

**NPDES INSPECTION CHECKLIST
WATER TREATMENT GENERAL PERMIT**

FACILITY NAME: _____

NPDES PERMIT NUMBER: NHG _____

NPDES PERMIT EXPIRATION DATE: _____

I. PRE-INSPECTION INFORMATION
(If Closure Inspection, complete Sections I, II, V, and VI only)

Permittee's Name: _____ Inspection Date: _____

Inspection Type: CSI CEI RI Closure Facility Type: Major Minor

Type of Treatment Process or Type of Discharge: _____

Date of Last Inspection: _____ Type of Last Inspection: CSI CEI RI

Last Inspection Performed by: DES EPA

Name and Title of Responsible Official: _____

Name of Operator in Responsible Charge: _____

Name of Back-up Operator in Responsible Charge: _____

Time in: _____ Time out: _____

BACKGROUND INFORMATION
(Complete this section prior to going to facility)

1. YES NO Are the Discharge Monitoring Reports (DMRs) submitted to EPA and DES on time?
(Permit – Part I) If no, explain: _____

2. YES NO Are the DMRs completed correctly per latest EPA instructions? If no, explain: _____

3. YES NO Has a list of permit violation(s) and DMR error(s) been given to the operator and
discussed? If no, explain: _____

4a. YES NO a) Is the person signing the DMRs authorized to do so per the federal regulations?
(40CFR122.22 (b)) If no, explain: _____

- 4b. YES NO NA b) If yes to 4a., has a copy of the authorization letter been sent to EPA and to DES? (40CFR122.22(c)) Received on (date) _____

5. YES NO NA Has all permit testing been conducted at the correct frequency? (Permit: Part I) If no, explain: _____

- 6a. YES NO NA Has all noncompliance which may endanger health or the environment, including all violations of daily limits, a) been orally reported within 24 hours and
6b. YES NO NA b) followed up with a letter to EPA and DES within 5 days? (Permit Part II, Section D) If no, explain _____

7. YES NO NA Has the facility explained all permit violations in both the 5-day letters (if applicable) and the DMR submittals? (Permit Part II, Section D) If no, explain: _____

8. YES NO NA Has the facility taken corrective action to address all permit violations? (Permit Part II, Section D) If no, explain: _____

II. OPENING CONFERENCE

Note: If the facility is unable to meet with you to complete the checklist and perform a site review, then sample and reschedule the remaining portions of the inspection at a mutually agreeable time.

1. Present credentials/review inspection objectives. (Objective-To ensure that the facility is being operated as needed to maintain compliance with the facility's NPDES permit).
2. List people present (include Inspector Name(s)):

<u>NAME</u>	<u>TITLE</u>	<u>PHONE #</u>

3. E-mail address: _____
4. Permittee's mailing address: _____
5. Facility's mailing address: _____

III. PERMIT

1. YES NO NA Is a copy of the current permit (Parts I, II and attachments) onsite? (40 CFR 122.41) If no, explain: _____

2. YES NO NA If the permit is expired or due to expire within 180 days, has a reapplication package been submitted to DES and EPA (40CFR122.21) If no, explain: _____

IV. RECORDS/REPORTS

1. YES NO NA Are the records and reports maintained by the permittee for at least 3 years? (40CFR122.21(p), 40CFR122.41(j)(2), Permit Part II) If no, explain: _____

2. YES NO NA If the facility monitors any permitted parameter more frequently than required by the permit, using approved test methods, are these additional results included in its DMR calculations? (Permit Part II: Section D.1.d) If no, explain: _____

3. YES NO NA Is a random check of analytical results reported on the facilities benchsheets consistent with data reported by the permittee on their DMRs? (Part II Section C). If no, explain: _____

V. FACILITY SITE REVIEW

1. YES NO NA Is there excessive scum buildup, grease, foam, or floating sludge in or on any of the treatment units? (40CFR122.41(e) and Permit Part II – Section B) If yes, explain: _____

2. YES NO NA Are tank weirs level? (40CFR122.41(e) and Permit Part II – Section B) If no, explain: _____

3. YES NO Are there any noxious odors leaving the site? (40CFR122.41(e) and Permit Part II – Section B) If yes, explain: _____

4. YES NO Are there any unsafe conditions (e.g. slicks, faulty guardrails, missing grating, etc.)? (40CFR122.41(e) and Permit Part II – Section B) If yes, explain: _____

5. YES NO NA Is there any evidence of severe corrosion in any piping or equipment? (40CFR122.41(e) and Permit Part II – Section B) If yes, explain: _____

6. YES NO NA Are there any breaks or leaks in any chemical feed lines or other piping? (40CFR122.41(e) and Permit Part II – Section B) If yes, explain: _____

7. YES NO Are there any unpermitted flows entering the groundwater or surface water from the facility? (RSA 485-A:13) If yes, explain: _____

8. YES NO Is there any evidence of potential spills which can contribute pollutants to any storm drains? (*RSA 485-A:13*) If yes, explain: _____

9. YES NO NA Is there any dry weather flow in the stormwater drainage system within the facility? (*Possible violation of RSA 485-A:13 – need to investigate/identify source of flow – actually check drains on site*). If yes, explain: _____

10. YES NO Does the facility have any floor drains? (*Violation of Permit Part I and RSA 485-A:13 if discharge to storm drain system, surface water or ground water unless specifically permitted*) If yes, where are they and where do they discharge? _____

11. YES NO NA If yes to 10, and the floor drain(s) are permitted to discharge to the sedimentation pond, are there any chemicals/oils/wastes stored in the vicinity of the floor drain? If yes, explain: _____

(Recommendation only if to sedimentation pond – violation cited in 10 if discharge anywhere else – if chemicals spill into pond, may adversely effect the process and result in permit violations)

VI. EFFLUENT/RECEIVING WATER

1. YES NO NA Are there any floating solids, oil sheen, color, or foam **in the effluent**? (*Observation*) If yes, explain: _____

2. YES NO NA Are there any floating solids, oil sheen, color, foam or a recognizable plume **in the receiving water**? (*Permit Part I and Env-Ws 1703.03(c)*) If yes, explain: _____

3. Collect sample of effluent. Complete Attachment A.

VII. FLOW MEASUREMENT

1. YES NO NA Is the flow metered [] or estimated []? If metered, is the effluent flow measuring device professionally calibrated, at least once per year? (*40CFR122.41(e) and Permit Part II*).
What type of influent meter is used? _____
What type of effluent meter is used? _____
2. YES NO NA If applicable, do facility personnel check the calibration of the flow measuring device(s), between the annual professional calibrations, at least three times per year? (*Recommendation only*) If no, explain frequency. If yes, do facility personnel record the results of these additional tests, and are the results within 10 percent accuracy?
3. YES NO NA Are all effluent flow measuring devices clean and free of debris and deposits? (*40CFR122.41(e) and Permit Part II – Section B*) If no, explain: _____

4. YES NO NA Is the effluent weir level? (40CFR122.41(e) and Permit Part II – Section B) If no, explain: _____

5. YES NO NA Is there any leakage around any of the flow measuring devices? (40CFR122.41(e) and Permit Part II – Section B) If yes, explain: _____

VIII. SELF MONITORING

1. YES NO NA Is the effluent sampling location representative of the wastestream? (Permit Part I and II, Section C) If no, explain: _____

2. YES NO NA Are the correct effluent sample types (grab or composite) taken? (Permit Part I and Part II-Section E) If no, explain: _____

3. YES NO NA Is the influent sampling location representative of the wastestream? (Permit Part I and Part II, Section C) If no, explain: _____

4. YES NO NA Are all grab samples cooled with ice, gel packs or refrigerated to $\leq 6^{\circ}\text{C}$ from the time of collection until analysis including shipping time, if applicable? If no, explain: _____

5. YES NO NA Are all samples which require preservation properly preserved? (40CFR122.41(e), 40CFR136 and Permit Part II-Section B) If no, explain: _____

6. YES NO NA Are the correct sample containers being used? (40CFR122.41(e), 40CFR136 and Permit Part II-Section B) If no, explain: _____

7. YES NO NA Is all the sampling equipment and glassware cleaned before being used? (40CFR122.41(e), 40CFR136 and Permit Part II-Section B) If no, explain: _____

8. YES NO NA Does the facility's permit require any metals sampling? _____

9. YES NO NA If yes to 8., does the facility acid wash the sampling containers prior to sample collection as required by the approved analytical methods and as required by the facility's permit? If no, explain: _____

IX. LABORATORY

1. YES NO NA Has a written laboratory QA/QC manual been updated by the facility and approved by DES in the last 5 years? (40CFR122.41(e) and Permit Part II-Section B)

(Complete Attachment B if one has not been completed in past 5 years) If yes, provide date Attachment B completed. If no, explain: _____

2. YES NO NA Is the QA/QC manual being used by facility personnel? If no explain: _____

3. YES NO NA Does the facility have a copy of the EPA-approved analytical methods for each of the analyses performed at the facility? If no, explain: _____

4. YES NO NA Are the correct analytical testing procedures used and holding times met? (*Permit Part I and 40CFR136*) (Complete Attachment C) If no, explain: _____

5. YES NO NA Are laboratory method detection limits for all parameters tested less than the permit limits? If no, explain: _____

6. YES NO NA With each batch of samples analyzed, is the permittee conducting quality control standards, sample duplicates, spikes and blanks? (*Permit Part I and 40CFR136*) (Complete Attachment D) If no, explain: _____

7. YES NO NA If the permittee is using alternate analytical procedures, have they been approved by EPA? (*40CFR136*) If no, explain: _____

8. YES NO NA Is the permittee calibrating and maintaining all laboratory instruments and equipment on the periodic basis specified in the Part 136 Analytical Method or in the QA/QC Manual? (*Annual calibrations for thermometers and balances are required – annual calibrations for all other laboratory instruments are recommended but are not required*) (*40CFR122.41(e), 40CFR136 and Permit Part II-Section B*) If no, explain: _____

9. YES NO NA Are the thermometers annually checked for calibration using a NIST-certified thermometer or does the facility purchase new NIST-certified thermometers yearly? (*40CFR122.41(e) and Permit Part II-Section B*) If no, explain: _____

10. YES NO NA Are the reagents and standards being used expired? (*Permit Part II-Section B and 40CFR 122.41(e)*) If yes, explain: _____

11. YES NO NA Is proper laboratory grade pure water available for specific analyses? (*40CFR122.41(e), 40CFR136 and Permit Part II-Section B*) If no, explain: _____

12. YES NO NA Are laboratory safety devices (eyewash and shower, fume hood, proper labeling and storage, pipette suction bulbs) available? (*Recommendation only*) If no, explain: _____

13. YES NO NA Are reagents and solvents used for the analyses properly stored? (*40CFR122.41(e), 40CFR136 and Permit Part II-Section B*) If no, explain: _____

14. YES NO Does the permittee cross-check its calculations? (*Recommendation – may result in misreporting which is a violation of the permit – DMRs are certified to be accurate by signature*) If no, explain: _____

15. YES NO Does the permittee use the correct lab formulae to calculate final results? (*40CFR136*) If no, explain: _____

X. OPERATIONS AND MAINTENANCE

1. YES NO NA Are all treatment units operable? (*Observation – may result in violation of permit – 40CFR122.41(e) and Permit Part II-Section B*) If no, explain: _____

2. YES NO NA Does the water treatment facility have an alarm system for all essential equipment? (*40CFR122.41(e) and Permit Part II – Section B*) If no, explain: _____

3. YES NO NA Does the facility checks its alarm system? How often? _____ When was the alarm system last checked? (*40CFR122.41(e) and Permit Part II-Section B*) _____

4. YES NO NA Are alarms sent to qualified personnel who can respond immediately to remedy the problem? (*40CFR122.41(e) and Permit Part II*) If no, explain: _____

5. YES NO NA Are routine and preventive maintenance scheduled, performed and recorded? (*40CFR122.41(e) and Permit Part II-Section B*) If no, explain: _____

6. YES NO NA Does the facility maintain written procedures for responding to emergencies such as power failures, floods, fires, and other natural disasters? (*40CFR122.41(e) and Permit Part II-Section B*) If no, explain: _____

7. YES NO NA Does the facility maintain a written list of contacts for emergencies? (*40CFR122.41(e) and Permit Part II-Section B*) If no, explain: _____

8. YES NO NA Is a logbook kept which documents all facility activities on a daily basis? (*40CFR122.41(e)*, *Permit Part II-Section B* and *40CFR122.41(j)(2)*) If no, explain: _____

9. YES NO NA Does the facility maintain an inventory of spare parts, either at the facility or close by, sufficient to keep all of its treatment units operational? (*40CFR122.41(e)* and *Permit Part II-Section B*) If no, explain: _____

10. YES NO NA Does the facility have standby power for all treatment units? (*40CFR122.41(e)* and *Permit Part II-Section B*) If no, explain: _____

11. YES NO NA Is the standby power regularly exercised under load? (*40CFR122.41(e)* and *Permit Part II-Section B*) If no, explain: _____

XI. CLOSING CONFERENCE

1. Review Findings.
2. Explain what the next steps are.