



DELAWARE COUNTY REGIONAL WATER QUALITY CONTROL AUTHORITY

SITE INSPECTION FORM

INSPECTOR(S):	PURPOSE OF INSPECTION: Check One
DATE: Click here to enter a date.	TIME:
COMPANY NAME:	
MAILING ADDRESS:	SITE ADDRESS:
TYPE OF FACILITY:	PERMIT NO: SIC CODE:
SITE REPRESENTATIVE(S) PRESENT:	TITLE(S):

CERTIFIED MAIL CORRESPONDENCE:	TITLE:
PHONE NUMBER FOR CONTACT:	EMAIL ADDRESS FOR CONTACT:
GENERAL CORRESPONDENCE:	TITLE:
PHONE NUMBER FOR CONTACT:	EMAIL ADDRESS FOR CONTACT:
ADDITIONAL CONTACT:	TITLE:
EMAIL ADDRESS:	PHONE:



DELAWARE COUNTY REGIONAL WATER QUALITY CONTROL AUTHORITY

I. SITE REPRESENTATIVE INTERVIEW

1. Is the Discharge Permit readily available? Yes No N/A

2. Are SMR's readily available? (6 years per 40 CFR 403) Yes No N/A

a. If yes, dates of SMRs verified?

3. Are the Resolutions for Standards and Limits available? Yes No N/A

4. Does the Site Representative understand the Permit? Yes No N/A

5. Does company have other agency control permits? Yes No N/A

a. If Yes, what type and permitting agency?

Permit Name	Permit Number	Exp. Date	Regulated Process

Comments:

II. SPILL PLAN EVALUATION

1. Is a Spill Plan Available on site? Yes No N/A

Notes:

2. Date of Most Recent Revision:

3. Contains a description of discharge practices, including routine and non-routine batch discharges. Yes No N/A

Notes:

4. Contain a description of stored chemicals. Yes No N/A

Notes:

5. Contains procedures for promptly notifying DELCORA of slug discharges as defined under 40CFR Section 403.5(b), with procedures for follow-up written notification within five (5) days. Yes No N/A

Notes:

6. Contains any necessary procedures to prevent accidental spills, including maintenance of storage areas, handling and transfer of materials; loading and unloading operations, and control of plant site runoff. Yes No N/A

Notes:

7. Contains any necessary measures for building containment structures or equipment. Yes No N/A

Notes:

8. Contains any necessary measures to assure the integrity of storage vessels and piping. Yes No N/A

Notes:

9. Contains any necessary measures for controlling toxic organic pollutants (including solvents). Yes No N/A

Notes:

10. Contains any necessary procedures and equipment for emergency response. Yes No N/A

Notes:

11. Contains any necessary follow-up practices to limit the damage suffered by the treatment plant or its environment. Yes No N/A

Notes:

12. Lists DELCORA as an Emergency Contact. Yes No N/A

Notes:

Comments:

III. WATER SOURCES AND USES

1. Public water supply:

2. Private well(s):

3. Surface water:

4. Known pollutants present in the raw water source:

5. Incoming Water Volume:

6. Is any raw water treatment or conditioning utilized? Yes No

a. If yes, explain:

Comments:

IV. PRODUCTION / PROCESS AREAS

1. Have any changes been made in the production area(s)? Yes No

Process Area	Product/ Intermediary Produced	Wastewater Discharged	Potential Pollutants

Comments:

2. Have any changes been made in the raw materials? Yes No

Technical Name	Process Area	Storage Area	Volume Onsite

Comments:

V. WASTE GENERATED

1. Are hazardous wastes generated and/or stored on-site? Yes No

2. Is waste hauled offsite? Yes No

3. Are waste manifests available for all material hauled offsite? Yes No

Wastes Generated	Method of Disposal	Hazardous	Storage Area	Volume Onsite

Comments:

VI. STORAGE AND NON-PROCESS AREAS

1. Are Raw Materials or Products stored near drains? Yes No

a. If yes, explain:

2. Are Wastes stored near drains? Yes No

a. If yes, explain:

3. Can Storm water enter the Sanitary Sewer System? Yes No

a. If yes, explain:

4. Are there any on site laboratories or other wet non process areas? Yes No

a. If yes, comment:

Storage Area	Wastewater Discharged	Potential Pollutants

Comments:

VII. TREATMENT AND SAMPLING FACILITIES

1. Treatment Technologies Used:

2. Where is the Sampling Point?

3. Who collects the Sample?

4. What Laboratory performs the Sample Analysis?

5. What is the laboratory's certification number?

6. Are Sample Holding Times, Refrigeration and Preservation being followed?
(Refer to 40 CFR 136, Table II)? Yes No N/A

VIII. METER CALIBRATIONS

1. Meter Type:

2. What is the Permittee's required frequency for flow meter calibrations?

3. Are flow meter calibrations being performed as required? Yes No N/A

4. Date of last flow meter calibration:

5. What is the Permittee's required frequency for pH meter calibrations?

6. Are pH meters being calibrated as required? (2 pt calibration) Yes No N/A

7. Are pH calibrations being recorded properly? Yes No N/A

Buffer	Expiration Date	Lot Number
4		
7		
10		

8. Are there any other meters being used to ensure compliance? Yes No N/A

a. If yes, explain:

Comments:

IX. PCB'S TRACKDOWN

1. Is representative aware of any products or raw materials that may contain PCB's? Yes No

2. Does the site currently use or store transformers, heat transfer units, and/or capacitors manufactured prior to 1976? Yes No

a. Serial numbers:

b. Recertification numbers:

3. Has the site disposed of any transformers, capacitors, heat transfer units, or hydraulic fluids? Yes No

a. If so, how were they disposed and do you have any records?

4. Site History:

Comments:

X. SITE WALKTHROUGH CHECKLIST

1. Do floor drains/troughs lead to the POTW? Yes No N/A

2. Are pipes labeled/ color coded for easy identification? Yes No N/A

3. Are temporary hoses in place as part of production/ operations? Yes No N/A

4. Can chemicals reach floor drains if spilled? Yes No N/A

5. How often are equipment/ floors washed?

Comments:

Process Area	Notes
	•
	•
	•
	•

Process Area	Notes
	•
	•
	•

XI. FOLLOW UP

<p>1. Industry needs to provide DELCORA with the following:</p> <ul style="list-style-type: none"> •

Inspector's Signature: _____ **Date:** _____

Inspector's Signature: _____ **Date:** _____

Inspector's Signature: _____ **Date:** _____

Inspector's Signature: _____ **Date:** _____



DELAWARE COUNTY REGIONAL WATER QUALITY CONTROL AUTHORITY

DELCORA is currently working in a joint effort with the Delaware River Basin Commission (DRBC) to reduce the Polychlorinated Biphenyl (PCB) concentration in the Delaware River Estuary. The Commission's goal is a fifty percent reduction of PCB loading to the Delaware River over the next five years. Historically speaking, PCB oils were used in electrical transformers, heat exchange units, capacitors and lighting ballasts prior to 1977. PCBs were also used in many other consumer products prior to 1977, such as carbonless paper. This joint effort coincides with DELCORA's mission statement to "provide environmentally responsible and cost effective wastewater management services to the citizens, businesses and industries of Delaware County and surrounding areas". DELCORA is working to raise awareness that PCB containing equipment may still be in service today, in hopes that they will be properly managed while in service and properly disposed of when they are taken out of service.

PCB Checklist

-
- Advised the industrial user to routinely inspect their ECPs (equipment containing PCBs) to ensure that PCBs are not being inadvertently released.
-
- Informed industrial user that ECPs with PCBs below the regulatory threshold of 50 ppm (transformers) are a concern and must be managed in a manner that prevents release of PCBs to DELCORA's sewers and the environment.
-
- If spills or leaks of PCB fluid are observed, confirmed that immediate action is taken to minimize the PCB release as required by state and federal regulations.
-
- If necessary, provided information about DELCORA's PMP requirements.
-

Site Representative Signature: _____ **Date:** _____

Site Representative Signature: _____ **Date:** _____