



**NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER**



Pilot Municipal Separate Storm Sewer System (MS4) Audit Report (for SPDES General Permit GP-02-02)

MS4 Name: County:	Date:
	Permit #: NYR20A _ _ _

On-Site Representative (s):
Phone Number:

Name and Address of MS4 Contact Person//Title/Phone/Fax Numbers:

INSPECTION CHECKLIST

Program Management - Individual MS4s and Intermunicipal MS4s

Yes No N/A

- Are regular meetings conducted during which SWMP management/planning/coordination is discussed by pertinent operating departments, the Mayor, Supervisor, Planning Board, Trustees, etc?
- Are adequate formal record keeping procedures in place in relevant operating departments and at facilities?
- How/when are new staff and new officials kept advised and up-to-date concerning NY Phase II requirements and the MS4s SWMP?

Program Management – Intermunicipal/Third Party MS4s

Yes No N/A

- Are the permittees' intermunicipal/third party SWMP initiatives, roles, and responsibilities formalized through a written agreement?
- How is delivery/implementation of the BMPs that are being provided by another MS4/third party being ensured within the permittees' jurisdictions?
- How are annual reports prepared? How is individual permittee progress reported?

Public Education & Outreach

Yes No N/A

7. Has the MS4 identified it's pollutants of concern (POC's)?

List POC's:

8. Has the MS4 identified waterbodies of concern?

List waterbodies of concern:

9. Has the MS4 identified geographic areas of concern?

List geographic areas of concern:

10. Which target audiences is the MS4s education and outreach program directed at? (i.e. homeowners, industry, developers/contractors, etc.)

11. Describe the components of the outreach and education program and how the MS4 is measuring their effectiveness:

Yes No N/A

12. Do the materials disseminated relate to priority pollutants?

13. Did they reach the target audience?

14. How much material was disseminated and how frequently?

Public Involvement/Participation

Yes No N/A

15. Has the MS4 identified and published the name of the stormwater contact?

16. How was the annual report presented? Public meeting: _____

Internet: (Identify website): _____

17. What participatory/stewardship activities (i.e. water body cleanups, stormwater advisory groups, hotlines, storm drain stenciling) did the MS4 implement? Do they relate to priority pollutants and waterbodies of concern? How was their effectiveness evaluated?

18. How many people participated in the MS4s stormwater program activities? (Including annual report meeting, cleanups, etc.)

IDDE Audit Criteria

Yes No N/A

19. Have local laws been evaluated and certified to be equivalent to the State model law?

20. Has outfall mapping been completed?

21. Is there a plan for additional mapping?

Showing (Check applicable): Outfalls____ Stormwater Management Practices____
Catch basins/storm drain inlets____ Storm sewer lines____ Receiving water bodies____
Storm Sewer Shed ____

22. Are there written procedures in place for conducting the IDDE program?

23. Is dry weather screening conducted?

What is the frequency of inspection for major and minor outfalls?

Are inspections adequately documented?

24. Is a reporting mechanism in use for illicit discharges (hotline, website, other)?

How many have been reported during this reporting period (March 10 - March 9)?

How many have been responded to?

How many have been eliminated?

Yes No N/A

25. Is a training/education program in-place for:
 MS4 Employees?
Spill Prevention & Response:
IDDE Procedures (response, investigation, elimination, prevention):
 Industry/Commercial?
Hazards of illegal dumping & illicit discharges:
 Public?
Hazards of illegal dumping & illicit discharges:
Used oil & household hazardous waste educational materials:
Recycling & disposal facilities:
IDDE reporting procedures:
 Other:
26. Have any enforcement actions been taken?
Describe:

Construction Site Stormwater Runoff Control

Yes No N/A

27. Have local laws governing construction activity and post construction controls been adopted?
 Are they being implemented?
28. Have local laws been evaluated and certified to be equivalent to the State model law?
29. Are procedures in place to receive public comments on construction activities? What are the procedures?

SWPPP Review

Yes No N/A

30. Are procedures for reviewing SWPPPs in writing? What is the procedure?
31. What department/personnel are responsible for SWPPP review? What are their qualifications?
32. Number of SWPPPS reviewed during this reporting period (March 10 - March 9)?
33. Number of SWPPPs approved/disapproved during this reporting period (3/10 - 3/9)?

Yes No N/A

34. Does the SWPPP review process insure that SWPPPs meet state technical standards or demonstrate to be equivalence to state standards?

Construction Site Inspections

35. List the Department/Personnel responsible for construction site inspections.

Yes No N/A

36. Have inspectors received training? If so, what type of training and when?
37. Are adequate procedures in place for conducting inspections? (See DEC Inspection Manual)
38. Is a standardized inspection form used (obtain a copy of form)?
39. What is the number of active construction sites requiring inspection?
40. What is the number of inspections performed and the frequency over the past 12 month?
41. Are procedures in place for tracking inspections? What are the procedures?

42. How many violations were found in the prior year?

43. What are the procedures if violations are found?

44. How were violations handled?

45. What is the procedure when citizen complaints are received?

Post Construction Control Practices

Yes No N/A

- 46. Is there an inventory in place for post construction control practices?
- 47. Is there an effective procedure (O&M Manuals) for inspecting/maintaining post construction control practices?
- 48. Who is responsible for inspecting/maintaining the post construction control practices?
- 49. What is the frequency of inspection? (Proactive/Response to emergencies)

Pollution Prevention and Good Housekeeping for Municipal Operations

Infrastructure and Stormwater Management Facilities Inspection:

Yes No N/A

- 50. Is there a schedule for inspection and cleaning of catch basins and conveyance system established?
- 51. What is the frequency of inspection? (Proactive/Response to emergencies)
- 52. How are the spoils disposed of?

Facilities Operation and Maintenance:

- 53. Identify the facilities which need Operation and Maintenance.
- 54. Is there a designated stormwater person/facility?
- 55. What type of maintenance operations are performed (List Facility, Frequency, Guidance & Procedures, Resources)?
- 56. Is there a checklist for inspection?
- 57. Is there a SWPPP for facilities that would otherwise (if not covered under the MS4 General Permit) require a Multi-Sector General Permit?

Road Maintenance:

Yes No N/A

58. Is there a road maintenance plan that considers water quality impact in geographic areas of concern? (See Question 9)
59. How often does street sweeping occur?
60. How are the street sweeping spoils disposed of?

Pesticide, Herbicide, Fertilizer, & other chemicals:

Yes No N/A

- 61.a. Is there a written Integrated Pest Management (IPM) program for municipal properties?
- b. If yes, is there a person assigned to coordinate the IPM program?
- c. If yes, is there an IPM auditing process in place?
62. Are storage locations identified for chemicals?
63. Does the municipality adequately address road salt storage?
64. Are there procedures for chemical applications?
65. How many Household Hazardous Waste pick-up events are there annually?

Standards, Guidance, & Outreach:

Yes No N/A

66. Is there technical guidance designated and made available for maintenance staff?
67. What types of training have been received?
68. How many of the staff have been trained? (List by facility)
69. Do maintenance contracts include language on stormwater impact and appropriate BMPs?

Additional Watershed Requirements:

Yes No N/A

70. Is the MS4 complying with their additional watershed requirements?

