



**State of Hawaii Department of Transportation Harbors Division  
Environmental Compliance, BMP, and P2 Inspection Checklist for Tenant**

Harbor: \_\_\_\_\_  
Inspector(s): \_\_\_\_\_

Date/Time: \_\_\_\_\_  
Weather Conditions: \_\_\_\_\_

Type of Inspection:  Regular Inspection     Follow-up Inspection     Final Inspection  
 New Tenant Inspection - Date of Occupancy:

Tenant Business Name: \_\_\_\_\_  
Tenant Permit(s): \_\_\_\_\_  
Facility Location: \_\_\_\_\_  
Facility Mailing Address: \_\_\_\_\_  
Tenant Representative: \_\_\_\_\_  
Phone Number: \_\_\_\_\_                      Mobile Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_                         E-mail Address: \_\_\_\_\_  
EPA ID No. (if any): \_\_\_\_\_                IWDP No. (if any): \_\_\_\_\_

**Facility Description:**

  
  
  

**Site Drainage Description (including stenciling):**

  
  

**Any illicit discharge into Harbors storm water drainage system?**                       Yes     No     N/A  
If "Yes", please describe here:

  
  

**Related Risk Ranking Criterion:**

**Operations:**

<input type="checkbox"/> Vessel Maintenance	<input type="checkbox"/> Vessel Washing
<input type="checkbox"/> Vessel Fueling	<input type="checkbox"/> Vehicle/Equipment Fueling
<input type="checkbox"/> Vehicle/Equipment Maintenance	<input type="checkbox"/> Vehicle/Equipment Washing
<input type="checkbox"/> Petroleum Product Storage	<input type="checkbox"/> Material Storage
<input type="checkbox"/> Hazardous Material Storage	<input type="checkbox"/> Material Handling
<input type="checkbox"/> Waste Handling	<input type="checkbox"/> Building Maintenance

**NPDES Compliance**     Yes     No     N/A                      If "Yes", please complete this section

NPDES Permit Number: \_\_\_\_\_                      Expiration Date: \_\_\_\_\_

DMR Compliance:     Yes     No     N/A                      Last round of sampling: \_\_\_\_\_

SPCC Compliance:     Yes     No     N/A

- The facility maintains records of monitoring data for a minimum of five years?     Yes     No     N/A
- The facility has a SWMP and/or SWPCP?     Yes     No     N/A
- The facility has filed a Discharge/Connection Permit with Harbors?     Yes     No     N/A
- Discharge points exhibit unusual characteristics (e.g., sheen, color)     Yes     No     N/A

**Material Inventory:**

No.	Inspection Item	Yes	No	N/A	Remarks
<b>Storage</b>					
1	<b>SPCC Compliance:</b> Facility with an aggregate shell capacity of 1,320 gallons or more of petroleum products.				
2	<b>AST Containment:</b> ASTs are situated over an impervious surface, have adequate secondary containment and integrity protection, and containment drain valves are kept locked.				
3	<b>AST Overflow Protection:</b> Bulk product ASTs are equipped with overflow protection alarms or automatic shutdown pumps.				
4	<b>AST Malfunction:</b> Visible piping, tanks, and hoses in good condition (e.g., no exhibit signs of leakage, wear, or malfunction).				
5	<b>Oily Equipment:</b> Oily or leaking equipment is stored under cover or with drip pans. Drip pans are emptied or replaced as needed.				
6	<b>Storm Water Management:</b> Storm water accumulation in secondary containment is minimized, managed, disposed correctly, and logged.				
7	<b>Salvaged Equipment/Vehicle:</b> Fluids and batteries are removed from salvaged equipment/vehicle before storage.				
8	<b>Outdoor Material Storage:</b> Outdoor storage areas have coverings that prevent contact of these items with storm water. Materials are kept above the ground higher than the level of runoff.				
9	<b>Labeling:</b> Containers are properly labeled.				
10	<b>Compatibility:</b> Containers are stored in an organized manner, compatible with other stored materials, labeled correctly, and not stored past allowable holding times.				
11	<b>EPCRA:</b> The facility is required to report chemical inventory (Tier II) and/or Toxic Release Inventory (TRI) report.				
<b>Fueling</b>					
12	<b>Fueling BMPs:</b> Fueling area engineering controls and BMPs are effective in preventing storm water run on/off.				
13	<b>Fueling Inspections:</b> Equipment in fueling areas is in good condition (e.g., do not exhibit signs of leakage, wear, or malfunction). An inspection log is available for inspection.				
<b>Washing</b>					
14	<b>Vessel/Vehicle/Equipment Washing:</b> Vehicle or equipment washing is conducted with approval from HDOT Harbors.				
15	<b>Hand Washing:</b> Hand or dish washing is conducted over a sink that is plumbed to sanitary sewer or is disposed of appropriately.				
<b>Vessel/Vehicle/Equipment Maintenance</b>					
16	<b>Vessel/Vehicle/Equipment Maintenance Area:</b> Maintenance is conducted in a designated area, preferably covered.				
17	<b>Preventive Maintenance:</b> Preventive maintenance is performed on vehicles and equipment to prevent leaks. Vehicle and equipment are monitored periodically for leaks and drip pans are used.				
18	<b>Maintenance Logs:</b> Records are kept.				
19	<b>Parts Washer:</b> Parts washer fluid is disposed appropriately with an authorized disposal contractor.				
<b>Material Handling</b>					
20	<b>Material Handling Area:</b> Loading areas are free of unattended stains or pavement in normal deteriorated condition that would indicate good material handling practices.				
<b>Spill Response</b>					
21	<b>Spills and Stains</b> are cleaned thoroughly.				
22	<b>Spill Kits</b> are kept in all high risk areas and are refilled as needed.				
23	<b>Spill Recording:</b> Records are kept of spills and releases in the SWPCP or SPCC Spill and Discharge Log.				
24	<b>Harbors Environmental Hotline:</b> Emergency storm water contact numbers have been posted on site.				

No.	Inspection Item	Yes	No	N/A	Remarks	
<b>Building Maintenance &amp; Housekeeping</b>						
25	<b>Sweeping:</b> Trash, debris, and dirt are swept up regularly.					
26	<b>Deck/Floor Washing:</b> Dry sweeping or mopping is conducted instead of spraying/hosing down.					
27	<b>Sumps and OWS Maintenance:</b> Structural controls such as containment sumps or OWSs are emptied and serviced regularly.					
28	<b>Cleanliness:</b> All work areas and storage areas are neat and clean.					
<b>Waste Handling</b>						
30	<b>Trash Bins:</b> Trash bins are kept closed when not in use and are not overflowing.					
31	<b>Used Batteries:</b> Spent lead acid batteries are protected from contact with stormwater runoff and placed in secondary containment while awaiting disposal. Batteries are disposed in a timely manner.					
32	<b>EPA Generators:</b> Wastes are disposed properly, records are kept and hazardous waste generator status is known. Facility has an Environmental Protection Agency (EPA) hazardous waste generator identification number and follows appropriate regulations/requirements (CESQG, SQG, LQG).					
33	<b>Hazardous Waste Containment:</b> Hazardous waste and used oil storage areas have impermeable surfaces, adequate secondary containment, and integrity protection.					
34	<b>Chemical Toilets</b> are cleaned by contractors in a manner that does not allow chemicals (i.e. blue liquid) to enter the Harbor.					
<b>Training</b>						
35	<b>HDOT Harbors Annual Training:</b> A representative has attended the most recent HDOT Harbors Storm Water Awareness Training.				If "No", the latest training attended:	
36	<b>Material Handling Training:</b> Records of training are available for employees involved in material handling (e.g. forklift operators).				Most recent training date:	
37	<b>Container Storage Training:</b> Records of training are available for employees involved in inspection of ASTs or chemical storage areas.				Most recent training date:	
38	<b>Fueling Training:</b> Records of training are available for employees involved in large scale vehicle and equipment fueling.				Most recent training date:	
39	<b>Hazardous Waste Training:</b> Records of training are available for employees involved hazardous/universal waste handling/disposal activities.				Most recent training date:	
<b>General Observed BMPs</b>						
40	General Housekeeping	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor or Unacceptable
41	Recordkeeping	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor or Unacceptable <input type="checkbox"/> Not Applicable
42	All personnel are well-trained	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor or Unacceptable
43	Need follow-up inspection	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Tenant Risk Ranking Criteria		Score
<b>1</b>	<b>Vessel Maintenance and Repair</b>	
0	Neither maintenance nor repair activities are conducted on-site.	
1	Maintenance and repair activities on any size vessel are conducted entirely indoors (with proper dust control BMPs), with no or minimal potential for discharge of pollutants.	
2	Minor maintenance and repair (30 day or less duration) for small vessels is conducted in their berth (with proper dust control BMPs) with minimal potential for discharge of pollutants.	
3	Maintenance and repair activities on large vessels are conducted outdoors and out of the water (with proper dust control BMPs), with minimal potential for discharge of pollutants.	
4	Major maintenance and repair activities on any size vessel are conducted in a partially confined or unconfined area with moderate potential for discharge of pollutants.	
5	Maintenance and repair activities on any size vessel are conducted in an unconfined area or in an area with significant potential for discharge of pollutants. <b>(Automatic trigger to high risk designation)</b>	
<b>2</b>	<b>Vessel Fueling</b>	
0	No fuel transfer activities are conducted on-site.	
1	Fueling of small vessel is conducted by a fueling company with proper spill containment and diversion.	
2	Fueling of small vessel is conducted with spill containment and diversion.	
3	Fueling of large vessel is conducted in designated area with spill containment and diversion.	
4	Fueling of small vessel is conducted in areas WITHOUT spill containment and diversion.	
5	Fueling of large vessels is conducted in areas WITHOUT spill containment or diversion. <b>(Automatic trigger to high risk designation)</b>	
<b>3</b>	<b>Vessel Rinsing</b>	
0	No vessel rinsing is conducted on-site.	
1	Vessel rinsing is conducted in an area designed to contain wash water and debris, with no or minimal potential discharge of pollutants.	
2	Vessel rinsing is conducted in an uncontained area with no direct connection to Harbors stormwater drainage system, or having a minimal potential for discharge of pollutants.	
3	Vessel rinsing is conducted in an uncontained area with no direct connection to Harbors storm drainage system, but having a moderate potential for discharge of pollutants.	
4	Vessel rinsing is conducted in an uncontained area directly connected to Harbors storm drainage system, and has a moderate potential for discharge of pollutants.	
5	Vessel rinsing is conducted in an uncontained area directly connected to Harbors storm drainage system, and has a significant potential for discharge of pollutants, or not in compliance with EPA VGP or sVGP. <b>(Automatic trigger to high risk designation)</b>	
<b>4</b>	<b>Vehicle and/or Equipment Maintenance and Repair</b>	
0	No equipment/vehicle maintenance and/or repair activities are conducted on-site.	
1	Maintenance/repair activities are conducted entirely indoors, on a small scale, with minimal potential for discharge of pollutants.	
2	Maintenance/repair activities are conducted entirely indoors, on a large scale, with minimal potential for discharge of pollutants.	
3	Maintenance/repair activities are conducted in a covered area with minimal to moderate potential for discharge of pollutants.	
4	Maintenance/repair activities are conducted outdoors within containment or in an area with moderate potential for discharge of pollutants.	
5	Maintenance/repair activities are conducted outdoors or in an area with significant potential for discharge of pollutants, or any time there is an illicit discharge present. <b>(Automatic trigger to high risk designation)</b>	
<b>5</b>	<b>Vehicle and/or Equipment Fueling</b>	
0	No equipment and/or vehicle fueling activities are conducted on-site.	
1	Equipment/vehicle fueling is conducted by a fueling company with spill containment and diversion.	
2	Equipment/vehicle fueling is conducted on a small scale (i.e., less than 25 gallons per fueling) in areas with spill containment and diversion.	
3	Equipment/vehicle fueling is conducted on a large scale in areas with spill containment and diversion.	
4	Equipment/vehicle fueling is conducted on a small scale WITHOUT spill containment and diversion, but not in areas adjacent to Harbors storm drainage system and nation's water.	
5	Equipment/vehicle fueling is conducted on large scale WITHOUT spill containment and diversion, or on any scale in areas adjacent to Harbors storm drainage system WITHOUT spill containment and diversion. <b>(Automatic trigger to high risk designation)</b>	
<b>6</b>	<b>Vehicle and/or Equipment Washing</b>	

Tenant Risk Ranking Criteria		Score
0	No equipment/vehicle washing is conducted on-site.	
1	Equipment/vehicle washing is conducted with Harbors consent and in covered wash area following an approved method, with no or minimal potential discharge of pollutants.	
2	Equipment/vehicle washing is conducted with Harbors consent and in uncovered wash area following an approved method with minimal potential discharge of pollutants.	
3	Equipment/vehicle washing is conducted with Harbors consent and in uncovered wash area following an approved method with moderate potential discharge of pollutants (e.g., adjacent to Harbors storm drainage system or nation's water).	
4	Equipment/vehicle washing is contained and in an area with no direct connection to Harbors storm drainage system and nation's water, but conducted WITHOUT Harbors consent.	
5	Equipment/vehicle washing is not contained, conducted WITHOUT Harbors consent, and in an area directly discharging to Harbors storm drainage system and nation's waters. <b>(Automatic trigger to high risk designation)</b>	
<b>7 Aboveground Oil Storage (size of container ≥ 55-gallon ONLY)</b>		
0	No oil product is stored on-site.	
1	Less than 1,320 gallons of oil is properly stored in a covered area and has no or minimal potential for discharge of pollutants.	
2	Less than 1,320 gallons of oil is properly stored in an uncovered area and has minimal potential for discharge of pollutants.	
3	More than 1,320 gallons of oil is properly stored with minimal potential for discharge of pollutants, and the facility has an SPCC Plan.	
4	More than 1,320 gallons of oil is properly stored with minimal to moderate potential for discharge of pollutants, but the facility does not have a SPCC Plan.	
5	Oil is improperly stored and/or managed and has a significant potential for discharge of pollutants. <b>(Automatic trigger to high risk designation)</b>	
<b>8 Container Storage (size of containers &lt; 55-gallon)</b>		
0	No containers are stored on-site.	
1	All containers are properly managed and stored entirely indoors and have no or minimal potential for discharge of pollutants.	
2	All containers are properly managed and stored under cover, and have minimal potential for discharge of pollutants.	
3	Containers are properly managed and stored outdoors with minimal potential for discharge of pollutants (e.g., distance from site to the nearest storm drain inlet or surface water is greater than 100 feet or 30 meters).	
4	Containers are improperly managed but stored indoors or under the cover, with moderate potential for discharge of pollutants.	
5	Containers are improperly managed and stored outdoors with significant potential for discharge of pollutants. <b>(Automatic trigger to high risk designation)</b>	
<b>9 Waste Handling and Disposal (excluding Used Oil)</b>		
0	No waste is stored on-site.	
1	All wastes are non-hazardous and stored indoors or outdoors in covered areas, and have no or minimal potential for discharge of pollutants.	
2	All wastes are non-hazardous and stored outdoors uncovered, and have moderate potential for discharge of pollutants.	
3	Hazardous wastes are generated and tenant is classified as a CESQG. Hazardous wastes are properly managed, stored, and disposed of. Storage areas have no or minimal potential for discharge of pollutants.	
4	Hazardous wastes are generated and the tenant is classified as a SQG or LQG. Hazardous wastes are properly managed, stored and/or disposed of. Storage areas have no or minimal potential for discharge of pollutants.	
5	Hazardous wastes are generated and the tenant is classified as a CESQG, SQG, or LQG. Hazardous wastes are improperly managed, stored, and/or disposed of. Storage areas have significant potential for discharge of pollutants. <b>(Automatic trigger to high risk designation)</b>	
<b>10 Spill History</b>		
0	No history of oil/chemical spills on-site.	
1	One to three oil/chemical spills in minimal quantity (e.g., less than five gallons for oil) in the past three years.	
2	One to three oil/chemical spills in moderate quantity (e.g., oil spill of 5 gallons or greater but less than 25 gallons; for all other chemicals please refer to 40 CFR 302.4) in the past three years.	

Tenant Risk Ranking Criteria		Score
3	One to three oil/chemical spills greater than the reportable quantity (see 40 CFR 302.4) in the past three years.	
4	More than three oil/chemical spills greater than reportable quantity in the past three years.	
5	More than two oil/chemical spills entered into Harbors storm drainage system. Or more than five oil/chemical spills of any quantity in one calendar year. <b>(Automatic trigger to high risk designation)</b>	
<b>11</b>	<b>Enforcement History</b>	
0	No verbal or written warnings were issued in the past two years.	
1	Class II violations (such as verbal/written warnings and potential violations identified in an inspection report) were issued in the past one year and corrective actions were immediately taken by the tenant.	
2	Class I violations (identified in an inspection report and/or documented in an NAV) were issued in the past two years and corrective actions were taken by the tenant.	
3	Class II violations were issued in the past one year, but corrective actions were NOT immediately taken by the tenant.	
4	Class I violations were issued in the past two years, but corrective actions were NOT immediately taken by the tenant.	
5	Civil penalties were assessed for non-compliance in the past two years. <b>(Automatic trigger to high risk designation)</b>	
<b>12</b>	<b>Training Attendance History</b>	
-2	The tenant has attended all annual trainings during its tenancy.	
-1	The tenant has attended the most recent training.	
2	The tenant has not attended the most recent training.	
4	The tenant has never attended the training.	
<b>13</b>	<b>Site Condition and General Housekeeping</b>	
0	All activities are conducted indoors and have no or minimal potential for discharge of pollutants. General housekeeping is in good condition.	
1	All activities are conducted indoors and have minimal potential for discharge of pollutants. General housekeeping is in average or fair condition.	
2	Activities are conducted indoors and outdoors, and general housekeeping is in good condition (e.g., sources of pollutants are properly managed).	
3	Activities are conducted indoors and outdoors and have minimal to moderate potential for discharge of pollutants. General housekeeping is in fair or above average condition.	
4	Activities are conducted outdoors and have moderate potential for discharge of pollutants. General housekeeping is in fair condition.	
5	Activities are conducted outdoors and pose a significant threat to the environment. <b>(Automatic trigger to high risk designation)</b>	
<b>14</b>	<b>Lease Agreement and/or Revocable Permit Requirements</b>	
0	Tenant appears to be in compliance with environmental requirements in their tenant lease or revocable permit.	
5	Tenant is not in compliance with their revocable permit or lease. <b>(Automatic trigger to high risk designation)</b>	

Total Risk Ranking Score: 0  
 Tenant Risk Ranking Category: \_\_\_\_\_