

## Municipal Facility Environmental Self Assessment

For each question check the appropriate box to determine if your facility is incorporating stormwater pollution prevention in daily operations. The completed checklist can be used to identify opportunities for improvement as well as to document stormwater pollution prevention practices in use.

Municipality: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Facility Operation	Yes	No	N/A	Can't Determine
Are vehicles parked indoors or under a roof?				
Are vehicle operations such as washing, maintenance, fluids draining, fluids storage, and waste storage performed under a roof or inside?				
Are vehicles washed regularly to remove contamination & prevent it from polluting stormwater?				
Is washwater routed to an oil/water separator?				
Does a trench drain collect contaminated runoff generated inside work areas?				
Is the trench drain system routed to an oil/water separator?				
Are solids cleaned out of the oil/water separator regularly?				
Are drains in the facility connected to a sanitary sewer?				
When working outdoors, are storm drain inlets protected from contaminated process water and sediment?				

Fluids Management	Yes	No	N/A	Can't Determine
Are containers stored inside or under a roof?				
Are containers inspected regularly?				
Are all containers labeled in a manner that describes the contents adequately?				
Are absorbent pads used on drum tops to catch spills?				
Is a closed-loop parts washer system used (contains solvent)?				
Is the parts-washer lid closed when not in use?				
Is a contract in place with a parts washer service company to change out spent solvent?				
Has the possibility of using an aqueous-based parts washer been explored?				
Are fluids stored in appropriate containers and/or storage cabinets?				
Are storage areas kept clean and well organized?				
Are storage areas labeled clearly?				

Leak and Spill Prevention and Control	Yes	No	N/A	Can't Determine
Are vehicles inspected daily for leaks?				
Is spill control equipment and absorbents readily available?				
Are emergency phone numbers posted?				
Are material safety data sheets (MSDS's) readily available?				
Are spills cleaned up immediately?				
Are employees trained annually on spill prevention?				

Oil Management	Yes	No	N/A	Can't Determine
Is oil changed indoors over concrete, sloped to a drain or curbed surface?				
Is oil changed over a drip pan or pad?				
Are funnels or pumps used when transferring oil?				
Are drip pans placed immediately under any oil leak?				
Is waste oil stored indoors with secondary containment?				
Are waste oil containers in good condition, closed, labeled and inspected regularly?				
Is anything else mixed with waste oil?				
Is waste oil recycled?				

<b>Antifreeze</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Can't Determine</b>
Is antifreeze changed indoors over concrete that is sloped to drain or curbed surface?				
Is antifreeze drained over a drip pan or pad?				
Are funnels or pumps used when transferring antifreeze?				
Are drip pans placed immediately under any leak?				
Is waste antifreeze stored indoors when possible with secondary containment?				
Are containers kept in good condition, closed, labeled and inspected regularly?				
Is antifreeze mixed with any other wastes?				
Is waste antifreeze recycled?				

<b>Lead-Acid Batteries</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Can't Determine</b>
Are lead-acid batteries stored indoors over a curbed impermeable surface?				
Are intact batteries stored on an acid resistant rack or tub?				
Are cracked or leaking batteries stored in closed leak-proof and labeled containers?				
Is the date each battery was placed into storage recorded?				
Are batteries stacked more than 5 high?				
Are batteries inspected regularly for leaks?				
Are acid neutralizing agents, such as baking soda, available in case of leaks?				
Are batteries recycled?				
Are batteries stored longer than 6 months?				
Are lead cable ends left on the batteries to be recycled?				

<b>Tires</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Can't Determine</b>
Are tires stored indoors?				
If tires are stored outdoors, is the tire pile covered?				
Are tires recycled frequently to keep the number of tires stored on site low?				

<b>Fueling Areas</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Can't Determine</b>
Is fueling performed under a canopy?				
Are spill cleanup materials available at the fueling area?				
Is the fueling handle lock disconnected so the person must attend the fueling process?				
Are breakaway valves used on fueling hoses?				
Is fueling area stormwater runoff treated in an oil-water separator?				
Are all fuel deliveries monitored?				
Is the fueling automatic stop inspected regularly to ensure proper function?				

<b>Rags, Oil-Absorbing Pads, Towels and Clothing</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Can't Determine</b>
Are oil rags and absorbents stored in appropriate containers and disposed of properly?				
Are reusable oily materials such as towels and clothing maintained through a commercial laundering service or an in-house washing machine that discharges to a sanitary system through and oil-water separator?				

<b>Salt Storage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Can't Determine</b>
Are salt piles stored in a salt storage building or under a roof?				
Are salt spills at a facility cleaned up promptly?				
Does stormwater drain away from the salt pile?				

<b>Miscellaneous Storage Piles</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Can't Determine</b>
Are piles of spoils, asphalt, street cuts, etc. stored at the facility under a roof or cover?				
Are spills of miscellaneous debris on facility grounds cleaned up promptly?				

<b>Facility Stormwater Runoff</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Can't Determine</b>
Are downspouts directed away from materials storage areas and septic systems?				
Are municipal parking lots swept?				
Are open spaces vegetated to allow filtration of runoff?				

