

ATTACHMENT M

Industrial and Commercial Facility Inspection Checklist



Hawaii Community Development Authority (HCDA)
Kakaako Community Development District MS4
Commercial and Industrial Facility Inspection Checklist

Compliance, Best Management Practices (BMPs), and Pollution Prevention (P2)

Facility Name: _____ Inspector(s): _____
 Facility Address: _____ Phone Number: _____
 _____ Weather Conditions _____
 Facility Representative(s): _____ SIC or NAICS: _____
 Inspection Date/Time: _____ Next Inspection Due _____

NON-STORM WATER DISCHARGES		YES	NO	N/A	Comments
1	Areas of the facility exposed to storm water aren't wet during dry weather and are free of stains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	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"/>	
3	Discharge pathway of all floor and facility drains is acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MAINTENANCE AND REPAIR		YES	NO	N/A	Comments
4	Maintenance is performed in authorized area and clean up activities do not impact storm water drainage system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Greasy or leaking equipment is stored under cover or with drip pans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Fluids and batteries are removed from salvage equipment before storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Hazardous material substitutions have been explored and are being implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	List of maintenance inventory available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Materials such as grease, oil, antifreeze, brake fluid, cleaning agents, hydraulic and trans. fluid, solvents, paints, batteries and filters are recycled or disposed of properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Maintenance employees have received awareness training on storm water BMPs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FUELING		YES	NO	N/A	Comments
11	Fueling area engineering controls and BMPs are effective in preventing storm water run on/runoff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Secondary containment devices for fixed and mobile fueling areas are adequate to contain spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Structural controls, such as sumps, oil/water separators, and containment areas are being maintained properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Fueling areas are free of unattended stains and spill cleanup practices/materials (Spill Kits) are adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Visible piping, tanks, and hoses do not exhibit signs of leakage, wear, or malfunction. Fuel pumps and tank inlets are clearly labeled. Inspection log available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	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"/>	

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VEHICLE AND EQUIPMENT WASHING		YES	NO	N/A	Comments
17	Washing takes place in an designated area and is designed to prevent storm water run on/runoff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Discharges from washing activities are authorized by permits if required, and permit documents are on file at facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Wash water treatment system, such as sumps, oil/water separators, and reclamation systems are maintained and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Cleaning agents and equipment are stored properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Solid wastes from washing activities are disposed of properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OUTDOOR MATERIAL HANDLING		YES	NO	N/A	Comments
22	Loading areas are designed and located to minimize impacts to storm water drainage system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Loading areas are free of unattended stains or pavement degradation indicating poor material handling practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	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"/>	
25	Material handling employees and/or forklift operators have been trained on material handling BMP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OUTDOOR CONTAINER STORAGE		YES	NO	N/A	Comments
26	Storage area has adequate secondary containment and integrity protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Containers are compatible with materials stored, free of damage, and labeled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Bulk product storage containers are equipped with overflow protection alarms or automatic shutdown pumps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Storm water accumulation in secondary containment areas is minimized, managed, disposed of correctly, and logged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BUILDINGS AND GROUNDS HOUSKEEPING		YES	NO	N/A	Comments
30	Good housekeeping controls are implemented to contain debris and pollutants generated by building maintenance activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Paved surfaces are swept vs. washed down and sweepings are disposed of properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Fertilizers, pesticides, and herbicides applications pose minimal storm water impacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Storm water drainage system is maintained regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OIL/WATER SEPARATORS MAINTENANCE		YES	NO	N/A	Comments
34	Operation and maintenance of oil/water separator (OWS) is adequate and wastes are disposed of properly. Maintenance log/disposal manifest available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EMERGENCY SPILL CLEANUP PLANS		YES	NO	N/A	Comments
35	SPCC or Emergency Spill Cleanup Plan is adequate and being implemented effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Spill kits are in high-risk areas and are appropriately stocked and labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	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"/>	

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HAZARDOUS MATERIAL/WASTE MANAGEMENT			YES	NO	N/A	Comments
38	Products are used completely before disposal.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Hazardous materials are purchased and stored in minimal quantities. Choose nonhazardous substitutes when possible.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Hazardous materials are recycled and/or reused when possible (spent batteries, used flammable paint, or used lamps).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Toxic liquid wastes (used oils, solvents, acids, bases, pesticides, and paints) are not disposed of in dumpsters designated for solid waste.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Hazardous materials are purchased and stored in minimal quantities.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Hazardous Waste Storage Area (s) designated under roof and secured. Secondary containment used under liquid hazardous waste. Spill kit available in Hazardous Waste Storage Area (s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Hazardous waste not mixed to prevent adverse chemical reactions and complicate (add cost) disposal.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	Hazardous materials are recycled and/or reused when possible (spent batteries, used flammable paint, or used lamps).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Hazardous materials are purchased and stored in minimal quantities.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Regular hazardous waste collection is scheduled and performed by qualified and licensed contractor (s).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Hazardous Waste generator status is known and associated requirements followed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Personnel that handle hazardous material and waste are properly trained.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEW OF STORM WATER POLLUTION CONTROL PLAN (SWPCP)/ SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN (SPCC)						
		YES	NO	N/A	Comments	
50	The facility has a SWPCP and/or SPCC if required under applicable regulations. [if facility is not required to obtain either skip this section]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	All changes to the facility layout have been updated in the SWPCP and/or SPCC.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	The existing BMPs and P2 practices are effective in reducing potential for storm water pollution.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Personnel responsible for the SWPCP and SPCC are listed in the respective plans.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Is employee training up-to-date. Are training records documented.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Has annual sampling and analysis been performed and submitted to DOH and/or EPA as specified in SWPCP.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Item No.	Alleged Violation or Corective Action
Photo ID	Photo Description