

Annual SWPPP & Site Review Form

Every year you should review your current Stormwater Pollution & Prevention Plan (SWPPP) with staff and make any necessary edits to reflect current practices and personnel. The checklist below highlights some of the most common items to review. **Any changes to your facility should be updated in your SWPPP documents (including site maps) within 6-months of the change.**

Facility Name or Address: _____

Date: _____ Person Conducting Review: _____

Facility Description & Contact Information		Additional Comments
Any changes needed to general facility info?		
Any referenced OEPA General Permit numbers need updated (industrial, MS4, etc)? <i>*Find current permits via the OEPA Stormwater Program page.</i>		
Does facility discharge into an impaired water? If yes, confirm identified pollutants. <i>*Quick check can be done via EPA How's My Waterway site</i>		
Is your MS4 listed in Appendix A of the OEPA Small MS4 General Permit as having a TMDL Performance Standard? If yes, list identified TMDL Pollutants. <i>*Find current MS4 permit here.</i>		
Any changes needed to listed personnel and/or responsibilities (names, emails, phone, etc)?		
Does the list of activities taking place need updated?		
Potential Pollutant Sources		Additional Comments
Any updates needed to list of activities & associated pollutants?		
Any updates to outfall locations and where spills could occur?		

Stormwater Control Measures		Additional Comments
Any changes to the BMPs that will be utilized to minimize exposure of pollutants to stormwater?		
Any changes to good housekeeping practices?		
Any changes to spill prevention/response procedures?		
Any changes to where spill kits are stored on site?		
Have any storage tanks/structures been altered, removed or newly installed (fuel, salt/brine, etc)?		
If fuel and/or brine tanks are on site, is secondary containment and/or bollards in place?		
For disturbance caused by ditch/MS4 maintenance, are stabilization timelines being followed (2-7 days depending on proximity to a surface water of the state)?		
Site Maps		Additional Comments
Do site maps need updated?		
Signatures		Additional Comments
Has the SWPPP Certification page been signed?		
Documentation (Inspections, Training, etc.)		Additional Comments
Any modifications needed to inspection procedures or forms?		
Have routine facility inspections been completed at least quarterly (i.e. once each calendar quarter)?		
Has at least one of your quarterly inspections been completed during a wet weather event to visually inspect stormwater discharge?		
If your facility is in an MS4 listed in Appendix A of the OPEA Small MS4 General Permit as having a TMDL Performance Standard, did staff receive training on Illicit Discharge Detection & Elimination (IDDE)?		

Other Observations, Comments or Recommended Actions

Signature:

Date:

Track Annual Staff Review of Current SWPPP Below (new & existing staff)

Name	Date	Name	Date
1.		14.	
2.		15.	
3.		16.	
4.		17.	
5.		18.	
6.		19.	
7.		20.	
8.		21.	
9.		22.	
10.		23.	
11.		24.	
12.		25.	
13.		26.	