

Compliance Evaluation Inspection

Records Checklist/Requested for NPDES Discharge Permits:

1. Current Permit/Order
2. Any permit modifications/amendments
3. Monitoring and Reporting Program Requirements
4. Permit Standard Provisions (CWA and Regional Water Board)
5. Permit renewal application: including, but not limited to, Report of Waste Discharge (ROWD)
6. Discharge Monitoring Reports (DMRs) and/or Self Monitoring Reports (SMRs) - including sampling chains-of-custody (COCs) and corresponding laboratory analytical data (January 2009 - August 2009). Signature authorization letter.
7. 2008 Annual Report
8. 2008 Annual Biosolids Report – Most recent biosolids monitoring and management reports
9. Stormwater Pollution Prevention Plan (SWPPP)
10. If Conducted: Toxicity Reduction Evaluations (TRE) or Toxicity Identification Evaluations (TIE)
11. Flow measurement – type of meter, meter calibration records for all primary and secondary influent and effluent meters
12. Spill or bypass records and reports to RB – Treatment Plant Sewage, chemical, and otherwise
13. Spill Prevention Control and Countermeasure (SPCC) plan
14. Contingency Plan for emergency operation
15. Laboratory certification (ELAP),
16. Contract Laboratory Information, ELAP certification, COCs
17. Operator certification summary listing number of each grade
18. Recent or Active Operator log books
19. Operations Daily Rounds sheets
20. Preventative Maintenance Program records – Standard Operating Procedures and current maintenance backlog summary
21. Plant engineering drawings (can inspect in stored location)
22. Pollution Prevention Program Plan and annual report.
23. Pollution Minimization Study
24. Plant Auxillary Power operation, testing, and maintenance logs or records
25. Compliance Orders – schedule reports, actions taken, pending items
26. POTWs – Sludge Handling & Disposal Plan; log of disposal or use; summary of volume and type, use, and biosolids destination

*NOTE: This is a comprehensive list of documentation that is typically requested at the time of inspection. Your permit may have special reporting provisions specific to your facility; those records may not be included on this list, but should be available. Some items on the list may not apply to your facility.