Appendix B: **Quarterly Visual Monitoring Form**

Fill out a separate form for each outfall sampled.

Sample Location					
Quarter / Year:		**Date / Time Collected:**		**Date / Time Examined:**	
Qualifying Storm Event?	Yes No		**Runoff Source:**	Rainfall Snowmelt	
Collector's Name & Title					
Examiner's Name & Title					

Parameter	Parameter Description	Parameter Characteristics
1. Color	Does the stormwater appear to have any color? **Yes** **No (Clear)**	If Yes, describe: *Yellow* *Brown* *Red* *Gray* *Other*:
2. Clarity	Is the stormwater not clear? **Yes** **No**	If not clear, which of the following best describes the clarity of the stormwater? *Suspended Solids* *Milky/Cloudy* *Opaque* *Other:*
3. Oil Sheen	Can you see a rainbow effect or sheen on the water surface? **Yes** **No**	Which best describes the sheen? *Rainbow sheet* *Floating oil globules* *Other:*
4. Odor	Does the sample have an odor? **Yes** **No**	If Yes, describe: *Chemical* *Musty* *Rotten Eggs* *Sewage* *Sour Milk* *Oil/Petroleum* *Other:*
5. Floating Solids	Is there anything on the surface of the sample? **Yes** **No**	If Yes, describe: *Suds* *Oily Film* *Garbage* *Sewage* *Water Fowl Excrement* *Other:*
6. Suspended Solids	Is there anything suspended in the sample? **Yes** **No**	Describe:
******Leave sample undisturbed for 30 minutes.******		
7. Settled Solids	Is there anything settled on the bottom of the sample? **Yes** **No**	Describe: (*note type, size and material after sample is not disturbed for 30 minutes)*
8. Foam	Does foam or material form on the top of the sample surface if you shake it? **Yes** **No**	Describe:

9. If there are any visible indicators of pollution identify (1) where the pollution may come from and (2) any corrective actions taken.

Stormwater Collector's Signature and Date:

Stormwater Examiner's Signature and Date:

Note – Sample should be collected and analyzed in a colorless glass or plastic bottle.

Instructions for Completing the Visual Monitoring Form

Per PART V. INSPECTIONS, MONITORING, AND REPORTING, you must collect a stormwater sample from each outfall once each quarter for the entire permit term and conduct a visual assessment of each sample. You must follow the monitoring procedures outlined in Part V.C. These samples should be collected in such a manner that they are representative of the stormwater discharge from that outfall. Each assessment must be kept onsite with your SWPPP and available for inspection and review by the Department at anytime.

First, fill out all information on the top of the visual monitoring form. A qualifying storm event is any storm where there is a measurable discharge. Then, take a grab sample in a clear container. Evaluate the sample in a well-lit area for the following parameters:

1. **Color:** Record the best description of the sample color in the appropriate space on the form.
2. **Clarity**: This parameter refers to how cloudy the sample is. It is *usually* an indication of fewer pollutants in the water if the sample is clear or transparent. If the clarity has changed since the last sample, try to identify what might have caused this to happen.
   - **Clear –** Sample doesn't block any light; can be seen through regardless of color.
   - **Cloudy –** Sample blocks some light; objects not clear but can be identified looking through the sample.
   - **Very Cloudy –** Sample blocks most light; objects cannot be identified looking through the sample.
   - **Opaque –** Sample blocks all light; objects cannot be seen when looking through the sample.
3. **Oil Sheen:** Record whether or not an oil sheen is present. If a film of iridescent color is noted on the surface of the sample or a rainbow effect appears to be floating on the surface of the water, this usually indicates oil is present.
4. **Odor:** If sample has no odor other than natural rainwater or snowmelt, write "NO" on the visual monitoring form. Note the presence of any of the following odors if detected, such as gasoline, diesel, oil, solvents (WD-40, other petroleum products, etc.), garbage, fishy, sweet/sugary, any other unusual odors not normally present in clean runoff from the area sampled.
5. **Floating Solids:** A contaminated flow may contain solids or liquids floating on the surface. Identifying floatables can aid in finding the source of the contamination. Examples of floatables are spoiled food products, oils, plant parts, solvents, sawdust, foams and fuel. Give a general description of the type of floating solids present (wood chips, leaf debris, algae, etc) in the general comments section for each sample. Identify amount of floating solids as described below.
   - **High –** More than 20% of the surface of the sample is covered with floating solids.
   - **Moderate –** Less than 20% of the surface of the sample is covered with floating solids.
   - **Slight –** Only a few floating particles observed on the surface of the sample.
   - **None –** No floating solids present on the surface of the sample.
6. **Suspended solids:** Record whether or not suspended solids are present in the sample. Suspended solids are particles floating inside the column of water, not on top, and may contribute to changes in water color or clarity. Cracked or deteriorated concrete or peeling surface paint at an outfall usually indicates the presence of severely contaminated discharges. Contaminants causing this type of damage are usually very acidic or basic.

---------- **WAIT 30 MINUTES** ----------

Leave the sample undisturbed for 30 minutes to allow the water and anything in it to settle.

7. **Settled Solids:** After 30 minutes has passed, give a general description of the type of settled solids present (sand, decayed plant matter, rust particles, etc.) in the general comments section.
8. **Foam:** After completing #7, shake the bottle gently. Record foam results on the form as they most closely match one of the descriptions listed below.
   - **None –** Most bubbles break down within ten (10) seconds of shaking; only a few large bubbles persist longer than ten (10) seconds.
   - **Moderate –** Many small bubbles are present but these bubbles persist for less than two (minutes) after shaking.
   - **High –** Many small bubbles are present and they persist longer than two (2) minutes after shaking.
9. Detail any concerns, corrective actions taken and any other indicators of pollution present in the sample. This should include the identified source if there are visible indicators present in the sample. The person performing test must sign and date each form.