

APPENDIX F

Santa Ana Region Facility Pollution Prevention Plan

SANTA ANA REGION
FACILITY POLLUTION
PREVENTION PLAN

Facility Name: _____

Address: _____

Contact Person: _____

Telephone No: _____

Prepared by: _____

Date: _____

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 INTRODUCTION.....	1
1.1 Organization of the Pollution Prevention Plan	1
1.2 Storm Water Regulatory Framework.....	1
1.3 Review and Revision of the Pollution Prevention Plan	3
2.0 SITE DESCRIPTION	4
2.1 Facility Description.....	4
2.2 Pollution Prevention Team	8
2.3 Pollution Prevention through BMPs	8
2.3.1 What are BMPs?.....	8
2.3.2 Good Housekeeping.....	9
2.3.3 Preventive Maintenance.....	10
2.3.4 Proper Materials Handling and Storage.....	10
2.3.5 Proper Waste Handling.....	12
2.3.6 Spill Prevention and Response	14
2.4 Other Relevant Facility Plans	16
2.5 Training for Facility Personnel	16
3.0 DEFINITION AND CATEGORIES OF NON-STORM WATER DISCHARGES	17
3.1 Authorized Non-Storm Water Discharges	17
4.0 FACILITY ACTIVITIES AND MATERIALS, POTENTIAL POLLUTANTS AND ASSOCIATED BMPs	19
4.1 Significant Materials.....	19
4.2 Description of Potential Pollutant Sources and Associated BMPs.....	21
5.0 ANNUAL FACILITY OR ACTIVITY STORM WATER ASSESSMENT.....	24

LIST OF FIGURES AND TABLES

Table 1 Permittee Facilities and Activities2
Figure 1 Facility Site Map6
Figure 1 (Ex) Facility Site Map7
Table 2 Materials Handling and Storage BMPs11
Table 3 Waste Handling BMPs.....13
Table 4 Spill Prevention and Control Procedures15
Table 5 Other Facility Specific Environmental Compliance Plan(s).....16
Table 6 List of Significant Materials19
Table 7 Identification of Potential Pollutant Sources and List of Current BMPs.....22
Table 7 (Ex) Identification of Potential Pollutant Sources and List of Current BMPs.....23
Table 8 Assessment Log25

APPENDICES

- Appendix A Potential Source Control BMPs
- Appendix B Training Documentation
- Appendix C Annual Facility/Activity Storm Water Assessment Form and Checklist (Blank)
- Appendix D Completed Annual Facility Storm Water Assessment Forms and Checklists

1.0 INTRODUCTION

This document is the Pollution Prevention Plan (PPP) developed for:

(Facility Name)

(Street Address)

(City, CA Zip Code)

This Permittee facility falls under the jurisdiction of the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit for the Santa Ana Region adopted by the Santa Ana Basin Regional Water Quality Control Board Order in January 2010 (Order No. R8-2010-0033). Throughout the remainder of this PPP, that permit is referred to as the 2010 MS4 Permit. This facility-specific PPP meets the requirements of the 2010 MS4 Permit.

1.1 ORGANIZATION OF THE POLLUTION PREVENTION PLAN

Section 1 of this PPP provides information regarding stormwater regulations, the requirements of the 2010 MS4 Permit, review and revision of the PPP, and availability of the PPP as a public document. Section 2 briefly describes this facility, the Pollution Prevention Team responsible for compliance with the 2010 MS4 Permit and other environmental programs that indirectly support compliance with the stormwater regulations. The section also provides a general discussion of Best Management Practices (BMPs) and identifies those BMPs that are implemented throughout the facility. Section 3 contains the definition and categories for both authorized and unauthorized Non-storm Water discharges. Section 4 provides a narrative description of the activities conducted, potential pollutants, and the measures taken to eliminate or reduce the discharge of pollutants to stormwater drainage systems.

1.2 STORM WATER REGULATORY FRAMEWORK

In 1972 the Federal Water Pollution Control Act (known as the Clean Water Act) was amended to effectively prohibit discharge of pollutants to “waters of the United States” from any point source unless the discharge is in compliance with an NPDES permit. The United States Environmental Protection Agency (USEPA) has delegated administration of the NPDES program within California to the State. California’s Porter Cologne Act gives the State Water Resources Control Board (SWRCB) and the nine Regional Water Quality Control Boards (Regional Boards) the authority to administer the NPDES Program. The 1987 amendments of the Clean Water Act added Section 402(p) which established the framework for regulating discharges of pollutants via stormwater from industrial activities and MS4s. Section 402(p) required the USEPA to develop permitting regulations for stormwater discharges from MS4s and from industrial facilities, including construction sites.

The 2010 MS4 Permit requires the Permittees to develop and maintain up-to-date facility-specific PPPs for their facilities, and specifically those facilities where storage or maintenance activities are conducted. At a minimum, the Permittee facilities listed in Table 1 should have a site-specific PPP.

Table 1. Permittee Facilities and Activities

Type of Permittee Facility	Activities of Concern Conducted
Corporate Yards ¹	Loading, unloading, handling, and storage of animal wastes, anti-freeze, asphalt, batteries, chemicals, concrete, diesel wastes, emulsions, fertilizer, fuel, green wastes, hazardous materials, new and used oil, paint products, pesticides, scrap metal, solvents, trash and debris, and wash water
	Filling of aboveground and underground storage tanks (ASTs and USTs) with fuels
	Dispensing of fuels to vehicles, equipment, and portable fuel containers
	Vehicle and equipment parking and storage
	Vehicle, equipment, and material washing and steam cleaning
	Leak and spill cleanup
	Landscape, garden, and general maintenance and cleaning
Warehouses	Loading, unloading, handling, and storage of materials
	Landscape, garden, and general maintenance and cleaning
Fire and Police Stations, including Fire Training Facilities	Loading, unloading, handling, and storage of antifreeze, chemicals, new and used oil, scrap metal, and trash and debris
	Filling of ASTs and USTs with fuels
	Dispensing fuel
	Vehicle and equipment maintenance
	Vehicle and equipment parking and storage
	Vehicle washing and steam cleaning
	Leak and spill cleanup
	Landscape, garden and general maintenance and cleaning
Hazardous Materials Storage Facilities ²	Loading, unloading, handling, and storage of potentially hazardous materials
	Leak and spill cleanup
Animal Shelters	Loading, unloading, handling, and storage of animal wastes for offsite recycling, chemicals, and fuel
	Vehicle, equipment, and material washing
	Leak and spill cleanup
	Landscape, garden, and general maintenance and cleaning
Swimming Pools	Storage and use of chemicals, including chlorine
	Filter maintenance and backwashing
	Landscape, garden, and general maintenance and cleaning
Water Treatment Facilities	Loading, unloading, handling, and storage of materials
	Filling of ASTs and USTs with fuels
	Vehicle washing and steam cleaning
	Leak and spill cleanup
	Landscape, garden, and general maintenance and cleaning

1 Corporation yards include equipment, transit maintenance, public works, fleet maintenance, and parks and recreation equipment yards.

2 Includes household hazardous waste collection facilities.

1.3 REVIEW AND REVISION OF THE POLLUTION PREVENTION PLAN

The PPP will be reviewed at least annually to determine if any revision is necessary to reflect changes in the facility or changes in the activities conducted that:

- ◆ May significantly increase the quantities of pollutants in stormwater runoff;
- ◆ Cause a new area of the facility to be exposed to stormwater or authorized Non-storm Water discharges; or
- ◆ Start-up of an activity that would introduce a new pollutant source at a facility.

In determining if revision of the PPP is necessary, the Facility/Activity Manager will review the Annual Facility or Activity Storm Water Assessment, which is described in Section 5.

2.0 SITE DESCRIPTION

2.1 FACILITY DESCRIPTION

The Facility Description describes the various facility types including locations and on-site activities.

Outdoor activities at the facility include:

Facility Type: _____

Facility Activities: _____

Facility Type: _____

Facility Activities: _____

Facility Type: _____

Facility Activities: _____

Facility Type: _____

Facility Activities: _____

Surface runoff at the site generally flows _____.

The site map illustrates key features relevant to the stormwater drainage system and the activities conducted at a Permittee facility, including potential pollutant sources that may be exposed to precipitation, stormwater runoff, or non-stormwater discharges, drainage patterns (surface flow and storm drains), discharge locations, and structural control features. The site map for this facility is provided as Figure 1. The facility site map includes the following components and identifies the following features, as applicable:

Legend with:

- ◆ Facility Address
- ◆ Number of Acres
- ◆ List of buildings and uses
- ◆ % Impervious Cover
- ◆ North arrow
- ◆ Map scale (or N.T.S.)

A graphical depiction and/or location of:

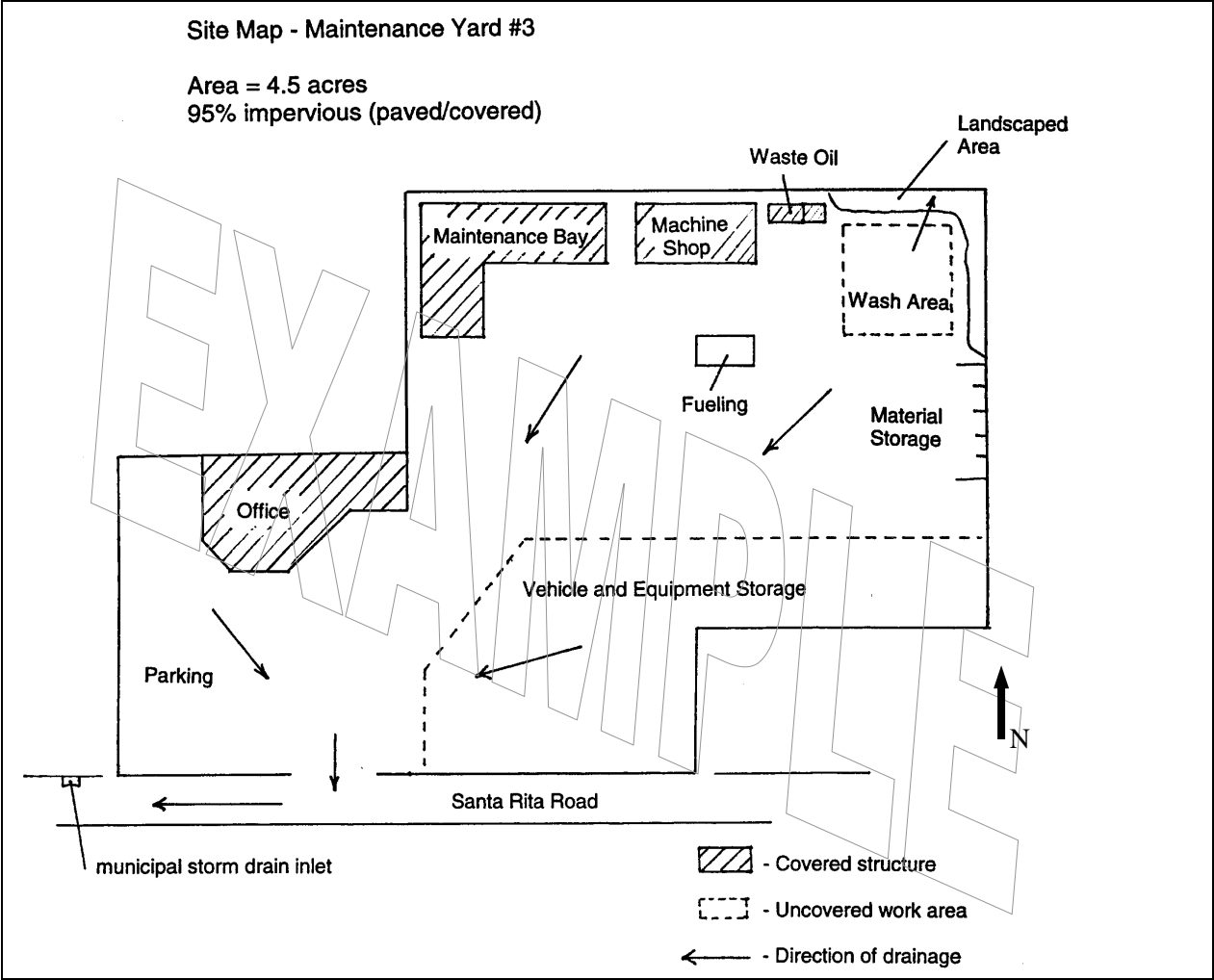
- ◆ Storm drain facilities and other outfalls (outfalls are point discharges to a surface water or storm drain)
- ◆ Drainage area of each outfall and direction of flow
- ◆ Structural stormwater pollution control measures (flow diversions, ponds, swales, sediment traps)
- ◆ Names of receiving water(s)
- ◆ Vehicle washing and fueling area(s)
- ◆ Soil and aggregate storage area(s)
- ◆ ASTs or USTs
- ◆ Outdoor chemical storage area(s)
- ◆ Waste storage/disposal area(s)
- ◆ Exposed significant materials
- ◆ Authorized Non-storm Water discharges
- ◆ Run-on from offsite area(s)
- ◆ Material transfer areas
- ◆ Vehicle, equipment, or machinery storage areas or permanent structural pads

Figure 1. Facility Site Map

Facility Site Map prepared by: _____

Date prepared or revised: _____

Figure 1 (Ex) Facility Site Map



Facility Site Map prepared by: _____

Date prepared: _____

2.2 POLLUTION PREVENTION TEAM

The _____ (Title of Responsible Person) is responsible for implementing the PPP and for the administrative responsibilities associated with the PPP. Other facility personnel also have implementation responsibilities for the PPP as noted below.

Position(s):

_____ responsibilities include:

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

_____ responsibilities include:

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

_____ responsibilities include:

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

_____ responsibilities include:

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

_____ responsibilities include:

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

2.3 POLLUTION PREVENTION THROUGH BMPs

2.3.1 What are BMPs?

BMPs are the practices, procedures, policies, prohibitions, schedules of activities, structures or devices that are implemented to prevent or minimize pollutants coming in contact with precipitation, stormwater

runoff, or non-stormwater flows. BMPs are also structures or devices that remove pollutants from stormwater runoff before the runoff enters a stormwater drainage system or a surface water. Therefore, BMPs are often categorized as either “source control” BMPs or “treatment control” BMPs.

Source control BMPs include all types of measures designed to prevent pollution at the source, that is, to keep stormwater from contacting pollutants in the first place. Source control BMPs are generally simple, low-maintenance, cost-effective and are broadly applicable. They may be categorized as either non-structural or structural. Good housekeeping is an example of a non-structural source control BMP; a canopy is an example of a structural source control BMP.

Treatment control BMPs are methods of treating stormwater runoff to remove pollutants and are frequently more costly to design, install and operate than source control BMPs. More importantly, treatment control BMPs are typically not as effective as source control BMPs, and the effectiveness is highly dependent on regular maintenance. Nevertheless, they can be appropriate and effective under certain conditions. However, treatment control BMPs typically do not remove all pollutants from stormwater runoff and must not be regarded as disposal systems.

A list of suggested BMPs for vehicle maintenance/materials storage facilities can be found in Appendix A. Appendix G of the Santa Ana Region Drainage Area Management Plan provides suggested BMPs for fire fighting agency activities.

2.3.2 Good Housekeeping

Good housekeeping practices include activities that are intended to maintain a clean site and keep equipment in good working order to prevent stormwater quality problems from occurring. Daily cleanup and inspections are the most effective means of achieving good housekeeping. For the most part, good housekeeping is a day-to-day activity that does not require a large expenditure of time or expense, and should be implemented on an ongoing basis. Examples of good housekeeping practices at this facility are:

- ◆ Tools and materials should be returned to designated storage areas after use;
- ◆ Waste materials should be collected and properly disposed after the completion of each job, shift, or day as appropriate;
- ◆ Indoor work areas should be neat, uncluttered and well-ventilated to discourage outdoor work and to allow leaks and spills to be quickly detected and controlled;
- ◆ Control equipment/vehicle wash water and allowable non-stormwater discharges;
- ◆ Outdoor work areas should be swept regularly (not hosed) and kept neat and clean;
- ◆ Occasionally outdoor work areas may need cleaning beyond sweeping. In such cases, all wash waters should be contained, collected and properly disposed; and
- ◆ Outdoor waste or trash receptacles should be covered and emptied regularly and the adjacent areas inspected for misplaced or wind-blown litter.

2.3.3 Preventive Maintenance

Preventive Maintenance BMPs include regular inspections and maintenance intended to minimize stormwater pollution by performing maintenance activities before problems arise. Equipment failures or equipment that functions poorly may result in the discharge of pollutants to the stormwater drainage system. Therefore, to reduce the likelihood of breakdown or failure, major equipment should have a preventive maintenance schedule for inspection, repair or replacement of fluids (e.g., hydraulic, lubricating, cooling), greases, seals, hoses, filters, pressure gauges, piping, etc. Paved areas and landscaping should not be allowed to degrade to the point where they erode and contribute pollutants to runoff. Leaky roofs, broken doors, cracked pavement and berms, and any other enclosure or structural defects that may impact the quality of stormwater runoff should be promptly repaired. Structural BMPs and storm drains within facility boundaries also need to be inspected and maintained regularly.

2.3.4 Proper Materials Handling and Storage

Materials handling and storage BMPs relate to controlling the potential for leaks, spills and losses of materials delivered, used and stored at a facility. Spills and leaks of materials can accumulate in soils or on surfaces and be carried away in stormwater runoff or authorized Non-storm Water discharges. Table 2 lists the materials handling and storage BMPs implemented at this facility.

Table 2. Materials Handling and Storage BMPs

BMP Title _____ :

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

BMP Title _____ :

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

BMP Title _____ :

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

BMP Title _____ :

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

2.3.5 Proper Waste Handling

Waste handling BMPs relate to properly controlling, collecting, storing, and disposing of wastes that are generated at a facility. All facility personnel should be aware that disposing any waste (including wash waters) into a storm drain inlet or stormwater conveyance (e.g., streets) is considered illegal dumping. Likewise, disposing of waste (including wash waters) onto a paved or unpaved surface such that it may be carried to a storm drain inlet or stormwater conveyance (e.g., streets) is also considered illegal dumping. Table 3 lists the waste handling BMPs implemented at this facility.

Table 3. Waste Handling BMPs

Specify the waste handling BMPs for this facility.

Waste Handling BMPs for this facility are:

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
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- ◆ _____

2.3.6 Spill Prevention and Response

Spill clean-up can be labor-intensive and costly, involving expenses to contain the spill, collecting the spilled substance, proper disposal of spill materials, and report filing to regulatory agencies, not to mention possible monetary fines. Spills and leaks are some of the most significant sources of water pollution and are, in most cases, avoidable. Spill prevention, control and cleanup applies to all materials and wastes—not only hazardous substances. The toxic water quality effects from spills of hazardous substances (e.g., acids, oils, greases, fuels, solvents, pesticides) are commonly understood. However, non-hazardous materials—for example, sand, litter, corn oil, sweeteners, soaps, and milk, among others—can also greatly impact water quality.

In compliance with Section XVI.A of the 2010 MS4 Permit, this facility will provide notification immediately (within 24 hours of becoming aware of the circumstances) for all discharges that endanger human health or the environment as follows:

- ◆ By phone to the OES at 800-852-7550 and to the Regional Board at 951-782-4130
- ◆ At a minimum,
 - Sewage spills of 1,000 gallons or more or that could impact water contact recreation (coordinate with sewerage agency where applicable)
 - Any oil spill that could impact wildlife
 - Any Hazardous Material spill where residents are evacuated
 - Any spill of reportable quantities of Hazardous Waste
- ◆ In addition, the facility will notify the Highway Patrol of spills affecting a State Highway.

This facility will report illegal or unauthorized discharges and spills (including those reportable to the OES and those not reportable to the OES) to the Permittee's NPDES MS4 Coordinator for inclusion in the Annual Report, as required by Section IX.B and XVI of the 2010 MS4 Permit. The reports to the Permittee's NPDES MS4 Coordinator will include a description of the illegal or unauthorized discharge, spill, or release, a description of any non-compliance, the cause, the duration, and the actual or anticipated time for achieving compliance.

The spill prevention and control BMPs implemented at this facility are listed in Table 4.

Table 4. Spill Prevention and Control Procedures

Specify the spill prevention and control procedures for this facility.

Spill prevention and control procedures for this facility are:

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____
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- ◆ _____
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- ◆ _____
- ◆ _____

2.4 OTHER RELEVANT FACILITY PLANS

In addition to this PPP, other facility-specific environmental compliance plans that complement the goal of reducing and preventing pollutant discharges via a stormwater drainage system are listed in Table 5. Where these plans are located should also be identified.

Table 5. Other Facility Specific Environmental Compliance Plan(s)

◆	_____
◆	_____
◆	_____
◆	_____
◆	_____
◆	_____
◆	_____
◆	_____

2.5 TRAINING FOR FACILITY PERSONNEL

_____ (Title) is responsible for Stormwater Management training for staff at this facility.

Training related to stormwater management is provided on at least an annual basis to review specific responsibilities for implementing this PPP, what and how to accomplish those responsibilities, including BMP implementation. This training typically occurs in September shortly before the start of the rainy season (typically this is October 1st through May 30th).

Additionally, general awareness training is provided annually to all employees whose activities may impact stormwater discharges. The purpose of this training is to educate workers on activities that can impact stormwater discharges, and to help in the implementation of BMPs. All staff and contract pesticide and fertilizer applicators are required to have appropriate training, permits and certifications.

Training attendance sheets and any other training documentation is provided in Appendix B. The training records include name of instructor, date and time of training, location of training and training participants. The training records are kept for a period of no less than five years.

3.0 DEFINITION AND CATEGORIES OF NON-STORM WATER DISCHARGES

A non-storm water discharge is any discharge or flow to a storm water drainage system that is not composed entirely of storm water runoff. The 2010 MS4 Permit requires that the Permittees prohibit the discharge of Non-storm Water, including those from Permittee activities, into their respective MS4s and to the Waters of the U.S. unless the discharge is authorized by the 2010 MS4 Permit or regulated under a separate NPDES permit.

3.1 AUTHORIZED NON-STORM WATER DISCHARGES

The 2010 MS4 Permit (Section VI.A) provides that certain types of non-storm water discharges need not be prohibited unless they are identified as a significant source of pollutants.

Conditionally authorized non-storm water discharges include:

- a. Discharges composed entirely of storm water;
- b. Air conditioning condensate;
- c. Irrigation water from agricultural sources;
- d. Discharges covered by a NPDES Permit, WDRs, or waivers issued by the Regional Board or State Board;
- e. Discharges from landscape irrigation, lawn/garden watering and other irrigation waters. These shall be minimized through public education and water conservation efforts, as prescribed in Section XI.E of the 2010 MS4 Permit;
- f. Passive foundation drains;
- g. Passive footing drains;
- h. Water from crawl space pumps;
- i. Non-commercial vehicle washing, [e.g., residential car washing (excluding engine degreasing) and car washing fundraisers by non-profit organization];
- j. Dechlorinated swimming pool discharges (cleaning wastewater and filter backwash shall not be discharged into the MS4 or to Waters of the US);
- k. Diverted stream flows;
- l. Rising groundwaters and natural springs;
- m. Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005 (20) and uncontaminated pumped groundwater;
- n. Flows from riparian habitats and wetlands;
- o. Emergency fire fighting flows (i.e., flows necessary for the protection of life and property do not require BMPs and need not be prohibited. However, appropriate BMPs to reduce the discharge of Pollutants to the MEP must be implemented when they do not interfere with health and safety issues);
- p. Waters not otherwise containing Wastes as defined in California Water Code Section 13050 (d); and

- q. Other types of discharges identified and recommended by the Permittees and approved by the Regional Board.

4.0 FACILITY ACTIVITIES AND MATERIALS, POTENTIAL POLLUTANTS AND ASSOCIATED BMPs

4.1 SIGNIFICANT MATERIALS

A number of materials are used or stored onsite. Table 6 summarizes these materials and how they are received or stored at the facility.

Table 6. List of Significant Materials

Material Name	Typical Quantity	Receiving and Shipping Location	Handling Location	Frequency
EXAMPLE: Acid	12 gal	Maintenance Shop	Maintenance Shop	Twice weekly
Acid				
Adhesives and sealants				
Aggregate				
Animal Wastes				
Asphalt				
Brake fluid				
Concrete				
Coolant (new)				
Coolant (used)				
Detergents				
Diesel fuel				
Fertilizers				
Gasoline				
Gravel				
Hydraulic fluid				
Lubricants				
Motor oil (new)				
Motor oil (used)				
Paint Products				
Pesticides/Herbicides				
Sand				
Soil amendments				
Solvents				

Material Name	Typical Quantity	Receiving and Shipping Location	Handling Location	Frequency

4.2 DESCRIPTION OF POTENTIAL POLLUTANT SOURCES AND ASSOCIATED BMPs

Table 7 briefly summarizes activities conducted at the facility, Potential Pollutant sources (including Significant Materials from Table 6), and the BMPs implemented for each activity.

Table 7 (Ex) gives examples to show the preparer the type of information that should be included. It is not all-inclusive. The developer of this PPP should review the Drainage Area Management Plan (DAMP) and CASQA Municipal Handbooks for additional BMPs. Table 7 (Ex) should be removed from the completed facility PPP.

As required by XIV.C.2 of the MS4 Permit, each Permittee must, at a minimum:

1. Ensure that staff and contractor pesticide and fertilizer applicators have appropriate training, permits and certifications;
2. Utilize integrated pest management measures that rely on non-chemical solutions, to the extent practicable;
3. Promote the use of native vegetation into facility landscaping;
4. Include schedules for irrigation and chemical application to the extent feasible; and
5. Collect and properly dispose of unused pesticides and fertilizers.
6. The following BMP fact sheets are identified as minimum BMPs:
 - a. SC-35/SC-61, Safer Alternative Products
 - b. SC-41, Building & Grounds Maintenance
 - c. SC-60, Housekeeping Practices
 - d. SC-73, Landscape Maintenance

Table 7. Identification of Potential Pollutant Sources and List of Current BMPs

Area/Activity	Pollutant Source	Pollutant	BMPs

Table 7 (Ex). Identification of Potential Pollutant Sources and List of Current BMPs

Area/Activity	Pollutant Source	Pollutant	BMPs
Vehicle and Equipment Fueling performed in the center of the yard at the fueling area; containing both unleaded and diesel fuel for smaller vehicles and large equipment. Both pumps in the fueling area are covered by a raised roof.	Spills caused by topping off fuel tanks	gasoline	Train employees in proper fueling and cleanup procedures Discourage "topping off" of fuel tanks Install "shut-off" valves on nozzles Use adsorbent materials for spill cleanup Provide covered spill kits next to fueling area
	Spills and leaks during deliveries	fuel, oil	
Waste Handling and Disposal performed at the used oil storage tank, the hazardous waste storage container and the trash dumpster in the northeast corner of the yard.	Used oil and hazardous waste container spills or leaks, uncovered trash container/dumpster	Trash, oil, hazardous waste (i.e., solvents, detergents, pesticides, etc.)	Spill Prevention Control and Countermeasure (SPCC) Plan is up-to date Train employees in proper cleanup procedures of spills and leaks Place hazardous waste containers in secondary containment Sweep up daily Install spill kits in used oil and hazardous waste storage areas Recycle whenever possible Inspect waste management areas for leaking containers or spill Repair leaking equipment including valves, lines, seals, or pumps promptly.
Vehicle and Equipment Washing performed in the northeast section of the yard. Washing Area is uncovered and not bermed.	Washing particulates and debris off vehicles and equipment	sediment, metals, toxic materials, vehicle fluids	Wash vehicles and equipment at an offsite commercial washing location whenever possible If onsite, direct wash water toward surrounding, existing vegetation
Landscape, Garden, and General Maintenance and Cleaning performed throughout the facility.	Potential over-irrigation, spills and leaks	fertilizers, pesticides, detergents, solvents	Use cleaning solvents that can be recycled Use proper lawn management and landscaping, including use of native vegetation Use Integrated Pest Management techniques for pest control Properly recycle yard trimmings Recycle residual paints, solvents, lumber, and other materials as much as possible
Material, Chemical, Vehicle and Equipment Handling and Storage located at the north and east sections of the yard. All areas are covered. See Table 2 for yard materials stored.	Container spills or leaks	Engine coolant, oil, pesticides, solvents, etc.	Develop an operations plan that describes procedures for loading and/or unloading Conduct loading and unloading in dry weather if possible Store materials in enclosed or covered areas Pave loading areas with concrete instead of asphalt Grade and/or berm the loading/unloading and storage areas to a drain that is connected to a dead-end sump Train employees in spill containment and cleanup present during loading/unloading
	Vehicle and equipment leaks	gasoline, oil	Use drip pans underneath leaking vehicles and equipment

5.0 ANNUAL FACILITY OR ACTIVITY STORM WATER ASSESSMENT

An Annual Storm Water Assessment helps to assure that significant changes in facilities or activities are identified and can then be reflected in the PPP. The Annual Storm Water Assessment includes:

- ◆ Visual inspection of all potential sources of pollutants that may enter the storm water drainage system via storm water or Non-storm Water discharges;
- ◆ A review and assessment of all BMPs to determine whether the BMPs are adequate, properly implemented and maintained, or whether additional BMPs are needed; and
- ◆ Visual inspection of equipment needed to implement the PPP, such as spill response equipment, drip pans, brooms or vacuum sweepers, or containers for used absorbents.

The Annual Facility or Activity Storm Water Assessment should be documented:

- ◆ Identification of personnel performing the evaluation;
- ◆ The date(s) of the evaluation;
- ◆ Findings of the evaluation;
- ◆ Recommended modifications of the PPP;
- ◆ Schedule for implementing PPP revisions; and
- ◆ Any incidents of non-compliance and the corrective actions taken.

Following the evaluation, necessary revisions to the PPP are completed within 90 days. Blank assessment forms may be found in Appendix C. Completed Assessment forms are maintained in Appendix D. Table 8 is used to track annual assessments and track recommendations and corrective actions.

Table 8. Assessment Log

Assessment Date (mm/dd/yyyy)	Assessor (Name & Position)	Revisions Required? (Y/N)	Follow Through (Date or N/A)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
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		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
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		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**APPENDIX A
POTENTIAL SOURCE CONTROL BMPs**

Potential Source Control BMPs for Municipal Facilities and Activities

Activities	BMP References from Industrial & Commercial Handbook ⁽¹⁾														BMP References from Municipal Handbook ⁽²⁾																										
	SC-10	SC-11	SC-20	SC-21	SC-22	SC-30	SC-31	SC-32	SC-33	SC-34	SC-35 ⁽³⁾	SC-40	SC-41 ⁽³⁾	SC-42	SC-43	SC-44	SC-10	SC-11	SC-20	SC-21	SC-22	SC-30	SC-31	SC-32	SC-33	SC-34	SC-41	SC-43	SC-60 ⁽³⁾	SC-61 ⁽³⁾	SC-70	SC-71	SC-72	SC-73 ⁽³⁾	SC-74	SC-75	SC-76				
Material Loading/Unloading/Handling/Storage						X	X	X	X									X					X	X		X															
Waste Handling and Disposal	X							X		X							X									X			X										X		
Filling of ASTs/USTs			X															X	X																						
Dispensing Fuel			X															X	X																						
Vehicle/Equipment Maintenance/Repair					X						X							X			X			X																	
Vehicle/Equipment Parking and Storage																																									
Vehicle and Equipment Cleaning	X			X				X		X							X			X												X									
Leak and Spill Cleanup	X	X					X	X									X	X												X											
Construction													X																												
Landscaping, Garden, and General Maintenance and Cleaning	X										X	X	X	X	X	X	X											X	X	X	X	X	X	X	X	X	X	X		X	

Notes: (1) California Stormwater Quality Association. January 2003. California Stormwater Best Management Practice Handbook – Industrial and Commercial. <http://www.cabmphandbooks.com/> or CASQA, P.O. Box 2105, Menlo Park, California, 94026-2105.
 (2) California Stormwater Quality Association. January 2003. California Stormwater Best Management Practice Handbook – Municipal. <http://www.cabmphandbooks.com/> or CASQA, P.O. Box 2105, Menlo Park, California, 94026-2105.
 (3) These are minimum BMPs per Section XIV.C.6 of the 2010 MS4 Permit. Note not all of the minimum BMPs are applicable to all of the activities.

APPENDIX B
TRAINING DOCUMENTATION

APPENDIX C
ANNUAL FACILITY/ACTIVITY STORM WATER ASSESSMENT FORM
AND CHECKLIST (BLANK)

(Facility)

**Facility Pollution Prevention Plan
Annual Site/Activity Assessment**

1. Name of Building or Operation: _____

2. Operation Representative: _____

Position: _____ Phone No.: _____

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
3. Facility's PPP easily accessible in each building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Awareness of PPP by facility personnel? (Random survey of employees of site.) # Employees Surveyed _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Facility's Emergency Response Plan easily accessible in each building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Awareness of Emergency Response Plan by facility personnel? (Random survey of employees on site.) # Employees Surveyed _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Evaluation Checklist (page 2 of 2) completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Was any storm water pollution prevention training conducted during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Were Non-storm Water discharge visual observations conducted? List Dates: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Were storm water discharge visual observations conducted? List Dates: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Notes: _____

Corrective Measures Recommended: _____

Evaluation Conducted By: _____ Date: _____

This completed evaluation was reviewed with me on: _____

Date

Operation Representative (signature): _____

Assessment Checklist

Activities – Check each activity present at the site.	Effectiveness Rating *				
	1	2	3	4	5
Vehicle and Equipment Fueling: 1. Fueling area is designed to prevent run on of storm water and the runoff of spills 2. Employees are trained in proper fueling and cleanup procedures 3. Absorbent materials are used on small spills rather than hosing down 4. Daily inspections 5. Pump island is inspected regularly for spills and/or leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle and Equipment Washing/Steam Cleaning 1. A designated wash area is used 2. The wash area is equipped with a clarifier and is connected to a sanitary sewer 3. The designated wash area is properly designed 4. The clarifier is cleaned regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle and Equipment Maintenance and Repair 1. Maintenance is done in a designated area only 2. Equipment is kept clean, with no build-up of oil and grease 3. Drip pans and containers are used under areas that may drip 4. Used oil and oil filters, antifreeze, batteries, fluids, etc., are recycled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Loading/Unloading of Materials 1. Delivery vehicles are parked so spills and leaks can be contained 2. The loading/unloading dock is covered to reduce exposure of materials to rain 3. The loading/unloading area is designed to prevent storm water run on 4. Fork lift operators are properly trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Container Storage of Materials 1. Materials are covered to protect from rainfall 2. Materials are protected from run on and runoff of storm water 3. Waste dumpsters are covered 4. Hazardous materials are stored in a properly designed storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Process Equipment O & M 1. The area is covered with a permanent roof 2. Berming and drainage routing is used to minimize contact of storm water 3. The equipment area is swept after each use of machine or at the end of each day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Storage of Raw Materials/Products 1. The storage area is covered with a roof 2. Materials are covered with a temporary plastic covering 3. Berms and curbing are used to prevent materials from entering the storm drain system 4. Parking lots and/or other surface areas are swept regularly near the material storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Handling and Disposal 1. Usage and disposal inventory is used to limit waste generation 2. Materials are recycled whenever possible 3. Wastes are segregated and separated 4. Storage area is covered, enclosed and bermed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated or Erodible Surface Areas 1. Erosion can be controlled by preservation of natural vegetation 2. Surface area is regularly inspected to determine if revegetation is needed 3. Geosynthetics are used as an alternative for the surface area 4. Sandbags or berms are needed to prevent storm water pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building and Grounds Maintenance 1. Pesticides and fertilizers are used and stored properly 2. Paved areas are swept instead of washed down 3. Wash water, sweepings and sediments are disposed of properly 4. Planting of natural vegetation reduces water, fertilizer and/or pesticide needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Repair, Remodeling and Construction 1. Materials used in repair and remodeling (paints, etc.) are stored properly 2. Soil erosion control techniques are used 3. Good housekeeping practices are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 No BMPs used and stormwater pollution likely. 2 Some BMPs used but not effective. 3 Some BMPs used and moderately effective.
 4 Source control BMPs used and very effective/structural BMPs needed. 5 All necessary BMPs used and very effective.

APPENDIX D
COMPLETED ANNUAL FACILITY STORM WATER ASSESSMENT FORMS
AND CHECKLISTS