

County of San Bernardino Stormwater Program

Municipal Activities Pollution Prevention Strategy (MAPPS)

Volume II

Inspection of Commercial/Industrial Businesses

Stormwater Program Goals

- To attain and protect the beneficial uses of water bodies in San Bernardino County
- To reduce pollutants in stormwater to the maximum extent practicable
- To achieve regulatory compliance with the objectives and requirements contained in the permit

Topics to be Covered in this Training Program

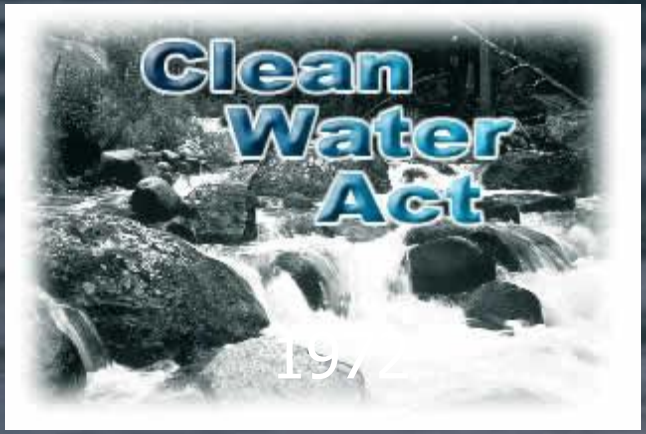
- Regulatory Background
- Sources of Stormwater Pollution
- Stormwater Pollution impacts
- Implementation and maintenance of BMPs
- Facility inspections
- Who to ask questions?

Recommended Reading

Important document to become familiar with:

- Report of Waste Discharge, 2000
- General Industrial Permit, 1997
- San Bernardino County Municipal MS4 permit, 2002
- CASQA, Stormwater BMP Handbook, Industrial and Commercial, 2003
- Municipal stormwater ordinance

Regulatory Background: **Clean Water Act**



In 1972, Congress amended the Federal Water Pollution Control Act (otherwise known as the Clean Water Act) to prohibit the discharge of any pollutant to waters of the United States from a point source unless the discharge is authorized by a National Pollutant Discharge Elimination System (NPDES) permit.

Regulatory Background: **Federal Mandate**

The 1987 amendments to the Clean Water Act defined urban stormwater runoff into surface waters as a point source discharge of pollutants, subject to following NPDES permits:

- Industrial General Permits
- Construction General Permits
- Linear Underground Permit (LUP)
- Municipal Separate Storm Sewer System (MS4) permits



Regulatory Background: **Regulatory Authority**

Federal: EPA

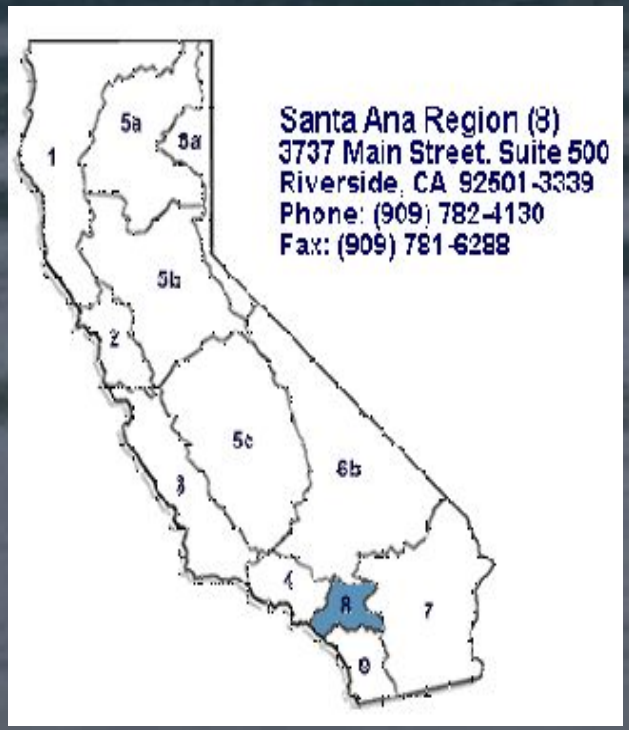
Environmental Protection Agency

State: SWRCB

State Water Resource Control Board

State: RWQCB

Regional Water Quality Control Board (Santa Ana Region, Region 8) and their local stormwater oversight authority County and City.



Regulatory Background: **Required Permit Coverage**

The State of California requires businesses that conduct activities that fall under certain SIC (Standard Industrial Classification) codes to gain coverage under a general statewide industrial stormwater permit. SIC codes that require permit coverage are located at the end of Industrial Permit fact sheet (Attachment 1).

Regulated industrial operators must apply for a general/individual permit or submit a no exposure certification form in order to be in compliance with the NDPES stormwater regulations.

Regulatory Background: **General Permit for Industrial Discharge**

The state of California requires that certain facilities:

- File a Notice of Intent (NOI), which is an application for permit coverage.
- Develop a stormwater pollution prevention plan (SWPPP).
- Conduct monitoring and sampling to determine if pollutants are leaving the facility in stormwater runoff.

Certain facilities which can demonstrate that they have no stormwater exposure to their process and related activities can be exempted from certain provisions of the permit.

- Industrial SIC listing found at:
  40 CFR 122.26(b)(14)(i)-(xi)
  http://www.swrcb.ca.gov/stormwtr/sicnum.html

Regulatory Background:

Individual Permits



There are special circumstances where a general permit is either not applicable or numeric limits apply to a specific facility. In this situation, a facility operator must obtain coverage under an individual permit that the Santa Ana Regional Board will develop with requirements specific to the facility.

Inspection process

The inspector needs:

- To determine if the facilities and operations are in compliance with the Permit and local ordinance(s).
- To review the BMP implementation plans and assess their effectiveness.

To assist in these efforts, the inspectors may:

- Provide educational materials
- Provide technical or regulatory updates
- Review SWPPPs
- Identify illicit discharges and connections
- Inspect facilities

Inspection Process

Questions to ask yourself…

- Does the facility have processes or materials exposed, which could come in contact with stormwater and discharge to an MS4 or waters of the US?
- Is the industrial facility listed as a mandatory industry in the regulations?
- Does the facility qualify for a Non-Exposure Certification?

Inspection Process: **Pre - inspection**

Purpose

The inspector needs to establish the purpose and scope of the inspection and to review all pertinent background information. For an advisory inspection, the inspector may contact the industry officials to schedule the inspections.

File Review

The inspector will review any existing facility site files or information regarding the industry, which may include past complaints, permits, monitoring data or submitted SWPPPs.

Database review

The inspector will also review the inventory to identify the SIC code and determine what type of Commercial/Industrial activity and pollutants may be expected. The inventory database will indicate if the facility has or should have filed a Notice of Intent (NOI) to operate under the State General Commercial/Industrial Permit.

Inspection Process:
Types of Stormwater Inspections

Advisory inspections. Advisory inspections are *announced* inspections so that the inspector can meet with responsible facility officials.



Compliance inspections. A compliance inspection will cover the same information as an advisory inspection, but typically will be *unannounced* in order to verify compliance, including BMPs implementation.

Stormwater Pollution Prevention Plan (SWPPP):

A SWPPP is a document that must be developed by operators for facilities that are subject to the General Industrial Stormwater Permit. The SWPPP identifies potential pollutants that may be either stored at the site or generated at the site. Identified best management plans (BMPs) are implemented to reduce or eliminate exposure of potential pollutants to stormwater. The SWPPP also addresses issues such as stormwater pollution awareness training for staff, pollutant monitoring, and other items.

Inspection process: **Planning**

1. Establish inspection prioritization by potential of producing and discharging of pollutants (type, magnitude, location of commercial activity, potential for discharge of pollutants to the MS4 and any history of unauthorized non-stormwater discharges)

2. Inspection frequency on based upon project/facility category (see Section IX and IX of the MS4 permit).

3. Conduct inspection based upon inspection protocol

Inspection process:
Site Survey

Observations: Before entering the facility grounds, inspector should survey for the following:

- Nearby conveyances/water bodies
- Visible discharge points along the perimeter of the site
- Outdoor areas of intensive Commercial/Industrial activity
- Signs of recent additions or remodels





Inspection process: **Entrance**

The inspector will present proper credentials and will request to meet with the appropriate industry officials to discuss the inspection scope and objectives.

DENIED

If the inspector is denied entry to a facility…

The inspector will withdraw from the premises and contact their supervisor to determine if court action should be sought to obtain entry. Refer to your municipal code for entry authority.

Inspection process: **Opening Conference**

After authorized entry, the inspector will further discuss the inspection scope and objectives.



- Verify contact information: address, ownership, phone
- Partial SWPPP and annual report review
- Review any existing stormwater monitoring data
- Verify Waste Discharge Identification number (WDID#) for Industrial Permit coverage
- Review training records

Facility Inspection: **Observed Conditions**

The inspector will document the observed condition, including any BMP implementation and will assess the facility's impact on stormwater quality from facility activities.

- Outdoor walk through
- Indoor walk through
- Assess impact on stormwater quality
- Document inspection activities

Facility Inspection:
Outdoor Walk Through

The inspector and responsible industry official(s) should walk through all outdoor areas and observe activities, wherever it is safe to do so. Typical areas of activity that may impact stormwater quality include:

- Washing and rinsing areas
- Process/manufacturing areas
- Material storage areas
- Loading, unloading and transfer areas
- Waste disposal and storage areas
- Vehicle and heavy equipment storage and maintenance areas
- Parking areas



Outdoor Walk Through

The following non-stormwater discharges to the MS4 are considered an "illegal discharge" if untreated:

Commercial Vehicle washing	Pavement washing	Parts washing
Tank draining	Building washing	Material washing
Process washwater	Grease interceptor overflow	Leaking trash container

Facility Inspection:
Outdoor Walk Through

Follow the water…

The inspector should attempt to gain a clear understanding of how runoff leaves the site by observing all portions of the stormwater conveyance system and site grading, where possible and safe. This includes inlets, open channels, ditches, etc.



Inspection process:
Indoor Walk Through

Review indoor activities to ensure that pollutants are not spilled, dumped or allowed to flow outdoors.

The inspector will document the observed conditions, including BMP implementation and will assess the facility's impact on stormwater quality from the indoor activities.



Inspection process:

Assess Impact on Stormwater Quality



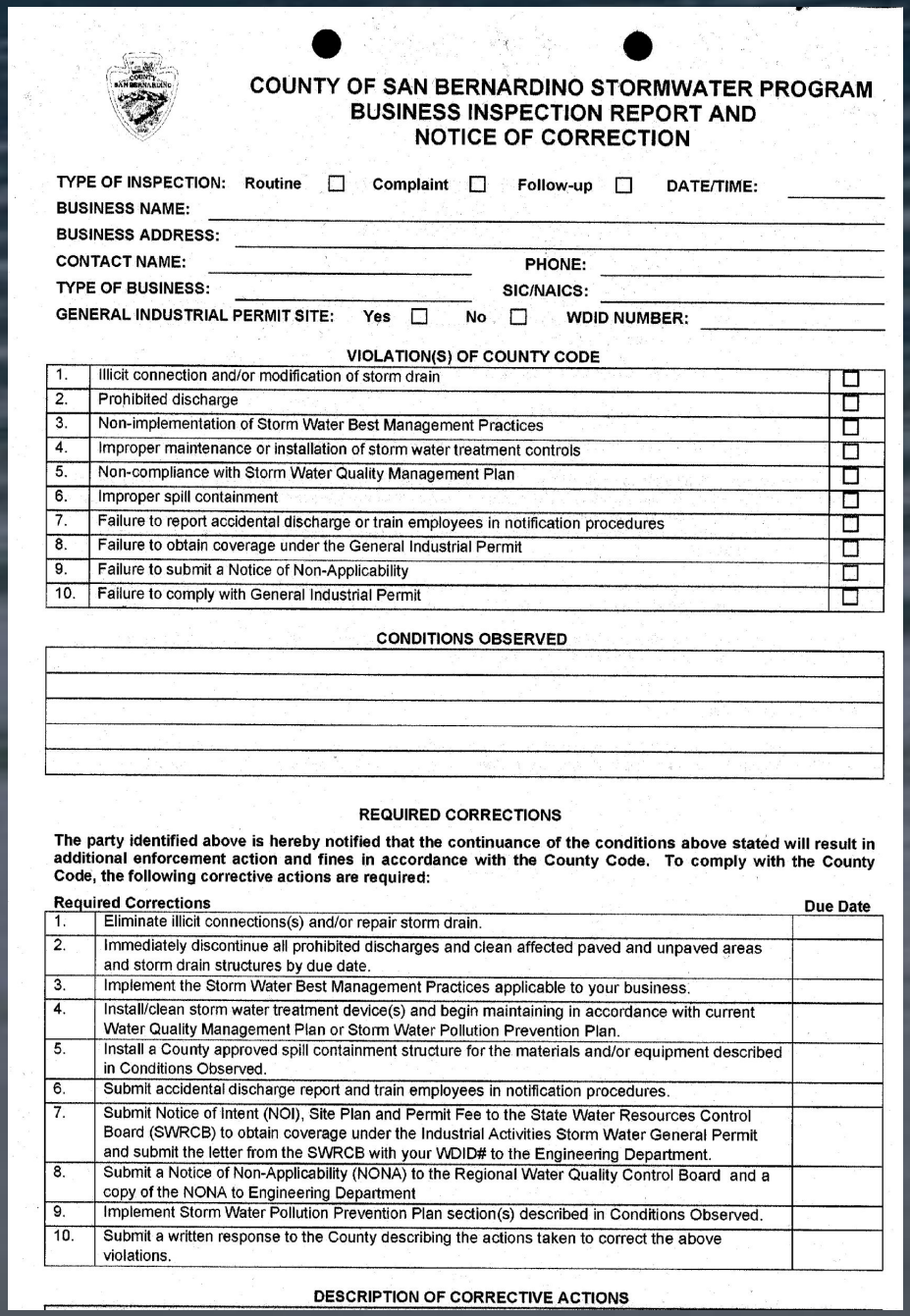
The inspector should attempt to determine the facility's impact on stormwater quality at two levels, the facility's potential to discharge pollutants and the facility's actual discharge of pollutants.

Inspection process: **Document Inspection Activities**

- The inspector should take notes and photos as appropriate to document indoor and outdoor activities.
- The inspector should document the locations and types of BMPs that are currently being implemented and also assess areas where BMPs need to be implemented and maintained.
- The inspector may also collect samples of illicit discharges or stormwater from the facility.

Inspection process: **Document Inspection Activities**

Inspection process: **Document Inspection Activities** Form



COUNTY OF SAN BERNARDINO STORMWATER PROGRAM
BUSINESS INSPECTION REPORT AND
NOTICE OF CORRECTION

TYPE OF INSPECTION: Routine ☐ Complaint ☐ Follow-up ☐ DATE/TIME: _____
BUSINESS NAME: _____
BUSINESS ADDRESS: _____
CONTACT NAME: _____ PHONE: _____
TYPE OF BUSINESS: _____ SIC/NAICS: _____
GENERAL INDUSTRIAL PERMIT SITE: Yes ☐ No ☐ WDID NUMBER: _____

VIOLATION(S) OF COUNTY CODE

1.	Illicit connection and/or modification of storm drain	☐
2.	Prohibited discharge	☐
3.	Non-implementation of Storm Water Best Management Practices	☐
4.	Improper maintenance or installation of storm water treatment controls	☐
5.	Non-compliance with Storm Water Quality Management Plan	☐
6.	Improper spill containment	☐
7.	Failure to report accidental discharge or train employees in notification procedures	☐
8.	Failure to obtain coverage under the General Industrial Permit	☐
9.	Failure to submit a Notice of Non-Applicability	☐
10.	Failure to comply with General Industrial Permit	☐

CONDITIONS OBSERVED

REQUIRED CORRECTIONS

The party identified above is hereby notified that the continuance of the conditions above stated will result in additional enforcement action and fines in accordance with the County Code. To comply with the County Code, the following corrective actions are required:

Required Corrections		Due Date
1.	Eliminate illicit connections(s) and/or repair storm drain.	
2.	Immediately discontinue all prohibited discharges and clean affected paved and unpaved areas and storm drain structures by due date.	
3.	Implement the Storm Water Best Management Practices applicable to your business.	
4.	Install/clean storm water treatment device(s) and begin maintaining in accordance with current Water Quality Management Plan or Storm Water Pollution Prevention Plan.	
5.	Install a County approved spill containment structure for the materials and/or equipment described in Conditions Observed.	
6.	Submit accidental discharge report and train employees in notification procedures.	
7.	Submit Notice of Intent (NOI), Site Plan and Permit Fee to the State Water Resources Control Board (SWRCB) to obtain coverage under the Industrial Activities Storm Water General Permit and submit the letter from the SWRCB with your WDID# to the Engineering Department.	
8.	Submit a Notice of Non-Applicability (NONA) to the Regional Water Quality Control Board and a copy of the NONA to Engineering Department	
9.	Implement Storm Water Pollution Prevention Plan section(s) described in Conditions Observed.	
10.	Submit a written response to the County describing the actions taken to correct the above violations.	

DESCRIPTION OF CORRECTIVE ACTIONS

Inspection process:
Document Inspection Activities
Definitions of Inspection Form Violations

1. **Illicit connection and/or modification of stormdrain**

   Any connection to the storm drain system that is not permitted: or any legitimate connection that is used for illegal discharge.

2. **Prohibited Discharge**

   A release or flow of stormwater to a municipal separate storm sewer that is not in compliance with applicable laws and regulations (Section III of Permit).

Document Inspection Activities
Definitions (continued)

3. **Non-implementation of Storm Water Best Management Practices**
   Lack of utilization of maintenance procedures, management practices, schedule of activities, and treatment systems to control site runoff and prevent, eliminate or reduce the pollution of flows entering receiving waters.

4. **Improper maintenance or installation of stormwater treatment controls**
   Improper utilization of maintenance procedures, management practices, schedule of activities, and treatment systems to control site runoff and prevent, eliminate or reduce the pollution of flows entering receiving waters.

Document Inspection Activities
Definitions (continued)

5. **Non-compliance with Storm Water Quality Management Plan**

   Not meeting the commitments and requirements contained in the Water Quality Management Plan (WQMP). The WQMP is a document which details control measures designed to manage the quality and quantity of stormwater runoff in San Bernardino County.

6. **Improper spill containment**

   Failure to store or contain materials a manner (such as secondary containment, drip pans, covers, etc.) that if the container is ruptured the contents will not discharge, flow, or be washed into the storm drainage system, surface waters or groundwater.

Document Inspection Activities

Definitions (continued)

7. **Failure to report accidental discharge or train employees in notification procedures**

   The facility operator is required to provide notification to the Regional Water Quality Control Board (RWQCB) and their local stormwater oversight authority (City/County) of any release or flow of water that is in violation of the General Industrial Permit and/or the municipal MS4 permit.

   The facility operator is responsible for documentation of training of the employees responsible for:

   (1) implementing activities identified in the SWPPP
   (2) conducting inspections, sampling, and visual observations
   (3) managing storm water

   Training should address spill response, good housekeeping and material handling procedures, and actions necessary to implement all BMPs identified in the SWPPP. The SWPPP should identify periodic dates for such training.

Document Inspection Activities
Definitions (continued)

8. **Failure to obtain coverage under General Industrial Permit**
   Industrial facilities are required to have coverage under the General Industrial Permit, which is listed in Attachment 1 of the General Industrial Permit and are also listed in 40 CFR Section 122.26(b)(14). The facility operator must be able to provide a copy of a valid Waste Discharge Identification (WDID) Number, in order to show coverage under the General Industrial Permit. The Santa Ana Regional Water Quality Control Board website provides a downloadable database of facilities that have filed for a General Industrial Permit.

Document Inspection Activities
Definitions (continued)

9. **Failure to submit a Notice of Non-applicability**
   The Notice of Non-applicability is a form submitted to the State Water Resources Control Board to request an exemption from coverage under the General Industrial Permit based on no exposure.

10. **Failure to comply with General Industrial Permit**
    The General Industrial Permit requires the implementation of management measures that will achieve the performance standard of best available technology economically achievable (BAT) and best conventional pollutant control technology (BCT). The General Industrial Permit also requires the development of a Storm Water Pollution Prevention Plan (SWPPP), employee training and a monitoring plan.

Inspection process:
Closing Conference

After the walk through of the facility, the inspector should collect any missing or additional information, including verifying SIC Codes, based upon business licenses, the conditions observed on the site and the information's provided by the owner/occupant. The inspector should also share with industry official(s) the results of the inspection and provide a copy of the inspection report.



Inspection process:
Inspection Report & Follow-up

The inspector should update the inventory and enter the data into the MS4 inspection database upon return to the office. When necessary, follow-up inspections will be performed to confirm BMP implementation and compliance.



Inspection process:
Illegal Connection/Illegal Discharge (IC/ID)

Investigate all complaints of illegal discharges made by citizens or public agencies.

Resolve incidents observed during inspections, dry-weather field screening and analytical monitoring.



Other sources of information…



Your stormwater coordinator

Santa Ana Regional Water Quality Control Board
http://www.swrcb.ca.gov/rwqcb8/
(909) 782-4130

California Stormwater Quality Association
(CASQA)
http://www.cabmphandbooks.com

San Bernardino County Stormwater Program
(909) 387-8109