

Port Authority of New York and New Jersey
Bureau of Aviation Department; Management,
Environmental Services Unit
John F. Kennedy International Airport



BMPP Implementation Inspection Form: The Best Management Practices Plan (BMPP) Implementation Inspection Form shall be completed by tenants and contractors semi-annually and at least once during the deicing season. The BMPP Implementation Inspection Form includes procedures and protocols for inspections to be performed to adhere to specific BMPs identified in the BMPP required by the New York State Department of Environmental Conservation (NYSDEC) State Pollution Discharge Elimination System (SPDES) Permit for JFK Airport.

The BMPP Implementation Inspection Form will be used to assess BMPP effectiveness and the results of the inspections will be presented in the Annual Facility and Site Inspection Report for JFK Airport.

Port Authority Inspection and Reporting Forms: The BMPP Implementation Inspection Form, Deicing/Anti-icing Reporting Form, Environmental Inspection Form, Environmental Infraction/Corrective Action Form, and Spill Reporting Form are available upon request from Ms. Denise A. Branch.

Instructions: Tenants and contractors shall complete an electronic copy (or print and scan completed copy) of each section of the BMPP Implementation Inspection Form and submit to **Ms. Denise A. Branch, Manager, Environmental Services Unit** and **Mr. Blake Hamilton of Malcolm Pirnie, Inc.** semi-annually.

The forms are available at <http://www.panynj.gov/airports/jfk-facts-info.html>

BMPP Implementation Inspection Form is to be completed semi-annually.

2009 Due Date: November 15, 2009

**2010 Due Dates: February 15, 2010
July 15, 2010**

BMPP IMPLEMENTATION INSPECTION FORM

- BMPP Implementation Effectiveness
- Results of BMP Inspections
- Presented in Annual Facility Review and Site Inspection Report
- Ensure Training of BMPP
- Completed Semi-Annually and at least once during De-icing Season

BMPP KEY COMPLIANCE

- Avoid costly permit violations and problems meeting SPDES permit compliance requirements with proper inspection and maintenance of BMPs.
- Stormwater BMPs require regular inspections and maintenance to ensure long-term proper function.
- Inspections and appropriate reporting are the most effective way to detect and avoid potential problems before they become a liability.

CONTACT

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Mr. Blake Hamilton
Malcolm Pirnie, Inc.
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BMPP Implementation Inspection Form is to be completed semi-annually

Due Date: January 15, 2009 **DATE OF INSPECTION:** _____

I. FACILITY INFORMATION

Instructions: Give the tenant/facility's name, terminal, and building numbers, and address or location of tenant's facility. Give the tenant contact name, as it is legally referred to, of the person, business, public organization, or other entity that owns or operates the tenant's facility. The owner/operator is the entity which is responsible for compliance with the permit, statute, and applicable regulations. Give the name, title, and work telephone number of the Pollution Prevention Team member who is thoroughly familiar with the operation of the facility and with the facts reported in this BMPP Implementation Inspection Report and who can be contacted by the PANYNJ for additional information.

1. TENANT/FACILITY NAME		2. TERMINAL NUMBER(s)	3. BUILDING NUMBER(s)	
4. MAILING ADDRESS/LOCATION OF PROPERTY		5. CITY	6. STATE	7. ZIP CODE
8. TENANT CONTACT (Name)		9. MAILING ADDRESS (if different from No. 4.)		10. CONTACT PHONE NUMBER
11. POLLUTION PREVENTION TEAM CONTACT (Name)		12. CONTACT PHONE NUMBER		13. EMAIL ADDRESS
14. LEASE START DATE		15. LEASE EXPIRATION DATE		

Nature of Facility

Instructions: Provide a brief description of the nature of the business and list, in descending order of significance, the four 4-digit standard industrial classification (SIC) codes which best describe your facility in terms of the principal products or services you produce or provide. Also, provide a brief description in the space provided. Consult the Standard Industrial Classification Manual for SIC codes available on-line at: <http://www.osha.gov/pls/imis/sicsearch.html>.

16. PROPERTY TYPE: COMMERCIAL TELECOMMUNICATIONS PARKING CARGO MAINTENANCE OTHER (Specify) _____

17. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE _____

18. PROVIDE A GENERAL DESCRIPTION OF THE FACILITY OPERATIONS:

Additional Remarks:



II. BMPP IMPLEMENTATION INSPECTION

Instructions: Before proceeding to conduct the BMPP Inspection and complete the BMPP Inspection Form please verify that your facility has completed and submitted the JFK BMP questionnaire identifying potential industrial activities that contribute to stormwater pollution discharges at JFK Airport located in Appendix C of the JFK Airport BMPP.

- 19. HAS THE MEMBER WHO IS THOROUGHLY FAMILIAR WITH THE OPERATION OF THE FACILITY ATTENDED A PANYNJ BMPP IMPLEMENTATION TRAINING SESSION? YES NO SPECIFY DATE _____
- 20. DO TENANT PERSONNEL RECEIVE GENERAL TRAINING FOR MANAGING RUNOFF FROM SITE? YES NO
- 21. DO TENANT PERSONNEL RECEIVE SPECIFIC TRAINING FOR PREVENTING POLLUTION AND CONTROLLING RUNOFF FROM SITE (BMP IMPLEMENTATION)? YES NO
- 22. ARE TRAINING RECORDS AND EDUCATIONAL MATERIALS AVAILABLE FOR REVIEW? YES NO
- 23. DOES FACILITY HAVE CURRENT ENVIRONMENTAL PLANS: STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SPILL RESPONSE PLAN (SRP) SPILL PREVENTION CONTROL & COUNTERMEASURE PLAN (SPCC) BEST MANAGEMENT PLANS (BMPs) OTHER (Specify) _____

BMPP IMPLEMENTATION INSPECTION FORM

Instructions: Check each activity present at the facility and determine whether the BMPs are being implemented. State whether the results of the BMPP Implementation Inspection where SATISFACTORY: BMPs (including source control BMPs) are used and are effective or NEEDS IMPROVEMENT: No BMPs used and stormwater pollution likely/some BMPs used but not effective BMPs necessary to improve pollution prevention to assess BMPP implementation effectiveness.

JFK Airport BMPs	BMP			Implementation Effectiveness	
	Yes	No	N/A	Satisfactory	Needs Improvement
BMP 1 AIRCRAFT DEICING.					
1. Is ethylene glycol (strongly discouraged) rather than propylene glycol used at the facility?					
2. Are appropriate glycol/water blends utilized during deicing?					
3. Are there plans to upgrade the existing truck fleet/spray nozzles?					
4. Does your facility currently use the Radiant Deicing Facility?					
5. Are personnel educated and trained regarding the use of deicing material?					
6. Is the type and quantity of deicing material used reported to the PANYNJ monthly on the Deicing/Anti-icing Reporting Form?					
7. Are all propylene and/or ethylene glycol releases reported to the appropriate regulatory agency and the PANYNJ?					
BMP 2 AIRCRAFT, VEHICLE, AND EQUIPMENT FUELING.					
1. Are berms or curbing installed around fueling areas?					
2. Are absorbent materials and/or vacuum equipment available for spills?					
3. Are vapor recovery systems installed and utilized at fuel dispensers and tanks?					
4. Are canopies installed?					
5. Is preventative maintenance utilized to inspect and correct malfunctions?					





	Yes	No	N/A	Satisfactory	Needs Improvement
BMP 3 AIRCRAFT, VEHICLE, AND EQUIPMENT MAINTENANCE.					
1. Is maintenance performed indoors?					
2. Are floor drains located in maintenance areas?					
3. Are materials used in repair and minor remodeling (paints, etc.) stored properly?					
4. Are employees trained on spill prevention and response?					
5. Are safer alternative products used whenever possible?					
6. Are adequate records kept in accordance with applicable regulations?					
BMP 4 AIRCRAFT, VEHICLE, AND EQUIPMENT WASHING.					
1. Are dry washing techniques utilized in designated areas and wherever possible?					
2. Is wash water recycled or discharged appropriately?					
3. Are catch basins covered during washing operations?					
BMP 5 BUILDING CLEANING AND MAINTENANCE.					
1. Are pesticides and fertilizers used and stored properly?					
2. Is maintenance performed indoors?					
3. Are floor drains located in maintenance areas?					
4. Are materials used in repair and minor remodeling (paints, etc.) stored properly?					
5. Are employees trained on spill prevention and response?					
6. Are safer alternative products used whenever possible?					
7. Are adequate records kept in accordance with applicable regulations?					
BMP 6 CHEMICAL AND PETROLEUM BULK STORAGE HANDLING.					
1. Are routine inspections and maintenance performed at all locations?					
2. Are employees trained on spill prevention and response?					
3. Are all spills reported to appropriate regulatory agencies and the PANYNJ?					
4. Are adequate records kept in accordance with applicable regulations?					
BMP 7 ELIMINATION OF NON-STORMWATER DISCHARGES TO STORM DRAINS.					
1. Are inspections and enforcement with regular corrective action measures conducted at the facility?					
2. Are employees trained on methods to eliminate discharges to storm drains?					
3. Has the BMPP been distributed to all and reviewed by all appropriate staff, tenant personnel/contractors?					
BMP 8 SPILLS MANAGEMENT.					
1. Does the facility maintain and implement a SPCC?					
2. Is immediate containment/cleanup of spills performed?					
3. Are applicable absorbent materials and vacuum cleaners immediately accessible for spill events?					
4. Are all spill events reported to appropriate regulatory agencies and the PANYNJ?					



	Yes	No	N/A	Satisfactory	Needs Improvement
BMP 9 LAVATORY SERVICE OPERATIONS.					
1. Is lavatory waste discharged to triturator facilities (sanitary sewer connection discharges are strongly discouraged)?					
2. Are buckets or pans utilized to capture drippage from aircraft lavatory access fittings?					
3. Are absorbent and other containment equipment available at lavatory service operations locations?					
4. Are all spills reported to the PA and appropriate regulatory agencies?					
BMP 10 OIL/WATER SEPARATOR.					
1. Are oil/water separators inspected and cleaned frequently of accumulated oil, grease, floating debris, and sediment?					
2. Are absorbent pads replaced on a routine basis?					
3. Is standing water removed during cleaning operations?					
BMP 11 OUTDOOR HANDLING OF MATERIAL.					
1. Is loading/unloading conducted under cover?					
2. Is transferring material next to storm drain inlets avoided to the maximum extent possible?					
3. Are drip pans used under hoses?					
4. Are material transfer leaks immediately contained and absorbed?					
BMP 12 OUTDOOR MATERIALS AND EQUIPMENT STORAGE.					
1. Are covers used to protect all raw materials, by-products, finished products items stored outside?					
2. Are chemicals, drums, or bagged materials on pallets or similar method that keep them off the ground?					
3. Are hazardous materials (if permitted in lease) stored in properly designed secondary containment areas?					
4. Are drip pans and containers used in areas where drips or leaks may occur?					
5. Are berms, curbs, or other structures in place to minimize pollutants from entering the storm water system?					
6. Are all containers properly labeled?					
7. Are periodic inspections conducted for storage areas?					
BMP 13 WASTE MANAGEMENT.					
1. Are measures taken to streamline operations to minimize waste?					
2. Are wastes segregated/separated/recycled to maximum extent?					
3. Is storage area designed to prevent storm water runoff?					
4. Are waste dumpsters covered?					
5. Are records of waste generation and disposal maintained?					
6. Are licensed firms utilized for waste disposal?					
BMP 14 FIRE FIGHTING FOAM DISCHARGE.					
1. Is testing performed at designated areas at all times?					
2. Is discharge collected, drummed, and transported to an approved and permitted facility?					
3. Is the sump routinely inspected and serviced?					

HELPFUL HINTS FOR STORMWATER INSPECTIONS

AREAS AND ACTIVITIES WITH POTENTIAL TO SPILL HAZARDOUS FLUIDS

- ✓ SPILL KITS AVAILABLE IF NEEDED
- ✓ SPILL RESPONSE AGENCY PHONE NUMBERS CLEARLY POSTED
- ✓ MATERIAL SAFETY DATA SHEETS AVAILABLE FOR PRODUCTS

PARKING LOTS

- ✓ PAVED AREAS SWEEPED DOWN AND NOT HOSED OFF
- ✓ TRASH RECEPTACLES AVAILABLE TO PREVENT LITTER
- ✓ SPILLS OR LEAKS SPOT CLEANED AS NEEDED

BUILDING AND GROUNDS MAINTENANCE

- ✓ VEGETATION LEFT IN PLACE WHERE POSSIBLE
- ✓ SOIL EROSION NOT OBSERVED
- ✓ GROUNDS FREE OF LITTER
- ✓ PAVED AREAS SWEEPED DOWN AND NOT HOSED OFF
- ✓ SAFER ALTERNATIVE PRODUCTS IN USE
- ✓ TRASH RECEPTACLES AVAILABLE TO PREVENT LITTER
- ✓ MINIMAL USE OF PESTICIDES AND FERTILIZERS

PARK AND LANDSCAPE MAINTENANCE

- ✓ SOIL EROSION NOT OBSERVED
- ✓ GROUNDS FREE OF LITTER
- ✓ PAVED AREAS SWEEPED DOWN AND NOT HOSED OFF
- ✓ IRRIGATION SYSTEMS DESIGNED TO PREVENT RUNOFF
- ✓ USE OF PESTICIDES AND FERTILIZERS ONLY AS NEEDED

OUTDOOR LOADING/UNLOADING OF MATERIALS

- ✓ MATERIAL LOADING/UNLOADING AREAS ENCLOSED OR COVERED
- ✓ LOADING AND UNLOADING CONDUCTED IN DRY WEATHER IF NOT COVERED
- ✓ LOADING AND UNLOADING AREA BERMED OR SLOPED TO CONTAIN SPILLAGE
- ✓ NO DISCHARGE TO STORM DRAIN
- ✓ DRIP PANS AVAILABLE TO CAPTURE LIQUID LEAKS

OUTDOOR STORAGE OF MATERIALS/PRODUCTS/EQUIPMENT

- ✓ HAZARDOUS MATERIALS LABELED, COVERED, AND CONTAINED
- ✓ STOCKPILED MATERIALS COVERED
- ✓ NO SIGNS OF EXCESSIVE LEAKING FROM STORED EQUIPMENT
- ✓ DRIP PANS AVAILABLE TO CAPTURE EQUIPMENT LEAKS
- ✓ STORAGE AREA FREE OF LITTER
- ✓ GENERAL GOOD HOUSEKEEPING OBSERVED

WASTE HANDLING AND DISPOSAL

- ✓ RECYCLABLE MATERIALS BEING RECYCLED
- ✓ WASTE CONTAINERS COVERED TO PREVENT STORM WATER RUNOFF/RUN-ON
- ✓ DRIP PANS AVAILABLE TO CAPTURE GREASE WHEN TRANSFERRED
- ✓ AREA SWEEPED DOWN ON REGULAR BASIS
- ✓ AREA FREE OF STAINS OR OTHER SIGNS OF POLLUTANTS GOING INTO STORM DRAIN SYSTEM
- ✓ WASTE CONTAINERS IN GOOD CONDITION FREE FROM LEAKS
- ✓ GENERAL GOOD HOUSEKEEPING OBSERVED
- ✓ NO LITTERING SIGNS POSTED

ERODIBLE SURFACE AREAS

- ✓ PRESERVE NATURAL VEGETATION
- ✓ VEGETATION LEFT IN PLACE WHERE POSSIBLE
- ✓ SOIL EROSION NOT OBSERVED
- ✓ CHEMICAL STABILIZATION OR GEOSYNTHETICS IN USE ON BARE GROUND
- ✓ PAVED AREAS SWEEPED REGULARLY

ILLICIT CONNECTIONS/ILLEGAL DISCHARGES

- ✓ SIGNS OF ILLICIT CONNECTIONS TO STORM WATER CONVEYANCE SYSTEM(S)
- ✓ SIGNS OF ILLEGAL/UNKNOWN DISCHARGE OBSERVED GOING FROM THE LEASE PREMISES ONTO ADJACENT PROPERTY OR INTO THE STREET
- ✓ SIGNS OF ILLEGAL/OR UNKNOWN DISCHARGE OBSERVED COMING FROM ADJACENT PROPERTY ONTO THE LEASE PREMISES
- ✓ STAINED PAVEMENT IN AREAS NEAR OR SURROUNDING CATCH BASIN OR STORM WATER OUTFALL

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