

GOOD HOUSEKEEPING PLAN (GHP) SITE INSPECTION CHECKLIST

Facility Name: _____	Inspection Date: _____
Inspector Name: _____	Inspector Signature: _____

- The intent of this inspection is to ensure that the site is being properly maintained and that there are no visible signs of pollutants entering the stormwater system.
- A shaded status box designates an item in a non-compliant status. Please provide an explanation for all non-compliant items and subsequently document all corrective actions performed.**
- Retain the completed checklists for five (5) years.

Item	Status			CORRECTIVE ACTIONS/COMMENTS <i>Items which cannot be corrected immediately must be reported to the GHP/NPDES Program Manager</i>
	Yes	No	N/A	
GENERAL HOUSEKEEPING				
1. Are exterior areas of the facility free of accumulated trash, debris, and unneeded materials?				
2. Are stormwater drains and inlets free from debris, sediment, and evidence of spills/releases?				
3. Is the facility free from signs of erosion?				
4. Are paved surfaces free of accumulated sediment?				
5. Is spill response equipment available in maintenance areas, fueling areas, hazardous material storage areas, and/or other required areas?				
6. Are spill kits and absorbent materials clearly labeled and accessible (i.e. items are not piled on top of or in front of spill kits)?				
7. Are spill kits secured from being stolen or misused?				
8. Is there a labeled container present for the disposal of used spill cleanup material?				

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9. Does spill response equipment (i.e. spill kits, absorbent materials) need to be replenished?				
WASTE MANAGEMENT				
10. Are areas around solid waste containers/roll-offs/compactors free of excessive trash accumulation or overflowing containers?				
11. Are areas around solid waste containers/roll-offs/compactors free of visible evidence (i.e. leaks, staining) of ongoing stormwater pollution?				
12. Are scrap metal containers in good order and free from evidence of leaking oil/grease?				
13. For dumpsters, roll-offs, and other waste receptacles, where leaks are observed, have appropriate controls (e.g. containment, spill response, etc.) been enacted?				
14. Are the lids (if present) to solid waste containers closed?				
15. Is street sweeping/vactor waste being managed appropriately (i.e. no evidence of material migration)?				
16. Is waste cooking grease managed appropriately (i.e. no evidence of spilled material or excessive staining)?				
VEHICLE & EQUIPMENT STORAGE				
17. Are stored vehicles/equipment free from leaks?				
18. If leaks are present, are they being managed appropriately (drip pan or other methods in place to capture released liquids)?				
19. Are storage areas free of visible evidence of chronic leaks/spills (i.e. significant staining)?				

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VEHICLE & EQUIPMENT REFUELING				
20. Are the areas around refueling areas free from evidence of spills or leaks?				
21. Are refueling areas free of used absorbent material that has not been swept/cleaned up?				
22. Do fuel dispensers and hoses appear to be in good working order and well-maintained?				
VEHICLE MAINTENANCE				
23. Is there any indication that vehicle maintenance activities are being conducted outdoors?				
24. Is there any indication that vehicle maintenance activities are contributing to stormwater pollution?				
VEHICLE & EQUIPMENT WASHING				
25. If performed on-site, does all vehicle/equipment washing occur indoors?				
26. Is wash water collected and disposed of properly?				
27. Is there any indication that vehicle/equipment wash water is being released to stormwater conveyances or pervious areas?				
MATERIAL STORAGE				
28. Are all outdoor storage areas free from visible signs of leaks or spilled material?				
29. Are material storage containers in good condition?				

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30. Are drums, totes, and other containers (that are <u>not</u> empty) stored off the ground and covered, or stored indoors?				
31. Are liquid-containing drums/totes located outdoors provided with secondary containment?				
32. Are containers that are located outdoors equipped with closed lids except when material transfers are occurring?				
33. Are materials, which could impact stormwater, stored away from heavy traffic areas, or protected from vehicle collisions?				
34. Are chemical storage containers properly labeled?				
35. If empty drums are stored outside, are all openings equipped with caps to prevent water intrusion?				
ABOVEGROUND STORAGE TANKS				
36. Are all storage tanks, and surrounding areas free from visible signs of leaks or spilled material?				
37. Do storage tanks appear to be in good working order (e.g. free of obvious signs of damage or malfunctioning equipment)?				
38. Are remote fills associated with tanks free of liquid and debris?				
RESIDENT DROP-OFF CENTERS				
39. Are waste collection areas clearly identified?				
40. Are used oil/antifreeze collection tanks, containment structures, and surrounding areas free from visible signs of leaks or spilled material?				

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41. Do used oil/antifreeze collection tanks appear to be in good working order (e.g. free of obvious signs of damage or malfunctioning equipment)?				
42. Are empty used oil/antifreeze containers being collected and disposed of in the trash?				
43. Are areas around waste/recyclables containers free of excessive trash accumulation or overflowing containers?				
44. Are areas around waste/recyclables containers free of visible evidence (i.e. leaks, staining) of ongoing stormwater pollution?				
45. Are organic debris collection areas free of visible evidence of ongoing stormwater pollution (e.g. leaves and debris in stormwater conveyances)?				
STOCKPILES				
46. Are material piles, including salt, soil, sand, and millings isolated (i.e. covered, bermed, etc.) to prevent stormwater run-on and run-off?				
47. Are areas surrounding material piles (e.g. salt, soil, sand, millings, etc.) free of tracked or migrated material?				
DEICING MATERIALS				
48. Are all deicing materials stored indoors or undercover?				
49. Are salt storage structures in good condition (e.g. no evidence of material escaping or stormwater infiltration)?				
50. Is the salt loading area clean?				

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51. If deicing materials are tarped, is the tarp secure and covering the entire pile?				
52. Are bags of salt stored indoors, or off the ground and covered?				

ADDITIONAL COMMENTS: