

Hawaii Department of Transportation Harbors Division Compliance, BMP and P2 Inspection Checklist

Harbor: _____	Date/Time: _____
Tenant/User*/Business Name: _____	Tenant/User*/Business Phone Number: _____
Facility Address: _____	Risk Ranking: _____
Tenant Representative(s): _____	Basin or PMID: _____
Vessel/Permittee Representative(s) Signature: _____	SIC or NAICS: _____
Mailing Address: _____	
Inspector(s)**: _____	Weather Conditions: _____

Facility Description

Y – Tenant is compliant.
N – Tenant is not compliant.
NA – BMP does not apply to this facility.
+ – Suggested BMP.

STORM WATER		Compliance		Comments	
		Y	N	N/A	
1	The user performs vehicle/vessel/equipment maintenance, washing, and/or stores industrial equipment and has an NPDES permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, NPDES Permit No.: _____ Permit expiration date: _____
2	If an NPDES Individual Permit or NGPC covers the facility, reporting requirements under the permit have been completed and are up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	If required, a Discharge and/or Connection Permit application has been filed with the DOT Harbors Division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of Submittal. Date of Approval. _____ _____
4	The facility has submitted its annual Discharge Monitoring Report (DMR) for storm water discharges to the HDOH.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of Submittal. _____
5	The facility maintains accurate records of the monitoring data for a minimum of five (5) years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	If required, the facility has a Storm Water Management Plan (SWMP) and /or Storm Water Pollution Control Plan (SWPCP). Applicable plans are available at the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

* User: Land or water user of Department of Transportation Harbors Division facilities.

** Inspector(s): Inspector must check and verify all reports and documentation.
Hawaii DOT, Harbors Division.

Modified by Weston Solutions, Inc. on 9/26/2011.

7	The facility's total aboveground storage capacity (containers 55 gallons or larger) of petroleum products is less than 1,320 gallons. If more, the facility has a Spill Prevention Control and Countermeasure (SPCC) Plan signed by a professional engineer and has been updated within the last 5 years.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date of SPCC Plan: _____
8	All changes to the personnel responsibilities, facility layout and potential pollutants source and activities have been updated in the SWPCP and/or SPCC.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9	Records have been kept of spills and releases in SWPCP or SPCC Spill and Discharge Log.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
10	Facility representatives have attended HDOT Annual Storm Water Training. Facility personnel have been provided annual storm water Best Management Practices (BMPs) awareness training, and training records are maintained at the facility.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date of Last Training: _____
11	Areas of the facility exposed to storm water aren't wet during dry weather and are free of stains. If no, take photos.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
12	Discharge points to storm drainage system do not exhibit unusual characteristics such as color, odor, sheen, foam, or floatables.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
13	Storm water drainage systems are cleaned regularly and are labeled with "No Dumping" placards to educate personnel that non-storm water is not to be discharged into the storm drainage system.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
14	Discharge pathways of all floor and facility drains are acceptable. No sinks, showers, or washing machines discharge to the ground or to storm drains. There is no two-way valve diverting flows alternately to the storm sewer or sanitary sewer.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
15	Discharges to the sanitary sewer are authorized by an Industrial Wastewater Discharge Permit (IWDP), if required, and permit documents are on file at the facility. If not, describe where wastewater is processed and disposed.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	IWDP Number: _____ Expiration Date _____

BULK STORAGE		YES NO N/A	Comments
16	Facility has aboveground storage tanks (AST's) or underground storage tanks (UST's) including hydraulic lift tanks, emergency generator day tanks, fuel storage, and used oil storage tanks. Proper maintenance, training, leak tests, notifications, and inspections are up to date. For tanks greater than 1,100 gallons, inventory is monitored daily.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
17	Facility had notified the HDOH UST program office of all UST's located in-site. HDOH has issued a "No Further Action" statement for the closure of any UST at the facility.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
18	ASTs are situated over an impervious surface, have adequate secondary containment and integrity protection, and containment drain valves are kept locked.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
19	AST construction materials are compatible with materials stored. ASTs are free of damage and labeled correctly. AST contents are not stored past allowable hold times.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

20	Bulk product storage containers are equipped with overflow protection alarms or automatic shutdown pumps.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
21	AST meets or exceeds the National Fire Protection Association (NFPA) requirements.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

CONTAINER STORAGE		YES NO N/A	Comments
22	Container storage area is covered, situated over an impervious surface, and has adequate secondary containment.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
23	Container storage area is organized, clean, and kept locked, and containers are kept closed.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
24	Containers are compatible with materials stored. Containers are free of damage and are labeled correctly. Container contents are not stored past allowable holding times.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
25	Storm water accumulation in secondary containment areas is minimized, managed, disposed of correctly, and logged.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
26	Container storage areas are free of unattended spills or degradation indicating poor container handling practices.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

OUTDOOR MATERIAL HANDLING		YES NO N/A	Comments
27	Metal stock, engines, batteries, tires, and similar items that may be contaminated with heavy metals, petroleum products, or oily wastes are stored indoors or secured under cover to prevent contact with rainfall.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
28	Bulk stockpiles and soil piles are covered when rain is expected and at the end of the day.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
29	Loading areas are designed and located to minimize impacts to storm water drainage system.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
30	Loading areas are free of unattended stains (e.g., paint) or pavement degradation indicating poor material handling practices.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
31	Adequate plans and spill cleanup materials are on hand to address spills and leaks due to material transfers.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
32	Material handling employees and/or forklift operators have been trained on material handling BMPs.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date of training: _____

FUELING		YES NO N/A	Comments
33	Fueling area engineering controls and BMPs are effective in preventing storm water run on/runoff.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
34	Fueling is conducted over an impervious surface and secondary containment devices for fixed and mobile fueling areas are adequate to contain spills.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
35	Secondary containment devices are equipped with a locking drain valve.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
36	Dispensing nozzles are equipped with automatic shut-off controls. Drip pans are used for remote or mobile fueling.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
37	Structural controls, such as sumps, oil/water separators, and containment areas are being maintained properly.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
38	Fueling areas are free of unattended stains and spill cleanup practices/materials (spill kits) are adequate, the spill kit is readily accessible, and is labeled.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
39	Visible piping, tanks, and hoses do not exhibit signs of leakage, wear, or malfunction. An inspection log is available for inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
40	Records are maintained of containment inspections and releases of uncontaminated rain water.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
41	Fuel-handling employees are trained on fueling BMPs, spill cleanup practices, and the content of the SPCC plan.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date of training: _____

MAINTENANCE AND REPAIR			Comments
42	Vehicles and equipment lots are monitored periodically for leaks, drip pans are in use, and repairs are made as needed. These areas appear to be free of excessive leaks and spills.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
43	Maintenance is performed in a designated area and clean-up activities do not impact storm water.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
44	Greasy, oily or leaking equipment is stored under cover and absorbents or drip pans are deployed under any temporarily leaking equipment.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
45	Fluids and batteries are removed from salvage equipment before storage.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
46	Logs of regular vehicle, forklift, or equipment maintenance, either off-site or on-site, are available for inspection.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
47	Maintenance employees have received awareness training on storm water BMPs.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date of Last Training: _____
48	Existing products and materials are used before purchasing or using additional ones of the same kind.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
49	Hazardous material substitutions have been explored.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

VEHICLE, VESSEL, AND EQUIPMENT WASHING		YES NO N/A	Comments
50	Washing takes place over an impermeable surface in a designated area and is designed to prevent storm water run on/runoff.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
51	Discharges from washing activities are authorized by permits if required, and permit documents are on file with DOT Harbors Division. Vessel has an EPA Vessel General Permit.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If yes, Permit No.: _____ Permit expiration date: _____
52	The contained wash water effluent is recycled, discharged to the sanitary sewer system (permit may be required), or collected for off-site disposal.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
53	Wash water treatment systems, such as sumps, oil/water separators, and reclamation systems are maintained and operational.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
54	Vehicle maintenance, chemical storage, and other uses do not occur in designated wash areas. Wash areas are periodically inspected and cleaned.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
55	Cleaning agents and equipment are stored properly. Biodegradable and environmentally preferred products are used where possible. List product used.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
56	Solid wastes from washing activities are disposed of properly.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

WASTE HANDLING AND DISPOSAL		YES NO N/A	Comments
57	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, LWG). Submit copy of EPA's letter.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EPA Generator ID Number: _____
58	Hazardous waste and used oil storage areas have impermeable surfaces, adequate secondary containment, and integrity protection.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
59	Personnel who handle hazardous waste and/or universal waste or come into contact with hazardous waste/universal waste are trained and training records are documented, and past training logs are available at the facility.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date of Last Training: _____
60	Containers are compatible with materials, free of damage, and labeled correctly.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
61	Storm water accumulation in secondary containment areas is minimized, managed, and disposed of correctly. Records are maintained of containment inspections and releases of uncontaminated rain water.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
62	Waste storage areas are free of unattended spills or degradation indicating poor waste handling practices.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
63	Materials such as grease, oil, antifreeze, brake fluid, cleaning agents, hydraulic and transmission fluid, solvents, paints, batteries and filters are recycled or disposed of properly.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
64	Out-of-service, spent lead acid batteries are protected from contact with stormwater runoff, and placed in secondary containment.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

65	Trash receptacles, roll-off containers, and recycle bins are kept closed when not in use.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
66	Trash receptacles are not overloaded, nor has trash accumulated outside the bins.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
67	Potential pollutants are stored under covered areas.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
68	Waste reduction opportunities have been explored and implemented.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

PIERS, BUILDINGS, AND GROUNDS HOUSEKEEPING		YES NO N/A	Comments
69	Spills are cleaned thoroughly. Petroleum spills are cleaned until water added to spill area does not produce sheen.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
70	Good housekeeping controls are implemented to contain debris and pollutants generated by building maintenance activities.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
71	There is no evidence of excessive accumulation of obsolete materials or wastes, and spent chemicals, batteries, paint wastes, etc. are disposed of in a timely fashion.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
72	Paved surfaces are swept rather than washed down and sweepings are disposed of properly.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
73	There is no dirt/debris accumulation/buildup in parking areas.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
74	Fertilizers, pesticides, and herbicides are applied according to manufacturer's instructions and not applied before or during a rain event.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
75	Storm water drainage system is maintained regularly.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
76	Excessive watering of landscaped areas is avoided.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

OIL/WATER SEPARATORS MAINTENANCE		YES NO N/A	Comments
77	Operation and maintenance of oil/water separator is adequate and wastes are disposed of properly. Maintenance log/disposal manifest is available for inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

RUNOFF RETENTION BASINS		YES NO N/A	Comments
78	Catch basins are clean and free of debris and stains.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
79	Sediment build up in the basin is monitored, removed when necessary, and disposed of properly.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

EMERGENCY SPILL CLEANUP PLANS		YES NO N/A	Comments
80	Tenant SPCC/Emergency Spill Cleanup Plan is adequate and being implemented effectively.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
81	Spill kits are in high-risk areas and are readily accessible, clearly marked, and appropriately stocked.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
82	Spill kits are inspected and replenished monthly or after kits are utilized.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
83	Employees have been trained in spill prevention and response, and spill and training records are maintained on site.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date of training: _____
84	The National Response Center (NRC) Phone Number is available on-site for immediate reporting of spills. NRC (800) 424-8802	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
85	Spills over 5 gallons or that impacted surface water have been reported.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

CONSTRUCTION		YES NO N/A	Comments
86	Construction activities have occurred at the facility since the last inspection and construction plans have been submitted and reviewed by the Department of Transportation Harbors Division.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
87	If a new sub-tenant moves in Department of Transportation Harbors Division is notified prior to build-out of the sub-tenant space.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

EPCRA		YES NO N/A	Comments
88	The facility is required to report chemical inventory (Tier II) and/or Toxic Release Inventory (TRI) Report. If yes, supply a copy of the report(s).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

ENFORCEMENT		YES NO N/A	Comments
89	The facility has no history of spills greater than 5 gallons. Note quantity and approximate date.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
90	There are no outstanding orders, nor have there been verbal warnings, written enforcement actions, or penalties received in the past three years. Note if corrective actions were taken and requirements satisfied.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	