

**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 (PORTION OF BUILDING, WESTERN STORAGE, SOUTHERN OUTSIDE STORAGE, REFUSE AND RECYCLING CONTAINERS, AND ASPHALT DRIVES)	BASIN 2 (PORTION OF BUILDING, SOUTHERN OUTSIDE STORAGE, ASTS AND DISPENSERS, AND ASPHALT DRIVES)
Any signs of oil sheens, foam, sludge, or rust precipitation?		
Any signs of other contaminants at the storage locations or along stormwater flow path?		
Observe stormwater flow paths. Any yard waste storage in flow path?		
Any litter or trash on ground/rooftop:		
Other observations?		

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AREAS	BASIN 3 (EASTERN GRASS BERM)	BASIN 4 (PORTION OF BUILDING, LOADING DOCK, AND GRASS AREAS)
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)

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### Non-Stormwater Discharges

**Facility Inspected:**

Name: City of Appleton, Parks and Recreation Department Main Building  
Location: 1819 Witzke Boulevard, Appleton, WI 54911

Evaluate all outfalls for non-stormwater discharges during normal business hours. Evaluations should take place during dry periods. Observations should be made **twice a year**.

**OUTFALL 01 (BASIN 4)**

Is there currently water flow or evidence of dry weather flow?	Yes	_____	No	_____
Are there stains or coloring?	Yes	_____	No	_____
Are there sludges?	Yes	_____	No	_____
Are there odors?	Yes	_____	No	_____
Other observations:	_____			

If any questions were answered yes, briefly describe and state possible source:

\_\_\_\_\_

\_\_\_\_\_

Test Method: Visual Observation - Overland      Other \_\_\_\_\_

**BASIN 1**

Is there currently evidence of dry weather flow in the basin?	Yes	_____	No	_____
Are there stains or coloring?	Yes	_____	No	_____
Are there sludges?	Yes	_____	No	_____
Are there odors?	Yes	_____	No	_____
Other observations:	_____			

If any questions were answered yes, briefly describe and state possible source:

\_\_\_\_\_

\_\_\_\_\_

Test Method: Visual Observation - Overland      Other \_\_\_\_\_

**OUTFALL 2 BASIN 2**

Is there currently evidence of dry weather flow in the basin?	Yes	_____	No	_____
Are there stains or coloring?	Yes	_____	No	_____
Are there sludges?	Yes	_____	No	_____
Are there odors?	Yes	_____	No	_____
Other observations:	_____			

If any questions were answered yes, briefly describe and state possible source:

\_\_\_\_\_

\_\_\_\_\_



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Test Method: Visual Observation - Overland                      Other \_\_\_\_\_

**BASIN 3**

Is there currently evidence of dry weather flow in the basin?    Yes    \_\_\_\_\_    No    \_\_\_\_\_  
Are there stains or coloring?                      Yes    \_\_\_\_\_    No    \_\_\_\_\_  
Are there sludges?                                      Yes    \_\_\_\_\_    No    \_\_\_\_\_  
Are there odors?                                        Yes    \_\_\_\_\_    No    \_\_\_\_\_  
Other observations: \_\_\_\_\_

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If any questions were answered yes, briefly describe and state possible source:

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Test Method: Visual Observation - Overland                      Other \_\_\_\_\_

Inspected by:

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_



**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 along overland stormwater flow paths?

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Check for any potential pollution sources. These sources may include the following:
  - Inspect southern storage area and western storage area.
  - Inspect ASTs and dispensers.
  - Inspect the area near the dumpster and recycling containers.
  - 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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 spill kit contents.

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.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Stormwater Management Plan**  
**Parks, Recreation and Facilities Management Department Main Building**  
*City of Appleton, Wisconsin*

*Report*

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: Parks, Recreation and Facilities Management Department Main Building  
1819 Witzke Boulevard  
Appleton, WI 54911

Telephone: \_\_\_\_\_







**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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: \_\_\_\_\_  
\_\_\_\_\_

