

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



**ENVIRONMENTAL INFRACTION
CORRECTIVE ACTION FORM**

- BMPP Implementation Effectiveness
- Results of BMP Inspections
- Presented in Annual Facility Review and Site Inspection Report
- Ensure Training of BMPP
- Completed throughout the year at differing intervals depending on equipment

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.

CONTACTS

Ms. Denise A. Branch
Manager, Environmental Services
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Mr. Darrell Alston
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JFK Environmental Infraction Corrective Action Inspection Form:

The attached Environmental Infraction Corrective Action Inspection Form will be completed by the Environmental Services Unit to document the results of the ongoing Best Management Practices Plan (BMPP) Inspections. The Environmental Infraction Corrective Action Inspection Form includes procedures and protocols for inspections to be performed to adhere to specific Best Management Practices) indentified 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 Environmental Infraction Corrective Action Inspection Form will be used to assess BMPP implementation effectiveness and the results of the environmental infractions corrective action inspections will be presented in the Annual Facility and Site Inspection Report for JFK Airport. The Environmental Services Unit will also use the Inspection Form to follow-up and determine if corrective action has been taken.

Instructions: The Environmental Services Unit Facility Environmental Maintainer (FEM) shall complete each section of the Environmental Infraction Corrective Action Inspection Form to the tenant supervisor upon occurrence noting any environmental infractions that require corrective action.

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



Environmental Infraction Corrective Action Inspection Form

Inspections will be conducted at the following tenant areas (frequency in parentheses)

- Refueling Stations (Quarterly)
- Fuel Hydrant Pits (Bi-weekly)
- Catch Basins (Bi-weekly)
- Outfalls (Twice Daily)
- Wastewater Treatment Plants (Daily)
- Aboveground and Underground Storage Tanks (Monthly)
- Stormwater, Sediment, and Erosion Control Measures (Weekly during construction)

DATE/AREA TYPE INSPECTED: _____

INSPECTOR: _____

INFRACTION NUMBER: _____

Comments:

I. FACILITY INFORMATION

Instructions: Review the following information as generated from the MMIS system, and report the tenant/facility's name, terminal, and building numbers, and physical 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 Best Management Practices Plan (BMPP) who can be used by the PANYNJ to gather additional information.

1. MMIS WORK ORDER NO.	2. MAINTENANCE TYPE	3. BUILDING/EQUIPMENT LOCATION(S)
4. PHYSICAL ADDRESS OF PROPERTY	5. EQUIPMENT ID NO.	6. TENANT CONTACT (Name)
7. 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. NYSDEC CBS/PBS No. (if applicable)



II. Environmental Infraction Corrective Action Inspection Form

Instructions: Check each activity present at the facility and determine whether the inspected item meets the criteria consistent with the issuance of an environmental infraction. The results of this inspection will be utilized to assess BMPP implementation effectiveness and will be subsequently reported in the Annual Facility Review and Site Inspection Report.

JFK BMPs	BMP			Infraction Cited?		
	Task Description	Yes	No	N/A	Yes	No
REFUELING STATIONS						
1. Is the PBS Registration updated and posted on-site?	<input type="checkbox"/>					
2. Are the pumps, hoses, nozzles, and vents in good working condition?	<input type="checkbox"/>					
3. Is proper signage and fill cap coloring utilized at the facility?	<input type="checkbox"/>					
4. Are there any leaks or apparent localized spills around fueling equipment?	<input type="checkbox"/>					
Inspection Comments:						
FUEL HYDRANT PITS						
1. Are any apparent spills or leaks visible at the facility?	<input type="checkbox"/>					
2. Are there any signs of faulty valves or standing water?	<input type="checkbox"/>					
3. Are fuel hydrant pit covers secure?	<input type="checkbox"/>					
4. Is there greater than 1-inch of fuel identified in the hydrant pit? (If yes, request to have allied aviation pump the excess fuel out of the pit.)	<input type="checkbox"/>					
Inspection Comments:						
CATCH BASINS						
1. Does the catch basin show the presence of any material that would prompt the collection of samples? (If samples are needed, record the findings on the summary sheet located on the last page of the Inspection Sheet.)	<input type="checkbox"/>					
2. Does the catch basin need immediate pumping? (If yes, notify the supervisor and/or Allied Aviation for pumping.)	<input type="checkbox"/>					
Inspection Comments:						

JFK BMPs	BMP			Infraction Cited?	
	Yes	No	N/A	Yes	No
OUTFALLS (ENVIRONMENTAL BAY REPORTS)					
1. Do any booms show noticeable sheen, oil leaks, or any restricted flow resulting in upstream debris?	<input type="checkbox"/>				
2. Do any outfalls show noticeable sheen, oil leaks, or any restricted flow resulting in upstream debris?	<input type="checkbox"/>				
3. Does the inner boom show any signs of oil/sheen?	<input type="checkbox"/>				
4. Are all areas surrounding the booms and outfalls free of debris and is all material piled up for removal by roving truck?	<input type="checkbox"/>				
5. Do any outfalls show signs of fish kill/excessive turbidity or drums/medical waste?	<input type="checkbox"/>				
6. Do outfalls 004A, 004B, 05A, or 05B show any changes in vegetative cover?	<input type="checkbox"/>				
Inspection Comments:					
WASTEWATER TREATMENT PLANTS					
1. Does the facility show visual evidence of sludge build-up, spills, or oil/sheen?	<input type="checkbox"/>				
2. Have samples been taken of any substance that looks out of the ordinary?	<input type="checkbox"/>				
3. Have all identified malfunctions been reported on this form?	<input type="checkbox"/>				
4. Were levels of S.O.R. pits taken and adjusted accordingly?	<input type="checkbox"/>				
Inspection Comments:					
ABOVEGROUND AND UNDERGROUND STORAGE TANKS (AST/UST).					
1. Is the PBS registration updated and posted on site?	<input type="checkbox"/>				
2. Do exterior surfaces of tanks, pipes, valves, and other equipment show signs of leaks or maintenance deficiencies?	<input type="checkbox"/>				
3. Has tightness testing been performed and all pumps, hoses, and vents checked to verify that the equipment is in good working condition?	<input type="checkbox"/>				
4. Are there any apparent localized spills/leaks?	<input type="checkbox"/>				
5. Is there any fuelling material present in the secondary containment area for each AST/UST.	<input type="checkbox"/>				
6. Are there any signs of oil/sheen in any surrounding areas?	<input type="checkbox"/>				



JFK BMPs	BMP			Infraction Cited?	
	Yes	No	N/A	Yes	No
Task Description					
7. Does any of the equipment show signs of corrosion, swelling, or containment problems.	<input type="checkbox"/>				
Inspection Comments:					
STORMWATER, EROSION, AND SEDIMENT CONTROL MEASURES					
1. Does the facility have available and maintain a copy of a Stormwater Pollution Prevention Plan (SWPPP) (if applicable)?	<input type="checkbox"/>				
2. Are all identified sediment and erosion control practices constructed and maintained in accordance with the SWPPP for all discharge points and all areas which have not reached final stabilization?	<input type="checkbox"/>				
Inspection Comments:					

III. ENVIRONMENTAL INFRACTION AND CORRECTIVE ACTION

Instructions: Visual inspections evaluate the effectiveness of stormwater BMPs and are reported in the Annual Facility Review and Site Inspection Report. Please indicate the reason for the environmental infraction, and provide recommended corrective action required to be demonstrated by the tenant contact.

CAUSE FOR INFRACTION (PLEASE CIRCLE ONE):

PBS/CBS VIOLATION IMPROPER STORAGE SPILLS/LEAKS PREVENTATIVE MAINTENANCE/CLEANING OTHER (PLEASE SPECIFY) _____

COMMENTS:

RECOMMENDED CORRECTIVE ACTION:

IV. RE-INSPECTION CORRECTIVE ACTION INFORMATION

Instructions: Provide name of party who conducted the re-inspection.

INSPECTOR NAME (Printed) _____

CONTACT PHONE NUMBER _____

DATE/TIME OF INSPECTION _____





TIME OF INSPECTION (CIRCLE ONE) 1st re-inspection 2nd re-inspection

NAMES OF TENANTS ACCOMPANYING INSPECTOR _____

TENANT CONTACT ASSOCIATION _____

CORRECTIVE ACTION TAKEN?

V. LABOR/PARTS/MATERIALS

Instructions: Please report the following information and return along with the completed Environmental Infraction Corrective Action Form.

Employee Name	Date	Hours	Vehicle ID	Vehicle Usage	Materials Description (if applicable)	Actual Quantity

Employee Signature: _____

Date Completed: _____

For Tenants:

Please provide a written response for the above infractions to Denise Branch informing her of the corrective action which will be taken and the timeframe for completion. These infractions can lead to violations of environmental regulations as administered by the New York State Department of Environmental Conservation and must be addressed in a timely manner, in order to avoid possible fines or other penalties.

For Facility Environmental Maintainer:

Please tear off the accompanying page in the back of this form and provide to the tenant. Submit all completed inspection forms to Ms. Denise A. Branch, Manager, Environmental Services and Mr. Darrell Alston, Maintenance Unit Supervisor.

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