



**STORMWATER POLLUTION PREVENTION PLAN
(SWPPP)**

**FOR THE CITY OF MARTINEZ - CORPORATION YARD
Located at 300 Alhambra Avenue, Martinez CA 94553**

Revision #3: February 2024

Certification Page

I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete.



Joe Enke, City Engineer - City of Martinez

2/14/2024

Date

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1. SWPPP Amendments

1.1 Amendment Log

| Amendment No. | Date | Description | Prepared by |
|---------------|------|-------------------|---------------|
| 0 | 1993 | Original SWPPP | City PW Dept. |
| 1 | 1999 | Revision #1: 1999 | City PW Dept. |
| 2 | 2004 | Revision #2: 2004 | City PW Dept. |
| 3 | 2024 | Revision #3: 2024 | City PW Dept. |
| | | | |
| | | | |

1.2 Stormwater Pollution Prevention Plan (SWPPP) Updates

The SWPPP is a dynamic document, which is periodically reviewed and modified to ensure that it reflects current activities and applicable regulatory requirements. The SWPPP will be reviewed at least annually and modified when activities at the corporation yard or facility layout significantly change or if more economical and effective BMPs are identified.

This SWPPP (Revision #3: 2024) for the City of Martinez corporation yard was updated to comply with the requirements of provision C.2 of the California Regional Water Quality Control Board, San Francisco Region, Municipal Regional NPDES Permit, Order No. R2-2022-0018, NPDES Permit No. CAS 612008 (MRP).

2. Background & Purpose

The purpose of the Stormwater Pollution Prevention Plan (SWPPP) is to identify activities and areas with the potential to negatively impact stormwater, as well as to identify and implement best management practice(s) (BMP) that mitigate and minimize pollutant discharges in stormwater and effectively prohibit non-stormwater discharges. The major objectives of SWPPP are to:

- Identify sources of pollutant discharge(s)
- Identify non-stormwater discharge(s)
- Identify and implement Best Management Practices (BMPs) to reduce the pollutant discharge(s).

This SWPPP has been prepared to comply with provision C.2.f of the California Regional Water Quality Control Board, San Francisco Region, Municipal Regional NPDES Permit, Order No. R2-2022-0018, NPDES Permit No. CAS 612008 (MRP) which requires the City of Martinez to prepare, implement and maintain a site specific SWPPP for its “corporation yard” to comply with water quality standards.

The City’s Public Works Department operates a maintenance yard, known as a corporation yard, that provides essential services to the city. These services include but are not limited to; administration, public works maintenance of city streets, sidewalk, storm drain, parks, facilities, inspection, vehicle/fleet management, storage, training and more. The city’s corporation yard is located at 300 Alhambra Avenue, Martinez CA 94553.

2.1 SWPPP Implementation

The SWPPP provides City Public Works maintenance staff guidelines for implementing applicable BMPs as a part of its regular training and education on NPDES MRP regarding stormwater regulations and implementation, including the process of implementing the appropriate BMPs.

The SWPPP is implemented and maintained by the Public Works Department staff and is kept onsite at the City’s corporation yard as well as digitally on city servers. Under qualified staff supervision and guidance, corporation yard employees are expected to understand the purpose of the SWPPP, identify the appropriate BMPs and how to implement them effectively. It is the expectation that key city staff are aware of the SWPPP, follow the

practices outlined within the document, and report any concerns, issues, or improvements that should be made to the SWPPP.

2.2 Community Right to Know & Public Access to the SWPPP

The Emergency Planning and Community Right-to-Know Act of 1986¹ was authorized by Title III of the Superfund Amendments and Reauthorization Act to help communities plan for chemical emergencies. It requires industry to report on the storage, use, and releases of certain chemicals to federal, state, tribal, territorial, and/or local governments. It also requires these reports to be used to prepare for and protect their communities from potential risks. Although this SWPPP has been developed as a guide for city staff, it is also required by law to be made available to the public. As a result, a copy of the SWPPP is filed onsite at the corporation yard and online, on the city website², and may be emailed upon request.

To find out more information about the items in this plan or to report problems, contact the Public Works Department at (925) 372-3515; email: engineering@cityofmartinez.org or visit in person at 525 Henrietta St., Martinez CA (94553)

¹ Community Right-to-Know Act (1986) <https://www.epa.gov/epcra/what-epcra>

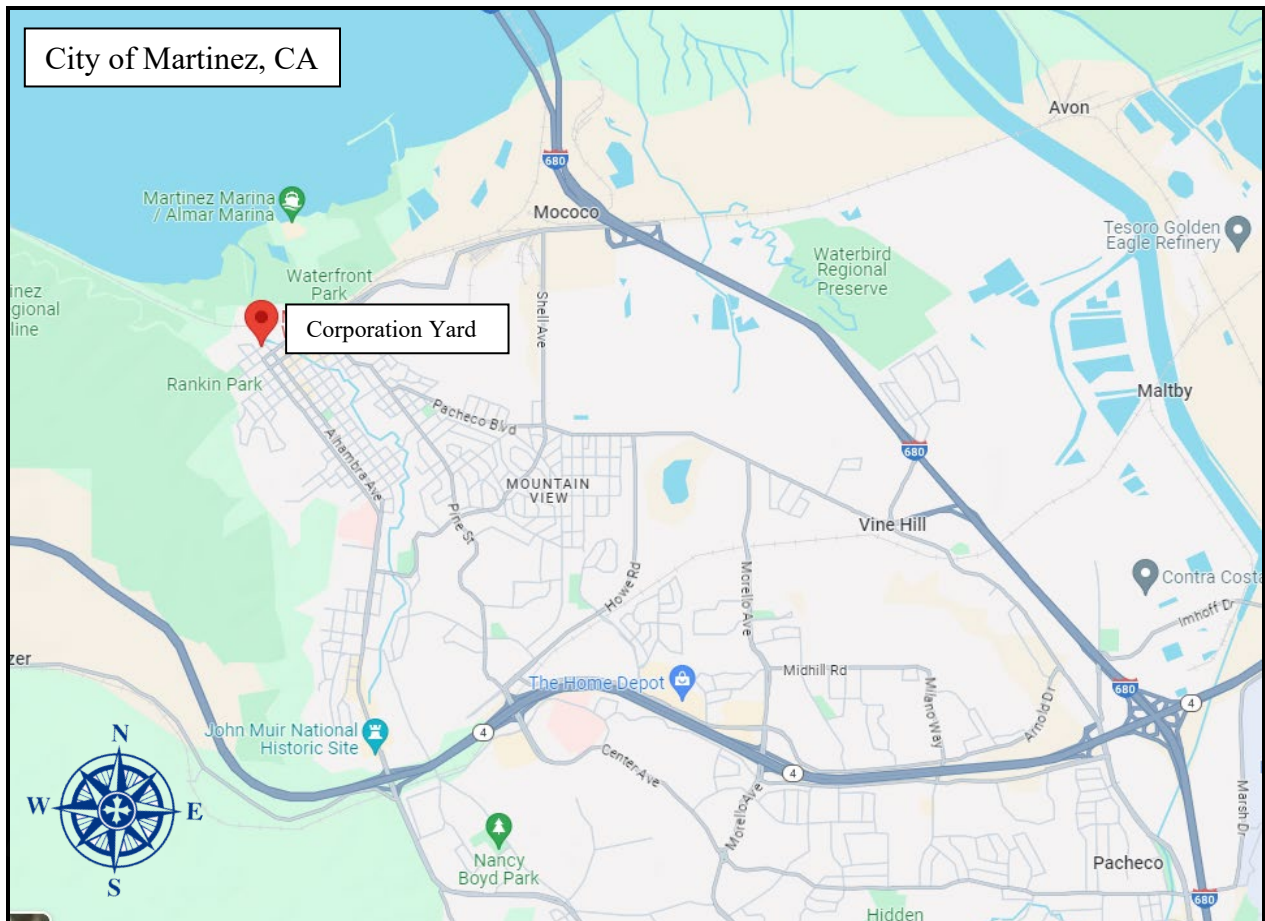
² www.cityofmartinez.org

3. Corporation Yard Site Information, Function, and Drainage

3.1 Location of the Corp Yard

The City's corporation yard area is approximately 0.90 Acres and located at 300 Alhambra Avenue, Martinez CA 94553. The City presently leases the property from a private party.

Figure 2.1 shows the location of the corporation yard in the City of Martinez and Figure 2.2 is a close-up aerial photo of the corporation yard and surrounding infrastructure. The City Corporation Yard is the center of the City's maintenance activities. The site is bounded on the east by Arroyo del Hambre (Alhambra) Creek, on the west by Berrellesa St., on the south by Buckley St., and neighboring business structures to the north.



Figures 2.1 City of Martinez Corporation Yard Vicinity Map



Figures 2.2 City of Martinez Corporation Yard Aerial Photo

3.2 Corporation Yard Function

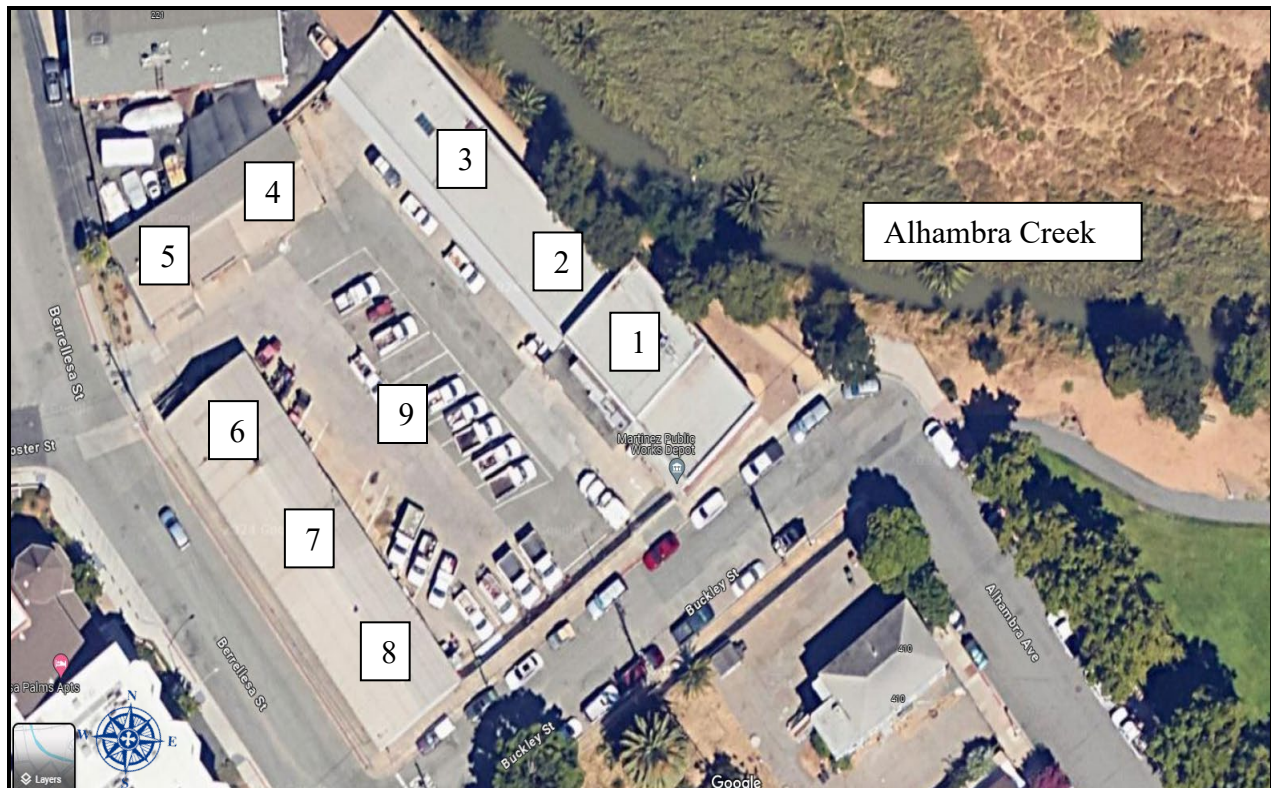
Centrally located, the City’s Public Works Maintenance crew employees use this site as their primary duty station for City’s maintenance activities including fleet management, water system maintenance, and parking meter collection functions. The City maintains approximately 122 miles of City streets, 103 acres of developed park land, 230 acres of open space, 11 acres of medians, 200 miles of water lines, and 9,800 water meters.

In general, Public Works staff also provide maintenance, repairs, and janitorial services for all City facilities (including buildings and parks); streets maintenance and sweeping; maintain and repair storm drain and water systems; install new water service laterals and meters; routine service and repair of City vehicles; and maintain approximately 110 pieces of large and small equipment, including replacement.

Public Works staff regularly work with local volunteer groups to include them in the process of serving the community by improving public spaces.

3.3 Description of Facilities

Facilities at the corporation yard include (1) administration offices, (2-3) vehicle maintenance bays, (4) paint storage, (5) pesticides storage, (6) streets/parks maintenance, (7) water systems maintenance, (8) sign shop, and (9) fleet parking lot. See below in Figure 2.3



Figures 2.3 City of Martinez Facilities at Corporation Yard

The corporation yard site is totally covered with impervious surfaces, pavement, or buildings. The facilities at the corporation yard are used for the following purposes:

- For repairs and maintenance of vehicles and motor driven equipment.
- Parking and storage of vehicles and motor driven equipment.
- Storage of fuel and fluids used for equipment maintenance.
- Storage of supplies used for street maintenance, water system maintenance and for parks facilities maintenance.
- Employee education/training.
- Corporation Yard administration services.

3.4 Administration Offices (Building #1):

The administration building is located at the southeast corner of the property, with street access on Buckley St. and functions as the main entrance to the corporation yard for staff, visitors, and the public. It houses the city's maintenance staff and functions as office space during its regular hours of operation. This building does not present a significant source for stormwater pollution from the interior. The roof of the building is concrete with a small incline to drain storm runoff to rain gutters. Portion of runoff from the roof gutters discharge to the parking lot and then to Buckley Street, and the remaining roof rain gutters discharge into a landscape area behind the building before it ultimately discharges into Alhambra Creek.

3.5 Vehicle Maintenance Bays (Building #2-3)

Connecting to the main administration offices, are the vehicle maintenance bays. These bays are covered structures, used for vehicle supply storage, general maintenance, and equipment testing. The bays are concrete paved and enclosed on all sides, with bay garage doors to allow access to vehicles. No vehicle fueling occurs onsite at the city corporation yard. All fueling activities occur offsite. No area drains are located inside the vehicle bays. Rainfall does not enter the buildings. Roof runoff drains to the rain gutter and pours to the parking lot and behind the structure to the northeast side of the property, before ultimately flowing into the adjacent Alhambra Creek.

The vehicle repair shop is covered and is a full-service maintenance shop for the city's fleet vehicles, equipment, and small generators. Drained oil filters, new anti-freeze, waste oil, small amounts of unleaded and diesel fuel, and solvent in parts cleaner are stored in labeled and designated containers in this area. The bays are also used for storage of equipment. This includes but is not limited to used/new tires and tire racks, pallets, sand, motor oil, barrels of used oil, tools, and machine parts. As such, these facilities are potential sources of pollutants. To mitigate the potential for release, the corporation yard utilizes marked barrels for oil storage, trains employees on proper disposal and clean up procedures, and supplies spill kits and safety wash stations outside the main bay doors. Additionally, the bays have double containment storage areas for barrels and other containers of vehicle fluids. Rice hull grease sweep is used to contain oil and grease on the floor areas.

Evergreen Environmental (or an equivalent service provider) is employed to pick up and provide an environmentally safe method of disposing of waste oil, anti-freeze, etc., from vehicle maintenance.

3.6 Paint Storage Building (Building #4)

In this building, paint containers are covered and the floor area is contained for spills. Only water-based paint is used by maintenance staff. Painting equipment is protected from rain and is rinsed and cleaned with dry solids that are disposed of at hazardous waste facilities. Per OSHA 1926.152, less than 60 gallons of Category 1, 2 and/or 3 flammable liquids or 120

gallons of Category 4 flammable liquids are stored in any one storage cabinet. Per Fire Code regulations, inside storage lockers (fire cabinets) are constructed of fire-resistant rated materials for proper flame protection. City fire extinguishers are stored here for testing/refilling when needed.

3.7 Pesticide Storage (Building #5)

Hazardous materials are labeled and stored in specially designated areas. The Floor area is contained for spills and containers for chemicals are covered. A dry absorbent “soak up” is kept readily available where plant growth chemicals and herbicides are stored to contain minor spills in this area. Chemicals are stored away from work areas in EPA compliant chemical storage containers that are labeled. Chemicals are elevated with a spill control pallet and access to these chemicals is restricted to essential staff.

3.8 Street/Parks Maintenance (Building #6)

In this area the city stores barricades, wood pallets, tools, metal grates, cinderblock bricks, and other building repair supplies, tools, and miscellaneous equipment. Access to this area is restricted to only essential maintenance staff. The floor is paved with cement/concrete. Outdoor cleanup supplies, and yard equipment are stored here as well.

3.9 Water System Maintenance (Building#7)

The water maintenance building functions as the central hub for storm drain and water systems related activities for the city. Including storage of parts, repairs, and cleaning, removal of drainage impediments, minor storm drain repairs. Brooms, shovels, and other cleaning equipment is stored here under restricted access.

3.10 Sign/Wood Shop (Building #8)

This is where all signs and woodworking are confined to. Small maintenance projects are also complete in this area. Street signs are fabricated here. Fire resistant storage cabinets are located inside the shop. Grease and other flammables are stored inside the shop. The bulk of material stored in the shop is dry and packaged in manufacture packaging. Access to the sign shop is restricted to essential maintenance staff only.

3.11 Vehicle Parking Lot (Area #9)

This area is primarily used for parking maintenance vehicles and passenger cars. The area is completely paved with asphalt or concrete. The parking lot is relatively flat (the pavement slope is less than 1%). There are no curbs or active gutters inside the property. Surface runoff from this area flows to the south onto Buckley St. and west onto Berrellesa St, ultimately making its way to the adjacent Alhambra Creek. Most of the runoff from the parking lot goes in either direction with small amounts of water ponds onsite (between Buildings A & B) and remains within the property line and evaporating over time.

3.12 Existing Corporation Yard Storm Drainage System

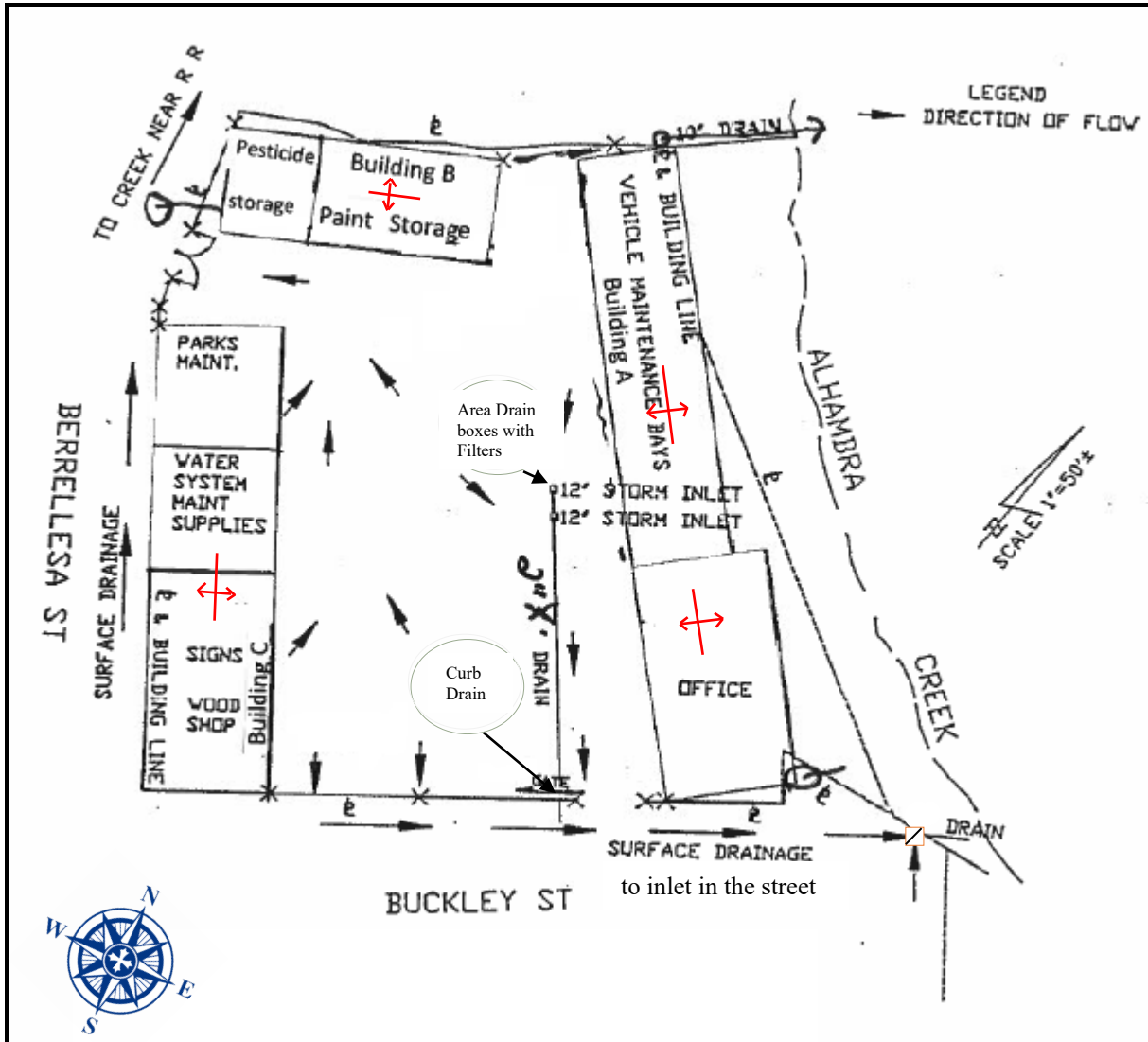


Figure 2.4 City of Martinez Corporation Yard – Drainage Pattern

Approximately two-thirds of the area drains south towards Buckley Street. There are small area drains in the parking lot (equipped with filters) that collect runoff from the parking lot and drain it, via a small pipe, to the curb on Buckley Street. From there, the runoff flows easterly on Buckley Street gutter to be collected by the existing storm drain inlet and then discharged to the adjacent Alhambra Creek. Approximately one-fourth of the corporation yard surface area

drains to Berrellesa Street, which is then collected via an existing storm drain inlet on Berrellesa Street drainage system that ultimately discharges to Alhambra Creek.

Half of the roof for the Office Building and vehicle maintenance bays drains to the landscape area behind the buildings, before discharging into the creek. The remaining water from the roof drains to the parking lot then to the streets.

3.13 Discharge from the corporation yard site to Alhambra Creek

Runoff from the corporation yard site ultimately drains to Alhambra Creek. Stormwater from Alhambra Creek drains to the Carquinez Strait¹. This SWPPP must be implemented to control the quality of stormwater discharges and reduce the potential for pollutants to drain into the nearby creek.

At the corporation yard, potential for stormwater pollution to nearby Alhambra Creek comes from surface area runoff from the site via the following two (2) drainage ways:

1. Drainage to Berrellesa Street flows to the north via a street gutter and surface ditch toward an existing inlet that connects to storm drain system that discharges into the creek.
2. Runoff to Buckley Street flows in the street gutter to an existing storm drain inlet, at the southeasterly corner of the property, where it is collected and discharged to Alhambra Creek.

3.14 Regional Rainfall Information

The typical rainy season occurs between October and April every year. The area receives an approximate mean annual precipitation of 15 - 20 inches².

¹ Carquinez Strait is a narrow tidal strait located in the Bay Area of Northern California, United States.

² USDA Soil Series: https://soilseries.sc.egov.usda.gov/OSD_Docs/M/MARTINEZ.html

4. Potential Pollutant Source Identification

This section provides information on key elements at the corporation yard that present a potential for stormwater pollution. The nature of these pollutants, quantities, and storage locations are also identified below for each facility.

For purposes of stormwater regulations, some of the materials used and stored at the city’s corporation yard are classified as potential pollutants because of the hazardous or toxic nature of their constituents. In general, maintenance staff shall use dry clean up methods when cleaning debris and spills. If wet cleaning methods must be used, the wash water shall be collected and disposed in the sanitary sewer after coordination with the sewer district(s). The identified potential pollutants and their location at the corporation yard are generally described and listed in Table 4.1 below. These materials can potentially come into contact with and/or be transported offsite with stormwater flows.

The listed materials and description in Table 4.1 are general. For a detailed breakdown of each material's chemical constituents, refer to the Material Safety Data Sheets (MSDSs), which are kept on file in the corporation yard Administrative Office.

| Material(s) | Location at Corporation Yard |
|---|---|
| Unleaded Fuel, Oils and Anti-freeze (potential leaks) | Parking Lot -Inside parked vehicles |
| Diesel Fuel, Oils, and Oil filters | Vehicle maintenance bays |
| Used/New Tires | Outside vehicle maintenance bays |
| Pesticides/Herbicides/ Fertilizer | Pesticide storage building |
| Paint (water based) and Solvents | Paint storage building |
| Metals (new/scrap) | Street/Park maintenance & Water systems maintenance buildings |
| Refuse: General trash and street sweeping debris | Street/Park maintenance + Admin buildings |
| Batteries | Admin. + Vehicle maintenance buildings |

Table 4.1. On-site materials that have potential to come into contact with stormwater runoff

Note: In 1999, vehicle fueling at the Corporation Yard was discontinued and the fuel storage tanks were removed. Vehicle fueling is done offsite at commercial gas stations. No vehicle fueling or washing is currently performed onsite.

The most likely contaminants to stormwater runoff from the facility are unleaded and diesel fuels and organic materials and sediments from the refuse storage and disposal areas. Maintenance staff shall implement appropriate BMPs, included in Appendix “B” of this

SWPPP, to reduce or eliminate the potential of these pollutants to contaminate stormwater runoff.

4.1 Hydrocarbon fuels, oil and byproducts

Various equipment and many vehicles, including those awaiting repair, are stored outside, and covered, and may leak any of the above-mentioned materials. Spill kits are available nearby; oil is stored in secondary containment. Anti-freeze, new and used motor oil, diesel, and unleaded fuel are stored in the maintenance bays and equipment shop. These materials are stored inside, and all are in secondary containment to reduce the risk of spills.

4.2 Fertilizers, herbicides, and pesticides

The hazardous materials storage area in the pesticides storage building keeps all the pesticides, herbicides, and fertilizers on site. Other sources of these materials coming into contact with the stormwater may include residue from the pesticide applicators stored inside.

4.3 Metals and Other Raw Materials

Sources of compounds containing metals include rust from equipment stored outside at the corporation yard and any down spouts containing copper-based materials. Scrap metal and decommissioned equipment have the potential to leach metals into the stormwater.

Raw materials that have the potential to become in contact with stormwater include dirt, sand, asphalt, loose gravel, and yard trimmings. These materials can be found at both the corporation yard and on vehicles and equipment coming in and out of the facility that are used and have mud and/or debris on them that can be washed off by stormwater into the storm drainage system. Storage of materials outdoor shall be covered.

4.4 Batteries

At the corporation yard, batteries are stored in the administration office and vehicle maintenance bays. Batteries present a health and safety hazard. While lithium batteries are normally safe, they may cause injury if they have design defects, are made of low-quality materials, are assembled incorrectly, stored incorrectly, are used or recharged improperly, or are damaged.

4.5 General trash/unknown materials

Other unknown materials may also become in contact with stormwater from buckets, tires, garbage cans, and equipment filling up with rainwater. This water may spill or be dumped and discharged to the storm drainage system with unknown pollutants present.

4.6 Potential pollutants at the parking lot

Potential pollutants include fuel, motor oil and anti-freeze leaks, and non-hazardous debris from maintenance vehicles and cars stored at the parking lot. The surface area of parking lot should be cleaned periodically. Any cleaning method utilizing water, the wash water should be contained and not allowed to be discharged to the storm drain system. The area drain filters within the inlets in the parking lot shall be maintained and replaced annually, or as needed.

5. Stormwater Management Controls and Best Management Practices (BMP's)

This section identifies the Best Management Practices (BMPs) implemented or to be implemented at the corporation yard and describes the management and operating procedures utilized to control potential pollutants and their possible impacts to stormwater. BMPs are defined as any procedure, process, site criteria, operating method, measure, or device which controls, prevents, removes, or reduces pollution. Such practices aim to keep pollutants from entering the storm drain system and surface water bodies.

There are two types of BMPs described in this document: Source Controls and Treatment Controls. Source Controls are operational practices that prevent pollution by reducing potential pollutants at the source. These BMPs typically do not require maintenance or construction and are more economical and easier to implement than treatment control systems. Treatment Controls are methods of treatment to remove pollutants from stormwater. Such systems usually involve maintenance and construction. For optimal feasibility and reduction in potential pollutants, the corporation yard employs Source Control BMPs as much as possible. However, Treatment Controls are also used to supplement the Source Controls, as needed.

5.1 Structural Source Controls

Currently, most activities at the corporation yard are performed indoors or under cover. The paint, oil, and hazardous materials storage areas are covered and have secondary containment, material safety data sheets (MSDS), and have restricted access for non-essential staff. Oil stored at the vehicle maintenance bays is in secondary containment on a pallet. Anti-freeze is stored in secondary containment in the maintenance bay.

5.2 Non-structural Source Controls

In the equipment shop, all maintenance is performed safely and indoors. The floors are swept, then damp mopped with a biodegradable cleaner. Oil-covered rags are placed in a covered container and cleaned regularly by an outside contractor. Other shops and enclosed storage areas are cleaned by sweeping, as necessary. Solvent used to clean vehicle parts is in a self-contained parts cleaner that an outside contractor services. Oil is drained from vehicles into five-gallon cans, dumped into 55-gallon drums of waste oil, and stored outside the building. An oil recycler picks them up. Dry spill absorbent is stored inside and outside, readily accessible, and used for small spills as they occur. Employees are trained to handle small spills on site.

For small spills, the general clean-up procedure is to clean the spill with dry absorbent, sweep promptly and then place the absorbent back into the can for reuse until it is no longer usable or disposed of in the garbage. Dry spill absorbent is in cans at the vehicle maintenance bay and in

the equipment shop. For larger spills, portable berms are used to contain the spill and protect the storm drains while the spill is cleaned.

BMPs for specific actions and pollutant sources identified earlier in the SWPPP are listed in Table 5.1. The Fact Sheets¹ for each BMP are included in the Appendix “B” of this SWPPP.

| Corporation Yard Activity | Location on-site | Applicable CASQA BMP Fact Sheet |
|---|---|--|
| General training and education | Administration Office | SC-60: Housekeeping Practices SC-10: Non-Stormwater Discharges (Stormwater Pollution Training and Education) SC-11: Spill Prevention Control & Cleanup |
| Use of or work with oils, grease, paints | Vehicle maintenance bay(s); equipment shops | SC-11: Spill Prevention Control & Cleanup SC-34: Waste Handling SC-21: Vehicle/Equipment Cleaning SC-22: Vehicle/Equipment Repair |
| Storage of tools and equipment | Vehicle maintenance bay(s); equipment shops | SC-21: Vehicle/Equipment Cleaning SC-22: Vehicle/Equipment Repair SC-32: Outdoor Equipment Maintenance |
| Storage of Metals and Materials | Entire site | SC-31: Outdoor Container Storage SC-33: Outdoor Storage of Raw Materials SC-43: Parking/Storage Area Maintenance |
| Storage/Used of chemicals, paints, and pesticides | Pesticide storage; sign shop; paint storage | SC-11: Spill Prevention Control & Cleanup SC-34: Waste Handling & Disposal SC-41: Building & Grounds Maintenance |
| General Housekeeping | Entire site | SC-41: Building & Grounds Maintenance SC-60: Housekeeping Practices |
| Outdoor Activities | Parking Lot & Sidewalk | SC-71: Plaza and sidewalk cleaning |
| Loading and Unloading | Parking Lot | SC-30: Outdoor Loading and Unloading |

Table 5.1 BMP Fact Sheet for City of Martinez Corporation Yard

¹ Developed by the California Stormwater Quality Association (CASQA) and included in the CASQA Municipal BMP Handbook (January 2003)

6. Inspection Logs, Employee Trainings, and Records Management

Monitoring the facility is done by visual observation, which is included in routine/standard operating procedures (SOPs) for maintenance and operation of the corporation yard and is summarized in this section. The presence of any mysterious odors, stains, or abnormal substances are used as indicators of possible stormwater contaminants and recorded. The source of the potential contaminants is identified and measured to keep the pollutants from entering the storm drain system.

6.1 Inspection SOP's

A facility stormwater inspection is done at minimum, annually. To be completed prior to the rainy season (October to April), and/or as required by the MRP. The stormwater site inspection includes all indoor & outdoor areas, activities and storage. In addition, visual observations are conducted at least twice during the rainy season and at least once during the non-rainy season, to review the effectiveness of stormwater BMPs.

6.2 Monitoring of onsite vehicles

All vehicles are monitored regularly and inspected annually for general maintenance. All vehicles are kept to Cal Smog Specifications and routinely checked by employees for any impacts and leaks. With all mechanical issues addressed immediately.

6.3 Employee Trainings

During the fiscal year, employee training for SWPPP review and BMP refresher occurs, along with a corporation yard walk-through for new employees. The training log is completed and archived locally. Training is also incorporated into standing employee quarterly meetings. Employees are trained to routinely inspect facility activities and equipment that may be exposed to stormwater. Employee training that incorporates stormwater pollution prevention topics is conducted annually. Refer to stormwater pollution education fact sheet, SC-10, SC1-11 & SC-60, in Appendix "B" for general education and training of maintenance staff.

6.4 Records Management

Records of the visual monitoring program employee training relating to stormwater pollution prevention are kept on file and copies sent to the NPDES coordinator to be included in the annual reports. Employee training related to stormwater pollution is also documented and records are kept on file.

6.5 Material Safety Datasheets (MSD)

Material Safety Datasheets are kept in the corporation yard Administration Office building and the equipment shops. These records are updated as new products are purchased and old ones are discarded when no longer being used. Employees also receive copies of MSDs when new products are purchased to become familiar with the handling of the product.

7. References

- Stormwater Best Management Practices Handbook – Municipal by the California Stormwater Quality Association (January 2003)
- California Regional Water Quality Control Board, San Francisco Region, Municipal Regional NPDES Permit, Order No. R2-2022-0018, NPDES Permit No. CAS 612008 (MRP).
- City of Martinez Municipal Code, Chapter 15.06 “Stormwater Management”

8. APPENDIX “A” – INSPECTION CHECK LIST

| | City of Martinez Corporation Yard Checklist | Implemented | Not Implemented | Applicable CSQA BMP | Comments |
|---|---|-------------|-----------------|----------------------|----------|
| | Materials Storage | | | SC-31 | |
| 1 | The majority of materials are stored indoors | | | | |
| 2 | Outdoor materials are covered in stormy weather to prevent stormdrain pollution | | | SC-33 | |
| 3 | Building Bays/Storage Areas have adequate drainage | | | SC-33 | |
| 4 | Inlets/drains are fitted with absorbent filter materials | | | | |
| 5 | Leaked vehicle fluids are contained and disposed of properly | | | SC-21, SC-20 | |
| | Equipment/Vehicle Storage | | | | |
| 1 | Trucks and other Equipment are parked in designated areas | | | | |
| 2 | Equipment used infrequently is covered | | | | |
| 3 | Equipment is regularly inspected for possible leaks | | | | |
| 4 | Drip pans are used for equipment leaks that are found | | | | |
| | Vehicle and Equipment Maintenance | | | SC-21 , SC-22 | |
| 1 | Maintenance is performed in indoor shop areas. | | | | |
| 2 | Vehicles are taken to the car wash to be cleaned when suitable | | | | |

| | | | | | |
|--|---|--|--|--------------|-----------------------------|
| 3 | Equipment not suitable for the car wash is rinsed off strictly with water away from the catch basins in an area with a sanitary sewer connection. | | | | |
| Vehicle Fueling | | | | SC-20 | |
| 1 | Staff is trained in proper fueling practices | | | | No fueling at the Corp yard |
| 2 | Staff utilizes BMP's (such as a canopy, concrete pad, signs indicating "do not top off", and a spill kit) | | | | |
| Repair Work | | | | | |
| 1 | Equipment is repaired in indoor shop areas | | | | |
| 2 | Spill containment kits are put to use if/when required | | | | |
| 3 | Materials used to clean spills are disposed of in hazardous waste facilities | | | | |
| Concrete Sawing Work | | | | | |
| 1 | Work is performed in a bermed area | | | | |
| 2 | Wet-vacuums are used to collect all water used during the job | | | | |
| 3 | Catch basins are protected with bags, filters, and/or socks | | | | |
| 4 | Water is disposed at an approved concrete dump site | | | | |
| Asphalt/Patch Truck Cleaning | | | | | |
| 1 | Drip pans /impervious materials are placed under trucks when cleaning | | | | |
| 2 | Cleaning fluid is collected for disposal upon completion of cleaning | | | | |
| 3 | Equipment is covered in stormy weather | | | | |
| Painting Equipment and Cleaning | | | | | |
| 1 | Storage for paint is covered | | | | |
| 2 | Paint storage floor area is contained for spills | | | | |

| | | | | | |
|--|--|--|--|--|--|
| 3 | Water-based paint is primarily used by staff | | | | |
| 4 | Painting equipment is protected from rain | | | | |
| 5 | Paint equipment is rinsed and cleaned with dry solids that are disposed of at hazardous waste facilities | | | | |
| Pesticide, Herbicide and Chemical Storage | | | | | |
| 1 | Hazardous materials are labeled and stored in specially designated areas | | | | |
| 2 | Floor area is contained for spills | | | | |
| 3 | Containers for chemicals are covered | | | | |
| Minor Spill Containment | | | | | |
| 1 | Sources are stopped and spill is contained | | | | |
| 2 | Material is removed using the spill containment kits | | | | |
| 3 | The area is cleaned using dry methods | | | | |
| 4 | Spill kits are stored near potentially vulnerable areas | | | | |
| Significant Spill Containment | | | | | |
| 1 | Appropriate agency is called from Emergency Phone List | | | | |
| 2 | Area is evacuated and entry is controlled | | | | |
| 3 | Area is cleaned after appropriate responder deems it safe | | | | |
| General Housekeeping | | | | | |
| 1 | Pavement is dry swept frequently | | | | |
| 2 | Catch basins and filters are maintained regularly | | | | |
| 3 | The Yard is inspected frequently for illegal discharges and pollutants to drain | | | | |

| Training | | | | | |
|--------------------------------|---|--|--|--|--|
| 1 | The BMP's are posted for staff | | | | |
| 2 | Staff is current on updates to the BMP's | | | | |
| 3 | The staff reviews the stormwater BMP's annually | | | | |
| 4 | BMP's are discussed during monthly safety meetings held on site | | | | |
| General information & Comments | | | | | |
| 1 | <i>Refer to Best Management Practices included in California Stormwater Quality Association (CSQA) Handbook as applicable to work for additional information.</i> | | | | |
| 2 | Reminder: Cover equipment in inclement weather and equipment that is infrequently used | | | | |
| 3 | Remove organic material from inlet filters on regular basis | | | | |

INSPECTED
BY: _____

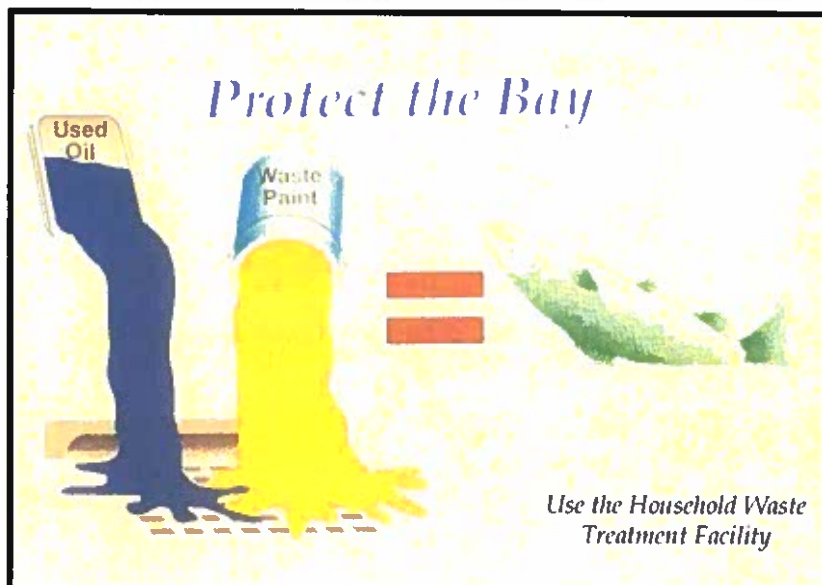
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9. APPENDIX “B” -List of BMPs

2003 California Stormwater Quality Association (CASQA) Best Management Practices (BMPs) Fact Sheet

- SC-10: Non-Stormwater Discharges (Stormwater Pollution Training & Education)
- SC-11: Spill Prevention, Control & Cleanup
- SC-20: Vehicle and Equipment Fueling
- SC-21: Vehicle/Equipment Cleaning
- SC-22: Vehicle/Equipment Repair
- SC-30: Outdoor Loading and Unloading
- SC-31: Outdoor Container Storage
- SC-32: Outdoor Equipment Maintenance
- SC-33: Outdoor Storage of Raw Material
- SC-34: Waste Handling & Disposal
- SC-41: Building & Grounds Maintenance
- SC-43: Parking/Storage Area Maintenance
- SC-60: Housekeeping Practices
- SC-71: Plaza and sidewalk cleaning

Note: In case of a conflict(s) between the content and recommendations in the listed above BMPs and the current Municipal Regional Permit (MRP) regulations, the MRP regulations and requirements shall be used.



Graphic by: Margie Winter

Description

Non-stormwater discharges are those flows that do not consist entirely of stormwater. For municipalities non-stormwater discharges present themselves in two situations. One is from fixed facilities owned and/or operated by the municipality. The other situation is non-stormwater discharges that are discovered during the normal operation of a field program. Some non-stormwater discharges do not include pollutants and may be discharged to the storm drain. These include uncontaminated groundwater and natural springs. There are also some non-stormwater discharges that typically do not contain pollutants and may be discharged to the storm drain with conditions. These include car washing, and surface cleaning. However, there are certain non-stormwater discharges that pose environmental concern. These discharges may originate from illegal dumping or from internal floor drains, appliances, industrial processes, sinks, and toilets that are connected to the nearby storm drainage system. These discharges (which may include: process waste waters, cooling waters, wash waters, and sanitary wastewater) can carry substances (such as paint, oil, fuel and other automotive fluids, chemicals and other pollutants) into storm drains. The ultimate goal is to effectively eliminate non-stormwater discharges to the stormwater drainage system through implementation of measures to detect, correct, and enforce against illicit connections and illegal discharges.

Approach

The municipality must address non-stormwater discharges from its fixed facilities by assessing the types of non-stormwater discharges and implementing BMPs for the discharges determined to pose environmental concern. For field programs the field staff must be

Objectives

- Contain
- Educate
- Reduce/Minimize

Targeted Constituents

| | |
|------------------|---|
| Sediment | ✓ |
| Nutrients | ✓ |
| Trash | ✓ |
| Metals | ✓ |
| Bacteria | ✓ |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | ✓ |



trained to now what to look for regarding non-stormwater discharges and the procedures to follow in investigating the detected discharges.

Suggested Protocols**Fixed Facility***General*

- Post “No Dumping” signs with a phone number for reporting dumping and disposal. Signs should also indicate fines and penalties for illegal dumping.
- Stencil storm drains, where applicable, to prevent illegal disposal of pollutants. Storm drain inlets should have messages such as “Dump No Waste Drains to Stream” stenciled next to them to warn against ignorant or intentional dumping of pollutants into the storm drainage system.
- Landscaping and beautification efforts of hot spots might also discourage future dumping, as well as provide open space and increase property values.
- Lighting or barriers may also be needed to discourage future dumping.

Illicit Connections

- Locate discharges from the fixed facility drainage system to the municipal storm drain system through review of “as-built” piping schematics.
- Use techniques such as smoke testing, dye testing and television camera inspection (as noted below) to verify physical connections.
- Isolate problem areas and plug illicit discharge points.

Visual Inspection and Inventory

- Inventory and inspect each discharge point during dry weather.
- Keep in mind that drainage from a storm event can continue for several days following the end of a storm and groundwater may infiltrate the underground stormwater collection system. Also, non-stormwater discharges are often intermittent and may require periodic inspections.

Review Infield Piping

- Review the “as-built” piping schematic as a way to determine if there are any connections to the stormwater collection system.
- Inspect the path of floor drains in older buildings.

Smoke Testing

- Smoke testing of wastewater and stormwater collection systems is used to detect connections between the two systems.

- During dry weather the stormwater collection system is filled with smoke and then traced to sources. The appearance of smoke at the base of a toilet indicates that there may be a connection between the sanitary and the stormwater system.

Dye Testing

- A dye test can be performed by simply releasing a dye into either your sanitary or process wastewater system and examining the discharge points from the stormwater collection system for discoloration.

TV Inspection of Storm Sewer

- TV Cameras can be employed to visually identify illicit connections to the fixed facility storm drain system.

Illegal Dumping

- Regularly inspect and clean up hot spots and other storm drainage areas where illegal dumping and disposal occurs.
- Clean up spills on paved surfaces with as little water as possible. Use a rag for small spills, a damp mop for general cleanup, and absorbent material for larger spills. If the spilled material is hazardous, then the used cleanup materials are also hazardous and must be sent to a certified laundry (rags) or disposed of as hazardous waste.
- Never hose down or bury dry material spills. Sweep up the material and dispose of properly.
- Use adsorbent materials on small spills rather than hosing down the spill. Remove the adsorbent materials promptly and dispose of properly.
- For larger spills, a private spill cleanup company or Hazmat team may be necessary.
- See fact sheet SC-11 Spill Prevention, Control, and Clean Up.

Field Program

General

- Develop clear protocols and lines of communication for effectively prohibiting non-stormwater discharges, especially ones that involve more than one jurisdiction and those that are not classified as hazardous, which are often not responded to as effectively as they need to be.
- Stencil storm drains, where applicable, to prevent illegal disposal of pollutants. Storm drain inlets should have messages such as “Dump No Waste Drains to Stream” stenciled next to them to warn against ignorant or intentional dumping of pollutants into the storm drainage system.
- See SC-74 Stormwater Drainage System Maintenance for additional information.

Field Inspection

- Regularly inspect and clean up hot spots and other storm drainage areas where illegal dumping and disposal occurs.
- During routine field program maintenance field staff should look for evidence of illegal discharges or illicit connection:
 - Is there evidence of spills such as paints, discoloring, etc.
 - Are there any odors associated with the drainage system
 - Record locations of apparent illegal discharges/illicit connections and notify appropriate investigating agency.
- If trained, conduct field investigation of non-stormwater discharges to determine whether they pose a threat to water quality.

Recommended Complaint Investigation Equipment

- Field Screening Analysis
 - pH paper or meter
 - Commercial stormwater pollutant screening kit that can detect for reactive phosphorus, nitrate nitrogen, ammonium nitrogen, specific conductance, and turbidity
 - Sample jars
 - Sample collection pole
 - A tool to remove access hole covers
- Laboratory Analysis
 - Sample cooler
 - Ice
 - Sample jars and labels
 - Chain of custody forms.
- Documentation
 - Camera
 - Notebook
 - Pens
 - Notice of Violation forms

- Educational materials

Reporting

- A database is useful for defining and tracking the magnitude and location of the problem.
- Report prohibited non-stormwater discharges observed during the course of normal daily activities so they can be investigated, contained and cleaned up or eliminated.
- Document that non-stormwater discharges have been eliminated by recording tests performed, methods used, dates of testing, and any onsite drainage points observed.
- Maintain documentation of illicit connection and illegal dumping incidents, including significant conditionally exempt discharges that are not properly managed.

Enforcement

- Educate the responsible party if identified on the impacts of their actions, explain the stormwater requirements, and provide information regarding Best Management Practices (BMP), as appropriate. Initiate follow-up and/or enforcement procedures.
- If an illegal discharge is traced to a commercial, residential or industrial source, conduct the following activities or coordinate the following activities with the appropriate agency:
 - Contact the responsible party to discuss methods of eliminating the non-stormwater discharge, including disposal options, recycling, and possible discharge to the sanitary sewer (if within POTW limits).
 - Provide information regarding BMPs to the responsible party, where appropriate.
 - Begin enforcement procedures, if appropriate.
 - Continue inspection and follow-up activities until the illicit discharge activity has ceased.
- If an illegal discharge is traced to a commercial or industrial activity, coordinate information on the discharge with the jurisdiction's commercial and industrial facility inspection program.

Training

- Train technical staff to identify and document illegal dumping incidents.
- Well-trained employees can reduce human errors that lead to accidental releases or spills. The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur. Employees should be familiar with the Spill Prevention Control and Countermeasure Plan.
- Train employees to identify non-stormwater discharges and report them to the appropriate departments.
- Train staff who have the authority to conduct surveillance and inspections, and write citations for those caught illegally dumping.

- Train municipal staff responsible for surveillance and inspection in the following:
 - OSHA-required Health and Safety Training (29 CFR 1910.120) plus annual refresher training (as needed).
 - OSHA Confined Space Entry training (Cal-OSHA Confined Space, Title 8 and federal OSHA 29 CFR 1910.146).
 - Procedural training (field screening, sampling, smoke/dye testing, TV inspection).
- Educate the identified responsible party on the impacts of his or her actions.

Spill Response and Prevention

- See SC-11 Spill Prevention Control and Clean Up

Other Considerations

- The elimination of illegal dumping is dependent on the availability, convenience, and cost of alternative means of disposal. The cost of fees for dumping at a proper waste disposal facility are often more than the fine for an illegal dumping offense, thereby discouraging people from complying with the law. The absence of routine or affordable pickup service for trash and recyclables in some communities also encourages illegal dumping. A lack of understanding regarding applicable laws or the inadequacy of existing laws may also contribute to the problem.
- Municipal codes should include sections prohibiting the discharge of soil, debris, refuse, hazardous wastes, and other pollutants into the storm drain system.
- Many facilities do not have accurate, up-to-date schematic drawings.
- Can be difficult to locate illicit connections especially if there is groundwater infiltration.

Requirements***Costs***

- Eliminating illicit connections can be expensive especially if structural modifications are required such re-plumbing cross connections under an existing slab.
- Minor cost to train field crews regarding the identification of non-stormwater discharges. The primary cost is for a fully integrated program to identify and eliminate illicit connections and illegal dumping. However, by combining with other municipal programs (i.e. pretreatment program) cost may be lowered.
- Municipal cost for containment and disposal may be borne by the discharger.

Maintenance

Not applicable

Supplemental Information

Further Detail of the BMP

What constitutes a “non-stormwater” discharge?

- Non-stormwater discharges are discharges not made up entirely of stormwater and include water used directly in the manufacturing process (process wastewater), air conditioning condensate and coolant, non-contact cooling water, cooling equipment condensate, outdoor secondary containment water, vehicle and equipment wash water, landscape irrigation, sink and drinking fountain wastewater, sanitary wastes, or other wastewaters.

Permit Requirements

- Current municipal NPDES permits require municipalities to effectively prohibit non-stormwater discharges unless authorized by a separate NPDES permit or allowed in accordance with the current NPDES permit conditions. Typically the current permits allow certain non-stormwater discharges in the storm drain system as long as the discharges are not significant sources of pollutants. In this context the following non-stormwater discharges are typically allowed:
 - Diverted stream flows;
 - Rising found waters;
 - Uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20));
 - Uncontaminated pumped ground water;
 - Foundation drains;
 - Springs;
 - Water from crawl space pumps;
 - Footing drains;
 - Air conditioning condensation;
 - Flows from riparian habitats and wetlands;
 - Water line and hydrant flushing ;
 - Landscape irrigation;
 - Planned and unplanned discharges from potable water sources;
 - Irrigation water;
 - Individual residential car washing; and
 - Lawn watering.

Municipal facilities subject to industrial general permit requirements must include a certification that the stormwater collection system has been tested or evaluated for the presence of non-stormwater discharges. The state's General Industrial Stormwater Permit requires that non-stormwater discharges be eliminated prior to implementation of the facility's SWPPP.

Illegal Dumping

- Establish a system for tracking incidents. The system should be designed to identify the following:
 - Illegal dumping hot spots
 - Types and quantities (in some cases) of wastes
 - Patterns in time of occurrence (time of day/night, month, or year)
 - Mode of dumping (abandoned containers, "midnight dumping" from moving vehicles, direct dumping of materials, accidents/spills)
 - Responsible parties

Outreach

One of the keys to success of reducing or eliminating illegal dumping is increasing the number of people on the street who are aware of the problem and who have the tools to at least identify the incident, if not correct it. There are a number of ways of accomplishing this:

- Train municipal staff from all departments (public works, utilities, street cleaning, parks and recreation, industrial waste inspection, hazardous waste inspection, sewer maintenance) to recognize and report the incidents.
- Deputize municipal staff who may come into contact with illegal dumping with the authority to write illegal dumping tickets for offenders caught in the act (see below).
- Educate the public. As many as 3 out of 4 people do not understand that in most communities the storm drain does not go to the wastewater treatment plant. Unfortunately, with the heavy emphasis in recent years on public education about solid waste management, including recycling and household hazardous waste, the sewer system (both storm and sanitary) has been the likely recipient of cross-media transfers of waste.
- Provide the public with a mechanism for reporting incidents such as a hot line and/or door hanger (see below).
- Help areas where incidents occur more frequently set up environmental watch programs (like crime watch programs).
- Train volunteers to notice and report the presence and suspected source of an observed pollutant to the appropriate public agency.

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 - Springs;
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 - Footing drains;
 - Air conditioning condensation;
 - Flows from riparian habitats and wetlands;
 - Water line and hydrant flushing ;
 - Landscape irrigation;
 - Planned and unplanned discharges from potable water sources;
 - Irrigation water;
 - Individual residential car washing; and
 - Lawn watering.

Municipal facilities subject to industrial general permit requirements must include a certification that the stormwater collection system has been tested or evaluated for the presence of non-stormwater discharges. The state's General Industrial Stormwater Permit requires that non-stormwater discharges be eliminated prior to implementation of the facility's SWPPP.

Storm Drain Stenciling

- Stencil storm drain inlets with a message to prohibit illegal dumpings, especially in areas with waste handling facilities.
- Encourage public reporting of improper waste disposal by a HOTLINE number stenciled onto the storm drain inlet.
- See Supplemental Information section of this fact sheet for further detail on stenciling program approach.

Oil Recycling

- Contract collection and hauling of used oil to a private licensed used oil hauler/recycler.
- Comply with all applicable state and federal regulations regarding storage, handling, and transport of petroleum products.
- Create procedures for collection such as; collection locations and schedule, acceptable containers, and maximum amounts accepted.
- The California Integrated Waste Management Board has a Recycling Hotline, (800) 553-2962, that provides information and recycling locations for used oil.

Household Hazardous Waste

- Provide household hazardous waste (HHW) collection facilities. Several types of collection approaches are available including permanent, periodic, or mobile centers, curbside collection, or a combination of these systems.

Training

- Train municipal employees and contractors in proper and consistent methods for waste disposal.
- Train municipal employees to recognize and report illegal dumping.
- Train employees and subcontractors in proper hazardous waste management.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations

- Federal Regulations (RCRA, SARA, CERCLA) and state regulations exist regarding the disposal of hazardous waste.
- Municipalities are required to have a used oil recycling and a HHW element within their integrate waste management plan.
- Significant liability issues are involved with the collection, handling, and disposal of HHW.

Examples

The City of Palo Alto has developed a public participation program for reporting dumping violations. When a concerned citizen or public employee encounters evidence of illegal dumping, a door hanger (similar in format to hotel "Do Not Disturb" signs) is placed on the front doors in the neighborhood. The door hanger notes that a violation has occurred in the neighborhood, informs the reader why illegal dumping is a problem, and notes that illegal dumping carries a significant financial penalty. Information is also provided on what citizens can do as well as contact numbers for more information or to report a violation.

The Port of Long Beach has a state of the art database incorporating storm drain infrastructure, potential pollutant sources, facility management practices, and a pollutant tracking system.

The State Department of Fish and Game has a hotline for reporting violations called CalTIP (1-800-952-5400). The phone number may be used to report any violation of a Fish and Game code (illegal dumping, poaching, etc.).

The California Department of Toxic Substances Control's Waste Alert Hotline, 1-800-69TOXIC, can be used to report hazardous waste violations.

References and Resources

<http://www.stormwatercenter.net/>

California's Nonpoint Source Program Plan <http://www.co.clark.wa.us/pubworks/bmpman.pdf>

King County Stormwater Pollution Control Manual - <http://dnr.metrokc.gov/wlr/dss/spcm.htm>

Orange County Stormwater Program,
http://www.ocwatersheds.com/stormwater/swp_introduction.asp

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program
(<http://www.projectcleanwater.org>)

Santa Clara Valley Urban Runoff Pollution Prevention Program
http://www.scvurppp-w2k.com/pdf%20documents/PS_ICID.PDF

Spill Prevention, Control & Cleanup SC-11



Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Description

Spills and leaks, if not properly controlled, can adversely impact the storm drain system and receiving waters. Due to the type of work or the materials involved, many activities that occur either at a municipal facility or as a part of municipal field programs have the potential for accidental spills and leaks. Proper spill response planning and preparation can enable municipal employees to effectively respond to problems when they occur and minimize the discharge of pollutants to the environment.

Approach

- An effective spill response and control plan should include:
 - Spill/leak prevention measures;
 - Spill response procedures;
 - Spill cleanup procedures;
 - Reporting; and
 - Training
- A well thought out and implemented plan can prevent pollutants from entering the storm drainage system and can be used as a tool for training personnel to prevent and control future spills as well.

Pollution Prevention

- Develop and implement a Spill Prevention Control and Response Plan. The plan should include:

Targeted Constituents

| | |
|------------------|---|
| Sediment | |
| Nutrients | ✓ |
| Trash | |
| Metals | ✓ |
| Bacteria | |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | ✓ |



SC-11 Spill Prevention, Control & Cleanup

- A description of the facility, the address, activities and materials involved
- Identification of key spill response personnel
- Identification of the potential spill areas or operations prone to spills/leaks
- Identification of which areas should be or are bermed to contain spills/leaks
- Facility map identifying the key locations of areas, activities, materials, structural BMPs, etc.
- Material handling procedures
- Spill response procedures including:
 - Assessment of the site and potential impacts
 - Containment of the material
 - Notification of the proper personnel and evacuation procedures
 - Clean up of the site
 - Disposal of the waste material and
 - Proper record keeping
- Product substitution – use less toxic materials (i.e. use water based paints instead of oil based paints)
- Recycle, reclaim, or reuse materials whenever possible. This will reduce the amount of materials that are brought into the facility or into the field.

Suggested Protocols

Spill/Leak Prevention Measures

- If possible, move material handling indoors, under cover, or away from storm drains or sensitive water bodies.
- Properly label all containers so that the contents are easily identifiable.
- Berm storage areas so that if a spill or leak occurs, the material is contained.
- Cover outside storage areas either with a permanent structure or with a seasonal one such as a tarp so that rain can not come into contact with the materials.
- Check containers (and any containment sumps) often for leaks and spills. Replace containers that are leaking, corroded, or otherwise deteriorating with containers in good condition. Collect all spilled liquids and properly dispose of them.

Spill Prevention, Control & Cleanup SC-11

- Store, contain and transfer liquid materials in such a manner that if the container is ruptured or the contents spilled, they will not discharge, flow or be washed into the storm drainage system, surface waters, or groundwater.
- Place drip pans or absorbent materials beneath all mounted taps and at all potential drip and spill locations during the filling and unloading of containers. Any collected liquids or soiled absorbent materials should be reused/recycled or properly disposed of.
- For field programs, only transport the minimum amount of material needed for the daily activities and transfer materials between containers at a municipal yard where leaks and spill are easier to control.
- If paved, sweep and clean storage areas monthly, do not use water to hose down the area unless all of the water will be collected and disposed of properly.
- Install a spill control device (such as a tee section) in any catch basins that collect runoff from any storage areas if the materials stored are oil, gas, or other materials that separate from and float on water. This will allow for easier cleanup if a spill occurs.
- If necessary, protect catch basins while conducting field activities so that if a spill occurs, the material will be contained.

Training

- Educate employees about spill prevention, spill response and cleanup on a routine basis.
- Well-trained employees can reduce human errors that lead to accidental releases or spills:
 - The employees should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.
 - Employees should be familiar with the Spill Prevention Control and Countermeasure Plan if one is available.
- Training of staff from all municipal departments should focus on recognizing and reporting potential or current spills/leaks and who they should contact.
- Employees responsible for aboveground storage tanks and liquid transfers for large bulk containers should be thoroughly familiar with the Spill Prevention Control and Countermeasure Plan and the plan should be readily available.

Spill Response and Prevention

- Identify key spill response personnel and train employees on who they are.
- Store and maintain appropriate spill cleanup materials in a clearly marked location near storage areas; and train employees to ensure familiarity with the site's spill control plan and/or proper spill cleanup procedures.
- Locate spill cleanup materials, such as absorbents, where they will be readily accessible (e.g. near storage and maintenance areas, on field trucks).

SC-11 Spill Prevention, Control & Cleanup

- Follow the Spill Prevention Control and Countermeasure Plan if one is available.
- If a spill occurs, notify the key spill response personnel immediately. If the material is unknown or hazardous, the local fire department may also need to be contacted.
- If safe to do so, attempt to contain the material and block the nearby storm drains so that the area impacted is minimized. If the material is unknown or hazardous wait for properly trained personnel to contain the materials.
- Perform an assessment of the area where the spill occurred and the downstream area that it could impact. Relay this information to the key spill response and clean up personnel.

Spill Cleanup Procedures

- Small non-hazardous spills
 - Use a rag, damp cloth or absorbent materials for general clean up of liquids
 - Use brooms or shovels for the general clean up of dry materials
 - If water is used, it must be collected and properly disposed of. The wash water can not be allowed to enter the storm drain.
 - Dispose of any waste materials properly
 - Clean or dispose of any equipment used to clean up the spill properly
- Large non-hazardous spills
 - Use absorbent materials for general clean up of liquids
 - Use brooms, shovels or street sweepers for the general clean up of dry materials
 - If water is used, it must be collected and properly disposed of. The wash water can not be allowed to enter the storm drain.
 - Dispose of any waste materials properly
 - Clean or dispose of any equipment used to clean up the spill properly
- For hazardous or very large spills, a private cleanup company or Hazmat team may need to be contacted to assess the situation and conduct the cleanup and disposal of the materials.
- Chemical cleanups of material can be achieved with the use of absorbents, gels, and foams. Remove the adsorbent materials promptly and dispose of according to regulations.
- If the spilled material is hazardous, then the used cleanup materials are also hazardous and must be sent to a certified laundry (rags) or disposed of as hazardous waste.

Reporting

- Report any spills immediately to the identified key municipal spill response personnel.

Spill Prevention, Control & Cleanup SC-11

- Report spills in accordance with applicable reporting laws. Spills that pose an immediate threat to human health or the environment must be reported immediately to the Office of Emergency Service (OES)
- Spills that pose an immediate threat to human health or the environment may also need to be reported within 24 hours to the Regional Water Quality Control Board.
- Federal regulations require that any oil spill into a water body or onto an adjoining shoreline be reported to the National Response Center (NRC) at 800-424-8802 (24 hour)
- After the spill has been contained and cleaned up, a detailed report about the incident should be generated and kept on file (see the section on Reporting below). The incident may also be used in briefing staff about proper procedures

Other Considerations

- State regulations exist for facilities with a storage capacity of 10,000 gallons or more of petroleum to prepare a Spill Prevention Control and Countermeasure Plan (SPCC) Plan (Health & Safety Code Chapter 6.67).
- State regulations also exist for storage of hazardous materials (Health & Safety Code Chapter 6.95), including the preparation of area and business plans for emergency response to the releases or threatened releases.
- Consider requiring smaller secondary containment areas (less than 200 sq. ft.) to be connected to the sanitary sewer, if permitted to do so, prohibiting any hard connections to the storm drain.

Requirements

Costs

- Will vary depending on the size of the facility and the necessary controls.
- Prevention of leaks and spills is inexpensive. Treatment and/or disposal of wastes, contaminated soil and water is very expensive

Maintenance

- This BMP has no major administrative or staffing requirements. However, extra time is needed to properly handle and dispose of spills, which results in increased labor costs

Supplemental Information

Further Detail of the BMP

Reporting

Record keeping and internal reporting represent good operating practices because they can increase the efficiency of the response and containment of a spill. A good record keeping system helps the municipality minimize incident recurrence, correctly respond with appropriate containment and cleanup activities, and comply with legal requirements.

SC-11 Spill Prevention, Control & Cleanup

A record keeping and reporting system should be set up for documenting spills, leaks, and other discharges, including discharges of hazardous substances in reportable quantities. Incident records describe the quality and quantity of non-stormwater discharges to the storm drain.

These records should contain the following information:

- Date and time of the incident
- Weather conditions
- Duration of the spill/leak/discharge
- Cause of the spill/leak/discharge
- Response procedures implemented
- Persons notified
- Environmental problems associated with the spill/leak/discharge

Separate record keeping systems should be established to document housekeeping and preventive maintenance inspections, and training activities. All housekeeping and preventive maintenance inspections should be documented. Inspection documentation should contain the following information:

- The date and time the inspection was performed
- Name of the inspector
- Items inspected
- Problems noted
- Corrective action required
- Date corrective action was taken

Other means to document and record inspection results are field notes, timed and dated photographs, videotapes, and drawings and maps.

Examples

The City of Palo Alto includes spill prevention and control as a major element of its highly effective program for municipal vehicle maintenance shops.

References and Resources

King County Stormwater Pollution Control Manual - <http://dnr.metrokc.gov/wlr/dss/spcm.htm>

Orange County Stormwater Program

http://www.ocwatersheds.com/stormwater/swp_introduction.asp

Spill Prevention, Control & Cleanup SC-11

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program
(URMP)

<http://www.projectcleanwater.org/pdf/Model%20Program%20Municipal%20Facilities.pdf>



Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize

Targeted Constituents

| | |
|------------------|---|
| Sediment | |
| Nutrients | |
| Trash | ✓ |
| Metals | ✓ |
| Bacteria | |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | |

Description

Spills and leaks that occur during vehicle and equipment fueling can contribute hydrocarbons, oil and grease, as well as heavy metals to stormwater runoff. Implementing the following management practices can help prevent fuel spills and leaks.

Approach

Reduce potential for pollutant discharge through source control pollution prevention and BMP implementation. Successful implementation depends on effective training of employees on applicable BMPs and general pollution prevention strategies and objectives.

Pollution Prevention

- Use properly maintained offsite fueling stations whenever possible. These businesses are better equipped to handle fuel and spills properly.
- Educate employees about pollution prevention measures and goals
- Focus pollution prevention activities on containment of spills and leaks, most of which may occur during liquid transfers.

Suggested Protocols

General

- "Spot clean" leaks and drips routinely. Leaks are not cleaned up until the absorbent is picked up and disposed of properly.



- Label drains within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an oil/water separator, directly to the sewer, or to a storm drain. Labels are not necessary for plumbing fixtures directly connected to the sanitary sewer but may be useful to help eliminate confusion about where the drain leads.
- Post signs to remind employees not to top off the fuel tank when filling and signs that ban employees from changing engine oil or other fluids at that location.
- Report leaking vehicles to fleet maintenance.
- Install inlet catch basin equipped with a small sedimentation basin or grit chamber to remove large particles from stormwater in highly impervious areas. Proper maintenance of these devices is necessary.
- Accumulated non-contaminated stormwater (e.g., in a secondary containment) should be released prior to next storm.
- Ensure the following safeguards are in place:
 - Overflow protection devices on tank systems to warn the operator to automatically shutdown transfer pumps when the tank reaches full capacity.
 - Protective guards around tanks and piping to prevent vehicle or forklift damage.
 - Clearly tagging or labeling all valves to reduce human error.
 - Automatic shut off for severed fuel hoses.

Fuel Dispensing Areas

- Maintain clean fuel-dispensing areas using dry cleanup methods such as sweeping for removal of litter and debris, or use of rags and absorbents for leaks and spills. Do not wash down areas with water.
- Fit underground storage tanks with spill containment and overfill prevention systems meeting the requirements of Section 2635(b) of Title 23 of the California Code of Regulations.
- Fit fuel dispensing nozzles with "hold-open latches" (automatic shutoffs) except where prohibited by local fire departments.
- Post signs at the fuel dispenser or fuel island warning vehicle owners/operators against "topping off" of vehicle fuel tanks.
- Design fueling area to prevent stormwater runoff and spills.
- Cover fueling area with an overhanging roof structure or canopy so that precipitation cannot come in contact with the fueling area and if possible use a perimeter drain or slope pavement inward with drainage to a blind sump (must be properly maintained and water properly disposed of); pave area with concrete rather than asphalt.

- Apply a suitable sealant that protects the asphalt from spilled fuels in areas where covering is infeasible and the fuel island is surrounded by pavement.
- Install vapor recovery nozzles to help control drips as well as air pollution.
- Use secondary containment when transferring fuel from the tank truck to the fuel tank.
- Cover storm drains in the vicinity during transfer.

Outdoor Waste Receptacle Area

- Spot clean leaks and drips routinely to prevent runoff of spillage.
- Minimize the possibility of stormwater pollution from outside waste receptacles by using an effective combination of the following:
 - use only watertight waste receptacle(s) and keep the lid(s) closed, or
 - grade and pave the waste receptacle area to prevent runoff of stormwater, or
 - install a roof over the waste receptacle area, or
 - install a low containment berm around the waste receptacle area, or
 - use and maintain drip pans under waste receptacles. Containment areas and drip pans must be properly maintained and collected water disposed of properly (e.g., to sanitary sewer). Several drip pans should be stored in a covered location near outdoor waste receptacle area so that they are always available, yet protected from precipitation when not in use.
- Post “no littering” signs.

Air/Water Supply Area

- Minimize the possibility of stormwater pollution from air/water supply areas by implementing an effective combination of the following:
 - spot clean leaks and drips routinely to prevent runoff of spillage, or
 - grade and pave the air/water supply area to prevent runoff of stormwater, or
 - install a roof over the air/water supply area, or
 - install a low containment berm around the air/water supply area. Maintain containment areas and dispose of contaminated water properly (e.g., to sanitary sewer).

Inspection

- Aboveground Tank Leak and Spill Control:
 - Check for external corrosion and structural failure.

SC-20 Vehicle and Equipment Fueling

- Check for spills and overfills due to operator error.
 - Check for failure of piping system.
 - Check for leaks or spills during pumping of liquids or gases from truck or rail car to a storage facility or vice versa.
 - Visually inspect new tank or container installation for loose fittings, poor welding, and improper or poorly fitted gaskets.
 - Inspect tank foundations, connections, coatings, and tank walls and piping system. Look for corrosion, leaks, cracks, scratches, and other physical damage that may weaken the tank or container system.
 - Periodically, integrity testing should be conducted by a qualified professional.
- Inspect and clean, if necessary, storm drain inlets and catch basins within the facility boundary before October 1 each year.

Training

- Train all employees upon hiring and annually thereafter on proper methods for handling and disposing of waste. Make sure that all employees understand stormwater discharge prohibitions, wastewater discharge requirements, and these best management practices.
- Train employees on proper fueling and cleanup procedures.
- Use a training log or similar method to document training.
- Ensure that employees are familiar with the site's spill control plan and/or proper spill cleanup procedures.

Spill Response and Prevention

- Keep your Spill Prevention Control and Countermeasure (SPCC) Plan up-to-date.
- Place stockpiles of spill cleanup materials where they are readily accessible.
- Use adsorbent materials on small spills and general cleaning rather than hosing down the area. Remove the adsorbent materials promptly and dispose properly.
- Store portable absorbent booms (long flexible shafts or barriers made of absorbent material) in unbermed fueling areas.
- Report spills promptly.
- Install an oil/water separator and connect to the sanitary sewer (if allowed), if a dead-end sump is not used to collect spills.

Other Considerations

- Carry out all federal and state requirements regarding underground storage tanks, or install above ground tanks.

Requirements

Costs

- The retrofitting of existing fueling areas to minimize stormwater exposure or spill runoff can be expensive. Good design must occur during the initial installation.
- Extruded curb along the “upstream” side of the fueling area to prevent stormwater runoff is of modest cost.

Maintenance

- Clean oil/water separators at appropriate intervals.
- Keep ample supplies of spill cleanup materials onsite.
- Inspect fueling areas, storage tanks, catch basin inserts, containment areas, and drip pans on a regular schedule.

Supplemental Information

Design Considerations

Designing New Installations

The elements listed below should be included in the design and construction of new or substantially remodeled facilities.

Fuel Dispensing Areas

- Fuel dispensing areas must be paved with Portland cement concrete (or, equivalent smooth impervious surface), with a 2% to 4% slope to prevent ponding, and must be separated from the rest of the site by a grade break that prevents runoff of stormwater to the extent practicable. The fuel dispensing area is defined as extending 6.5 feet from the corner of each fuel dispenser or the length at which the hose and nozzle assembly may be operated plus 1 foot, whichever is less. The paving around the fuel dispensing area may exceed the minimum dimensions of the "fuel dispensing area" stated above.
- The fuel dispensing area must be covered, and the cover's minimum dimensions must be equal to or greater than the area within the grade break or the fuel dispensing area, as defined above. The cover must not drain onto the fuel dispensing area.
- If necessary install and maintain an oil control device in the appropriate catch basin(s) to treat runoff from the fueling area.

Outdoor Waste Receptacle Area

- Grade and pave the outdoor waste receptacle area to prevent runoff of stormwater to the extent practicable.

Air/Water Supply Area

- Grade and pave the air/water supply area to prevent runoff of stormwater to the extent practicable.

SC-20 Vehicle and Equipment Fueling

Designated Fueling Area

- If your facility has large numbers of mobile equipment working throughout the site and you currently fuel them with a mobile fuel truck, consider establishing a designated fueling area. With the exception of tracked equipment such as bulldozers and perhaps small forklifts, most vehicles should be able to travel to a designated area with little lost time. Place temporary “caps” over nearby catch basins or manhole covers so that if a spill occurs it is prevented from entering the storm drain.

Examples

The Spill Prevention Control and Countermeasure (SPCC) Plan, which is required by law for some facilities, is an effective program to reduce the number of accidental spills and minimize contamination of stormwater runoff.

The City of Palo Alto has an effective program for commercial vehicle service facilities. Many of the program’s elements, including specific BMP guidance and lists of equipment suppliers, are also applicable to industrial facilities.

References and Resources

Best Management Practice Guide for Retail Gasoline Outlets, California Stormwater Quality Task Force. 1997.

King County Stormwater Pollution Control Manual –
<http://www.dnr.metrokc.gov/wlr/dss/spcm.htm>

Orange County Stormwater Program
http://www.ocwatersheds.com/StormWater/swp_introduction.asp

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program (URMP)



Photo Credit: Geoff Brosseau

Description

Wash water from vehicle and equipment cleaning activities performed outdoors or in areas where wash water flows onto the ground can contribute toxic hydrocarbons and other organic compounds, oils and greases, nutrients, phosphates, heavy metals, and suspended solids to stormwater runoff. Use of the procedures outlined below can prevent or reduce the discharge of pollutants to stormwater during vehicle and equipment cleaning.

Approach

Reduce potential for pollutant discharge through source control pollution prevention and BMP implementation. Successful implementation depends on effective training of employees on applicable BMPs and general pollution prevention strategies and objectives

Pollution Prevention

- If possible, use properly maintained off-site commercial washing and steam cleaning businesses whenever possible. These businesses are better equipped to handle and properly dispose of the wash waters.
- Good housekeeping practices can minimize the risk of contamination from wash water discharges.

Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Targeted Constituents

| | |
|------------------|---|
| Sediment | ✓ |
| Nutrients | ✓ |
| Trash | ✓ |
| Metals | ✓ |
| Bacteria | |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | |



SC-21 Vehicle and Equipment Cleaning

Suggested Protocols

General

- Use biodegradable, phosphate-free detergents for washing vehicles as appropriate.
- Mark the area clearly as a wash area.
- Post signs stating that only washing is allowed in wash area and that discharges to the storm drain are prohibited.
- Provide a trash container in wash area.
- Map on-site storm drain locations to avoid discharges to the storm drain system.
- Emphasize the connection between the storm drain system and runoff and help reinforce that car washing activities can have an affect on local water quality. This can be accomplished through storm drain stenciling programs.

Vehicle and Equipment Cleaning

- Design wash areas to properly collect and dispose of wash water when engine cleaning is conducted and when chemical additives, solvents, or degreasers are used. This may include installation of sumps or drain lines to collect wash water or construction of a berm around the designated area and grading of the area to collect wash water as well as prevent stormwater run-on.
- Consider washing vehicles and equipment inside the building if washing/cleaning must occur on-site. This will help to control the targeted constituents by directing them to the sanitary sewer.
- If washing must occur on-site and outdoor:
 - Use designated paved wash areas. Designated wash areas must be well marked with signs indicating where and how washing must be done. This area must be covered or bermed to collect the wash water and graded to direct the wash water to a treatment or disposal facility.
 - Oil changes and other engine maintenance cannot be conducted in the designated washing area. Perform these activities in a place designated for such activities.
 - Cover the wash area when not in use to prevent contact with rain water.
- Use hoses with nozzles that automatically turn off when left unattended.
- Perform pressure cleaning and steam cleaning off-site to avoid generating runoff with high pollutant concentrations. If done on-site, no pressure cleaning and steam cleaning should be done in areas designated as wellhead protection areas for public water supply.

Disposal

- Consider filtering and recycling wash water.

- Discharge equipment wash water to the sanitary sewer, a holding tank, or a process treatment system, regardless of the washing method used.
- Discharge vehicle wash water to (1) the sanitary sewer, a holding tank, or process treatment system or (2) an enclosed recycling system.
- Discharge wash water to sanitary sewer only after contacting the local sewer authority to find out if pretreatment is required.

Training

- Train employees on proper cleaning and wash water disposal procedures and conduct “refresher” courses on a regular basis.
- Train staff on proper maintenance measures for the wash area.
- Train employees and contractors on proper spill containment and cleanup. The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control and Cleanup.
- Keep your Spill Prevention Control and Counter Measure (SPCC) Plan up-to-date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.
- Clean up spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations (Limitations and Regulations)

- Some municipalities may require pretreatment and monitoring of wash water discharges to the sanitary sewer.
- Steam cleaning can generate significant pollutant concentrations requiring that careful consideration be given to the environmental impacts and compliance issues related to steam cleaning.
- Most car washing best management practices are inexpensive, and rely more on good housekeeping practices (where vehicles are washed, planning for the collection of wash water) than on expensive technology. However, the construction of a specialized area for vehicle washing can be expensive for municipal facilities. Also, for facilities that cannot recycle their wash water the cost of pre-treating wash water through either structural practices or planning for collection and hauling of contaminated water to sewage treatment plants can represent a cost limitation.

Requirements

Costs

- Capital costs vary depending on measures implemented

SC-21 Vehicle and Equipment Cleaning

- Low cost (\$500-1,000) for berm construction,
- Medium cost (\$5,000-20,000) for plumbing modifications (including re-routing discharge to sanitary sewer and installing simple sump).
- High cost (\$30,000-150,000) for on-site treatment and recycling.
- O&M costs increase with increasing capital investment.

Maintenance

- Berm repair and patching.
- Sweep washing areas frequently to remove solid debris.
- Inspect and maintain sumps, oil/water separators, and on-site treatment/recycling units.

Supplemental Information

Design Considerations

Designated Cleaning Areas

- Washing operations outside should be conducted in a designated wash area having the following characteristics:
 - Paved with Portland cement concrete,
 - Covered and bermed to prevent contact with stormwater and contain wash water,
 - Sloped for wash water collection,
 - Equipped with an oil/water separator, if necessary.

Examples

The City of Palo Alto has an effective program for commercial vehicle service facilities. Many of the program's elements, including specific BMP guidance and lists of equipment suppliers, are applicable to industrial vehicle service facilities.

The U.S. Postal Service in West Sacramento has a new vehicle wash system that collects, filters, and recycles the wash water.

References and Resources

<http://www.stormwatercenter.net/>

King County - <ftp://dnr.metrokc.gov/wlr/dss/spcm/Chapter%203.PDF>

Orange County Stormwater Program

http://www.ocwatersheds.com/StormWater/swp_introduction.asp

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program (URMP)

<http://www.projectcleanwater.org/pdf/Model%20Program%20Municipal%20Facilities.pdf>



Photo Credit: Geoff Brosseau

Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Description

Vehicle or equipment maintenance and repair is potentially a significant source of stormwater pollution, due to the use of materials and wastes created that are harmful to humans and the environment. Engine repair and service (e.g. parts cleaning), replacement of fluids (e.g. oil change), and outdoor equipment storage and parking (dripping engines) can impact water quality if stormwater runoff from areas with these activities occurring on them becomes polluted by a variety of contaminants. Implementation of the following activities will prevent or reduce the discharge of pollutants to stormwater from vehicle and equipment maintenance and repair activities.

Approach

Pollution Prevention

- Keep accurate maintenance logs to evaluate materials use.
- Switch to non-toxic chemicals for maintenance when possible.
- Choose cleaning agents that can be recycled.
- Minimize use of solvents. Clean parts without using solvents whenever possible.
- Keep an accurate, up-to-date inventory of materials.
- Recycle used motor oil, diesel oil, and other vehicle fluids and parts whenever possible.

Suggested Protocols

Targeted Constituents

| | |
|------------------|---|
| Sediment | |
| Nutrients | |
| Trash | |
| Metals | ✓ |
| Bacteria | |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | |



General

- Move maintenance and repair activities indoors whenever feasible.
- Store idle equipment containing fluids under cover.
- Use a vehicle maintenance area designed to prevent stormwater pollution - minimize contact of stormwater with outside operations through berming and appropriate drainage routing.
- Avoid hosing down your work areas. If work areas are washed, collect and direct wash water to sanitary sewer.
- Paint signs on storm drain inlets to indicate that they are not to receive liquid or solid wastes.
- Post signs at sinks to remind employees, not to pour hazardous wastes down drains.
- Clean yard storm drain inlets(s) regularly.
- Do not pour materials down drains or hose down work areas; use dry sweeping.
- Cover the work area so as to limit exposure to the rain
- Place curbs around the immediate boundaries of the process equipment.
- Build a shed or temporary roof over areas where you park cars awaiting repair or salvage, especially if you handle wrecked vehicles. Build a roof over vehicles you keep for parts.

Material and Waste Handling

- Store materials and wastes under cover whenever possible.
- Designate a special area to drain and replace motor oil, coolant, and other fluids. This area should not have any connections to the storm drain or the sanitary sewer and should allow for easy clean up of drips and spills.
- Drain all fluids from wrecked vehicles immediately. Ensure that the drain pan or drip pan is large enough to contain drained fluids (e.g. larger pans are needed to contain antifreeze, which may gush from some vehicles).
- Do not pour liquid waste to floor drains, sinks, outdoor storm drain inlets, or other storm drains or sewer connections.
- Do not dispose of used or leftover cleaning solutions, solvents, and automotive fluids and oil in the sanitary sewer.
- Dispose of all waste materials according to applicable laws and regulations.
- Collect leaking or dripping fluids in drip pans or containers. Fluids are easier to recycle if kept separate.

- Promptly transfer used fluids to the proper waste or recycling drums and store in an appropriately designed area that can contain spills. Don't leave drip pans or other open containers lying around.
- Do not dispose of oil filters in trash cans or dumpsters, which may leak oil and contaminate stormwater. Place the oil filter in a funnel over a waste oil recycling drum to drain excess oil before disposal. Most municipalities prohibit or discourage disposal of these items in solid waste facilities. Oil filters can also be recycled. Ask your oil supplier or recycler about recycling oil filters.
- Store cracked and/or dead batteries in a non-leaking covered secondary container and dispose of properly at recycling or household hazardous waste facilities..

Maintenance and Repair Activities

- Provide a designated area for vehicle maintenance.
- Keep equipment clean, don't allow excessive build-up of oil and grease.
- If temporary work is being conducted outside: Use a tarp, ground cloth, or drip pans beneath the vehicle or equipment to capture all spills and drips., The collected drips and spills must be disposed, reused, or recycled properly.
- If possible, perform all vehicle fluid removal or changing inside or under cover to prevent the runoff of stormwater and the runoff of spills:
 - Keep a drip pan under the vehicle while you unclip hoses, unscrew filters, or remove other parts. Use a drip pan under any vehicle that might leak while you work on it to keep splatters or drips off the shop floor.
 - Promptly transfer used fluids to the proper waste or recycling drums. Don't leave drip pans or other open containers lying around.
 - Keep drip pans or containers under vehicles or equipment that might drip during repairs.
 - Do not change motor oil or perform equipment maintenance in non-appropriate areas.
- If equipment (e.g., radiators, axles) is to be stored outdoors, oil and other fluids should be drained first. This is also applicable to vehicles being stored and not used on a regular basis.
- Monitor parked vehicles closely for leaks and place pans under any leaks to collect the fluids for proper disposal or recycling.

Parts Cleaning

- Clean vehicle parts without using liquid cleaners wherever possible to reduce waste.
- Do all liquid cleaning at a centralized station so the solvents and residues stay in one area.

- Discharge wastewater generated from steam cleaning and pressure washing to an appropriate treatment control that is connected to a blind sump. Non-caustic detergents should be used instead of caustic cleaning agents, detergent-based or water-based cleaning systems in place of organic solvent degreasers, and non-chlorinated solvent in place of chlorinated organic solvents for parts cleaning. Refer to SC-21 for more information on steam cleaning.
- Locate drip pans, drain boards, and drying racks to direct drips back into a solvent sink or fluid holding tank for reuse.

Inspection

- Regularly inspect vehicles and equipment for leaks, and repair immediately.
- Make sure incoming vehicles are checked for leaking oil and fluids. Apply controls accordingly.

Training

- Train employees and contractors in the proper handling and disposal of engine fluids and waste materials.
- Ensure that employees are familiar with the site's spill control plan and/or proper spill cleanup procedures (You can use reusable cloth rags to clean up small drips and spills instead of disposables; these can be washed by a permitted industrial laundry. Do not clean them at home or at a coin-operated laundry business). The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.
- Use a training log or similar method to document training.

Spill Response and Prevention

- Refer to SC-11 Spill Prevention, Control & Cleanup for more information.
- Keep your Spill Prevention Control and Countermeasure (SPCC) Plan up-to-date, and implement accordingly.
- Place adequate stockpiles of spill cleanup materials where they are readily accessible.
- Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills. Use the following three-step method for cleaning floors:
 - Clean spills with rags or other absorbent materials
 - Sweep floor using dry absorbent material
 - Mop the floor. Mop water may be discharged to the sanitary sewer via a toilet or sink.
- Remove absorbent materials used for cleaning small spills promptly and properly.
- Do not saturate rags or absorbent material to eliminate need for disposal of spilled material as hazardous waste.

Other Considerations

- Space and time limitations may preclude all work being conducted indoors.
- It may not be possible to contain and clean up spills from vehicles/equipment brought onsite after working hours.
- Drain pans (usually 1 ft. x 1 ft.) are generally too small to contain antifreeze, so drip pans (3 ft. x 3 ft.) may have to be purchased or fabricated.
- Identification of engine leaks may require some use of solvents, which may require disposal as hazardous waste.
- Installation of structural treatment practices for pretreatment controls of wastewater discharges can be expensive.
- Prices for recycled materials and fluids may be higher than those of non-recycled materials.
- Some facilities can be limited by a lack of providers of recycled materials, and by the absence of businesses to provide services such as hazardous waste removal, structural treatment practice maintenance or solvent equipment and solvent recycling.

Requirements

Costs

- Should be low, but will vary depending on the size of the facility.

Maintenance

- Sweep the maintenance area weekly, if it is paved, to collect loose particles, and wipe up spills with rags and other absorbent material immediately, do not hose down the area to a storm drain.

Supplemental Information

Further Detail of the BMP

Recycling

Separating wastes allows for easier recycling and may reduce treatment costs. Keep hazardous and non-hazardous wastes separate, do not mix used oil and solvents, and keep chlorinated solvents (e.g., 1,1,1-trichloroethane) separate from non-chlorinated solvents (e.g., kerosene and mineral spirits).

Many products made of recycled (i.e., refined or purified) materials are available. Engine oil, transmission fluid, antifreeze, and hydraulic fluid are available in recycled form. Buying recycled products supports the market for recycled materials.

- Recycling is always preferable to disposal of unwanted materials.
- Separate wastes for easier recycling. Keep hazardous and non-hazardous wastes separate, do not mix used oil and solvents, and keep chlorinated solvents separate from non-chlorinated solvents.
- Label and track the recycling of waste material (e.g. used oil, spent solvents, batteries).

- Purchase recycled products to support the market for recycled materials.

Safer Alternatives

If possible, eliminate or reduce the amount of hazardous materials and waste by substituting non-hazardous or less hazardous material:

- Use non-caustic detergents instead of caustic cleaning for parts cleaning.
- Use detergent-based or water-based cleaning systems in place of organic solvent degreasers. Wash water may require treatment before it can be discharged to the sewer.
- Replace chlorinated organic solvents with non-chlorinated solvents. Non-chlorinated solvents like kerosene or mineral spirits are less toxic and less expensive to dispose of properly. Check list of active ingredients to see whether it contains chlorinated solvents.
- Choose cleaning agents that can be recycled.
- Refer to SC-61 Safer Alternative Products fact sheet for more information.

References and Resources

DTSC Doc. No. 619a Switching to Water Based Cleaners

DTSC Doc. No. 621 <http://www.stormwatercenter.net/>

King County - <ftp://dnr.metrokc.gov/wlr/dss/spcm/Chapter%203.PDF>

Model Urban Runoff Program: A How-To-Guide for Developing Urban Runoff Programs for Small Municipalities. Prepared by City of Monterey, City of Santa Cruz, California Coastal Commission, Monterey Bay National Marine Sanctuary, Association of Monterey Bay Area Governments, Woodward-Clyde, Central Coast Regional Water Quality Control Board. July 1998 (Revised February 2002 by the California Coastal Commission).

Orange County Stormwater Program

http://www.ocwatersheds.com/StormWater/swp_introduction.asp

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program (URMP) -

<http://www.projectcleanwater.org/pdf/Model%20Program%20Municipal%20Facilities.pdf>



Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Description

The loading/unloading of materials usually takes place outside on docks or terminals; therefore, materials spilled, leaked, or lost during loading/unloading may collect in the soil or on other surfaces and have the potential to be carried away by stormwater runoff or when the area is cleaned. Additionally, rainfall may wash pollutants from machinery used to unload or move materials. Loading and unloading of material may include package products, barrels, and bulk products. Implementation of the following protocols will prevent or reduce the discharge of pollutants to stormwater from outdoor loading/unloading of materials.

Approach

Pollution Prevention

- Keep accurate maintenance logs to evaluate materials removed and improvements made.
- Park tank trucks or delivery vehicles in designated areas so that spills or leaks can be contained.
- Limit exposure of materials with the potential to contaminate stormwater.
- Prevent stormwater runoff.
- Regularly check equipment for leaks.

Targeted Constituents

| | |
|------------------|---|
| Sediment | ✓ |
| Nutrients | ✓ |
| Trash | |
| Metals | ✓ |
| Bacteria | |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | ✓ |



Suggested Protocols***Loading and Unloading – General Guidelines***

- Develop an operations plan that describes procedures for loading and/or unloading.
- Do not conduct loading and unloading during wet weather, whenever possible.
- Cover designated loading/unloading areas to reduce exposure of materials to rain.
- A seal or door skirt between delivery vehicles and building can reduce or prevent exposure to rain.
- Design loading/unloading area to prevent stormwater runoff which would include grading or berming the area, and positioning roof downspouts so they direct stormwater away from the loading/unloading areas.
- If feasible, load and unload all materials and equipment in covered areas such as building overhangs at loading docks.
- Load/unload only at designated loading areas.
- Use drip pans underneath hose and pipe connections and other leak-prone spots during liquid transfer operations, and when making and breaking connections. Several drip pans should be stored in a covered location near the liquid transfer area so that they are always available, yet protected from precipitation when not in use. Drip pans can be made specifically for railroad tracks. Drip pans must be cleaned periodically, and drip collected materials must be disposed of properly.
- Pave loading areas with concrete instead of asphalt.
- Avoid placing storm drains in the area.
- Grade and/or berm the loading/ unloading area to a drain that is connected to a dead-end sump.

Inspection

- Check loading and unloading equipment regularly for leaks, including valves, pumps, flanges and connections.
- Look for dust or fumes during loading or unloading operations.

Training

- Train employees (e.g. fork lift operators) and contractors on proper spill containment and cleanup.
- Employees trained in spill containment and cleanup should be present during the loading/unloading.
- Train employees in proper handling techniques during liquid transfers to avoid spills.

- Make sure forklift operators are properly trained on loading and unloading procedures.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup
- Keep your spill prevention Control and countermeasure (SPCC) Plan up-to-date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations

- Space, material characteristics and/or time limitations may preclude all transfers from being performed indoors or under cover.

Requirements

Costs

- Should be low except when covering a large loading/unloading area.

Maintenance

- Conduct regular inspections and make repairs as necessary. The frequency of repairs will depend on the age of the facility.
- Check loading and unloading equipment regularly for leaks.
- Regular broom dry-sweeping of area.
- Conduct major clean-out of loading and unloading area and sump prior to October 1 of each year.

Supplemental Information

Further Detail of the BMP

Special Circumstances for Indoor Loading/Unloading of Materials

As appropriate loading or unloading of liquids should occur indoors so that any spills that are not completely retained can be discharged to the sanitary sewer, treatment plant, or treated in a manner consistent with local sewer authorities and permit requirements.

- For loading and unloading tank trucks to above and below ground storage tanks, the following procedures should be used:
 - The area where the transfer takes place should be paved. If the liquid is reactive with the asphalt, Portland cement should be used to pave the area.
 - Transfer area should be designed to prevent runoff of stormwater from adjacent areas. Sloping the pad and using a curb, like a speed bump, around the uphill side of the transfer area should reduce run-on.

- Transfer area should be designed to prevent runoff of spilled liquids from the area. Sloping the area to a drain should prevent runoff. The drain should be connected to a dead-end sump or to the sanitary sewer (if allowed). A positive control valve should be installed on the drain.
- For transfer from rail cars to storage tanks that must occur outside, use the following procedures:
 - Drip pans should be placed at locations where spillage may occur, such as hose connections, hose reels, and filler nozzles, Use drip pans when making and breaking connections.
 - Drip pan systems should be installed between the rails to collect spillage from tank cars.

References and Resources

<http://www.stormwatercenter.net/>

King County - <ftp://dnr.metrokc.gov/wlr/dss/spcm/Chapter%203.PDF>

Orange County Stormwater Program

http://www.ocwatersheds.com/StormWater/swp_introduction.asp

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program (URMP) -

<http://www.projectcleanwater.org/pdf/Model%20Program%20Municipal%20Facilities.pdf>



Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Description

Accidental releases of materials from above ground liquid storage tanks, drums, and dumpsters present the potential for contaminating stormwaters with many different pollutants. Tanks may store many potential stormwater runoff pollutants, such as gasoline, aviation gas, diesel fuel, ammonia, solvents, syrups, etc. Materials spilled, leaked, or lost from storage tanks may accumulate in soils or on other surfaces and be carried away by rainfall runoff. These source controls apply to containers located outside of a building used to temporarily store liquid materials and include installing safeguards against accidental releases, installing secondary containment, conducting regular inspections, and training employees in standard operating procedures and spill cleanup techniques.

Approach

Pollution Prevention

- Educate employees about pollution prevention measures and goals
- Keep an accurate, up-to-date inventory of the materials delivered and stored on-site. Re-evaluate inventory needs and consider purchasing alternative products. Properly dispose of outdated products.
- Try to keep chemicals in their original containers, and keep them well labeled.

Targeted Constituents

| | |
|------------------|---|
| Sediment | |
| Nutrients | ✓ |
| Trash | |
| Metals | ✓ |
| Bacteria | |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | ✓ |



Suggested Protocols*General*

- Develop an operations plan that describes procedures for loading and/or unloading. Refer to SC-30 Outdoor Loading/Unloading for more detailed BMP information pertaining to loading and unloading of liquids.
- Protect materials from rainfall, runoff, and wind dispersal:
 - Cover the storage area with a roof.
 - Minimize stormwater runoff by enclosing the area or building a berm around it.
 - Use a “doghouse” structure for storage of liquid containers.
 - Use covered dumpsters for waste product containers.
- Employ safeguards against accidental releases:
 - Provide overflow protection devices to warn operator or automatic shut down transfer pumps.
 - Provide protection guards (bollards) around tanks and piping to prevent vehicle or forklift damage, and
 - Provide clear tagging or labeling, and restricting access to valves to reduce human error.
- Berm or surround tank or container with secondary containment system using dikes, liners, vaults, or double walled tanks.
- Contact the appropriate regulatory agency regarding environmental compliance for facilities with “spill ponds” designed to intercept, treat, and/or divert spills.
- Have registered and specifically trained professional engineers can identify and correct potential problems such as loose fittings, poor welding, and improper or poorly fitted gaskets for newly installed tank systems.

Storage Areas

- Provide storage tank piping located below product level with a shut-off valve at the tank; ideally this valve should be an automatic shear valve with the shut-off located inside the tank.
- Provide barriers such as posts or guard rails, where tanks are exposed, to prevent collision damage with vehicles.
- Provide secure storage to prevent vandalism.
- Place tight-fitting lids on all containers.
- Enclose or cover the containers where they are stored.

- Raise the containers off the ground by use of pallet or similar method, with provisions for spill control and secondary containment.
- Contain the material in such a manner that if the container leaks or spills, the contents will not discharge, flow, or be washed into the storm drainage system, surface waters or groundwater.
- Place drip pans or absorbent materials beneath all mounted container taps, and at all potential drip and spill locations during filling and unloading of containers. Drip pans must be cleaned periodically, and all collected liquids and soiled absorbent materials must be reused/recycled or properly disposed.
- Ensure that any underground or aboveground storage tanks shall be designed and managed in accordance with applicable regulations, be identified as a potential pollution source, have secondary containment, such as a berm or dike with an impervious surface.
- Rainfall collected in secondary containment system must not contain pollutants for discharge to storm drain system.

Container Management

- Keep containers in good condition without corrosion or leaky seams.
- Place containers in a lean-to structure or otherwise covered to keep rainfall from reaching the drums.
- Replace containers if they are deteriorating to the point where leakage is occurring. Keep all containers undercover to prevent the entry of stormwater. Employees should be made aware of the importance of keeping the containers free from leaks.
- Keep waste container drums in an area such as a service bay. Drums stored outside must be stored in a lean-to type structure, shed or walk-in container.

Storage of Hazardous Materials

- Storage of reactive, ignitable, or flammable liquids must comply with the fire and hazardous waste codes.
- Place containers in a designated area that is paved, free of cracks and gaps, and impervious in order to contain leaks and spills. The area should also be covered.
- Surround stored hazardous materials and waste with a curb or dike to provide the volume to contain 10 percent of the volume of all of the containers or 110 percent of the volume of the largest container, whichever is greater. The area inside the curb should slope to a drain and a dead-end sump should be installed in the drain.

Inspection

- Provide regular inspections:
 - Inspect storage areas regularly for leaks or spills.

- Conduct routine inspections and check for external corrosion of material containers. Also check for structural failure, spills and overfills due to operator error, failure of piping system.
- Check for leaks or spills during pumping of liquids or gases from truck or rail car to a storage facility or vice versa.
- Visually inspect new tank or container installations for loose fittings, poor welding, and improper or poorly fitted gaskets.
- Inspect tank foundations, connections, coatings, and tank walls and piping system. Look for corrosion, leaks, cracks, scratches, and other physical damage that may weaken the tank or container system.
- Replace containers that are leaking, corroded, or otherwise deteriorating with ones in good condition. If the liquid chemicals are corrosive, containers made of compatible materials must be used instead of metal drums.
- Label new or secondary containers with the product name and hazards.

Training

- Train employees (e.g. fork lift operators) and contractors in proper spill containment and cleanup. The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.
- Train employees in proper storage measures.
- Use a training log or similar method to document training.

Spill Response and Prevention

- Keep your Spill Prevention Control and Countermeasure (SPCC) Plan up-to-date, and implement accordingly.
- Have an emergency plan, equipment and trained personnel ready at all times to deal immediately with major spills.
- Collect all spilled liquids and properly dispose of them.
- Employees trained in emergency spill cleanup procedures should be present when dangerous waste, liquid chemicals, or other wastes are delivered.
- Operator errors can be prevented by using engineering safe guards and thus reducing accidental releases of pollutant.
- Store and maintain appropriate spill cleanup materials in a location known to all near the tank storage area.
- See Aboveground Tank Leak and Spill Control section of the Spill Prevention, Control & Cleanup fact sheet (SC-11) for additional information.

Other Considerations

- Storage sheds often must meet building and fire code requirements.
- The local fire district must be consulted for limitations on clearance of roof covers over containers used to store flammable materials.
- All specific standards set by federal and state laws concerning the storage of oil and hazardous materials must be met.
- Storage of reactive, ignitable, or flammable liquids should comply with the Uniform Fire Code and the National Electric Code.
- Storage of oil and hazardous materials must meet specific federal and state standards including:
 - Spill Prevention Control and Countermeasure Plan (SPCC) Plan
 - Secondary containment
 - Integrity and leak detection monitoring
 - Emergency preparedness plans

Requirements

Costs

- Will vary depending on the size of the facility and the necessary controls, such as berms or safeguards against accidental controls.

Maintenance

- Conduct weekly inspection.
- Sweep and clean the storage area regularly if it is paved, do not hose down the area to a storm drain.

Supplemental Information

- The most common causes of unintentional releases are:
 - Installation problems,
 - Failure of piping systems (pipes, pumps, flanges, couplings, hoses, and valves),
 - External corrosion and structural failure,
 - Spills and overfills due to operator error, and
 - Leaks during pumping of liquids or gases from truck or rail car to a storage tank or vice versa

Further Detail of the BMP*Dikes*

One of the best protective measures against contamination of stormwater is diking. Containment dikes are berms or retaining walls that are designed to hold spills. Diking is an effective pollution prevention measure for above ground storage tanks and railcar or tank truck loading and unloading areas. The dike surrounds the area of concern and holds the spill, keeping spill materials separated from the stormwater side of the dike area. Diking can be used in any industrial or municipal facility, but it is most commonly used for controlling large spills or releases from liquid storage areas and liquid transfer areas.

- For single-wall tanks, containment dikes should be large enough to hold the contents of the storage tank for the facility plus rain water.
- For trucks, diked areas should be capable of holding an amount equal to the volume of the tank truck compartment. Diked construction material should be strong enough to safely hold spilled materials.
- Dike materials can consist of earth, concrete, synthetic materials, metal, or other impervious materials.
- Strong acids or bases may react with metal containers, concrete, and some plastics.
- Where strong acids or bases are stored, alternative dike materials should be considered. More active organic chemicals may need certain special liners for dikes.
- Dikes may also be designed with impermeable materials to increase containment capabilities.
- Dikes should be inspected during or after significant storms or spills to check for washouts or overflows.
- Regular checks of containment dikes to insure the dikes are capable of holding spills should be conducted.
- Inability of a structure to retain stormwater, dike erosion, soggy areas, or changes in vegetation indicate problems with dike structures. Damaged areas should be patched and stabilized immediately.
- Accumulated stormwater in the containment area should be analyzed for pollutants before it is released to surface waters. If pollutants are found or if stormwater quality is not determined, then methods other than discharging to surface waters should be employed (e.g., discharge to sanitary sewer if allowed).
- Earthen dikes may require special maintenance of vegetation such as mulching and irrigation.

Curbing

Curbing is a barrier that surrounds an area of concern. Curbing is similar to containment diking in the way that it prevents spills and leaks from being released into the environment. The curbing is usually small scaled and does not contain large spills like diking. Curbing is common at many facilities in small areas where handling and transfer liquid materials occur. Curbing can redirect stormwater away from the storage area. It is useful in areas where liquid materials are transferred from one container to another. Asphalt is a common material used for curbing; however, curbing materials include earth, concrete, synthetic materials, metal, or other impenetrable materials.

- Spilled materials should be removed immediately from curbed areas to allow space for future spills.
- Curbs should have manually-controlled pump systems rather than common drainage systems for collection of spilled materials.
- The curbed area should be inspected regularly to clear clogging debris.
- Maintenance should also be conducted frequently to prevent overflow of any spilled materials as curbed areas are designed only for smaller spills.
- Curbing has the following advantages:
 - Excellent runoff control,
 - Inexpensive,
 - Ease of installment,
 - Provides option to recycle materials spilled in curb areas, and
 - Common industry practice.

Examples

The “doghouse” design has been used to store small liquid containers. The roof and flooring design prevent contact with direct rain or runoff. The doghouse has two solid structural walls and two canvas covered walls. The flooring is wire mesh about secondary containment. The unit has been used successfully at Lockheed Missile and Space Company in Sunnyvale.

References and Resources

British Columbia Lake Stewardship Society. Best Management Practices to Protect Water Quality from Non-Point Source Pollution. March 2000
<http://www.nalms.org/bclss/storage.html>

King County Stormwater Pollution Control Manual –
<http://dnr.metrokc.gov/wlr/dss/spcm.htm>

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program (URMP) -
<http://www.projectcleanwater.org/pdf/Model%20Program%20Municipal%20Facilities.pdf>

Description

Outside process equipment operations and maintenance can contaminate stormwater runoff. Activities, such as grinding, painting, coating, sanding, degreasing or parts cleaning, landfills and waste piles, solid waste treatment and disposal, are examples of process operations that can lead to contamination of stormwater runoff. Source controls for outdoor process equipment operations and maintenance include reducing the amount of waste created, enclosing or covering all or some of the equipment, installing secondary containment, and training employees.

Approach

Pollution Prevention

- Perform the activity during dry periods.
- Use non-toxic chemicals for maintenance and minimize or eliminate the use of solvents.

Suggested Protocols

- Consider enclosing the activity in a building and connecting the floor drains to the sanitary sewer.
- Cover the work area with a permanent roof.
- Minimize contact of stormwater with outside process equipment operations through berming and drainage routing (runon prevention). If allowed, connect process equipment area to public sewer.
- Dry clean the work area regularly.

Training

- Train employees to perform the activity during dry periods only and to use less or non-toxic materials.
- Train employee and contractors in proper techniques for spill containment and cleanup. The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.

Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Targeted Constituents

| | |
|------------------|---|
| Sediment | ✓ |
| Nutrients | |
| Trash | ✓ |
| Metals | ✓ |
| Bacteria | |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | |



SC-32 Outdoor Equipment Maintenance

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup
- Keep your spill prevention control and countermeasure (SPCC) plan up-date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations

- Space limitations may preclude enclosing some equipment.
- Storage sheds often must meet building and fire code requirements.

Requirements

Costs

- Costs vary depending on the complexity of the operation and the amount of control necessary for stormwater pollution control.
- Providing cover may be expensive.

Maintenance

- Conduct routine preventive maintenance, including checking process equipment for leaks.
- Clean the storm drain system regularly.

Supplemental Information

Further Detail of the BMP

Hydraulic/Treatment Modifications

In some cases it may be necessary to capture and treat polluted stormwater. If the municipality does not have its own process wastewater treatment system, consider discharging to the public sewer system. Use of the public sewer might be allowed under the following conditions:

- If the activity area is very small (less than a few hundred square feet), the local sewer authority may be willing to allow the area to remain uncovered with the drain connected to the public sewer.
- It may be possible under unusual circumstances to connect a much larger area to the public sewer, as long as the rate of stormwater discharges does not exceed the capacity of the wastewater treatment plant. The stormwater could be stored during the storm and then transferred to the public sewer when the normal flow is low, such as at night.

References and Resources

California's Nonpoint Source Program Plan <http://www.swrcb.ca.gov/nps/index.html>

Outdoor Equipment Maintenance SC-32

Clark County Stormwater Pollution Control Manual
<http://www.co.clark.wa.us/pubworks/bmpman.pdf>

King County Stormwater Pollution Control Manual <http://dnr.metrokc.gov/wlr/dss/spcm.htm>

Santa Clara Valley Urban Runoff Pollution Prevention Program <http://www.scvurppp.org>

The Stormwater Managers Resource Center <http://www.stormwatercenter.net/>

Outdoor Storage of Raw Materials SC-33



Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize

Description

Raw materials, by-products, finished products, containers, and material storage areas exposed to rain and/or runoff can pollute stormwater. Stormwater can become contaminated when materials wash off or dissolve into water or are added to runoff by spills and leaks. Improper storage of these materials can result in accidental spills and the release of materials. To prevent or reduce the discharge of pollutants to stormwater from material delivery and storage, pollution prevention and source control measures, such as minimizing the storage of hazardous materials on-site, enclosing or covering materials, storing materials in a designated area, installing secondary containment, conducting regular inspections, preventing stormwater runoff and runoff, and training employees and subcontractors must be implemented.

Targeted Constituents

| | |
|------------------|---|
| Sediment | ✓ |
| Nutrients | ✓ |
| Trash | ✓ |
| Metals | |
| Bacteria | |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | ✓ |

Approach

Pollution Prevention

- Employee education is paramount for successful BMP implementation.
- Minimize inventory of raw materials.
- Keep an accurate, up-to-date inventory of the materials delivered and stored on-site.
- Try to keep chemicals in their original containers, and keep them well labeled.



SC-33 Outdoor Storage of Raw Materials

Suggested Protocols

General

- Store all materials inside. If this is not feasible, then all outside storage areas should be covered with a roof, and bermed, or enclosed to prevent stormwater contact. At the very minimum, a temporary waterproof covering made of polyethylene, polypropylene or hypalon should be used over all materials stored outside.
- Cover and contain the stockpiles of raw materials to prevent stormwater from running into the covered piles. The covers must be in place at all times when work with the stockpiles is not occurring. (applicable to small stockpiles only).
- If the stockpiles are so large that they cannot feasibly be covered and contained, implement erosion control practices at the perimeter of your site and at any catch basins to prevent erosion of the stockpiled material off site,
- Keep liquids in a designated area on a paved impervious surface within a secondary containment.
- Keep outdoor storage containers in good condition.
- Keep storage areas clean and dry.
- Design paved areas to be sloped in a manner that minimizes the pooling of water on the site, particularly with materials that may leach pollutants into stormwater and/or groundwater, such as compost, logs, and wood chips. A minimum slope of 1.5 percent is recommended.
- Secure drums stored in an area where unauthorized persons may gain access to prevent accidental spillage, pilferage, or any unauthorized use.
- Cover wood products treated with chromated copper arsenate, ammonical copper zinc arsenate, creosote, or pentachlorophenol with tarps or store indoors.

Raw Material Containment

- Do not store chemicals, drums, or bagged materials directly on the ground. Place these items in secondary containers if applicable.
- Prevent the run-on of uncontaminated stormwater from adjacent areas as well as runoff of stormwater from the stockpile areas, by placing a curb along the perimeter of the area. The area inside the curb should slope to a drain. Liquids should be drained to the sanitary sewer if allowed. The drain must have a positive control such as a lock, valve, or plug to prevent release of contaminated liquids.
- Tanks should be bermed or surrounded by a secondary containment system.
- Release accumulated stormwater in petroleum storage areas prior to the next storm. At a minimum, water should pass through an oil/water separator and, if allowed, discharged to a sanitary sewer.

Outdoor Storage of Raw Materials SC-33

Inspection

- Conduct regular inspections of storage areas so that leaks and spills are detected as soon as possible.
- Conduct routine inspections and check for external corrosion of material containers. Also check for structural failure, spills and overfills due to operator error, failure of piping system.
- Check for leaks or spills during pumping of liquids or gases from truck or rail car to a storage facility or vice versa.
- Visually inspect new tank or container installations for loose fittings, poor welding, and improper or poorly fitted gaskets.
- Inspect tank foundations, connections, coatings, and tank walls and piping system. Look for corrosion, leaks, cracks, scratches, and other physical damage that may weaken the tank or container system.

Training

- Employees should be well trained in proper material storage.
- Train employees and contractors in proper techniques for spill containment and cleanup.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup.
- Keep your Spill Prevention Control and countermeasure (SPCC) plan up-to-date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.
- Have employees trained in spill containment and cleanup present during loading/unloading of dangerous waste, liquid chemicals and other potentially hazardous materials.

Other Considerations

- Storage sheds often must meet building and fire code requirements. Storage of reactive, ignitable, or flammable liquids must comply with the Uniform Fire Code and the National Electric Code.
- Space limitations may preclude storing some materials indoors.
- Some municipalities require that secondary containment areas (regardless of size) be connected to the sanitary sewer, prohibiting any hard connections to the storm drain. Storage sheds often must meet building and fire code requirements.
- The local fire district must be consulted for limitations on clearance of roof covers over containers used to store flammable materials.

SC-33 Outdoor Storage of Raw Materials

Requirements

Costs

- Costs will vary depending on the size of the facility and the necessary controls. They should be low except where large areas may have to be covered.

Maintenance

- Accurate and up-to-date inventories should be kept of all stored materials.
- Berms and curbs may require periodic repair and patching.
- Parking lots or other surfaces near bulk materials storage areas should be swept periodically to remove debris blown or washed from storage area.
- Sweep paved storage areas regularly for collection and disposal of loose solid materials, do not hose down the area to a storm drain or conveyance ditch.
- Keep outdoor storage areas in good condition (e.g. repair roofs, floors, etc. to limit releases to runoff).

Supplemental Information

Further Detail of the BMP

Raw Material Containment

Paved areas should be sloped in a manner that minimize the pooling of water on the site, particularly with materials that may leach pollutants into stormwater and/or groundwater, such as compost, logs, and wood chips. A minimum slope of 1.5 percent is recommended.

- Curbing should be placed along the perimeter of the area to prevent the runoff of uncontaminated stormwater from adjacent areas as well as runoff of stormwater from the stockpile areas.
- The storm drainage system should be designed to minimize the use of catch basins in the interior of the area as they tend to rapidly fill with manufacturing material.
- The area should be sloped to drain stormwater to the perimeter where it can be collected or to internal drainage alleyways where material is not stockpiled.
- If the raw material, by-product, or product is a liquid, more information for outside storage of liquids can be found under SC-31, Outdoor Container Storage.

Examples

The “doghouse” design has been used to store small liquid containers. The roof and flooring design prevent contact with direct rain or runoff. The doghouse has two solid structural walls and two canvas covered walls. The flooring is wire mesh about secondary containment. The unit has been used successively at Lockheed Missile and Space Company in Sunnyvale.

References and Resources

King County Stormwater Pollution Control Manual - <http://dnr.metrokc.gov/wlr/dss/spcm.htm>

Outdoor Storage of Raw Materials SC-33

Model Urban Runoff Program: A How-To-Guide for Developing Urban Runoff Programs for Small Municipalities. Prepared by City of Monterey, City of Santa Cruz, California Coastal Commission, Monterey Bay National Marine Sanctuary, Association of Monterey Bay Area Governments, Woodward-Clyde, Central Coast Regional Water Quality Control Board. July 1998 (Revised February 2002 by the California Coastal Commission).

Orange County Stormwater Program

http://www.ocwatersheds.com/StormWater/swp_introduction.asp

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program (URMP)

<http://www.projectcleanwater.org/pdf/Model%20Program%20Municipal%20Facilities.pdf>



Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Description

Improper storage and handling of solid wastes can allow toxic compounds, oils and greases, heavy metals, nutrients, suspended solids, and other pollutants to enter stormwater runoff. The discharge of pollutants to stormwater from waste handling and disposal can be prevented and reduced by tracking waste generation, storage, and disposal; reducing waste generation and disposal through source reduction, re-use, and recycling; and preventing runoff and runoff.

Approach

Pollution Prevention

- Reduction in the amount of waste generated can be accomplished using the following source controls such as:
 - Production planning and sequencing
 - Process or equipment modification
 - Raw material substitution or elimination
 - Loss prevention and housekeeping
 - Waste segregation and separation
 - Close loop recycling
- Establish a material tracking system to increase awareness about material usage. This may reduce spills and minimize contamination, thus reducing the amount of waste produced.
- Recycle materials whenever possible.

Targeted Constituents

| | |
|------------------|---|
| Sediment | ✓ |
| Nutrients | ✓ |
| Trash | ✓ |
| Metals | ✓ |
| Bacteria | ✓ |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | ✓ |



Suggested Protocols*General*

- Cover storage containers with leak proof lids or some other means. If waste is not in containers, cover all waste piles (plastic tarps are acceptable coverage) and prevent stormwater runoff and runoff with a berm. The waste containers or piles must be covered except when in use.
- Use drip pans or absorbent materials whenever grease containers are emptied by vacuum trucks or other means. Grease cannot be left on the ground. Collected grease must be properly disposed of as garbage.
- Check storage containers weekly for leaks and to ensure that lids are on tightly. Replace any that are leaking, corroded, or otherwise deteriorating.
- Sweep and clean the storage area regularly. If it is paved, do not hose down the area to a storm drain.
- Dispose of rinse and wash water from cleaning waste containers into a sanitary sewer if allowed by the local sewer authority. Do not discharge wash water to the street or storm drain.
- Transfer waste from damaged containers into safe containers.
- Take special care when loading or unloading wastes to minimize losses. Loading systems can be used to minimize spills and fugitive emission losses such as dust or mist. Vacuum transfer systems can minimize waste loss.

Controlling Litter

- Post “No Littering” signs and enforce anti-litter laws.
- Provide a sufficient number of litter receptacles for the facility.
- Clean out and cover litter receptacles frequently to prevent spillage.

Waste Collection

- Keep waste collection areas clean.
- Inspect solid waste containers for structural damage or leaks regularly. Repair or replace damaged containers as necessary.
- Secure solid waste containers; containers must be closed tightly when not in use.
- Place waste containers under cover if possible.
- Do not fill waste containers with washout water or any other liquid.
- Ensure that only appropriate solid wastes are added to the solid waste container. Certain wastes such as hazardous wastes, appliances, fluorescent lamps, pesticides, etc. may not be

disposed of in solid waste containers (see chemical/ hazardous waste collection section below).

- Do not mix wastes; this can cause chemical reactions, make recycling impossible, and complicate disposal.

Good Housekeeping

- Use all of the product before disposing of the container.
- Keep the waste management area clean at all times by sweeping and cleaning up spills immediately.
- Use dry methods when possible (e.g. sweeping, use of absorbents) when cleaning around restaurant/food handling dumpster areas. If water must be used after sweeping/using absorbents, collect water and discharge through grease interceptor to the sewer.
- Stencil storm drains on the facility's property with prohibitive message regarding waste disposal.

Chemical/Hazardous Wastes

- Select designated hazardous waste collection areas on-site.
- Store hazardous materials and wastes in covered containers protected from vandalism, and in compliance with fire and hazardous waste codes.
- Place hazardous waste containers in secondary containment.
- Make sure that hazardous waste is collected, removed, and disposed of only at authorized disposal areas.

Runon/Runoff Prevention

- Prevent stormwater runon from entering the waste management area by enclosing the area or building a berm around the area.
- Prevent the waste materials from directly contacting rain.
- Cover waste piles with temporary covering material such as reinforced tarpaulin, polyethylene, polyurethane, polypropylene or hypalon.
- Cover the area with a permanent roof if feasible.
- Cover dumpsters to prevent rain from washing waste out of holes or cracks in the bottom of the dumpster.
- Move the activity indoor after ensuring all safety concerns such as fire hazard and ventilation are addressed.

Inspection

- Inspect and replace faulty pumps or hoses regularly to minimize the potential of releases and spills.
- Check waste management areas for leaking containers or spills.
- Repair leaking equipment including valves, lines, seals, or pumps promptly.

Training

- Train staff pollution prevention measures and proper disposal methods.
- Train employees and contractors proper spill containment and cleanup. The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.
- Train employees and subcontractors in proper hazardous waste management.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup.
- Keep your Spill Prevention Control and countermeasure (SPCC) plan up-to-date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.
- Vehicles transporting waste should have spill prevention equipment that can prevent spills during transport. The spill prevention equipment includes:
 - Vehicles equipped with baffles for liquid waste
 - Trucks with sealed gates and spill guards for solid waste

Other Considerations

- Hazardous waste cannot be re-used or recycled; it must be disposed of by a licensed hazardous waste hauler.

Requirements***Costs***

- Capital and operation and maintenance costs will vary substantially depending on the size of the facility and the types of waste handled. Costs should be low if there is an inventory program in place.

Maintenance

- None except for maintaining equipment for material tracking program.

Supplemental Information

Further Detail of the BMP

Land Treatment System

- Minimize the runoff of polluted stormwater from land application of municipal waste on-site by:
 - Choosing a site where slopes are under 6%, the soil is permeable, there is a low water table, it is located away from wetlands or marshes, there is a closed drainage system.
 - Avoiding application of waste to the site when it is raining or when the ground is saturated with water.
 - Growing vegetation on land disposal areas to stabilize soils and reduce the volume of surface water runoff from the site.
 - Maintaining adequate barriers between the land application site and the receiving waters. Planted strips are particularly good.
 - Using erosion control techniques such as mulching and matting, filter fences, straw bales, diversion terracing, and sediment basins.
 - Performing routine maintenance to ensure the erosion control or site stabilization measures are working.

References and Resources

King County Stormwater Pollution Control Manual - <http://dnr.metrokc.gov/wlr/dss/spcm.htm>

Orange County Stormwater Program

http://www.ocwatersheds.com/StormWater/swp_introduction.asp

Pollution from Surface Cleaning Folder. 1996. Bay Area Stormwater Management Agencies Associations (BASMAA). On-line: <http://www.basmaa.org>



Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Description

Stormwater runoff from building and grounds maintenance activities can be contaminated with toxic hydrocarbons in solvents, fertilizers and pesticides, suspended solids, heavy metals, and abnormal pH. Utilizing the following protocols will prevent or reduce the discharge of pollutants to stormwater from building and grounds maintenance activities by washing and cleaning up with as little water as possible, following good landscape management practices, preventing and cleaning up spills immediately, keeping debris from entering the storm drains, and maintaining the stormwater collection system.

Approach

Pollution Prevention

- Switch to non-toxic chemicals for maintenance when possible.
- Choose cleaning agents that can be recycled.
- Encourage proper lawn management and landscaping, including use of native vegetation.
- Encourage use of Integrated Pest Management techniques for pest control.
- Encourage proper onsite recycling of yard trimmings.
- Recycle residual paints, solvents, lumber, and other material as much as possible.

Targeted Constituents

| | |
|------------------|---|
| Sediment | ✓ |
| Nutrients | ✓ |
| Trash | ✓ |
| Metals | ✓ |
| Bacteria | ✓ |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | ✓ |



SC-41 Building & Grounds Maintenance

Suggested Protocols

Pressure Washing of Buildings, Rooftops, and Other Large Objects

- In situations where soaps or detergents are used and the surrounding area is paved, pressure washers must use a waste water collection device that enables collection of wash water and associated solids. A sump pump, wet vacuum or similarly effective device must be used to collect the runoff and loose materials. The collected runoff and solids must be disposed of properly.
- If soaps or detergents are not used, and the surrounding area is paved, wash water runoff does not have to be collected but must be screened. Pressure washers must use filter fabric or some other type of screen on the ground and/or in the catch basin to trap the particles in wash water runoff.
- If you are pressure washing on a grassed area (with or without soap), runoff must be dispersed as sheet flow as much as possible, rather than as a concentrated stream. The wash runoff must remain on the grass and not drain to pavement. Ensure that this practice does not kill grass.

Landscaping Activities

- Do not apply any chemicals (insecticide, herbicide, or fertilizer) directly to surface waters, unless the application is approved and permitted by the state.
- Dispose of grass clippings, leaves, sticks, or other collected vegetation as garbage, or by composting. Do not dispose of collected vegetation into waterways or storm drainage systems.
- Use mulch or other erosion control measures on exposed soils.
- Check irrigation schedules so pesticides will not be washed away and to minimize non-stormwater discharge.

Building Repair, Remodeling, and Construction

- Do not dump any toxic substance or liquid waste on the pavement, the ground, or toward a storm drain.
- Use ground or drop cloths underneath outdoor painting, scraping, and sandblasting work, and properly dispose of collected material daily.
- Use a ground cloth or oversized tub for activities such as paint mixing and tool cleaning.
- Clean paint brushes and tools covered with water-based paints in sinks connected to sanitary sewers or in portable containers that can be dumped into a sanitary sewer drain. Brushes and tools covered with non-water-based paints, finishes, or other materials must be cleaned in a manner that enables collection of used solvents (e.g., paint thinner, turpentine, etc.) for recycling or proper disposal.

- Use a storm drain cover, filter fabric, or similarly effective runoff control mechanism if dust, grit, wash water, or other pollutants may escape the work area and enter a catch basin. The containment device(s) must be in place at the beginning of the work day, and accumulated dirty runoff and solids must be collected and disposed of before removing the containment device(s) at the end of the work day.
- If you need to de-water an excavation site, you may need to filter the water before discharging to a catch basin or off-site. In which case you should direct the water through hay bales and filter fabric or use other sediment filters or traps.
- Store toxic material under cover with secondary containment during precipitation events and when not in use. A cover would include tarps or other temporary cover material.

Mowing, Trimming, and Planting

- Dispose of leaves, sticks, or other collected vegetation as garbage, by composting or at a permitted landfill. Do not dispose of collected vegetation into waterways or storm drainage systems.
- Use mulch or other erosion control measures when soils are exposed.
- Place temporarily stockpiled material away from watercourses and drain inlets, and berm or cover stockpiles to prevent material releases to the storm drain system.
- Consider an alternative approach when bailing out muddy water; do not put it in the storm drain, pour over landscaped areas.
- Use hand or mechanical weeding where practical.

Fertilizer and Pesticide Management

- Follow all federal, state, and local laws and regulations governing the use, storage, and disposal of fertilizers and pesticides and training of applicators and pest control advisors.
- Follow manufacturers' recommendations and label directions. Pesticides must never be applied if precipitation is occurring or predicted. Do not apply insecticides within 100 feet of surface waters such as lakes, ponds, wetlands, and streams.
- Use less toxic pesticides that will do the job, whenever possible. Avoid use of copper-based pesticides if possible.
- Do not use pesticides if rain is expected.
- Do not mix or prepare pesticides for application near storm drains.
- Use the minimum amount needed for the job.
- Calibrate fertilizer distributors to avoid excessive application.
- Employ techniques to minimize off-target application (e.g. spray drift) of pesticides, including consideration of alternative application techniques.

SC-41 Building & Grounds Maintenance

- Apply pesticides only when wind speeds are low.
- Work fertilizers into the soil rather than dumping or broadcasting them onto the surface.
- Irrigate slowly to prevent runoff and then only as much as is needed.
- Clean pavement and sidewalk if fertilizer is spilled on these surfaces before applying irrigation water.
- Dispose of empty pesticide containers according to the instructions on the container label.
- Use up the pesticides. Rinse containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste.
- Implement storage requirements for pesticide products with guidance from the local fire department and County Agricultural Commissioner. Provide secondary containment for pesticides.

Inspection

- Inspect irrigation system periodically to ensure that the right amount of water is being applied and that excessive runoff is not occurring. Minimize excess watering, and repair leaks in the irrigation system as soon as they are observed.

Training

- Educate and train employees on use of pesticides and in pesticide application techniques to prevent pollution.
- Train employees and contractors in proper techniques for spill containment and cleanup.
- Be sure the frequency of training takes into account the complexity of the operations and the nature of the staff.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup
- Keep your Spill Prevention Control and countermeasure (SPCC) plan up-to-date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations

- Alternative pest/weed controls may not be available, suitable, or effective in many cases.

Requirements

Costs

- Overall costs should be low in comparison to other BMPs.

Maintenance

- Sweep paved areas regularly to collect loose particles, and wipe up spills with rags and other absorbent material immediately, do not hose down the area to a storm drain.

Supplemental Information

Further Detail of the BMP

Fire Sprinkler Line Flushing

Building fire sprinkler line flushing may be a source of non-stormwater runoff pollution. The water entering the system is usually potable water though in some areas it may be non-potable reclaimed wastewater. There are subsequent factors that may drastically reduce the quality of the water in such systems. Black iron pipe is usually used since it is cheaper than potable piping but it is subject to rusting and results in lower quality water. Initially the black iron pipe has an oil coating to protect it from rusting between manufacture and installation; this will contaminate the water from the first flush but not from subsequent flushes. Nitrates, poly-phosphates and other corrosion inhibitors, as well as fire suppressants and antifreeze may be added to the sprinkler water system. Water generally remains in the sprinkler system a long time, typically a year, between flushes and may accumulate iron, manganese, lead, copper, nickel and zinc. The water generally becomes anoxic and contains living and dead bacteria and breakdown products from chlorination. This may result in a significant BOD problem and the water often smells. Consequently dispose fire sprinkler line flush water into the sanitary sewer. Do not allow discharge to storm drain or infiltration due to potential high levels of pollutants in fire sprinkler line water.

References and Resources

California's Nonpoint Source Program Plan <http://www.swrcb.ca.gov/nps/index.html>

King County - <ftp://dnr.metrokc.gov/wlr/dss/spcm/Chapter%203.PDF>

Orange County Stormwater Program

http://www.ocwatersheds.com/StormWater/swp_introduction.asp

Mobile Cleaners Pilot Program: Final Report. 1997. Bay Area Stormwater Management Agencies Association (BASSMA) <http://www.basmaa.org/>

Pollution from Surface Cleaning Folder. 1996. Bay Area Stormwater Management Agencies Association (BASMAA) <http://www.basmaa.org/>

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program (URMP) -

<http://www.projectcleanwater.org/pdf/Model%20Program%20Municipal%20Facilities.pdf>

Parking/Storage Area Maintenance SC-43



Description

Parking lots and storage areas can contribute a number of substances, such as trash, suspended solids, hydrocarbons, oil and grease, and heavy metals that can enter receiving waters through stormwater runoff or non-stormwater discharges. The following protocols are intended to prevent or reduce the discharge of pollutants from parking/storage areas and include using good housekeeping practices, following appropriate cleaning BMPs, and training employees.

Approach

Pollution Prevention

- Encourage alternative designs and maintenance strategies for impervious parking lots. (See New Development and Redevelopment BMP Handbook).
- Keep accurate maintenance logs to evaluate BMP implementation.

Suggested Protocols

General

- Keep the parking and storage areas clean and orderly. Remove debris in a timely fashion.
- Allow sheet runoff to flow into biofilters (vegetated strip and swale) and/or infiltration devices.
- Utilize sand filters or oleophilic collectors for oily waste in low concentrations.

Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Targeted Constituents

| | |
|------------------|---|
| Sediment | ✓ |
| Nutrients | ✓ |
| Trash | ✓ |
| Metals | ✓ |
| Bacteria | ✓ |
| Oil and Grease | ✓ |
| Organics | ✓ |
| Oxygen Demanding | ✓ |



SC-43 Parking/Storage Area Maintenance

- Arrange rooftop drains to prevent drainage directly onto paved surfaces.
- Design lot to include semi-permeable hardscape.

Controlling Litter

- Post “No Littering” signs and enforce anti-litter laws.
- Provide an adequate number of litter receptacles.
- Clean out and cover litter receptacles frequently to prevent spillage.
- Provide trash receptacles in parking lots to discourage litter.
- Routinely sweep, shovel and dispose of litter in the trash.

Surface cleaning

- Use dry cleaning methods (e.g. sweeping or vacuuming) to prevent the discharge of pollutants into the stormwater conveyance system.
- Establish frequency of public parking lot sweeping based on usage and field observations of waste accumulation.
- Sweep all parking lots at least once before the onset of the wet season.
- If water is used follow the procedures below:
 - Block the storm drain or contain runoff.
 - Wash water should be collected and pumped to the sanitary sewer or discharged to a pervious surface, do not allow wash water to enter storm drains.
 - Dispose of parking lot sweeping debris and dirt at a landfill.
- When cleaning heavy oily deposits:
 - Use absorbent materials on oily spots prior to sweeping or washing.
 - Dispose of used absorbents appropriately.

Surface Repair

- Pre-heat, transfer or load hot bituminous material away from storm drain inlets.
- Apply concrete, asphalt, and seal coat during dry weather to prevent contamination from contacting stormwater runoff.
- Cover and seal nearby storm drain inlets (with waterproof material or mesh) and manholes before applying seal coat, slurry seal, etc., where applicable. Leave covers in place until job is complete and until all water from emulsified oil sealants has drained or evaporated. Clean any debris from these covered manholes and drains for proper disposal.

Parking/Storage Area Maintenance SC-43

- Use only as much water as necessary for dust control, to avoid runoff.
- Catch drips from paving equipment that is not in use with pans or absorbent material placed under the machines. Dispose of collected material and absorbents properly.

Inspection

- Have designated personnel conduct inspections of the parking facilities and stormwater conveyance systems associated with them on a regular basis.
- Inspect cleaning equipment/sweepers for leaks on a regular basis.

Training

- Provide regular training to field employees and/or contractors regarding cleaning of paved areas and proper operation of equipment.
- Train employees and contractors in proper techniques for spill containment and cleanup.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup.
- Keep your Spill Prevention Control and countermeasure (SPCC) plan up-to-date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations

- Limitations related to sweeping activities at large parking facilities may include high equipment costs, the need for sweeper operator training, and the inability of current sweeper technology to remove oil and grease.

Requirements

Costs

Cleaning/sweeping costs can be quite large, construction and maintenance of stormwater structural controls can be quite expensive as well.

Maintenance

- Sweep parking lot to minimize cleaning with water.
- Clean out oil/water/sand separators regularly, especially after heavy storms.
- Clean parking facilities on a regular basis to prevent accumulated wastes and pollutants from being discharged into conveyance systems during rainy conditions.

SC-43 Parking/Storage Area Maintenance

Supplemental Information

Further Detail of the BMP

Surface Repair

Apply concrete, asphalt, and seal coat during dry weather to prevent contamination from contacting stormwater runoff. Where applicable, cover and seal nearby storm drain inlets (with waterproof material or mesh) and manholes before applying seal coat, slurry seal, etc. Leave covers in place until job is complete and until all water from emulsified oil sealants has drained or evaporated. Clean any debris from these covered manholes and drains for proper disposal. Use only as much water as necessary for dust control, to avoid runoff.

References and Resources

<http://www.stormwatercenter.net/>

California's Nonpoint Source Program Plan <http://www.swrcb.ca.gov/nps/index.html>

Model Urban Runoff Program: A How-To Guide for Developing Urban Runoff Programs for Small Municipalities. Prepared by City of Monterey, City of Santa Cruz, California Coastal Commission, Monterey Bay National Marine Sanctuary, Association of Monterey Bay Area Governments, Woodward-Clyde, Central Coast Regional Water Quality Control Board. July 1998 (Revised February 2002 by the California Coastal Commission).

Orange County Stormwater Program

http://www.ocwatersheds.com/StormWater/swp_introduction.asp

Oregon Association of Clean Water Agencies. Oregon Municipal Stormwater Toolbox for Maintenance Practices. June 1998.

Pollution from Surface Cleaning Folder. 1996. Bay Area Stormwater Management Agencies Association (BASMAA) <http://www.basma.org>

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Program (URMP)

<http://www.projectcleanwater.org/pdf/Model%20Program%20Municipal%20Facilities.pdf>

Description

Promote efficient and safe housekeeping practices (storage, use, and cleanup) when handling potentially harmful materials such as fertilizers, pesticides, cleaning solutions, paint products, automotive products, and swimming pool chemicals. Related information is provided in BMP fact sheets SC-11 Spill Prevention, Control & Cleanup and SC-34 Waste Handling & Disposal.

Approach

Pollution Prevention

- Purchase only the amount of material that will be needed for foreseeable use. In most cases this will result in cost savings in both purchasing and disposal. See SC-61 Safer Alternative Products for additional information.
- Be aware of new products that may do the same job with less environmental risk and for less or the equivalent cost. Total cost must be used here; this includes purchase price, transportation costs, storage costs, use related costs, clean up costs and disposal costs.

Suggested Protocols

General

- Keep work sites clean and orderly. Remove debris in a timely fashion. Sweep the area.
- Dispose of wash water, sweepings, and sediments, properly.
- Recycle or dispose of fluids properly.
- Establish a daily checklist of office, yard and plant areas to confirm cleanliness and adherence to proper storage and security. Specific employees should be assigned specific inspection responsibilities and given the authority to remedy any problems found.
- Post waste disposal charts in appropriate locations detailing for each waste its hazardous nature (poison, corrosive, flammable), prohibitions on its disposal (dumpster, drain, sewer) and the recommended disposal method (recycle, sewer, burn, storage, landfill).
- Summarize the chosen BMPs applicable to your operation and post them in appropriate conspicuous places.

Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Targeted Constituents

| | |
|------------------|-------------------------------------|
| Sediment | <input checked="" type="checkbox"/> |
| Nutrients | <input checked="" type="checkbox"/> |
| Trash | <input checked="" type="checkbox"/> |
| Metals | <input checked="" type="checkbox"/> |
| Bacteria | <input checked="" type="checkbox"/> |
| Oil and Grease | <input checked="" type="checkbox"/> |
| Organics | <input checked="" type="checkbox"/> |
| Oxygen Demanding | <input checked="" type="checkbox"/> |



- Require a signed checklist from every user of any hazardous material detailing amount taken, amount used, amount returned and disposal of spent material.
- Do a before audit of your site to establish baseline conditions and regular subsequent audits to note any changes and whether conditions are improving or deteriorating.
- Keep records of water, air and solid waste quantities and quality tests and their disposition.
- Maintain a mass balance of incoming, outgoing and on hand materials so you know when there are unknown losses that need to be tracked down and accounted for.
- Use and reward employee suggestions related to BMPs, hazards, pollution reduction, work place safety, cost reduction, alternative materials and procedures, recycling and disposal.
- Have, and review regularly, a contingency plan for spills, leaks, weather extremes etc. Make sure all employees know about it and what their role is so that it comes into force automatically.

Training

- Train all employees, management, office, yard, manufacturing, field and clerical in BMPs and pollution prevention and make them accountable.
- Train municipal employees who handle potentially harmful materials in good housekeeping practices.
- Train personnel who use pesticides in the proper use of the pesticides. The California Department of Pesticide Regulation license pesticide dealers, certify pesticide applicators and conduct onsite inspections.
- Train employees and contractors in proper techniques for spill containment and cleanup. The employee should have the tools and knowledge to immediately begin cleaning up a spill if one should occur.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup.
- Keep your Spill Prevention Control and Countermeasure (SPCC) plan up-to-date, and implement accordingly.
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations

- There are no major limitations to this best management practice.
- There are no regulatory requirements to this BMP. Existing regulations already require municipalities to properly store, use, and dispose of hazardous materials

Requirements

Costs

- Minimal cost associated with this BMP. Implementation of good housekeeping practices may result in cost savings as these procedures may reduce the need for more costly BMPs.

Maintenance

- Ongoing maintenance required to keep a clean site. Level of effort is a function of site size and type of activities.

Supplemental Information

Further Detail of the BMP

- The California Integrated Waste Management Board's Recycling Hotline, 1-800-553-2962, provides information on household hazardous waste collection programs and facilities.

Examples

There are a number of communities with effective programs. The most pro-active include Santa Clara County and the City of Palo Alto, the City and County of San Francisco, and the Municipality of Metropolitan Seattle (Metro).

References and Resources

British Columbia Lake Stewardship Society. Best Management Practices to Protect Water Quality from Non-Point Source Pollution. March 2000.

<http://www.nalms.org/bclss/bmphome.html#bmp>

King County Stormwater Pollution Control Manual - <http://dnr.metrokc.gov/wlr/dss/spcm.htm>

Model Urban Runoff Program: A How-To Guide for Developing Urban Runoff Programs for Small Municipalities, Prepared by City of Monterey, City of Santa Cruz, California Coastal Commission, Monterey Bay National Marine Sanctuary, Association of Monterey Bay Area Governments, Woodward-Clyde, Central Coast Regional Water Quality Control Board. July, 1998, Revised by California Coastal Commission, February 2002.

Orange County Stormwater Program

http://www.ocwatersheds.com/stormwater/swp_introduction.asp

San Mateo STOPPP - (<http://stoppp.tripod.com/bmp.html>)



Description

Pollutants on sidewalks and other pedestrian traffic areas and plazas are typically due to littering and vehicle use. This fact sheet describes good housekeeping practices that can be incorporated into the municipality's existing cleaning and maintenance program.

Approach

Pollution Prevention

- Use dry cleaning methods whenever practical for surface cleaning activities.
- Use the least toxic materials available (e.g. water based paints, gels or sprays for graffiti removal).

Suggested Protocols

Surface Cleaning

- Regularly broom (dry) sweep sidewalk, plaza and parking lot areas to minimize cleaning with water.
- Dry cleanup first (sweep, collect, and dispose of debris and trash) when cleaning sidewalks or plazas, then wash with or without soap.
- Block the storm drain or contain runoff when cleaning with water. Discharge wash water to landscaping or collect water and pump to a tank or discharge to sanitary sewer if allowed. (Permission may be required from local sanitation district.)

Objectives

- Cover
- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Targeted Constituents

| | |
|------------------|-------------------------------------|
| Sediment | <input checked="" type="checkbox"/> |
| Nutrients | <input checked="" type="checkbox"/> |
| Trash | <input checked="" type="checkbox"/> |
| Metals | <input checked="" type="checkbox"/> |
| Bacteria | <input checked="" type="checkbox"/> |
| Oil and Grease | <input checked="" type="checkbox"/> |
| Organics | <input checked="" type="checkbox"/> |
| Oxygen Demanding | <input checked="" type="checkbox"/> |



- Block the storm drain or contain runoff when washing parking areas, driveways or drive-throughs. Use absorbents to pick up oil; then dry sweep. Clean with or without soap. Collect water and pump to a tank or discharge to sanitary sewer if allowed. Street Repair and Maintenance.

Graffiti Removal

- Avoid graffiti abatement activities during rain events.
- Implement the procedures under Painting and Paint Removal in SC-70 Roads, Streets, and Highway Operation and Maintenance fact sheet when graffiti is removed by painting over.
- Direct runoff from sand blasting and high pressure washing (with no cleaning agents) into a dirt or landscaped area after treating with an appropriate filtering device.
- Plug nearby storm drain inlets and vacuum/pump wash water to the sanitary sewer if authorized to do so if a graffiti abatement method generates wash water containing a cleaning compound (such as high pressure washing with a cleaning compound). Ensure that a non-hazardous cleaning compound is used or dispose as hazardous waste, as appropriate.

Surface Removal and Repair

- Schedule surface removal activities for dry weather if possible.
- Avoid creating excess dust when breaking asphalt or concrete.
- Take measures to protect nearby storm drain inlets prior to breaking up asphalt or concrete (e.g. place hay bales or sand bags around inlets). Clean afterwards by sweeping up as much material as possible.
- Designate an area for clean up and proper disposal of excess materials.
- Remove and recycle as much of the broken pavement as possible to avoid contact with rainfall and stormwater runoff.
- When making saw cuts in pavement, use as little water as possible. Cover each storm drain inlet completely with filter fabric during the sawing operation and contain the slurry by placing straw bales, sandbags, or gravel dams around the inlets. After the liquid drains or evaporates, shovel or vacuum the slurry residue from the pavement or gutter and remove from site.
- Always dry sweep first to clean up tracked dirt. Use a street sweeper or vacuum truck. Do not dump vacuumed liquid in storm drains. Once dry sweeping is complete, the area may be hosed down if needed. Wash water should be directed to landscaping or collected and pumped to the sanitary sewer if allowed.

Concrete Installation and Repair

- Schedule asphalt and concrete activities for dry weather.

- Take measures to protect any nearby storm drain inlets and adjacent watercourses, prior to breaking up asphalt or concrete (e.g. place san bags around inlets or work areas).
- Limit the amount of fresh concrete or cement mortar mixed, mix only what is needed for the job.
- Store concrete materials under cover, away from drainage areas. Secure bags of cement after they are open. Be sure to keep wind-blown cement powder away from streets, gutters, storm drains, rainfall, and runoff.
- Return leftover materials to the transit mixer. Dispose of small amounts of hardened excess concrete, grout, and mortar in the trash.
- Do not wash sweepings from exposed aggregate concrete into the street or storm drain. Collect and return sweepings to aggregate base stockpile, or dispose in the trash.
- Protect applications of fresh concrete from rainfall and runoff until the material has dried.
- Do not allow excess concrete to be dumped onsite, except in designated areas.
- Wash concrete trucks off site or in designated areas on site designed to preclude discharge of wash water to drainage system.

Controlling Litter

- Post “No Littering” signs and enforce anti-litter laws.
- Provide litter receptacles in busy, high pedestrian traffic areas of the community, at recreational facilities, and at community events.
- Cover litter receptacles and clean out frequently to prevent leaking/spillage or overflow.
- Clean parking lots on a regular basis with a street sweeper.

Training

- Provide regular training to field employees and/or contractors regarding surface cleaning and proper operation of equipment.
- Train employee and contractors in proper techniques for spill containment and cleanup.
- Use a training log or similar method to document training.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup.
- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations

- Limitations related to sweeping activities at large parking facilities may include current sweeper technology to remove oil and grease.
- Surface cleaning activities that require discharges to the local sewerage agency will require coordination with the agency.
- Arrangements for disposal of the swept material collected must be made, as well as accurate tracking of the areas swept and the frequency of sweeping.

Requirements**Costs**

- The largest expenditures for sweeping and cleaning of sidewalks, plazas, and parking lots are in staffing and equipment. Sweeping of these areas should be incorporated into street sweeping programs to reduce costs.

Maintenance

Not applicable

Supplemental Information**Further Detail of the BMP**

Community education, such as informing residents about their options for recycling and waste disposal, as well as the consequences of littering, can instill a sense of citizen responsibility and potentially reduce the amount of maintenance required by the municipality.

Additional BMPs that should be considered for parking lot areas include:

- Allow sheet runoff to flow into biofilters (vegetated strip and swale) and infiltration devices.
- Utilize sand filters or oleophilic collectors for oily waste in low concentrations.
- Arrange rooftop drains to prevent drainage directly onto paved surfaces.
- Design lot to include semi-permeable hardscape.
- Structural BMPs such as storm drain inlet filters can be very effective in reducing the amount of pollutants discharged from parking facilities during periods of rain.

References and Resources

Bay Area Stormwater Management Agencies Association (BASMAA). 1996. Pollution From Surface Cleaning Folder <http://www.basmaa.org>

Model Urban Runoff Program: A How-To Guide for Developing Urban Runoff Programs for Small Municipalities. Prepared by City of Monterey, City of Santa Cruz, California Coastal Commission, Monterey Bay National Marine Sanctuary, Association of Monterey Bay Area Governments, Woodward-Clyde, Central Coast Regional Water Quality Control Board. July. 1998.

Oregon Association of Clean Water Agencies. Oregon Municipal Stormwater Toolbox for Maintenance Practices. June 1998.

Orange County Stormwater Program

http://www.ocwatersheds.com/stormwater/swp_introduction.asp

Santa Clara Valley Urban Runoff Pollution Prevention Program. 1997 Urban Runoff Management Plan. September 1997, updated October 2000.

Santa Clara Valley Urban Runoff Pollution Prevention Program. Maintenance Best Management Practices for the Construction Industry. Brochures: Landscaping, Gardening, and Pool; Roadwork and Paving; and Fresh Concrete and Mortar Application. June 2001.

San Diego Stormwater Co-permittees Jurisdictional Urban Runoff Management Plan. 2001. Municipal Activities Model Program Guidance. November.