

WWA Muni. O&M Audit Worksheet

Date of Evaluation
Evaluator Name, Title
MS4 Permittee, Permit #
Receiving Waters

Instructions: Use this worksheet as a guide for interviewing MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues, and annual report responses. This document represents a starting point of appropriate questions to ask pertaining to the subject. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

Staff Interviewed		
Name/Title	Department/Agency	Phone Number/Email

Maintenance Standards & Inspections: S5.C.5.a

Questions	Yes	No
Implement maintenance standards from SWMMWW: Vol.V, Ch.4. *Update by 12/31/16 or Cowlitz: 6/30/17 or Aberdeen: 6/30/18	<input type="checkbox"/>	<input type="checkbox"/>
Developed and implement maintenance standards for any facilities not covered under SWMMWW: Vol. V, Ch. 4	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance performed? <ul style="list-style-type: none"> ▪ Within 1 yr: facilities ▪ W/in 6 mos: catch basins ▪ W/in 2 yrs for capital construction <\$25k 	<input type="checkbox"/>	<input type="checkbox"/>
Applicable Documents	Reviewed	Obtained
Documentation of maintenance standards	<input type="checkbox"/>	<input type="checkbox"/>

Notes

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Inspections: S5.C.5.b.-c		
Question	YES	NO
Public Stormwater Treatment/flow control facilities inspected?	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance std. followed?	<input type="checkbox"/>	<input type="checkbox"/>
Used alternate inspection frequency?	<input type="checkbox"/>	<input type="checkbox"/>
Checklist used for inspections?	<input type="checkbox"/>	<input type="checkbox"/>
Spot checks of facilities after major storms?	<input type="checkbox"/>	<input type="checkbox"/>
Who conducts these inspections?		
Rainfall/storm records?		
Did spot checks indicate widespread damage/maintenance needs?		
Applicable Documents	Reviewed	Obtained
Documentation of alternate inspection schedule, if used	<input type="checkbox"/>	<input type="checkbox"/>
Inspection records	<input type="checkbox"/>	<input type="checkbox"/>
Repair/maintenance records	<input type="checkbox"/>	<input type="checkbox"/>
Inspection checklist, if used	<input type="checkbox"/>	<input type="checkbox"/>
Inspection staff roster	<input type="checkbox"/>	<input type="checkbox"/>
Notes		
Established inspection program designed to inspect all stormwater treatment/flow control facilities and achieving at least 95% of inspections?		

CATCH BASIN CLEANING.: S5.C.5.d -e		
Question	YES	NO
Schedule established for inspections and cleaning?	<input type="checkbox"/>	<input type="checkbox"/>
Describe inspection schedule:		
Describe catch basin cleaning approach *		
Met/on target to meet catch basin inspection goals [once by 8/2017, every two years thereafter]	<input type="checkbox"/>	<input type="checkbox"/>
Is cleaning and maintenance of catch basin tracked:	<input type="checkbox"/>	<input type="checkbox"/>
How is decant water disposed of?		
Are storm drain pipes inspected?	<input type="checkbox"/>	<input type="checkbox"/>
Proactive or only in response to blockage event?		
Applicable Documents	Reviewed	Obtained
Inspection program description	<input type="checkbox"/>	<input type="checkbox"/>
Inspection records	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance records (6 months to complete)	<input type="checkbox"/>	<input type="checkbox"/>
Notes		
<p><i>* If using a reduced frequency, circuit approach, or cleaning all pipes, ditches, CBs, and inlets, review documentation</i></p> <p>Established inspection program designed to inspect all sites & achieve 95% of inspections?</p>		

LANDS OWNED & MAINTAINED.: S5.C.5.f

Question	YES	NO
Are ALL of the following activities addressed?*		
• Pipe cleaning	<input type="checkbox"/>	<input type="checkbox"/>
• Cleaning of culverts that convey stormwater in ditch systems	<input type="checkbox"/>	<input type="checkbox"/>
• Ditch maintenance	<input type="checkbox"/>	<input type="checkbox"/>
• Street cleaning	<input type="checkbox"/>	<input type="checkbox"/>
• Road repair and resurfacing, including pavement grinding	<input type="checkbox"/>	<input type="checkbox"/>
• Snow and ice control	<input type="checkbox"/>	<input type="checkbox"/>
• Utility installation	<input type="checkbox"/>	<input type="checkbox"/>
• Pavement striping maintenance	<input type="checkbox"/>	<input type="checkbox"/>
• Maintaining roadside areas, including vegetation management	<input type="checkbox"/>	<input type="checkbox"/>
• Dust control	<input type="checkbox"/>	<input type="checkbox"/>
• Application of fertilizers, pesticides, and herbicides according to the instructions for their use, including reducing nutrients and pesticides using alternatives that minimize environmental impacts	<input type="checkbox"/>	<input type="checkbox"/>
• Sediment and erosion control	<input type="checkbox"/>	<input type="checkbox"/>
• Landscape maintenance and vegetation disposal	<input type="checkbox"/>	<input type="checkbox"/>
• Trash and pet waste management	<input type="checkbox"/>	<input type="checkbox"/>
• Building exterior cleaning and maintenance	<input type="checkbox"/>	<input type="checkbox"/>
How (through written procedures)?		

Applicable Documents	Reviewed	Obtained
Practices, policies, procedures	<input type="checkbox"/>	<input type="checkbox"/>

Notes

*Request documentation (or description) of how practices, policies, plans address activities above (e.g. pesticides, Road maintenance BMPs, street sweeping records)

Potential follow-up questions:

- Do you hire contractual staff to complete MS4 maintenance activities? If so, How are you training them?
 - Policy, procedures, practices materials provided to contracted staff?
 -
- Requirement to consider stormwater impacts and utilize appropriate BMPs in contracts?
-
- Contract language for MS4 operation and maintenance activities

TRAINING PROGRAM S5.C.5.g		
Questions	YES	NO
Implementing an ongoing training program for EMPLOYEES whose job functions may impact stormwater quality? What are they trained on?	<input type="checkbox"/>	<input type="checkbox"/>
Who provides the training? Frequency of trainings?		
Applicable Documents	Reviewed	Obtained
Training materials (curriculum, rosters, training dates: past, future)	<input type="checkbox"/>	<input type="checkbox"/>
Notes		
<p style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">DRAFT</p>		

SWPPP S5.C.5.h		
Questions	YES	NO
Implementing SWPPPs for: Heavy equipment storage yards?	<input type="checkbox"/>	<input type="checkbox"/>
Material storage facility?	<input type="checkbox"/>	<input type="checkbox"/>
Applicable Documents	Reviewed	Obtained
SWPPPs for municipal facilities	<input type="checkbox"/>	<input type="checkbox"/>
List of SWPPPs: 1)		

SWPPP S5.C.5.h		
Questions	YES	NO
2)		
3)		
Notes		
<p>* SWPPP includes schedule for implementation of structural BMPs, periodic observation of discharges, site map?</p> <p>How are you tracking municipally owned or operated industrial facilities in your jurisdiction?</p>		

Conduct several facility inspections at municipal-owned sites that have SWPPPs and some facilities without SWPPPs. Use Facility Inspection Form.

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