

# Instructions for Completing Monthly Dry Weather Visual Observation Form

## BACKGROUND

LAWA's **Storm Water Pollution Prevention Plan (SWPPP)** requires co-permittee facilities to conduct facility inspection at least once each calendar month to identify potential storm water pollutant sources associated with outdoor industrial equipment operations and storage areas at their facilities. The inspection must be performed by the facility's identified Pollution Prevention Team (PPT) Member or the duly trained and authorized alternate.

Monthly visual observation forms are submitted to LAWA's Pollution Prevention Team staff following completion each month by the 5<sup>th</sup> of the month following the observation month to [stormwater@lawa.org](mailto:stormwater@lawa.org). Monthly visual observations will be conducted during daylight hours of scheduled facility operating hours and on days without precipitation.

Monthly dry weather visual observations include observations of the following:

1. Authorized and unauthorized non-storm water discharges
2. Industrial activity areas
3. BMP implementation

The following instructions are provided to assist you in completing LAWA's "Monthly Dry Weather Visual Observation Form." If you have any questions on how to complete this form, please contact LAWA Environmental Regulatory Compliance's general number at (424) 646-6500.

- ***IMPORTANT: There is no penalty for reporting issues. Significant penalties can be incurred when issues are not reported and no action taken to improve operations. Willful neglect of responsibilities can also lead to penalties.***

For additional information, please contact the inspector assigned to each airport:

Airport	Inspector	Phone Number	Email Address
LAX	Somvang Meksavanh	(424) 646-6492	<a href="mailto:smeksavanh@lawa.org">smeksavanh@lawa.org</a>
VNY	Kevin Jontz	(424) 646-9044	<a href="mailto:kjontz@lawa.org">kjontz@lawa.org</a>

## REFERENCE

Fact Sheets for each BMP are located in Appendix E of the SWPPP which can be accessed online at: <https://www.lawa.org/en/lawa-environment/environmental-overview/lawa-stormwater-program>

## INSTRUCTIONS

### Step 1. Complete Facility Information

Monthly Dry Weather Visual Observation Form			
(Form due by the 5th of the month following the observation month; submit to stormwater@lawa.org)			
Facility Name: _____	LAWA Follow-up Requested? <input type="checkbox"/>		
Facility Address: _____			
Inspector Name: _____	PPT <input type="checkbox"/> or Alternate <input type="checkbox"/>	Phone/email: _____	
Signature: _____	Change in PPT or Alternate? Yes <input type="checkbox"/>	Inspection Date/Time: _____	
Are all paved roads inspected regularly for spills, stains and other debris? Yes <input type="checkbox"/> or No <input type="checkbox"/>			
Has there been a change in Onsite Chemical Inventory? Yes <input type="checkbox"/> or No <input type="checkbox"/> (If Yes, complete and include Stored Material Checklist)			
Has a spill occurred since the previous inspection? Yes <input type="checkbox"/> or No <input type="checkbox"/>			
Was a Spill/Incident Report Form submitted? Yes <input type="checkbox"/> or No <input type="checkbox"/> (If "no", complete and include Spill/Incident Report Form)			
Is Facility Map up to date? Yes <input type="checkbox"/> No <input type="checkbox"/> ; Is Spill Response Plan up to date? No <input type="checkbox"/> or Yes <input type="checkbox"/>			

- Facility Name and Facility Address. Tenant's Name and Tenant facility location address.
- Inspector Name. Check whether the inspector is the main Facility Pollution Team Member (PPT) or Alternate Member. Include contact information (phone and/or email). If there is a change in PPT or alternate, check "Yes". **Note: Inspector must be either the PPT or duly trained and authorized alternative.**
- Signature. Inspector must sign the inspection report and note the inspection date and start time.
- Answer general question on housekeeping practices. Are all paved roads inspected regularly for spills, stains and other debris? Check "Yes" or "No". LAWA defines "Regularly" as no less than once per week.
- Verify whether changes in on-site documents are needed. Report changes in your onsite Chemical Inventory, Facility Map and/or Spill Response Plan. Facility Site Maps, Spill Response Plans and the SWPPP are required documents to be on site and maintained up to date with current facility operations **Note: Review the "Stored Material – BMP Inspection Checklist". If the quantity of stored materials change, a new product is added to the facility or a product is no longer used and stored at the facility; update the checklist with the reported change(s) and submit to LAWA with the Observation Form.**

**Note: Please check LAWA Follow-up Requested? If you would like additional information or needed further assistance.**

**Step 2. Complete Part I. Non-StormWater Discharge (NSWD) Observation:**

**Important:**

- **Identify any observed Discharges from the facility at any time during the previous month.**
- **Report any authorized or unauthorized non-storm water discharges that occur within the facility and the BMPs implemented with those discharges.**

Part I. Non-StormWater Discharge (NSWD) Observations. (Check All Applicable)										
Discharge Type	A. Discharge Observed?	B. Evidence of prior/current/potential/source of unauthorized NSWD and/or source? (Y/N)	C. Discharge occurred in the facility? (Y/N)	D. Describe Pollutant Characteristics (Check If Present)					E. BMPs In Place? (Y/N)	F. Dates of Discharge, BMPs Utilized, Describe Discharge Observation. Include supplemental photos if applicable.
				Sheen	Turbidity	Floating Material	Odor	Other		
AUTHORIZED	Fire Hydrant Flushing									
	Potable Water Sources									
	Drinking Fountain Water									
	Atmospheric Condensates									
	Irrigation Drainage/Landscape									
	Others									
UNAUTHORIZED	Rinse/Wash Water									
	Improperly Disposed/ Dumped									
	Spilled Material									
	Leaked Material									
	Illicit Connection									
	Possible Illicit Connection									
	Food Waste									
Other										

- Were any authorized or **unauthorized** non-stormwater discharge observed? Check appropriate section in the table with “Yes” or “No”. **Note: A list of authorized non-storm water discharges at the airport are listed in the Storm Water Pollution Prevention Plan and included in the table on the Observation Form. If you have “others” not in the table, please describe under “Other” in Part 1.**
- Identify if the discharge type occurs within the facility. Whether it is observed (A) or there is evidence of the discharge during the previous month (B). If A and/or B are checked, then C shall be checked. Describe the pollutant characteristics by checking all applicable (D). Indicate whether appropriate BMPs are in place (E). Provide summary information of discharge including date(s) and any additional observation(s) (F).

***Note: Include additional comments and observations below table if needed.***

**Step 3. Complete Part 2 Best Management Practices (BMP) status:**

**Part II BMP Observation, Implementation, Deficiencies and Corrective Actions**

Description of BMPs (Reference BMP Fact Sheet Number); SWPPP Table 4.1 show: summary of the BMPs for each airport (List below show: BMPs implemented at LAWA and may not be airport specific.)	A. Facility BMPs (Check All Applicable); Previously reported BMPs are located in Table 4.2 of the SWPPP	B. Change in BMP use on facility? <u>New</u> or <u>Eliminated</u> Use	C. Implementation Location (Check all Applicable)				D. Implementation Frequency  Routine (Describe: <u>Daily</u> , <u>Weekly</u> , <u>Monthly</u> , <u>Others</u> , or <u>As Needed</u> )	E. BMP Deficient? <u>Yes</u> (describe in "Comments") or <u>No</u> or <u>Not Applicable - NA</u>	F. BMP Comments: (Corrective Actions); Attach Any Supporting Photos: (including description)
			Outdoor Industrial Activities Areas	Outdoor Industrial Equipment and Storage Areas	Chemical Storage Areas	Others: (Describe all other potential source of industrial pollutants)			
Elimination of NSWD (LAWA SC1); Illicit Connection									
Aircraft, Ground Vehicle, and Equipment Maintenance (LAWA SC2)									
Aircraft, Vehicle and Equipment Fueling (LAWA SC3)									
Aircraft, Vehicle and Equipment Washing (SC4)									
Aircraft Deicing (SC5)									
Outdoor Material Handling (SC6)									
Outdoor Storage of Significant Material (SC7); Storage Tanks and Uncovered Outdoor Storage									
Waste Handling and Disposal (SC8); Housekeeping and Uncovered Dumpsters									
Building and Grounds Maintenance (SC9); Housekeeping									
Storm Water Pollution Prevention (SC10); Employee awareness training and recordkeeping Education									

- Identify and check all of the BMPs the facility implements (a list of each facility's BMPs based on recent facility inspection is included in Table 4.2 of the SWPPP for reference) under column A.
- Note any changes in the BMPs currently employed. If New or an Eliminated use, note in the column B
- Check all of the applicable categories for implementation location(s) for the BMPs (C).
- Note frequency of the BMP application (D).
- If the BMP needed to be modified to improve functionality, note in the BMP Deficient column E.
- Include all BMP correction/modifications performed or to be implemented in column F.
- If additional space is needed to describe the BMP changes, please attach additional page(s). **LAWA staff may follow-up to collect additional information.**