

Dumpster Compliance Binder

EPA • SWPPP • MS4 • Municipal Code

Facility Name: _____

Address: _____

Prepared By: **Secure Dumpster** Compliance Services

Date: _____



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Dumpster Compliance Binder – Table of Contents

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6	BMP & Inspection SOP Sheet	Standard inspection guidance and BMPs
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8	Monthly BMP Maintenance Checklists	Verification of enclosures, signage, and kits
9	Dumpster Compliance Training Manual	Manual with training procedures and logs
10	Training Sign-In Logs	Dates, attendee names, topics covered
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Facility Overview

Facility Information

- **Facility Name:** _____
 - **Facility Type:** ☐ Restaurant ☐ Retail ☐ Commercial ☐ Industrial ☐ Multi-Tenant ☐ Other: _____
 - **Site Address:** _____
 - **City / State / ZIP:** _____
 - **Primary Contact Name:** _____
 - **Title/Role:** _____
 - **Phone Number:** _____
 - **Email Address:** _____
-

Permit Information

- **EPA Region #:** _____
 - **State NPDES Permit #:** _____
 - **SWPPP Required?** ☐ Yes ☐ No
 - **SWPPP Last Updated:** _____
-

Dumpster Details

- **Number of Dumpsters On-Site:** _____
 - **Dumpster Pad Dimensions (L × W):** _____ ft × _____ ft
 - **Roof/Cover Installed?** ☐ Yes ☐ No
 - **Lids Functional?** ☐ Yes ☐ No
 - **Secondary Containment Present? (berm/curb):** ☐ Yes ☐ No
 - **Spill Kit On-Site?** ☐ Yes ☐ No
 - **Nearby Storm Drain?** ☐ Yes ☐ No
 - **Drain Protection Measures In Place:** ☐ Yes ☐ No ☐ N/A
-

Inspection and Compliance Info

- **Dumpster Inspection Frequency:** ☐ Weekly ☐ Bi-weekly ☐ Monthly
 - **Last Inspection Date:** _____
 - **Inspection Performed By:** _____
 - **Inspection Form Location:** ☐ Binder ☐ Digital System ☐ Other: _____
-

Photo Documentation

- ☐ Site Map Attached with Dumpster Location
 - ☐ Photos of Enclosure & Pad (Before/After BMPs)
 - ☐ Spill Kit Location Photo
 - ☐ Nearby Drain Photo (if applicable)
-

Attach this sheet inside the front cover of the compliance binder for quick reference and inspection.



Dumpster Compliance Site Map Template

Use this template to draw or attach a site layout showing the following locations:

- Dumpster/Trash Enclosure
- Nearest Storm Drain(s)
- Roof/Covered Area (if applicable)
- Spill Kit Location
- Signage Placement

Site Map Sketch Area:



Required Photos to attach to this page

Dumpster Area

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Storm Drain Location

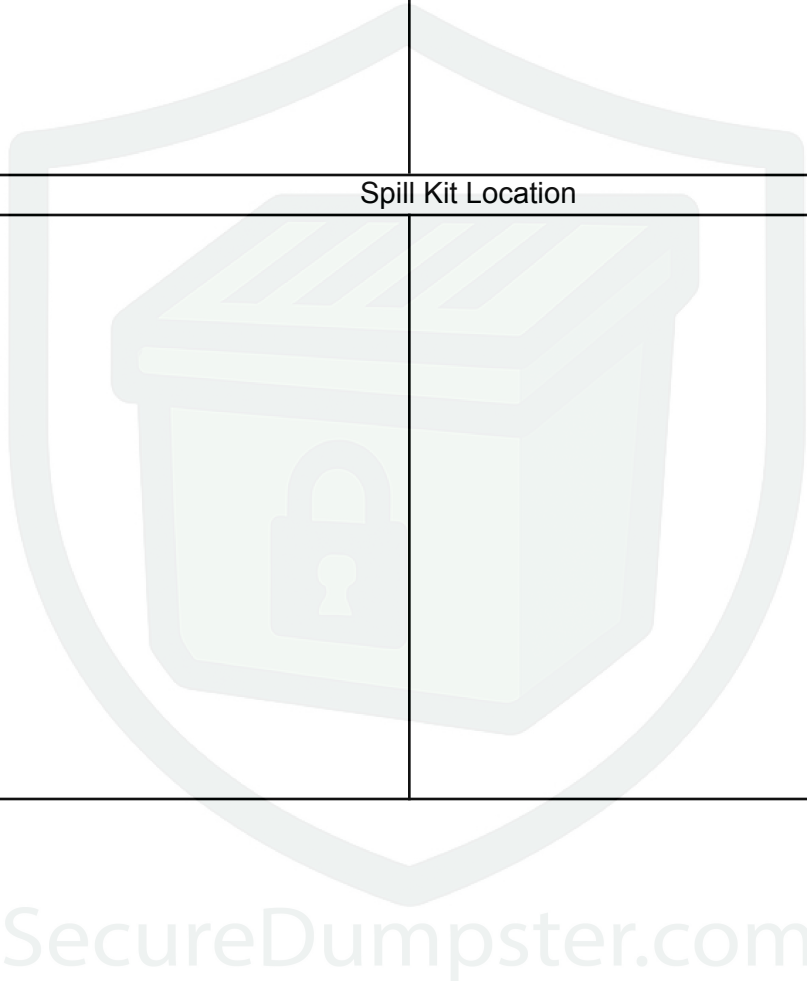
steelbuildingusa.com

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Signage

Spill Kit Location

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City/MS4 Dumpster Code Summary

Purpose:

To summarize city and MS4 permit requirements applicable to dumpsters and waste enclosures for environmental compliance and stormwater protection.

Facility Location: _____

City/County: _____

Jurisdictional Contact (Stormwater or Code Enforcement):

Name: _____

Phone/Email: _____

Key MS4 & Local Code Dumpster Requirements:

Requirement	Description
Lids Must Remain Closed	Dumpster lids must be kept shut at all times when not actively in use.
No Liquids or Hazardous Waste	Disposal of chemicals, oil, grease, batteries, or paint is prohibited.
No Overflowing Trash	Waste must not exceed the rim or fall outside the container.
Covered Enclosures Recommended or Required	Roofed structures help prevent rainwater pollution and may be mandated.
Dry Cleanup Only	Washing out dumpster areas with water is prohibited unless properly contained.
Spill Response Equipment Must Be On-Site	Spill kits are required as part of BMPs under most MS4 programs.
Secondary Containment Required in Some Cities	Curbs, berms, or sloped pads must direct runoff away from storm drains.
Dumpster Areas Must Be Inspected Regularly	Weekly or monthly inspections must be logged under SWPPP guidance.
Signage May Be Required	Some cities require signs indicating proper use, no dumping, and contact info.

Site-Specific Notes or Ordinance Citations:

Inspector Signature: _____

Date Completed: _____

Attach this sheet to the compliance binder and update if local codes change.



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Stormwater Pollution Prevention Plan (SWPPP)

Facility-Specific Plan for Waste and Dumpster Area Compliance

Facility Name: _____

Site Address: _____

Prepared By: _____

Date: _____

1. Purpose and Applicability

This SWPPP outlines stormwater pollution prevention measures specifically for dumpster areas, trash enclosures, and adjacent impervious surfaces. It is designed to meet the requirements of the Clean Water Act, EPA NPDES regulations, and local MS4 permit programs.

2. Site Description

- Facility Type: ☐ Restaurant ☐ Retail ☐ Industrial ☐ Commercial
- Stormwater flows to: ☐ Storm Drain ☐ Landscape ☐ Street Gutter
- Dumpster Pad Location: _____
- Nearby Storm Drains (within 50 ft): ☐ Yes ☐ No

Site Map Attached: ☐ Yes ☐ No (Include location of dumpster, storm drains, slope direction)

3. Potential Pollutants

Source	Pollutant Type
Dumpster Leakage	Liquids, bacteria
Trash Overflow	Debris, sediment
Grease Bin Spill	Oil, grease
Washdown Discharge	Soap, solids, food
Windblown Litter	Plastics, wrappers

4. Best Management Practices (BMPs)

- Keep dumpster lids closed and secured at all times

- Maintain enclosures with roof or rain shield if applicable
 - Place dumpsters on paved, sloped pads away from drains
 - Inspect weekly for leaks, overflow, or stains
 - Store spill kits within or adjacent to enclosures
 - Clean pads using dry absorbents only (no hosing)
 - Maintain signage to deter illegal dumping and guide proper use
-

5. Inspection and Maintenance Procedures

- Perform and log weekly inspections
 - Check for leaks, spills, and open lids
 - Restock spill kits monthly or after use
 - Submit spill incident reports within 24 hours of detection
 - Clean and maintain secondary containment if applicable
-

6. Spill Response Procedures

- Refer to Spill Response Plan located in onsite compliance binder
 - Immediately block storm drains, contain, and absorb spill
 - Clean using dry method only; dispose materials properly
 - Notify site manager and log event in spill log
 - If >5 gallons or reaching storm drain, notify city or state agency
-

7. Recordkeeping Requirements

- Maintain logs of:
 - Weekly inspections
 - Monthly BMP checks
 - Spill incident reports
 - Training sessions (at least annually)
 - Keep all documents for **3 years** and make available during audits
-

8. Training and Awareness

- Train staff on BMPs, inspections, and spill procedures quarterly
 - Ensure all employees know location of spill kits and storm drain
 - Display signage and poster reminders in service area
-

9. Certification I certify that this SWPPP has been implemented and will be maintained in accordance with applicable regulations.

Responsible Party: _____
Signature: _____
Date: _____



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Spill Response Plan

Purpose:

To establish a consistent procedure for recognizing, containing, cleaning, and reporting spills occurring at dumpster or waste enclosure areas, in accordance with EPA, SWPPP, and local MS4 regulations.

Scope:

This plan applies to all personnel responsible for maintaining, inspecting, or managing outdoor trash areas at the facility, including but not limited to dumpsters, compactors, grease bins, and adjacent hardscapes.

1. Spill Identification

- Common spill indicators:
 - Liquid leaking from dumpster pad or enclosure
 - Trash bags with visible fluid discharge
 - Oil or chemical stains on concrete or asphalt
 - Classify the spill:
 - **Small:** < 1 gallon
 - **Medium:** 1–5 gallons
 - **Large:** > 5 gallons or storm drain affected
-

2. Immediate Action Steps

- Alert onsite supervisor or manager
 - Don PPE: gloves, eye protection, and mask (if fumes are present)
 - Stop the source of the spill (e.g., upright bin, move leaking bag)
 - Block nearby storm drains using booms, pads, or absorbent socks
 - Mark off the area to prevent traffic or pedestrian access
-

3. Containment and Cleanup

- Apply absorbent materials (pads, granules) to capture liquids
 - Collect saturated absorbents and dispose of in sealed bags or containers
 - Clean surface using **dry methods only** (e.g., absorbents + sweeping)
 - Do not hose down pad or let waste enter stormwater drains
-

4. Disposal of Contaminated Material

- Place all cleanup debris in double-bagged trash or proper waste containers
 - Label as “Spill Cleanup Material”
 - If hazardous (oil, paint, chemical), follow local hazmat disposal guidelines
-

5. Notification & Documentation

- Complete a Spill Incident Report including:
 - Date, time, and type of spill
 - Volume and material spilled
 - Drain protection used and containment method
 - Names of personnel involved
 - If spill threatens water quality:
 - Contact the local MS4 coordinator or water board
 - Submit documentation within 24 hours if required
-

6. Preventive Measures

- Keep dumpster lids closed at all times
 - Inspect pad area weekly for signs of leakage or damage
 - Ensure spill kits are stocked and easily accessible
 - Train staff quarterly on spill procedures and dry cleanup methods
-

Spill Kit Minimum Contents:

- Absorbent pads or socks (20-gallon capacity min)
 - Nitrile gloves
 - Eye protection
 - Trash bags
 - Caution tape or cones
 - Spill report forms
-

Plan Review:

- Reviewed By: _____
- Date Reviewed: _____
- Next Review Date: _____

Spill Response Incident Report Form

Spill Response Incident Report Form

1. General Information

- Facility Name: _____
- Site Address: _____
- Date of Incident: _____
- Time of Spill: _____ AM / PM
- Reported By (Name/Title): _____

2. Spill Description

- Type of Material Spilled: ☐ Trash Leachate ☐ Grease ☐ Oil ☐ Cleaning Chemical ☐ Other: _____
- Estimated Volume: ☐ <1 gal ☐ 1–5 gal ☐ >5 gal (specify: _____)
- Was the Spill Contained On-Site? ☐ Yes ☐ No
- Was a Storm Drain Nearby? ☐ Yes ☐ No
- Was the Drain Protected? ☐ Yes ☐ No ☐ N/A

3. Cause of Spill (Check all that apply): ☐ Dumpster Overflow ☐ Leaking Trash Bag ☐ Container Tipped Over ☐ Grease Bin Spill ☐ Rainwater Accumulation ☐ Equipment Failure ☐ Other: _____

4. Response Actions Taken

- Describe cleanup steps taken: _____

- Spill kit used? ☐ Yes ☐ No
- Type of materials used: ☐ Absorbent Pads ☐ Granules ☐ Booms ☐ Gloves ☐ Bags
- Method of disposal for used absorbents: _____

5. Notifications

- Site Manager Notified: ☐ Yes ☐ No Name: _____
 - Stormwater Authority Contacted (if required): ☐ Yes ☐ No Agency: _____
Contact: _____
 - Other Notifications (Fire, Environmental, Insurance): _____
-

6. Final Notes / Corrective Actions

- Was further action taken or required? ☐ Yes ☐ No
 - If yes, describe: _____

 - Recommended prevention measures: ☐ Lid Repair ☐ Roof Retrofit ☐ Spill Kit Refill ☐ Staff Training ☐ Pad Drainage Fix ☐ Other: _____
-

7. Signatures

- Employee Completing Report: _____ Date: _____
- Supervisor Review: _____ Date: _____

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BMP & Inspection SOP Sheet

Standard Operating Procedure for Dumpster Area Maintenance & Stormwater Compliance

Purpose:

To establish standard procedures for maintaining Best Management Practices (BMPs) and conducting inspections in and around dumpster areas to ensure compliance with SWPPP, MS4, and EPA stormwater regulations.

Scope:

Applies to all exterior waste storage areas, including trash dumpsters, compactors, grease bins, and associated enclosures or pads.

1. Daily Best Management Practices (BMPs)

- ☒ Keep all dumpster lids and doors closed when not in use.
 - ☒ Immediately clean up any visible trash or liquid waste around the enclosure.
 - ☒ Store spill kit inside or adjacent to dumpster area.
 - ☒ Do not place any hazardous or liquid waste in the dumpster.
 - ☒ Do not hose or wash down the pad unless approved by SWPPP coordinator.
-

2. Weekly Inspection SOP

- Conduct visual inspection of the entire dumpster area.
 - Check for:
 - Open lids
 - Overflowing trash
 - Standing liquid, staining, or odor
 - Leaks or holes in the dumpster
 - Missing or damaged signage
 - Condition of spill kit
 - Any nearby storm drains
 - Fill out the **Weekly Dumpster Inspection Log**.
 - Take corrective action on minor issues immediately and report larger issues to a supervisor.
-

3. Monthly BMP Checklist

- Verify that:
 - Roof/cover is intact and securely installed
 - Enclosure gates/latches function properly

- Spill kit is stocked and accessible
 - Drainage slopes away from storm drains
 - Secondary containment (berm/curb) is in place if applicable
 - BMP signage is legible and in place
-

4. Documentation Requirements

- Maintain weekly inspection logs for a minimum of 12 months
 - Store inspection forms in facility's compliance binder
 - Record spill response incidents on official Spill Report Forms
 - Update site maps, BMP lists, or SWPPP materials as needed
-

5. Training & Updates

- Conduct BMP & Spill Response training every 90 days
 - Review SOP at least annually or after a significant spill event
 - Ensure all new hires are trained within their first 14 days
-

Responsible Party:

- Assigned Inspector: _____
- Backup Contact: _____
- Facility/Franchise Manager: _____

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Weekly Dumpster Inspection Form

Facility Name: _____ Address: _____
Inspection Date: _____ Time: _____
AM / PM Inspector Name: _____

Dumpster Area Inspection Checklist

Inspection Item	Yes	No	N/A	Notes / Action Taken
Lids are closed and undamaged				
No trash overflow or loose debris on ground				
No staining or pooling liquids on pad				
Pad drains properly / slope not blocked				
Enclosure gates and locks in good working order				
Signage posted and visible				
Spill kit is present and stocked				
Area free of rodents, pests, or scavenging evidence				
No evidence of hazardous waste or dumping				
Nearby storm drains protected and unobstructed				

Corrective Action Taken (if any): _____

Photos Taken: ☐ Yes ☐ No

Inspector Signature: _____

Date: _____

Monthly BMP Maintenance Checklist

Facility Name: _____ Address: _____
Month / Year: _____ Inspector Name: _____

Best Management Practices (BMP) Area Review

BMP Component	In Place (✓)	Needs Attention (✗)	Notes / Corrective Action
Dumpster lids close properly			
Roof or overhead cover intact			
Enclosure gates function & secure properly			
No visible leaks, staining, or odors on pad			
Spill kit present, visible, and fully stocked			
Required signage posted and legible			
Pad slopes away from storm drain			
Berm, curb, or containment present if required			
Storm drains nearby are protected/unblocked			
Area is free of pests, scavenging, or dumping			

Preventive Maintenance or Repairs Completed:

Recommendations for Upgrades or Retrofit: ☐ Lid Replacement ☐ Roof Retrofit ☐ Drainage Adjustment
☐ Spill Kit Restock ☐ Signage Update ☐ Other: _____

Photos Taken: ☐ Yes ☐ No

Inspector Signature: _____

Date: _____



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Dumpster Compliance Training Manual

For Facility Staff and Maintenance Personnel

Introduction

This manual provides guidance on how to maintain dumpster and waste enclosure areas in compliance with EPA, SWPPP, MS4, and local stormwater regulations. Proper procedures reduce environmental risk, protect public health, and help avoid fines or legal action.

1. Why Dumpster Compliance Matters

- Prevents stormwater pollution
 - Avoids costly citations from code enforcement or water boards
 - Reduces pests, odors, and fire risk
 - Protects your company's reputation and environmental scorecard
-

2. Common Violations

- Lids left open
 - Overflowing trash or visible ground litter
 - Liquids or hazardous materials leaking onto pavement
 - No signage or spill kit on site
 - Washing pad with hose (uncontained discharge)
-

3. Daily BMP Responsibilities

- Always close dumpster lids after use
 - Pick up any trash or debris around the enclosure
 - Do not dump grease, chemicals, or liquids into trash
 - Report damage, leaks, or spill evidence to manager immediately
 - Never wash out the dumpster pad with water
-

4. Weekly Inspection Duties

- Perform visual check of:
 - Dumpster lids and gates
 - Cleanliness of pad and surroundings
 - Staining, pooling liquid, or odor
 - Spill kit location and condition
- Complete and sign the **Weekly Inspection Form**

5. Spill Response Protocol

- Stop the source (e.g., upright leaking bag)
 - Use absorbents to soak up liquids — dry methods only
 - Block storm drains with booms or socks if needed
 - Dispose of used absorbents in sealed bags
 - Report incident using the **Spill Response Report Form**
-

6. Monthly BMP Maintenance Review

- Confirm:
 - Spill kit is stocked
 - Signs are present and legible
 - Drainage and containment are functional
 - No visible structural damage to enclosure
 - Fill out **Monthly BMP Checklist**
-

7. Required Signage and Equipment

- Posted signs:
 - “Keep Lid Closed”
 - “No Dumping / No Scavenging”
 - “Spill Kit Inside” or equivalent
 - Equipment:
 - Gloves, absorbent pads/socks, broom, dustpan, caution tape
-

8. Training Frequency and Records

- New employees must be trained within 14 days of hire
 - All staff must be retrained **every 90 days**
 - Maintain signed training logs in the **Dumpster Compliance Binder**
-

Acknowledgment I acknowledge that I have read and understand the Dumpster Compliance Manual and agree to follow the procedures outlined.

Employee Name: _____

Signature: _____

Date: _____

Dumpster Compliance Training Sign-In Log

Training Topic: Dumpster Area Compliance & BMP Procedures

Trainer Name: _____

Training Date: _____

Location: _____

#	Employee Name (Printed)	Job Title	Signature	Date
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Instructions:

This form must be filled out and signed by all employees completing dumpster compliance training. Store the completed form in the facility's Dumpster Compliance Binder.

Use additional sheets if training group exceeds 10 employees.

Regulatory Documentation Tracker

Required Materials for EPA, SWPPP, MS4, and Local Dumpster Compliance

Facility Name: _____

Address: _____

Prepared By: _____

Date Prepared: _____

Document Name	Included (✓)	Notes / Location in Binder
NPDES Permit (State or Federal)		
SWPPP Plan (Stormwater Pollution Plan)		
Site Map with Dumpster Area Marked		
Spill Response Plan (Signed Copy)		
Local MS4 Dumpster Code Summary		
BMP & Inspection SOP Sheet		
Waste Hauler Service Agreement or Invoice		
Weekly Dumpster Inspection Logs (Past 12 mos)		
Spill Incident Reports (If Any)		
Monthly BMP Maintenance Checklists		
Training Records / Sign-In Sheets		
Violation Notices or Correspondence		
Photos of Compliance Equipment and Signage		

Notes:

Use this form to perform monthly or quarterly internal audits of your compliance binder. Keep all documents current and readily accessible for inspection. Missing items should be flagged and updated as soon as possible.

Store this sheet in **Section 2: Regulatory Documentation** of the Dumpster Compliance Binder.

Citations, Notices & Agency Communications Log

Documenting Regulatory Correspondence & Compliance Responses

Facility Name: _____

Address: _____

Prepared By: _____

Date Prepared: _____

Date Received	Issuing Agency or Department	Type of Document (Citation, Warning, Letter, Email)	Summary of Issue	Corrective Action Taken	Date Resolved	Notes
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Instructions:

Log any formal or informal communications from city, county, state, or federal agencies regarding waste management, stormwater violations, or BMP enforcement. Include details of citations or notices, actions taken, and resolution status.

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Invoices & Receipts Log

Tracking BMP-Related Expenses for Dumpster Compliance

Facility Name: _____

Address: _____

Prepared By: _____

Date Prepared: _____

Date	Vendor / Service Provider	Item or Service Purchased	Amount	Purpose / Notes	Invoice or Receipt #	Filed Location
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Instructions:

Log all purchases and services related to dumpster compliance, including signage, spill kits, roof retrofits, enclosures, inspections, and training. Keep copies of receipts or invoices in a designated folder or attached to this log.

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