

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 | Waste or trash overflowing the container. |
| 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:

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:

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 | Proper procedures in place to dispose of leftover oil-based and latex paint. |

- YES NO N/A Proper procedures in place to clean used paint brushes and dispose of wash water to sanitary.
- 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:

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:

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:

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:

INSPECTION DATE _____



Department of Public Works and Environmental Services
 Stormwater Planning Division
 12000 Government Center Parkway, Suite 449, Fairfax, VA 22035-0052
 703-324-5500, TTY 711 / SWPDMail@fairfaxcounty.gov
 To request this information in an alternate format call 703-324-5500, TTY 711.
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