

**Texas Association of Builders
Storm Water
Self-Assessment Checklist**



12/1/08

FULLY COMPLETE this Self Assessment Checklist and return with \$5 administrative fee to:

Storm Water Program
Texas Association of Builders
313 E. 12th St., Ste. 210
Austin, TX 78701

If this checklist is completed by a consultant, the information for both the builder and consultant must be provided, and both the builder and consultant must sign the checklist in the spaces provided on page 5.

PRINT LEGIBLY

Builder's Name _____

Company Name _____

Mailing Address _____

City _____ ST _____ ZIP _____

E-mail Address _____

Office Phone _____ Cell Phone _____

Name of HBA _____

NAHB PIN _____ TRCC Number _____

TCEQ Regulated Entity Number (RN) _____ (number is on NOI)

Physical Address of NOI site _____

City _____ ST _____ ZIP _____

Consultant's Name _____ **or NOT APPLICABLE** (CIRCLE if N/A)

Company Name _____

Mailing Address _____

City _____ ST _____ ZIP _____

E-mail Address _____

Office Phone _____ Cell Phone _____

Name of HBA (if applicable) _____

Circle Y for Yes or N for No.

Y	N	<p>Is the Owner/Operator a Small Business?</p> <p>A small business is defined by EPA's Small Business Compliance Policy as: "a person, corporation, partnership, or other entity that employs 100 or fewer individuals (across all facilities and operations owned by the small business)." The number of employees should be considered as full-time equivalents on an annual basis, including contract employees (see 40 CFR 372.3). A full time employee unit is 2000 hours worked per year.</p>	
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Your COMMENTS in this column.

SWPPP REVIEW			
Y	N	SWPPP prepared prior to construction start.	
Y	N	SWPPP identifies all potential sources of pollution to include: fuel tanks, staging areas, waste containers, chemical storage areas, concrete cure, paints, solvents, etc.	
Y	N	SWPPP identifies all operators for the project site and the areas of the site over which each operator has control.	
SWPPP has a site description, as follows:			
Y	N	Nature of activity in description	
Y	N	Intended sequence of major activities	
Y	N	Total disturbed acreage	
Y	N	General location map	
Y	N	Site map	
Y	N	Site map shows drainage patterns, slopes, areas of disturbance, locations of major controls, structural practices shown, stabilization practices, off-site materials, waste, borrow or equipment storage areas, surface waters, discharge points, areas of final stabilization.	
SWPPP elements:			
Y	N	Describes all pollution control measures such as BMPs	
Y	N	Describes sequence for implementation	
Y	N	Describes the operator(s) responsible for implementation	
Y	N	Describes interim stabilization practices	
Y	N	Describes permanent stabilization practices	
Y	N	<p>Describes a schedule to implement stabilization practices.</p> <p>The following dates are not recorded (CIRCLE ALL NOT RECORDED): Major grading activities; construction temporarily or permanently ceased; stabilization measures initiated.</p>	

Site Address: _____

Y	N	SWPPP has a description of measures that will be installed during the construction process to control pollutants in storm water discharges that will occur AFTER construction operations have been completed.	
Y	N	Describes measures to prevent discharge of solid materials to waters of the U.S. except as authorized by 404 permit.	
Y	N	Describes measures to minimize off-site vehicle tracking and generation of dust.	
Y	N	SWPPP includes description of construction or waste materials expected to be stored on-site with updates. For example, controls used to reduce pollutants from these materials.	
Y	N	SWPPP identifies allowable sources of non-storm water discharges.	
Y	N	SWPPP identifies/ensures implementation of pollution prevention measures for non-storm water discharges.	
Y	N	Copy of executed NOI in SWPPP.	
Y	N	SWPPP names the MS4, if applicable for this site, and contains copy of storm water compliance ordinance.	
Y	N	SWPPP has been updated to remain consistent with changes applicable to protecting surface waters in state, tribal or local erosion plans.	
Y	N	SWPPP has been updated/modified to reflect change at site effecting discharge, or where inspections identify SWPPP/BMPs as ineffective, updates to SWPPP regarding modifications to BMPs not made with 7 days of such inspection.	
Y	N	Either a copy of SWPPP is retained on-site, or site notice identifies location of SWPPP.	
Y	N	SWPPP is signed/certified.	
INSPECTIONS - Only applicable where construction has started.			
Y	N	Inspections are performed and documented at least every 14 days and within 24 hours after storm event of 0.5 inches or greater; or, every 7 calendar days. And, inspection frequency meets MS4 requirements.	
Y	N	Inspections are conducted and documented.	
Y	N	Inspections are conducted by qualified personnel.	
Y	N	All areas disturbed by construction activity or used for storage of materials and which are exposed to precipitation are inspected.	

Site Address: _____

Y	N	All pollution control measures are inspected to ensure proper operation.	
Y	N	Discharge locations are observed and inspected.	
Y	N	For discharge locations that are not accessible, nearby locations are inspected.	
Y	N	Streets inspected for off-site tracking.	
Y	N	Site inspection report includes (CIRCLE): date; name and location of sediment/pollutant discharge; BMPs requiring maintenance; BMPs that have failed; BMPs needed/corrective action required including changes/updates to SWPPP and schedule/dates.	
Y	N	Inspection reports are properly signed/certified.	

AVAILABILITY OF RECORDS

Y	N	Sign/notice is posted.	
Y	N	Sign/notice includes the location of SWPPP and contact person.	

BEST MANAGEMENT PRACTICES - Only applicable where construction has started.

Y	N	Control measures are properly selected, installed and maintained.	
Y	N	Maintenance is performed prior to next anticipated storm event.	
Y	N	When sediment escapes site, it is removed at a frequency necessary to minimize off-site impacts.	
Y	N	Litter, construction debris and construction chemicals exposed to storm water are prevented from becoming a pollutant source (e.g., screening outfalls, pickup daily, etc.)	
Y	N	Stabilization measures are initiated as soon as practicable on portions of the site where construction activities have temporarily or permanently ceased with 14 days after such cessation. (Exceptions: snow or frozen ground conditions, activities will be resumed with 14 days, arid or semi-arid areas (<20 inches per year).	
Y	N	Common drainage of 10+ acres does have a sedimentation basin for the 2 year, 24 hour storm, or 3600 cubic ft. storage per acre drained.	
Y	N	Where sedimentation basin not attainable, smaller sediment basins, sediment traps, or erosion controls are implemented for downslope boundaries.	

Site Address: _____

Y	N	Sediment is removed from sediment basin or traps when design capacity reduced by 50% or more.	
Y	N	Common drainage less than 10 acres does have sediment traps, silt fences, vegetative buffer strips, or equivalent sediment controls for all down slope boundaries.	
Y	N	Sediment is removed from sediment trap when design capacity reduced by 50% or more.	

Site Address: _____

I have enclosed the five dollar (\$5)* administrative fee in the form of:

_____ Cash

_____ Check

_____ Money order

Credit cards not accepted for this administrative fee.

*If you are submitting multiple checklists in the same package, you may include the total administrative fees (\$5 per checklist) in one check or money order. For multiples, please include a cover sheet listing the site addresses, the checklists and total payment. Thank you.

Signature of Builder: _____

Date: _____

Signature of Consultant: _____

Date: _____

If this checklist was completed by a consultant, both the builder and consultant must sign the form in the spaces provided.



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