

Compliance Checklist for Storm Water Requirements at Construction Sites

This compliance checklist summarizes Storm Water Management requirements for Construction projects which involve demolition, clearing, grading and excavation on land areas equal to or greater than one acre. This checklist is used by the Office of Environmental Health and Safety (OEHS) to evaluate compliance with Storm Water requirements specified in State Water Resources Control Board(SWRCB) Order No. 2009-0009-DWQ for construction activities.

Date of Inspection: _____ Facility: _____	Project OAR: _____ OEHS Inspector: _____		
A. Permit Registration Documents (PRDs)	Y	N	ALT
(1) Have PRDs been electronically signed, certified, and submitted via State Water Board’s Storm Water Multi-Application and Report Tracking System (SMARTS) by a person legally authorized to sign or Legally Responsible Person (LRP) to the State Water Resources Control Board (SWRCB) pursuant to SWRCB Order No. 2009-0009-DWQ?			
(2) Does the PRDs include the following; <ul style="list-style-type: none"> • Notice of Intent (NOI) • Risk Assessment (Existing projects will be granted Risk Level 1 status until September 2, 2011) • Site Map • Storm Water Pollution Prevention Plan (SWPPP) • Annual Fee • Signed Certification Statement 			
(3) Is there a record of PDRs being filed electronically?			
(4) Is there a record of indicating payment of the annual fee pursuant to SWRCB Order No. 2009-0009-DWQ?			
(5) Has a Waste Discharge Identification (WDID) number been assigned and sent by the SMARTS?			
B. Storm Water Pollution Prevention Plan (SWPPP) and Best Management Practices (BMPs)			
(1) Has a SWPPP been prepared pursuant to SWRCB Order No. 2009-0009-DWQ prior to start of soil-disturbance?			
(2) Ensure that the SWPPP for all project sites are developed and amended or revised by a Qualified SWPPP Developer (QSD).			
(3) Has the SWPPP been certified with the signatory requirements?			
(4) Is SWPPP kept on the construction site during the construction?			
(5) Does the SWPPP include the following: <ul style="list-style-type: none"> • A site map showing designated areas for: <ul style="list-style-type: none"> ○ The project’s surrounding area (vicinity). ○ Site layout. ○ Construction site boundaries. ○ Drainage areas. 			

<ul style="list-style-type: none"> ○ Discharge locations. ○ Sampling locations. ○ Areas of soil disturbance (temporary or permanent). ○ Active areas of soil disturbance (cut or fill). ○ Locations of all runoff BMPs. ○ Locations of all erosion control BMPs. ○ Locations of all sediment control BMPs. ○ Locations of all post-construction BMPs.. ○ Locations of storage areas for waste, vehicles, service, loading/unloading of materials, access (entrance/exits) points to construction site, fueling, and water storage, water transfer for dust control and compaction practices. ● A narrative description of all materials used during construction that have potential to discharge pollutants. ● A narrative description of all activities performed during construction that have potential to discharge pollutants. ● A narrative description of implementing good housekeeping for vehicle storage and maintenance, construction waste handling and disposal. ● A narrative description of BMPs selected to reduce or eliminate discharge of these pollutants. Ensure the BMPs include the following: <ul style="list-style-type: none"> ○ An outline of vegetative soil cover or native vegetation onsite that will remain undisturbed during the construction. ○ An outline of disturbed slopes. ○ A description of effective BMPs to control disturbed slope erosion both temporarily and permanently. ○ A description of BMPS to reduce wind erosion at all times, especially for stockpiled materials. ○ A proposed schedule for erosion control BMPs implementation. ○ A description of effective sediment control BMPs. These BMPs may include filtration devices and barriers (such as fiber rolls, silt fences, and straw bale barriers), settling devices (such as sediment traps or basins), or other devices (such as earth dikes, brush barriers, and drainage swales). ○ A description of the BMPs to reduce the tracking of sediment onto public or private roads at all times. ● A narrative description of <ul style="list-style-type: none"> ○ Monitoring program. ○ Training program ○ Record keeping ● Non-storm water management <ul style="list-style-type: none"> ○ A non-storm management describing all non-storm water discharges and how they are eliminated, controlled, treated, or reduced to the extent feasible. ○ Conduct visual inspection for non-storm water discharge quarterly. ○ Ensure that visual observations document the presence or evidence of any non-storm water discharge, pollutant characteristics (floating and suspended material, sheen, discoloration, turbidity, odor, etc.), and source. ○ Ensure that Risk Level 2 and 3 dischargers collect samples for all non-storm water discharges from all discharge 			
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<p>points and send all samples to a laboratory certified by the State Department of Health Services.</p> <ul style="list-style-type: none"> • Non-visible pollutant monitoring <ul style="list-style-type: none"> ○ Ensure that a non-visible pollutant monitoring plan includes a list of the name and telephone number of the qualified person(s) assigned responsibility for collecting sample (s). ○ Ensure that non-visible pollutants are listed in the plan. ○ Ensure that a name, address and phone no. of the laboratory are included in the plan. ○ Ensure that a sampling kit must be on site. ○ Ensure that the samples are collected during the first two hours of discharge from rain events that occur during business hours and which generate runoff. • Information on <ul style="list-style-type: none"> ○ Size in acres/square feet ○ The runoff coefficient before and after construction. ○ The percentage that is impervious before and after construction. • Keep all field /or analytical data. • Annual reporting and noncompliance reporting • A narrative description of post construction management <ul style="list-style-type: none"> ○ Description of BMPs such as catch basin inserts, storm drain inserts, clarifiers, filtration systems, energy dissipation devices, detention/retention basins, etc. ○ Are BMPs consistent with all local post-construction storm water management requirements? ○ Is there a maintenance responsible party included? 			
<p>(6) Has there been a “change in construction or operations which may affect the discharge of pollutants “which requires amendment of the BMPs pursuant to SWRCB Order No. 2009-0009-DWQ?</p>			
<p>(7) If “yes” to B6 above, has the BMPs been amended pursuant to SWRCB Order No. 2009-0009-DWQ?</p>			
<p>C. Monitoring</p>			
<p>(1) Risk Level 1 Requirements</p> <ul style="list-style-type: none"> • Ensure that a monitoring program includes a list of the name and telephone number of the qualified person(s) assigned responsibility for pre-storm, post-storm, and storm event BMP inspections. • Ensure that all inspection, maintenance repair and sampling activities at the project location shall be performed or supervised by a Qualified SWPPP Practitioner (QSP) or an employees trained by QSP. • Is there a record available for review which indicates monthly site inspections as pursuant to LAUSD Storm Water Pollution Prevention, Specifications 01330? • Is there a record available for review which indicates weekly site inspections as pursuant to SWRCB Order No. 2009-0009-DWQ? • Is there a record of site inspections conducted before and after each qualifying storm event? (Inspection shall be conducted at all discharge locations within 48 hours after each qualifying storm event). • Is there a record of site inspections conducted each 24-hour period during extended storm event? 			

<ul style="list-style-type: none"> • Is there a record of site inspections conducted for quarterly non-storm water discharge? • Ensure that an inspection checklist includes the following: <ul style="list-style-type: none"> ○ Inspection date and date the inspection report was written. ○ Monthly (), weekly (), pre-storm (), post-storm (), during storm (), quarterly non-storm water discharge (). ○ Weather information including beginning and end of storm, and amount of rainfall (inch). ○ A description of any BMPs evaluated and any deficiencies noted (Repairs or design changes to BMPs within 72 hours). ○ Observation of all BMPs during inclement weather (if access is safe and possible). ○ Corrective action required, including any SWPPP amendments and implementation dates. ○ Inspector's name, title and signature. 			
<p>(2) Risk Level 2 Requirements</p> <ul style="list-style-type: none"> • Ensure that a monitoring program includes all the requirements for Risk Level 1 plus the following: <ul style="list-style-type: none"> ○ Ensure that a QSP develop a Rain Event Action Plan (REAP) 48 hours prior to any likely precipitation event (Likely precipitation: 50% or greater probability of producing precipitation). ○ Ensure that REAP includes the following: <ul style="list-style-type: none"> ▪ Site address. ▪ Calculated risk level (2 or 3). ▪ Information on site storm water manager including the name, company, and 24-hour emergency telephone number. ▪ Information on erosion and sediment control provider including the name, company, and 24-hour emergency telephone number. ▪ Information on storm water sampling agent including the name, company, and 24-hour emergency telephone number. ▪ Activities associated with each construction phase. ▪ Trades active on the construction site during each construction phase. ▪ Information on trade contractor. ▪ Suggested actions for each project phase. ○ Collect storm water grab samples from all discharge points where storm water is discharged off-site. At a minimum, of 3 samples per day of the qualifying event (producing precipitation of ½ inch or more at the time of discharge) and analyze for pH and turbidity on-site (Numeric Action Levels: pH 6.5 – 8.5, turbidity 250 NTU). 			
<p>(3) Risk Level 3 Requirements</p> <ul style="list-style-type: none"> • Ensure that a monitoring program includes all the requirements for Risk Level 2 plus the following <ul style="list-style-type: none"> ○ Ensure that the sample shall not exceed the Numeric Effluent Limitations (NEL): pH 6.0 – 9.0, turbidity 500 NTU. ○ Conduct bioassessment monitoring if a total project-related ground disturbance exceeds 30 acres and the 			

<ul style="list-style-type: none"> ○ project directly discharges into receiving water. ○ Obtain any upstream/up-gradient receiving water samples and any downstream/down-gradient receiving water samples from representative and accessible locations if the site exceeds an NEL and has a direct discharge into receiving waters. 			
D. Numeric Action Levels (NALs) Exceedance Report			
<ul style="list-style-type: none"> (1) Have you exceeded NALs? (2) If yes, submit all storm event sampling results electronically to the State Water Board no later than 10 days after the conclusion of the storm event. (3) If yes, has Regional Water Quality Control Board (RWQCB) requested to submit NAL exceedance report? 			
E. Numeric Effluent Limitations (NELs) Violation Report			
<ul style="list-style-type: none"> (1) Have you exceeded NELs? (2) If yes, submit all storm event sampling results electronically to the State Water Board no later than 5 days after the conclusion of the storm event. (3) If yes, have you submitted NEL violation report to the State Water Board within 24 hours after the NEL exceedance has been identified? 			
F. Action Treatment System			
<ul style="list-style-type: none"> (1) Is the site deployed “Active Treatment System” (ATS)? (2) If yes, ensure that the site conducts and meets the following: <ul style="list-style-type: none"> • Daily on-site visual monitoring of the system. • NEL: 10 NTU – Daily flow weighted average and 20 NTU – Any Single Sample • Proper personnel training. 			
G. Training			
<ul style="list-style-type: none"> (1) Have construction site personnel been trained pursuant to SWRCB Order No. 2009-0009-DWQ? 			
H. Record Keeping			
<ul style="list-style-type: none"> (1) Ensure that all records of storm water monitoring information and copies of all reports are retained for a period of at least three years. These records include: <ul style="list-style-type: none"> • Annual reports • Date, place and time of facility inspections, sampling, visual observation (inspections), and/or measurements, including precipitation. • Individual(s) who performed the facility inspections, sampling, visual observation (inspections), and or measurements. • Date and approximate time of analyses. • Individual(s) who performed the analyses. • Summary of all analytical results from the last three years, the method detection limits and reporting units, the analytical techniques or methods used, and the chain of custody forms. • Rain gauge readings from site inspections. • Quality assurance/quality control records and results. 			

<ul style="list-style-type: none"> • Non-storm water discharge inspections and visual observation (inspections) and storm water discharge visual observation records. • Visual observations and sample collection exception records. • Records of any corrective actions and follow-up activities that resulted from analytical results, visual observation (inspections). 			
I. Noncompliance Reporting			
(1) Ensure to report any noncompliance issues to OEHS.			
J. Annual Reporting			
(1) Is the “Annual Report” prepared and electronically submitted to SWRCB by September 1 of each year pursuant to SWRCB Order No. 2009-0009-DWQ?			
(2) Ensure that an “Annual Report” consists of the following: <ul style="list-style-type: none"> • Summary and evaluation of all sampling and analysis results, including copies of laboratory reports. • Analytical method(s), method reporting unit(s), and method detection limit(s) of each analytical parameter. • Summary of all corrective actions taken during the compliance year. • Identification of any compliance activities or corrective actions that were not implemented. • Summary of all violations of the General Permit. • Names of individual(s) who performed the facility inspections, sampling, visual observation (inspections), and/or measurements. • Date, place, time of facility inspections, sampling, visual observation (inspections), and/or measurements, including precipitation (rain gauge). • Documentation of all training for individuals responsible for all activities associated with compliance with this General Permit. • Documentation of all training for individuals responsible for BMP installation, inspection, maintenance, and repair. • Documentation of all training for individuals responsible for overseeing, revising, and amending the SWPPP. 			
K. Notice of Termination (NOT)			
(1) Ensure to file Notice of Termination (NOT) electronically to the State Water Board through SMARTS System within 90 days after construction is completed.			