

## Texas Commission on Environmental Quality

### CHECKLIST WORKSHEET

STORMWATER MSGP CCI

Reg Ent Name : \_\_\_\_\_

Date : \_\_\_\_\_

Add ID \_\_\_\_\_

Investigator Name \_\_\_\_\_

Item No	Description	Record Review / Site Inspection	Citations	Notes
	Section A. Stormwater Pollution Prevention Plan (SWP3) Requirements			
1	Is the SWP3 maintained on-site and available for inspection?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.1.(a) {page 101}
2	Is the SWP3 properly certified according to 30 TAC 305.128?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.1.(a) {page 101}
3	Are current Pollution Prevention Team members identified and their responsibilities as members of the pollution prevention team described?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.2.(a) and (b) {page 102}
4	Inventory of Exposed Material-- (1) Is there a current listing of all materials (including specific pollutants) handled, treated, stored, or disposed of in a manner that is currently exposed to stormwater, and (2) is the inventory updated within 30 days following a significant change in exposed materials?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.3.(a) {page 102}
5	(1) Is there a narrative description of all activities that could potentially be expected to contribute pollutants to stormwater (loading/unloading areas; outdoor storage areas; dust producing activities; on-site waste disposal areas; vehicle/equipment maintenance, cleaning, fueling areas; liquid storage tank areas; railroad sidings, tracks, rail cars), and  (2) Is the narrative updated within 30 days following a significant change in exposed materials?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.3.(b) {page 103}
6	For each pollutant/material in the "Inventory of Exposed Materials," is the direction of flow or potential direction of flow to the outfall described OR indicated on the site map?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.3.(b)(11) {page 103}
7	Site Map--Has the facility prepared a site map in accordance with permit provisions?	Record Review / Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.3.(c) and (d) {page 104}
8	Is the site map provided consistent with observed site conditions?	Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.3.(c) and (d) {page 104}

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9	Sampling Data--Is all data from laboratory analyses of stormwater discharges summarized and available for review, and is the summary updated annually?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.3.(f) {page 105}
10	Best Management Practices (BMPs) -Have adequate BMPs been developed and implemented to reduce the discharge and potential discharge of pollutants in stormwater?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(a) {page 105}
11	Good Housekeeping--Have good housekeeping procedures been developed and implemented and do they include measures to reduce or eliminate the exposure of garbage and refuse to stormwater runoff?	Record Review / Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(b) {page 105}
12	Plastic Materials--Have facilities that handle pre-production plastic implemented BMPs to eliminate discharges of plastic in stormwater through the implementation of control measures?	Record Review / Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4 (c) (page 106)
13	Erosion Control-- Have measures been developed and implemented to address soil erosion at the facility, and have controls such as soil stabilization thorough vegetative cover, contouring slopes, paving and installation of structural controls been evaluated	Record Review / Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(d) (page 106)
14	Are velocities of permitted discharges controlled to prevent bank erosion and destruction of natural physical characteristics of receiving waters?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(e).(2) {page 106}
15	Maintenance Program for Structural Controls--Are structural controls (ex: oil/water separators, catch basins, sediment ponds, grass swales, berms, dikes, mechanical equipment, etc.) regularly inspected and is the maintenance frequency adequate to prevent failures that could result in a discharge of pollutants?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(e).(3) {page 106}
16	Are written records maintained of structural control maintenance and estimated volumes removed from stormwater catch basins and sediment ponds?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(e).(3) {page 106}; also TPDES General Permit regarding removal of sludge or other waste from stormwater units?
17	Spill Prevention and Response--Are potential spill areas identified?	Record Review / Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(f) {page 107}
18	Have procedures been developed and implemented to minimize or prevent stormwater contamination from spills?	Record Review / Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(f) {page 107}
19	Are drums, tanks, and other containers clearly labeled?	Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III Section A.4.(f).(3) {page 107}
20	Are hazardous waste containers that require special handling, storage, use and disposal clearly marked?	Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III Section A.4.(f).(4) {page 107}
21	Has the facility developed specific spill prevention and clean-up techniques?	Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(f).(5) (page 107)

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22	Is equipment available for spills with maintained inventory?	Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(f).(7) {page 107}
23	Employee Training--Is employee training for all employees responsible for implementing or maintaining the activities in the SWP3 conducted at least annually and records of training activities maintained in the SWP3?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(g).(1) {page 107}
24	Does employee training include: (1) proper material management, (2) spill prevention methods, (3) location of clean-up materials, (4) spill clean-up techniques, (5) proper spill reporting, (6) good housekeeping, (7) BMPs, (8) and goals of the SWP3?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(g).(1) {page 107}
25	Is education provided to employees not directly responsible for implementing or maintaining the SWP3?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section A.4.(g).(2) {page 108}
	Section B. Periodic Inspections and Monitoring			
26	Are all non-stormwater discharges that are eligible for permit coverage identified in the SWP3?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.1.(a) {page 109}
27	Was a survey of potential non-storm water discharges (dry weather flows) performed?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.1.(b) {page 109}
28	Is there a properly signed Certification of Evaluation of Storm Water System for non-storm water discharges?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.1.(c) {page 110}
29	Was there a complete evaluation of the storm sewer system, and if not, was the Notice of Deficiency sent to the TCEQ within 180 days of NOI submission?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.1.(d) {page 110}
30	Periodic Inspections--Are inspections conducted quarterly by qualified individuals (or more frequently as required by sector) to determine the effectiveness of: (1) good housekeeping, (2) spill prevention and response, (3) erosion control, (4) maintenance program for structural controls, (5) BMPs, and (6) employee training, and are the inspections documented using a written checklist?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.2 {page 110}
31	Quarterly Visual Monitoring--Is monitoring of each outfall being (1) performed each quarter during daylight and operation hours, and are samples being examined in a well-lit area for color, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and odor?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.3.(a) {page 111}

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32	Is there written documentation of (1) monitoring (including date and time of sample collection, (2) names of personnel collecting and examining the samples, (3) nature of the discharge, and visual quality of the discharge)?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.3.(c) {page 112}
33	Were monitoring results reviewed by the stormwater pollution prevention team to identify probable sources of any observed stormwater contamination, and if so, was the SWP3 modified to address the conclusions of the team?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.3.(d) {page 112}
34	Annual Comprehensive Site Evaluation - Has the evaluation been conducted by a qualified person at least once per year?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.5.(a) {page 113}
35	Do the site evaluations include the inspection of the following: (1) all areas in the exposed materials inventory, (2) structural controls including maintenance and effectiveness, (3) non-structural controls including BMP effectiveness, good housekeeping, and spill prevention, all reasonably accessible areas immediately downstream of each outfall, all records required by the MSGP?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.5.(a) {page 113}
36	Has the facility prepared a site compliance evaluation report discussing the facility's compliance with the SWP3 including (1) date of evaluation, (2) personnel performing the inspection, and incidents of non-compliance?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.5.(b) {page 114}
37	If no incidents of non-compliance are discovered, is there a certification of compliance?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.5.(b).(6).(b) {page 114}
38	If incidents of non-compliances are identified, (1) does the report include actions to remedy the if incidents of non-compliances are identified, (2) does the report include actions to remedy the non-compliances and update the SWP3 and are actions completed as soon as practicable (but no later than 12 weeks after the report)? TPDES General Permit TXR050000, Part III, Section A(7)(c)(3)	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.5.(b).(6).(c) {page 114}
39	If applicable, are written time frames, revisions to the SWP3 or corrective actions needed, maintained with the checklist?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section B.5.(c){page 114}
	Section C. Numeric Effluent Limitations			
40	Are the samples taken representative of the monitored activity?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section C.1.(a) {page 116}

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41	Numeric Effluent Monitoring - Are Numeric Effluent Limitation samples collected prior to December 31st of each year?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section C.1.(b).(1) {page 116}
42	Is the facility compliant with numeric effluent limitations?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section C.1.(b).(3) {page 116}
43	Have DMRs been submitted for the following: (1) Benchmark (By March 31) (2) Hazardous Metals (By March 31)	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000 Part III, Section C.1(b) (page 116)
44	Does the facility claim a waiver from all or part of hazardous metals monitoring and provide criteria under which the waiver is claimed?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section C.1.(c) {page 117}
45	If yes to question 44, does the facility maintain a copy of the written waiver and criteria under which the waiver is claimed on file in the SWP3?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section C.1.(c) {page 117}
	Section D. General Monitoring and Records Requirements			
46	Are samples collected during a qualifying storm event?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III Section D.1.(a) {page 119}
47	Is an on-site rain gauge, representative weather station, or alternative means of compliance monitored a minimum of once per week, and once per day during storm events to determine when a representative storm event occurs?	Site Inspection	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section D.1.(c) {page 120}
48	Is the facility taking representative samples from substantially similar outfalls?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section D.2.(b) {page 120}
49	If yes to question 48, does the SWP3 include a description of all outfall locations and a detailed justification of why discharge qualities from the outfalls are substantially similar?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section D.2.(b) {page 120}
50	Sampling (1) Are samples collected within the first 30 min. of discharge? If this isn't possible are samples collected within the first hour of discharge and the reason documented and attached to all required reports of the sampling activity?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section D.2.(a).(1) {page 120}
51	(1) Did the facility temporarily suspend sampling, inspections, examinations, or other monitoring of stormwater discharges within a prescribed monitoring period because of adverse weather conditions or conditions that were dangers to personnel or weather conditions that prohibit access to a discharge? If so, did the facility document the suspension and include it in the SWP3?	Record Review	281.25(a)(4)	TPDES General Permit TXR050000, Part III Section D.4.(a).(1) and (3) {page 122}
52	If the facility is or was in inactive status, did the facility provide written notice to the Executive Director of this status?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section D.4.(b) {page 123}
	(2) Section E. Standard Permit Conditions			

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53	Are sampling, monitoring, and analyses conducted according to procedures in 30 TAC 319.11-319.12 or 40 CFR Part 136, or as otherwise specified in the permit?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section E.4.(c).(1) {page 126}
54	Are records being maintained in the site SWPPP for the required three years?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section E.5.(a).(2) {page 127}
55	Do records of monitoring include: (1) date, time, and place of sample or measurement, (2) the individual who collected the sample, made the measurement or performed the analysis, (3) date and time the analysis was conducted, (4) the identity of the individual or lab who performed the analysis, (5) the technique or method of analysis, the results of measurement, observation or analysis, quality assurance/quality control?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section E.5.(a) and (b) {page 127}
56	Instances of Non-Compliance (1) Were there any non-compliances which would endanger human health or safety, or the environment, if so, were they properly reported to TCEQ? (30 TAC 305.125(9))	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section E.6.(b).(1) {page 128}
57	Violations of Effluent Limitations (1) Were there any violations which deviated from the permitted effluent limitation by more than 40%, and if so, were they properly reported to TCEQ?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section E.6.(b).(2) {page 128}
58	If the facility generates solid waste as defined in 30 TAC 335.1, are they complying with solid waste provisions defined in the permit?	Record Review	30 TAC 305.125(1)	TPDES General Permit TXR050000, Part III, Section E.7 {page 129}
59	Item 1			
60	Item 2			
61	Item 3			
62	Item 4			
63	Item 5			