



**Marin County Stormwater Pollution Prevention Program –  
City of Larkspur Local Program  
400 Magnolia Avenue  
Larkspur, CA 94939  
(415) 927-5017**

June 12, 2013

**Member  
Agencies:**

Dear Business Owner:

**Belvedere**

**Corte Madera**

In Marin County, storm drains flow directly to our local creeks, wetlands, the Bay and ocean without treatment. If proper measures are not taken, wastes can get in our storm drain system and cause serious problems for wildlife and people dependent on our waterways.

**County  
of Marin**

**Fairfax**

Businesses can contribute to storm drain pollution mainly through improper use or cleanup practices that allow wastes such as food particles, oil and grease, paint, pesticides and/or cleaning products to flow into the street, storm gutter, or storm drain.

**Larkspur**

**Mill Valley**

**Novato**

To help prevent such pollution, the municipalities comprising the Marin County Stormwater Pollution Prevention Program (MCSTOPPP) work together with local businesses and the public to ensure that best management practices (BMPs) are implemented to curb such pollution. As part of this effort, MCSTOPPP agencies have prepared this easy self-inspection checklist to help you determine whether your daily business operations may be causing water quality pollution.

**Ross**

**San Anselmo**

**San Rafael**

**Sausalito**

Please complete the following checklist while surveying your facility. If you answer "no" to any of the questions, initiate appropriate best management practice(s) (BMP) to prevent pollutant discharge into the storm drain system. For assistance on BMPs, contact your local stormwater coordinator at 415-497-5017.

**Tiburon**

Best regards,

A handwritten signature in black ink, appearing to read "Mary Grace Houlihan".

(Mary Grace Houlihan, Larkspur Public Works Director)

enc: MCSTOPPP Self Inspection Checklist for Business Owners



## Self Inspection Checklist For Business Owners



**DIRECTIONS:** Complete the following checklist while surveying your facility. If you answer "no" to any of the questions, initiate appropriate best management practice(s) (BMP) to prevent pollutant discharge into the storm drain system. For assistance on BMPs, contact your local stormwater coordinator at 415-927-5017.

	Yes	No	N/A
1. Are <b>storage containers</b> including drums, waste dumpsters and/or trash compactors: free from crack/leaks? have lids or covers that are kept closed? not exposed to rain water?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Are <b>storage areas</b> enclosed or covered from the rain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are <b>material processing or handling areas</b> enclosed or covered from the rain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are <b>parking areas or access roads</b> free of signs of excessive oil and/or motor fluids, leaks, stains, litter, and sediments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are <b>vehicle repair and maintenance areas</b> covered or out of the rain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are <b>vehicles and heavy equipment</b> stored outside, free of leaks and grime?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are <b>spills</b> in fuel or vehicle/equipment maintenance areas prevented from entering the storm drain system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are <b>dry cleaning methods</b> (for example, sweeping, damp mopping, absorbents) used to clean: shop floors? material processing areas? material storage areas? waste disposal areas? access roads? parking lots?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9. Are all <b>washwater and/or process wastewater</b> discharged to the sanitary sewer or recycled instead of discharged directly or indirectly to the storm drain system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are storm drain <b>inlets and catch basins</b> inspected and mechanically cleaned on a regular schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are waste products from <b>rooftop equipment</b> (for example, oil and grease from exposed motors/pumps or other rooftop equipment) not exposed to stormwater runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N/A: Not Applicable

*The City of Larkspur and Marin County Stormwater Pollution Prevention Program gratefully acknowledge the Alameda Countywide Clean Water Program for the original concept and text of this brochure.*