MATERIALS STORAGE AREAS:</u> Are recyclable materials accumulating?				
Are stored drums covered?				
Are oily parts exposed to storm water contact?				

Non-Storm Water Visual Inspection Form

Storm Water Discharge Visual Inspection Form
 County Operations Pollution Prevention/Good Housekeeping Program
 Portage County SWMP

To be completed during daylight facility operating hours once during each of the following periods: January-March, April-June, July-September, and October-December. Promptly forward a copy of this form to Portage County Board of Commissioners when completed. The original should be kept onsite.

Date: _____ Time: _____

Issue being evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<u>OUTFALL(S):</u>				
Clean of debris (paper, leaves, etc.)?				
<u>DISCHARGE WATER (Circle below):</u>				
Turbidity?	Clear	Cloudy	Muddy	
Oil & Grease sheen present?	Clear	Discontinuous	Continuous	
Floating Material present?	No	Yes If yes, describe material:		
Odors present?	No	Yes If yes, describe (i.e. petroleum, sewage, etc.):		
Discoloration present?	No	Yes If yes, describe color:		

Storm Water Discharge Visual Inspection Form
 County Operations Pollution Prevention/Good Housekeeping Program
 Portage County SWMP

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<u>SITE AREA(S):</u>				
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas?				
Are there leaks or stains around drums or aboveground storage tanks?				
Are the drainage swales, catch basins and/or grates clean of debris (leaves, paper, etc.)?				
<u>OTHER OBSERVATIONS:</u>				

Promptly forward a copy of this form to Portage County Board of Commissioners when completed. The original should be kept onsite.

Inspected by: _____

Signature: _____

Annual Site Inspection Form
County Operations Pollution Prevention/Good Housekeeping Program
Portage County SWMP

To be completed once each year by March 1 for the Annual Report submittal. Promptly forward a copy of this form to Portage County Board of Commissioners when completed. The original should be kept onsite.

Inspector's Name and Title: _____
Date and Time of Inspection: _____

I. STORM WATER MONITORING PROGRAM COMPLIANCE

1. Have 4 non-storm water inspections been performed and documented? Yes/No
If no, indicate reason: _____

2. Have 4 storm water inspections been performed and commented? Yes/No
Give dates: _____
If no, indicate reason: _____

4. Have there been any corrective actions recommended as a result of site inspections? Yes/No
If yes, have the actions been included in updates to the SWPPP/SWMP? Yes/No
If corrective action updates have not been made, indicate reason: _____

II. REVIEW SITE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)

1. Are there any changes to the site operations/activities? Yes/No
2. Are there any changes to storm water BMPs? Yes/No
3. Are there any changes to potential pollutant sources or activities? Yes/No
4. Are there any changes to storm water program personnel? Yes/No
5. Has employee training been conducted and documented? Yes/No
If no, indicate reason: _____

III. SITE INSPECTION

1. Are preventive maintenance activities being implemented and documented? Yes/No
(catch basins cleaned, parking areas cleaned, etc.?)
If no, indicate reason: _____

2. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills, place drip pans under leaking vehicles, clean oily parts before storing outside, etc.)? Yes/No
If no, indicate reason: _____

3. Are any special storm water BMPs being implemented (sediment erosion, curbs, spill prevention, etc.)? Yes/No
 If no, indicate reason: _____

4. Have spill prevention and response procedures been implemented, and is spill prevention equipment operational and ready (secondary containment, personnel training, inspection of chemical storage areas, etc.)? Yes/No
 If no, indicate reason: _____

5. Have sediment erosion controls been implemented? Yes/No
 If no, indicate reason: _____

6. Are there any additional storm water controls recommended as a result of the site inspection? Yes/No
 If yes, describe here: _____

IV. UPDATE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)

1. Have all updates been made to the PPGHP? Yes/No

If no, indicate reason: _____

V. EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)

Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP (E)	New BMP	Status (FI, PI NI, NA)	Implementation Schedule
Keep vehicle maintenance areas clean				
Regular pavement sweeping				
Control spills				
Practice proper waste disposal				
Eliminate non-storm water discharges				
Properly store materials to minimize exposure				
Store wastes and recycling materials in proper place				
Cover road salt storage area				
Routinely clean catch basins				
Keep equipment and vehicles clean				

Use drip pans under parked, stored vehicles				
Implement construction BMPs as necessary				
Wash equipment and vehicles in designated areas				
Provide spill protection at the fuel islands				
Cover trash bins				

E = Existing BMP
 FI = Fully Implemented
 PI = Partially Implemented
 NI = Not Implemented
 NA = Not Applicable

From the table above, answer the following questions:

1. Do the existing BMPs appear to be effective in reducing the potential for storm water pollution? Yes/No
 If no, indicate reason: _____

2. Are additional BMPs needed to address sources of pollutants at the site (i.e., more frequent inspections of certain areas of operations, changes in operations, etc.)? Yes/No

If yes, describe the BMPs needed to address sources of pollutants and a time schedule for implementation: _____

General Comments:

Name: _____

Signature: _____ Date: _____

Title: _____