



RECORDKEEPING AND DOCUMENTATION

As required by the Industrial Stormwater General Permit

The Industrial Stormwater General Permit requires that certain documents are on-site and accessible in case of an inspection.

You should also have these documents available in case anyone on site needs to know how to respond to a spill, or when equipment was last inspected.

RECORDKEEPING TIPS

Keep records for at least five (5) years.



Save a tree, keep digital copies as long as you can quickly present them during an inspection. You must be able to present documents immediately if requested by an inspector from the WA Dept of Ecology or your local jurisdiction, or within 14 days of written request from Ecology.



Keeping good records can be your best defense if your company faces legal issues!



Make sure everyone at your company knows where you keep your spill plan and other important information.

SCHEDULING

This table shows how often you should be producing or updating the documents listed. For example, you should be inspecting your site on a monthly basis, and keeping a record of every inspection with a report.

Monthly

- Site Inspection Reports

Quarterly

- Original Sampling Records (field notes and laboratory reports)
- Copies of Discharge Monitoring Reports (DMRs)

Annually

- Annual Reports
- SWPPP recertification, corrective action BMPs (as needed)
- All BMP maintenance records
- Receipts, sweeping records
- Any documentation of compliance with permit requirements

Permit Cycle

- Industrial Stormwater Permit (once per permit cycle)
- Stormwater Pollution Prevention Plan (SWPPP) (as needed)
- Permit Coverage Letter (once per permit cycle)
- Records of all data used to complete the application for this permit (one time only unless there is a change of business operations)