

ECM SERVICES (ECMS)

Group Stormwater Monitoring Program

Self-Paced Training Module: 4

**WEEKLY FACILITY BMP
INSPECTION REPORTING**

Compliance to the General Permit requires that captured dischargers develop and implement effective pollution control measures.

These pollution control measures are called "Best Management Practices" or "BMPS".

Captured dischargers must be able to demonstrate that their BMPs are:

- effective at controlling the off-site discharge of polluted storm water; and**
- fully implemented on site at all times.**

The BMP WEEKLY FACILITY INSPECTION REPORT is the tool that Group Stormwater Monitoring Program (GSMP) members use to demonstrate compliance with these General Permit requirements.

BMP WEEKLY FACILITY INSPECTION REPORT

FACILITY: _____ **WDID#:** _____
INSPECTOR: _____ **TITLE:** _____
MONTH/YEAR: _____

COMPLETE ALL QUESTIONS ON BOTH SIDE OF FORM

| REQUIRED BMP | BMP COMPLIANCE STATUS | | | | | | | | | | DESCRIPTION OF BMP DEFICIENCY AND CORRECTIVE ACTION | | |
|--|-----------------------|--|----------|--|----------|--|----------|--|----------|--|---|----------|--|
| | In Place | | C/A Date | | In Place | | C/A Date | | In Place | | | C/A Date | |
| | | | | | | | | | | | | | |
| 1. Store hazardous materials & wastes undercover, on a sealed surface equipped with secondary containment in closed and labeled containers | | | | | | | | | | | | | |
| 2. Keep the containers, containment and storage areas clean, dry and free of spills, oil residues, trash, debris | | | | | | | | | | | | | |
| 3. Operational activities are conducted inside/undercover and/or on a bermed pad in accordance with the WMG SMP Manual | | | | | | | | | | | | | |

Comments: _____

Facility: _____ **WDID#:** _____

Below is the first section of the BMP Weekly Inspection Report. Each of the ECMS group programs have its own customized format so what you see here may not look exactly like the report form you use. However, regardless of which group you are in, the following instructions will apply.

| BMP WEEKLY FACILITY INSPECTION REPORT | |
|---|------------------------------|
| FACILITY: _____ 1 | WDID#: _____ 2 |
| INSPECTOR: _____ 3 | TITLE: _____ 4 |
| MONTH/YEAR: _____ 5 | |
| <i>COMPLETE ALL QUESTIONS ON BOTH SIDE OF FORM</i> | |

- 1. Enter your facility name, as it is registered with ECM Services.**
- 2. Enter your facility's WDID number. Your facility's WDID number is recorded in your program manual.**
- 3. Enter the name of the person who conducted the inspection. This individual must be a current member of your site's Pollution Prevention Team (PPT).**
- 4. Enter the title of the person who conducted the inspection.**
- 5. Enter the MONTH and YEAR that the inspection was conducted. DO NOT enter the inspection date on this form.**

Below is the last section of the weekly inspection report.

Comments : _____ **1** _____

Facility: _____ **2** _____ WDID: _____ **3** _____

Line 1: Use the COMMENT area to provide other important inspection information not already recorded on the form.

Do not use the COMMENTS field to communicate non-reporting data to ECMS staff.

Line 2: Re-record your FACILITY name a second time so that both report pages show your facility information.

Line 3: Re-record the WDID number a second time so that both report pages show your facility information.

Tips and Reminders

- 1. The weekly inspection report is a multi-page form. All pages must be completed.**
- 2. Conduct facility inspections weekly. If you are submitting monthly reports via e-mail, fax, or standard mail, then use one reporting form for the entire month.**
- 3. If you are submitting monthly reports via e-mail, fax, or standard mail, then submit all reports for the month together. This insures more accurate tracking of your program documents.**
- 4. There is no specific day of the week you are required to do inspections. Nor are you required to do inspections the same day of each week. The requirement is that the inspections be done weekly.**
- 5. The weekly inspections are to be done by a current member of your facility's Pollution Prevention Team as documented in Section 3 of your program manual.**
- 6. Refer to your program manual for more detailed explanations of your program's BMPs.**
- 7. This presentation is only intended to train on *how to complete the weekly inspection reporting form*. Please refer to the listing of available online training programs, upcoming training webinars, and your program manual for training on how to conduct an onsite compliance status inspection.**

[Click here to complete training certification form](#)