

**Schools Insurance Authority**  
**Storm Water Monitoring Inspection and Sampling Checklist**  
**2025/2026 Monitoring Year**

**District:** \_\_\_\_\_

- All inspections and reports are to be submitted through SMARTS
- **Each** district to collect a semi-annual storm water sample (total of 2/year – unless you have Sample Frequency Reduction [SFR])
- Non-storm water discharge inspections conducted **monthly** (12 total)
- Storm water discharge inspections conducted when storm water samples are collected

	Date	Time	Initials	Notes/Observations
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

**Sampling:**

- Qualifying storm event (QSE) = produces discharge in at least one drainage area and is preceded by 48 hours with no discharge
- **Collect sample within 4 hours of start of discharge during normal work hours or start of facility operations if the QSE occurs within the previous 12-hour period**
- Upload storm water analytical reports within 30 days of receiving final report

	Date	Time	Field pH reading	Notes/Observations
July - December				
January - June				

**Individual Annual Comprehensive Compliance Evaluation**

\_\_\_\_\_ Individual Annual Inspection submitted on SMARTS

**2025/2026 Annual Report**

\_\_\_\_\_ Annual Report submitted on SMARTS

**Reminders:**

- (1) MONTHLY non-storm water observations – review BMPs and any non-storm water discharges
- (2) Stormwater sampling – describe aspects of water discharges; measure pH in field using litmus test strip; record pH value
- (3) Individual annual evaluations are performed near the end of the storm water monitoring year