

E.WA 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.B.6.a		
Questions	Yes	No
Developed an O&M plan? *Update by 8/1/17	<input type="checkbox"/>	<input type="checkbox"/>
Adopted maintenance standards from SWMMEW: Ch.5,6,8. (or another manual appr'vd by ECY)	<input type="checkbox"/>	<input type="checkbox"/>
Procedures developed for (see permit for more specifics): <ul style="list-style-type: none"> • Stormwater collection & conveyance systems • Roads, highways, and parking lots • Vehicle fleets • Municipal buildings • Parks and open space • Construction projects • Industrial activities • Material storage, heavy equipment storage, maintenance areas • Flood mgt projects • Other facilities 	<input type="checkbox"/>	<input type="checkbox"/>
Who is responsible for performing each activity?		
Road Maintenance Activities include:		
Deicers used by MS4?	<input type="checkbox"/>	<input type="checkbox"/>
Type and amount of deicer tracked?	<input type="checkbox"/>	<input type="checkbox"/>
Sand/salt swept up after application?	<input type="checkbox"/>	<input type="checkbox"/>
How soon?		
Is there a list of MS4 owned industrial facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a list of all MS4 owned facilities? Muni. activities?	<input type="checkbox"/>	<input type="checkbox"/>
Applicable Documents	Reviewed	Obtained
O&M / BMP manual	<input type="checkbox"/>	<input type="checkbox"/>
Street Sweeping records		

Maintenance Standards & Inspections: S5.B.6.a		
Questions	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Notes		

Inspections: S5.B.6.a.ii.(a)		
Question	YES	NO
Public facilities inspected?	<input type="checkbox"/>	<input type="checkbox"/>
Frequency:		
Established inspection program designed to inspect all sites & achieve 95% of inspections?	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance std. followed?	<input type="checkbox"/>	<input type="checkbox"/>
Checklist used for inspections?	<input type="checkbox"/>	<input type="checkbox"/>
Spot checks of facilities after major storms (S5.C.6.a.ii.(c))?	<input type="checkbox"/>	<input type="checkbox"/>
Who conducts these inspections? Rainfall/storm records?		
Applicable Documents	Reviewed	Obtained
Maintenance/Inspection/repair documents	<input type="checkbox"/>	<input type="checkbox"/>
Inspection checklist	<input type="checkbox"/>	<input type="checkbox"/>
Inspection staff roster	<input type="checkbox"/>	<input type="checkbox"/>
Notes		

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CATCH BASIN CLEANING.: S5.B.6.a.ii.(b)		
Question	YES	NO
Schedule established for inspections and cleaning?	<input type="checkbox"/>	<input type="checkbox"/>
Describe inspection schedule:		
Is cleaning and maintenance of catch basin tracked:	<input type="checkbox"/>	<input type="checkbox"/>
How are spoils materials disposed of?	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
Inspection and maintenance tracking documents	<input type="checkbox"/>	<input type="checkbox"/>
Notes		

TRAINING PROGRAM S5.B.6.b		
Questions	YES	NO
Implementing an ongoing training program for EMPLOYEES? What are they trained on?	<input type="checkbox"/>	<input type="checkbox"/>
Who provides the training? Frequency of trainings?		
BMP technical guidance document available to maintenance staff?	<input type="checkbox"/>	<input type="checkbox"/>
MS4 use contractual staff to complete MS4 maintenance activities?	<input type="checkbox"/>	<input type="checkbox"/>
BMP guidance materials provided to contracted staff?	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to consider stormwater impacts and utilize appropriate BMPs in contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Applicable Documents	Reviewed	Obtained
BMP manual or guidance document		
Training materials (curriculum, rosters, training dates: past, future)		
Contract language for MS4 operation and maintenance activities		
Notes		
<div style="text-align: center; font-size: 48px; opacity: 0.2; transform: rotate(-30deg); pointer-events: none;"> DRAFT </div>		

SWPPP		
Questions	YES	NO
Implementing SWPPPs for: Heavy equipment storage yards? Material storage facility?	<input type="checkbox"/>	<input type="checkbox"/>
	Reviewed	Obtained
SWPPPs for muni facilities		
Notes		

SWPPP		
Questions	YES	NO

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

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