

City of San José Municipal (Police) Garage- Storm Water Pollution Prevention Plan (SWPPP)

Revised:
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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 Pollution Prevention Plan

The SWPPP identifies Corporation Yard activities related to municipal vehicle maintenance, heavy equipment and maintenance vehicle parking areas, runoff, 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 potential pollutants into the storm sewer system.

The SWPPP has been designed to achieve the following objectives:

- Identify and evaluate potential pollutant sources associated with corporation yard activities that may affect stormwater quality,
- Identify and implement site-specific BMPs to reduce or prevent potential 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 applicable local and 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 Yards 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 potential pollutants associated with these activities are intended to be similar to those required of private businesses. The five corp 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 parks maintenance.

Managed by Public Works (PW)

- Central Service Yard, 1661 Senter Road, San José, CA 95112
- Municipal (or Police) Garage, 825 North San Pedro Street, San José, CA 95110

Managed by Department of Transportation (DOT)

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

A copy of the current SWPPP must be retained at each corp 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 José 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) 398-4393	Stormwater Management Program Corporation Yards Contact / SWPPP Development	Corp Yard Assessments; Assist with SWPPP annual review and revisions, if necessary, & training
Marcelino Vialpando Senior Engineering Tech (Public Works) (408) 975-5725	Stormwater Corporation Yards Liaison / SWPPP Development	Conducts bi-annual Corp Yard Hazardous Material inspections; Assists with SWPPP annual reviews and revisions, if necessary, for GS-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; Contact for stormwater issues.
Frank Penninger Sr. Maintenance Worker (Transportation) (408) 361-0174	Stormwater Corporation Yards Liaison / SWPPP Development	Contact for South Yard stormwater issues
Frank Penninger Sr. Maintenance Worker (Transportation) (408) 794-1978	Stormwater Corporation Yards Liaison / SWPPP Development	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 Senior Engineering Tech (Public Works) (408) 975-5725	SWPPP Implementation	Contact for Central Yard stormwater issues
Frank Penninger Sr. Maintenance Worker (Transportation) (408) 794-1978	Stormwater Corporation Yards Liaison / SWPPP Development and Implementation	Contact for Mabury Yard stormwater issues

Table 1: Pollution Prevention Team

2.0. MUNICIPAL (POLICE) GARAGE

2.1. Location

The Municipal (Police) Garage is located at 825 North San Pedro Street in San José (zoned Public and Community Facilities (PCF)) and surrounded by commercial areas. This 3.69-acre facility is bounded by the Police Administration Building to the south and the Santa Clara County Sheriff's Department and Jail Facility to the west. It has been in operation since 1989 and employs approximately fifteen people.

Access to the facility is from North San Pedro Street and an alley north of Building A—Communications Building. The facility's perimeter is fenced and all entrances are gated. Only City employees and visitors are allowed on the facility and access is restricted to individuals with a gate code or key.

2.2. Runoff, Rainfall, and Nearby Water Bodies

The site is at an elevation of 63 feet above sea level. The stormwater runoff generated from the Municipal (Police) Garage is collected by the storm sewer system and conveyed to the Guadalupe River, which is located to the west of the site.

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

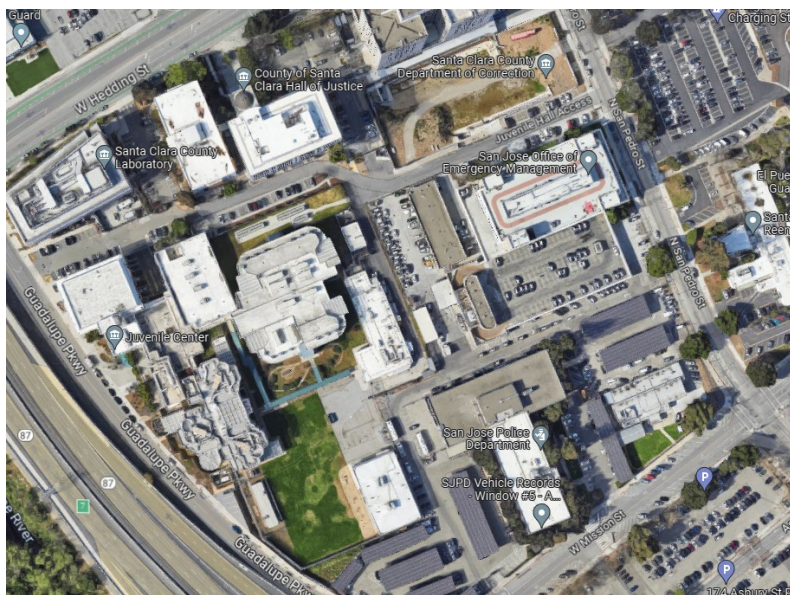


Figure 1: Location of Municipal (Police) Garage

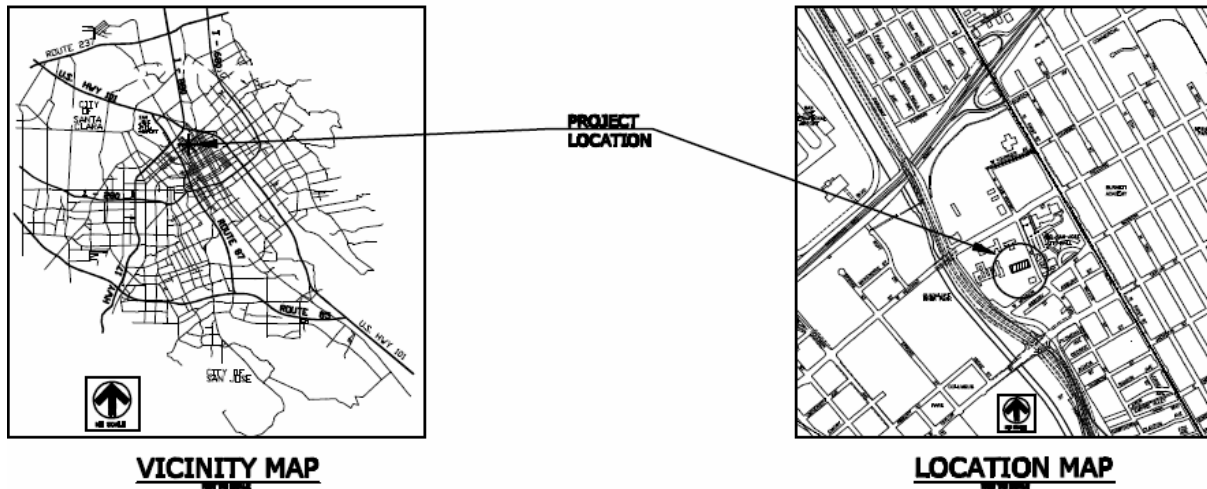


Figure 2: Vicinity and Location Map of Municipal (Police) Garage

2.3. Facilities

The main function of the Municipal (Police) Garage is to service, fuel, and maintain City and Police vehicles. There are no loading docks at the facility. The facility consists of the following:

- The Police Department Communications building, the Police Department garage and motorcycle maintenance shop, and a facility for service and maintenance of equipment,
- Diesel and gasoline pumps available to all City vehicles, and
- A wash rack for vehicle and equipment washing.

City vehicles and equipment are stored onsite in uncovered areas and uncovered employee parking is also provided.

2.4. Existing Facility Plans

The Municipal (Police) Garage maintains a Hazardous Materials Management Plan (HMMP), which contains spill response procedures and a detailed hazardous materials inventory.

3.0. STORMWATER AND SANITARY SEWER SYSTEMS

3.1. Process Wastewater and Sanitary Sewer System

Wastewater is discharged into the sanitary sewer system from rest rooms, locker rooms, and sinks in the various buildings. There are no other drains in any buildings. Wastewater flows through the City sanitary sewer system to the San José/Santa Clara Water Pollution Control Plant for treatment.

The covered wash rack for City and Police vehicles is located west of the fuel island and the Police Garage. The car wash wastewater is recycled through a closed loop recycling system. Any overflow wastewater is plumbed to the sanitary sewer, thereby minimizing the potential for pollution to enter the storm sewer system from the car wash.

3.2. Isolation of Storm Drain from Sanitary Sewer

The storm and sanitary sewer connections at the Municipal (Police) Garage have been verified by dye testing. In addition to dye testing, dry weather inspections have confirmed an absence of flow in the storm drains.

3.3. Non-Stormwater Discharges

The Municipal (Police) Garage has very little potential for non-stormwater discharges.

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 Municipal (Police) Garage 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 (inlet #4, 6, 8, 9, 10, 16). 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

The following section describes the potential sources of pollution associated with the type of materials stored and activities conducted at the municipal (police) garage. potential pollutants associated with activities at the municipal (police) garage are oil and grease, fuel and other automotive fluids, and trace metals.

4.1. Potential Sources of Pollutants from Exterior Sources

4.1.1. Parking and Impervious Surface

The entire site is either paved or covered with buildings. Potential pollutants from the parking areas include leaking vehicular fluids, such as oil, coolant, or hydraulic fluid, which could be washed into the storm sewer by rainfall. Good housekeeping is used throughout the yard to prevent these pollutants from entering the storm drains.

4.1.2. Scrap Metal Recycling

Scrap metal is stored in a covered metal bin that is located next to the west end of the Vehicle Maintenance Building.

4.1.3. Storage Tanks and Generators

The facility houses two external emergency generators with aboveground self-contained storage tanks. One is located above the parts storage room, and the other is located outside between the Vehicle Maintenance Building and the Communications Building (Building A) (Figure 5) Fuel Station

The Municipal Garage is equipped with a covered fueling station with three fuel pumps for City vehicle use (Figure 6). The fuel island is located between the car wash and the Police Garage and is maintained by the General Services Department. City vehicles are required to provide a special gasoline key to eliminate illegal fueling. The fuel station consists of two 15,000-gallon underground unleaded gasoline tanks, one 6,000-gallon underground diesel tank, and a 500-gallon aboveground waste oil tank.

A supply of absorbent material is maintained at the fuel island to handle small fuel spills that may occur while vehicles and equipment are being fueled. The used absorbent is then placed in a container for transport to a hazardous waste disposal facility.

4.1.4. Wash Rack

An automatic enclosed car wash for City and Police vehicles is located to the west of Building B (Figure 6). Water for the carwash is initially supplied by a nearby groundwater treatment system and is then recycled within the carwash. The recycling system overflow discharges to the sanitary sewer, so there is no threat to the stormwater drainage system.

Potential Pollutants, Corresponding BMPs, and Structural Controls

Potential pollutants from exterior sources include the following:

- Gasoline and diesel
- Automotive fluids
- Trace metals
- Oil
- 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)
- Vehicle and Equipment Fueling (Section 8.7)

Structural Controls include the following:

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

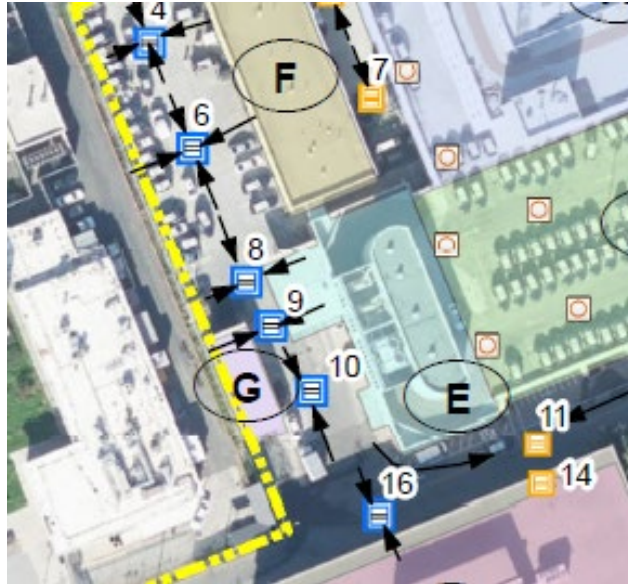


Figure 4: Location of car wash and fuel island

4.2. Buildings

Three building structures at the Municipal (Police) Garage are included in this SWPPP. These include Building A, the Communications Building, which is occupied by San José Police; Building B, the Police Garage, which is occupied by Public Works Fleet and includes the Motorcycle Maintenance Shop; and the Vehicle Maintenance Building.

4.2.1. Building A: Communications Building

The San José Police Department Communications Building is located in the northeastern corner of the site, along side San Pedro Street. It is occupied by administrative personnel and no industrial activities are performed in the building. There are no potential materials or means of pollutants entering the storm drain system from the Communication Building.

4.2.2. Building B: Police Garage and Motorcycle Maintenance Shop

The Police Garage is attached to the south side of Building A and faces San Pedro Street. A combination of office, vehicle and motorcycle maintenance, vehicle parking, and material storage takes place in this building. Vehicle maintenance and equipment storage are potential sources of stormwater pollution.

The first floor of the garage is covered, but most of the second floor is exposed. Cooling towers and emergency generators are located on the second floor/roof of the Police Garage. Chemicals used to maintain the cooling towers are stored in secondary containment in an enclosed portion

of the second floor. Employee rest rooms are the main sources of wastewater generated at the building and these lines are connected to the sanitary sewer collection system. Potential pollutants include oil and grease, fuels, automotive fluids, and trace metals that may be deposited on the pavement when outside vehicle maintenance is performed.

4.2.3. Vehicle Maintenance Building and Parking Area

The Vehicle Maintenance Building is located west of Building A, the Communication Building, and is used for office activities, vehicle maintenance, and material storage. Although vehicle maintenance and material storage are potential sources of stormwater pollution, the repair and maintenance bays are fully covered. There are no sanitary or storm drain outlets in these areas. Spills and leaks are immediately cleaned up and properly disposed of. All motor oils and other automotive fluids are stored in other parts of the building in secondary containment. Accumulated waste oils are regularly disposed of by a waste oil recycling contractor. Employee rest rooms are the main sources of wastewater generated at the building and these lines are connected to the sanitary sewer collection system.

West of the Vehicle Maintenance Building is a paved temporary vehicle parking area where damaged vehicles and vehicles awaiting service or maintenance are parked for a short duration of time until they are repaired.

Potential pollutants include oil and grease, fuels, automotive fluids, and trace metals that may be deposited on the pavement when outside vehicle maintenance is performed.

Potential Pollutants and Corresponding BMPs

Potential pollutants from the buildings include the following:

- Oil, grease, fuels, hydraulic fluids, other automotive fluids, and trace metals (Vehicle Maintenance Building and Building B, Police Garage)
- Chemicals for emergency generators (Building B, Police Garage)
- Parking area (See Section 4.1.6)

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)

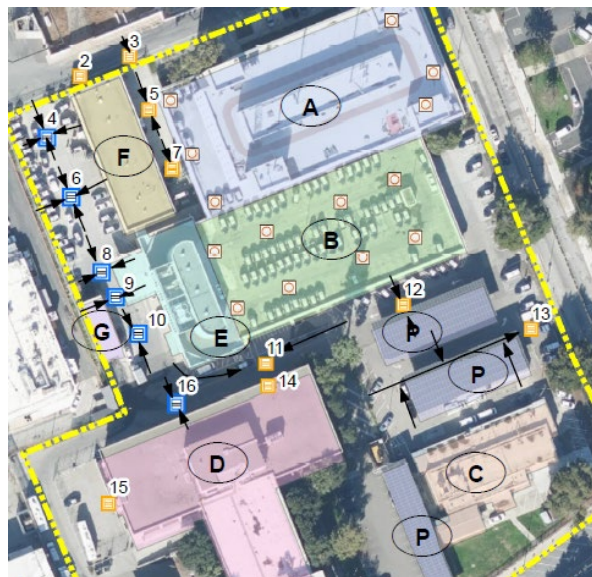


Figure 5: Location of buildings

- Vehicle and Equipment Maintenance (Section 8.4)
- Vehicle and Equipment Storage (Section 8.5)

5.0. HAZARDOUS WASTE

Hazardous wastes are generated by vehicle operation and maintenance, operations and maintenance conducted in the field. Occasionally, abandoned hazardous waste is found 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.

Hazardous waste is stored in various places throughout the Garage. Because used tires are stored in a covered portion of the Garage, there is no threat from rain washing any pollutants present on the tires into the storm drain. Waste oil, antifreeze, and various other automotive fluids are stored outside in secondary containment units that are adjacent to the west side of the Vehicle Maintenance Building. The contents of the containers are identified and their routine disposal, as controlled by the accumulation dates on the label, reduces the chance for overflow to be a threat to the storm sewer system. The secondary containment provides additional protection against leakage. Proper management of Hazardous Wastes ensures that these materials do not enter the storm drain system.



Figure 6: Hazardous waste storage and labels

6.0. STRUCTURAL SOURCE AND TREATMENT CONTROLS

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

6.1. Storm Drain System Inlet Filters

Filter inserts are installed within the Yard in storm drain inlet #4, 6, 8, 9, and 10, due to their 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 packets that capture hydrocarbons and other contaminants, such as 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.

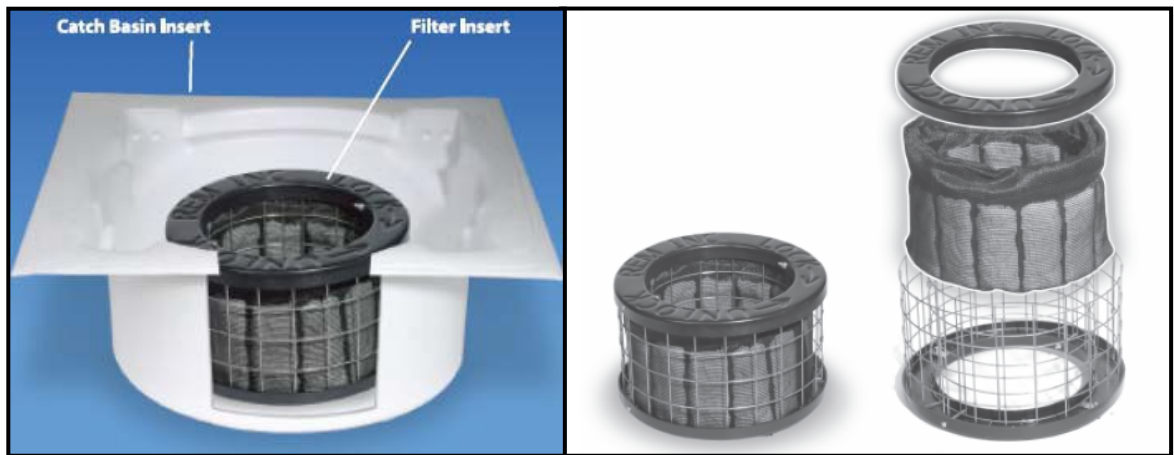


Figure 7: Catch basin inlet insert

6.2. Connection to the Sanitary Sewer System

The wash rack is connected to the sanitary sewer system.

6.3. Covered Areas

The wash rack is enclosed and covered and the fuel island is located beneath a roof.

7.0. TRAINING AND INSPECTIONS

7.1. Training

Periodic training is provided to corp yard employees by supervisors, 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 Spill 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 potential pollutants is limited to one or two gallons, thereby minimizing the potential for contact between pollutants and the storm sewer system.



Figure 8: Examples of BMPs - Barrels of absorbent at fuel pumps

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: <ul style="list-style-type: none"> ○ Using proper personal protective equipment, surround the spill with absorbent material, such as “kitty litter” or pig blankets, to block flow to storm drain. ○ 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. ○ 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: <ul style="list-style-type: none"> ○ Small spills (Less than 6 gallons): <ul style="list-style-type: none"> ▪ 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. ○ Medium spills (6 – 41 gallons): <ul style="list-style-type: none"> ▪ 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. ○ Large spills (42 or more gallons): <ul style="list-style-type: none"> ▪ 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 (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. <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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 inspected 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

Municipal Police Garage Site Map



- | | | | |
|--|---|--|--------------------------------|
|  | Area Drain |  | Communications Building |
|  | Storm Drain Inlet |  | Police Garage |
|  | Storm Drain Inlet with Hydrocarbon Filter |  | Emergency Operation Center |
|  | Storm Drain Inlet with Geotrap Filter |  | Police Administration Building |
|  | Roof Drain |  | Storage |
|  | Spill Containment Berm |  | Vehicle Maintenance |
|  | Drain Pipe Flow Direction |  | Car Wash |
|  | Surface Flow Direction |  | Covered Parking |
|  | Trench Drain | | |

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	
Dave Mesa Fleet Manager Department of Public Works		Mary Morse Senior Environmental Program Manager Environmental Services	
Victor Ocanas Equipment Maintenance Supervisor, Yardmaster Department of Public Works		Simret Yigzaw Supervising Environmental Services Specialist Environmental Services	
		Riley Moffatt Environmental Services Specialist Environmental Services	