CITY OF MOUNTAIN VIEW
FIRE AND ENVIRONMENTAL PROTECTION DIVISION
500 Castro Street • City Hall • 4th Floor • Mountain View, CA 94041-2010 • 650-903-6378

STORM/SANITARY SEWER DISCHARGE INSPECTION NOTICE

Business Name: _____ Business Phone: _____

Business Address: _____ Business Contact: _____

Inspection Date: _____ Inspector: _____ Facility ID: _____

Inspection Number (circle one): 1 / 2 / 3 / 4 / 5 *Principal Business Activity:* _____

CITY AND STATE CODE REQUIRE COMPLIANCE WITH THE ITEMS CHECKED BELOW:

IP-1. ENVIRONMENTAL COMPLIANCE PLAN (ECP): **Code Reference**

An up-to-date and accurate ECP shall be maintained on-site at all times. (MVCC 24.33)

☐ IP-1.1. Update the "Facility Directory" form.
☐ IP-1.2. Update the "Facility Map" form.
☐ IP-1.3. Update the "Wastewater Process Discharge" form (including any new or deleted local categories).
☐ IP-1.4. Complete a water audit comparing incoming water quantity with discharged water flows.

IP-2. RECORD-KEEPING:

a. **pH meter** shall be calibrated at least once every 6 months, or more frequently, if required by manufacturer. It shall also be inspected at least monthly for detecting malfunctions and deterioration. (MVCC 35.32.10.1, 13.1)

☐ IP-2.1. Repair pH meter and provide receipt for repair work.
☐ IP-2.2. Provide monthly inspection log of pH meter.
☐ IP-2.3. Provide receipt or record of 6-month pH meter calibration.
☐ IP-2.4. Tie-in pH meter to audible and visual alarm (required if ongoing pH discharge violations).
☐ IP-2.5. Tie-in pH meter alarm to automatic shutdown of wastewater flow (required if ongoing pH discharge violations).

b. If **pH** is required to be manually measured prior to discharge, a pH discharge log is required. (MVCC 35.32.10.1)

☐ IP-2.6. Provide pH discharge log.

c. **Flow meter** shall be calibrated at least annually, or more frequently, if required by the manufacturer. It shall also be inspected at least monthly for detecting malfunctions and deterioration. (MVCC 35.32.10.1, 13.1)

☐ IP-2.7. Repair flow meter and provide receipt for repair work.
☐ IP-2.8. Provide monthly inspection log of flow meter.
☐ IP-2.9. Provide receipt or record of annual flow meter calibration.

d. **Treatment system** shall be maintained in proper working order and visually inspected at least monthly for detecting malfunctions, deterioration and unauthorized discharges. (MVCC 35.32.10.1)

☐ IP-2.10. Repair treatment system and provide receipt for repair work.
☐ IP-2.11. Provide monthly inspection log of treatment system.

e. A **Toxic Organic Management Plan (TOMP)** is required to be maintained and kept up to date annually for the following CFR categories: Electroplating (40CFR Section 413), Metal Finishing (40CFR Section 433), and Electrical/Electronic Components (40CFR Section 469). (40CFR)

☐ IP-2.12. Update TOMP.

IP-3. POLLUTION PREVENTION PROCEDURES:

a. **Unauthorized discharges** of hazardous materials, hazardous wastes or industrial wastes coming in contact with any floor, pavement or ground surface shall be cleaned up immediately. (MVC 35.32.10.1(B))

☐ IP-3.1. Clean up the following spills: _____

b. **Spill prevention and clean-up equipment** shall be kept in stock at all times. A sufficient supply and quantity shall be maintained to contain and remove the largest likely discharge. (MVCC 35.32.10.1(C))

☐ IP-3.2. Provide the following spill/clean-up equipment: _____

c. **Laboratory countertops and labs sinks** shall be separated with a ridge or lip to prevent hazardous materials spilled on the countertop from draining into the sink. (MVCC 35.32.10.1(N)(3))

☐ IP-3.3. Provide lip guards on the following sinks: _____

d. **Interior floor drains** designed for industrial wastewater discharge shall be connected to the sanitary sewer and such discharge permitted. (MVCC 35.32.10.1(D))

☐ IP-3.4. Cap and seal the following drains: _____

☐ IP-3.5. Obtain a wastewater discharge permit for the following: _____

☐ IP-3.6. Provide lip/berm around safety shower drain located _____

e. **Tanks, containers or sinks** containing hazardous materials, hazardous waste or industrial wastes shall not be discharged to the sanitary sewer without an industrial wastewater discharge permit. (MVCC 35.32.2.1)

☐ IP-3.7. Remove the drain(s) from the following equipment: _____

☐ IP-3.8. Obtain a wastewater discharge permit for the following: _____

f. **Wet sanding water** from auto body shops shall be collected in labeled containers and allowed to stand at least 48 hours prior to discharging the clear liquid only to the sanitary sewer. (MVCC 35.32.10.1(Y))

☐ IP-3.9. Establish collection pails/drums for your wet sanding wastewater and label accumulation start date.

☐ IP-3.10. Solids from the settling of wet sanding water shall be hauled off as hazardous waste.

g. **Wash/rinse water** from vehicle cleaning shall be discharged to a treatment system prior to discharge to the sanitary sewer and such discharge permitted. (MVCC 35.31.3)

☐ IP-3.11. Obtain an industrial wastewater discharge permit for wash/rinse water discharge.

☐ IP-3.12. Install an approved treatment system for treating the wash/rinse water.

☐ IP-3.13. Wash with water only (no soaps or detergents).

☐ IP-3.14. Cease and desist all washing/rinsing operations.

h. **Secondarily contain** all hazardous materials and waste (including batteries). (MVCC 24.9(c))

☐ IP-3.15. Provide secondary containment for: _____

i. **Open containers** containing hazardous materials, hazardous waste or industrial waste shall not be left unattended unless in use or confined within secondary containment. (MVCC 35.32.10.1(E))

☐ IP-3.16. Provide lids for the following open containers: _____

j. **Three-step floor cleaning procedures** shall be used in areas where hazardous materials are used or industrial wastewater is generated. (MVCC 35.32.10.1(G))

☐ IP-3.17. Clean and rinse floors using the following three-step floor cleaning process:

i) Clean up gross spills with rags or other absorbent materials;

ii) Sweep up any remaining absorbent materials; and

iii) Mop areas requiring additional cleaning and discharge mop water to toilet or sink.

k. **Signage** shall be posted at all laboratory sinks or drain inlets which warn employees to keep chemical containers closed and stored away from those inlets. (MVCC 35.32.10.1)

☐ IP-3.18. Post signage at the following laboratory locations: _____

_____

l. (OFFICE USE ONLY: Does this discharger need to complete and submit a **slug control** plan? Yes ☐ / No ☐ (CFR 403.8(f)(2)(v))

☐ IP-3.19. Complete a slug control plan for your discharge.

IP-4. ADMINISTRATIVE:

a. All employees shall be **trained**, upon hiring and annually thereafter, regarding best management practices to control discharges to the sanitary sewer. (MVCC 35.32.14)

☐ IP-4.1. Provide copy of training curriculum.

☐ IP-4.2. Provide copy of personnel training log.

Code Reference

SIGNIFICANT STORM DRAIN DISCHARGES (MVCC 35.31.3)

URP-1. GENERAL:

a. (OFFICE USE ONLY: NOI and SWPPP required? Yes ☐ / No ☐ Significant source of pollution? Yes ☐ / No ☐)

☐ URP-1.1. File a "Notice of Intent" (NOI) with the State Water Resources Control Board.

☐ URP-1.2. Complete a Storm Water Pollution Prevention Plan (SWPPP) and Storm Water Monitoring Plan (SWMP).

b. It is unlawful to discharge to any curb gutter, storm drain gutter or creek any polluted water other than storm water. *Submit a proposal describing how you will eliminate discharges to the storm drain from the marked items:*

URP-2. OUTDOOR ACTIVITIES:

☐ URP-2.1. Vehicle or equipment fueling area
☐ URP-2.2. Vehicle or equipment washing (mats, filter, screen)
☐ URP-2.3. Vehicle and equipment maintenance or repair area
☐ URP-2.4. Raw material storage area
☐ URP-2.5. Hazardous materials handling and storage area
☐ URP-2.6. General construction activities area
☐ URP-2.7. Pressure cleaning or power washing
☐ URP-2.8. Equipment or vehicle storage area
☐ URP-2.9. General housekeeping
☐ URP-2.10. Other _____
_____
_____

URP-3. EQUIPMENT:

☐ URP-3.1. Air compressors
☐ URP-3.2. Air scrubbers
☐ URP-3.3. Boilers, chillers
☐ URP-3.4. Compactors/dumpsters
☐ URP-3.5. Cooling tower blow-down
☐ URP-3.6. Filter backflushing
☐ URP-3.7. Floor sinks or drains
☐ URP-3.8. Grease interceptor/tallow bin
☐ URP-3.10. Groundwater dewatering device
☐ URP-3.11. Loading/unloading docks
☐ URP-3.12. Ponds/fountains/pools
☐ URP-3.13. Reverse osmosis/DI water units

URP-4. ADMINISTRATIVE:

a. All employees shall be **trained**, upon hiring and annually thereafter, regarding best management practices to reduce or eliminate discharges to the storm drain. (MVCC 35.32.14)

☐ URP-4.1. Provide copy of training curriculum.

☐ URP-4.2. Provide copy of personnel training log.

b. All storm drains shall be **stenciled** in accordance with the City's stenciling program. (MVCC 35.32.10.1(J))

☐ URP-4.3. Stencil all storm drains.

c. (FOR OFFICE USE ONLY: Any storm water infiltration devices (SWIDs) on-site? Yes ☐ / No ☐)

COMMENTS AND/OR EXPLANATIONS:

_____
_____
_____
_____
_____
_____
_____

☐ **NO VIOLATIONS HAVE BEEN IDENTIFIED. THANK YOU FOR YOUR COOPERATION.**

☐ **A REINSPECTION SHALL BE CONDUCTED ON OR AFTER _____. PLEASE CORRECT THE VIOLATIONS PRIOR TO THIS DATE.**

☐ **ALL VIOLATIONS HAVE BEEN CORRECTED. THANK YOU!**

OCCUPANT'S SIGNATURE: _____

☐ Routine Inspection ☐ Reinspection ☐ Referral ☐ Combined Inspection ☐ Joint Inspection ☐ Multimedia Inspection