

## Environmental Infraction Corrective Action Inspection Form

**Environmental Infraction Corrective Action Inspection Form:** The attached Environmental Infraction Corrective Action Inspection Form will be completed by PANYNJ Environmental Services 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 (BMPs) identified in the BMPP required by the New York State Department of Environmental Conservation (NYSDEC) State Pollutant Discharge Elimination System (SPDES) Permit for JFK Airport. The Environmental Infraction Corrective Action Inspection Form will be used by Environmental Services 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. Environmental Services will also use the Environmental Infraction Corrective Action Inspection Form to follow-up and determine if corrective action has been taken.

**Instructions:** The PANYNJ Environmental Services Facility Environmental Maintainer shall complete each section of the Environmental Infraction Corrective Action Inspection Form and provide to the Tenant Supervisor upon occurrence noting any environmental infractions that require corrective action.

**Corrective Action:** Tenants will be required to take corrective action to address the environmental infraction and provide a written response to the Manager of Environmental Services ([JFK\\_Environmental@panynj.gov](mailto:JFK_Environmental@panynj.gov)) 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.



### 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.

### REFERENCES

- The BMPP and copies of all BMPP forms are located on the Environmental Services website at <http://newpa1.panynj.gov/airports/jfk-facts-info.html>
- All forms should be submitted to:  
[JFK\\_Environmental@panynj.gov](mailto:JFK_Environmental@panynj.gov)

### CONTACTS

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John F. Kennedy International Airport, Environmental Services  
SPDES Best Management Practices Plan

**Environmental Infraction Form:** shall be completed by PANYNJ Environmental Services to document the results of ongoing Best Management Practices Plan (BMPP) Implementation. The form will be used to document non-compliances identified and the results of corrective action inspections.

**Instructions:** The PANYNJ shall complete each section of the Infraction Form and provide to the Tenant Supervisor or Pollution Prevention Team member upon occurrence noting any environmental infractions that require corrective action.

**Corrective Action:** Tenants shall take all corrective actions necessary to address the environmental infraction and provide a written response to the Manager of Environmental Services at [JFK\\_Environmental@panynj.gov](mailto:JFK_Environmental@panynj.gov) detailing the corrective action which will be taken and the timeframe for completion.

**I. Inspection Information:** Provide inspection details and party who conducted the inspection.

1. DATE AND TIME: \_\_\_\_\_
2. INITIAL INSPECTION OR FOLLOW UP : \_\_\_\_\_
3. INSPECTOR NAME AND TITLE: \_\_\_\_\_
4. INFRACTION #: \_\_\_\_\_

**II. Facility Information:** Provide details as specified below. Identify the Pollution Prevention Team member and (if applicable) the person on-site at the time of the inspection.

1. TENANT/FACILITY NAME	2. TERMINAL NUMBER(s)	3. BUILDING NUMBER(s)
4. POLLUTION PREVENTION TEAM MEMBER (Name)	5. PHONE NUMBER	6. EMAIL ADDRESS
7. ON-SITE TENANT CONTACT (Name)	8. PHONE NUMBER	9. EMAIL ADDRESS

**III. Cause for Infraction:** Identify which BMP is non-compliant during the time of the inspection.

BMP 1 Aircraft Deicing	<input type="checkbox"/>	BMP 7 Non Stormwater Discharges	<input type="checkbox"/>	BMP 13 Waste Management	<input type="checkbox"/>
BMP 2 Fueling	<input type="checkbox"/>	BMP 8 Spills	<input type="checkbox"/>	BMP 14 Fire Fighting Foam Discharge	<input type="checkbox"/>
BMP 3 Maintenance	<input type="checkbox"/>	BMP 9 Lavatory Services	<input type="checkbox"/>	BMP 15 Education	<input type="checkbox"/>
BMP 4 Washing	<input type="checkbox"/>	BMP 10 O/W Separator	<input type="checkbox"/>	BMP 16 Street Sweeping/ Catch Basins	<input type="checkbox"/>
BMP 5 Building Maintenance	<input type="checkbox"/>	BMP 11 Material Handling	<input type="checkbox"/>	BMP 17 Security	<input type="checkbox"/>
BMP 6 Bulk Storage Tanks	<input type="checkbox"/>	BMP 12 Material/ Equipment Storage	<input type="checkbox"/>	Other (Specify):	<input type="checkbox"/>

**IV. Infraction Details:** Provide specific information regarding the infraction, the recommended corrective action and if any corrective actions have taken place since last inspection.

1. Specific infraction location:

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2. Infraction details:

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3. Recommended corrective action:

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4. Corrective actions taken:

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5. Have all corrective actions been made by tenant (Yes/ No)?

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Additional Comments:

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