City of San José Central Service Yard-

Storm Water Pollution Prevention Plan (SWPPP)

Revised:
August 2023

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Submitted in accordance with provision Section C.2.f.iii of NPDES Permit No. CAS612008

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1.0. REGULATORY BACKGROUND

1.1. The Municipal Regional Stormwater NPDES Permit and Annual Report

On October 14, 2009, the San Francisco Bay Municipal Regional Stormwater NPDES Permit No. CAS612008 (Permit) was adopted by the San Francisco Bay Regional Water Quality Control Board. Subsequent Orders were adopted on November, 18, 2015 and May 11, 2022 which update Permit requirements. The Corporation Yard BMP Implementation section of the Permit (Section C.2.f) requires that all permittees, including San José, prepare, implement, and maintain a site-specific Stormwater Pollution Prevention Plan (SWPPP) for each corporation yard.

Compliance with the Permit is documented through the Annual Report to the Regional Water Quality Control Board.

1.2. Stormwater Prevention Plan

The SWPPP identifies potential pollutants related to municipal vehicle maintenance, heavy equipment and maintenance, vehicle parking areas, run off and material storage facilities and recommends the Best Management Practices (BMPs) to use to minimize pollutant discharge to the storm sewer system. In addition to structural controls, procedures and policies are employed to ensure that operations are conducted in a manner that eliminates and/or minimizes the introduction of pollutants into the storm sewer system.

The SWPPP has been designed to achieve the following objectives:

- Identify and evaluate the sources of pollutants associated with corporation yard activities that may affect the quality of stormwater.
- Identify and implement site-specific BMPs to reduce or prevent pollutants associated with corporation yard activities affecting stormwater and authorized non- stormwater discharges.
- Establish a process for periodic review of the BMPs in the site-specific SWPPP, and
- Ensure compliance with stormwater regulations.

Because the SWPPPs are prepared pursuant to the City's NPDES permit rather than the State's General Permit for Industrial Facilities, the City Yard are not required to file a Notice of Intent.

1.3. Corporation Yards

Municipal facilities are required to comply with stormwater regulations that control activities that have the potential to generate non-stormwater discharges to the storm sewer system. Efforts to reduce or prevent pollutants associated with these activities are intended to be similar to those required of private businesses. The five corporation yards that are owned and operated by the City are assessed annually for stormwater permit compliance by City staff. Corporation yards (corp yards) support fleet management, street maintenance, storm and sanitary sewer maintenance, and park maintenance.

Managed by Public Works (PW):

- Central Service Yard, 1661 Senter Road, San Jose, CA 95110
- Municipal (or Police) Garage, 825 North San Pedro Street, San Jose, CA 95110

Managed by Department of Transportation (DOT):

- Mabury Yard, 1404 Mabury Road, San Jose, CA 95133
- South Yard, 4420 Monterey Road, San Jose, CA 95111
- West Yard, 5050 Williams Road, San Jose, CA 95129

A copy of the current SWPPP must be retained at each corporation yard and be immediately available

upon request by reviewing agencies. The SWPPPs for the five City corporation yards were all updated in compliance with Section C.2.f of NPDES Permit No. CAS612008.

1.4. Pollution Prevention Team

The SWPPP must identify a specific individual or individuals associated with each facility as members of the Pollution Prevention (P2) Team. The City of San Jose has formed a Corporation Yards' Pollution Prevention (P2) Team. The P2 Team is responsible for developing the Storm Water Pollution Prevention Plan (SWPPP), assisting the facility manager in SWPPP implementation and revision, and conducting all monitoring program activities specified in the SWPPP. The P2 Team is identified in **Table 1**.

POLLUTION PREVENTION TEAM		
Contact Information	**Function**	**Activities**
Riley Moffatt Environmental Services Specialist (Environmental Services) (408) 793-4393	Stormwater Management Program Corporation Yards Contact / SWPPP Development	Corp Yard Assessments; Assist with SWPPP annual review and revisions, if necessary, & training
Marcelino Vialpando Sr. Engineering Tech (Public Works) (408) 975-7245	Stormwater Corporation Yards Liaison / SWPPP Development	Conducts bi-annual Corp Yard Hazardous Material inspections; Assists with SWPPP annual reviews and revisions, if necessary, for PW-managed Corp Yards
Oksan Gouthier Assoc. Civil Engineer (Transportation) (408) 794-1959	Stormwater Corporation Yards Liaison/ SWPPP Development	Assists with SWPPP annual reviews and revisions, if necessary, for DOT-managed Corp Yards; Contract for stormwater issues.
Frank Penninger Sr. Maintenance Worker (Transportation) (408) 361-0174	SWPPP Implementation	Contact or South Yard stormwater issues
Frank Penninger Sr. Maintenance Worker (Transportation) (408) 361-0174	SWPPP Implementation	Contact for West Yard stormwater issues
Victor Ocanas Equipment Maintenance Supervisor (Public Works) (408) 975-7266	SWPPP Implementation	Contact for Municipal Garage stormwater issues
Marcelino Vialpando Sr. Engineering Tech (Public Works) (408) 975-7245	SWPPP Implementation	Contact for Central Yard stormwater issues
Frank Penninger Sr. Maintenance Worker (Transportation) (408) 361-0174	SWPPP Implementation	Contact for Mabury Yard stormwater issues

Table 1: Pollution Prevention Team

2.0. Central Service Yard

2.1. Location

The Central Service Yard is located at 1661 Senter Road in east San Jose (zoned heavy industrial) and is surrounded by industrial areas. This 21.3-acre facility has been in operation since 1999 and employs approximately 350 people. Most of the site is fenced with access restricted to City vehicles and authorized personnel only. Access into the Central Service Yard can be gained through the Phelan Avenue entrance, located on the southern side of the facility, and the Senter Road entrance, located on the eastern side of the facility. The main entrance on Phelan Avenue is opened at 6:00am and closed at 5:30pm every weekday by an electronically timed gate. Afterhours access is restricted to City vehicles with special gate codes. The Senter Road entrance gates are locked manually by the security guard at the same time.

2.2. Runoff, Rainfall, and Nearby Water Bodies

The site is at an elevation of 111 feet above sea level. The closest waterway to the Central Service Yard is Coyote Creek. To direct rainfall and roof runoff at the site, the yard is sloped to divert water into the storm drains, which discharge to Coyote Creek.

The average annual rainfall for the City of San Jose is approximately 15.1 inches. The National Weather Service collects rainfall data from the San Jose weather station, which is located at the Civic Center.

2.3. Facilities

The Central Service Yard consists of eight buildings. These facilities include Fleet Vehicle Maintenance Shop, Public Works Facilities management, Public Works Survey and Materials Testing Lab, the central warehouse, parks maintenance storage, Department of Transportation landscape maintenance, Street Sweeping, Fire Department Fire Museum, Christmas in the Park warehouse and workshop, and History San Jose museum and warehouse.

City vehicles, including paint trucks, drill rig, spray trucks, and sweeper trucks and equipment are stored onsite in uncovered areas. Uncovered parking for City vehicles, staff and visitors is also provided onsite.

The wash rack area is covered and plumbed to the City sanitary sewer system. The water that is used in the wash rack system is potable water.

2.4. Potential Pollutants to Stormwater

Potential pollutants associated with activities at the Central Service Yard are sediment, oil, grease, fuels, hydraulic fluids, paints, solvents, muriatic acid, chlorine, trace metals, wood dust, and pesticides.

2.5. Existing Facility Plans

The Central Yard maintains a Hazardous Materials Management Plan (HMMP).

Figure 1: Location of Central Service Yard

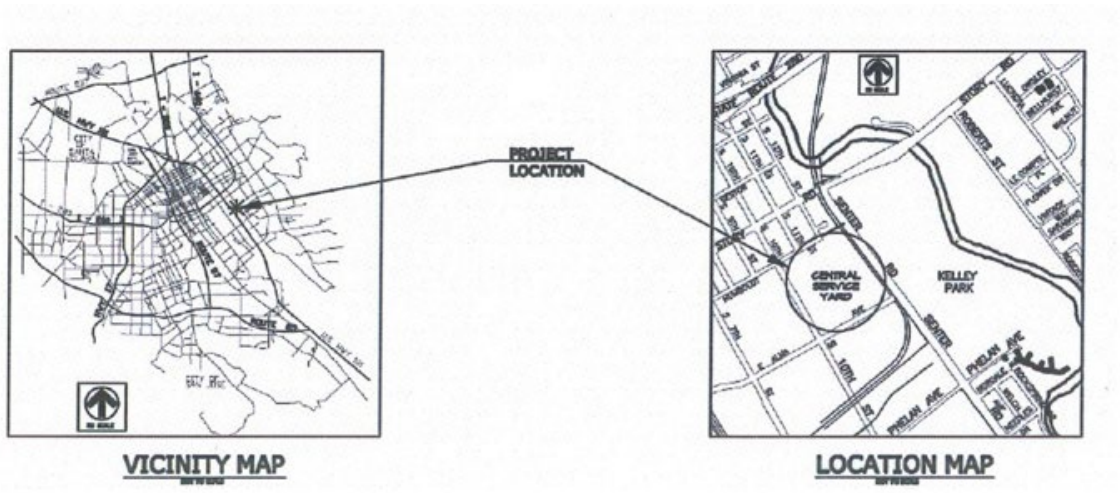

Figure 2: Vicinity and Location Map of Central Service Yard

3.0. STORMWATER AND SANITARY SEWER SYSTEMS

3.1. Process Wastewater and Sanitary Sewer System

Wastewater is discharged into the sanitary sewer system from restrooms in the various buildings and the wash rack. Wastewater flows through the City sanitary sewer system to the San Jose/Santa Clara Regional Wastewater Facility for treatment.

3.2. Non-Stormwater Discharges

The Central Service Yard has limited potential for non-stormwater discharges. Potential non-stormwater discharges include the backing up and overflow of the wash rack areas.

3.3. Isolation of Storm Drain from Sanitary Sewer

The storm and sanitary sewer connections at the Central Yard have been verified by dye testing. In addition to dye testing, dry weather inspections have confirmed an absence of flow in the storm drain.

3.4. Stormwater Monitoring

Pollutant sources are evaluated during dry and wet weather inspections of the facility and by monitoring activities within the yard.

3.5. Stormwater drain inlets

The Central Service Yard grading plan below shows the direction of flow across the site and the location of the storm drain inlets, including those with inlet filter inserts (inlets #4, #8, and #30). An enlarged copy of Figure 2 is included in Appendix B.

Figure 3: Location of storm drain inlets

4.0. POTENTIAL POLLUTANT SOURCES AND BUILDING USAGE

4.1. Potential Sources of Pollutants from Exterior Sources

4.1.1. Aboveground Storage Tank

The Central Service Yard has two external emergency generators with aboveground, self-contained storage tanks. The first generator holds 400 gallons of diesel fuel and is located north of Building A. The second is located to the west of Building F and holds 500 gallons of diesel fuel.

Potential Pollutants, Corresponding BMPs, and Structural Controls

Potential pollutants from the aboveground storage tanks include the following:

- Diesel

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)
- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)

Outdoor Storage Area Structural Controls include the following:

- The diesel tanks are double-hulled.

4.1.2. Outdoor Storage Areas

Materials Storage Bunkers

The northwest corner of the lot contains material storage bunkers. These bunkers are covered and contained by concrete walls and a straw wattle across the openings. These bunkers are used for the storage of raw materials, including sand, aggregates, mulch, and landscaping materials.

Potential Pollutants, Corresponding BMPs, and Structural Controls

Potential pollutants from outdoor storage areas include the following:

- Flares
- Trash and sediment
- Sand, aggregates, mulch, and other landscaping materials

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)
- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)

Outdoor Storage Area Structural Controls include the following:

- Bunkers constructed with concrete walls and contained by berms and wattles
- Materials are stored in covered area

4.1.3. Wash Rack Area

The Wash Rach is located to the north of the Building F Vehicle Repair Bays, uses potable water and is connected to the sanitary sewer system. A spill kit is located on the southeast corner of the Wash Rack. Potential pollutants, such as vehicle fluids, sediment, trash, street

sweeping debris, and metals can be tracked out of the wash rack area if they are not properly disposed of prior to vehicle leaving the rack.

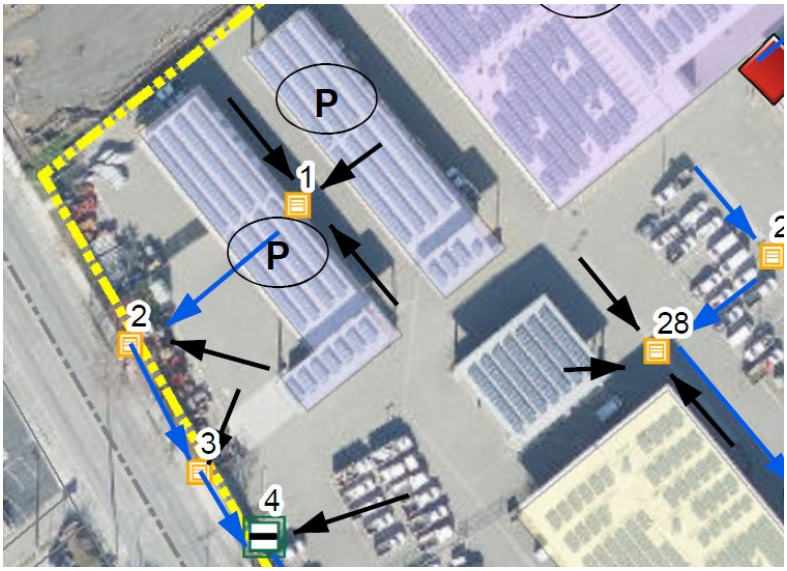

Figure 4: Location of wash rack and covered parking materials storage bunkers

Potential Pollutants, Corresponding BMPs, and Structural Controls

Potential pollutants from the wash rack include the following:

- Diesel and vehicle fluids
- Organic and metal debris that washes off equipment and vehicles
- Detergents and other cleaning supplies

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)
- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)
- Vehicle and Equipment Washing (Section 8.6)

Wash Rack Structural Controls include the following:

- The wash rack is connected to the sanitary sewer system.
- The wash rack area is covered.

4.1.4. Parking Lots and Impervious Surfaces

Over 99 percent of the Central Service Yard is covered by pavement and buildings. The unpaved areas include landscaped areas surrounding the east perimeter of the property and the dirt and grass areas located in the undeveloped northwest portion of the site.

Potential pollutants from the employee, fleet, and visitor parking areas can be washed into the storm sewer by rainfall. Leaking vehicles can deposit motor oil, fuel, grease, engine coolant, or hydraulic fluid on the pavement. Sediment can be transported to the parking area by vehicle movement. Good housekeeping is used throughout the yard to prevent these pollutants from entering the storm drains.

Potential Pollutants, Corresponding BMPs, and Structural Controls

Potential pollutants from parking lots and impervious surfaces include the following:

- Diesel and vehicle fluids
- Flares
- Trash and sediment
- Organic and metal debris from the wash rack
- Sand, aggregates, mulch, and other landscaping materials

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)
- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)
- Vehicle and Equipment Storage (Section 8.5)
- Vehicle and Equipment Washing (Section 8.6)

Impervious Surface Structural Controls include the following:

- Catch basin filter inserts (See Section 6.1 and Appendix B Grading Plan)

4.2. Buildings

The eight buildings onsite at the Central Service Yard are used for a variety of purposes, including office space, vehicle and equipment maintenance, and storage, including the Fire Department Fire Museum, History San Jose, and Christmas in the Park. The numerous onsite service shops support HVAC, electrical, plumbing, paint, carpentry, locksmith, and landscaping staff.

4.2.1. Building A

Building Location and Occupancy

Building A, which is located adjacent to Senter Road, is the main building at the Central Service Yard. It is occupied by administrative personnel, office areas, conference rooms, a materials testing laboratory, and a warehouse storage area. The loading docks are located at the rear of Building A and are operated by warehouse personnel for delivery of materials that are stored in the warehouse. Structural source controls include a flame-resistant chemical storage cabinet in the Public Works Materials Testing Lab located outside the northwest corner of the building.

Figure 5: New material storage

Potential Pollutants, Corresponding BMPs, and Structural Controls

The following potential pollutants are stored in Building A:

- Alcohols
- Cleaners and disinfectants
- Oils and lubricants
- Pesticides
- Testing chemicals
- Used absorbent (e.g. dry sweep)

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)
- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)

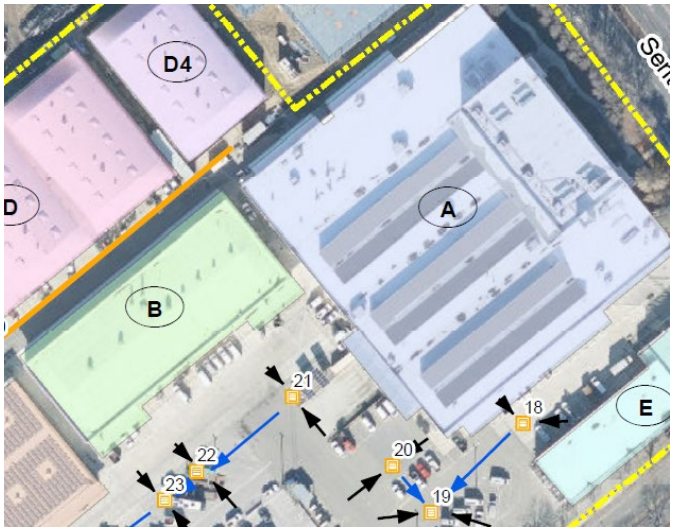

Figure 6: Location of Buildings A and B

4.2.2. Building B

Building Location and Occupancy

Building B is located in the central portion of the site contains several different service areas.

Electrical Shop

The electrical shop serves as a staging and preparation area for staff and is used to store minimal amounts of solvents and aerosols, along with various handheld tools.

HVAC Shop

No activities are conducted in the HVAC shop that would potentially produce pollutants to the storm sewer system.

Plumbing Shop

Plumbing fixtures, tools, and bottles of drain cleaner are stored in the plumbing shop. There are no inlets or drains near this area and no threat to the storm sewer system.

Paint Shop

The paint shop contains a large paint storage area and various painting tools and supplies. This area is bermed, and the paint shop contains a large spill kit and three fire-resistant safety cabinets.

Carpentry Shop

The Carpentry Shop is used for wood furnishing maintenance and other constructions such as parks signs and benches. Spray cans, glue, and lacquer thinner are located in storage cabinets.

There are three flammables cabinets containing compatible chemicals. The carpentry shop is equipped with an advanced sawdust recovery system. All wood scraps are regularly swept and placed in a storage container for later disposal.

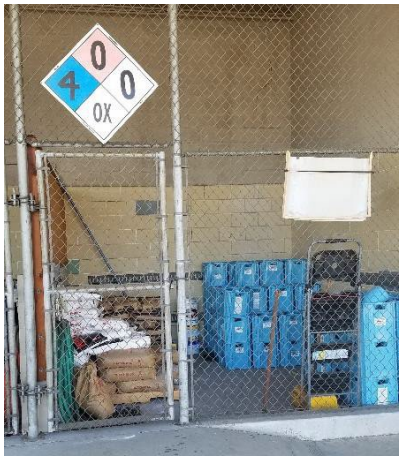

Figure 7: Pool chemical storage

Potential Pollutants, Corresponding BMPs, and Structural Controls

The following potential pollutants are stored in Building B:

- Alcohols
- Cleaning supplies and compounds
- Degreasers
- Drain cleaner
- Hydrochloric acid
- Gasoline
- Glue
- Oils and lubricants
- Paint, latex, and marking
- Paint thinners and varnish
- Refrigerant
- Solvents

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)
- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)
- Vehicle and Equipment Storage (Section 8.5)

4.2.3. Building C

Building Location and Occupancy

Building C is located in the central portion of the site is used for storing surplus chairs, tables, and miscellaneous office equipment. An enclosed, bermed, and secured area that is situated along the exterior north- facing wall is used to store pool chemicals.

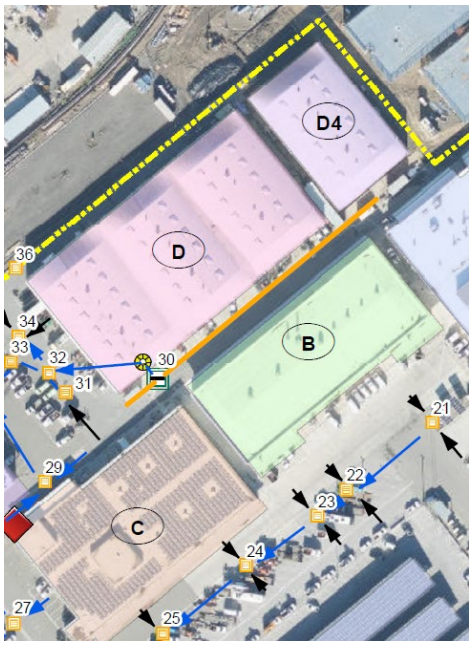

Figure 8: Location of building C, D, and D4

4.2.4. Building D and D4

Building Location and Occupancy

Building D and D4 are located at the northern portion of the site. Building D houses the Fire Department Fire Museum and Christmas in the Park activities and is divided into offices and work and storage areas. Tanks of oxygen, acetylene, and carbon dioxide are stored in the Christmas in the Park section and both sections store materials in appropriate flammable cabinets or storage containers. Building D4 is used to house the Historical Museum collections.

Potential Pollutants, Corresponding BMPs, and Structural Controls

The following potential pollutants are stored in these buildings:

- Alcohols
- Cleaning supplies
- Gasoline
- Glue and epoxy
- Oils and lubricants
- Paint, latex
- Paint thinner
- Pesticides

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)
- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)
- Vehicle and Equipment Storage (Section 8.5)

4.2.5. Building E

Building Location and Occupancy

Building E is located in the southeast portion of the site and is divided into several warehouse and storage areas, including those for electrical, plumbing, landscaping, and janitorial supplies. Universal waste and cleaning supplies are stored in secondary containment within this building.

Potential Pollutants, Corresponding BMPs, and Structural Controls

The following potential pollutants are stored in Building E:

- Alcohols
- Cleaning supplies
- Electrical supplies and bulbs
- Gasoline
- Oils and lubricants
- Paint, marking, and aerosol
- Paint thinner
- Pesticides and herbicides
- Universal waste

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)
- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)
- Vehicle and Equipment Storage (Section 8.5)

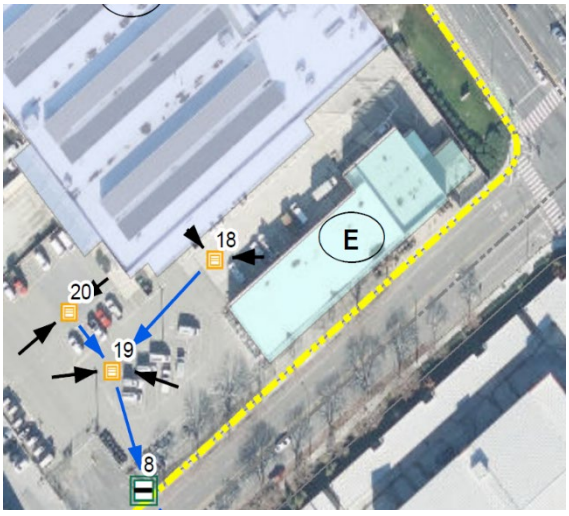

Figure 9: Location of Building E

4.2.6. Building F

Building Location and Occupancy

Building F is located in the southwest portion of the site and occupied by the Fleet Maintenance and the Police Build-Up shops, along with offices and a conference room.

Fleet Maintenance Shop

The fleet maintenance shop area is an enclosed garage facility for vehicle and equipment service and maintenance. Spills that occur in the maintenance areas are immediately contained using an absorbent material. The used absorbent is the removed and placed in a container designated for transport and disposal to a hazardous waste disposal facility.

All vehicle batteries are stored in covered secondary containers. Accumulated waste oil and waste antifreeze are stored in secondary contained storage tanks outside the maintenance shop and are regularly disposed of by contractors.

Figure 10: Fire engine maintenance in Building F

Police Build-up Shop

The police vehicle build-up shop is used for adding specialized equipment, such as emergency lights and sirens, to various vehicles in the City's fleet. There are various machining tools in the shop. Any metal shavings created during the use of the machining tools are cleaned up after each job and properly disposed of.

Potential Pollutants, Corresponding BMPs, and Structural Controls

The following potential pollutants are stored in Building F

- Aerosols
- Alcohols
- Ammonia
- Antifreeze and other vehicular fluids
- Cleaning supplies and disinfectants
- Gasoline
- Grease
- Metal shavings
- Oils and lubricants
- Refrigerant

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)

- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)
- Vehicle and Equipment Maintenance (Section 8.4)
- Vehicle and Equipment Storage (Section 8.5)

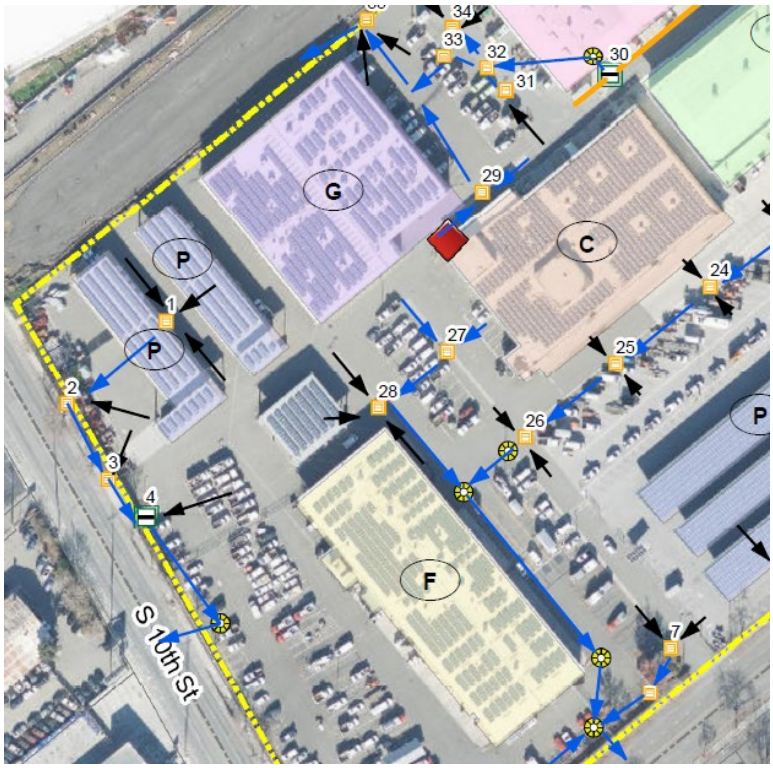

Figure 11: Location of Building F and G

4.2.7. Building G

Building Location and Occupancy

Building G is located in the northwest portion of the site and is divided into service areas, offices, and meeting and conference rooms. Service areas are provided for the following groups: Pools and Fountains, Irrigation and Equipment Repair, Alternate Work Program (AWP), Landscape, Horticulture, Mowing, Street Sweeping, and the Redevelopment Agency (RDA).

Alternate Work Program (AWP)

The AWP shop serves as a crew staging area and is used to store equipment, such as handheld tools, cones, barricades, and various notification signage. Small amounts of gasoline for the various handheld equipment are stored in a flammables cabinet.

Landscaping

The horticulture shop contains fertilizer, seed, gasoline (stored in a flammables cabinet), a tractor, employee lockers, and a separate storage rea for park maintenance.

Mowing

The mowing shop contains gas, oil, flares, degreasers, and other small engine chemicals that are stored in three separate flammables cabinets. Secondary containment is used for the storage of herbicides.

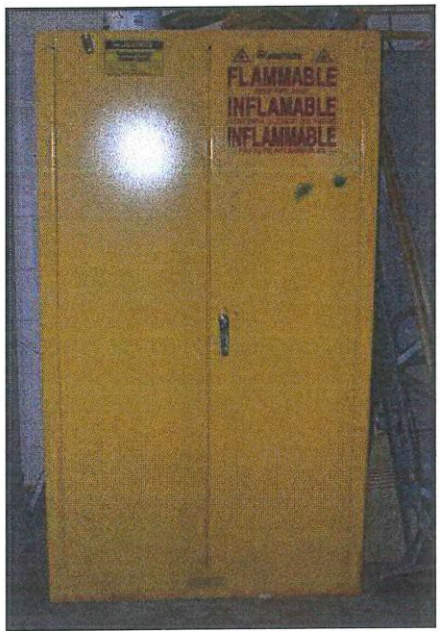

Figure 12: Flammables Cabinet

Potential Pollutants, Corresponding BMPs, and Structural Controls

The following potential pollutants are stored in Building G:

- Aerosols
- Cleaning supplies
- Degreasers and other small engine chemicals
- Fertilizer and herbicide
- Flares
- Gasoline
- Oils and lubricants
- Pesticides

The corresponding BMPs are described in Section 8.

- Housekeeping Practices (Section 8.1)
- Material and Chemical Storage (Section 8.2)
- Spill Response (Section 8.3)
- Vehicle and Equipment Maintenance (Section 8.4)
- Vehicle and Equipment Storage (Section 8.5)

4.2.8. Scrap Metal Recycling Bin

Recyclable metals are placed into a metal bin for recycling. To ensure that trace metals do not enter the storm main, the bins are covered and positioned below ground level to prevent runoff.

5.0. HAZARDOUS WASTE

Hazardous wastes are generated by vehicle operation and maintenance, operations and maintenance conducted in the field, and small amounts of wastes found abandoned throughout the City and brought to the Yard by field staff (DOT an PRNS). Occasionally, abandoned hazardous waste is found by the hazardous waste storage area in several of the Yards. When such hazardous wastes are discovered, they are identified and stored according to all Federal, State, and local regulations. Refer to Hazardous Material Management Plan (HMMP) for further details on material storage.

Used motor oil and used antifreeze from the vehicle maintenance shop re stored in aboveground tanks (280 gallon and 480 gallon, respectively). These tanks are designated from recycling and are located outside the Heavy Equipment Shop. The contents of the tanks are identified and their routine disposal, as controlled by the accumulation dates on the label, reduces the chance for overflow as a threat to the storm sewer system.

Used fluorescent and mercury light bulbs are securely stored indoors, in Building E, thereby reducing the potential for mercury to escape to the storm drain system.

Proper management of hazardous wastes ensures that these materials do not enter the storm drain system.

Figure 13: Hazardous waste identified with accumulation dates

6.0. STRUCTURAL SOURCE AND TREATMENT CONTROLS

Structural controls include both source and treatment control BMPs. Storm drain inlet filters treat runoff by capturing sediment and hydrocarbons and preventing them from entering the storm sewer system. Berms control the migration of liquid and solid material from storage areas to areas that lead to the storm drains. Roofs and coverings protect open storage areas and containers from exposure to rainfall which could potentially wash pollutants into the storm drain.

6.1. Storm Drain System Inlet Filters

Filter inserts were installed within the Yard in three storm drain inlets that have a high potential for pollutants entering the storm drain system. These plastic inserts capture the larger debris as runoff enters the catch basin. It then flows through a filter that consists of disposable media granules that capture hydrocarbons and other liquid contaminants. The mesh captures metals, sand, silt, and litter. The manufacturer, Revel Environmental Manufacturing (REM), conducts all maintenance by servicing these devices three times a year and removing and disposing of all resulting debris and waste.

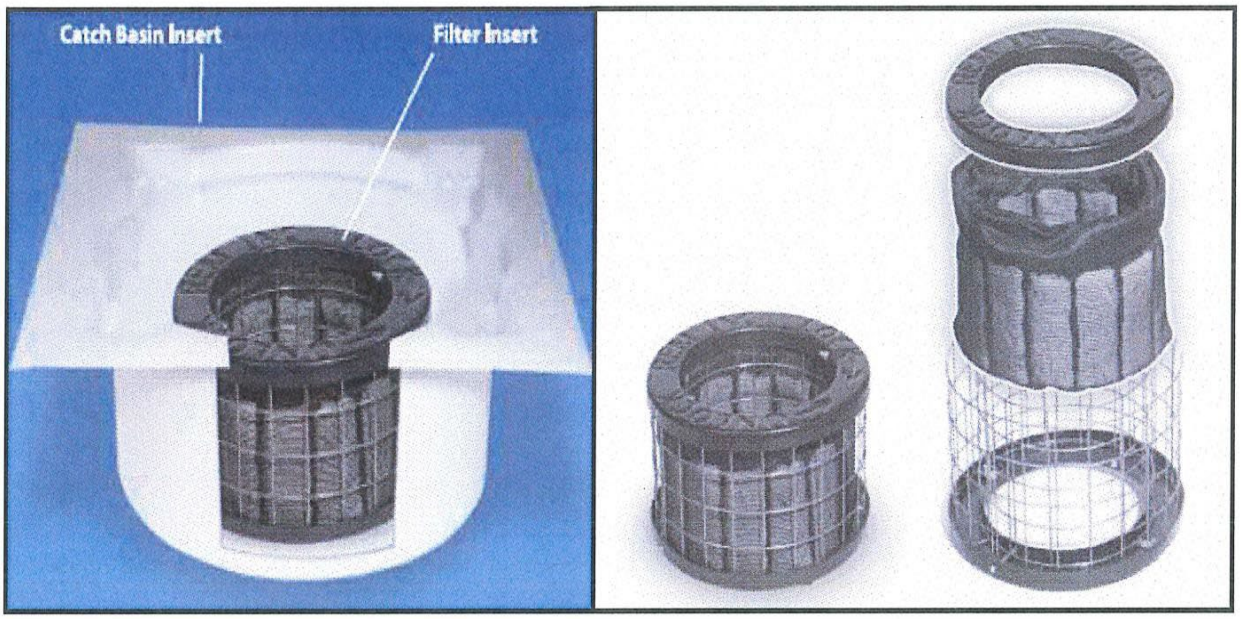

Figure 14: Catch basin inlet insert

6.2. Berms

Interior berms are constructed in the Paint and Anti-Graffiti areas (Building B and G, respectively) to contain potential pollutants in the event of a paint spill. Berms with straw wattles are used to contain materials in the covered outdoor bins. An enclosed, bermed, and secured area that is situated along the exterior north- facing wall is used to store pool chemicals.

Figure 15: Berm protecting paint storage area and material bunker

6.3. Covered Storage Areas

The scrap metal, rubbish 40 cubic yard, and rock storage bins are all stored under roofed areas. There are also several 4 cubic yard recycle and rubbish bins that are covered.

Figure 16: Rock storage bin beneath roof

7.0. TRAINING AND INSPECTIONS

7.1. Training

Periodic training is provided to corp yard employees by staff from the Environmental Services Department, or County-wide. The training focuses on identifying and managing potential pollutants that are found in corp yards, understanding why they pose a threat to the stormwater system, and learning about appropriate BMPs to use to mitigate these threats and protect the stormwater system.

7.2. Inspection

Inspections are conducted by staff from the Public Works, Department of Transportation, Environmental Services Department, and the individual Yardmasters.

7.2.1. Hazardous Material Inspection

A bi-annual Hazardous Material inspection is conducted by combination of DOT and DPW staff at each of the corporation yards. The types of activities included in these inspections are Hazardous Materials Storage and Handling Procedures, Safety, Record Keeping, Fueling Equipment, Catch Basins, and general practices. The purpose is to ensure facility compliance with the hazardous material handling requirements of the Fire Department, County Department of Environmental Health, Environmental Protection Agency, and Regional Water Quality Control Board.

7.2.2. Annual Stormwater Inspection

An annual Stormwater inspection is conducted prior to the start of the rainy season, between August 1 to September 30 by Environmental Services Department staff at each of the corporation yards. This inspection includes verifying that all elements of the SWPPP are accurate and up-to-date. A tracking and follow-up procedure is incorporated into the Annual Stormwater Inspection form – actions taken to address the noted concern, who took the action, when the action took place. A copy of the Annual Stormwater Inspection forms with completed responses will be maintained electronically and retained for five years.

7.2.3. Visual Stormwater Inspections

The Pollution Prevention Team member for each yard will conduct routine visual stormwater inspections to ensure that no non-stormwater discharges are entering the storm drain and, during storm events, pollutants discharges are prevented to the maximum extent practicable. Visual observations are to be recorded in a log and should include the date of the inspection, whether it occurred during a storm event, any pollutants observed, and actions taken.

8.0. ASSESSMENT OF POTENTIAL POLLUTANT SOURCES AND CORRESPONDING BMPs

The handling of all materials is to be performed in a manner that minimizes potential for spills and leaks. To minimize the impact of potential spills, the storage capacity of most pollutants is limited to one or two gallons, thereby minimizing the potential for contact between pollutants and the storm sewer system.

Figure 17: Example of BMPs; sweeping instead of washing

8.1 Housekeeping Practices

Source and Pollutant		Best Management Practices (BMPs)
Air compressor condensate	Oil	Outdoor air compressors must be covered.
		Contain air compressor condensate (allow to evaporate or capture and discharge to the sanitary sewer).
Cleaning of floors and carpets in offices	Dirt	Wash water from floor and carpet cleaning must be discharged to the sanitary sewer system.
Dumpsters	Trash, dirt, metals	Keep dumpster lids closed. Four-yard dumpsters all have lids attached
		Do not place dumpsters near storm drains.
		Remove trash and debris from dumpster area.
Hazardous storage	Hazardous materials and hazardous waste	Ensure all hazardous material and hazardous waste containers are labeled appropriately and legibly.
		Place all hazardous wastes generated into the appropriate hazardous waste container at the completion of each task or at the end of the day if a task cannot be completed in one day.

8.1 Housekeeping Practices

Source and Pollutant		Best Management Practices (BMPs)
Metal working and painting	Metal shavings, cutting oil, paint residue, solvents	Sweep paint residues, metal shavings, and other materials from the floor as often as needed to prevent tracking to the outdoors.
		Place drip pans with absorbent material underneath leaking lathes or other metal working equipment that utilized oil as a lubricant
		Product substitution– Use fewer toxic materials (i.e. - water based paint instead of oil based).
Sandblasting	Sandblasting grit	Use a shop vacuum to clean up dust from sanding, sand blasting, etc
Parking lot and outdoor areas	Dirt, oil, grease, automotive fluids, metals, sediment	Inspect storm drains regularly for litter and debris.
		Conduct regular maintenance to remove trash and debris from the parking lot.
		Do not use a hose to conduct any outdoor cleaning with drainage to storm drains.
		Clean the parking lot by sweeping, as needed, to prevent contaminants from being washed by rain, or blown, into the storm drain – hosing down of the parking lot into any storm drain shall not occur.
General		Keep work sites clean and orderly. Remove debris in a timely fashion.
		Recycle or dispose of fluids properly.
		Place materials and equipment in designated areas when not in use.
		Repair and/or replace any equipment or machinery that is malfunctioning to ensure safe usage
		Keep all containers and secondary containers tightly closed when not in use.
		Do not use vacuums for flammable liquids. Wet-sanding debris can be allowed to dry overnight then swept or vacuumed. Dispose of dust as solid waste.
		Clean up spills and vehicle leaks promptly, using dry methods.
		Maintain facility on a routine basis (sweeping, etc.) to ensure a clean safe workplace.
		Conduct routine maintenance of storm drain inlet inserts

8.2 Material and Chemical Storage

Source and Pollutant	Best Management Practices (BMPs)
Container spills or leaks: Antifreeze, oil, solvents, pesticides, herbicides, paint, etc	Weekly inspections are required for hazardous waste storage areas. Use the Daily/Weekly/Monthly inspection form.
	Storage areas should be properly secured to prevent unauthorized access.
	If a container is leaking or corroded, contact the District HAZMAT Coordinator to have trained personnel transfer the waste or material to a new container. Label appropriately.
	Store hazardous materials in a designated area containing chemically compatible materials. Do not store incompatible products in the same storage area without some type of physical barrier separating the containers.
	Inspect storage areas regularly. Ensure containers are properly labeled and covers or caps are secure.
	Original container labels must not be removed.
	Conduct regular inspections of stored materials and storage units.
	Store materials in enclosed or covered area away from storm drains.
	Store materials in secondary containment per Federal, State, and local regulations. Storm drains must be protected from outdoor storage piles. Material may be either stored under roofing, OR covered with tarps during rains, OR contained within bermed areas to prevent run-off:
Outdoor storage piles (yard waste, debris, construction materials, raw materials, greasy or rusting metals): Metals, oil, sediment	Inspect storage areas regularly. Use the Daily/Weekly/Monthly inspection form.
	Keep surfaces swept clean where material is blown or washed from the storage area, keeping materials covered and keeping storage containers in good condition.
	Store materials away from storm drainage systems or watercourses.
	Where feasible, cover storage area with a canopy or roof that is designed to direct runoff away from the storage area, or cover (tarp) dry materials to prevent water intrusion during the rainy season.
	Paved surfaces shall not be cleaned by hosing down. Use dry sweep rather than washing.
	Outdoor materials stockpiles shall be covered or protected with soil stabilization measures or a perimeter sediment barrier. Cold-mix asphalt shall be covered.
	Treated wooden post storage areas must be covered during rainy season

8.2 Material and Chemical Storage	
Source and Pollutant	**Best Management Practices (BMPs)**
Recycled tires	Recycled tires are to be covered whenever there is a threat of rain.

8.3 Spill Response	
Source and Pollutant	**Best Management Practices (BMPs)**
Hazardous material, hazardous waste containers, or vehicle and equipment fueling: Antifreeze, oil, fuel, solvents,	Ensure that people or equipment do not travel through and track the spilled substance.
	Cover storm drains in the vicinity of the spill in order to prevent spilled material from entering the storm drain system.
	Identify substance spilled (hazardous or non-hazardous). Read container label. Refer to MSDS, if necessary.
	Use absorbent material: o Using proper personal protective equipment, surround the spill with absorbent material, such as "kitty litter" or pig blankets, to block flow to storm drain. o Allow time for absorbent to soak up spill. However, absorbent should not be left, unattended, on a spill to soak up - absorbent used on a spill must be cleaned up immediately. o Sweep up the used absorbent and place it in a designated container for proper disposal.
	Alert supervisor to record and report the spill, as directed below: o Small spills (Less than 6 gallons): ▪ Recording: The supervisor is to document all spill activity in the spill log and keep the records on site. ▪ Reporting: There are no reporting requirements for a spill of this size. o Medium spills (6 – 41 gallons): ▪ Recording: The supervisor is to document all spill activity in the spill log and keep the records on site. ▪ Reporting: The supervisor is to contact Watershed Enforcement at 945-3000. o Large spills (42 or more gallons): ▪ Recording: The supervisor is to document all spill activity in the spill log and keep the records on site. ▪ Reporting: The supervisor is to contact the Fire Department Hazardous Incident Team (911), Watershed Enforcement (408-945-3000), and the Office of Emergency Services (1-800-852-7550) to report the spill

8.4 Vehicle and Equipment Maintenance	
Source and Pollutant	**Best Management Practices (BMPs)**
Container spills or leaks, vehicle fluid spills and leaks: Solvents, degreasers, other cleaners, transmission fluids, antifreeze, oil, etc.	Keep equipment clean, disallowing excessive grease/oil buildup.
	Implement adequate preventative maintenance program to prevent leaks.
	Use drip pans for any leaking vehicle/equipment.
	Complete all maintenance in proper location inside building (or a covered outdoor contained area away from storm drains).
	Do not perform vehicle maintenance outdoors prior to predicted rain events or during rain events, unless required by emergency situations.
	Sweep up vehicle and equipment maintenance areas daily.
	Wash water from cleaning floors, after sweeping, must be discharged to the sanitary sewer system. Floor wash water may not be hosed outdoors or allowed to enter a storm drain.
	Train employees in proper cleanup procedures of spills and leaks.
	Spill response materials must be kept readily available in the maintenance bay.
	Transfer removed vehicle fluids to recycling storage tanks by the end of the shift (daily).
	Transfer fluids from drip pans to recycling storage tanks by the end of the shift (daily).
	Ensure safeguards, such as oil shut-off valves, are installed and maintained on recovery equipment.
	Use self-contained sinks or tanks when working with solvents. Periodically check for leaks.
	Allow parts to drain over the solvent sink or tank. Do not allow solvents to drip onto the floor.
	When finished with parts washer, be sure to shut it off, close the unit and clean up area.
	Keep internal floor drains plugged unless they drain to the sanitary sewer.

8.5 Vehicle and Equipment Storage	
Source and Pollutant	**Best Management Practices (BMPs)**
Vehicle and equipment leaks: Antifreeze, fuel oil, vehicle fluids, metals,	Store equipment in enclosed or covered area away from storm drains when possible.
	Use drip pans underneath leaking vehicles and equipment; clean drip pans as necessary.
	Place greasy or rusting equipment under a covered area, or tarp, when stored outdoors during the rainy season to prevent rains from washing contaminants from these items down into the storm drain.

8.6 Vehicle and Equipment Washing	
Source and Pollutant	**Best Management Practices (BMPs)**
Steam cleaning: Solvents, degreasers, metals, oil & grease,	Steam cleaning wastewater, if not being recycled, must be diverted to a grease/oil separator connected to the sanitary sewer system. The nature and quantity of the discharge must go through approval by the Source Control section of the Environmental Services Department, 945-3000. ○ Service sump regularly.
Particulates and debris from washing vehicle and equipment: Soap, sediment, metals, oil & grease, vehicle fluids	Wash vehicles and equipment at designated wash area in Corp Yard ○ Wastewater discharge from vehicle wash area should be plumbed to the sanitary sewer.
	Inspect wash rack area daily for debris buildup, sweep or shovel debris at the conclusion of washing and before vehicle is driven out of the wash rack.

8.7 Vehicle and Equipment Fueling	
Source and Pollutant	**Best Management Practices (BMPs)**
Hosing or washing down fuel area, rainfall running onto and off of fueling area, spills caused by topping off fuel tanks, spills and leaks during deliveries, leaking storage tanks: Fuel and oil	Keep fuel tank and fuel dispenser permits current with appropriate agencies.
	Inspect all above ground fueling tanks and fueling dispensers daily, using the daily inspection form. Report leaks or malfunctions immediately. Repair as necessary.
	Use dry cleanup methods rather than hosing down area.
	Train employees on proper fueling, cleanup, and spill response techniques.
	Spill response materials must be kept readily available in the fueling area. Clean up spills immediately.
	Implement adequate preventative maintenance program to prevent tank and line leaks.
	Inspect fueling areas regularly to detect problems before they occur.
	Minimize run-on of stormwater into the fueling area.
	Cover fueling area.
	Post signs at the fuel dispenser or fuel island warning vehicle operators against “topping off” of vehicle fuel tanks.
	Use secondary containment when transferring fuel from the tank truck to the fuel tank.
	Cover storm drains in the vicinity of the fuel island during transfer from tank truck to the fuel tank.
	Implement proper spill prevention control program.
	Inspect portable fueling tanks regularly for cracks and leaks, repair as necessary.
	Automatic shut-off valves shall be installed at each pump where required. Manual shut-off valves shall be near fuel pumps and clearly posted where required.

C.2.f. Corporation Yard BMP Implementation

i. Task Description – Corporation Yard Maintenance

(1) The Permittees shall prepare, implement, and maintain a site-specific Stormwater Pollution Prevention Plan (SWPPP) for corporation yards, including municipal vehicle maintenance, heavy equipment, and maintenance vehicle parking areas, and material storage facilities to comply with water quality standards. Each SWPPP shall incorporate all applicable BMPs that are described in the California Stormwater Quality Association's Handbook for Municipal Operations and the Caltrans Stormwater Quality Handbook Maintenance Staff Guide, May 2003, and its addenda, as appropriate.

(2) The requirements in this provision shall apply only to facilities that are not covered under the State Water Board's Industrial Stormwater NPDES General Permit.

ii. Implementation Level

(1) Implement BMPs to minimize pollutant discharges in stormwater and prohibit non-stormwater discharges, such as wash waters from street sweeper, vactor trucks, or other related equipment. Pollution control actions shall include, but not be limited to, good housekeeping practices, material and waste storage control, and vehicle leak and spill control.

(2) Routinely inspect corporation yards to ensure that no non-stormwater discharges are entering the storm drain system and, during storms, pollutant discharges are prevented to the maximum extent practicable. At a minimum, each corporation yard shall be fully inspection each year between August 1 and September 30. Permittees shall cease or cause to be ceased any active non-stormwater discharge immediately after they discovered. Corrective actions shall be implemented before the next rain event, but no longer than 10 business days after the potential and/or actual discharges are discovered. Corrective actions can be temporary, in which case more time can be allowed for permanent corrective actions. If more than 10 business days are required for compliance, a rationale shall be recorded.

(3) Plumb all vehicle and equipment wash areas to the sanitary sewer after coordination with the local sanitary sewer agency and equip with a pretreatment device (if necessary) in accordance with the requirements of the local sanitary sewer agency. In areas where a sanitary sewer connection is not available, the Permittees shall collect and haul the wash water to an alternative sanitary sewer connection or municipal wastewater treatment plant, or implement appropriate BMPs to collect, properly treat, and reuse wash water onsite without any discharge.

(4) Use dry cleanup methods when cleaning debris and spills from corporation yards. If wet cleaning methods must be used (e.g., pressure washing), the Permittee shall ensure that wash water is collected and disposed in the sanitary sewer after coordination with the local sanitary sewer agency and in accordance with the requirements of the local sanitary sewer agency. Any private companies hired by the Permittee to perform cleaning activities on Permittee-owned property shall follow the same requirements. In areas where sanitary sewer connection is not available, the Permittees shall collect and haul the wash water to a municipal wastewater treatment plant, or implement appropriate BMPs and dispose of the wastewater to land in a manner that does not adversely impact surface water or groundwater.

(5) Outdoor storage areas containing pollutants shall be covered and/or bermed to prevent discharges of polluted stormwater runoff or run-on to storm drain inlets

Central Service Yard Site Map

- Area Drain
- Storm Drain Inlet
- Storm Drain Inlet with Hydrocarbon Filter
- Storm Drain Inlet with Geotrap Filter
- Roof Drain
- Spill Containment Berm
- Drain Pipe Flow Direction
- Surface Flow Direction
- Trench Drain

- A — Building A
- B — Building B
- C — Building C
- D — Building D
- D4 — Building D4
- E — Building E
- F — Building F - Vehicle Repair Bays
- G — Building G
- P — Covered Parking

The Department of Public Works (DPW) and Environmental Services Department (ESD) share in the responsibility of developing and implementing the City's Corporation Yard Stormwater Pollution Prevention Plans (SWPPP). Department responsibilities are as follows:

- DPW is responsible for leading the development and/or revision of their SWPPPs, and implementing Best Management Practices (BMPs), all requirements related to inspections, and required record keeping. This includes proper response to any stormwater related incidents or spills. DPW agrees to work with ESD staff to conduct annual inspections and resolve corrective actions in a timely manner.

- ESD is responsible for interpreting Municipal Regional Stormwater Permit provisions related to Corporation Yards, supporting the development and revision of the SWPPPs, conducting annual inspections of the Corporation Yards, identifying corrective actions, and documenting compliance.

Organizational charts are available upon request for all Departments responsible for the development and implementation of the SWPPPs for the City's five Corporation Yards.

The following staff from ESD and DPW certify they understand the roles and responsibilities of their Department as described above:

Walter Lin Deputy Director Department of Public Works		Rajani Nair, P.E. Deputy Director Environmental Services	
Marcelino Vialpando Senior Engineering Tech, Yardmaster Department of Public Works		Mary Morse Senior Environmental Program Manager Environmental Services	
		Simret Yigzaw Supervising Environmental Services Specialist Environmental Services	
		Riley Moffatt Environmental Services Specialist Environmental Services	