

**STORMWATER MONTHLY SITE INSPECTION CHECKLIST FOR TENANTS**  
Appendix C to the Port of Tillamook Bay Stormwater Pollution Control Plan (2021)

Maintenance Month: \_\_\_\_\_ Performed by: \_\_\_\_\_ Date and Time of Inspection: \_\_\_\_\_

*Instructions:* Monthly, inspect areas where industrial materials or activities are exposed to stormwater and areas where stormwater control measures, structures, catch basins, and treatment facilities are located in your leasehold. Conduct this inspection during a precipitation event if one occurs during the month, regardless of whether this monthly site inspection has already occurred.

Inspections must be performed by personnel who has completed employee training and who are familiar with aspects of POTB's Stormwater Water Pollution Control Plan. Monthly, submit a completed checklist to POTB's Utilities Supervisor at [mchristie@potb.org](mailto:mchristie@potb.org).

Activities or Conditions for Inspection	Inspected?
1. Industrial materials, residue, or trash that may have or could come into contact with stormwater	
2. Leaks or spills from industrial equipment, drums, tanks, and other containers	
3. Offsite and internal tracking of industrial or waste materials, or sediment where vehicles enter or exit the site	
4. Tracking or blowing of raw, final, or waste materials that results in exposure of stormwater falling on the site	
5. Evidence of, or the potential for, pollutants entering the drainage system--examples include floating, suspended or settleable solids; color; odor; foam; or visible oil-like sheen.	
6. Evidence of pollutants discharging to receiving waters at all discharge point(s)	
7. Stormwater control measures to ensure they are functioning properly*	
8. Spill kit(s) present and stocked, as applicable	
9. Additional inspection requirements, as applicable. See page 2.	

\*Measures may be passive, such as berms for oil tanks or catch basin filters, or active, such as sweeping.

**Findings and Corrective Actions**

Control measures and treatment facilities requiring cleaning, replacement, maintenance, reconditioning, or repair: \_\_\_\_\_

Condition of the drainage and conveyance system and need for maintenance: \_\_\_\_\_

Previously unidentified sources of pollutants (refer to POTB's SWPCP for pollutants identified at your leasehold, if any): \_\_\_\_\_

Corrective action, source control, or maintenance taken or scheduled to remedy problem(s) found: \_\_\_\_\_

Other notes: \_\_\_\_\_

**Questions? Call Chance Steffey, PE, CWRE, District Engineer, at 503-354-8044 or email [csteffey@potb.org](mailto:csteffey@potb.org)**

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Additional inspection requirements per Schedule E of the Industrial Stormwater Permit 1200-Z.

Tenants who fall under **Sector M** requirements:

- Immediately (or as soon thereafter as feasible) inspect vehicles arriving at the site for leaks. Inspect monthly for signs of leakage all equipment containing oily parts, hydraulic fluids, any other types of fluids, or mercury switches. Also, inspect monthly for signs of leakage all vessels and areas where hazardous materials and general automotive fluids are stored, including, but not limited to, mercury switches, brake fluid, transmission fluid, radiator water, and antifreeze.

Tenants who fall under **Sector P** requirements:

- Inspect all the following areas/activities: storage areas for vehicles/equipment awaiting maintenance, fueling areas, indoor and outdoor vehicle/equipment maintenance areas, material storage areas, vehicle/equipment cleaning areas and loading/unloading areas.

Tenants who fall under **Sector U** requirements:

- Inspect on a monthly basis, at a minimum, the following areas where the potential for exposure to stormwater exists: loading and unloading areas for all significant materials; storage areas, including associated containment areas; waste management units; vents and stacks emanating from industrial activities; spoiled product and broken product container holding areas; animal holding pens; staging areas; and air pollution control equipment.