

## Step 1: Use this checklist to help you identify activities or areas of a facility that could pollute stormwater

Guidelines	Yes or No	Comments				
1. OUTSIDE STORAGE OF GARBAGE AND SOLID RAW MATERIALS						
Garbage areas covered by a roof						
Dumpsters are kept free of litter and lids are closed and checked for leaks						
Garbage storage containers that are not covered by a roof are moved inside during rainfall						
Garbage areas swept frequently						
Garbage areas are on an elevated area and away from a storm drain						
During building and renovation work, contractors ensure appropriate measures are taken to prevent stormwater pollution (e.g. installing sediment fencing)						
2. STORAGE OF LIQUIDS AND HAZARDOUS MATERIALS AND WASTES						
Hazardous materials used on site minimized						
When choosing products for use, the most environmentally-friendly product is always used						
List hazardous wastes generated and stored outside						
Runoff from loading and unloading areas does not go to storm drain						
Containers for storage of liquids are kept well away from stormwater drains						
Containers for storage of liquids are kept in properly covered and in bermed areas						
Containers awaiting recycling or disposal are properly labelled with their contents						
Materials are handled carefully and kept orderly to prevent spills.						
All employees are trained on which substances can be disposed of to the sanitary sewer system						
All employees are trained to not dispose of hazardous substances into stormwater drains						
Offsite secure disposal used for hazardous wastes						
Spill prevention program in place						
Spill clean up kits are kept on site and maintained						



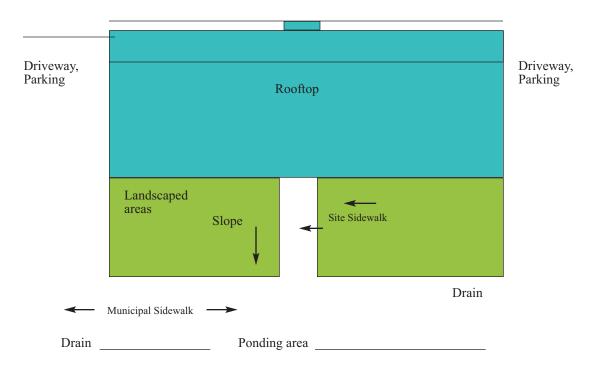
Guidelines	Check Yes or No	Comments				
3. ROOFTOPS						
Rooftop gutters and down spouts are checked for clogging						
Rooftop equipment such as generators and HVAC equipment are inspected for leaks						
4. PARKING LOTS						
Signs are posted to control litter						
Parking lots swept frequently						
Litter picked up regularly						
Minimize use of chemicals on ground surfaces (e.g. asphalt sealants)						
Vehicle maintenance and working with automobile fluid prohibited on parking lot						
Disposal of used oils does not go to storm sewer						
Employees are encouraged to fix the leaking of liquids from vehicles						
5. PROPERTY MAINTENANCE						
Surfaces are cleaned using a broom, vacuum or shovel (never hosed or power washed)						
Sweepings are properly disposed of away from stormwater drains						
Minimized use or eliminated use of ice melting substances: i. Salts ii. Antifreeze						
Plants in garden require low maintenance (i.e. local native plants)						
Lawn trimmings are not blown onto impervious surfaces where they could go to storm drain						
Gardens are mulched to reduce water use						
Minimized use or eliminated use of: i. pesticides and ii. fertilizers						
Animal waste picked up and disposed of regularly						
6. OTHER						
Monitor onsite stormwater catchment pond						



## Step 2: Draw a site map

A site map can help you visualize the important considerations when assessing stormwater pollution prevention options. Indicate the location of your buildings and impermeable structures, as well as the neighbouring and/or public structures beside your facility. Identify which direction the land slopes (with arrows) and where the stormwater would accumulate (arrowhead down slope).

## Example:



## **Step 3: Evaluation**

List problem areas and how you will address them.