



INDUSTRIAL AND COMMERCIAL BUSINESS INSPECTION PLAN



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Prepared for:

Contra Costa Clean Water Program
Management Committee

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INTRODUCTION

This industrial and commercial Business Inspection Plan (Plan) is the mechanism the City of Brentwood implements to comply with section C.4 Industrial and Commercial Site Controls of the Municipal Regional Permit (MRP) Order No. R5-2010-0102. This Plan is a written inspection plan to outline specific steps the City of Brentwood will take to conduct an effective facility stormwater inspection, categorize and prioritize commercial and industrial sites within the City of Brentwood jurisdiction based on the potential for pollutant exposure and set frequency of inspections to prevent and abate stormwater pollution. This Plan satisfies section C.4.b of the MRP.

1.1 Goal of the Inspection Program

The goal of the inspection program is to reduce pollutant and non-stormwater discharges to the stormdrain system from industrial and commercial businesses through facility inspections and education. To achieve this goal, a multi-faceted approach has been developed to include the following tasks:

1. Identify businesses with high potential to generate stormwater pollution.
2. Develop and implement a systematic inspection program.
3. Develop and distribute educational information to businesses about stormwater issues.
4. Develop an effective enforcement mechanism to achieve compliance with the local stormwater ordinance.
5. Implement a training program to create highly skilled inspectors capable of detecting and identifying pollutants at the source.

6. Conduct focused outreach activities to targeted industrial and commercial sectors.
7. Prepare reports to document inspection activities.
8. Analyze trends and modify the Inspection Plan when necessary to improve the inspection program.

1.2 Inspection Program Organization

The Public Works Department – Engineering Division is responsible for conducting stormwater inspections for the City of Brentwood. The primarily person for overseeing the inspection program for the City of Brentwood is Jeff Cowling and their number is (925) 516-5165.

1.3 Municipal Operations Committee (MOC)

The Contra Costa Clean Water Program (Program) established the MOC to address all Program wide compliance issues related to commercial/industrial stormwater inspection programs in the MRP. The MOC's role is to assist in achieving consistency in inspections, to improve the inspection program, coordinate inspector training and outreach activities and develop educational information for business owners and operators. Recommendations and/or activities planned by the MOC are reported to the Program's Management Committee by Program staff and are implemented by City of Brentwood.

IMPLEMENTATION OF THE INSPECTION PLAN

This section provides the mechanism to implement the Inspection Plan.

2.1 Business Identification

A countywide and regional analysis of businesses was conducted during the Program's first permit period (1993-1998). This effort identified a base-line universe of industrial and commercial businesses with high potential to cause stormwater pollution ("Identified/Targeted Business"). In addition, the Program conducted a study and developed a report in 2004 of businesses that generate pollutants of concern. Please refer to the *Pollutants of Concern Source Assessment Report by the Contra Costa Clean Water Program, July 1, 2004*. The City of Brentwood annually reviews its business license database by Standard Industrial Code (SIC), and/or POTW permitted facility databases, and/or Hazardous Materials Inspection Facility Database and Notice of Intent listings (NOI), and provision C.4.b.ii of the MRP that lists potential businesses to inspect to keep Identified/Targeted Business listings current and up-to-date.

2.2 Identified/Targeted Business Types and Inspection Frequency

Business types identified as having high potential to cause stormwater pollution in City of Brentwood's jurisdiction include manufacturing facilities, industrial facilities, food service facilities, vehicle service facilities, retail gas outlets, and nurseries. The municipalities use the Pollutant of Concern (POC) process to assist in evaluating the types of businesses identified as targeted for inspections under this program. Table 2-1 summarizes the business types with the potential to discharge pollutants of concern. The list of POCs are identified by the Program's

Draft Pollutants of Concern Pollution Prevention and Control Measures Plan, December 2004.

The City of Brentwood's goal is to inspect all Identified/Targeted Businesses within its jurisdiction at least once every five (5) years. Table 2-2 describes specific business types that are subject to inspection at more frequent intervals based on several factors. These factors include, but are not limited to pollutants of concern onsite, high personnel turnover rates, facility location proximity to sensitive water bodies, violation history, and high volume of potentially hazardous substances used on a regular basis.

2.3 Inspection Types

Three types of inspections will be conducted – routine inspections, priority inspections and “call-out” inspections. “Routine” inspections are conducted at Identified/Targeted Businesses at a minimum of once every five (5) years. “Priority” inspections are conducted at businesses that require inspections annually to ensure they are operating in compliance with the City of Brentwood stormwater ordinance. One example of a “priority” inspection is if a business shows evidence of active non-stormwater pollutant discharges during a routine inspection and gets cited with a Notice of Violation (described in subsequent section), it is subject to “priority” inspection at least once the following year after compliance is achieved. “Call-out” inspections are conducted as needed following reported or referred non-stormwater discharge or pollutant exposure. Table 2-2 describes the types of inspection that are performed.

2.4 Facility Inspections

Facility inspections are conducted to determine the business is complying with local stormwater ordinance and the MRP requirements. Inspections shall include but are not limited to the following:

- Prevention of stormwater runoff pollution or illicit discharge by implementing appropriate BMPs;
- Visual observation for evidence of unauthorized discharges, illicit connections, and potential discharge of pollutants to stormwater;
- Noncompliance with the City of Brentwood's ordinance and the MRP; and
- Verification of coverage under the Industrial General Permit, if applicable.

An inspector designated by the City of Brentwood will visit a business facility. The inspector will provide identification and review the business operation, current documentation of employee stormwater training, maintenance and discharge practices with the on-site facility representative. The inspector will interview the business staff and conduct a visual inspection to evaluate the potential for stormwater pollution to occur and to determine if the operations are complying with the City of Brentwood's stormwater ordinance. The following areas are inspected, at a minimum:

- A. Outdoor process/manufacturing areas;
- B. Outdoor material storage areas;
- C. Outdoor waste storage and disposal areas;
- D. Outdoor vehicle and heavy equipment storage and maintenance areas;
- E. Outdoor parking areas and access roads;
- F. Outdoor wash areas;
- G. Work practices from indoor areas that can either drain to outdoor areas (e.g. hosing indoor floors) or be discharged to outside areas (e.g. dumping mopwater);
- H. Stormwater conveyance system/pre-treatment facility maintenance;

- I. Emergency response practices (e.g. hazardous waste spill response); and
- J. Other areas (such as loading and unloading facilities, warehouse facilities and rooftop downspouts).

If any problems or areas of concern are identified, the inspector will notify the facility representative and discuss potential solutions. If a potential or actual stormwater violation is identified, the inspector will notify the facility representative verbally/by e-mail and/or in writing using one of the enforcement documents identified below. This enforcement document will also be used to instruct the representative to take corrective action and to establish a correction schedule to solve the problem or violation. If an active discharge is observed the inspector may collect samples and have them analyzed for appropriate parameters. The inspector may also take photographs to document violations and obtain copies of documents as needed to record the compliance status of the business with City of Brentwood's stormwater ordinance. An exit interview is conducted with the facility representative following each inspection. Individual inspections are documented on the City's Code Enforcement Database utilizing elements of the Stormwater Inspection Report Form (Appendix 2-1).

2.5 Education

Inspectors distribute and/or discuss appropriate educational and BMP materials with the facility representative during an inspection. These materials will serve a dual purpose - to educate businesses and provide a narrative standard that may be utilized in cases where enforcement of ordinances is required. Distribution of educational materials is documented on the inspection form. Education of City of Brentwood's stormwater management program is ongoing from the initial inspection through any potential enforcement actions.

2.6 Enforcement

Enforcement protocol is explained in the City of Brentwood's Enforcement Response Plan (ERP). Please refer to this document for specific enforcement guidance that the City of Brentwood conducts when a facility is in violation with stormwater regulation.

2.7 Inspector Training

The City of Brentwood will conduct annual training whether through local efforts or through the Program's workshops to ensure effective and consistent inspections. This training will include all training topics required by the MRP and may be conducted by industry representatives, inspectors from sister agencies and informational updates from stormwater inspectors at various agencies. Additional training on new regulations is conducted as needed. The Program's training and workshops are planned and coordinated by the MOC. Inspectors may also attend in house training, regional conferences, etc., as appropriate to improve their skills.

2.8 Industry Outreach

City of Brentwood will conduct outreach activities to target businesses that are potential stormwater polluters and educate facility owners/operators about stormwater regulations and how stormwater pollution can be minimized. Such outreach activities may be conducted for individual businesses or a group of businesses. The City of Brentwood may also participate in Program activities that target specific industry groups. For example, the Program works with the Green Business Program that provides certification for businesses that goes beyond compliance with stormwater and other environmental regulations.

2.9 Reporting

The City of Brentwood will report its inspection activities on an annual basis in the City of Brentwood's annual report which is submitted to the Water Board, and will also be used to periodically evaluate the inspection program. The City of Brentwood will include in their annual report as required in the MRP: a list of facilities scheduled for inspection during the current fiscal year and a database of all facilities inspected including the name and address of the business and local business operator, a brief description of business activity including SIC code, inspection priority and inspection frequency, and if coverage under the Industrial General Permit is required.

3

SUMMARY

The goal of the stormwater inspection program is to reduce pollutants and non-stormwater discharges to the stormdrain system from industrial and commercial businesses through facility inspections and education. This Plan is used as a framework to implement the inspection program. If necessary, modifications to this Plan are made annually.

Table 2-1
BUSINESSES TYPES WITH THE POTENTIAL TO DISCHARGE POLLUTANTS
OF CONCERN

Pollutant of Concern (POCs)	Businesses with the Potential to Discharge POC
Grease	Restaurants, eating establishments.
Chlordane	Commercial retail, contaminated sites.
Copper	Architectural applications, discharges from pools, spas, and fountains, copper-based pesticide applications, metal finishing and electroplating facilities, automobile brake pad debris (auto bodies), vehicle dismantlers and scrap yards, construction site soil erosion, vehicle services, mobile cleaners.
DDT (dichlorodiphenyltrichloroethane)	Improper disposal of unused stocks of pesticide products, contaminated sites.
Diazinon	Improper disposal of unused stocks of pesticide products, contaminated sites.
Dieldrin	Improper disposal of unused stocks of pesticide products, contaminated sites.
Dioxin	Wood and trash burning facilities, refineries, current and historic medical and municipal waste incineration facilities, nurseries and other facilities that have herbicides.
Mercury	Industrial buildings, dental offices, metal finishing and electroplating facilities, crematories, cement processing, secondary steel smelters, petroleum refineries emissions, household hazardous waste facilities.
Nickel	Metal finishing and electroplating facilities, soil erosion from construction sites.
PCBs (polychlorinated biphenyls)	Facilities with PCB-laden materials and equipment on site.
Sediment	Nurseries, quarries, masonries, construction sites.

**TABLE 2-2
INSPECTION FREQUENCY BY BUSINESS TYPE**

<u>Business Type</u>	Inspection Frequency			
	<u>Annual</u>	<u>1-2 Years</u>	<u>2-3 Years</u>	<u>5 Years</u>
Notice of Intent (NOI) Filers				X
Community/Commercial Pools				X
Priority Inspection (to ensure business maintains compliance after prior citation)	X			
Pretreatment Permitted Facilities				X
Vehicle Service Facilities (General)				X
Oil Change Shops				X
Auto Body Shops w/ or w/o washpad				X
Fleet Operations				X
Retail Car Washes				
Food Service Facilities				X
Fast Food Restaurants				X
Full Service Food Restaurants				X
Embedded Food Services (cafeteria, deli, etc.)				X
Grocery Stores				
Retail Gas Outlets				X
Plant Nurseries				X

TABLE 2-2 (cont.)
INSPECTION FREQUENCY BY BUSINESS TYPE

Golf Courses (Food/Vehicle Operations/Grounds)				X
Manufacturing Facilities				X
Cement & Asphalt Batch Plants				X
Corporation Yards				
Auto Dismantlers				X
Special Study Areas/Projects	X			
Other				

TABLE 2-3
SUMMARY OF INSPECTION TYPES

Inspection Type	Minimum frequency
"Routine" Inspection	Once every 5 years
"Priority" Inspection	Annually (for following up on enforcement actions until compliance is achieved; then once every 5 years or a 'routine' inspection)
"Call-out" Inspection	As needed

APPENDIX 2-1: Master Database of Facilities for Inspection

APPENDIX 2-2

Stormwater Inspection Report

Inspection date

Facility name	Site address	City	Zip code

Primary contact name and title	Phone number	Inspector name

Secondary contact name and title	Phone number	Inspector name

Property owner	Mailing address	City	Zip code

City permit number	SIC code	Parcel #	Stormwater facility type
	SIC code		<ul style="list-style-type: none"> • Residential • Restaurant • Vehicle Service Facility • Other (see below)
# of employees	Days of operation	Hours of operation	

Type of business or operation / major activity

Inspection type	Enforcement action	#	Follow-up inspection required?	
<ul style="list-style-type: none"> ▪ Routine ▪ Investigation / call-out ▪ Enforcement follow-up or priority inspection 	<ul style="list-style-type: none"> ▪ Warning Notice ▪ Notice of Violation ▪ Referral Notice (note referral agency): <hr/> <hr/>		<ul style="list-style-type: none"> ▪ Yes ▪ No 	
			Sample collected?	Sample no.
			<ul style="list-style-type: none"> ▪ Yes ▪ No 	

Site Map (optional): Sketch inspection site showing major site features, e.g.; buildings, outdoor storage areas, storm drain inlets, creeks, illicit discharge / connection location, etc.

Initial observations / changes since last inspection:

Stormwater Permit Status (choose one only):

- Facility has filed NOI. WDID # _____
Does the facility have a SWPPP?

- Yes
- No
- Refer to RWQCB
- Yes
- No
- Yes
- No
- Yes
- No

If yes: Is the SWPPP being implemented?
Is self-monitoring being implemented?

- Has the facility self-certified no exposure?
- Facility is not covered and does not appear to need coverage.
- Facility not covered but may require coverage.
- Facility has an individual NPDES permit.

Permit # _____

Stormwater Inspection:

<p>Illicit connections discovered? If Yes, describe under Deficiencies / Observations</p>	<p>▪ Yes ▪ No</p>
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Areas of Activity	N/A	BMPs				Pollutant exposure	Illicit discharge	Deficiencies / Observations <small>Enter code for Pollutant Type in boxes below and briefly describe. (Additional space on back page)</small>
		Any in place?		Appear Effective?				
		Yes	No	Yes	No			
a. floor cleaning								▪ ▪
b. equipment cleaning								▪ ▪
c. manufacturing residues and spills								▪ ▪
OUTDOORS								
a. outdoor process/mfg areas								▪ ▪
b. outdoor material storage areas								▪ ▪
c. outdoor waste storage/disposal areas								▪ ▪

d. outdoor vehicle and heavy equipment storage, maintenance areas									▪ ▪
e. outdoor parking areas and access roads									▪ ▪

Areas of Activity	N/A	BMPs				Pollutant exposure	Illicit discharge	Deficiencies / Observations Enter code for Pollutant Type in boxes below and briefly describe. (Additional space on back page)
		Any in place?		Appear Effective?				
		Yes	No	Yes	No			
f. outdoor wash areas								▪ ▪
g. outdoor drainage from indoor areas								▪ ▪
h. other (describe)								▪ ▪

Pollutant Type: (enter number in boxes above - use more than one code if necessary)

- | | | |
|---------------------------|----------------------|--------------------------------|
| 1. Construction materials | 4. Automotive fluids | 7. Yard waste |
| 2. Sewage | 5. Fuels | 8. Litter |
| 3. Food waste | 6. Hazardous waste | 9. Other (specify next to box) |

Additional Deficiencies / Observations:

Educational materials distributed:

Quantity	Type
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

G:\GrpData\NPDES\Com-Ind Inspection Activities\SW-Insp Forms\Stormwater Inspection Report Form.doc

**Instructions for completing the
Stormwater Inspection Report
Revised January 20, 2011**

Inspection Report Field	Instructions
Inspection Date	Write the date of the inspection.
Facility Name	Write the name of the facility.
Site Address	Write the street address of the site.
City	Write the city the site is located.
Zip Code	Write the zip code of the site.
Primary contact name and title	Write the name and title of the primary contact at the site.
Phone number	Write the phone number of the primary contact.
Inspector name	Write the name of the inspector that met with the primary contact.
Secondary contact name and title	If applicable, write the name and title of a secondary contact at the site. Secondary contact is the contact person when the primary contact is not available
Phone number	Write the phone number of the secondary contact.
Inspector name	If applicable, write the name of a second inspector that met with <i>either</i> contact persons.
Property owner	If different from the primary or secondary contact person, write the name of the property owner. OR indicate whether the property owner is either the primary or secondary contact.
Mailing address, City, Zip code	Write the mailing address, city, and zip code of the property owner if different from the site address.
City Permit number	To be used by city staff to indicate a permit number such as a business license, etc.
SIC code (two fields)	Write the SIC code(s) that best describes the <i>activities</i> conducted at the site.
Parcel #	Write the county assessor's parcel number of the site.
# of employees	Write the total number (or range) of employees that work at the site.
Days of operation	Write the days (Sunday through Saturday) the site is in operation.
Hours of operation	Write the range of hours the site is in operation; include <i>all</i> shifts.
Stormwater facility type	Check <i>one</i> of the following boxes:
Residential	- the site of the inspection is residential (in response to an illicit discharge investigation or call-out)
Restaurant	- the site is a food service facility ¹ or restaurant
Vehicle Service Facility	- the site is a vehicle service facility
Other (see below)	- the site is not one of the other three previous selections; describe the type of business in the "Type of business or operation / major activity" field below

¹ This can include other commercial facilities that also provide food service (e.g. hotel).

Instructions for completing the Stormwater Inspection Report (continued)

Inspection Report Field	Instructions
Type of business or operation / major activity	Describe the business activity (if not residential, vehicle service, or a restaurant).
Inspection type	Check <i>one</i> of the following boxes:
Routine	- the inspection is the routine, regularly scheduled inspection
Investigation / call-out	- the inspection is in response to an illicit discharge report or referral call (from the public, another agency, another department, etc.)
Compliance verification	- the inspection is a follow-up to confirm the site's progress since the last inspection
Enforcement follow-up (1-year)	- the inspection is the next year follow-up at a site with enforcement activities during the last inspection
Enforcement action	Check <i>all</i> of the boxes that apply:
Warning Notice	- the site is issued a Warning Notice
Notice of Violation	- the site is issued a Notice of Violation
Referral Notice (note referral agency)	- the inspection report or a separate referral notice should be referred to another regulatory agency (e.g., Regional Board, POTW, HazMat, Fire Department, etc.) Note the primary referral agency.
#	Indicate the number that identifies the enforcement action.
Follow-up inspection required?	Check whether or not a follow-up inspection is required. Enforcement follow-up is documented on the Warning Notice or Notice of Violation.
Sample collected?	Check whether or not a sample was taken. (e.g., stormwater discharge, process discharge, an unidentified non-stormwater discharge)
Sample no.	Describe the identifying sample number for future reference.
Initial observations / changes since last inspection	Indicate whether there have been any changes to the site's status of compliance since the last inspection. For example, if this is a follow-up inspection, were the BMPs effective? Were the requirements implemented? has the facility achieved compliance? Write any comments, notes, observations, or recommendations.
Site map	This is optional but could be used to record the map site features. Recording the location of illicit connections (if known) may be useful for follow-up inspections.

Instructions for completing the Stormwater Inspection Report (continued)

Inspection Report Field	Instructions
Stormwater Permit Status	Check <i>one</i> of the following boxes:
	Facility has filed NOI. - the site has submitted a Notice of Intent (NOI) to comply with the California Industrial General Permit See <i>Additional Instructions on NOI Facilities</i> below.
	Facility is not covered and does not appear to need coverage. - the facility <u>does not</u> appear to fit under one of the eleven industrial categories that must obtain coverage under a permit for stormwater discharges
	Facility is not covered but may require coverage. - the facility <u>does</u> appear to fit under one of the eleven industrial categories that must obtain coverage under a permit for stormwater discharges; AND - has not filed a NOI or obtained coverage under an individual permit Check "Yes" in "Referral to RWQCB" below.
	Facility has an individual NPDES permit; Permit # ² - the facility has obtained an individual stormwater permit write the permit number.
Referral to RWQCB?	Check whether or not the stormwater inspection report should be forwarded to Regional Board staff.
Additional Instructions on NOI Facilities³ - If the facility has filed a NOI, complete the following:	
WDID# ²	Write the waste discharger identification number (WDID). The WDID appears at the top of all correspondence from the State or Regional Boards (e.g., annual report forms, invoice for annual permit fee).
Does the facility have a SWPPP?	Indicate whether or not the facility has developed a SWPPP. If the facility does not have a SWPPP, check "Yes" in "Referral to RWQCB" below.
If yes: (the facility has a SWPPP)	Answer <i>both</i> of the following questions:
Is the SWPPP being implemented?	Indicate whether or not the facility is <i>implementing</i> its SWPPP. If the facility does not implement its SWPPP, check "Yes" in "Referral to RWQCB" below. Briefly describe in "Additional Observations / Notes" which portion of the SWPPP the facility does not implement.
Is self-monitoring being implemented?	Indicate whether or not the facility conducts self-monitoring. Self-monitoring includes: non-stormwater discharge visual observations; stormwater visual observations; and stormwater sampling. Only check "Yes" if facility conducts <u>all three</u> parts of the self-monitoring. If the facility does not conduct any part of the self-monitoring, check "Yes" in "Referral to RWQCB" below. Describe in "Additional Observations / Notes" which self-monitoring component the facility does not implement.
Has the facility self certified no exposure?	Indicate whether or not the facility has applied for a stormwater sampling exemption by certifying the facility has no pollutant exposure to stormwater.

² The inspector can request the site contact telephone the inspector with the WDID or permit number within a certain time period.

³ Note the CCCWP inspector has no legal authority to enforce the Industrial General Permit. The coordination of information between the CCCWP and Regional Board staff on NOI facilities are currently under development. These instructions provide guidance but may change at a later date.

Instructions for completing the Inspection Report (continued)

Inspection Report Field		Instructions
Illicit connections discovered?		Check Yes or No depending on whether an illicit connection to the storm drain was discovered. Further descriptive information should be included in Deficiencies / Observations.
Indoor/Outdoor Areas of Activity		Respond to each activity area listed. Either check "N/A" or complete the "BMP" and "Type of Discharge" information.
	N/A - Not Applicable	Check box if the site does not have that activity area. Go to the next activity area. OR Check box if there is no reasonable potential for pollutant discharge to the storm drains from this area. Go to the next activity area.
	Best Management Practice - BMP	For each activity area at the site, answer the first question ("In Place?"). Answer the second question ("Effective?") only if the answer to the first question is "Yes".
	In place?	- Does the facility appear to implement BMPs that prevent pollutant discharge to stormwater? Check "Yes" or "No".
	Appear effective?	- If the facility does implement BMPs, do the BMPs appear to be effective at preventing pollutant discharge to stormwater? Check "Yes" or "No".
	Type of Discharge	Describe the type(s) of pollutant discharge from each applicable activity area.
	Pollutant exposure	Check if the activity may lead to a pollutant discharge to the storm drain because pollutants are exposed to stormwater runoff.
	Illicit discharge	Check if the pollutant discharge to the storm drain is a non-stormwater discharge which is not exempted by ordinance. ⁴ Indicate under Deficiencies / Observations whether or not the non-stormwater discharge was occurring at the time of the inspection.
Deficiencies / Observations <i>and</i> Additional Deficiencies / Observations		Continue any comments from "Initial observations / changes since last inspection" field from page 1. Write any deficiencies noted, comments, notes, observations, recommendations. Indicate the pollutant type in the box.
Educational materials distributed		Indicate the quantity and type (title) of the educational materials given out during the inspection.

⁴ *Non-stormwater discharges which are conditionally exempted (please refer to the NPDES permit for specific criteria) include: discharges in compliance with an NPDES permit; properly managed water line flushing and other discharges from potable water sources; landscape irrigation and lawn watering; irrigation water; diverted stream flows; groundwater infiltration to storm drains; uncontaminated pumped groundwater percolation and footing drains; water from crawl space sumps; air conditioning condensate; springs; individual residential car washing; flows from riparian habitats and wetlands; dechlorinated swimming pool discharges; and flows from firefighting.*