

QUARTERLY VISUAL STORMWATER INSPECTION

Instructions: Quarterly inspections should be conducted to document that the provisions of the SWMP are being followed, and to identify areas needing improvement. The completed forms should be placed in Appendix C, and kept for at least 5 years.

Date: _____ Time: _____

Weather Conditions: _____

AREAS	BASIN 1 (PAVED DRIVE, OIL RECYCLING, DUMPSTER WEST OF WHITMAN AVENUE)	BASIN 2 (UNPAVED AND VEGETATED AREAS, YARD WASTE STORAGE AREA, POND)
Any signs of oil sheens, foam, sludge, or rust precipitation?		
Any signs of other contaminants at the storage locations or along storm water flow path?		
Observe stormwater flow paths. Any yard waste storage in flow path?		
Any litter or trash on ground:		
Other observations?		

Inspected by: _____ (Signature)
 _____ (Printed Name)



ANNUAL SITE INSPECTION CHECKLIST

A comprehensive site inspection has recently been completed. This annual inspection is performed to evaluate the effectiveness of controlling stormwater contamination and to identify any additional measures that can be feasibly implemented. The Stormwater Management Plan has been revised to reflect any changes.

CHECKLIST FOR ANNUAL INSPECTION:

1. Inspect site drainage conditions. Things to look for include the following:
 - Inspect the site for possible erosion problems.
 - Determine if drainage off the Property has changed. Are there any new areas of ponding or streaming?
 - Are there any unusual stains around storage areas or along overland stormwater flow paths?

Notes: _____

2. Check for any potential pollution sources. These sources may include the following:
 - Inspect the yard waste storage areas. Is there any indication excessive sediment or organic material?
 - Inspect the area near the dumpster.
 - Inspect the used oil drop-off area.
 - If there is any standing water at the time of inspection, are there sheens, sludge, foam, or rust precipitations?
 - Inspect all areas of the Property for signs of spills (oil, grease, etc.) or other contaminants.

Notes: _____



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Whitman Yard Waste Center**

City of Appleton, Wisconsin

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3. Perform the following preventive maintenance activities:

- Inspect the dumpster cover for proper operation.
- Inspect the drain opening located in the bottom of the dumpster to verify that it is plugged.
- Check the on site supply of oil dry.

Notes: _____

4. Review the Best Management Practices that have been used.

- Are the Best Management Practices being followed?
- Are the Best Management Practices effective?
- Are there any additional management practices that should be implemented?

Notes: _____

5. Other observations – take note of anything else at the Property that may be of significance to the Stormwater Management Plan.

Notes: _____

Please outline the revisions and amendments that need to be made to the Stormwater Management Plan.



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This annual inspection certification is to indicate our commitment and continual support for this Stormwater Management Plan. An annual site inspection has been conducted and based on the findings from the inspection, the Stormwater Management Plan for this facility will be amended accordingly.

Signed: _____ Printed Name: _____

Title: _____ Date: _____

Facility: Whitman Yard Waste Center
701 Whitman Avenue
Appleton, WI 54914

Telephone: _____

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EMPLOYEE TRAINING RECORD

Training Topics	Training Materials Used	Date of Training	Attendees

Trainer Name (Printed) _____ Trainer Signature _____ Trainer Company _____ Date _____

Attach Training Materials With This Sheet

SPILL DOCUMENTATION FORM

Instructions: All facilities issued a storm water permit from the Wisconsin Department of Natural Resources must document all significant spills or leaks that occur at the site. The following format can be followed to document the necessary information.

Directions: Record below all significant spills and significant leaks of pollutants that may possibly be exposed to storm water.

Date: _____

Time: _____

Substance and Volume spilled: _____

Weather conditions: _____

Duration of the incident: _____

Cause of the incident: _____

Response procedures: _____



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Parties notified: _____

Location of spill: _____

Methods used to contain spill: _____

Amount of spilled material recovered: _____

Disposition of recovered spilled material. Attach disposal receipts if appropriate.

Potential for environmental impact: _____

