**Schools Insurance Authority**

**Storm Water Monitoring Inspection and Sampling Checklist**

**2024/2025 Monitoring Year**

**District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* All inspections and reports are to be submitted through SMARTS
* **Each** district to collect a semi-annual storm water sample (total of 2/year – unless you have Sample Frequency Reduction [SFR])
* Non-storm water discharge inspections conducted **monthly** (12 total)
* Storm water discharge inspections conducted when storm water samples are collected

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Initials** | **Notes/Observations** |
| July |  |  |  |  |
| August |  |  |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November |  |  |  |  |
| December |  |  |  |  |
| January |  |  |  |  |
| February |  |  |  |  |
| March |  |  |  |  |
| April |  |  |  |  |
| May |  |  |  |  |
| June |  |  |  |  |

**Sampling**:

* Qualifying storm event (QSE) = produces discharge in at least one drainage area and is preceded by 48 hours with no discharge
* **Collect sample within 4 hours of start of discharge during normal work hours or start of facility operations if the QSE occurs within the previous 12-hour period**
* Upload storm water analytical reports within 30 days of receiving final report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Field pH reading** | **Notes/Observations** |
| July - December |  |  |  |  |
| January - June |  |  |  |  |

**Individual Annual Comprehensive Compliance Evaluation**

\_\_\_\_ Individual Annual Inspection submitted on SMARTS

**2024/2025 Annual Report**

\_\_\_\_ Annual Report submitted on SMARTS

Reminders:

(1) MONTHLY non-storm water observations – review BMPs and any non-storm water discharges

(2) Stormwater sampling – describe aspects of water discharges; measure pH in field using litmus test strip; record pH value

(3) Individual annual evaluations are performed near the end of the storm water monitoring year