

## S107 BMPs for Record Keeping

See the applicable permit for specific record-keeping requirements and retention schedules for the following reports. At a minimum, retain the following reports for five years:

- Inspection reports which should include:
  - Time and date of the inspection
  - Locations inspected
  - Statement on status of compliance with the permit
  - Summary report of any remediation activities required
  - Name, title, and signature of person conducting the inspection
- Reports on spills of oil or hazardous substances in greater than reportable quantities (Code of Federal Regulations Title 40 Parts 302.4 and 117). Report spills of the following: antifreeze, oil, gasoline, or diesel fuel, that cause:
  - A violation of the State of Washington's Water Quality Standards.
  - A film or sheen upon or discoloration of the waters of the State or adjoining shorelines.
  - A sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

To report a spill or to determine if a spill is a substance of a reportable quantity, call the Ecology regional office and ask for an oil spill operations or a dangerous waste specialist:

- **Northwest Region:** (206) 594-0000
- **Southwest Region:** (360) 407-6300
- **Eastern Region:** (509) 329-3400
- **Central Region:** (509) 575-2490

In addition, call the Washington Emergency Management Division at 1-800-258-5990 or 1-800-OILS-911 AND the National Response Center at 1-800-424-8802.

Also, refer to *Focus on Emergency Spill Response* ([Ecology, 2013b](#)).

## The following is additional recommended record keeping:

Maintain records of all related pollutant control and pollution generating activities such as training, materials purchased, material use and disposal, maintenance performed, etc.

---

**Washington State Department of Ecology**

*2024 Stormwater Management Manual for Western Washington (2024 SWMMWW)*

Publication No. 24-10-013