

# Reporting and Recordkeeping

Lisa Reinhart | Water Quality Reclamationist  
Mineral Land Regulation and Reclamation

Oregon Dept. of Geology and Mineral Industries  
February 1, 2024



# Does this look familiar?

Dear Permit Registrant,

The subject facility has been scheduled for inspection on the date and time noted in the subject of this email. If the date and time need to be adjusted accordingly.

This inspection will involve reviewing your records and implemented Best Management Practices (BMP's).

**I will also be conducting the following documents during the inspection.**

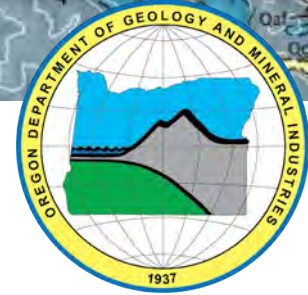
- All inspection
  - Documentation
  - All stormwater re
  - Employee educa
  - Documentation including clean-
- measures and treatment systems, impact stormwater or waters of the state,

The inspection will last approximately one hour at your facility. It is not necessary to conduct an intensive cleaning or mass characterization. Your facility will receive the best evaluation as-is.

Please provide a contact name and number for this inspection in acknowledgement of this notice. Thank you in advance for your cooperation.

**Absence of  
information is  
assumption of guilt!**





# Inspection Requirements- Schedule B, Condition 7

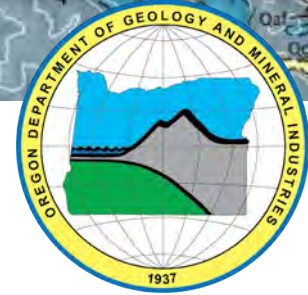
Active Sites: Inspections must be conducted in the following areas during regular business hours and according to the following frequency:

Table 6: Inspection Frequency

Area of site	Frequency
Dikes, containment system, and pond freeboard	Daily when operating, unless site is inaccessible due to adverse weather conditions.  Pond freeboard may be inspected on a weekly basis if the facility has an alarm system or a float valve discharging to an overflow pond
Mining clearing, grading, and excavation areas	Daily when stormwater runoff, including runoff from snow melt, is occurring, unless site is inaccessible due to adverse weather conditions.  Monthly, if the entire site is temporarily stabilized or runoff is unlikely due to winter conditions (site is covered with snow, ice, or the ground is frozen) or seasonal arid periods.
Area of site	Frequency
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Areas of the site where industrial activities are exposed to stormwater, including locations of BMPs, material storage and stockpiling areas, vehicle entrance and exit areas.	Monthly
Monitoring point(s)	Monthly, when discharging, for the presence of floating solids (associated with mining or batch plant activities), foam, visible oil sheen, and discoloration of the discharge.
Stormwater control facilities and drainage systems	Annually before wet weather season (by October 1 <sup>st</sup> )







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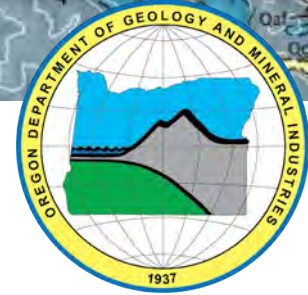
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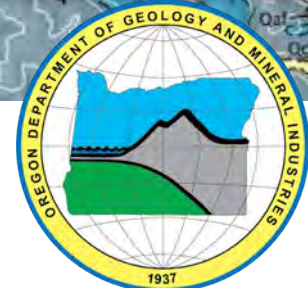
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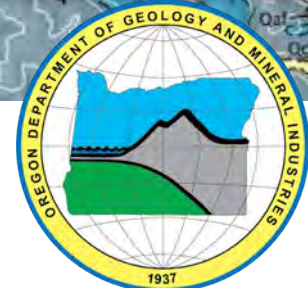
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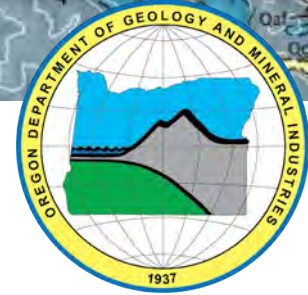
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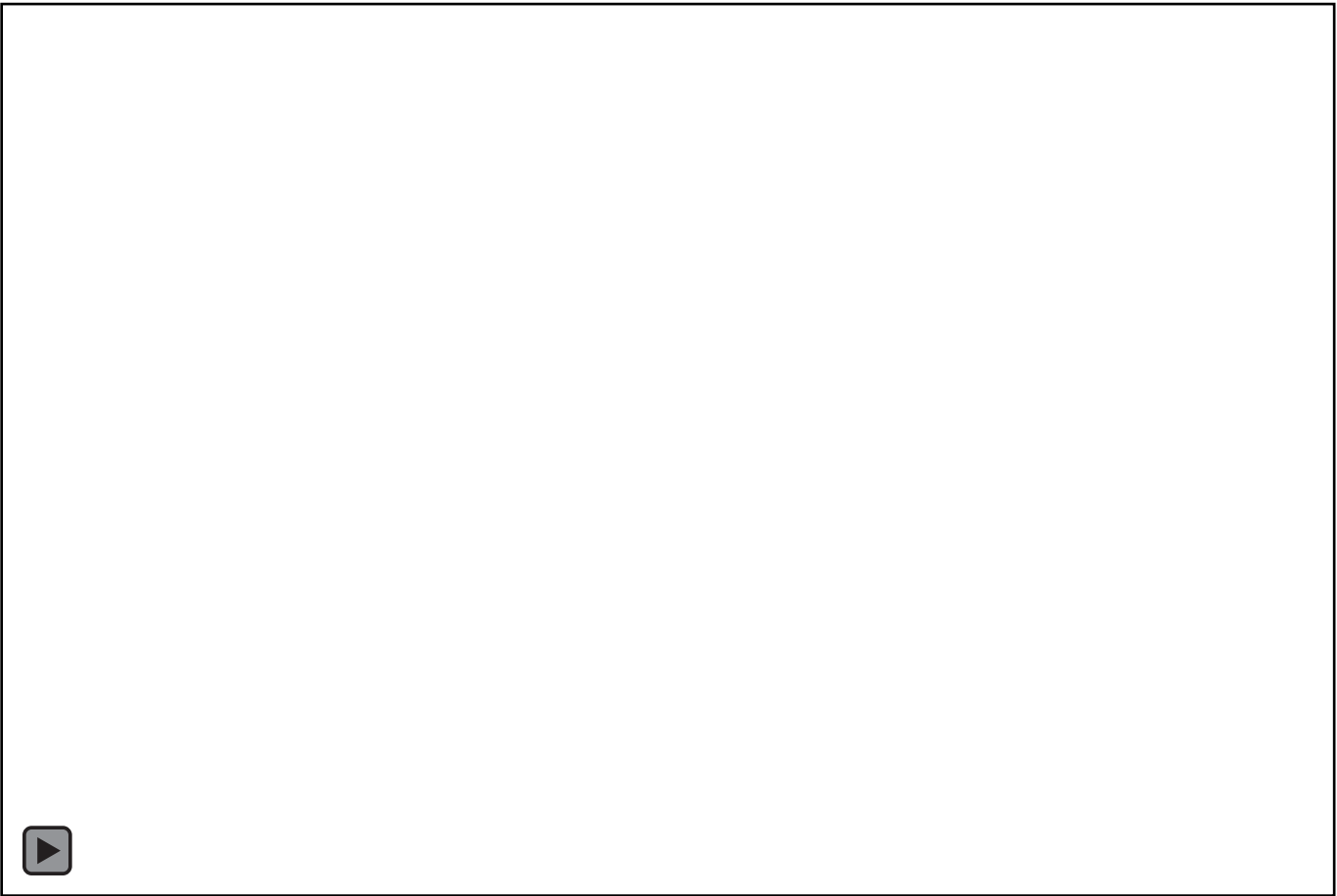


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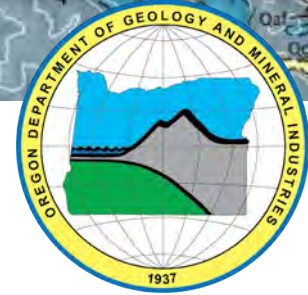
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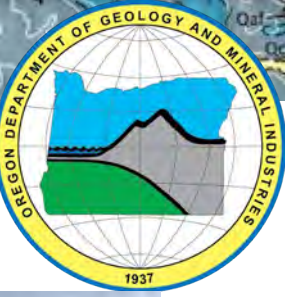
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# Temporarily Inactive Sites

Permit registrant must inspect the site once, **prior to the site becoming inactive**, to ensure that erosion and sediment control measures are in working order.

Any necessary maintenance and repair must be made prior to leaving the site.

Once the site becomes inactive, inspect the site every three months during the wet weather season (October 1 to April 30) unless the site is inaccessible due to adverse weather conditions.

If the site becomes active, the permit registrant must immediately resume inspections according the frequency for active sites.



*Schedule D.3- Definitions: Active phase means the activities including the extraction, removal or recovery of minerals. For surface mines, this definition does not include any land where grading has returned the earth to a desired contour and reclamation has begun.*





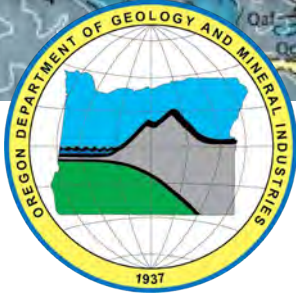
# Schedule A, condition 9- Record Keeping Procedures

The permit registrant must record and maintain at the facility the following information. All records must be retained by the permit registrant for at least 3 years and made available to DEQ or Agent upon request.

- A copy of the SWPCP and any revisions, corrective actions reports, and inspection reports.
- Inspection, maintenance, repair and education activities.
- Spills or leaks of significant materials (see condition D.3, Definitions) that impacted or had the potential to impact stormwater or surface waters. Include the corrective actions to clean up the spill or leak as well as measures to prevent future problems of the same nature.

Table Of Contents	
1	PK GUIDO INC 1200 - PERMIT
2	STORMWATER POLLUTION CONTROL PLAN US&G
3	CALLAHAN RIDGE WATER POLLUTION CONTROL FACILITIES PERMIT
4	SOP's & EMPLOYEE TRAINING
5	DOCUMENTATION FOR OIL PIT & SPILLS/LEAKS
6	
7	
8	INSPECTION US&G





## Schedule B, Condition 7.c

**Document the following in an inspection report that is retained on-site and submitted to DEQ or Agent upon request:**

- Description of adverse weather conditions, if site inaccessible.
- The inspection date, time and hours of operation.
- Control measures needing cleaning, replacement, maintenance, reconditioning or repair;
- The condition of the drainage/conveyance system and need for maintenance.
- Previously unidentified sources of pollutants.
- Monthly observations of stormwater and mine dewatering discharges and whether the discharges contained floating solids (associated with industrial activity), foam, visible oil sheen, and was discolored. If these pollutants are present in the discharge, describe the corrective action(s) taken or that will be taken to remedy the problem. If no discharge occurred during the month, describe the reason in the report according to the requirements in condition B.3.b.







General Information			
Site Name		Hours of Operation	
DEQ File Number		Location	
Date of Inspection		Start/End Time	
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			
Inspector's Qualifications			
Describe present phase of operations			
<b>Type of Inspection:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During storm event <input type="checkbox"/> Post-storm event			
Weather Information			
<b>Has there been a storm event since the last inspection?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, provide:</b> Storm Start Date & Time:      Storm Duration (hrs):      Approximate Amount of Precipitation (in):			
<b>Weather at time of this inspection?</b> <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> High Winds <input type="checkbox"/> Other:      Temperature:			
<b>Have any discharges occurred since the last inspection?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, describe:</b>			
<b>Are there any discharges at the time of inspection?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, describe:</b>			

	BMP	BMP Replacement or Maintenance Required?	Corrective Action Needed and Notes
1		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	
6		<input type="checkbox"/> Yes <input type="checkbox"/> No	
7		<input type="checkbox"/> Yes <input type="checkbox"/> No	
8		<input type="checkbox"/> Yes <input type="checkbox"/> No	
9		<input type="checkbox"/> Yes <input type="checkbox"/> No	
10		<input type="checkbox"/> Yes <input type="checkbox"/> No	
11		<input type="checkbox"/> Yes <input type="checkbox"/> No	
12		<input type="checkbox"/> Yes <input type="checkbox"/> No	
13		<input type="checkbox"/> Yes <input type="checkbox"/> No	
14		<input type="checkbox"/> Yes <input type="checkbox"/> No	

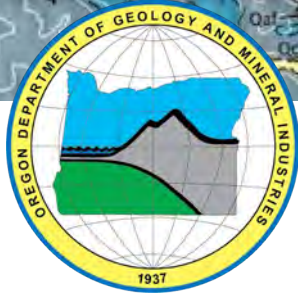
Below are some general site issues that should be assessed during inspections. Customize this list as needed.

	BMP/activity	Maintenance Required?	Corrective Action Needed and Notes
1	Are all slopes and disturbed areas not actively being worked properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Are discharge points and receiving waters free of floating solids, foam, visible oil sheen, or discolored?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Is the exit preventing sediment from being tracked into the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Are washout facilities (e.g., concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Are materials that are potential stormwater contaminants stored inside or under cover?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Is process water properly controlled (e.g., wash water, wheel wash, processing water)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	What is the level of pond freeboard? (In feet).		
13	Are ponds seeping discharge to surface waters.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Corrective Actions Taken			

Print name and title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Q: Who is required to maintain records?

A: Permit Registrants/Permittees!

Q: What records are you required to maintain?

A: SWPCP, Corrective Action, Inspection,  
Maintenance, and Spill Reports

Q: What happens if you don't maintain required records?

Q: GUILTY OF NON-COMPLIANCE



