

# Pollution Prevention Inspection Checklist for Businesses

This inspection checklist can help your business identify possible sources of pollution. The checklist is divided into sections of areas and activities that are common sources of pollution. Taking a quick walk around your business and conducting periodic inspections is an effective way to notice any potential problems and take necessary actions. These efforts can help keep your business looking great and protect local streams, the Potomac River, and the Chesapeake Bay.

## Waste Management

### ■ DUMPSTERS AND COMPACTORS

YES	NO	N/A	Visible leaks
YES	NO	N/A	Is container large enough for waste or is trash overflowing.
YES	NO	N/A	Stains on the ground
YES	NO	N/A	Is container located next to or above storm drain outlet.
YES	NO	N/A	Receptacle is properly covered and lids are secure.
YES	NO	N/A	Waste is being disposed of properly.
YES	NO	N/A	Signs with information on proper disposal are visible and legible.
YES	NO	N/A	Recycling/reduction program in place.

### ■ OTHER TRASH RECEPTACLES

YES	NO	N/A	Visible leaks
YES	NO	N/A	Covered / lids are secure

### ■ LOADING DOCK AREAS / ALLEYS

YES	NO	N/A	Litter, dirt buildup
YES	NO	N/A	Stains (oil, grease)
YES	NO	N/A	Spill response materials available with location clearly marked.

*Comments / Actions Needed:*

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## Parking Areas and Driveways

YES	NO	N/A	Excessive litter
YES	NO	N/A	Sediment accumulation
YES	NO	N/A	Stains/oil sheen
YES	NO	N/A	Leaking vehicles
YES	NO	N/A	Litter in or around storm drains
YES	NO	N/A	Parking areas are cleaned and swept regularly (not hosed down).
YES	NO	N/A	Winter sand and salt applied sparingly and excess swept up afterward.

*Comments / Actions Needed:*

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## Exterior Building Maintenance and Outdoor Storage

YES	NO	N/A	Service providers are aware of and understand pollution prevention policy.
YES	NO	N/A	Wash water runoff from pressure washing, window washing or other cleaning activities is contained.
YES	NO	N/A	Proper place to clean equipment or containers is available.
YES	NO	N/A	Water only or non-toxic chemicals are used for washing/cleaning activities.
YES	NO	N/A	Proper cleanup supplies & equipment are available for spills or leaks (brooms, rags, absorbent materials such as cat litter).
YES	NO	N/A	Dry cleanup methods are maximized, debris swept up following maintenance or repair work.

YES	NO	N/A	Chemicals, hazardous materials and other drums are labeled, kept off ground and stored in properly designed secondary containment areas.
YES	NO	N/A	Tarps are used to catch debris or paint during maintenance activities.
YES	NO	N/A	Materials or equipment stored outside are covered.
YES	NO	N/A	Stormwater management system(s) inspected and maintained as needed.

*Comments / Actions Needed:*

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## Landscaping and Turf Management

YES	NO	N/A	Using environmentally aware landscaping company.
YES	NO	N/A	Fertilizer and pesticides are used sparingly or not at all. If used, they are stored and labeled correctly.
YES	NO	N/A	Any excess fertilizer on paved surfaces is swept up.
YES	NO	N/A	Spot application is used for pesticides. No application during rain.
YES	NO	N/A	Trees and vegetation are healthy.
YES	NO	N/A	No bare or exposed soil.
YES	NO	N/A	Landscape clippings collected and disposed of properly.
YES	NO	N/A	Sprinklers do not spray onto paved surfaces, and are only turned on as needed.

*Comments / Actions Needed:*

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## Building Interior

YES	NO	N/A	Reduce use of toxic chemicals (replace w/ environmentally friendly products).
YES	NO	N/A	Appropriate cleaning supplies and equipment are accessible.
YES	NO	N/A	Floor drains are connected to the sanitary sewer.
YES	NO	N/A	Oil/water separators or grease traps are cleaned regularly.
YES	NO	N/A	Chemicals, grease, and other materials are inventoried, labeled, and stored properly.

*Comments / Actions Needed:*

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## Education

YES	NO	N/A	Employees understand importance of pollution prevention.
YES	NO	N/A	Stormwater pollution prevention plan is available to all employees.
YES	NO	N/A	Employees, delivery personnel, service providers know where storm drains are located.
YES	NO	N/A	Storm drains are marked "No Dumping –Drains to Stream".
YES	NO	N/A	Employees know appropriate contacts for reporting spills or dumping.

*Comments / Actions Needed:*

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INSPECTION DATE \_\_\_\_\_



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