

## **Why did I receive a Source Control Business Inspection notice from the City of Arlington?**

You received the notice because your business is located within Arlington's city limits and has the potential to discharge pollutants to City of Arlington receiving waters. Because of this, your business requires an inspection by the City of Arlington staff to determine whether source control best management practices (BMPs) are being followed to prevent pollutants from entering City of Arlington stormwater, surface water, and groundwater.

The inspection is a requirement of the [Western Washington Phase II Municipal Stormwater Permit](#). This permit, administered by the Washington Department of Ecology, requires local governments to manage and control stormwater runoff so that it does not pollute downstream waters.

## **How do I schedule the inspection?**

Contact Jason Lum, City of Arlington Stormwater Technician II, at [jlum@arlingtonwa.gov](mailto:jlum@arlingtonwa.gov) or 360-913-4408 to schedule the inspection.

## **What days and hours do you conduct inspections?**

We conduct inspections Monday through Friday from 9 am – 3 pm (PDT).

## **Do I have to pay for the inspection?**

No. You do not have to pay for the inspection itself. However, if you are required to implement best management practices (BMPs) due to failing the inspection, you will be financially responsible for doing so.

## **How long will the inspection take?**

Inspections typically take less than half an hour to complete.

## **What does the inspection involve?**

Inspections involve walking the exterior of your business, reviewing your spill plan and spill kit with you, and observing how your business stores materials to check for any deficiencies.

## **Do I need to be present for the inspection?**

Yes. You or an authorized representative will need to be present for your inspection.

## **How should I prepare for the inspection?**

Prior to your inspection, please review the information in the following links for a list of BMPs for your specific business. Review the Source Control Inspection Form.

- [City of Arlington Source Control Inspection Form](#)
- Sample Spill Prevention and Response Plans
  - [Spill Plan Example 1](#)
  - [Spill Plan Example 2](#)
- [Universal Spill Kit Inventory](#)
- [How to use Spill Kit](#) (Recommend post in appropriate areas)

## **Where can I find Source Control BMPs that are required for my specific business?**

A great resource for best management practices is the Department of Ecology's 2024 Stormwater Management Manual for Western Washington. Volume IV contains useful Source Control BMPs and may be found at the [Source Control BMP Index](#).

- IV-1 Source Control BMPs Applicable to All Sites
- IV-2 Cleaning or Washing Source Control BMPs
- IV-3 Roads, Ditches, and Parking Lot Source Control BMPs
- IV-4 Soil Erosion, Sediment Control, and Landscaping Source Control BMPs
- IV-5 Storage and Stockpiling Source Control BMPs
- IV-7 Other Source Control BMPs

## **Why does my business need to have a Spill Response Plan and a spill response kit on site?**

All businesses that use any type of chemicals should be prepared with a spill response plan and have a spill response kit on site to protect human and environmental health. When used properly, a spill response kit can clean up smaller spills or contain larger spills, giving adequate time for a vendor to be contacted to clean up the spill. If you aren't sure how to use the materials in your spill kit, [watch a short video from Seattle Public Utilities](#) to become familiar with your spill kit supplies.

## **What are common issues found during inspections?**

Below is a list of common issues found during Source Control Inspections.

- Litter and Debris on site or around dumpster
- Spill Kit not on-site
- Spill Response Plan not on-site
- Emergency Contact List not on-site
- Records of Training, waste disposal and spill reports
- Waste Dumpsters not closed and not leaking
- Hazardous Materials not labeled, covered and stored in secondary containment
- Inadequate maintenance of catch basins, ponds, bioswales, and stormwater structures

## **How often does my business need to be inspected?**

You can expect your business to be inspected every five years, although businesses with a greater risk of impacting stormwater may require more frequent inspection. Inspection frequency could change depending on requirements of the next [NPDES five-year permit](#) cycle.

## **How will I be notified whether my business does or does not pass inspection?**

We will either email you a report or send it by mail to your business address. In most cases, your inspector will be able to notify you whether your business has passed or failed at the end of your inspection. Formal documentation will follow.

## **What happens if my business does not pass inspection?**

If your business does not pass the inspection, you will receive an Order to Maintain that will highlight what is required for your business to pass inspection.

## **How long do I have to correct the problem(s) if my business does not pass the inspection?**

You will have 30 days to correct any issues included in your inspection report. Your business will require a reinspection after work has been completed. In some cases, we may grant you an extension that requires you to develop a timeline with your inspector detailing when the work will be completed.

## **Will you need to reinspect my business after I correct the problem(s)?**

Yes. We will require a reinspection to verify that the issues have been corrected.

## **What is the penalty if my business does not pass inspection, and we do not take action to fix the problem(s)?**

If your business does not pass inspection and you do not take action to fix the problem(s), we will forward your case to a City of Arlington code compliance officer and your business will be subject to fines until any corrections highlighted in your Inspection report are completed.