



**City of Boca Raton
MS4 NPDES Program
Standard Operating Procedures
High Risk Facilities Inspection Program**

1. Inventory

The initial inventory and annual update uses the following sources:

- EPA envirofacts website (www.epa.gov/enviro/) for HWTSD, EPCRA Title III, Section 313 facilities, TRIS, and CERCLIS inventories.
- FDEP Solid Waste Facility inventory (for landfills).
- Additional facilities are added as deemed appropriate during other inspections.

2. MSGP Check

The facilities in the inventory are checked for coverage under the MSGP in the FDEP database. Facilities that do not have coverage, but appear to require it, are referred to FDEP for follow-up.

3. Prioritizing Facilities

Facilities that have had a problem regarding potential discharge to the City's MS4 are priority sites that are inspected annually, until such time as two consecutive inspections reveal no problem. The balance of the high risk facilities are inspected once within each permit term.

4. Site Inspections

The attached high risk facility inspection form is used for each site inspection. Information available ahead of time is filled in before going into the field.

5. Enforcement

If a problem is identified, the owner or operator of the property is contacted, notified of the problem, and asked to address the situation immediately. The owner is notified of the re-inspection date, typically one week. An unresolved matter is handled by the Code Enforcement division. Code Enforcement assigns a case number and follows through to resolution. For cases outside Boca's MS4, the appropriate entity is notified (FDOT, Palm Beach County, etc.) by the Stormwater Manager.

6. Documentation of Program

GIS mapping of the potential high risk facilities is used for scheduling and tracking completed inspections. Completed inspection forms are scanned and stored electronically. Follow-up documentation, if needed is kept on file or, if code compliance becomes involved, it is filed within the code compliance system for tracking cases.

7. Staff

The following staff positions are involved with the high risk facility inspections and enforcement activity.

| Name | Department |
|-------------------------------|--------------------|
| Stormwater Manager | Municipal Services |
| Engineering Inspectors | Municipal Services |
| Streets Employees | Municipal Services |
| MS4 NPDES Program Coordinator | Municipal Services |
| Code Enforcement Officer | Code Enforcement |

8. Training

Annual training is provided for individuals whose job responsibility it is to conduct high risk facility inspections. The training is concurrent with the training for the Pro-active illicit discharge inspection program.



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Date of Inspection: _____ Inspector Name: _____

Name of Business or Owner: _____

Address of Facility: _____

Identification of MS4 component that could receive discharge from this site: _____

Does type of business require an MSGP? Yes___ No___

If yes, does this facility have one? Yes___ No___

Findings:

Evidence of illicit connections to storm sewer? Yes___ No___

Evidence of dumping/spills to storm sewer? Yes___ No___

Evidence of wash water going to storm sewer? Yes___ No___

Storage tanks leaking or improperly contained? Yes___ No___

Stockpiles/debris piles uncontained? Yes___ No___

If "yes," to any above, describe:

Type of Enforcement Action Taken: _____

Date to verify elimination: _____

Date of Referral to FDEP of facility that may require MSGP: _____