

## **APPENDIX F**

### Pollution Prevention/Good Housekeeping for Municipal Operations

## Quarterly Inspection Checklist

Inspection Area	Status (Please answer with Acceptable/Needs Attention/Not Applicable)	Comments	Date Resolved (if applicable)
Check refuse areas for trash on the ground that could contaminate stormwater or be washed away in stormwater			
Check all exterior vehicle and equipment areas for leaks, spills, drips, or excess dirt - Street sweeping necessary?			
Check all exterior vehicle and equipment areas for leaks, spills, drips, or excess dirt - drip pan use acceptable?			
Check fueling areas for leaks, spills, or drips			
Check exterior petroleum storage areas for leaks, spills, or drips			
Clean-up of tracked sand that might allow stormwater transport of sand			
Check calcium chloride tank for leaks, spills, or cracks			
Check vehicle washing area for excess sediment or wastes			
Other:			
Other:			

**Instructions:** This form needs to be used for regular (quarterly) inspections at vehicle/equipment maintenance facilities. More information on pollution prevention and good housekeeping can be found in Chapter 3 of the 2011 Guidelines and Standard Operating Procedures Manual (SOP manual)

Municipality \_\_\_\_\_ Division \_\_\_\_\_ Date \_\_\_\_\_

Standard Operating Procedure for:		
<b>Pollution Prevention/Good Housekeeping for Municipal Operations: Special Events</b>		
Purpose of SOP:	To identify the ways the city reduces the amount of trash entering the MS4 as well as the waters of the State.	

**City Policy for Special Events**

- Provide extra trash receptacles for event to reduce litter.
- Provide recycling receptacles during an event to reduce litter.
- Provide extra personnel during event to pick-up litter during and after event.
- Cleanup event area within 24 hours.