



Town of Belmont Aquifer Protection Inspection Checklist

June 2012

Section 1 – Facility and Site Information

Facility Information

Facility Owner: _____ Date: _____

Facility Name: _____

Facility Address: _____

Property Owner (if different): _____

Contact Name: _____

Title: _____ Phone: _____ E-Mail _____

Type of Business: _____

North American Industry Classification System (NAICS) # _____

Products and Services Produced: _____

Site Information

Property Size: _____

Number and size of buildings/storage areas: _____

Number and size of paved surfaces: _____

Number of Employees: _____

-OVER-

Section 1 (cont.)

Site Map

Attach a site map of the Facility and label it “Figure 1”

The following is a list of items that if applicable to your Facility must be included on your site map:

1. Site Boundary
2. Outline of buildings, sheds, or other storage structures, pavement
3. Stormwater structures, controls, and drainage flow direction
4. Location of fueling stations
5. Location of loading/unloading areas
6. Location of wastewater disposal systems- sewer line or septic system
7. Location of Waste storage and disposal areas – including dumpsters, used oil storage tanks, and other waste storage
8. Location of liquid storage areas including – underground and above ground storage tanks, and their filling and discharge or distribution lines
9. Location of any other outdoor structures or processing service areas that may impact groundwater or have the materials exposed to precipitation

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Section 2 – Tables

Table 1. Hazardous Materials Inventory

Date of Inventory _____

Provide an inventory of all hazardous materials that could potentially pollute groundwater. List hazardous materials that are handled or stored on-site including: raw materials, intermediate products, final products and other materials.

Hazardous Material	Purpose / Description	Location	Container Type	Container Size	Maximum Quantity Stored

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Section 2. (cont.)

Table 2. Waste and Wastewater Inventory

Date of Inventory _____

Provide a description of all types and volumes of hazardous and solid wastes and wastewaters generated, and a description of how waste are handled. Stored and disposal.

Waste and Wastewater	Purpose / Description	Location	Quantity Stored / Generated (per day)	Disposal Method

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Section 2 (cont.)

Table 4. Pollution Prevention Assessment

Date of Assessment: _____

Provide an assessment of ways you examined to use less hazardous types of material, reduce the amount of hazardous materials and wastes, and the potential to implement such actions.

Material	Substitute Less Hazardous or Non-Hazardous Generation	Process or Practice to Reduce Hazardous Materials or Hazardous Waste Generation	Action Implemented or Reason not Implemented

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Section 2 (cont.)

Table 5. List of Significant (>5 gallons) Spills and Leaks

Document any significant spills or leaks and any response or correction methods taken.

Date:	Spill Leak		Location	Description:				Response Procedures	Corrective Measures Taken
				Type of Material	Quantity	Source	Reason		
MM/DD/YY	(check one)								
Date:	Spill Leak		Location	Description:				Response Procedures	Corrective Measures Taken
				Type of Material	Quantity	Source	Reason		
MM/DD/YY	(check one)								
Date:	Spill Leak		Location	Description:				Response Procedures	Corrective Measures Taken
				Type of Material	Quantity	Source	Reason		
MM/DD/YY	(check one)								

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Section 3

Emergency Response Plan

Provide an emergency spill prevention and response plan. You may reference any Spill Prevention Control Plan or other Spill Plan that you have as long as the plan includes the items below. Your Plan must include, at a minimum, the following.

Response Procedures

Identify where spill response equipment or materials are located and appropriate personnel who are instructed in its use:

Identify the spill coordinator who will be advised immediately of all spills regardless of quantity:

Indicate how the spill will be evaluated to determine the necessary response. (If there is a health hazard, fire or explosion, potential, 911 will be called. If the spill is large or threatens groundwater. What outside agencies will be needed (DES, State Police)

Indicate how a spill will be contained as close to the source as possible with a dike of absorbent materials from emergency spill kit (such as socks, pads, pillows, or “pigs”), how additional dikes will be constructed to protect swales, catch basins, or other conveyances.

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Section 3 (Cont.)

Emergency Response Procedures (continued)

Indicate how all waste materials will be disposed of properly, including used absorbent materials.

Indicate how spill response kit (s) will be kept up to date and fully stocked at all times:_____
