

Facility	Activity	Operation and Maintenance Practice	Inspected by (Staff Name) on (Date)	Notes	Training Date, Presenter, Attendees	Notes	
Highway Garage	General Garage Activities and Vehicle Maintenance (e.g. working with Oil, Transmission Fluid, Coolant, Paint)	Drains inside of building are tied to sanitary sewer system - Building floor plan available on Highway Garage office wall	N/A		Highway Garage Staff trained on all of these topics at annual Highway Garage Training performed by Shawn Smith 1/17/17	Training PowerPoint and sign in sheet for all personnel available in Highway Garage Office and in main office MS4 folder to be placed in Annual Report	
		Oil/water separator inspected monthly and cleaned annually	Smith 2/14/17	Cleaning performed 10/17/16 by H and H Contractors - paperwork on file in Highway Garage Office			
		Chemical storage inspected weekly for leaks	Smith 2/14/17				
		Vehicle washes and maintenance done within the building. Drains inspected weekly	Smith 2/14/17	Floor drain cleaned 9/5/16 after buildup caused a blockage			
		Spill kit available and inspected weekly	Smith 2/14/17	Spill kit reordered and replenished 7/3/16			
	Salt Storage	Salt is stored entirely within covered area. Front of the shed is swept weekly to remove salt buildup	Smith 2/14/17				
	Outdoor Material Storage	Clean fill piles are placed in containment areas and inspected weekly to ensure containment is secure	Smith 2/14/17	Small sediment pile escaped containment after 3" rain event-cleaned 5/2/16			
	Vehicle Fueling	Fueling operation is coded to only allow personnel with keys access.	N/A		All personnel with access keys, and all additional staff that utilize the highway garage trained by Shawn Smith 1/17/17	Current personnel with access keys: Mary M., Doug G., Rhonda, J.	
		Fueling tanks are inspected monthly	Smith 2/14/17	Inspected 1/15/17 no maintenance needed			
		Automatic shutoff clearly visible and labeled	N/A	Inspected 1/15/17 no maintenance needed			
		Emergency contact information clearly displayed and includes DEP emergency response, and Allegheny County Emergency Mangement	N/A				
		Spill kit available and inspected weekly	Smith 2/14	Spill kit reordered and replenished 7/3/16			
	General Outdoor Garage Work (Deliveries, Material Handling)	Delivery trucks backed up to the garage doors to minimize exposure	Garage Supervisor ensures performance		Highway Garage Staff trained on all of these topics at annual Highway Garage Training performed by Shawn Smith 1/17/17	Training PowerPoint and sign in sheet for all personnel available in Highway Garage Office and in main office MS4 folder to be placed in Annual Report	
		Staff aware of slope of garage yard and location of all inlets	N/A				
		All inlets drain to Swamp Creek from Outfall 107-1,000 feet from lot	N/A				
		Outfall 107 inspected once per permit term per MCM#3, BMP#4	Smith 2/14/17	Last inspection 7/4/16			
		Plans of yard with storm system mapped and available on Highway Garage office wall	N/A				
		All inlets contain a filter insert to remove hydrocarbons and debris	N/A				
		Filter inserts inspected weekly	Smith 2/14/17	Inlet 5 insert damaged and replaced 5/17/16			
		Spill kit available and inspected weekly	Smith 2/14/17	Spill kit reordered and replenished 7/3/16			