

# Appendix A

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## BEST MANAGEMENT PRACTICES

Best Management Practices List

BMP – Program Element Matrix



## Best Management Practices List

This is a reference list of Best Management Practices, outreach and technology transfer materials used by the City of San Jose to meet the requirements of the Permit and the goals of the Performance Standards set out in this URMP.

	TITLE	LANGUAGE (S)	FORMAT TYPE	TARGET AUDIENCE (MAIN)	TARGET AUDIENCE (SUB)	TARGET POLLUTANT (S)	MESSAGE(S)	SOURCE
1.	<i>A Clear Look at Our Water</i>	English	Booklet	All	General		Overview of water story - where it comes from to where it ends up.	SJ, ESD
2.	<i>Auto Dismantlers Best Management Practices</i>	English	Brochure	Commercial	Automotive		Recommended practices to assist your business in preventing environmental harm and unlawful discharges through pollutants reaching our creeks and the Bay.	SJ, ESD, WE
3.	<i>Auto Dismantlers Best Management Practices</i>	Spanish	Brochure	Commercial	Automotive		Recommended practices to assist your business in preventing environmental harm and unlawful discharges through pollutants reaching our creeks and the Bay.	SJ, ESD, WE
4.	<i>Auto Dismantlers Best Management Practices</i>	Vietnamese	Brochure	Commercial	Automotive		Recommended practices to assist your business in preventing environmental harm and unlawful discharges through pollutants reaching our creeks and the Bay.	SJ, ESD, WE
5.	<i>Auto Facts: How to Dispose of Automotive Fluids Correctly</i>	English	Fact Sheet	Residential	Automotive	Automotive Fluids	Describes how to correctly recycle used motor oil.	SJ, ESD, MarCom
6.	<i>Best Management Practices for Hospitals and Health Care Facilities</i>	English	Binder	Commercial	Hospitals		Guidelines for hospitals and health care facilities. Practices include Pollution prevention measures - administrative, laboratories, other departments, storm drain protection, wastewater flow reduction, waste storage and disposal.	SJ, ESD, WE
7.	<i>Best Management Practices for Industrial Storm Water Pollution Control</i>	English	Booklet	Commercial, industrial	General		BMPs for industry. Categories such as: Training and Education for Employees and Customers; Eliminating Improper Discharges to Storm Drains; Spill Prevention, Control, and Clean-up; Outdoor Process Equipment Operations and Maintenance; etc.	Program
8.	<i>Best Management Practices for Machine Shops</i>	English	Booklet	Commercial	Machine Shops		Guidelines for machine shops to reduce sanitary sewer discharges of heavy metals	SJ, ESD, WE
9.	<i>Best Management Practices for Printing and Photoprocessing Operations</i>	English	24-page Booklet	Commercial	Printing	Haz Waste	Guidelines for printing and photoprocessors to reduce heavy metals in discharges to the sanitary sewer.	SJ, ESD, WE
10.	<i>Best Management Practices for the Construction Industry. Earth-Moving Activities</i>	English	tri-fold pamphlet	Commercial	Construction	Sediment	Preventing storm drain pollution from earth-moving activities during construction. 1st in a series of 7.	Program
11.	<i>Best Management Practices for the Construction Industry. Fresh Concrete and Mortar Application</i>	English	tri-fold pamphlet	Commercial	Construction	Concrete	Preventing stormwater pollution from masonry and paving during construction. 2nd in a series of 7	Program

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12.	<i>Best Management Practices for the Construction Industry. General Construction and Site Supervision</i>	English	tri-fold pamphlet	Commercial	Construction		Preventing stormwater pollution from construction activities. 3rd in a series of 7	Program
13.	<i>Best Management Practices for the Construction Industry. Heavy Equipment Operation.</i>	English	tri-fold pamphlet	Commercial	Construction		Preventing stormwater pollution from heavy equipment operation on the construction site. 4th in a series of 7	Program
14.	<i>Best Management Practices for the Construction Industry. Landscaping, Gardening, and Pool Maintenance.</i>	English	tri-fold pamphlet	Commercial	Construction	Pool Water Discharge, Copper, Sediment	Preventing stormwater pollution from landscaping and swimming pool maintenance. 5th in a series of 7	Program
15.	<i>Best Management Practices for the Construction Industry. Painting and Application of Solvents and Adhesives</i>	English	tri-fold pamphlet	Commercial	Construction	Paint	Preventing stormwater pollution from paints, solvents, and adhesives. 6th in a series of 7.	Program
16.	<i>Best Management Practices for the Construction Industry. Roadwork and Paving</i>	English	tri-fold pamphlet	Commercial	Construction		Preventing stormwater pollution from roadwork. 7th in a series of 7.	Program
17.	<i>Blueprint for a Clean Bay</i>	English	Booklet	Commercial	Construction		BMPs for construction activities. Categories such as erosion control, general site maintenance, demolition waste, roadwork and pavement construction, contaminated soil and groundwater are included	BASMAA via Program
18.	<i>Builder's Reuse and Recycling Guide</i>	English	booklet	Commercial	Construction		A directory of construction and demolition material recycling firms.	SJ, ESD, IWM
19.	<i>Changing the Course of California's Water (Lindsey Report)</i>	English	Wire-bound book	All	General		Urban Runoff recent history, environmental impact, pollution prevention tips, and citizen call-to-action	Lindsey Museum
20.	<i>Clean Bay Blueprint</i>	English	22" x 34" Poster	Commercial	Construction		BMPs for construction activities. Included: useful phone numbers, material storage, spill clean-up, vehicle & equipment maintenance, earth-moving, erosion control, paints, solvents, adhesives, roadwork, pavement construction, waste disposal.	SJ, ESD, WE
21.	<i>Clean It!</i>	English	fanfold	Residential	General	Haz Waste	Guides to safer household cleaning methods that really work. 30 pages	Program
22.	<i>Construction Storm Water Pollution Control Compliance</i>	English	Binder	Commercial	Construction		General Construction & Site Supervision; Earth-Moving Activities; Roadwork & Paving; Heavy Equipment Operation; Fresh Concrete & Mortar Application; Landscaping, Gardening & Pool Maintenance; Painting & Application of Solvents & Adhesives; Home Repair & Remodeling BMPs	Program
23.	<i>Controlling Ants In Your House</i>	English	8.5" x 11" 2-sided Factsheet	Residential	General	Pesticides	Detection, prevention and less toxic controls of ants in the home.	Bay Area Water Pollution Prevention Agencies

	TITLE	LANGUAGE (S)	FORMAT TYPE	TARGET AUDIENCE (MAIN)	TARGET AUDIENCE (SUB)	TARGET POLLUTANT (S)	MESSAGE(S)	SOURCE
24.	<i>Controlling Ants In Your House (Spanish)</i>	Spanish	8.5" x 11" 2-sided Factsheet	Residential	General	Pesticides	Detection, prevention and less toxic controls of ants in the home. Spanish language adapted from English "Controlling Ants In Your House". (Hormigas)	SJ, ESD, MarCom
25.	<i>Controlling Aphids In Your Garden</i>	English	8.5" x 11" 2-sided Factsheet	Residential	General	Pesticides	Detection, tolerance, less toxic controls, prevention for aphids. Includes a short list of products	Bay Area Water Pollution Prevention Agencies
26.	<i>Controlling Snails and Slugs In Your Garden</i>	English	8.5" x 11" 2-sided Factsheet	Residential	General	Pesticides	Detection, less toxic controls, prevention for snails and slugs. Includes a short list of products.	Bay Area Water Pollution Prevention Agencies
27.	<i>Controlling Yellowjackets Around Your Home</i>	English	8.5" x 11" 2-sided Factsheet	Residential	General	Pesticides	Identification, detection, less toxic controls, prevention of yellow jackets. Includes a short list of products	Bay Area Water Pollution Prevention Agencies
28.	<i>Cooling Towers Regulations, Pollution Prevention &amp; Flow Reduction</i>	English	Fact Sheet	Commercial, Industrial, Institutional	Cooling Tower		Fact sheet notifying cooling tower owners of ban on tri-butyl tin. Provides chemical management information and tips on water conservation.	SJ, ESD, WE
29.	<i>Copper Plumbing and the Health of the Bay</i>	English	pamphlet	Commercial	Plumbing	Copper	Guidelines (BMPs) for plumbers working with copper pipes	SJ, ESD, WE
30.	<i>Dewatering from Construction Sites and In-Ground Utilities Maintenance Projects</i>	English	Booklet	Commercial, Municipal	Construction		Dewatering from construction sites and in-ground utilities maintenance projects. Applies to new construction, foundation work and utilities infrastructure installation or repair. Removing sediment from ground water and determining if contaminants are present.	SJ, ESD, WE
31.	<i>Do It Right (Spanish/English)</i>	Spanish/English	20" x 23" poster.	Commercial	Automotive		Clear laminated poster describing 6 practices that will prevent polluted water from flowing out of your workplace and into storm drains.	SJ, ESD, WE
32.	<i>Do It Right (Vietnamese/English)</i>	Vietnamese / English	20" x 23" poster.	Commercial	Automotive		Clear laminated poster describing 6 practices that will prevent polluted water from flowing out of your workplace and into storm drains.	SJ, ESD, WE
33.	<i>Does Your Facility Need To Be Covered By The General Permit?</i>	English	stapled sheets	Industrial, Municipal	General		Industrial Stormwater Permit Worksheet- Who must comply?	SJ, ESD, WE
34.	<i>Draining Pools and Spas</i>	English	Quad-fold brochure, color	Residential	Pools And Spas	Pool Water Discharge, Copper, Sediment	Informs poolowners of the correct and acceptable method for cleaning pools, resolving problems without using copper algicides, and how to drain pools or spas	Program Spring 2004
35.	<i>Estuarywise</i>	English	Handbook	Residential	General		Handbook on the SF Bay-Delta Estuary. Includes tips on how to stop pollution; recipes for household cleaners, pest controls; product toxicity ratings; lists of household hazwaste collection programs; and community-wide restoration efforts (SF Estuary Inst)	Program

	TITLE	LANGUAGE (S)	FORMAT TYPE	TARGET AUDIENCE (MAIN)	TARGET AUDIENCE (SUB)	TARGET POLLUTANT (S)	MESSAGE(S)	SOURCE
36.	<i>Get to the Root of the Problem!</i>	English	Brochure	Residential	Plumbing	Copper	Copper root killer warnings	SJ, ESD, WE
37.	<i>Good Cleaning Practices To Protect Our Creeks And Bay</i>	Chinese	Tri-fold brochure	Commercial	Restaurant	FOG, Surface Cleaning	BMP for restaurants and food handling facilities. Guidelines for food handling, cleaning equipment, grease handling / disposal, spill clean-up and pavement cleaning	SJ, ESD, MarCom
38.	<i>Good Cleaning Practices To Protect Our Creeks And Bay</i>	English	Tri-fold brochure	Commercial	Restaurant	FOG, Surface Cleaning	BMP for restaurants and food handling facilities. Guidelines for food handling, cleaning equipment, grease handling / disposal, spill clean-up and pavement cleaning	SJ, ESD, MarCom
39.	<i>Good Cleaning Practices To Protect Our Creeks And Bay</i>	Korean	Tri-fold brochure	Commercial	Restaurant	FOG, Surface Cleaning	BMP for restaurants and food handling facilities. Guidelines for food handling, cleaning equipment, grease handling / disposal, spill clean-up and pavement cleaning	Program
40.	<i>Good Cleaning Practices To Protect Our Creeks And Bay</i>	Spanish	Tri-fold brochure	Commercial	Restaurant	FOG, Surface Cleaning	BMP for restaurants and food handling facilities. Guidelines for food handling, cleaning equipment, grease handling / disposal, spill clean-up and pavement cleaning	SJ, ESD, MarCom
41.	<i>Good Cleaning Practices To Protect Our Creeks And Bay</i>	Vietnamese	Tri-fold brochure	Commercial	Restaurant	FOG, Surface Cleaning	BMP for restaurants and food handling facilities. Guidelines for food handling, cleaning equipment, grease handling / disposal, spill clean-up and pavement cleaning	SJ, ESD, MarCom
42.	<i>Grease Removal Devices</i>	English	Flyer	Business	Restaurant	FOG	Restaurant advisory sheet regarding grease removal and disposal	SJ, ESD, WE
43.	<i>Grow It!</i>	English	fanfold	Residential	General	Pesticides, Fertilizers	Guides to the less toxic garden. Control pests & plant disease using less-toxic methods. 30 pages.	Program
44.	<i>Guidelines for Vehicle Service Facilities, Body Work</i>	English	Pamphlet	Commercial	Automotive		Body Work	Program
45.	<i>Guidelines for Vehicle Service Facilities, Body Work</i>	Spanish	Brochure	Commercial	Automotive		Body Work	SJ, ESD, WE
46.	<i>Guidelines for Vehicle Service Facilities, Body Work</i>	Vietnamese	Brochure	Commercial	Automotive		Body Work	SJ, ESD, WE
47.	<i>Guidelines for Vehicle Service Facilities, Changing Oil and Other Fluids</i>	English	Pamphlet	Commercial	Automotive	Automotive Fluids	Changing Oil and Other Fluids	Program
48.	<i>Guidelines for Vehicle Service Facilities, Engine &amp; Parts Cleaning &amp; Radiator Flushing</i>	English	Pamphlet	Commercial	Automotive	Automotive Fluids	Engine & Parts Cleaning & Radiator Flushing	Program
49.	<i>Guidelines for Vehicle Service Facilities, Keeping a Clean Shop</i>	English	Pamphlet	Commercial	Automotive		Keeping a Clean Shop	Program
50.	<i>Guidelines for Vehicle Service Facilities, Tips for Managers of Vehicle Service Facilities</i>	English	Pamphlet	Commercial	Automotive		Tips for Managers of Vehicle Service Facilities	Program
51.	<i>Guidelines for Vehicle Service Facilities, Washing Cars and Other Vehicles</i>	English	Pamphlet	Commercial	Automotive	Sediment, Oil & Grease	Washing Cars and Other Vehicles	Program

	TITLE	LANGUAGE (S)	FORMAT TYPE	TARGET AUDIENCE (MAIN)	TARGET AUDIENCE (SUB)	TARGET POLLUTANT (S)	MESSAGE(S)	SOURCE
52.	<i>Guidelines for Vehicle Service Facilities, Washing Cars and Other Vehicles</i>	Spanish	Brochure	Commercial	Automotive	Sediment, Oil & Grease	Washing Cars and Other Vehicles	SJ, ESD, WE
53.	<i>Guidelines for Vehicle Service Facilities, Washing Cars and Other Vehicles</i>	Vietnamese	Brochure	Commercial	Automotive	Sediment, Oil & Grease	Washing Cars and Other Vehicles	SJ, ESD, WE
54.	<i>Handy Guide to Water-Saving Devices</i>	English	Flyer	Residential	Plumbing		Information on devices to reduce water usage	San Jose Water Co.
55.	<i>Hazardous substances in the auto shop</i>	English	Videotape	Business	Automotive	Haz Waste	Information Video regarding hazardous substances in an auto shop	SJ, ESD, MarCom
56.	<i>Hazardous Waste Disposal Program for Small Businesses in Santa Clara County</i>	English	tri-fold brochure	Business, Commercial	General	Haz Waste	Description of a hazardous waste drop-off program for small businesses that generate less than 100 kg (27 gal or 220 lbs) of hazardous waste each month.	Santa Clara Co., 299-7300
57.	<i>Help Prevent Illegal Dumping</i>	English / Spanish / Vietnamese	Tri-fold brochure	All	General		Describes illegal dumping along creeks and roads. Provides guides for proper disposal of common household items: bulky goods, construction and remodeling debris, household hazardous waste, tires.	
58.	<i>Help Protect Your Neighbors</i>	English	Brochure	Residential	General		Advisories regarding prevention of water pollution in the bay area and to the Bay.	SJ-SCWPCP
59.	<i>Home Maintenance Tips for a Cleaner Bay</i>	English	Brochure	Residential	General		How to plan home maintenance projects to protect water quality. Topics: car washing & repair, painting & furniture striping, concrete, masonry & asphalt repair, pool/spa maintenance, housecleaning, garden care, carpet cleaning	Program
60.	<i>IC/ID Card for Concrete Work</i>	Eng / Spa / Viet	5.5" x 8" card	All	Construction	Concrete	IC/ID Card listing directions for protecting storm drain and creeks from concrete work.	Program
61.	<i>IC/ID Card for Engine Degreasing</i>	Eng / Spa / Viet	5.5" x 8" card	All	Automotive	Oil & Grease	IC/ID Card listing directions for protecting storm drain and creeks from engine degreasing.	Program
62.	<i>IC/ID Card for General Dumping Into Storm Drain</i>	Eng / Spa / Viet	5.5" x 8" card	Residential	General		IC/ID Card listing directions for protecting storm drain and creeks from general dumping.	Program
63.	<i>IC/ID Card for Grey Water</i>	Eng / Spa / Viet	5.5" x 8" card	All	General		IC/ID Card listing directions for protecting storm drain and creeks from wash water.	Program
64.	<i>IC/ID Card for Hazardous Waste</i>	Eng / Spa / Viet	5.5" x 8" card	All	General	Haz Waste	IC/ID Card listing directions for protecting storm drain and creeks from hazardous wastes.	Program
65.	<i>IC/ID Card for Landscape Maintenance</i>	Eng / Spa / Viet	5.5" x 8" card	All	General	Sediment, Pesticides	IC/ID Card listing directions for protecting storm drain and creeks from landscape maintenance.	Program
66.	<i>IC/ID Card for Overwatering</i>	Eng / Spa / Viet	5.5" x 8" card	All	General		IC/ID Card listing directions for protecting storm drain and creeks from overwatering.	Program
67.	<i>IC/ID Card for Painting</i>	Eng / Spa / Viet	5.5" x 8" card	All	Construction	Paint	IC/ID Card listing directions for protecting storm drain and creeks from paints.	Program

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68.	<i>IC/ID Card for Residential Car Washing</i>	Eng / Spa / Viet	5.5" x 8" card	Residential	Automotive	Sediment	IC/ID Card listing directions for protecting storm drain and creeks from residential car washing.	Program
69.	<i>IC/ID Card for Saw Cut Slurry</i>	Eng / Spa / Viet	5.5" x 8" card	All	Construction	Sediment	IC/ID Card listing directions for protecting storm drain and creeks from saw cut slurry.	Program
70.	<i>IC/ID Card for Sediments</i>	Eng / Spa / Viet	5.5" x 8" card	All	Construction	Sediment	IC/ID Card listing directions for protecting storm drain and creeks from construction sediments.	Program
71.	<i>IC/ID Card for Storing Landscape Materials</i>	Eng / Spa / Viet	5.5" x 8" card	All	Construction		IC/ID Card listing directions for protecting storm drain and creeks from stored landscape materials.	Program
72.	<i>IC/ID Card for Vehicle Fluids</i>	Eng / Spa / Viet	5.5" x 8" card	All	Automotive	Automotive Fluids	IC/ID Card listing directions for protecting storm drain and creeks from auto fluids dripping from vehicles.	Program
73.	<i>Illegal Dumping (English/Chinese)</i>	Eng / Chn	Folder	All	General		Advisory that illegal dumping is a costly problem.	SJ, ESD, MarCom
74.	<i>Illegal Dumping Booklet (English/Vietnamese)</i>	Eng / Viet	Booklet	Residential	General		Booklet explaining why not to illegally dump and alternatives	SJ, ESD, IWM
75.	<i>Industrial Storm Water Pollution Control Compliance</i>	English	Binder	All	General		Contains sample Storm Water Prevention Pollution Plan, EPA regulations and booklet	Program
76.	<i>Interested Parties</i>	English	Stapled Sheets	Government	General		Overview of NPDES Industrial Stormwater Regulations	CRWQCB
77.	<i>Keeping Fleas Off Your Pets and Out of Your Yard</i>	English	8.5" x 11" 2-sided factsheet	Residential	General	Pesticides	Detection, prevention and less toxic controls of fleas in the home.	Bay Area Water Pollution Prevention Agencies
78.	<i>Keeping It All In Tune</i>	English	Quad-fold brochure	Residential	Automotive	Automotive Fluids	Provides facts on water pollution from automobiles. Provides guides for reducing or preventing urban runoff pollution from vehicle maintenance activities.	BASMAA
79.	<i>Keeping It All In Tune</i>	Spanish	Quad-fold brochure	Residential	Automotive	Automotive Fluids	Provides facts on water pollution from automobiles. Provides guides for reducing or preventing urban runoff pollution from vehicle maintenance activities.	BASMAA
80.	<i>Landscaping while protecting our creeks and Bay</i>	English	Tri-fold brochure	Residential	General	Pesticides, Fertilizers	Pollution prevention for residents doing concrete work, excavation, yard work.	SJ, ESD, WE
81.	<i>Larry's Auto Works haz. material management</i>	English	Videotape	Business	Automotive	Haz Waste	Information video regarding hazardous material management at Larry's Auto Works.	SJ, ESD, MarCom
82.	<i>MERCURY in the Environment</i>	English	Folder containing materials	Business	General	Mercury	Folder describing hazards and sources of mercury in the environment. 6 Card inserts describe gauges, manometers, barometers, vacuum gauges; switches and relays; thermometers; thermostats; fluorescent & HID lamps; thermostat probes.	
83.	<i>Mobile Cleaner Best Management Practices CETA</i>	English	Stapled sheets	Commercial	Mobile Cleaning		Workshop/Conference material produced by Cleaning Equipment Trade Association	CETA
84.	<i>No Dumping Flows to Bay Stencil</i>	English	Stencil, plastic	Residential	General		Storm drain stencil with instruction sheet; for business, industry,	Program



	TITLE	LANGUAGE (S)	FORMAT TYPE	TARGET AUDIENCE (MAIN)	TARGET AUDIENCE (SUB)	TARGET POLLUTANT (S)	MESSAGE(S)	SOURCE
							or county residents and volunteer groups; the stenciling of storm drain inlets brings nonpoint source pollution to the attention of the public and is a BMP for business and industry	
85.	<i>No Dumping Flows to Bay Stencil (Spanish)</i>	Spanish	Plastic stencil	Residential	General		Storm drain stencil with instruction sheet; for business, industry, or county residents and volunteer groups; the stenciling of storm drain inlets brings nonpoint source pollution to the attention of the public and is a BMP for business and industry	Program
86.	<i>No Dumping Flows to Bay Stencil (Vietnamese)</i>	Vietnamese	Plastic stencil	Industrial	General		Storm drain stencil with instruction sheet; for business, industry, or county residents and volunteer groups; the stenciling of storm drain inlets brings nonpoint source pollution to the attention of the public and is a BMP for business and industry	Program
87.	<i>Paint--Safe Use and Disposal</i>	English	Poster	All	Construction	Paint	Advice on the safe handling and disposal of paint.	City of Sunnyvale
88.	<i>Pests Bugging You?</i>	English	Brochure	Residential	General	Pesticides	Addresses environmentally safe pest control. Suggestions for choosing and caring for plants and pets	Program
89.	<i>Pests Bugging You? ¿Le estan molestando las plagas? (Spanish)</i>	Spanish	Brochure	Residential	General	Pesticides	Addresses environmentally safe pest control. Suggestions for choosing and caring for plants and pets	Program
90.	<i>Please don't feed the wildlife "stickers"</i>	English	Premium	Institutions, Educational	General		Large sticker. Intended to be used at janitor's and laboratory sinks	SJ, ESD, WE
91.	<i>Pollution From Surface Cleaning</i>	English	Folder, glossy tri-fold	Commercial	Mobile Cleaning		For flatwork, sidewalks, plazas, building exteriors, parking areas, drive-throughs. Tips on proper cleaning and disposal methods.	BASMAA
92.	<i>Pollution Prevention Tips for Carpet Cleaners</i>	English	Tri-fold brochure	Commercial	Mobile Cleaning		Tri-fold containing tips on what to do with carpet cleaning fluids	Bay Area Waste Treatment Agencies
93.	<i>Pollution Solution for the Automotive Industry</i>	English	Pamphlet	Commercial	Automotive	Automotive Fluids	Regulations, BMPs; Poster on back side. (Older but still good information)	SJ, ESD, WE
94.	<i>Preventing Storm Drain Pollution</i>	English	20-page Booklet	Commercial, Industrial	General		Guidelines for commercial and light industrial facilities. Practices include: cleaning, repair and maintenance, equip., storage, docks, landscaping, spills, training.	SJ, ESD, WE May 2003
95.	<i>Quick, What's the Best Day to Protect Our Bay?</i>	English	Flyer	Residential	General		Suggestions for water conservation	SJ, ESD, MarCom
96.	<i>Recycle Plus--Tires</i>	English	Flyer	Residential	Automotive	Tires	Recycling tires advice	SJ, ESD, IWM
97.	<i>Resources for Pollution Prevention and Water Conservation</i>	English	Fact Sheet	All	General		Sheet with phone numbers to call for more information	SJ, ESD, MarCom
98.	<i>Restaurant Poster and Checklist</i>	English	Checklist and Poster	Commercial	Restaurant		Letter, checklist and poster for restaurants, grocery stores, delicatessens, cafeterias and bakeries. Describes and illustrates best cleaning practices using a checklist and a poster.	Program
99.	<i>Safe Use and Disposal of Pesticides</i>	English	Factsheet	Residential	General	Pesticides	Selection, safe use and storage, disposal of less toxic pesticides.	Bay Area Water

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							8.5" x 11" 2-sided factsheet.	Pollution Prevention Agencies
100.	<i>Sanitary Sewers</i>	English	Brochure	All	General		Information explaining sewer systems and Streets and Traffic services.	SJ, DoT
101.	<i>Santa Clara County Household Hazardous Waste Program</i>	English	Brochure	Residential	General		Describes the Santa Clara County's household hazardous waste program. Defines household hazardous waste. Describes how to dispose of these wastes. Lists other related services.	SCC, Dept of Env. Health
102.	<i>Santa Clara County Self Audit Program</i>	English	Tri-fold brochure	Commercial	General		Describes a hazardous waste program designed for small businesses that generate hazardous waste. Program is currently for: Vehicle repair and dismantlers; dry cleaners; photoprocessors; chiropractors; dental; medical; veterinary businesses.	SCC, HCMD
103.	<i>Sawcut Slurry</i>	English	Tri-fold brochure	Commercial	Construction		Follow this three-step procedure when saw-cutting to help protect the storm sewer system and the environment.	SJ, ESD, WE
104.	<i>Start at the Source, 1999 Edition</i>	English	Book, paperback	Commercial	Construction		Design guidance manual for stormwater quality protection through post-construction practices. Includes chapters on: Planning and Zoning; Site Design; Drainage Systems; Landscape Details; and Case Studies.	Program
105.	<i>Street Sweeping</i>	English	Brochure	All	General		Information on the City's street sweeping programs through the Dept of Streets and Traffic.	SJ, DoT
106.	<i>Streets &amp; Traffic</i>	English	Brochure	All	General		Information of customer service and assistance available through Dept. of Streets and Traffic.	SJ, DoT
107.	<i>Switching to Water-Based Solutions for Parts Cleaning</i>	English	8.5" x 11" Booklet, 14 pages	Commercial	General		Tips on switching to water-based cleaners without causing water quality problems. Cleaning products and equipment; management and disposal of wastes; info to request from Vendors and Referral Shops; excerpts from the new BAAQMD regulations.	BAPPG
108.	<i>The Bay Begins at Your Front Door</i>	English	Brochure, Color	Residential	General		Shows how materials used in our daily lives "go down the drain". Gives suggestions for reducing pollution in the areas of Household & Home Maintenance, Lawn & Garden & Automotive activities	Program
109.	<i>The Bay Begins at Your Front Door</i>	Spanish	Brochure, b&w	Residential	General		Shows how materials used in our daily lives "go down the drain". Gives suggestions for reducing pollution in the areas of Household & Home Maintenance, Lawn & Garden & Automotive activities	Program
110.	<i>The Bay Begins at Your Front Door. Vinh San Francisco Bat Dau Tu Cua Truoc Cua Ban</i>	Vietnamese	Brochure	Residential	General		Shows how materials used in our daily lives "go down the drain". Gives suggestions for reducing pollution in the areas of Household & Home Maintenance, Lawn & Garden & Automotive activities	Program
111.	<i>Tips For A Healthy Beautiful Lawn</i>	English	8.5" x 11" 4-	Residential	General	Pesticides,	Irrigation, mowing, weeding, aeration, dethatching, fertilizing,	Bay Area Water

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			page Factsheet			Fertilizers	substituting to maintain green lawns.	Pollution Prevention Agencies
112.	<i>Tired of Tires?</i>	English	Postcard	Residential	Automotive	Tires	Advice regarding the proper disposal of old tires	SJ, ESD, IWM
113.	<i>To Report Storm Drain Pollution - Pads</i>	English	notepad	Municipal	General		Short form for municipal employees to report storm drain pollution, 4" x 6", padded.	SJ, ESD, WE
114.	<i>Waste Audit Folder</i>	English	Folder containing materials	Commercial, Industrial	General		Contains information for San Jose businesses on solid waste reduction and recycling programs	SJ, ESD, IWM
115.	<i>Waste Minimization for the Commercial Printing Industry</i>	English	Factsheet	Industrial	Printing		Describes alternative management strategies to minimize hazardous waste, specifically for the commercial printing industry. (DTSC: 916-322-3670)	DTSC, Technology Clearinghouse
116.	<i>Wastewater Paths</i>	English	Poster	All	General		Where does the water go? Poster showing wastewater paths to the Bay and to reuse.	SJ, ESD, MarCom
117.	<i>Wastewater Plan Check</i>	English	Tri-fold brochure	Commercial, Industrial	General		Describes who needs a wastewater plan check and how to arrange for it.	SJ, ESD, MarCom
118.	<i>Water Policy Framework</i>	English	Document	All	General		City of San Jose's water policy	SJ, ESD, P&P
119.	<i>We're Stenciling Curbs!</i>	English	Flyer	General	General		Frequently asked questions about stormwater, storm drains and stenciling. 1 sheet	SJ, ESD, UR
120.	<i>We're Stenciling Curbs!</i>	Spanish	Flyer	General	General		Frequently asked questions about stormwater, storm drains and stenciling. 1 sheet	SJ, ESD, UR
121.	<i>When Ants Invade</i>	English	Tri-fold brochure	Residential	General	Pesticides	Describes how to keep ants away without the spray. Outreach piece supporting the 1999 1-888-BAY-WISE campaign.	BASMAA
122.	<i>Where Does the Water Go?</i>	English	Tri-fold brochure	Commercial	Mobile Cleaning		Guidelines for disposal of washwater from outdoor cleaning projects	Bay Area Waste Treatment Agencies and Stormwater Agencies
123.	<i>Wonderful Roses!</i>	English	8.5" x 11" 4-page factsheet	Residential	General	Pesticides, Fertilizers	Choosing the right rose. Planting roses. Caring for your roses. Managing common rose pests and diseases without pesticides. Less-toxic chemical controls. Includes a short list of products.	Bay Area Water Pollution Prevention Agencies
124.	<i>Your Shop Can Make a Difference</i>	English	Booklet	Commercial	Automotive	Automotive Fluids	BMPs for vehicle service facilities. Includes how to operate your shop to reduce antifreeze, heavy metals, oily wastes and other substances discharged into storm drains and sanitary sewers. (BASMAA)	Program

## BMP – Program Element Matrix

#	TITLE	ICID	IND	NRD <sup>1</sup>	CON	PSR	SDO	WUO M	PM	MER	CNAP	TRA	MC	PIP
1.	<i>A Clear Look at Our Water</i>						N/A	N/A						X
2.	<i>Auto Dismantlers Best Management Practices (English)</i>	X	X	X			N/A	N/A						
3.	<i>Auto Dismantlers Best Management Practices (Spanish)</i>	X	X	X			N/A	N/A						
4.	<i>Auto Dismantlers Best Management Practices (Vietnamese)</i>	X	X	X			N/A	N/A						
5.	<i>Auto Facts: How to Dispose of Automotive Fluids Correctly</i>	X					N/A	N/A					X	X
6.	<i>Best Management Practices for Hospitals and Health Care Facilities</i>		X				N/A	N/A						
7.	<i>Best Management Practices for Industrial Storm Water Pollution Control</i>		X	X			N/A	N/A					X	
8.	<i>Best Management Practices for Machine Shops</i>		X	X			N/A	N/A					X	
9.	<i>Best Management Practices for Printing and Photoprocessing Operations</i>		X				N/A	N/A						
10.	<i>Best Management Practices for the Construction Industry. Earth-Moving Activities</i>	X	X	X	X		N/A	N/A						
11.	<i>Best Management Practices for the Construction Industry. Fresh Concrete and Mortar Application</i>	X	X	X	X	X	N/A	N/A						
12.	<i>Best Management Practices for the Construction Industry. General Construction and Site Supervision</i>	X		X	X	X	N/A	N/A						
13.	<i>Best Management Practices for the Construction Industry. Heavy Equipment Operation.</i>	X	X	X	X		N/A	N/A						
14.	<i>Best Management Practices for the Construction Industry. Landscaping, Gardening, and Pool Maintenance.</i>	X	X	X	X		N/A	N/A						X
15.	<i>Best Management Practices for the Construction Industry. Painting and Application of Solvents and Adhesives</i>	X	X		X	X	N/A	N/A						
16.	<i>Best Management Practices for the Construction Industry. Roadwork and Paving</i>	X	X	X	X	X	N/A	N/A						
17.	<i>Blueprint for a Clean Bay</i>	X		X	X	X	N/A	N/A						
18.	<i>Builder's Reuse and Recycling Guide</i>	X	X	X	X		N/A	N/A						
19.	<i>Changing the Course of California's Water (Lindsey Report)</i>						N/A	N/A						X
20.	<i>Clean Bay Blueprint</i>	X		X		X	N/A	N/A				X		
21.	<i>Clean It!</i>	X					N/A	N/A						X

<sup>1</sup> Formerly abbreviated as NDC

#	TITLE	ICID	IND	NRD <sup>1</sup>	CON	PSR	SDO	WUO M	PM	MER	CNAP	TRA	MC	PIP
22.	<i>Construction Storm Water Pollution Control Compliance</i>	X	X	X		X	N/A	N/A						
23.	<i>Controlling Ants In Your House</i>	X					N/A	N/A	X					X
24.	<i>Controlling Ants In Your House (Spanish)</i>	X					N/A	N/A	X					X
25.	<i>Controlling Aphids In Your Garden</i>	X					N/A	N/A	X					X
26.	<i>Controlling Snails and Slugs In Your Garden</i>	X					N/A	N/A	X					X
27.	<i>Controlling Yellowjackets Around Your Home</i>	X					N/A	N/A	X					X
28.	<i>Cooling Towers Regulations, Pollution Prevention &amp; Flow Reduction</i>		X	X			N/A	N/A						
29.	<i>Copper Plumbing and the Health of the Bay</i>		X	X			N/A	N/A						
30.	<i>Dewatering from Construction Sites and In-Ground Utilities Maintenance Projects</i>		X	X	X		N/A	N/A						
31.	<i>Do It Right (Spanish/English)</i>	X	X				N/A	N/A					X	
32.	<i>Do It Right (Vietnamese/English)</i>	X	X				N/A	N/A					X	
33.	<i>Does Your Facility Need To Be Covered By The General Permit?</i>		X				N/A	N/A			X			
34.	<i>Draining Pools and Spas</i>		X	X			N/A	N/A			X			X
35.	<i>Estuarywise</i>						N/A	N/A						X
36.	<i>Get to the Root of the Problem!</i>			X			N/A	N/A						X
37.	<i>Good Cleaning Practices To Protect Our Creeks And Bay (Chinese)</i>		X				N/A	N/A						
38.	<i>Good Cleaning Practices To Protect Our Creeks And Bay (English)</i>		X				N/A	N/A						
39.	<i>Good Cleaning Practices To Protect Our Creeks And Bay (Korean)</i>		X				N/A	N/A						
40.	<i>Good Cleaning Practices To Protect Our Creeks And Bay (Spanish)</i>		X				N/A	N/A						
41.	<i>Good Cleaning Practices To Protect Our Creeks And Bay (Vietnamese)</i>		X				N/A	N/A						
42.	<i>Grease Removal Devices</i>		X				N/A	N/A						
43.	<i>Grow It!</i>						N/A	N/A	X					X
44.	<i>Guidelines for Vehicle Service Facilities, Body Work (English)</i>	X	X				N/A	N/A						X
45.	<i>Guidelines for Vehicle Service Facilities, Body Work (Spanish)</i>	X	X				N/A	N/A						X
46.	<i>Guidelines for Vehicle Service Facilities, Body Work (Vietnamese)</i>	X	X				N/A	N/A						X
47.	<i>Guidelines for Vehicle Service Facilities, Changing Oil and Other Fluids</i>	X	X				N/A	N/A					X	X
48.	<i>Guidelines for Vehicle Service Facilities, Engine &amp; Parts Cleaning &amp; Radiator Flushing</i>	X	X			X	N/A	N/A					X	X
49.	<i>Guidelines for Vehicle Service Facilities, Keeping a Clean Shop</i>	X	X				N/A	N/A					X	X

#	TITLE	ICID	IND	NRD <sup>1</sup>	CON	PSR	SDO	WUO M	PM	MER	CNAP	TRA	MC	PIP
50.	<i>Guidelines for Vehicle Service Facilities, Tips for Managers of Vehicle Service Facilities</i>	X	X			X	N/A	N/A					X	X
51.	<i>Guidelines for Vehicle Service Facilities, Washing Cars and Other Vehicles (English)</i>	X	X			X	N/A	N/A					X	X
52.	<i>Guidelines for Vehicle Service Facilities, Washing Cars and Other Vehicles (Spanish)</i>	X	X				N/A	N/A						X
53.	<i>Guidelines for Vehicle Service Facilities, Washing Cars and Other Vehicles (Vietnamese)</i>	X	X				N/A	N/A						X
54.	<i>Handy Guide to Water-Saving Devices</i>			X	X		N/A	N/A						X
55.	<i>Hazardous substances in the auto shop</i>		X				N/A	N/A					X	
56.	<i>Hazardous Waste Disposal Program for Small Businesses in Santa Clara County</i>		X				N/A	N/A	X	X				
57.	<i>Help Prevent Illegal Dumping</i>	X					N/A	N/A				X		X
58.	<i>Help Protect Your Neighbors</i>	X					N/A	N/A						X
59.	<i>Home Maintenance Tips for a Cleaner Bay</i>	X			X		N/A	N/A			X			X
60.	<i>IC/ID Card for Concrete Work</i>	X		X	X	X	N/A	N/A						X
61.	<i>IC/ID Card for Engine Degreasing</i>	X			X		N/A	N/A						X
62.	<i>IC/ID Card for General Dumping Into Storm Drain</i>	X		X	X	X	N/A	N/A				X		X
63.	<i>IC/ID Card for Grey Water</i>	X			X		N/A	N/A						X
64.	<i>IC/ID Card for Hazardous Waste</i>	X		X	X	X	N/A	N/A		X				X
65.	<i>IC/ID Card for Landscape Maintenance</i>	X			X	X	N/A	N/A	X					X
66.	<i>IC/ID Card for Overwatering</i>	X				X	N/A	N/A	X					X
67.	<i>IC/ID Card for Painting</i>	X		X	X		N/A	N/A						X
68.	<i>IC/ID Card for Residential Car Washing</i>	X					N/A	N/A			X			X
69.	<i>IC/ID Card for Saw Cut Slurry</i>	X		X	X	X	N/A	N/A						
70.	<i>IC/ID Card for Sediments</i>	X		X	X	X	N/A	N/A						X
71.	<i>IC/ID Card for Storing Landscape Materials</i>	X				X	N/A	N/A	X					X
72.	<i>IC/ID Card for Vehicle Fluids</i>	X				X	N/A	N/A					X	X
73.	<i>Illegal Dumping (English/Chinese)</i>	X					N/A	N/A				X		X
74.	<i>Illegal Dumping Booklet (English/Vietnamese)</i>	X					N/A	N/A				X		X
75.	<i>Industrial Storm Water Pollution Control Compliance</i>		X				N/A	N/A						
76.	<i>Interested Parties</i>		X	X	X		N/A	N/A						
77.	<i>Keeping Fleas Off Your Pets and Out of Your Yard</i>						N/A	N/A	X					X

#	TITLE	ICID	IND	NRD <sup>1</sup>	CON	PSR	SDO	WUO M	PM	MER	CNAP	TRA	MC	PIP
78.	<i>Keeping It All In Tune (English)</i>	X				X	N/A	N/A					X	X
79.	<i>Keeping It All In Tune (Spanish)</i>	X					N/A	N/A					X	X
80.	<i>Landscaping while protecting our creeks and Bay</i>	X					N/A	N/A						X
81.	<i>Larry's Auto Works haz. material management</i>		X				N/A	N/A					X	
82.	<i>MERCURY in the Environment</i>		X				N/A	N/A		X				
83.	<i>Mobile Cleaner Best Management Practices CETA</i>	X	X				N/A	N/A				X		
84.	<i>No Dumping Flows to Bay Stencil</i>	X	X	X	X		N/A	N/A				X		X
85.	<i>No Dumping Flows to Bay Stencil (Spanish)</i>	X	X	X	X		N/A	N/A				X		X
86.	<i>No Dumping Flows to Bay Stencil (Vietnamese)</i>	X	X	X	X		N/A	N/A				X		X
87.	<i>Paint--Safe Use and Disposal</i>	X	X		X	X	N/A	N/A						X
88.	<i>Pests Bugging You?</i>	X				X	N/A	N/A	X					X
89.	<i>Pests Bugging You? ?Le estan molestando las plagas? (Spanish)</i>	X					N/A	N/A	X					X
90.	<i>Please don't feed the wildlife "stickers"</i>		X				N/A	N/A						
91.	<i>Pollution From Surface Cleaning</i>	X	X			X	N/A	N/A				X		X
92.	<i>Pollution Prevention Tips for Carpet Cleaners</i>	X	X				N/A	N/A						
93.	<i>Pollution Solution for the Automotive Industry</i>		X			X	N/A	N/A					X	
94.	<i>Preventing Storm Drain Pollution</i>	X	X				N/A	N/A						
95.	<i>Quick, What's the Best Day to Protect Our Bay?</i>						N/A	N/A						X
96.	<i>Recycle Plus--Tires</i>						N/A	N/A				X		X
97.	<i>Resources for Pollution Prevention and Water Conservation</i>						N/A	N/A						X
98.	<i>Restaurant Poster and Checklist</i>	X	X				N/A	N/A						
99.	<i>Safe Use and Disposal of Pesticides</i>					X	N/A	N/A	X			X		X
100.	<i>Sanitary Sewers</i>					X	N/A	N/A						X
101.	<i>Santa Clara County Household Hazardous Waste Program</i>						N/A	N/A		X				X
102.	<i>Santa Clara County Self Audit Program</i>		X				N/A	N/A						
103.	<i>Sawcut Slurry</i>	X		X	X	X	N/A	N/A						
104.	<i>Start at the Source, 1999 Edition</i>			X	X		N/A	N/A						
105.	<i>Street Sweeping</i>						N/A	N/A						X

#	TITLE	ICID	IND	NRD <sup>1</sup>	CON	PSR	SDO	WUO M	PM	MER	CNAP	TRA	MC	PIP
106.	<i>Streets &amp; Traffic</i>						N/A	N/A						X
107.	<i>Switching to Water-Based Solutions for Parts Cleaning</i>		X				N/A	N/A						
108.	<i>The Bay Begins at Your Front Door (English)</i>	X		X			N/A	N/A	X					X
109.	<i>The Bay Begins at Your Front Door (Spanish)</i>	X		X			N/A	N/A						X
110.	<i>The Bay Begins at Your Front Door. Vinh San Francisco Bat Dau Tu Cua Truoc Cua Ban (Vietnamese)</i>	X		X			N/A	N/A						X
111.	<i>Tips For A Healthy Beautiful Lawn</i>	X					N/A	N/A	X					X
112.	<i>Tired of Tires?</i>						N/A	N/A				X		X
113.	<i>To Report Storm Drain Pollution - Pads</i>						N/A	N/A					X	
114.	<i>Waste Audit Folder</i>		X				N/A	N/A						
115.	<i>Waste Minimization for the Commercial Printing Industry</i>		X				N/A	N/A						
116.	<i>Wastewater Paths</i>						N/A	N/A						X
117.	<i>Wastewater Plan Check</i>		X	X			N/A	N/A						
118.	<i>Water Policy Framework</i>		X				N/A	N/A						X
119.	<i>We're Stenciling Curbs! (English)</i>	X					N/A	N/A						X
120.	<i>We're Stenciling Curbs! (Spanish)</i>	X					N/A	N/A						X
121.	<i>When Ants Invade</i>						N/A	N/A	X					X
122.	<i>Where Does the Water Go?</i>	X		X			N/A	N/A						X
123.	<i>Wonderful Roses!</i>						N/A	N/A	X					X
124.	<i>Your Shop Can Make a Difference</i>	X	X				N/A	N/A					X	



# Appendix B

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## STANDARD OPERATING PROCEDURES

Illicit Connection/Illegal Dumping

Industrial/Commercial Discharges

New and Redevelopment

Construction Inspection

Public Streets, Roads & Highways Operations & Maintenance

Storm Drain System Operations & Maintenance

Water Utilities Operations & Maintenance

Pesticide Management



## **ICID STANDARD OPERATING PROCEDURES**

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This section contains specific Standard Operating Procedures for the Illicit Connection/Illegal Dumping Program.

The various components of this section are organized as follows:

1. Watershed Enforcement Training and Procedures Manual Table of Contents  
Enforcement Response Plan
2. Standard Operating Procedures Flowchart
3. ICID Investigations Enforcement Actions Flow Chart Guidelines for Enforcement Response
4. Enforcement Response Plan
5. Guidelines for Enforcement Response
6. ICID Complaint Investigation
7. ICID Complaint Intake SOP

# Watershed Enforcement Training and Procedures Manual

## Table of Contents

### **1. Enforcement Response Plan**

### **2. Enforcement Procedures**

- a. Guidelines for enforcement response
- b. Administrative citations issuance
- c. Administrative citation amendment and dismissal
- d. Administrative citation appeals hearing
- e. Misdemeanor citations and court appearance
- f. Misdemeanor citation amendment
- g. Misdemeanor citation dismissal
- h. Compliance meeting
- i. Inspection warrant
- j. Official warning notice

### **3. IND Procedures**

- a. Facility Inspection Procedure
- b. Facility Inspection Report
- c. Restaurant inspection procedure
- d. Sample collection

### **4. IC/ID Procedures**

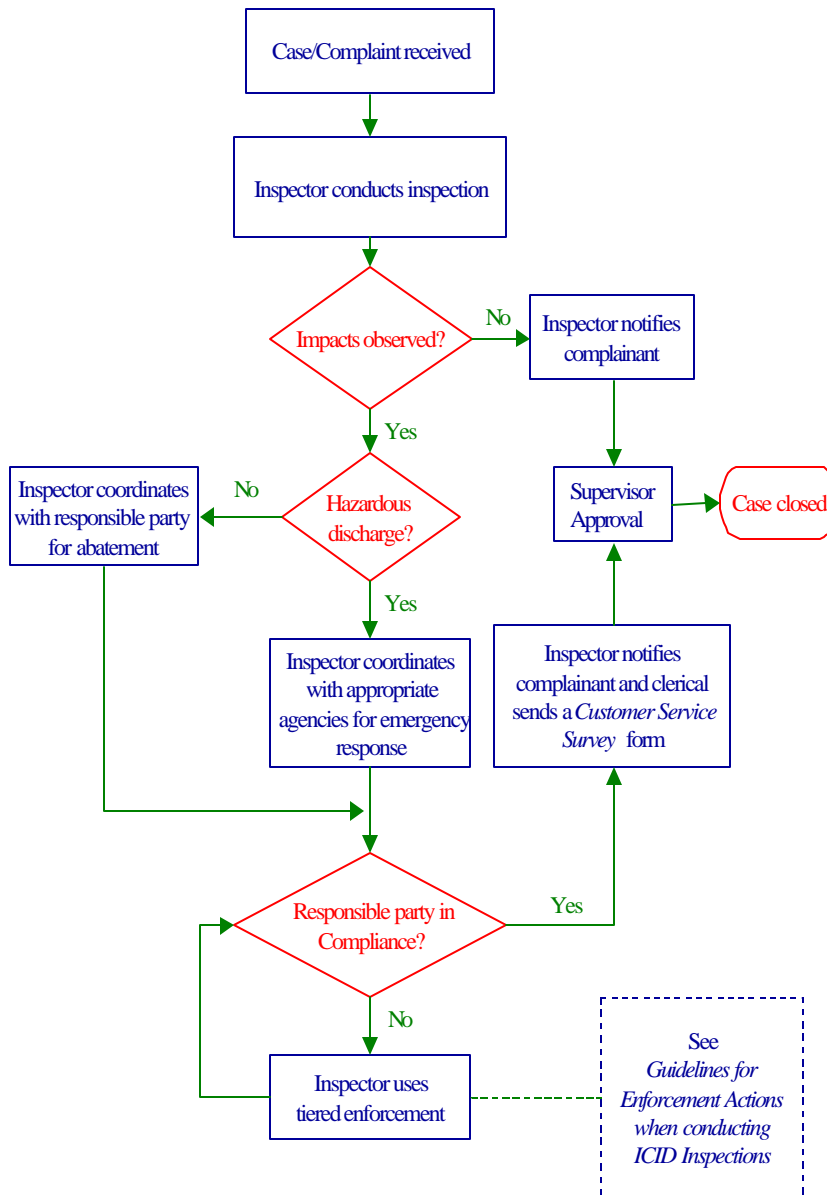
- a. IC/ID Complaint intake
-

- b. IC/ID Investigations
- c. Dye testing and TV/Video inspection
- d. Leaf Blowing complaints
- e. Pool Policy
- f. Spill response and supervision of storm clean-up

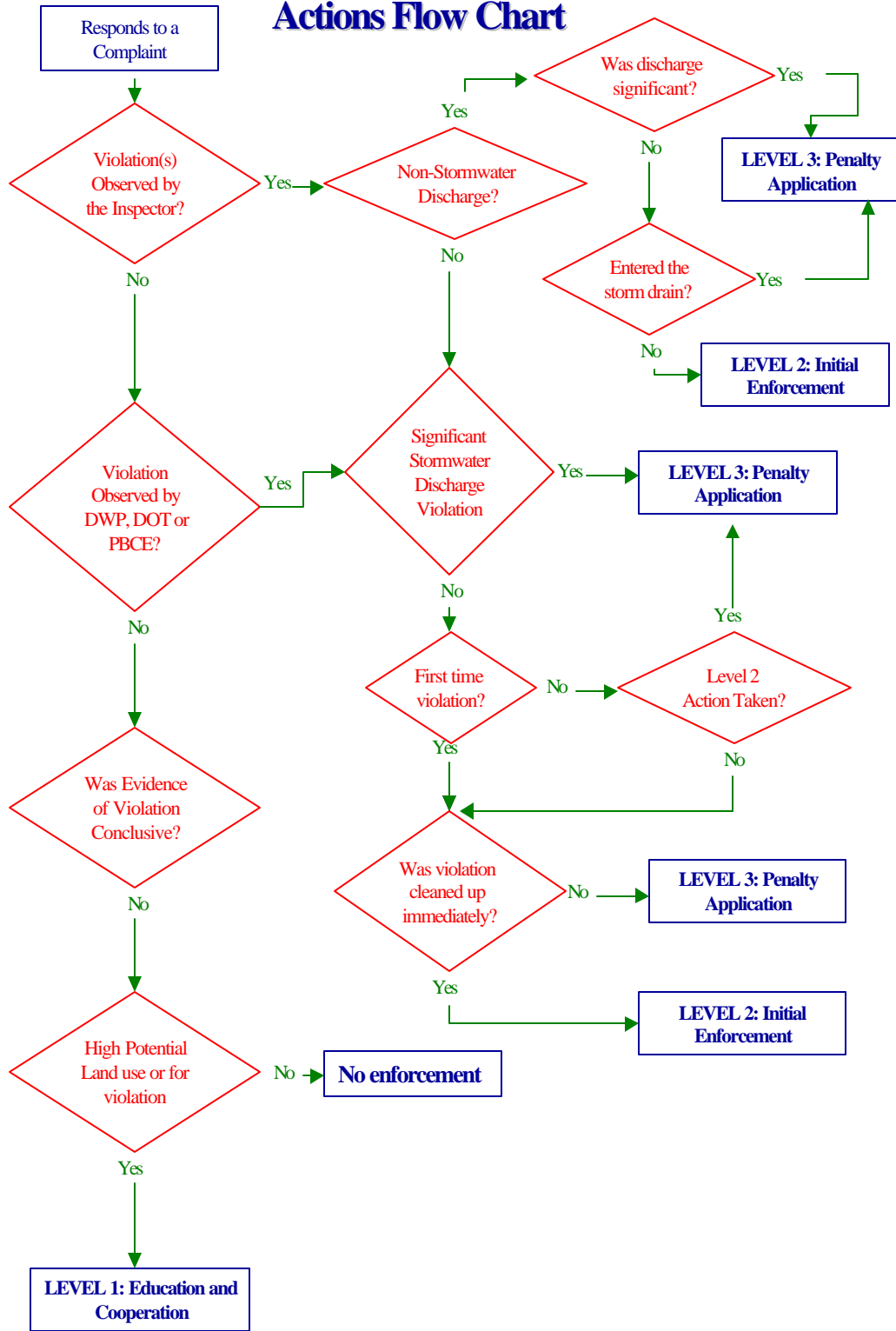
## **5. References**

- a. GIASP/SIC/NOI Filers
  - b. IND Inspection Guidelines
  - c. ICID Investigation Guidelines
  - d. SJMC – Definitions
  - e. FAQ on Citations
  - f. SCC – DA Referral guidelines
  - g. BMP List
-

## Response Driven IC/ID Inspection Standard Operating Procedures Flowchart



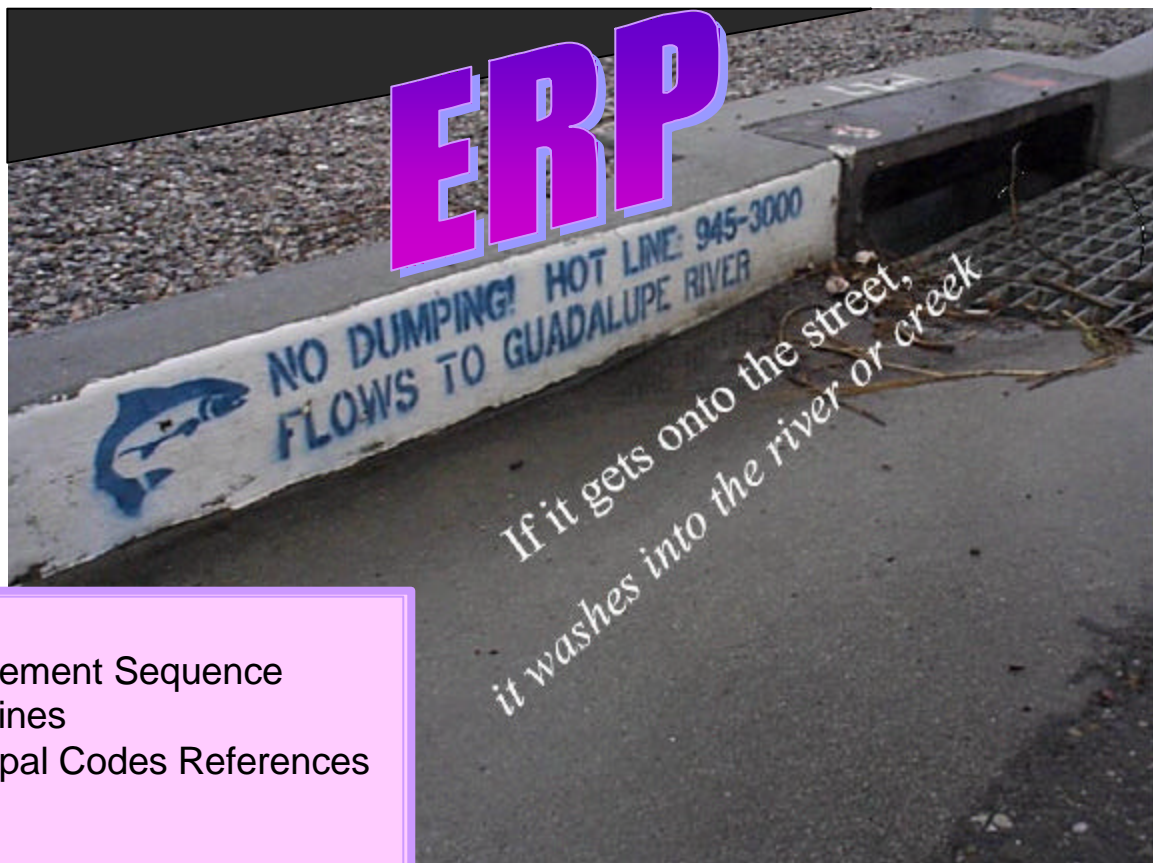
## ICID Investigations Enforcement Actions Flow Chart





# WATERSHED ENFORCEMENT RESPONSE PLAN

ENVIRONMENTAL SERVICES DEPARTMENT  
WATERSHED PROTECTION GROUP  
WATERSHED ENFORCEMENT SECTION



## Includes

- ◆ Enforcement Sequence Guidelines
- ◆ Municipal Codes References

Approved: \_\_\_\_\_

November 2003



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<b>Duties of Watershed Enforcement Staff</b>	<b>1</b>
<b>Enforcement Action Sequence Guidelines</b>	<b>2</b>
<b>Types of Enforcement actions</b>	<b>3</b>
<b>Enforcement Timelines</b>	<b>4</b>
<b>Appendix A</b> SJMC sections relating to stormwater and urban runoff pollution	
<b>Appendix B</b> Enforcement Sequence Guidelines for IND Inspections	
<b>Appendix C</b> Enforcement Sequence Guidelines for ICID Investigations	
<b>Appendix D</b> Enforcement Sequence Guidelines for Construction Inspections	
<b>Appendix E</b> Selected forms used in enforcement	
<b>Appendix F</b> Listing of Enforcement Procedures	
<b>Appendix G</b> Definitions	

**DISCLAIMER:** The Watershed Enforcement Response Plan is intended solely as internal guidance for ESD staff. The City of San Jose – ESD reserves the right to act in variance with the guidance suggested in this document, based on an analysis of the specific circumstances involving the violation or potential violation. This internal guidance document may be revised without public notice to reflect subsequent changes in City of San Jose – ESD policies.

## Introduction

The *Watershed Enforcement Response Plan* (WERP) outlines the procedures followed by the Watershed Enforcement section staff to identify, document, and respond to violations of the San Jose Municipal Code relating to stormwater and urban runoff pollution. The municipal codes used by the section to prevent and correct stormwater and urban runoff pollution are listed in Appendix B of the WERP. Incorporated into the WERP are specific criteria by which Watershed Enforcement staff can determine the level of enforcement most appropriate to the nature of the violation.

The WERP also describes the guidelines used to determine the level of enforcement action taken, on the basis of the gravity or seriousness of the violation and the duties of the Supervisor and Environmental Inspector.

## Duties of the Watershed Enforcement staff

### **Duties of the Enforcement Coordinator**

The primary role of the Enforcement Coordinator (EC) is to ensure that the Watershed Enforcement Response Plan (WERP) is followed in a timely and consistent manner. The Supervisor for the Watershed Enforcement section, or a higher-level manager overseeing that section, is the Enforcement Coordinator. The Enforcement Coordinator duties include the following:

- Reviews field reports and other documentation of inspections and violations, and makes a final determination on the level of enforcement to take. Ensures that enforcement actions taken are consistent and timely.
- Signs approval of administrative and misdemeanor citations.
- Coordinates and moderates compliance meetings and the preparation of compliance schedules.
- Coordinates outside agency and City and County attorneys' enforcement referrals.
- Reviews all written communication mailed to outside parties.
- Compiles compliance reports for the annual urban runoff program compliance reports.

### **Duties of the Enforcement Coordinator Assistant**

The primary duty of Enforcement Coordinator Assistant (ECA) is to assist the Enforcement Coordinator with tracking compliance issues and schedules. The ECA has the following duties:

- Assist in the preparing for and conducting compliance meeting.
- Track compliance meeting schedules, written communications and deadline adherence.
- Assist inspectors in preparing files for any court cases.
- Prepare weekly or biweekly compliance reports, as required.
- Assists in compiling compliance reports for the annual urban runoff program compliance reports.

## Duties of the Environmental Inspector

The primary duty of the inspector relating to this WERP is to recommend and issue the appropriate level of enforcement action based on the type of violation observed, using established guidelines. In addition to this, the following duties apply:

- Document all work associated with inspecting a facility or with responding to a complaint.
- Review case history for compliance.
- Prepare and issue routine enforcement actions.
- Schedule and arrange compliance meetings.
- Track RPs response to verbal warnings, official warning notices (OWNs), administrative citations, compliance schedules, and misdemeanor citations.
- Review all correspondence from Responsible Parties (RPs) to ensure all compliance issues are adequately addressed.
- Review compliance schedules and ensure that deadlines are being met.
- Prepare correspondence such as responses to written requests, OWNs, administrative citations, and compliance schedules.
- Enter all enforcement actions into the Enforcement Action Database.
- Collects all evidence as needed for court cases.

## Enforcement Action Sequence Guidelines

The Enforcement Action Sequence Guidelines (Guidelines) in Appendices C and D provide a tiered approach to issuing enforcement actions to routine areas of concern. These enforcement actions include education and cooperation, *Official Warning Notices*, *Compliance Meetings*, and penalty application through *Administrative Citations* and *Misdemeanor Citations*.

Prior to taking any penalty application, the inspector must consult with the Enforcement Coordinator. The Enforcement Coordinator will ensure that the penalty proposed is consistent with the Guidelines and is appropriate to the level of violation.

Multiple violations can occur during a calendar day, but only one enforcement action will be issued to the RP for each section of the San Jose Municipal Code violated. If during an inspection multiple violations are discovered, occurring over a number of days, those violations will be grouped by day and each daily group of a SJMC violation will be issued an enforcement action.

When considering the type of enforcement action to be taken, the Guidelines serve as a minimum standard. Any escalation of enforcement actions will be documented on the applicable enforcement approval form. This documentation will include all the details for increased enforcement.

## Types of Enforcement Actions

**Education and cooperation** is generally used for non-serious violations and is documented in the *Urban Runoff Inspection Report* or *ICID Complaint Report*. This includes providing the program's best management practices materials, technology transfer, and verbal instruction. It also includes a verbal warning of future enforcement actions if violations are not addressed.

An *Official Warning Notice* is generally issued for repetitive non-serious violations or a non-serious discharge enters the storm drain. It is also used for non-serious violations where the RP isn't accessible. In this case the inspector notifies the RP that a violation has occurred and directs the RP to take corrective actions. This notification serves as written documentation of violation, corrective measures and timeline for completion is provided to the RP. The Inspector may schedule additional inspections and/or evidence gathering, or may elect to implement more stringent enforcement action. The issuance of an *Official Warning Notice* will be documented in the case file.

An *Administrative Citation* is generally issued for a serious violation or for recurrent violations. The *Administrative Citation* documents the type of violation that has occurred and directs the RP to implement corrective measures to return to compliance. An *Administrative Citation* carries a monetary penalty. Table 1 lists the municipal codes used by the section to issue *Administrative Citations*.

A *Compliance Schedule* is used for violations that remain uncorrected as evidence by repeated violations or when there is need to better communicate resolution among various stakeholders. Most violations do not require a *Compliance Schedule*. The inspector will discuss the enforcement issues with the Enforcement Coordinator and the ECA. The inspector then schedules and sets up a Compliance Meeting with the RP and any necessary stakeholders at the Watershed Protection offices. During the meeting, a compliance schedule and timeline are established. The Inspector will then draft a *Compliance Schedule* that includes the agreed upon schedule and timeline. The compliance schedule is tracked by the inspector and reported to the ECA. The ECA will compile a report on the progress of all enforcement actions to the Enforcement Coordinator. If the timeline in the *Compliance Schedule* is not met, the case is referred to the City Attorney.

A *Misdemeanor Citation* is issued when a serious or recurrent violation occurs; where there is a risk of flight by the RP; or an outside agency has initiated enforcement actions. *Misdemeanor Citations* can only be issued by deputized officers. The RP is directed to appear in court. At the discretion of the judge, monetary penalty may be issued and a criminal record is created on the RP.

**Outside Environmental Services Department Enforcement Referrals** may be necessary if enforcement actions fail to obtain compliance or if issues impact multiple jurisdictions. All outside referrals must be approved by the Enforcement Coordinator unless:

- The referral does not include an enforcement element (such as calling Department of Transportation to pick up a can of paint, or requesting non-enforcement related information).
- There is an emergency hazardous condition requiring the Fire Department's immediate response.
- The complaint is not watershed related and needs to be forwarded either to Code Enforcement, the County, other municipal agencies or Department of Transportation.

The Enforcement Coordinator will provide a referral to City Attorney when the following conditions are met:

- There is evidence of environmental harm,
- When enforcement actions are performed by more than one agency, or
- When the RP still does not comply after exhausting the levels of enforcement described.

The Enforcement Coordinator will provide a referral to the County District Attorney when enforcement actions are performed by more than one agency.

Referrals to the Regional Board are conducted per the Santa Clara Urban Runoff Program Procedures.

## Enforcement Timelines

Violations that discharge to the storm drain system or spills that may be washed into the storm drain must cease and be cleaned up immediately.

Violations that do not result in or cause an imminent threat to the storm drain have ten business days to be corrected before proceeding to the next Level of Enforcement. If an RP needs more time, they can send a written request describing the need for the time extension. The Environmental Inspector will send a letter either requesting further information, or a letter approving or denying the extension. Copies of all communication will be included in the case file with any written procedure clarifications documentation.

On rare occasions an inspector may be repeatedly denied access to a site. As a last resort, to insure that any violation at the site is detected and corrected, it is sometimes necessary to seek an inspection warrant. An inspection warrant is a bench order from a judge, sought so that inspections (and any subsequent enforcement actions) occur in a timely manner.

## Appendix A

SJMC #	AC Fine* (1 <sup>st</sup> offence)	Description	
9.10.410	\$100.00	No accumulation, disposal or dumping of solid waste on any private property or public place	
9.10.510	\$50.00	Sidewalks, gutters and public ways – duty of owners and occupiers of property to keep free of solid waste	
15.10.200	\$160.00	Water waste, or allowing water waste, is prohibited	
15.10.210	\$160.00	Owners and managers have 5 days to repair leaking plumbing/irrigation systems	
15.10.220	\$160.00	Water run-off prohibited except 15.10.240 (cleaning structures and surfaces) and 15.10.250 (washing vehicles)	
15.10.240	\$160.00	Automatic positive self-closing valve for cleaning of structures and surfaces	
15.10.250	\$160.00	Automatic positive self-closing valve when washing vehicles	
15.10.290	\$25.00	No watering between 8:00 AM to 6:00 PM daylight savings time and 10:00 to 3:00 pacific time, unless using a bucket or automatic positive self-closing valve.	
15.14.515	\$500.00	Discharge of sewage, industrial waste or other polluted waters to storm drain prohibited	
15.14.530	\$500.00	Facilities must provide protection from accidental discharge to storm or sanitary sewer	
15.14.545	\$500.00	No storm or other prohibited waters may be discharged to the sanitary sewer	
15.14.625	\$500.00	Restaurants must pass garbage and food debris through a mechanical grinder prior to discharging to sanitary. Grocery stores may not discharge garbage or food debris to sanitary.	
15.14.630	\$500.00	Approved oil and grease removal devices required. Maintenance records stay on-site for 3 years. Maintenance frequency must be sufficient to prevent odors, surcharge or other violations.	
20.100.430	\$500.00	Construction clean up of work site at least weekly. Public right-of-way must always be clear of dirt and debris.	
20.100.470	\$500.00	(site area <1 acre.) Compliance with NPDES Storm Water Permit, including “Blueprint for a Clean Bay” BMPs. Submittal and compliance with Erosion Control Plan (ECP) may be required	
20.100.480	\$500.00	1-5 acres	Compliance with NPDES General Construction Activities Permit required. Includes implementation (and maintain on-site) of a SWPPP, including BMPs; submittal of NOI to Regional Board; ECP (if required) using Construction BMPs; and submittal of NOI copy and ECP to City project engineer.
	\$2500.00	5+ acres	

Table A-1: San Jose Municipal Code Sections relating to stormwater and urban runoff pollution.

These SJMC sections are also the basis for *Administrative Citations* issued by Watershed Enforcement.

- \* 2<sup>nd</sup> fine in 36 month period shall be equal to 125% of above amount
- 3<sup>rd</sup> fine in 36 month period shall be equal to 150% of above amount

## Appendix B

### Enforcement Action Sequence Guidelines for Industrial/Commercial Facility Inspections

*These guidelines set forth the tiered approach for enforcement used by City of San Jose's environmental inspectors. The guidelines are intended to ensure consistent application of enforcement actions on parties responsible for illegal discharges to the storm sewer system, pursuant to San Jose Municipal Code Sections and in furtherance with the IND performance standards as stated in the URMP.*

*The City's general policy is to first educate responsible parties, and provide them an opportunity to comply (Level 1). Where a responsible party fails or refuses to respond to an educational approach, or the circumstances of a violation call for it, enforcement actions are escalated in a stepwise fashion (Levels 2, 3).*

#### **LEVEL 1      EDUCATION AND COOPERATION**

**Inspector Action: To provide information on prevention and minimizing non-stormwater discharges by**

- 1. Describing best management practices (brochures, fact sheets, premium items, technology transfer, and verbal discussion.),**
- 2. Identifying and documenting areas of concern and compliance date in the urban runoff facility inspection report, and**
- 3. Giving a verbal warning.**

Applicable situation(s):

- Area of concern observed but nothing has entered into the storm drain and is completely cleaned up by the compliance date given by the inspector.
- Inspector observes non-serious discharge to storm drain at first inspection, but it is immediately and completely cleaned up.

#### **LEVEL 2      OFFICIAL WARNING NOTICE**

**Inspector Action: Indicate seriousness of discharge while providing information and an opportunity to remedy or prevent violations in the following:**

- 1. Describing best management practices if not previously provided, (brochures, fact sheets, premium items, technology transfer, verbal discussion),**
- 2. Issuing an *Official Warning Notice*, and**
- 3. Giving a verbal warning.**

## Appendix B

Applicable situation(s):

- Level 1 enforcement action previously issued.
- On a follow up inspection or an inspection of a facility that has been inspected previously an inspector observes the same or a new area of concern.
- RP not accessible a verbal warning but an appropriate location exists to post OWN (in mailbox, under windshield wiper, etc).

### LEVEL 3 PENALTY APPLICATION

**Inspector Action: Indicate seriousness of discharge by issuing either an *Administration Citation* or a criminal complaint/*Misdemeanor Citation*.**

**Note: Administrative Citations and Misdemeanor Citations must be approved by the supervisor before issuing.**

#### ***A. Compliance Schedule***

Applicable situation(s):

- Level 2 enforcement action previously issued.
- Compliance issues are numerous and complex.
- Discharge did not reach storm drain or it was a non-serious discharge.
- City Attorney referral not yet necessary.

#### ***B. Administrative Citation***

Applicable situation(s):

- Level 2 enforcement action previously issued.
- Compliance Meeting did not bring resolution, or RP did not follow compliance schedule.
- Discharge into storm sewer and the impact is serious based on quality or quantity. Serious impact defined as any of the following:
  1. Large quantity: 10 gallons or more.
  2. Hazardous or toxic substance in any quantity.
  3. Adversely impacts receiving storm sewer system or water body.



## Appendix B

### *C. Criminal Complaint/Misdemeanor Citation*

Applicable situation(s):

- Level 2 enforcement previously issued and there is a flight risk possibility or immediately needs to be notified of wrongdoing.
- Discharge causes serious impact to the storm drain sewer system and there is a flight risk or immediately needs to be notified of wrongdoing.
- Enforcement action being conducted in coordination with another regulatory agency's enforcement actions.

## Appendix C

### Enforcement Action Sequence Guidelines for Illicit Connection and Illegal Dumping Investigations

*These guidelines set forth the tiered approach for enforcement used by City of San Jose's Environmental Inspectors. The guidelines are intended to ensure consistent application of enforcement actions on parties responsible for illicit connections and illegal dumping/discharges to the storm sewer system pursuant to San Jose Municipal Code Sections and in furtherance with the ICID performance standard stated in the URMP.*

*The City's general policy is to initially educate responsible parties, and provide an opportunity to comply through clean up of the discharge [Level 1]. Where a responsible party fails or refuses to respond to an educational approach, or the circumstances of a violation call for it, enforcement actions are escalated in a stepwise fashion [Levels 2, 3].*

#### LEVEL 1 EDUCATION AND COOPERATION

**Inspector Action: Provide information on prevention and minimizing non-storm water discharges including:**

1. Describing best management practices [brochures, fact sheets, premium items, technology transfer, and verbal discussion].
2. Providing verbal warning.
3. Documenting violations in ICID Complaint Report.
4. Referring to IND program for inclusion into facility inspection database, if applicable.

Applicable situation(s):

- Inspector believes an illegal discharge may have occurred, or could occur, however:
  - The discharge has not been observed by the inspector, and
  - Evidence is not conclusive, unable to determine suspects.
- Land use or activity is considered high potential for violation.

#### LEVEL 2 OFFICIAL WARNING NOTICE

**Inspector Action: Indicate seriousness of discharge while providing information and an opportunity to remedy or prevent violations in the following:**

1. Describing best management practices if not previously provided, (brochures, fact sheets, premium items, technology transfer, verbal discussion),
2. Issuing an *Official Warning Notice*, and
3. Giving a verbal warning.

## Appendix C

Applicable situation(s):

- Responsible Party fails to adequately clean up a violation after Level 1 response at the site.
- A non-storm water discharge has occurred, but has not entered the storm sewer system or a water body.
- First time violations of a small quality (10 gallons or less) discharge into storm drain and clean up has been performed adequately and immediately.
- Already received written enforcement or verbal warning by another City department.

### LEVEL 3 PENALTY APPLICATION

**Inspector Action: Indicate seriousness of discharge by issuing either an *Administration Citations* or a criminal complaint/*Misdemeanor Citations*.**

**Note: Administrative Citations and Misdemeanor Citations must be approved by the supervisor before issuing.**

#### ***A. Compliance Schedule***

Applicable situation(s):

- Level 2 enforcement action previously issued.
- Compliance issues are numerous and complex.
- Discharge did not reach storm drain or it was a non-serious discharge.
- City Attorney referral not yet necessary.

#### ***B. Administrative Citation***

Applicable situation(s):

- Level 2 enforcement action previously issued.
- Compliance Meeting did not bring resolution, or RP did not follow compliance schedule.
- Discharge into storm sewer and the impact is serious based on quality or quantity. Serious impact defined as any of the following:
  1. Large quantity: more than 10 gallons
  2. Hazardous or toxic substance in any quantity.
  3. Adversely impacts receiving storm sewer system or water body.

## Appendix C

### ***C. Criminal Complaint/Misdemeanor Citation***

Applicable situation(s):

- Level 2 enforcement previously issued and there is a flight risk possibility or immediately needs to be notified of wrongdoing.
- Discharge causes serious impact to the storm drain sewer system and there is a flight risk or immediately needs to be notified of wrongdoing.
- Enforcement action being conducted in coordination with another regulatory agency's enforcement actions.

## Appendix D

# Enforcement Action Sequence Guidelines for Construction Site Inspections

*These guidelines set forth the tiered approach for enforcement used by City of San Jose's environmental inspectors. The guidelines are intended to ensure consistent application of enforcement actions on parties responsible for illegal discharges to the storm sewer system, pursuant to San Jose Municipal Code Sections and in furtherance of the CON performance standards as stated in the URMP.*

*The City's general policy is to first educate responsible parties, and provide them an opportunity to comply (Level 1). Where a responsible party fails or refuses to respond to an educational approach, or the circumstances of a violation call for it, enforcement actions are escalated in a stepwise fashion (Levels 2, 3).*

### **LEVEL 1      EDUCATION AND COOPERATION**

**Inspector Action: To provide information on prevention and minimizing non-stormwater discharges by**

- 1. Describing best management practices (brochures, fact sheets, premium items, technology transfer, and verbal discussion.),**
- 2. Identifying and documenting areas of concern and compliance date in the Construction Inspection Notes Page, and**
- 3. Giving a verbal warning.**

Application situation(s):

#### **If it is raining:**

- If construction activity occurring, there is no tracking and the entrances are rocked (gravel laid down to stop sediment), but there is no sweeper or planned sweeping.
- Any code violations present are immediately corrected and haven't resulted in discharges to storm.

#### **If it is not raining:**

- The entrances are rocked, but there is light tracking and a sweeper is not available (first offense).
- Any code violations present are immediately corrected and haven't resulted in discharges to storm.

## Appendix D

### LEVEL 2 OFFICIAL WARNING NOTICE

**Inspector Action: Indicate seriousness of discharge while providing information and an opportunity to remedy or prevent violations in the following:**

1. Describing best management practices if not previously provided, (brochures, fact sheets, premium items, technology transfer, verbal discussion),
2. Issuing an *Official Warning Notice*, and
3. Giving a verbal warning.

Applicable situation(s):

#### *If it is raining:*

- If there is any tracking but it is cleaned up prior to discharge of sediments to the storm drain.
- Any violations present that haven't yet resulted in a serious discharge to storm but cannot be immediately corrected. Serious impact defined as any of the following:
  1. Large quantity: 10 gallons or more.
  2. Hazardous or toxic substance in any quantity.
  3. Adversely impacts receiving storm sewer system or water body.
- Level 1 enforcement action previously issued.
- At a follow up construction inspection or an ICID inspection the inspector observes the same or a new area of concern.
- RP not accessible for a verbal warning but an appropriate location exists to post OWN (in mailbox, under windshield wiper, etc).

#### *If it is not raining:*

- The entrances are rocked, but there is light tracking and a sweeper is not available (second offense).
- They have tracking (light or heavy) and the entrances are not rocked (first offense).
- Any violations present that haven't yet resulted in a serious discharge to storm but cannot be immediately corrected. Serious impact defined as any of the following:
  1. Large quantity: 10 gallons or more.
  2. Hazardous or toxic substance in any quantity.
  3. Adversely impacts receiving storm sewer system or water body.
- Level 1 enforcement action previously issued.
- At a follow up construction inspection or an ICID inspection the inspector observes the same or a new area of concern.
- RP not accessible for a verbal warning but an appropriate location exists to post OWN (in mailbox, under windshield wiper, etc).

### LEVEL 3 PENALTY APPLICATION

## Appendix D

**Inspector Action: Indicate seriousness of discharge by issuing either an *Administration Citation* or a criminal complaint/*Misdemeanor Citation*.**

**Note: Administrative Citations and Misdemeanor Citations must be approved by the supervisor before issuing.**

### ***A. Compliance Schedule***

Applicable situation(s) (not an option for addressing violations when it is raining):

*If it is not raining:*

- The entrances are rocked, but there is light tracking and a sweeper is not available (after two warnings).
- They have light tracking and the entrances are not rocked (after one warning).
- They have heavy tracking and the entrances are not rocked, and situation has not been resolved after an administrative citation was issued.
- Level 2 enforcement action previously issued.
- Compliance issues are numerous and complex.
- Discharge did not reach storm drain or it was a non-serious discharge.
- City Attorney referral not yet necessary.

### ***B. Administrative Citation***

Applicable situation(s):

*If it is raining:*

- Discharge into storm sewer and the impact is serious based on quality or quantity.
- There is any tracking of mud, **and** there is any discharge to an unprotected storm drain, gutter or other conveyance leading to the storm drain.
- Level 2 enforcement action previously issued.
- Compliance Meeting did not bring resolution, or RP did not follow compliance schedule.

*If it is not raining:*

- Discharge into storm sewer and the impact is serious based on quality or quantity.
- They have heavy tracking and the entrances are not rocked (after one warning)
- Level 2 enforcement action previously issued.
- Compliance Meeting did not bring resolution, or RP did not follow compliance schedule.

### ***C. Criminal Complaint/Misdemeanor Citation***

Applicable situation(s):

## Appendix D

- Level 2 enforcement previously issued and there is a flight risk possibility or immediately needs to be notified of wrongdoing.
- Discharge causes serious impact to the storm drain sewer system and there is a flight risk or immediately needs to be notified of wrongdoing.
- Enforcement action being conducted in coordination with another regulatory agency's enforcement actions.



## Appendix F

### Listing of Selected Watershed Enforcement Procedures Relating to Enforcement Actions

Procedure Number	Procedure Name
5205	Guidelines for use of the Enforcement Response Plan
5210	Administrative Citation Procedure: Issuance
5211	Administrative Citation Procedure: Appeals
5212	Administrative Citation Process: Amendment & Dismissal
5220	Compliance Meetings and Compliance Schedules
5230	Inspection Warrants
5240	Official Warning Notices
5250	Misdemeanor Citations and Court Appearances
5251	Misdemeanor Citation Amendment Procedure
5252	Misdemeanor Citation Dismissal Procedure
5260	Sample Collection
5310	Industrial Facility Inspection
5340	Restaurant and Food Service Facility Inspections
5362	Construction Inspection Procedures
5420	ICID Complaint Investigations

## Appendix G

### Acronyms

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The following acronyms apply to the terms used in the Watershed Enforcement section's Enforcement Response Plan and their various procedures.

<b>AOC</b>	Area of Concern
<b>AC</b>	Administrative Citation. See "Citation, Administrative"
<b>BMP</b>	Best Management Practices
<b>CSJ</b>	City of San Jose
<b>C-of-C</b>	Chain of Custody
<b>ECP</b>	Erosion Control Plan
<b>WERP</b>	Enforcement Response Plan for Watershed Enforcement section
<b>GCASP</b>	General Construction Activity Storm Water Discharge Permit, also known as General Construction NPDES permit.
<b>GIASP</b>	General Industrial Activity Storm Water Discharge Permit, also known as General Industrial NPDES permit.
<b>ICID</b>	Illicit Connection, Illegal Dumping
<b>IND</b>	Industrial/Commercial Facilities
<b>MS4</b>	Municipally separate storm sewer system
<b>NOI</b>	Notice of Intent
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>OWN</b>	Official Warning Notice
<b>QA/QC</b>	Quality Assurance / Quality Control
<b>RP</b>	Responsible Party
<b>Regional Board</b>	California Regional Water Quality Control Board, San Francisco Bay Region. The Regional Board is a part of the California State Water Resource Control Board (State Board).
<b>SCVURPPP</b>	Santa Clara Valley Urban Runoff Pollution Prevention Program
<b>SIC</b>	Standard Industrial Classification.
<b>SJMC</b>	San Jose Municipal Code
<b>SWPPP</b>	Storm Water Pollution Prevention Plan
<b>URMP</b>	Urban Runoff Management Plan. See City of San Jose, Urban Runoff Management Plan
<b>EPA</b>	United States Environmental Protection Agency.
<b>WE</b>	The Watershed Enforcement section

## Appendix G

### Definitions

The following definitions apply to the terms used in the Watershed Enforcement (WE) section's Enforcement Response Plan (WERP) and their various procedures. Where applicable, definitions from the March 2002 City of San Jose Urban Runoff Management Plan Report are used.

<b>Adverse Impact</b>	A detrimental effect upon water quality or beneficial uses caused by a discharge or loading of a pollutant or pollutants. See also "Impact."
<b>Area of Concern (AOC)</b>	A violation issued to a facility during an Industrial/Commercial Facility (IND) or Illicit Connection/Illegal Dumping (ICID) storm water inspection.
<b>Best Management Practice (BMP)</b>	Activities, practices, facilities, and/or procedures that when implemented to their maximum efficiency will prevent or reduce pollutants in discharges. For WE procedure purposes BMPs include runoff treatment, as well as source control and source reduction of potential pollutant sources. BMPs are communicated to facilities in many ways, including but not limited to ICID and IND inspections (see "Tech Transfer").
<b>California Regional Water Quality Control Board (Regional Board)</b>	The Governing Board of the California Regional Water Quality Control Board; the State agency with primary responsibility for the protection and maintenance of water quality. For purposes of WE procedures, this means the California Regional Water Quality Control Board, San Francisco Bay Region.
<b>Catch basins</b>	Box-like underground concrete structures with openings in curbs and gutters designed to catch water from streets and pavements.
<b>Citation, Administrative</b>	A civil financial penalty imposed by the City of San Jose for a violation of a municipal code. It carries no criminal charges. Fine amounts are set in the schedule of fines by Council resolution.
<b>Citation, Misdemeanor</b>	A financial and criminal penalty. Fine amounts are set in the schedule of fines by resolution. This citation will become part of a criminal record for the responsible party. Court appearance is required.
<b>City of San Jose Urban Runoff Management Plan (CSJ URMP)</b>	<p>The CSJ portion of the County-wide Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) Storm Water Management Plan that forms the implementation program to control storm water pollution within the city limits. San Jose's URMP is one part of the overall URMP for the Santa Clara Valley.</p> <p>The CSJ URMP is the work plan pursuant to section C.6.b of the CSJ MS4 NPDES permit, number CAS029718, Order 01-04. WE ICID &amp; IND inspections are part of the CSJ URMP.</p>
<b>City Regulated Facility</b>	Industrial and commercial facilities subject to the San Jose Municipal Code (SJMC), including but not limited to facilities covered by the WE IND Inspection Programs.
<b>Compliance</b>	No unauthorized non-storm water discharges occur at the site. Includes meeting all applicable conditions of: the General Construction NPDES permit (GCASP) or the General Industrial NPDES permit (GIASP); the SJMC; and BMPs, as confirmed by a City inspection
<b>Compliance Meeting</b>	A meeting with the Responsible Party (RP) to discuss the causes of non-compliance, corrective actions to achieve compliance, and a compliance schedule for the implementation of corrective actions.
<b>Compliance Schedule</b>	A written plan of corrective actions by the RP, including a timeline, approved by the City, to bring a facility into compliance.

## Appendix G

<b>Construction Activity</b>	Clearing, grading, or excavation that results in soil disturbance. Construction activity does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of the facility, nor does it include emergency construction activities required to immediately protect public health and safety.
<b>Deadfiling</b>	A quality control review for cases closed by inspectors.
<b>Discharge</b>	Any release, spill, leak, pump, flow, escape, dumping, or disposal of any liquid, semi-solid or solid substance.
<b>Disturbed Area</b>	That area altered as a result of clearing, grading, and/or excavation of earth.
<b>Watershed Enforcement Response Plan (WERP)</b>	Outline of the procedures followed by WE staff to identify, document, and respond to urban runoff violations. Incorporated into the WERP are specific criteria (including the gravity or seriousness of the violation) by which WE staff can determine the level of enforcement most appropriate to the nature of the violation. The WERP also describes the duties of the WE staff.
<b>Erosion</b>	The wearing away of land surface primarily by wind or water. Erosion occurs naturally as a result of weather or runoff but can be accelerated by clearing, grading, or excavation of the land surface.
<b>Erosion Control Plan (ECP)</b>	A set of BMPs designed to control surface runoff and erosion to prevent sediment movement offsite before, during, and after construction-related land disturbances.
<b>Food Service facilities</b>	Commercial or industrial facilities that prepare food for the public or for institutional patrons, and use or generate grease (or other food related waste that can cause sewer blockages) when preparing this food.
<b>General Construction Activity Storm Water Discharge Permit (GCASP)</b>	The NPDES permit adopted by the State Water Resources Control Board, which authorizes the discharge of storm water from construction sites under certain conditions.
<b>General Industrial Activity Storm Water Discharge Permit (GIASP)</b>	The NPDES permit adopted by the State Water Resources Control Board which authorizes the discharge of storm water from industrial sites under certain conditions.
<b>Hazardous Material</b>	Any material defined as hazardous by Chapter 6.95 of the California Health and Safety Code.
<b>Hazardous Substance</b>	Any substance designated pursuant to Title 40 of the Code of Federal Regulations, Part 302 (40 CFR 302)
<b>Hazardous Waste</b>	A 'Hazardous Substance' or 'Hazardous Material' which is to be discharged, discarded, disposed, recycled, or processed.
<b>Illicit Connection</b>	Any human-made conveyance that is connected to the storm drain system without a permit, excluding roof-drains and other similar type connections. Examples include channels, pipelines, conduits, inlets, or outlets that are connected directly to the storm drain system.
<b>Illicit Connection/Illegal Dumping (ICID) Program</b>	A complaint driven program where WE inspectors investigate, educate and provide necessary enforcement to protect the storm drain system and the watershed from illicit connections, illegal discharges and illegal disposals.
<b>Illegal Discharge</b>	Any discharge to the storm drain system that is prohibited under local, state, or federal statutes, ordinances, codes or regulations. This includes all non-storm water discharges except discharges pursuant to an NPDES permit and discharges that are exempted in accordance with SJMC Chapter 15.
<b>Illegal Disposal/ Dumping</b>	Any disposal, either intentional or unintentional, of material(s) or waste(s) that can pollute storm water or urban runoff.

## Appendix G

<b>Impact</b>	Any actual or potential effect caused either directly or indirectly by the discharge of pollutants.
<b>Industrial Activity</b>	“Industrial activity” as defined in 40 CFR 122.26(b)(14) refers to 11 categories of activities. Each of these activities is required to obtain a NPDES permit for storm water discharges associated with “industrial activity” as required by 40 CFR 122.26(c). See also General Industrial Activity Storm Water Discharge Permit (GIASP).
<b>Industrial/Commercial Facility</b>	Any facility involved and/or used in either the production, manufacture, storage, transportation, distribution, exchange or sale of goods and/or commodities, and any facility involved and/or used in providing professional and non-professional services. This category of facility includes, but is not limited to, any facility defined by the Standard Industrial Classifications (SIC). Facility ownership (federal, state, municipal or private) and profit motive of the facility are not factors in this definition.
<b>Industrial/Commercial (IND) Facility Program</b>	A scheduled inspection program for commercial and industrial facilities identified in the CSJ URMP to have a possible impact to the storm drain system or the watershed.
<b>Inspection Warrant</b>	A bench order, issued by a judge, directing a private property owner to provide unimpeded access for conducting investigations or making inspections. An inspection warrant is needed when an inspector is denied access or is otherwise prevented from entering private property to conduct necessary investigations or inspections.
<b>Municipally Separate Storm Sewer System (MS4)</b>	See Storm Drain System.
<b>National Pollutant Discharge Elimination System (NPDES)</b>	A permit issued by the EPA, State Board or Regional Board pursuant to the Clean Water Act section 402(p) that authorizes discharges to waters of the United States and requires the reduction of pollutants in the discharge.
<b>Notice of Intent (NOI)</b>	An application by an Industrial/Commercial facility, sent to the Regional Board, asking to be covered under the GIASP NPDES Permit. Certain facilities are required to either apply for coverage under the GIASP or obtain their own, individual NPDES permit. The GIASP lists the SIC codes of facility types that must either submit an NOI or obtain individual NPDES permits. An NOI application must also include a Storm Water Pollution Prevention plan (SWPPP). Certification of the NOI signifies that the facility operator intends to comply with the provisions of the General Permit. (per GIASP Fact Sheet: Notification Requirements).
<b>NOI Filers</b>	Facilities that have filed for coverage under the State’s GIASP NPDES Permit.
<b>Non-NOI Filers</b>	Facilities regulated under the State’s GIASP NPDES Permit, which have not filed for coverage under this permit and have not applied for an individual permit and/or an exemption certification, when required.
<b>Non-Significant Facilities</b>	Facilities determined to be non-significant contributors to storm water pollution based on the number of Areas of Concern (AOC) the facility has been issued over a rolling 3 year (food service) or 5 year (all other City Regulated facilities) time period. One AOC or less constitutes a non-significant facility.
<b>Non-Storm Water Discharge</b>	Any discharge to a municipal storm drain system that is not composed entirely of storm water.
<b>Official Warning Notice (OWN)</b>	A written notice explaining the municipal code violation and the corrective measures that need to be taken by the RP.
<b>Outfalls</b>	The end points where the CSJ storm drain systems discharge into a stream, creek, or river, or the Bay.

## Appendix G

<b>Pollutant</b>	<p>Those “pollutants” defined in Section 502(6) of the federal Clean Water Act (33 U.S.C. § 1362(6)), or incorporated into California Water Code §13373. Examples of pollutants include, but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Commercial and industrial waste such as fuels, solvents, detergents, plastic pellets, hazardous substances, fertilizers, pesticides, slag, ash and sludge;</li><li>• Metals such as cadmium, chromium, copper, lead, nickel, silver, zinc, and non-metals such as phosphorus and arsenic;</li><li>• Petroleum hydrocarbons such as fuels, lubricants, surfactants, waste oils, solvents, coolants, and grease;</li><li>• Excessive eroded soils, sediment, and particulate materials in amounts which may adversely affect the beneficial uses of the receiving waters, flora or fauna of the state.</li><li>• Animal wastes</li><li>• Substances having characteristics such as pH less than 6 or greater than 9, or unusual coloration or turbidity, or excessive levels of fecal coliform, or fecal streptococcus, or enterococcus.</li></ul> <p>The term “pollutant” shall not include uncontaminated storm water, potable water or recycled water generated by a lawfully permitted water treatment facility.</p> <p>The term “pollutant” also shall not include any substance identified in this definition if, through compliance with the best management practices available, the discharge of such substance has been eliminated to the <i>maximum extent practicable</i> (MEP). MEP refers to the standard for implementation of storm water management programs to reduce pollutants in storm water. MEP refers to storm water management programs taken as a whole. The implementation of MEP takes into account various equitable considerations and competing facts.</p>
<b>Post-Construction Activity</b>	Permanent storm water or erosion control techniques that remain in place after land construction has been completed.
<b>Proper Disposal</b>	The act of disposing of material(s) in a lawful manner which ensures the protection of water quality and beneficial uses of receiving waters.
<b>Responsible Party (RP)</b>	The individual who is responsible for all activities associated with the facility, or individual who causes the violation.
<b>Runoff</b>	Storm water and dry-weather flows from a drainage area that reaches a receiving or sub-surface waterbody. During dry weather it is typically comprised of many base flow components, either contaminated with pollutants, or uncontaminated. (See Stormwater Runoff/Urban Runoff).
<b>Sediment</b>	Organic or inorganic material carried by, or suspended in, water and settles to form deposits in the storm drain system or receiving waters.
<b>Serious Discharge</b>	Discharge greater than ten gallons, or a discharge of hazardous waste or toxic substance/pollutant.
<b>Significant Erosion Potential</b>	Risk of depositing sediment into watercourses or storm drains.
<b>Significant Facilities</b>	Facilities determined to be potentially significant contributors to storm water pollution based on the number of Areas of Concern (AOC) the facility has been issued over a rolling 3 year (food service) or five year (all other City Regulated facilities) time period. Two AOCs or more constitutes a significant facility.
<b>Significant Stormwater Pollution Potential</b>	A project that causes substantial or potentially substantial adverse change in the quantity and/or quality of storm water runoff generated from the site.

## Appendix G

<b>Standard industrial Classification (SIC)</b>	The statistical classification standard, organized by industry, underlying all establishment-based federal economic statistics. The SIC of a particular industry is determined using the latest Standard Industrial Classification Manual, prepared by the federal Office of Management and Budget. The SIC Code is useful for pollution prevention programs in that similarly categorized industries tend to use similar processes and chemicals.
<b>Standard Methods</b>	Approved methods of water analysis listed in Title 40, Code of Federal Regulations (CFR), Part 136.3. Preservation requirements (containers, preservatives, temperature, etc.) should follow 40 CFR 136.3(e), Table II. If 40 CFR 136 is not applicable for some reason, refer to the most recent version of "Standard Methods for the Examination of Water and Wastewater".
<b>Storm Drain System</b>	Streets, gutters, conduits, natural or artificial drains, channels and watercourses, or other facilities that are owned, operated, maintained or controlled by the City of San Jose and used for the purpose of collecting, storing, transporting, or disposing of storm water. Also referred to as an MS4.
<b>Storm Water</b>	Water which originated from atmospheric moisture (rainfall or snowmelt) and that falls onto land, water, or other surfaces.
<b>Storm Water Pollution Prevention Plan (SWPPP)</b>	A plan required of Industry and developments (greater than one acres) by, and for which contents are specified in, the State of California General Permit for Storm Water Discharges Associated with Industrial Activities, and the General Permit for Storm Water Discharges Associated with Construction Activities. The purpose of such plans is to identify potential sources of pollution that can affect of the quality of storm water discharges from a site and to describe and ensure the implementation of practices to reduce pollutants in storm water discharges.
<b>Storm Water Runoff</b>	The part of precipitation (rainfall or snowmelt) which travels via flow across a surface to the storm drain system or receiving waters. Examples of this phenomenon include the water that flows from a building's roof or parking lot when it rains (runoff from an impervious surface); and the water that flows from a vegetated surface when rainfall is in excess of the rate at which it can infiltrate into the underlying soil (runoff from a pervious surface).
<b>Technology Transfer</b>	Communications performed primarily by inspection staff, using outreach and education materials, in addition to any other media which conveys technical information on activities, practices, facilities, and/or procedures that meet the criteria of the Best Management Practices.
<b>Tiered Enforcement</b>	A progressive enforcement process has three tiers: 1) voluntary compliance; 2) Incentive based through education and cooperation; and 3) enforcement. Timing or use of additional enforcement actions would be a function of the nature of the severity of the case as well as the cooperation of the potentially responsible parties.
<b>Toxic Materials</b>	For the purpose of this Plan, toxic materials means any material(s) or combination of materials which directly or indirectly cause(s) either acute or chronic toxicity in the water column. See "Pollutants".
<b>Toxic Pollutant</b>	Those "pollutants," or combination of pollutants, defined in Sections 502(13) or 307(a)(1) of federal Clean Water Act (33 U.S.C. § 1362(13)). See "Toxic Materials" or "Pollutants".
<b>Urban Runoff</b>	See "Storm Water Runoff", or "Runoff".
<b>Verbal Warning</b>	A documented warning communicated orally to the RP directing the RP to take actions to correct an AOC.
<b>Vehicle Service Facilities</b>	Publicly and privately owned facilities that repair, fuel, clean, service or dismantle cars, trucks, boats, airplanes or other motor vehicles.
<b>Wet Season</b>	Typically the period of rainfall from October 15 to April 15.

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*Watershed Protection Group, Watershed Enforcement Section*

**POLICIES AND PROCEDURES**

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	Effective Date <b>01/02/2004</b>	Revised Date 7/28/2004
Approved By: John Mukhar	Signature:	Date: 02/06/2004

5205.1 PURPOSE

This procedure provides guidance to Environmental Inspectors on the decision process for determination of appropriate enforcement responses.

5205.2 POLICY

It shall be the policy of ESD that Environmental Inspectors will be familiar with this procedure and will use it to determine and follow appropriate level of enforcement response for violations of the San Jose Municipal Code (SJMC) relating to stormwater and urban runoff pollution.

5205.3 DEFINITIONS

**Administrative Citation (AC)**

A civil financial penalty imposed by the City of San Jose for a violation of a municipal code. It carries no criminal charges. Fine amounts are set in the schedule of fines by Council resolution.

**Compliance Meeting**

A meeting with the Responsible Party to discuss the causes of non-compliance, corrective actions to achieve compliance, and a compliance schedule for the implementation of corrective actions.

**Misdemeanor Citation**

A financial and criminal penalty. Fine amounts are set in the schedule of fines by resolution. This citation will become part of a criminal record for the responsible party. Court appearance is required.

**Official Warning Notice (OWN)**

A written notice explaining the municipal code violation and the corrective measures that need to be taken by the responsible party.

**Responsible Party (RP)**

The individual who is responsible for all activities associated with the facility, or individual who causes violation.



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## POLICIES AND PROCEDURES

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### **Verbal Warning**

A documented warning communicated orally to the responsible party directing them to take actions to correct an 'Area of Concern'.

### **Watershed Enforcement Response Plan (WERP)**

Outline of the procedures followed by WE staff to identify, document, and respond to stormwater and urban runoff violations. Incorporated into the WERP are specific criteria (including the gravity or seriousness of the violation) by which WE staff can determine the level of enforcement most appropriate to the nature of the violation. The WERP also describes the duties of the WE Supervisor and WE Inspectors.

#### 5205.4 BACKGROUND

The Watershed Enforcement Section (WE) works cooperatively with the community to prevent and eliminate sources of urban runoff pollution to the City's storm drain system. It is the City's general policy to initially educate responsible parties, and provide an opportunity to comply through site clean up and violation corrections for area of concerns by giving a Verbal Warning (Level 1). Where a responsible party (RP) fails or refuses to respond to an educational approach, or the circumstances of a violation call for it, enforcement actions are escalated to either an Official Warning Notice (Level 2) or to a Compliance Meeting, Administrative or Misdemeanor Citation (Level 3).

This procedure assures uniformity of enforcement actions taken, based on the Watershed Enforcement Response Plan.

#### 5205.5 LIMITATIONS

This policy applies to the determination of enforcement response relating to all violations of the San Jose Municipal Code relating to stormwater and urban runoff pollution.

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## POLICIES AND PROCEDURES

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### 5205.6 PROCEDURE

#### RESPONSIBILITY

Environmental Inspector

#### ACTION

1. Performs site inspections according to the appropriate inspection procedure:
  - 5310 (Industrial/Commercial (IND) Facility Inspection),
  - 5420 (Illicit Connection/Illegal Discharge (ICID) Complaint Investigations),
  - 5340 (Food Service Facility Inspections), or
  - 5362 (Construction Inspection Procedures)
2. Determines if there are any violations of the SJMC enforced by WE. If violations are observed, determines appropriate enforcement response according to guidelines contained in the WERP
3. Verbal Warnings and Official Warning Notices are issued in the field immediately. Inspectors are trained on the appropriate use of these enforcement actions. For the procedure for issuing Official Warning Notices, see Procedure 5240.
4. Compliance Meetings, if warranted, are arranged in the office and need supervisor approval per Procedure 5220. Compliance meeting are used to develop a special compliance schedule for the responsible party.
5. Administrative Citations (ACs) are processed in the office and mailed to the RP. ACs require supervisor approval as per Procedure 5210.
6. AC appeals are handled as per Procedure 5211. AC amendments and dismissals are handled as per Procedure 5212. Both procedures require supervisor approval.

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## POLICIES AND PROCEDURES

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7. Misdemeanor Citations are completed in the field, but need supervisor approval prior to issuing as per Procedure 5250.
8. Misdemeanor Citation amendments and dismissals also need supervisor approval and are to be handled as per Procedure 5251 and 5252, respectively.

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**POLICIES AND PROCEDURES**

Subject: ICID Complaint Investigation	Page 1 of 5	Section Number 5420
	Effective Date <b>01/01/2004</b>	Revised Date 7/28/2004
Approved by: John Mukhar	Signature:	Date: 02/05/2004

5420.1 PURPOSE

This procedure guides the process of ICID investigations. Each ICID investigation represents a unique case and must be handled with a degree of flexibility. However, this framework should be utilized in order to ensure successful execution of enforcement actions, should they become necessary.

5420.2 POLICY

It shall be the policy for Environmental Inspectors performing ICID inspections to be familiar with this procedure and to utilize it as the framework for ICID inspection activities. In addition, Inspectors must understand and utilize inspection evaluation processes, as addressed in Attachment 5420-A, "Manual for Investigation and Elimination of Illegal Dumping."

5420.3. DEFINITIONS

**Adverse Impact** - A detrimental effect upon water quality or beneficial uses caused by a discharge or loading of a pollutant or pollutants. An **Impact** is defined as any actual or potential effect caused either directly or indirectly by the discharge of pollutants.

**Deadfiling** - A quality control review for cases closed by inspectors.

**Illicit Connection/Illegal Dumping (ICID) Program** - A complaint driven program where inspectors investigate, educate and provide necessary enforcement to protect the storm drain system and the watershed from illicit connections, illegal discharges and illegal disposals

**Responsible Party (RP)**- The individual who is responsible for all activities associated with the facility, or individual who causes the violation.

**Serious Discharge** - Discharge greater than ten gallons, or a discharge of hazardous waste or toxic substance/pollutant

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## POLICIES AND PROCEDURES

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	Effective Date <b>01/01/2004</b>	Revised Date 7/28/2004

### 5420.4 BACKGROUND

Illicit connections to the Storm Sewer System and illegal disposal of materials to waterways are two activities addressed by the City's stormwater National Pollutant Discharge Elimination System (NPDES) permit. Both of these activities involve potentially criminal activity and require careful adherence to stipulated investigative processes. Failure to follow appropriate procedures can lead to unsupportable enforcement actions.

### 5420.5 LIMITATIONS

This policy applies to the investigation of all reported incidents of spills, dumping, disposal, or illicit connections to the storm sewer system.

### 5420.6 PROCEDURE

This process is initiated with the receipt of an incident report. ICID Complaints are received and logged by clerical or other staff. The Inspector assigned to follow-up on the complaint will be given the notes or called by cell-phone (see Procedure 5410).

## RESPONSIBILITY

Environmental Inspector

## ACTION

1. Evaluate ICID complaint. Contact complaining party if appropriate to clarify relevant facts (location, complaint details, etc)
  - a. If any of the following appears probable from the notes, then the complaint should be prioritized for a same day response, if possible. Discharge or disposal going into storm sewer or receiving waters, and the impact is serious based on:
    - A large quantity (more than 10 gallons), or
    - A Hazardous or toxic substance in any quantity, or
    - Adversely impacts receiving storm sewer

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## POLICIES AND PROCEDURES

Subject: ICID Complaint Investigation	Page 3 of 5	Section Number 5420
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### RESPONSIBILITY

### ACTION

system or water body.

- b. If none of the above appears probable based on complaint intake notes, follow-up on complaint may have a lesser priority (but within 5 days of receiving complaint).
2. If ICID complaint intake notes indicate either an adverse impact to storm drains or receiving waters due to hazardous discharge; or an illegal hazardous waste discharge or disposal; then ensure that the Hazardous Incident Team (HIT) has been notified.
3. If ICID complaint intake notes indicate a sanitary sewer overflow has occurred, or that cleaning or repair work on the storm sewer system is needed to mitigate an adverse impact, ensure that CSJ Department of Transportation has been notified.
4. If ICID complaint intake notes indicate a serious discharge or disposal to a creek or stream, ensure that the Santa Clara Valley Water District has been notified.
5. If ICID complaint intake notes indicate that a fish kill or similarly significant adverse impact to a receiving water has occurred, ensure that the State Department of Fish and Game has been notified.
6. Conduct site inspection:
  - Locate illicit connection, discharge or disposal location, and identify responsible party, if possible.
  - Evaluate impacts of event. Impact assessment is addressed in Attachment 5420-A. Notify other agencies as appropriate (see steps 2

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## POLICIES AND PROCEDURES

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### RESPONSIBILITY

### ACTION

through 5 above).

- Follow Watershed Enforcement Response Plan (WERP), Appendix C (“Enforcement Action Sequence Guidelines for Illicit Connection and Illegal Dumping Investigations”), as needed for issuing on-site enforcement actions (issuing verbal warnings and Official Warning Notices). Give reasonable compliance deadlines consistent with Attachment 5420-A and WERP.
  - Deliver guidance for site cleanup and remediation.
  - Fill out ICID Complaint Report form.
7. Perform data-entry at office. If complaining party requested a follow-up call, notify them of investigation results as appropriate.
  8. Continue follow-up inspections until problem is satisfactorily resolved. Facilities can request compliance date extensions in writing. The inspector will evaluate and discuss these requests with the Supervisor for approval.
  9. Discuss case with Supervisor as appropriate to determine if escalated enforcement action (administrative citations, referrals for criminal prosecution, etc) is needed, in conformance to the WERP.
  10. Close Case (Note, do not close a case without performing a site inspection.)

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## POLICIES AND PROCEDURES

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### RESPONSIBILITY

### ACTION

- Complete the Investigation Report Form.
  
- Complete data entry. Prepare case for deadfiling after all violations are addressed and related follow-up inspections have occurred.
- Submit to Supervisor for Review.

Supervisor

1. Review casefile. Refer back for follow-up inspection as needed.
2. If complete, change case status in database to show that it is approved as complete, sign and date hardcopy form, and forward file to Clerical.

Clerical

1. File hardcopies of case files.



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Subject: IC/ID Complaint Intake	Page 1 of 4	Section Number 2410
	Effective Date DRAFT	Revised Date 10/16/00
Approved by: John Mukhar	Signature:	Date:

2410.1 PURPOSE

This procedure provides uniform guidelines for the receipt and recording of IC/ID complaints reported to the Watershed Protection Group.

2410.2 POLICY

It shall be the policy that all staff members of the Watershed Protection Group know and use this procedure for recording IC/ID complaints.

2410.3 DEFINITIONS

IC/ID - Illicit Connection/Illegal Dumping  
 NPDES - National Pollutant Discharge Elimination System  
 NPS - Non-point Source  
 WPG - Watershed Protection Group

2410.4 BACKGROUND

Watershed Protection Group (WPG) receives numerous IC/ID complaints from a variety of sources. Under the terms of the City's stormwater National Pollutant Discharge Elimination System (NPDES) permit, WPG is required to act upon these complaints to effectively halt the sources of pollution they represent. WPG inspectors have only 5 working days to respond to IC/ID cases.

Proper receipt and recording of incoming IC/ID calls is the first step in effective management of complaint calls. Incoming calls should be handled such that:

- Exact and complete information is recorded;
- Key pieces of information are extracted, despite the varied level of knowledge of callers; and

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**POLICIES AND PROCEDURES**

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- Multiple calls regarding the same incident are detected to minimize duplicate efforts among inspection staff.

2410.5 LIMITATIONS

This policy applies to all staff in Watershed Protection Group.

2410.6 PROCEDURE

<u>STEP</u>	<u>RESPONSIBLE</u>	<u>ACTION</u>
1	Staff	<p>When acting on a request or responding to a complaint of water and/or another substance being discharged, determine the severity of the incident to properly handle the call. Be certain the complaint is something that WPG handles. If unsure, ask someone.</p> <p>If the situation is dangerous or detrimental to human life <b>have the caller hang up and call 911.</b></p>
2	Staff	<p>Record the complaint by filling out the Complaint Report Form. Make sure to get as much information as possible to help ensure and adequate investigation.</p> <p>Use the following to guide completion of the form:</p> <ol style="list-style-type: none"> <li>1. Date: the date the complaint comes in and you are filling out the complaint form.</li> <li>2. File #: leave blank</li> <li>3. File address: where the problem occurred.</li> <li>4. Cross street: closest cross street.</li> <li>5. Census and District: leave blank.</li> </ol>

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**POLICIES AND PROCEDURES**

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<u>STEP</u>	<u>RESPONSIBLE</u>	<u>ACTION</u>
		6. Received by: name of the person filling out the form. 7. Ex.#: phone extension of the person filling out the form. 8. Insp: leave blank. This complaint will be assigned to an inspector (Procedure 2560). 9. Complainant information: the name, address, and telephone number of the person calling in the complaint. (This information is for record only and <u>never</u> given out to anyone but the inspector involved.) Inform the caller that this information is confidential and for our records only. 10. Complaint: describe the problem. 11. License number: vehicle license plate, if applicable. 12. Ask the caller where they had found our phone number (for outreach purposes).
3	Staff	Forward form for inspector response.  If the complaint is <u>not</u> detrimental to life but the violation is critical and in progress, forward form to NPS Inspection Supervisor (or, if unavailable, to Clerical staff) with instruction that the complaint is critical.  If the complaint is not critical, forward to Clerical with the instruction that the complaint is not critical.
4	Supervisor or Clerical	If the complaint is critical, determine which Inspector covers the district and notify that Inspector. Inspectors carry cell phones and pagers. If unable to reach the inspector, or if they are not on duty, call any inspector on duty to immediately refer complaint to field staff.
5	Clerical	If the complaint is not critical, either contact the area inspector in

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<u>STEP</u>	<u>RESPONSIBLE</u>	<u>ACTION</u>
		the field or leave a voice mail message indicating the receipt of a new complaint and relevant information.
6	Clerical	Enter the data from form into the database. This should be completed within 1 business day to afford inspectors sufficient time to address complaint within 5 day time frame. Use the “check for duplicates” buttons in the database. If a case is a duplicate do not enter information. Fill out a duplicate message form and place in the assigned inspectors box.
7	Clerical	Create a file with database printout of IC/ID Complaint Report, place in a red folder, and put in mail slot for area inspector.

## **IND STANDARD OPERATING PROCEDURES**

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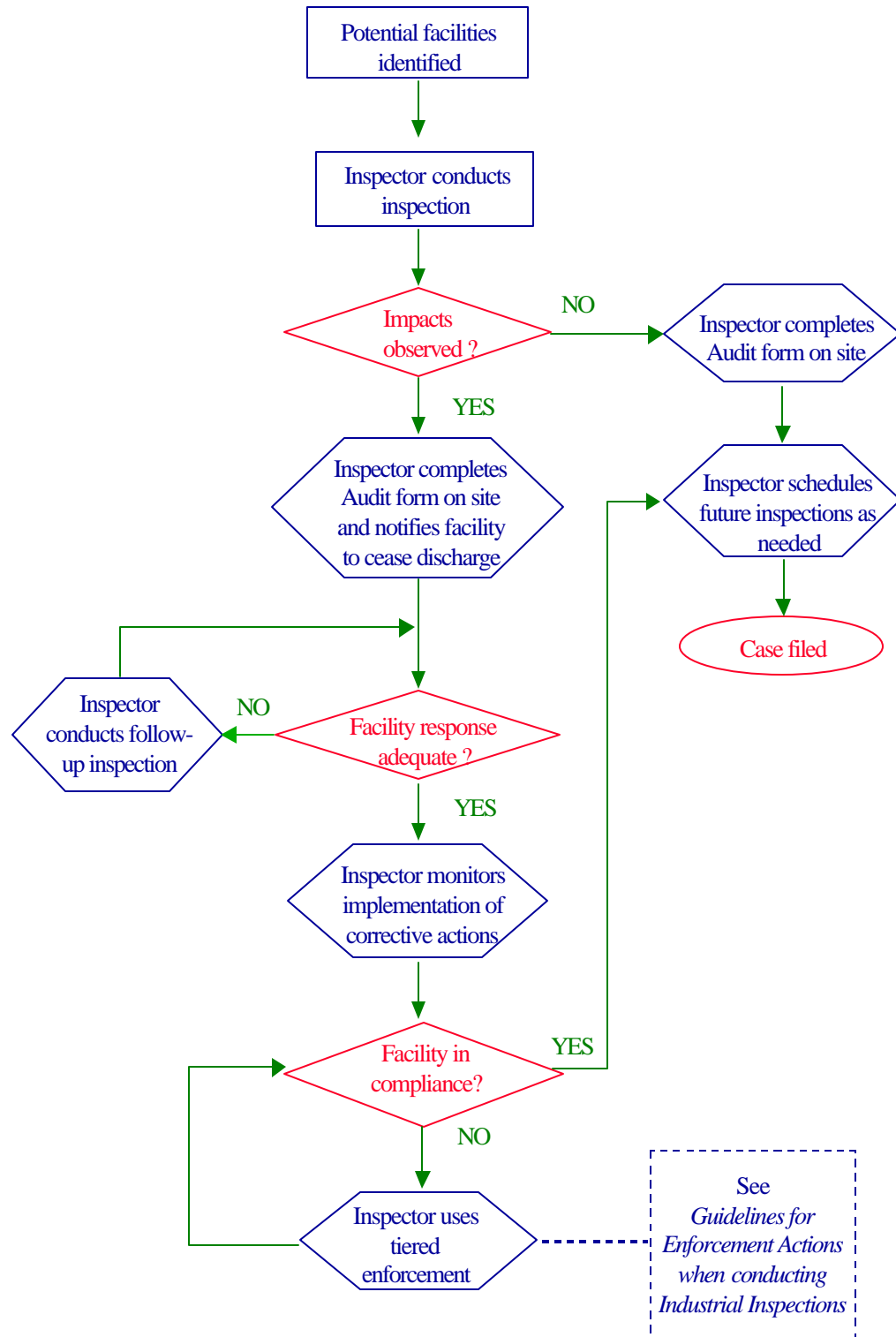
This section contains specific Standard Operating Procedures for the Industrial/Commercial Discharges Program.

The various components of this section are organized as follows:

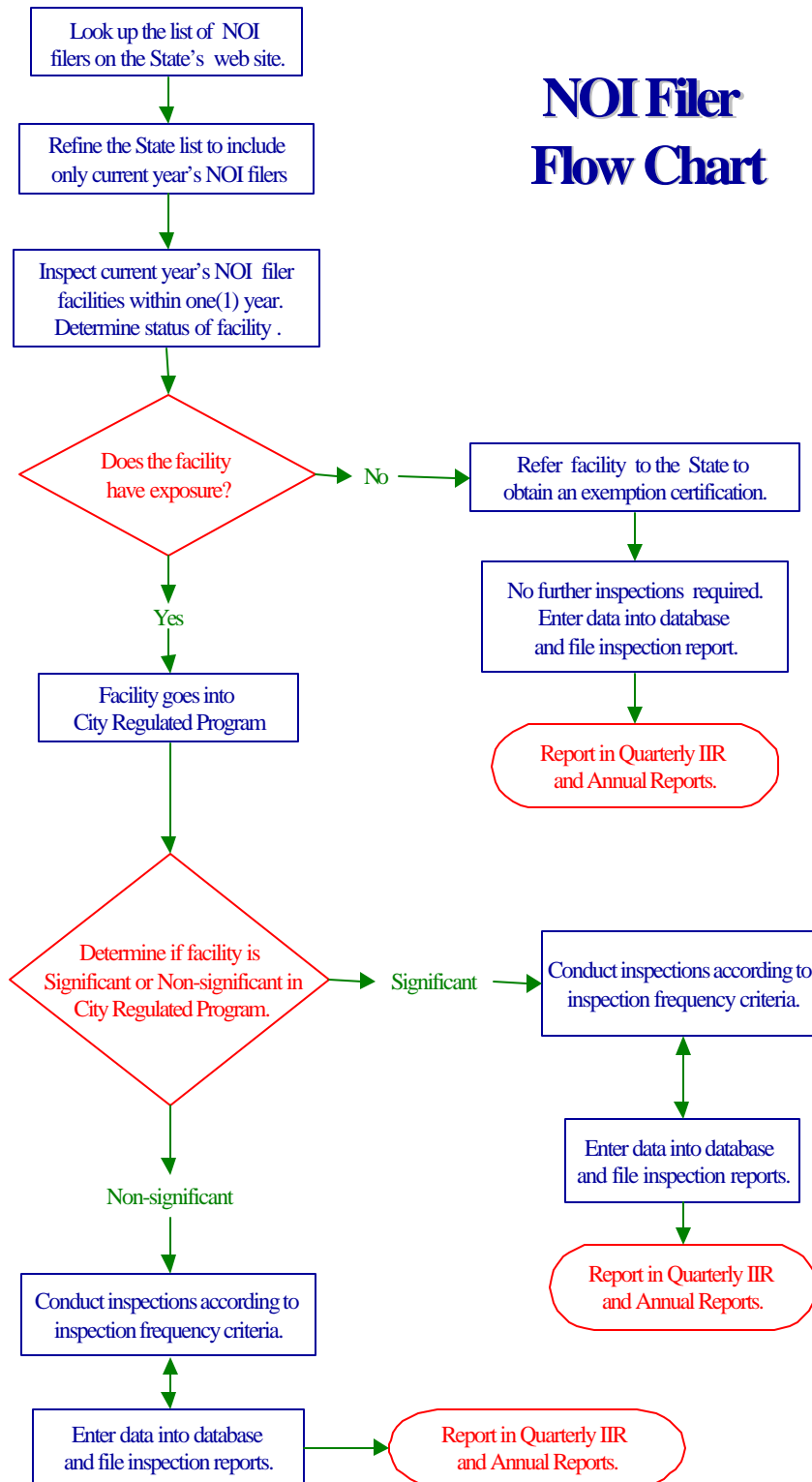
1. Watershed Enforcement Training and Procedures Manual Table of Contents – See ICID
2. Enforcement Response Plan – See ICID
3. Guidelines for Enforcement Response – See ICID
4. IND Standard Operating Procedures Flowcharts
  - NOI Filer Flowchart
  - Non-NOI Filer Flowchart
  - City Regulated Facility Flowchart
  - Category Groupings Table
  - Facilities Covered by GIAS Permit
  - IND Facility Categories for City of San Jose
  - Industrial Inspections Enforcement Actions Flowchart
5. Stormwater Facility Inspection Guidelines



## IND Standard Operating Procedures Flowchart

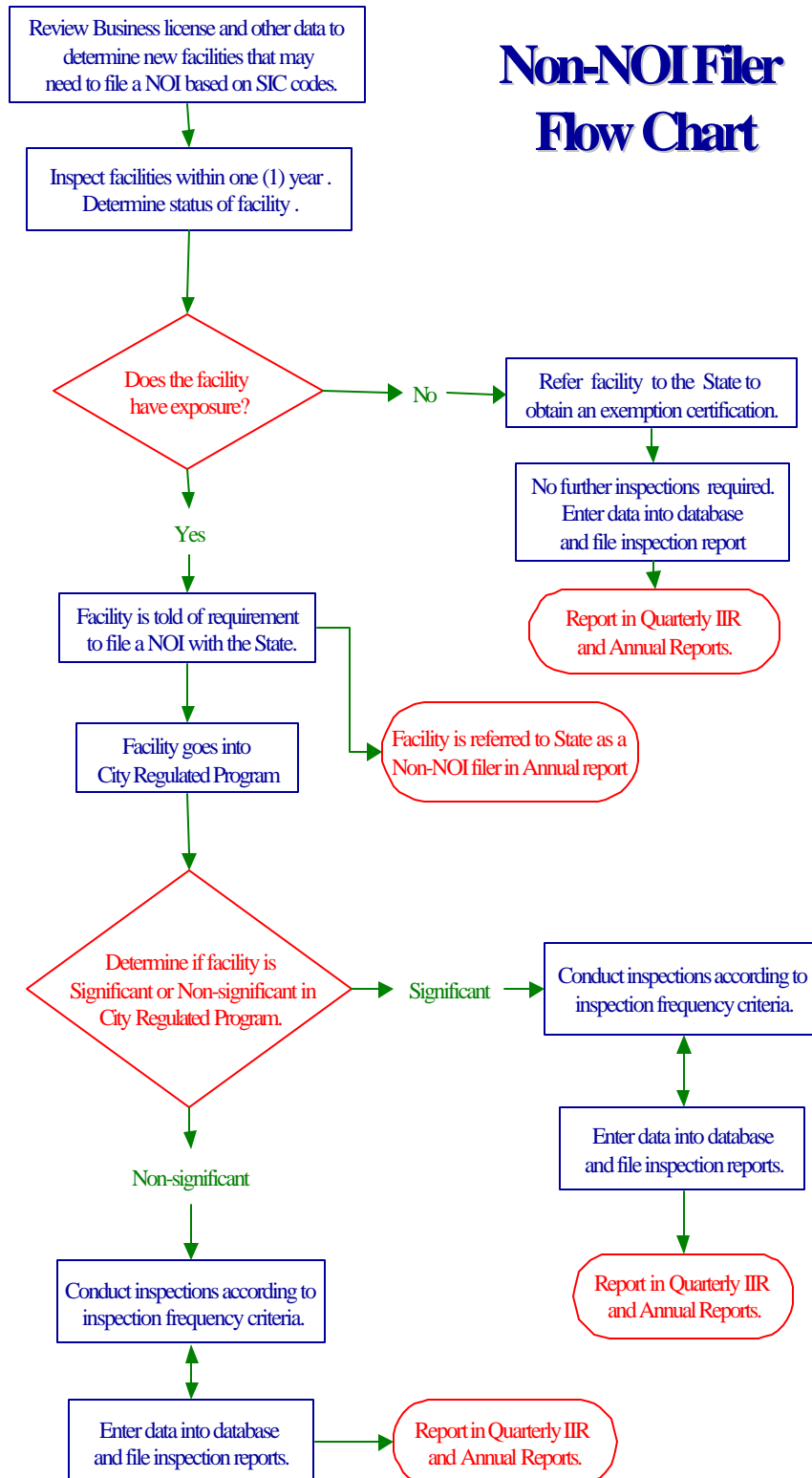


## NOI Filer Flow Chart

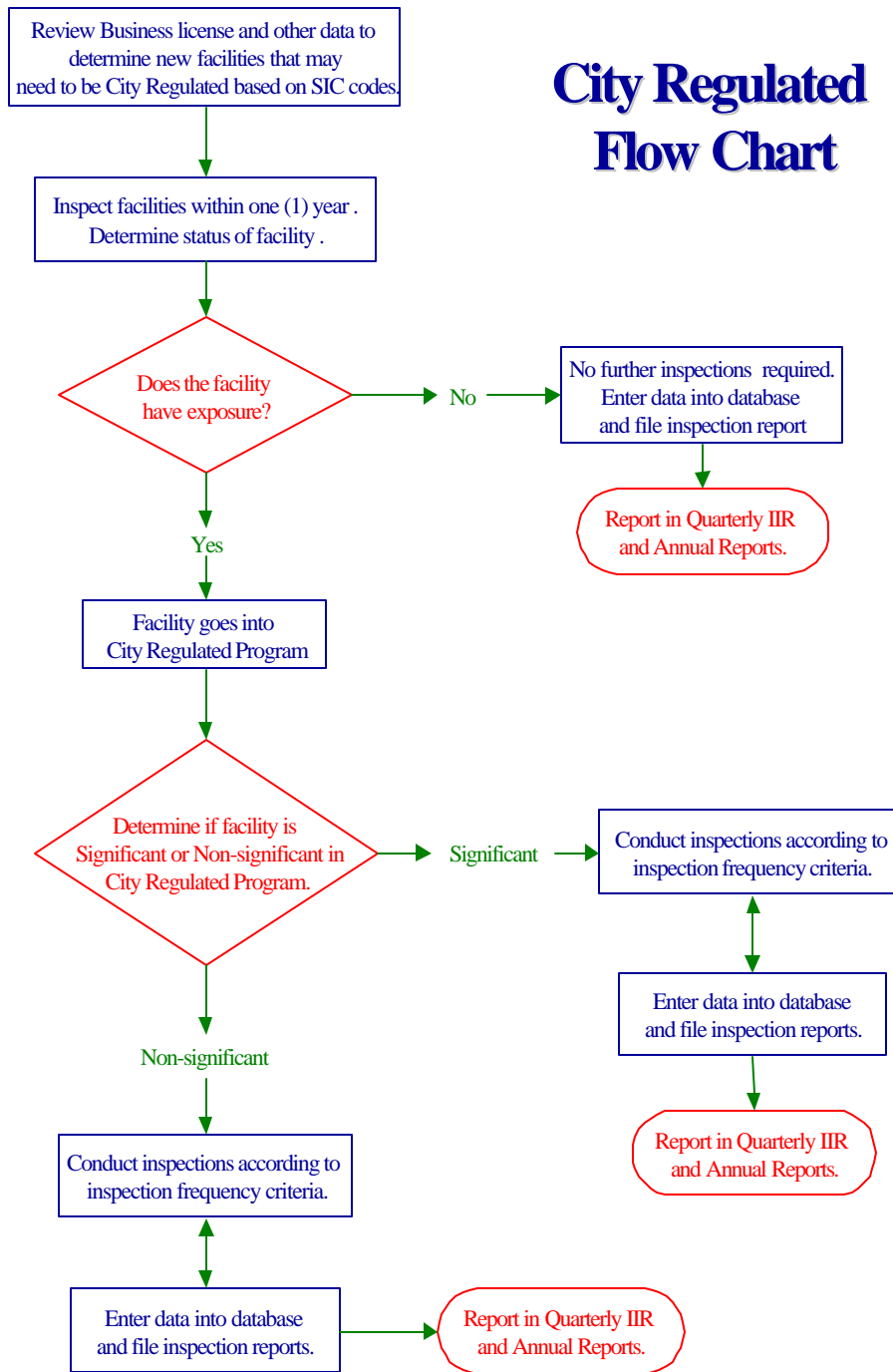




## Non-NOI Filer Flow Chart



## City Regulated Flow Chart



**Table 1. Category Groupings**  
 (Linking SIC #, GIAS Permit Categories, and Program/City Categories)

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
00741	Veterinary Livestock Services	N/A	Other - Miscellaneous	20
00742	Veterinary Animal Specialties	N/A	Other - Miscellaneous	20
00751	Livestock Services, Except Veterinary	N/A	Other - Miscellaneous	20
00752	Animal Specialty Services, Except Veterinary	N/A	Other - Miscellaneous	20
01429	Crushed and Broken Stone, NEC	N/A	Concrete/Stone/Clay Products	14
01741	Masonry & Other Stonework	N/A	Concrete/Stone/Clay Products	14
01742	Plastering, Drywall, Acoustical & Insulation Work	N/A	Construction/Building	10
01743	Terrazo, Tile, Marble & Mosaic Work	N/A	Concrete/Stone/Clay Products	14
01771	Concrete Work	N/A	Concrete/Stone/Clay Products	14
02000	Mfg. (Bakery, Candy/Confec., Cheese, Dairy, Ice Cream, Ice,), Food Prep., Meat Packing Plants	10	Food service	2
02011	Meat Packing Plants	10	Food service	2
02013	Sausages & Meat Products	10	Food service	2
02015	Poultry Slaughtering, Dressing & Processing	10	Food service	2
02080	Alcohol/Beverage/Softdrink Mfg.	10	Food service	2
02084	Winery	10	Other - Winery	20
02200	Apparel/Screenprinting/Silk Screening/ Textile Mill Products	10	Other - Miscellaneous	20
02400	Wood Product Mfg.	2	Wood furniture & other products	17
02421	Saw & Planing Mills	2	Wood furniture & other products	17
02426	Hardwood Dimensions & Flooring Mills	2	Wood furniture & other products	17
02429	Special Product Sawmills, NEC	2	Wood furniture & other products	17
02431	Millwork	2	Wood furniture & other products	17
02434	Wood Kitchen Cabinets	10	Wood furniture & other products	17
02435	Hardwood Veneer & Plywood	2	Wood furniture & other products	17
02436	Softwood Veneer & Plywood	2	Wood furniture & other products	17

**Table 1. Category Groupings**  
**(Linking SIC #, GIAS Permit Categories, and Program/City Categories)**

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
02439	Structural Wood Members, NEC	2	Wood furniture & other products	17
02441	Wood Boxes	2	Wood furniture & other products	17
02448	Wood Pallets & Skids	2	Wood furniture & other products	17
02449	Wood Containers, NEC	2	Wood furniture & other products	17
02451	Mobile Homes	2	Wood furniture & other products	17
02452	Prefabricated Wood Buildings & Components	2	Wood furniture & other products	17
02491	Wood Preserving	2	Wood furniture & other products	17
02493	Reconstituted Wood Products	2	Wood furniture & other products	17
02499	Wood Products, NEC	2	Wood furniture & other products	17
02500	Furniture/Fixture Mg.	10	Wood furniture & other products	17
02511	Wood Household Furniture	10	Wood furniture & other products	17
02512	Wood Household Furniture, Upholstered	10	Wood furniture & other products	17
02514	Metal Household Furniture	10	Misc. mfg. - Furniture	19
02515	Mattresses & Bedsprings	10	Misc. mfg. - Furniture	19
02517	Wood TV, Radio, Phono & Sewing Cabinets	10	Wood furniture & other products	17
02519	Household Furniture, NEC	10	Misc. mfg. - Furniture	19
02521	Wood Office Furniture	10	Wood furniture & other products	17
02522	Office Furniture, Except Wood	10	Misc. mfg. - Furniture	19
02531	Public Building & Related Furniture	10	Misc. mfg. - Furniture	19
02541	Wood, Office & Store Fixtures	10	Wood furniture & other products	17
02542	Partitions & Fixtures, Except Wood	10	Misc mfg -Office & Store fixtures	19
02599	Furniture & Fixtures, NEC	10	Wood furniture & other products	17
02600	Paper Mfg.	2	Misc. Mfg. - Paper	19
02631	Paperboard Mills	2	Misc. Mfg. - Paper	19
02700	Newspaper Publishing, Printing, Publishing	10	Other - Photographic/Printing	20
02711	Newspapers: Publishing & Printing	10	Other - Photographic/Printing	20

**Table 1. Category Groupings**  
 (Linking SIC #, GIAS Permit Categories, and Program/City Categories)

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
02721	Periodicals: Publishing & Printing	10	Other - Photographic/Printing	20
02731	Books: Publishing & Printing	10	Other - Photographic/Printing	20
02732	Book Printing, Not Publishing	10	Other - Photographic/Printing	20
02759	Commercial Printing	10	Other - Photographic/Printing	20
02791	Typesetting	10	Other - Photographic/Printing	20
02796	Platemaking & Related Services	10	Other - Photographic/Printing	20
02800	Chemical Mfg. (paint, cosmetics, petroleum & allied products)	2	Chemical Mfg.	18
02812	Alkalies & Chlorine	2	Chemical Mfg.	18
02813	Industrial Gases	2	Chemical Mfg.	18
02816	Inorganic Pigments	2	Chemical Mfg.	18
02819	Industrial Inorganic Chemicals, NEC	2	Chemical Mfg.	18
02821	Plastics, Materials & Nonvulcanizable Elastomers	2	Chemical Mfg.	18
02822	Synthetic Rubber (Vulcanized Elastomers)	2	Chemical Mfg.	18
02823	Cellulosic Man-Made Fibers	2	Chemical Mfg.	18
02824	Synthetic Organic Fibers, Exc. Cellulosic	2	Chemical Mfg.	18
02833	Medicinal Chemicals & Botanical Products	10	Misc mfg - Medical	19
02834	Pharmaceuticals	10	Misc mfg - Pharmaceuticals	19
02835	Diagnostic Substances	10	Misc mfg - Medical	19
02836	Biological Products, Exc. Diagnostic Substances	10	Misc mfg - Medical	19
02841	Soap & Detergents	2	Chemical Mfg.	18
02842	Specialties Cleaning, Polishing & Sanitation Preparations	2	Chemical Mfg.	18
02843	Surface Active & Finishing Agents, Sulfonated Oils	2	Chemical Mfg.	18
02844	Perfumes, Cosmetics & Toilet Preparations	2	Chemical Mfg.	18
02851	Paints, Varnishes, Lacquers, Enamels	2	Paint facilities	3
02861	Gum & Wood Chemicals	2	Chemical Mfg.	18
02865	Cyclic-Crudes, Intermediates, Dyes & Organic Pigments	2	Chemical Mfg.	18

**Table 1. Category Groupings**  
**(Linking SIC #, GIAS Permit Categories, and Program/City Categories)**

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
02869	Industrial Organic Chemicals, NEC	2	Chemical Mfg.	18
02873	Nitrogenous Fertilizers	2	Chemical Mfg.	18
02874	Phosphatic Fertilizers	2	Chemical Mfg.	18
02875	Fertilizers, Mixing Only	2	Other - Miscellaneous	20
02879	Pesticides & Agricultural Chemicals	2	Pesticide Facilities	6
02891	Adhesives & Sealants	2	Chemical Mfg.	18
02892	Explosives	2	Chemical Mfg.	18
02893	Printing Ink	2	Chemical Mfg.	18
02895	Carbon Black	2	Chemical Mfg.	18
02899	Chemical Preparations, NEC	2	Chemical Mfg.	18
02911	Petroleum Refining	2	Other Petroleum Refining	20
02951	Paving Mixtures & Blocks	2	Misc. Mfg. - Petroleum & Coal	19
02952	Asphalt Felts & Coatings	2	Misc. Mfg. - Petroleum & Coal	19
02992	Lubricating Oils & Greases	2	Misc. Mfg. - Petroleum & Coal	19
02999	Products of Petroleum & Coal, NEC	2	Misc. Mfg. - Petroleum & Coal	19
03000	Rubber & Plastic Products	10	Misc. Mfg. - Rubber & Plastics	19
03011	Tires & Inner Tubes	10	Misc. Mfg. - Rubber & Plastics	19
03021	Rubber & Plastic Footwear	10	Misc. Mfg. - Rubber & Plastics	19
03052	Rubber & Plastic Hose & Belting	10	Misc. Mfg. - Rubber & Plastics	19
03053	Gaskets, Packing & Sealing Devices	10	Misc. Mfg. - Rubber & Plastics	19
03061	Molded, Extruded & Lathe-Cut Rubber Mechanical Goods	10	Misc. Mfg. - Rubber & Plastics	19
03069	Fabricated Rubber Products	10	Misc. Mfg. - Rubber & Plastics	19
03081	Plastic Unsupported Sheet & Film	10	Misc. Mfg. - Rubber & Plastics	19
03082	Plastic Unsupported Profile Shapes	10	Misc. Mfg. - Rubber & Plastics	19
03083	Plastic Laminated Plate & Sheet	10	Misc. Mfg. - Rubber & Plastics	19
03084	Plastic Pipe	10	Misc. Mfg. - Rubber & Plastics	19

**Table 1. Category Groupings**  
**(Linking SIC #, GIAS Permit Categories, and Program/City Categories)**

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
03085	Plastic Bottles	10	Misc. Mfg. - Rubber & Plastics	19
03086	Plastic Foam Products	10	Misc. Mfg. - Rubber & Plastics	19
03087	Custom Compounding of Purchased Plastic Resins	10	Misc. Mfg. - Rubber & Plastics	19
03088	Plastic Plumbing Fixtures	10	Misc. Mfg. - Rubber & Plastics	19
03089	Plastic Products, NEC	10	Misc. Mfg. - Rubber & Plastics	19
03111	Leather Tanning & Finishing	2	Other - Miscellaneous	20
03200	Stone, Clay, Concrete, Cement, Concrete Plant	2	Concrete/Stone/Clay Products	14
03231	Glass Products Made of Purchased Glass	2	Misc. Mfg. - Glass	19
03241	Cement, Hydraulic	2	Concrete/Stone/Clay Products	14
03251	Brick & Structural Clay Tile	2	Concrete/Stone/Clay Products	14
03253	Ceramic Tile	2	Concrete/Stone/Clay Products	14
03255	Clay Refractories	2	Concrete/Stone/Clay Products	14
03259	Structural Clay Products, NEC	2	Concrete/Stone/Clay Products	14
03261	China Plumbing Fixtures & Fittings	2	Concrete/Stone/Clay Products	14
03264	Porcelain Electrical Supplies	2	Concrete/Stone/Clay Products	14
03269	Pottery Products, NEC	2	Concrete/Stone/Clay Products	14
03271	Concrete Block & Brick	2	Concrete/Stone/Clay Products	14
03272	Concrete Products, Except Block & Brick	2	Concrete/Stone/Clay Products	14
03273	Ready-Mixed Concrete	2	Concrete/Stone/Clay Products	14
03274	Lime	2	Concrete/Stone/Clay Products	14
03275	Gypsum Products	2	Concrete/Stone/Clay Products	14
03281	Cut Stone Products	2	Concrete/Stone/Clay Products	14
03291	Abrasive Products	2	Concrete/Stone/Clay Products	14
03292	Asbestos Products	2	Concrete/Stone/Clay Products	14
03295	Minerals & Earths: Ground Or Treated	2	Concrete/Stone/Clay Products	14
03296	Mineral Wool	2	Concrete/Stone/Clay Products	14

**Table 1. Category Groupings**  
 (Linking SIC #, GIAS Permit Categories, and Program/City Categories)

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
03297	Nonclay Refractories	2	Concrete/Stone/Clay Products	14
03299	Nonmetallic Mineral Products, NEC	2	Concrete/Stone/Clay Products	14
03312	Blast Furnaces, Coke Ovens, Steel & Rolling Mills	2	Metal Manufacturing	8
03313	Electrometallurgical Products	2	Metal Manufacturing	8
03315	Steel Wire Drawing & Nails & Spikes	2	Metal Manufacturing	8
03316	Cold Rolled Steel Sheet, Strip & Bars	2	Metal Manufacturing	8
03317	Steel Pipe & Tubes	2	Metal Manufacturing	8
03321	Gray Iron Foundries	2	Metal Manufacturing	8
03322	Malleable Iron Foundries	2	Metal Manufacturing	8
03324	Steel Investment Foundries	2	Metal Manufacturing	8
03325	Steel Foundries, NEC	2	Metal Manufacturing	8
03331	Primary Smelting & Refining Of Copper	2	Metal Manufacturing	8
03334	Primary Production Of Aluminum	2	Metal Manufacturing	8
03339	Primary Nonferrous Metals, NEC	2	Metal Manufacturing	8
03341	Secondary Smelting & Refining Of Nonferrous Metals	2	Metal Manufacturing	8
03351	Rolling, Drawing & Extruding Of Copper	2	Metal Manufacturing	8
03353	Aluminum Sheet, Plate & Foil	2	Metal Manufacturing	8
03354	Aluminum Extruded Products	2	Metal Manufacturing	8
03355	Aluminum Rolling & Drawing, NEC	2	Metal Manufacturing	8
03356	Rolling, Drawing & Extruding Of Nonferrous Metals	2	Metal Manufacturing	8
03357	Nonferrous Wire Drawing	2	Metal Manufacturing	8
03363	Aluminum Die Castings	2	Metal Manufacturing	8
03364	Nonferrous Die Castings, Exc Aluminum	2	Metal Manufacturing	8
03365	Aluminum Foundries	2	Metal Manufacturing	8
03366	Copper Foundries	2	Metal Manufacturing	8
03369	Nonferrous Foundries: Castings, NEC	2	Metal Manufacturing	8



**Table 1. Category Groupings**  
 (Linking SIC #, GIAS Permit Categories, and Program/City Categories)

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
03398	Metal Heat Treating	2	Metal Manufacturing	8
03399	Primary Metal Products, NEC	2	Metal Manufacturing	8
03400	Metal Fabrication, Metal Industries, Plating, Sheet Metal	10	Metal Manufacturing	8
03411	Metal Cans	10	Metal Manufacturing	8
03412	Metal Barrels, Drums, Kegs & Pails	10	Metal Manufacturing	8
03429	Hardware, NEC	10	Metal Manufacturing	8
03441	Fabricated Structural Steel	2	Metal Manufacturing	8
03442	Metal Doors, Sash, Frames, Molding & Trim	10	Metal Manufacturing	8
03443	Fabricated Plate Work	10	Metal Manufacturing	8
03444	Sheet Metal Work	10	Metal Manufacturing	8
03446	Architectural & Ornamental Metal Work	10	Metal Manufacturing	8
03448	Prefabricated Metal Buildings & Components	10	Metal Manufacturing	8
03449	Miscellaneous Metal Work	10	Metal Manufacturing	8
03462	Iron & Steel Forgings	10	Metal Manufacturing	8
03463	Nonferrous Forgings	10	Metal Manufacturing	8
03469	Metal Stampings, NEC	10	Metal Manufacturing	8
03471	Electroplating, Plating, Polishing, Anodizing & Coloring	10	Metal Manufacturing	8
03479	Coating & Engraving, NEC	10	Metal Manufacturing	8
03482	Small Arms Ammunition	10	Metal Manufacturing	8
03483	Ammunition, Large	10	Metal Manufacturing	8
03484	Small Arms	10	Metal Manufacturing	8
03491	Industrial Valves	10	Metal Manufacturing	8
03492	Fluid Power Valves & Hose Fittings	10	Metal Manufacturing	8
03493	Steel Spring, Except Wire	10	Metal Manufacturing	8
03494	Valves & Pipe Fittings, NEC	10	Metal Manufacturing	8
03495	Wire Springs	10	Metal Manufacturing	8

**Table 1. Category Groupings**  
**(Linking SIC #, GIAS Permit Categories, and Program/City Categories)**

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
03496	Miscellaneous Fabricated Wire Products	10	Metal Manufacturing	8
03497	Metal Foil & Leaf	10	Metal Manufacturing	8
03498	Fabricated Pipe & Pipe Fittings	10	Metal Manufacturing	8
03499	Fabricated Metal Products, NEC	10	Metal Manufacturing	8
03500	Assembly, Machinery/Tools Mfg.	10	Machine shops	7
03511	Steam, Gas & Hydraulic Turbines & Engines	10	Machine shops	7
03519	Internal Combustion Engines, NEC	10	Machine shops	7
03523	Farm Machinery & Equipment	10	Machine shops	7
03524	Garden, Lawn Tractors & Equipment	10	Machine shops	7
03531	Construction Machinery & Equipment	10	Machine shops	7
03532	Mining Machinery & Equipment	10	Machine shops	7
03533	Oil Field Machinery & Equipment	10	Machine shops	7
03534	Elevators & Moving Stairways	10	Machine shops	7
03535	Conveyors & Equipment	10	Machine shops	7
03536	Hoists, Cranes & Monorails	10	Machine shops	7
03537	Industrial Trucks, Tractors, Trailers & Stackers	10	Machine shops	7
03540	Metalworking Machinery & Equipment	10	Machine shops	7
03541	Machine Shops, Jobbing, Tool & Die	10	Machine shops	7
03542	Machine Tools: Forming	10	Machine shops	7
03543	Industrial Patterns	10	Machine shops	7
03544	Dies, Tools, Jigs, Fixtures & Industrial Molds	10	Machine shops	7
03545	Machine Tool Accessories	10	Machine shops	7
03547	Rolling Mill Machinery & Equipment	10	Machine shops	7
03548	Welding Apparatus	10	Machine shops	7
03549	Metalworking Machinery, NEC	10	Machine shops	7
03552	Textile Machinery	10	Machine shops	7

**Table 1. Category Groupings**  
**(Linking SIC #, GIAS Permit Categories, and Program/City Categories)**

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
03553	Woodworking Machinery	10	Machine shops	7
03554	Paper Industries Machinery	10	Machine shops	7
03555	Printing Trades Machinery & Equipment	10	Machine shops	7
03556	Food Products Machinery	10	Machine shops	7
03559	Special Industry Machinery, NEC	10	Machine shops	7
03561	Pumps & Pumping Equipment	10	Machine shops	7
03562	Ball & Roller Bearings	10	Machine shops	7
03563	Air & Gas Compressors	10	Machine shops	7
03564	Blowers & Fans	10	Machine shops	7
03565	Packaging Machinery	10	Machine shops	7
03566	Speed Changers, Drives & Gears	10	Machine shops	7
03567	Industrial Process Furnaces & Ovens	10	Machine shops	7
03568	Mechanical Power Transmission Equipment, NEC	10	Machine shops	7
03569	Industrial Machinery & Equipment, NEC	10	Machine shops	7
03570	Computers (include Hardware & Software)	10	Electronic/Electrical Components	9
03577	Computer Peripheral Equipment, NEC	10	Electronic/Electrical Components	9
03589	Service Industry Machines, NEC	10	Electronic/Electrical Components	9
03600	Mfg. (appliance, Electronic, Electric/Electronic Equip. semicon)	10	Electronic/Electrical Components	9
03612	Power, Distribution & Specialty Transformers	10	Electronic/Electrical Components	9
03624	Carbon & Graphite Products	10	Electronic/Electrical Components	9
03629	Electrical Industrial Apparatus, NEC	10	Electronic/Electrical Components	9
03643	Current-Carrying Wiring Devices	10	Electronic/Electrical Components	9
03671	Radio & TV Receiving Electron Tubes	10	Electronic/Electrical Components	9
03672	Printed Circuit Boards	10	Electronic/Electrical Components	9
03674	Semiconductors	10	Electronic/Electrical Components	9
03675	Electronic Capacitors	10	Electronic/Electrical Components	9

**Table 1. Category Groupings**  
**(Linking SIC #, GIAS Permit Categories, and Program/City Categories)**

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
03676	Electronic Resistors	10	Electronic/Electrical Components	9
03677	Electronic Coils & Transformers	10	Electronic/Electrical Components	9
03678	Electronic Connectors	10	Electronic/Electrical Components	9
03679	Electronic Components, NEC	10	Electronic/Electrical Components	9
03691	Storage Batteries	10	Electronic/Electrical Components	9
03692	Primary Batteries: Dry & Wet	10	Electronic/Electrical Components	9
03695	Recording Media	10	Electronic/Electrical Components	9
03713	Truck & Business Bodies	10	Automotive	1
03714	Motor Vehicle Parts & Accessories	10	Automotive	1
03715	Truck Trailers	10	Automotive	1
03716	Motor Homes	10	Automotive	1
03721	Aircraft	10	Automotive	1
03724	Aircraft Engines & Engine Parts	10	Automotive	1
03728	Aircraft Parts & Equipment, NEC	10	Automotive	1
03731	Shipbuilding & Repairing	2	Automotive	1
03732	Boat Building & Repairing	2	Automotive	1
03743	Railroad Equipment	10	Automotive	1
03761	Guided Missiles and Space Vehicles	10	Automotive	1
03769	Guided Missile/Space Vehicle Parts & Equipment, NEC	10	Automotive	1
03792	Travel Trailers & Campers	10	Automotive	1
03795	Tanks & Tank Components	10	Automotive	1
03824	Fluid Meters and Counters	10	Machine shops	7
03825	Instruments for Measuring and Testing Electricity	10	Machine shops	7
03829	Measuring and Controlling Devices, NEC	10	Machine shops	7
03845	Electromedical & Electrotherapeutic Apparatus	10	Misc. Mfg - Medical	19
03851	Ophthalmic Goods	10	Misc. Mfg - Medical	19

**Table 1. Category Groupings**  
**(Linking SIC #, GIAS Permit Categories, and Program/City Categories)**

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
03940	Software, Sporting goods, Toys Mfg.	10	Misc. Mfg - Toys & Sports	19
03993	Signs & Advertising Displays	10	Misc. Mfg - Signs	19
03995	Burial Caskets	10	Misc. Mfg. - Caskets	19
03999	Manufacturing Industries, NEC	10	Misc. Mfg	19
04011	Railroads, Line-Hauling Operations	8	Transportation	11
04013	Switching & Terminal Services	8	Transportation	11
04111	Local & Suburban Transit	8	Transportation	11
04119	Local Transp., Pass. Transit, Ambulance & Limousine Service	8	Transportation	11
04120	Taxi Cab Company	8	Transportation	11
04121	Taxi Cabs	8	Transportation	11
04131	Intercity & Rural Bus Transportation	8	Transportation	11
04141	Local Bus Charter Service	8	Transportation	11
04142	Bus Charter Service, Except Local	8	Transportation	11
04151	School Buses	8	Transportation	11
04173	Bus Terminal & Services Facilities	8	Transportation	11
04200	Motor Freight Transportation & Warehouse	8	Transportation	11
04212	Trucking with repair, Courier, Delivery, Moving Company Shipping	8	Transportation	11
04213	Trucking, Except Local	8	Transportation	11
04214	Local Trucking With Storage	8	Transportation	11
04215	Courier Services, Except Air	8	Transportation	11
04225	Storage/Warehouse Facility	10	Other - Storage	20
04226	Special Warehousing & Storage, NEC	8	Other - Storage	20
04231	Terminal & Joint Terminal Maintenance Facilities	8	Transportation	11
04500	Air courier, airline, Charter Service	8	Transportation	Aiport
04512	Air Transportation, Scheduled	8	Transportation	Aiport
04513	Air Courier Services	8	Transportation	Aiport

**Table 1. Category Groupings**  
**(Linking SIC #, GIAS Permit Categories, and Program/City Categories)**

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
04522	Air Transportation, Nonscheduled	8	Transportation	Aiport
04581	Airports, Flying Fields, & Terminal Services	8	Transportation	Aiport
04612	Crude Petroleum Pipelines	N/A	Other - Petroleum Pipelines	20
04613	Refined Petroleum Pipelines	N/A	Other - Petroleum Pipelines	20
04941	Water Supply	N/A	Other - Miscellaneous	20
04971	Irrigation Systems	N/A	Other - Miscellaneous	20
04950	Sanitary Services	5	Landfills	16
04952	Sewerage Systems	9	Other - Miscellaneous	20
04953	Refuse Systems	4 or 5	Other - Miscellaneous or Landfills	16 or 20
04959	Sanitary Services, NEC	N/A	Other - Miscellaneous	20
05012	Automobiles & Other Motor Vehicles Wholesale	N/A	Automotive	1
05013	Motor Vehicle Supplies & New Parts Wholesale	N/A	Automotive	1
05014	Tires & Tubes, Wholesale	N/A	Automotive	1
05015	Motor Vehicle Parts, Used Wholesale (auto dismantling to sell parts)	6	Auto Dismantlers	13
05032	Brick, Stone & Related Construction Materials Wholesale	N/A	Concrete/Stone/Clay Products	14
05051	Metal Service Centers	N/A	Metal Manufacturing	8
05065	Electronic Parts & Equipment Wholesale	N/A	Electrical Components	9
05082	Construction & Mining Machinery & Equipment Wholesale	N/A	Construction/Building	10
05083	Farm & Garden Machinery & Equipment Wholesale	N/A	Construction/Building	10
05093	Scrap and Waste Materials (includes auto dismantlers for scrap)	6	Recycling Yards	12
05169	Chemicals & Allied Products, NEC Wholesale Distribution	N/A	Other - Miscellaneous	20
05171	Petroleum Bulk Stations & Terminals	8	Transportation	11
05198	Paints, Varnishes & Supplies Wholesale	N/A	Paint facilities	3
05261	Retail Nurseries & Garden Stores	N/A	Construction/Building	10
05511	Airplane/Auto Sales, Boat/Mobile Home Dealer	N/A	Automotive	1
05521	Motor Vehicle Dealers (Used Only)	N/A	Automotive	1

**Table 1. Category Groupings**  
**(Linking SIC #, GIAS Permit Categories, and Program/City Categories)**

<b>SIC #</b>	<b>Nature of Business</b>	<b>General Permit Category # (See Table 2)</b>	<b>Program Category</b>	<b>Program Category # (See Table 3)</b>
05531	Auto Stereo, Auto Supply/Parts, Tire, Cellular/Telephone; Sales/Dealer	N/A	Automotive	1
05541	Gas Station, Service Station	N/A	Automotive	1
05812	Restaurant/Food Service	N/A	Food Service	2
07213	Linen Supply	N/A	Other - Laundry	20
07217	Carpet & Upholstery Cleaning	N/A	Cleaning Services	5
07218	Industrial Launderers	N/A	Other - Laundry	20
07342	Disinfecting & Pest Control Services	N/A	Pesticides	6
07349	Building Cleaning & Maintenance Services, NEC	N/A	Cleaning Services	5
07353	Heavy Construction Equipment Rental & Leasing	N/A	Construction/Building	10
07384	Photofinishing Laboratories	N/A	Other - Photographic/Printing	20
07399	Vehicle Related, NEC	N/A	Automotive	1
07513	Truck Rental and Leasing, Without Drivers	N/A	Automotive	1
07530	Auto Repair, Mechanical, Diversified auto Repair	N/A	Automotive	1
07532	Auto Body/Paint/Upholstery Shop, Auto Wash	N/A	Automotive	1
07533	Automotive Exhaust System Repair Shops	N/A	Automotive	1
07534	Tire Retreading & Repair Shops	N/A	Automotive	1
07536	Automotive Glass Replacement Shops	N/A	Automotive	1
07537	Automotive Transmission Repair Shops	N/A	Automotive	1
07538	General Automotive Repair Shop	N/A	Automotive	1
07539	Automotive Repair Shops, NEC	N/A	Automotive	1
07542	Auto Wash/Polishing, Lube, Automotive	N/A	Automotive	1
07549	Auto-Appraiser, Detail, Oil Change, Tow Service, Claims Adjuster	N/A	Automotive	1
07692	Welding Repair	N/A	Other -Welding	20
07996	Amusement Parks	N/A	Other -Amusement Parks	20
08731	Commercial Physical & Biological Research	N/A	Other -Research	20
			Dry Cleaners	4

**Table 1. Category Groupings**  
 (Linking SIC #, GIAS Permit Categories, and Program/City Categories)

SIC #	Nature of Business	General Permit Category # (See Table 2)	Program Category	Program Category # (See Table 3)
			Corporation Yards	15



**Table 2. Facilities Covered by GIAS Permit\***

General Permit Category #	General Permit Category	40 CFR**	SIC***
1	Facilities subject to Storm Water Effluent Limitations Guidelines, New Source Performance Standards, or Toxic Pollutant Effluent Standards	411 – Cement Mfg., 412 – Feedlots, 418- Fertilizer Mfg., 419 – Petroleum Refining, 422 – Phosphate Mfg., 423 – Steam Electric, 434 – Coal Mining, 436 – Mineral Mining and Processing, 440 – Ore Mining and Dressing, 443 – Asphalt Emulsion.	
2	Manufacturing Facilities		24 (except 2434), 26 (except 265 and 267), 28 (except 283 and 285), 29, 311, 32 (except 323), 33, 3441, and 373
3	Oil and Gas/Mining Facilities		10-14
4	Hazardous Waste Treatment, Storage, or Disposal Facilities		
5	Landfills, Land Application Sites, and Open Dumps		
6	Recycling Facilities		5015, 5093
7	Steam Electric Power Generating Facilities		
8	Transportation Facilities		40, 41, 42 (except 4221-4225), 43, 44, 45 and 5171
9	Sewage or Wastewater Treatment Works		
10	Manufacturing Facilities where Industrial Materials, Equipment, or Activities are <b>EXPOSED</b> to Storm Water		20, 21, 22, 23, 2434, 25, 265, 267, 27, 283, 285, 30, 31 (except 311), 323, 34 (except 3441), 35, 36, 37 (except 373), 38, 39, and 4221-4225

\* April 17, 1997 GIAS Permit's Attachment 1

\*\* 40 Code of Federal Regulations (CFR) Subchapter N - Effluent Guidelines and Standards (Parts 400--471)

\*\*\* Standard Industrial Classification (SIC) Codes

**Table 3. IND Facility Categories for the City of San Jose**

(Developed by AHTG to use for Program-wide Reporting  
September 7, 2001 Memo's 17 categories + 3 City categories)

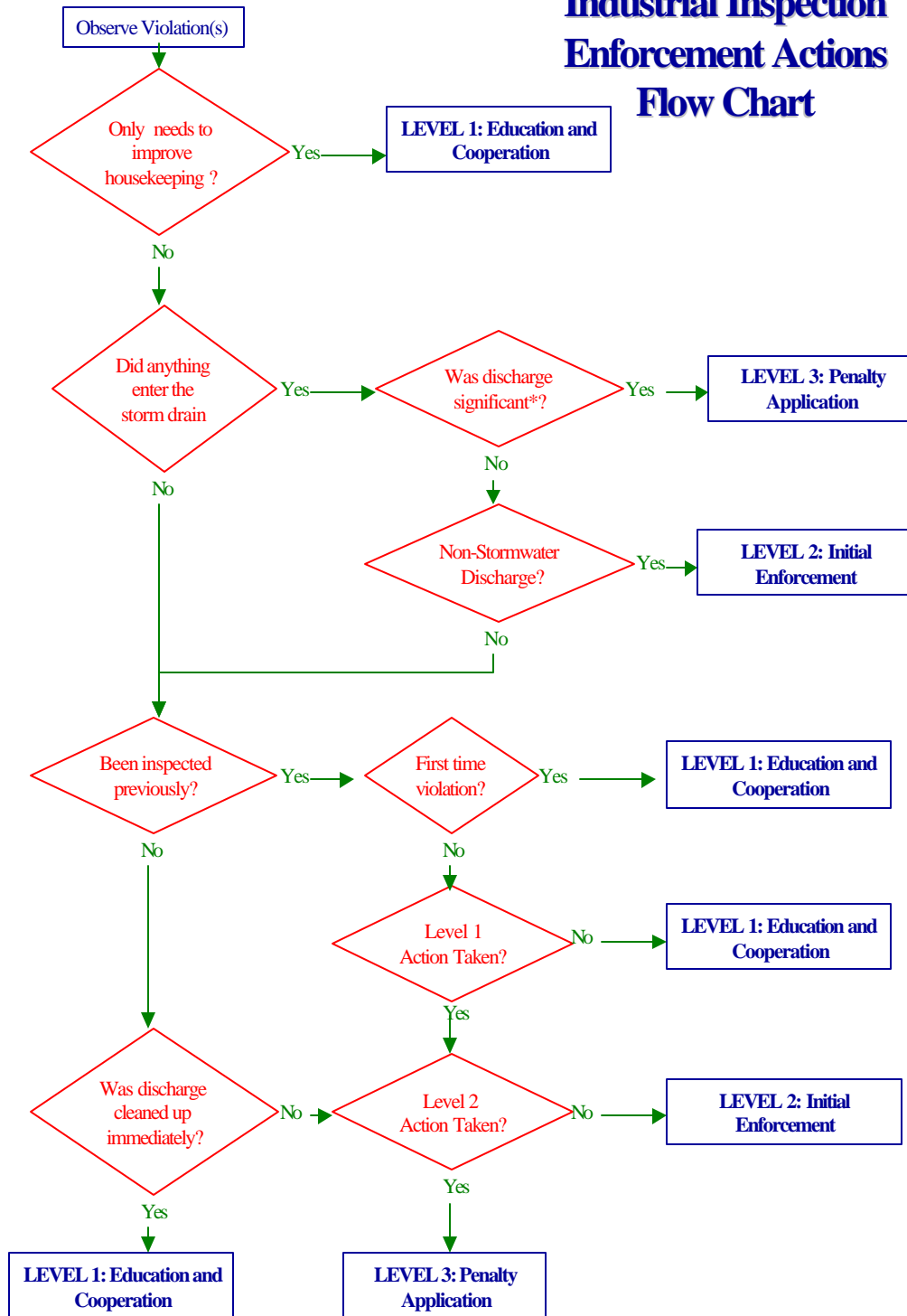
Category #	Program Category	Current AHTG Municipal Category
1	Automotive	Automotive sales, engine and body repair, gas stations, car washes, parking, vehicle services
2	Food Service	Eating and drinking establishments, including cafeterias, delis, bakeries, mobile food
3	Paint Facilities	Manufacturing and retailing
4	Dry Cleaners	Dry cleaners
5	Cleaning Services	Mobile washers, building cleaning, carpet cleaning
6	Pesticide Facilities	Manufacturing and retailing; pesticide applicators
7	Machine Shops	Industrial machinery and equipment
8	Metal Manufacturing	Metal fabricating, finishing, plating, metal work (40 CFR 413, 433)
9	Electric/Electrical Components	Manufacturing (40 CFR 469)
10	Construction/Building	Retail, trade contractors, construction, landscape and garden businesses
11	Local Transit; Highway Transport	Electric, Gas and Sanitary Services, Trucking Industries
12	Recycling yards	Assembling, breaking up, sorting and wholesale distribution of scrap and waste materials. This includes auto wreckers engaged in dismantling automobiles for scrap.
13	Auto Dismantlers	Dismantling motor vehicles for the purpose of selling parts.
14	Concrete/Stone/Clay Products	Manufacturing cement, structural clay products, pottery, concrete and gypsum products, cut stone, abrasive and asbestos products, and other products from materials taken principally from the earth in the form of stone, clay and sand.
15	Corporation Yards	PG&E, Caltrans, School bus, VTA, Municipal
16	Landfills	Dumps; Garbage collecting, destroying and processing; Landfill; Rubbish collection and disposal.
17	Wood Furniture & Other Products	Manufacturing finished articles made entirely or mainly of wood or related materials.
18	Chemical Manufacturing	Manufacturing/producing basic chemicals, chemical products to be used in further manufacture (synthetic fibers, etc.) and finished chemical products to be used for ultimate consumption or as materials or supplies in other industries (such as cosmetics, soaps, fertilizers)
19	Misc. Manufacturing	Caskets, Furniture, Glass, Jewelry/Precious Metal, Manufacturing Industries-NEC, Medical, Office & Store Fixtures, Paper, Petroleum & Coal, Pharmaceuticals, Rubber & Plastics, Signs, Toys & Sports
20	Other	<b>Other includes:</b>
		Air Conditioning Services Amusement Parks Chiropractors Commercial Areas Florist Hazardous Waste Laboratories Laundries Medical and Dental Labs Miscellaneous

Category #	Program Category	Current AHTG Municipal Category
		Petroleum Pipelines Petroleum Refining Photographic/Printing Property Management Radiologists Steam Electric Power Generation (per permit) Storage Veterinarians Welding/Iron Works Welding Repair Winery Underground Storage Tanks

**Note:**

1. Removed Cabinetry, Wood furniture and Miscellaneous Manufacturing (Misc. Mfg) from the original Program “Others” list and created the “Wood Furniture & Other Products” category and the Misc. Mfg category. Removed Plastics Mfg from “Others” list and placed in Misc. Mfg–Rubber & Plastics; Removed Pharmaceuticals Mfg from “Others” list and placed in Misc. Mfg-Pharmaceuticals. Removed Jewelry/Precious Metal for “Others” list and placed in Misc. Mfg-Jewelry/Precious Metal.
2. Added “Chemical Manufacturing” category.
3. Added to “Others” list: Air Conditioning Services, Petroleum Pipelines, Property Management, Steam Electric Power Generation, Welding Repair.
4. Glossary of Abbreviations:
  - & = and
  - etc = et cetera (and so forth)
  - misc = miscellaneous
  - mfg = manufacturing
  - NEC = not elsewhere classified

## Industrial Inspection Enforcement Actions Flow Chart



## STORM WATER FACILITY INSPECTION GUIDELINES

*(for use with SCV-NPS inspection notice)*

*August 1997*

### Section 1. General Information

Section	What To Look For	Recommended Control Measures	Reference Materials
1.1  NOI	<p>&gt;If required, ask if a Notice of Intent (NOI) for coverage under General Permit has been submitted.</p> <p>&gt;Make visual verification of NOI.</p>	If NOI has not been filed, but is required, advise facility to contact RWQCB.	<p>Available at RWQCB SCV NPS-Program Storm Water Handbook Com./Ind. Inspector Workshop Handbook Calif. Storm Water BMP Industrial Handbook</p>
1.2  SWPPP & SWMP	<p>&gt;If NOI has been submitted, make visual verification of Storm Water Pollution Prevention Plan (SWPPP).</p> <p>&gt;Also, make visual verification of Storm Water Monitoring Plan (SWMP).</p>	If SWPPP and SWMP are required but not on site, advise facility to contact the RWQCB regarding NPDES requirements.	Same as above
PLEASE NOTE THAT THE ABOVE SECTION REFERS TO THE PRE PRINTED ITEMS ON THE FRONT OF INSPECTION NOTICE BELOW ITEM # 15.			

### Section 2. Indoor Activities

Section	What To Look For	Recommended Control Measures	Reference Materials
2.1  Floor Cleaning	<p>&gt;Verify where floor cleaning water, wax, and unused stripper are disposed. Make visual inspection of janitorial floor drains and sinks. Inspect outdoor drains and surfaces for signs of improper disposal of waste liquids. e.g., stains.</p> <p>&gt;Verify that waste liquids from automated floor cleaning equipment holding tanks are discharged to the sanitary sewer.</p>	<p>Explain to the facility representative that all janitorial and maintenance staff should be advised to properly dispose of all unused product and wastewater's either to the sanitary sewers (within local POTW discharge limits), or hauled away. Discharges could be regulated under H&amp;S, F&amp;G, UFC, HMSO, SDO, or local municipal codes.</p> <p>Same</p>	<p>SCV NPS-Program Carpet cleaning BMP CETA Mobile Washer BMP</p>
2.2  Indoor Equip. Cleaning	<p>&gt;Determine how indoor machinery, products, and equipment are cleaned.</p> <p>&gt;Verify where waste water from equipment cleaning is discharged.</p>	<p>Discharge to sanitary (within local POTW discharge limits) or recycle. If indoor equipment is taken outdoors to be washed, refer to 3.2.</p> <p>Consult with POTW or managed as Haz. waste (consult with local Haz. Waste Compliance Agency).</p>	

Section	What To Look For	Recommended Control Measures	Reference Materials
2.3 Indoor Mfg. Residues Spills	<p>&gt;Ask facility contact how all interior spills and leaks are cleaned and disposed of. Look for any evidence of past spills/stains on interior floor especially near exits/doorways.</p> <p>&gt;Verify that absorbent or spill control materials are readily available.</p> <p>&gt;Check to see if there are any manufacturing or process residues or dust present near any exterior doorways or openings where they can be tracked out, such as residues from grinding equipment, sawing equipment, washing tubs.</p>	<p>Proper disposal depending on type of substance. If Haz. Waste refer to local Haz. Waste Compliance Agency.</p> <p>Appropriate absorbent materials shall be kept readily accessible and designated employees should be trained on proper spill response techniques. Consult with local Haz. Waste Agency for proper disposal of spent absorbent.</p> <p>Relocate machinery. Install protective boom, dike or trough. Improve housekeeping.</p>	<p>Machine Shop BMP</p> <p>SCV NPS-Program Vehicle Service Facility BMP</p>
IC	<p>&gt;Investigate any suspicious interior floor drains and verify which sewer they connect to. Note that floor sinks and drains in older buildings may have formerly been located outdoors but are currently located indoors due to past remodeling.</p>	<p>Review plumbing schematics if available. If necessary, ask operator to conduct a dye test to verify connection. All interior floor drains and sumps should be plumbed to the sanitary sewer or closed loop treatment system.</p>	
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### Section 3 Outdoor Activities

Section	What To Look For	Recommended Control Measures	Reference Materials
3.1 Veh.& Equip. Fuel Dispensing Areas	<p>&gt;Determine if there is a fuel tank(s) on site.</p> <p>&gt;Determine if fuel dispensing equipment is exposed to storm water. Verify dewatering procedures for above ground tank farms secondary containment areas.</p> <p>&gt;Check to see if fueling or transfer of any chemical from one vessel to another is done near a storm drain.</p>	<p>Some items in this section are responsibility of local Hazardous Materials or fire prevention agency. Refer to appropriate enforcement agencies as needed. Discharges could be regulated under F&amp;G, HMSO, UFC, or local municipal codes.</p> <p>Effect a method to protect all adjacent storm drains in event of spill. Keep absorbent material and booms readily at hand. Booms can be strategically placed inside storm drains to help absorb small volume spills (if it does not</p>	

Section	What To Look For	Recommended Control Measures	Reference Materials
	<p>&gt;Look for residual fuel on any part of the fuel dispensing equipment, surrounding pavement, or in adjacent storm drains.</p> <p>&gt;Check that absorbent materials are readily available near fueling station if applicable.</p>	<p>present a flood hazard). A special check valve may be installed, consult with Building Dept.</p> <p>Consult with local Haz. Waste compliance agency regarding proper disposal of spent absorbent.</p>	
<p>3.2</p> <p>Veh.&amp; Equip. washing</p>	<p>&gt;Verify that floor mats equipment and equipment screens/filters are not washed where discharge could reach a storm drain (this is common in restaurants).</p> <p>&gt;Verify if a pressure washer is used to wash vehicles or equipment.</p> <p>&gt;Determine if vehicles are washed at site and where rinse water is disposed.</p>	<p>See below.</p> <p>All vehicles and equipment rinse water should be discharged into approved sanitary sewer drain. All waste water resulting from power washing of contaminated surfaces may be subject to some type of pre-treatment prior to entering the sanitary sewer. Consult with local POTW.</p> <p>Recycle wash water in a closed loop system.</p>	<p>SCV-NPS-Program Restaurant BMP</p> <p>CETA mobile washers BMP</p> <p>SCV- NPS Vehicle service BMP</p>
<p>3.3</p> <p>Veh.&amp; Equip. Maint.</p>	<p>&gt;Determine if vehicles are maintained at site, and if there are any associated impacts to any outdoor areas.</p> <p>&gt;Inspect all outdoor drains and suspicious indoor drains in the vehicle maintenance area, if applicable.</p> <p>&gt;Verify if specialized equipment is maintained on site (i.e. forklifts, 5th wheels, etc.).</p>	<p>If leaks or drips occur under vehicles ask facility to place drip pans under them.</p> <p>Conduct dye test to verify proper connection.</p> <p>Insure that wash water used to clean specialized equipment is not disposed to the storm drain directly or indirectly.</p>	<p>SCV-NPS Veh. Service facilities BMP</p> <p>BAASMA</p> <p>City of SV Veh. Service BMP</p>
<p>3.4</p> <p>Material storage</p>	<p>&gt;Determine if any raw materials and their by-products are exposed to rain water.</p> <p>&gt;Determine if any (non-hazardous) raw materials and their by-products are transferred in a manner that causes impact to storm drain.</p> <p>&gt;Also determine if raw material/by products are transferred from one package to another in or adjacent to any storm drains.</p>	<p>Store loose materials under cover or in bermed areas if possible.</p> <p>Place protective covers or similar devices over storm drains and increase housekeeping in these areas.</p>	
<p>3.5</p>	<p>&gt;Verify if facility stores or disposes of</p>	<p>In cases where hazardous materials or waste storage consult with your local</p>	

Section	What To Look For	Recommended Control Measures	Reference Materials
Waste Storage	<p>hazardous materials, hazardous wastes, or any other substances at the site.</p> <p>&gt;Verify if rain water can enter any double-contained areas, and how these areas are drained once rain water comes into contact with these materials.</p> <p>&gt;Determine if transfer of hazardous materials, waste, or non-hazardous substances may potentially impact storm drain.</p> <p>&gt;Determine if there are any storm drains adjacent to any storage areas.</p>	<p>Hazardous Materials/ Waste enforcement agency and POTW.</p> <p>If non- hazardous substances are involved, general housekeeping measures should be implemented. Protect storm drain by relocating substance to covered area, berming or covering substance or installing an approved protective device at storm drain inlets.</p> <p>If Haz. Waste refer to appropriate agency.</p> <p>Effect method to monitor and protect storm drain inlet from accidental discharge.</p>	
3.6 Construction Activities	<p>&gt;Determine if on-going or future construction activities are planned at the site and whether contractors are advised or required to protect storm sewer from accidental discharge.</p> <p>&gt;If construction activities are current, determine if soil will be disturbed causing it to be washed into the storm drain by rain or landscape irrigation.</p> <p>&gt;Verify that construction workers are not washing tools, and/or equipment adjacent to any storm drains.</p> <p>&gt;Verify that construction materials are not disposed to storm drain directly or indirectly.</p> <p>&gt;Ask facility rep if construction contractors are aware of storm drain protection measures applicable to their trade (i.e. concrete cutters).</p>	<p>Facility shall be responsible to advise or require contractors to protect storm drains where applicable. Advise facility that if 5 acres or more are disturbed a general construction permit (NPDES) is required.</p> <p>Placement of filter fabrics in combination with swales or berms to protect storm drain inlets.</p> <p>Training programs or incorporate storm control verbage into future contracts.</p> <p>Construction debris and materials such as paint, mineral spirits, drywall compounds, adhesives, and other solvents should be properly disposed of. If haz. waste refer to appropriate agencies..</p>	<p>Available at RWQCB Calif. storm water BMP Construction handbook.</p> <p>SCV-NPS Construction BMP</p> <p>Erosion and Sediment control Measures, ABAG</p>
3.7	<p>&gt;Determine if facility power washes pavement or any other exterior hard surfaces.</p>	<p>Provide for adequate protection of the storm drain system. Consult listed BMP'S for additional info.</p>	<p>CETA mobile washers BMP Outdoor cleaning BMP,</p>



Section	What To Look For	Recommended Control Measures	Reference Materials
Power washing	<p>&gt;Determine how exterior walls, structures, silos, tanks are washed and where wash water is disposed.</p> <p>&gt;Ask facility rep if there are any power or steam cleaning units at the site.</p>		NBAPPA
3.8 outdoor equipment storage	>Inspect all scrap yards, vehicle storage lots or areas where retired/surplus equipment is stored; determine where storm drains are in relation to these areas.	Cover oily and soiled equipment with a leak proof cover. Drain all automotive related fluids prior to storage and dispose of properly. Drip pans	
3.9 Process residues	<p>&gt;Determine if any manufacturing process that creates any type of residue is done outdoors and if this residue can impact storm drain.</p> <p>&gt;Inspect outdoor process areas.</p> <p>&gt;Inspect any outdoor equipment, eg, grinders, saws, paint spraying, etc.</p>	<p>Improve housekeeping or relocate process to a covered location. Protect adjacent storm drains.</p> <p>Relocate equipment to covered location or isolate adjacent storm drain inlets. Refer any airborne nuisances to BAAQMD.</p>	
3.10 Gen. House-keeping	>Determine general overall condition of facility. Is housekeeping done on regular basis? Are there accumulations of debris, refuse, or litter present?	Make necessary recommendations to effect a improved general housekeeping policy on a regular and consistent basis.	
3.11 Irrigation and Landscape	<p>&gt;Determine if landscape contractors are properly disposing of lawn clippings and other vegetative wastes.</p> <p>&gt;Inspect storm drains for vegetative wastes.</p> <p>&gt;Inspect paving around landscaping to see if sprinklers are over watering and causing undue erosion and run-off of associated chemicals.</p> <p>&gt;Check to see if pesticides, herbicides or fertilizers are applied to landscaping and how much and how often.</p> <p>&gt;Verify that landscape equipment is washed</p>	<p>Have facility rep. contact the landscaping contractor to improve general housekeeping and to provide temporary protection of all impacted storm drain inlets while conducting landscape activities.</p> <p>Refer all pesticide/herbicide application problems to the S.C. County Ag. Dept.</p> <p>Filter and discharge to sanitary sewer within POTW limits.</p>	

Section	What To Look For	Recommended Control Measures	Reference Materials
	properly, away from paved areas /storm drain.		

**Section 4. Equipment**

Section	What To Look For	Recommended Control Measures	Reference Materials
4.1 Air compressor	<p>&gt;Inspect any air compressor units which are exposed to storm water for residual grease on the tank or motor surface.</p> <p>&gt;Inspect area beneath air compressor bleed line. Determine if any oily substance is being released which could impact the storm drain.</p>	<p>Relocate compressor to a covered location. Repair oil leaks.</p> <p>Place a catch pan below bleed valve and dispose of on a regular basis.</p>	SCV-NPS Industrial BMP
4.2 HVAC Chillers Refrig.	<p>&gt;Determine if air conditioning units (generally found on roof) and chillers have a condensate line which is plumbed to a roof storm drain.</p> <p>&gt;Determine if air conditioning and chiller units are treated with descaling or anti-algae agent.</p> <p>&gt; Determine if HVAC units are annually flushed with any type of chemical by a servicing contractor.</p> <p>&gt;If larger refrigeration units exist, verify where defrost water or condensate is discharged.</p> <p>&gt;Determine if condensate from any unit comes into contact with pollutants when discharged.</p>	<p>For existing buildings, non-contaminated discharge can go to the storm drain. For new development or remodel discharge will go to sanitary. Consult with local planning/building Dept.</p> <p>Facility representative is responsible to direct HVAC contractor to properly dispose of all flushing agent residues and by pass condensate line while flushing unit.</p> <p>Facility representative is responsible to ensure that defrost water does not come into contact with any pollutant either directly or indirectly.</p> <p>Same.</p>	same as above
4.3 Air scrubbers	<p>&gt;Determine if air scrubbers are allowing particulate to deposit on any surface which will eventually contact rain.</p> <p>&gt;Inspect wet scrubbers discharge point.</p>	<p>Advise facility representative to repair air scrubbers and remove existing debris. A protective catch pan may be placed around scrubber if feasible. Refer any fall out violations/issues to BAAQMD.</p> <p>Wet scrubbers must discharge to the sanitary sewer.</p>	SCV-NPS Industrial BMP
4.4	>If facility has a basement parking lot, verify if rain water drains to the storm drain.	Advise facility representative that only rain water can be pumped to storm drain. Any debris surrounding inside sump should be removed on	

Section	What To Look For	Recommended Control Measures	Reference Materials
Basement sumps	<p>Inspect bottom of storm sump drain and ask how and it is cleaned.</p> <p>&gt;Find out if floors are power washed--if so, how is the waste water discharged.</p> <p>&gt;Determine if automotive fluid spills and/or drips are cleaned with absorbent.</p> <p>&gt;Determine if anyone washes cars in the basement parking lot. This should include mobile auto detailers.</p>	<p>regular maintenance schedule and not allowed to enter the storm drain. Screen mesh or filter fabric may be installed on sump grate to assist in protecting sump from particulate debris as long as it will not cause flood hazard. Consult appropriate agency regarding proper disposal of sump debris.</p> <p>Advise Facility rep. that all floor cleaning contractors must protect storm drain.</p>	CETA Mobile washers guidelines
4.5 Boilers	<p>&gt;Determine if boiler blow-down discharge impacts any adjacent storm water inlet or channel, directly or indirectly.</p> <p>&gt;Determine if boiler is treated with scaler or algaecide and if any leakage is present.</p> <p>&gt;Determine if boiler vents to the roof, and if so, will this vapor recondense on roof and make contact with stormwater run-off.</p>	<p>All treated boiler discharge must be discharged to the sanitary sewer or recycled / reuse in an approved closed loop system.</p> <p>Discharge from boiler chemical additives may meet hazardous waste criteria. If so, refer to local haz. waste compliance agency for proper storage and disposal.</p> <p>Advise facility rep. to repair condensate pipe and redirect flow to sanitary sewer.</p>	
4.6 C/B condition	Inspect all catch basins and drop inlets for debris or other foreign material and have facility clean or remove debris properly.	Advise facility rep. to clean catch basins on regular maintenance schedule. Attaching protective devices such as screens or filter fabric may be an option as long as it does not create flood or safety hazard. Identify all storm drains with stencil. "Do Not Dump Flows to Bay"	
4.7 Refuse dumpster & compactor	<p>&gt;Determine if dumpster lids are closed when dumpster is not in use. Verify if dumpster is stored near a storm drain inlet or channel and look for any leaks..</p> <p>&gt;If dumpster is an open-top/roll-off bin, or recycle bin, determine if it is covered; if it fills with rain water, determine how rain water is discharged.</p> <p>&gt;Verify that plugs are installed on dumpsters and are not leaking.</p>	<p>Have facility keep lids closed when not in use or exchange bin if it has no lids. Relocate dumpsters and bins away from storm drains.Repair any leaking dumpsters.</p> <p>Have contaminated rain water discharged to sanitary sewer if it is within POTW limits. Consult with POTW.</p> <p>Install plugs or exchange dumpsters.</p>	SCV-NPS Rest.BMP

Section	What To Look For	Recommended Control Measures	Reference Materials
	<p>&gt;Verify that compactor leachate or associated hydraulic fluid does not leak into or adjacent to any storm drain or the pavement.</p> <p>&gt;Determine if refuse hauler dumps or empties dumpsters or bins near a storm drain.</p>	<p>Protect storm drain. Repair compactor. Leaked material can be absorbed and absorbent placed in compactor. Liquid can also go to sanitary sewer.</p>	
<p>4.8 Cooling Towers</p>	<p>&gt;Determine if cooling towers discharge/blow down can directly or indirectly impact the storm sewer.(some towers are located on the roof).</p> <p>&gt;Determine if cooling towers are treated with chemicals and if chemicals are stored adjacent to any storm drains.</p>	<p>All cooling tower discharges must be directed to the sanitary sewer.</p> <p>Refer any chemical storage problems to local Haz. Mat. enforcement agency. Also contact POTW.</p>	
<p>4.9 Emg. Shwr.</p>	<p>&gt;Verify that outdoor emergency showers do not discharge to the storm sewer.</p>	<p>Consult with POTW . Prevent contaminated water from entering the storm drain.</p>	
<p>4.10 Filter Backflush</p>	<p>&gt;Determine if any outdoor equipment filters are back-flushed or back-washed at the site, including filters for pools and fountains (diatom. earth).</p> <p>&gt;Check if any filters from equipment are re-used and washed on site. How is filter medium disposed?</p>	<p>Redirect discharge to sanitary sewer or collect and dispose of solids into refuse container.</p> <p>For commercial and institutional swimming pool facilities, refer filter medium disposal issues to S.C.Co. Health Dept. Consumer Protection Div.</p>	
<p>4.11 Floor sinks/drains</p>	<p>&gt;Look for any outdoor industrial floor sinks/drains which may be non-original Installations or illicit connections.</p> <p>&gt;Investigate all suspicious exterior surface drains or grated slot drains and verify ,if possible, which sewer they connect to, especially those drains formerly outdoors but now indoors or under covered structures.</p>	<p>Replumb drains with proper building permits or seal drains if this will not cause a flood hazard.</p> <p>Review existing plumbing schematics or have dye tests conducted.</p> <p>NOTE: If facility is currently or was a fruit cannery, many of it's outdoor surface drains may be connected to the sanitary sewer.</p>	
<p>4.12</p>	<p>&gt;Inspect area around outdoor grease interceptor cover and verify if rain water can</p>	<p>Have facility rep. clean immediate debris and clean this area on a regular basis especially after having interceptor pumped by a septic</p>	<p>SCV-NPS Rest. BMP</p>

Section	What To Look For	Recommended Control Measures	Reference Materials
Grease Interceptor Tallow containers	<p>carry residual grease to the storm drain.</p> <p>&gt;Determine if tallow containers are stored where they can come into contact with run-off.</p> <p>&gt;Inspector outdoor tallow containers for residual grease in, on or around the container.</p> <p>&gt;Ask facility rep if outdoor grease interceptors ever overflows.</p>	<p>hauler. Residual grease must be collected or washed back into interceptor.</p> <p>Relocate to a covered area.</p> <p>Replace or exchange bins and clean on a regular basis. Refer to POTW for inadequate maintenance.</p> <p>Protect storm drain relocate to a covered area. Refer to POTW for inadequate maintenance.</p>	
4.13 Grnd. H2O Treatment Discharge	<p>&gt;Groundwater treatment discharge</p> <p>Determine if groundwater is being treated at the site and where it is discharged.</p> <p>Verify there is an NPDES permit at the site for discharge.</p>	<p>Consult with RWQCB or SCVWD.</p> <p>For discharge to the storm drain ask if a NPDES permit has been issued. If discharged to sanitary ask for POTW permit.</p>	
4.14 Grnd. H2O Dewatering Devices	<p>&gt;Determine if any groundwater is discharged from the site, and verify which sewer it connects to.</p> <p>&gt; Review spill control plaintiff applicable.</p> <p>&gt;Determine if pumped water contacts any pollutants before it is discharged.</p>	<p>Uncontaminated groundwater infiltrations need not be prohibited unless they are identified by a public agency or the RWQCB as sources of pollutants to receiving waters.</p> <p>Consult with SCVWD and RWQCB.</p>	
4.15 Loading areas	<p>&gt;Inspect all loading dock drains for any potential pollutant. Inspect for truck fluid leaks.</p> <p>&gt;Check if materials that could impact storm drain are loaded or transferred at the dock.</p> <p>&gt;Determine if docks are washed and the method of waste water disposal.</p>	<p>Have debris from catch basins removed on a regular basis. Protect from accidental spillage by placing absorbent booms or covers over drains or use valved inlet inserts if safe and feasible.</p> <p>If materials are Hazardous advise local Haz. Mat. Enforcement agency.</p> <p>Have all dock wash water diverted to the sanitary sewer or use dry clean methods.</p>	SCV-NPS Industrial BMP
4.16 Parking lot	<p>&gt;Inspect parking lots associated with industrial and commercial activities for any excessive vehicle fluid leaks or spills.</p>	<p>Have facility clean up spills with the three step method on a regular basis.(1) Sweep up particles.(2) Absorb with rags or absorbent. (3) Mop up area.</p>	SCV-NPS Veh. Service BMP
4.17 Ponds Fountains	<p>&gt;Determine if there are any ponds or decorative fountains at the site and if their overflow drains are connected to the storm</p>	<p>Discharge to the sanitary sewer or reuse for irrigation, this includes all pool filter backwash and associated debris.</p>	

Section	What To Look For	Recommended Control Measures	Reference Materials
pools	<p>drain directly or indirectly.</p> <p>&gt;Determine if ponds or fountains are treated with copper-based algaecides(Shock) ,growth inhibitors, or other agents..</p> <p>&gt;Determine if pond or fountain filters are back flushed into any storm drain. (Diatom. earth)</p>	Consult POTW.	Local Ordinance
4.18 Roof Vents & Equipment	<p>&gt;Inspect all roof vents, exhaust hoods and down spouts for contaminants such as: residual cooking grease (Food service fac.),caustic sol'n, process residues.</p> <p>&gt;Look for residual machinery process residues on roof (paper dust, saw dust, steam condensate).</p> <p>&gt;Check for residual paint residue on roof near paint booth vent. Inspect wave solder roof vents or similar roof vents associated with hooded work stations.</p>	<p>Excessively greasy roof vents should be cleaned on a regular basis especially during the wet season. Catchment pans or trays should also be installed at the base of these vents if feasible.</p> <p>Repair or have duct work properly sealed. Place protective devices around roof storm drains which will not create a hazard.</p> <p>Consult with local Hazardous Material or Waste enforcement agency as well as BAAQMD for control measures. Have any solids properly disposed of and have facility rep. repair unit and clean on a regular basis.</p>	
4.19 R.O. & D.I.	<p>&gt;Verify that reverse osmosis units (RO) reject water is in no way impacting the storm drain.</p> <p>&gt;Verify that Deionization units (DI) are back-flushed.&gt;Deionization units can be regenerated; ask if they are regenerated on or off site. Reverse osmosis membranes need to be cleaned; ask how they clean membranes.</p>	<p>Consult POTW for requirements. Divert reject water from R.O. unit to sanitary sewer.</p> <p>Divert D.I. Back flush water to the sanitary sewer.</p>	CSJ/CEA 12-19-95 INSLIST 3

## **NRD STANDARD OPERATING PROCEDURES**

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This section contains specific Standard Operating Procedures for the New and Redevelopment Program.

The various components of this section are organized as follows:

1. Responsibilities of the Planning, Building, and Code Enforcement Department - Planning Division
2. Responsibilities of the Public Works Department
3. Responsibilities of the Planning, Building, and Code Enforcement Department - Building Division
4. NDC Standard Operating Procedures Flowchart
5. 1997 Council Adopted Residential Design Guidelines
6. Environmental Clearance Application
7. Initial Study Template
8. CEQA Guidance Document
9. Post-Construction Urban Runoff Management Policy 6-29 revised 10/07/2003
10. City of San José - Memorandum 1: Response to Development Application
11. City of San José - Memorandum 2: Response to Development Application
12. Stormwater Runoff Data Application Form





*Planning, Building and Code Enforcement Department - Planning Division*

The Department of Planning, Building & Code Enforcement is responsible for incorporating post-construction mitigation measures into new development projects and works with Public Works to ensure Group One projects which create or replace one acre or more of impervious surface are numerically sized in accordance with Policy 6-29. Planning project managers are responsible for ensuring that the Public Works conditions for construction activities are incorporated into projects that require earth disturbance.

1. Preliminary Review :

Project managers inform applicants about the post-construction requirements on a case-by-case basis for projects generating significant storm water quality impacts. Staff determines whether the project creates or replaces one acre or more of impervious surface and if so, informs the applicant of the stormwater runoff numeric sizing requirements for pollutants. Providing this information at the preliminary review stage ensures that the applicant has ample time to incorporate appropriately sized post-construction mitigation measures into the design of projects.

2. Submittal of Development Application Package:

The applicant prepares the appropriate application forms, including the stormwater runoff data application form, and required project plans identifying specific mitigation measures included into the project. Planning staff distributes the completed application to appropriate City departments and outside agencies including Santa Clara Valley Water District for review and comment.

3. Inter-departmental Initial Project and Environmental Review:

Planning project managers, in consultation with the Planning Urban Runoff coordinator and Public Works staff, review all projects to assess their impact on urban-runoff for construction and post-construction activities. Staff checks that projects which create or replace one acre or more of impervious surface include numerically size treatment BMPs in accordance with Policy 6-29. Planners also review environmental documents such as Initial Study and Environmental Clearance application to assess if the project would result in a significant environmental impact in the area of stormwater quality.

4. 30 Day Letter - Inform the Applicant about the NPDES Requirements:

Planning project managers inform applicants of specific NPDES permit requirements, including whether BMPs are required to be numerically sized, for both construction and post-construction activities within 30 days after the application is filed.

5. Project Revisions:

Based on the City's comments, the applicant revises project plans as necessary to ensure that they adequately reflect the NPDES permit

requirements. If numerically sized BMPs are required, staff works with Public Works staff to ensure the BMPs are appropriately sized and appropriately located.

6. Environmental Clearance:

Planners in Planning's Environmental section address stormwater quality issues in Environmental Impact Reports and Project Managers in Implementation address stormwater quality issues in Initial Studies and Negative Declarations. Staff uses the Guidance document developed by the Program to assist in the review. The EIR and/or the Initial Study and Negative Declaration document identifies mitigation measures as appropriate for both construction and post-construction activities.

7. Project Approval:

Planning project managers include specific mitigation measures as identified during the environmental and project review stages in the project as permit conditions. Projects requiring post-construction mitigation measures also prepare and submit maintenance plans. These permit conditions provide the City with a legal authority to implement the NPDES permit requirements.

*Public Works Department*

The Department of Public Works is responsible for ensuring that construction activities comply with the NPDES permit requirements. Public Works notifies the Planning staff of each project which needs to prepare a Storm Water Pollution Prevention Plan (SWPPP) and/or an Erosion Control Plan (ECP).

1. Initial Project Review:

Public Works project managers review all projects to assess whether numerically sized post-construction BMPs are required and the project's potential impact on urban-runoff for construction. For all projects that require earth disturbance, Public Works project managers notify Planning staff that the project needs to prepare a SWPPP and/or an ERC. These memos are incorporated into Planning's 30-day letters.

2. Project Revisions:

Based on the City's comments, the applicant revises project plans as necessary to ensure that they adequately reflect the NPDES permit requirements. If numerically sized BMPs are required, staff checks that a certification document which certifies that the post-construction pollutant BMPs are sized in accordance with Policy 6-29, is submitted by the applicants' engineer and ensures the BMPs are appropriately sized and appropriately located.

3. Submittal of Grading and Street Improvements Plans:

After projects receive Planning approval, the applicant submits Grading and Street Improvement Plans identifying specific NPS mitigation measures. All Street Improvements Plans require stenciling of catch basin inlets.

4. Issuance of Grading, Street Improvement Permits, and Public Works Clearance:

Public Works project managers review grading and street improvement plans for all projects. Depending on the location of the project and timing of grading, a project may be required to prepare Erosion Control Plans. Prior to the issuance of a grading permit, projects greater than or equal to one acre are also required to submit a copy of the Notice Of Intent to the Public Works Department. After the Public Works requirements are fulfilled, the applicant receives a clearance. The Public Works Clearance allows the applicant to obtain Building Permits.

*Planning, Building, and Code Enforcement Department - Building Division*

The Building Division of the Department of Planning, Building & Code Enforcement reviews all plans to ensure that they comply with the uniform construction codes and all conditions specified in planning permits.

1. Submittal of Building Plans:

Applicants submit plans to the Building Division after obtaining Planning and Public Works approvals.

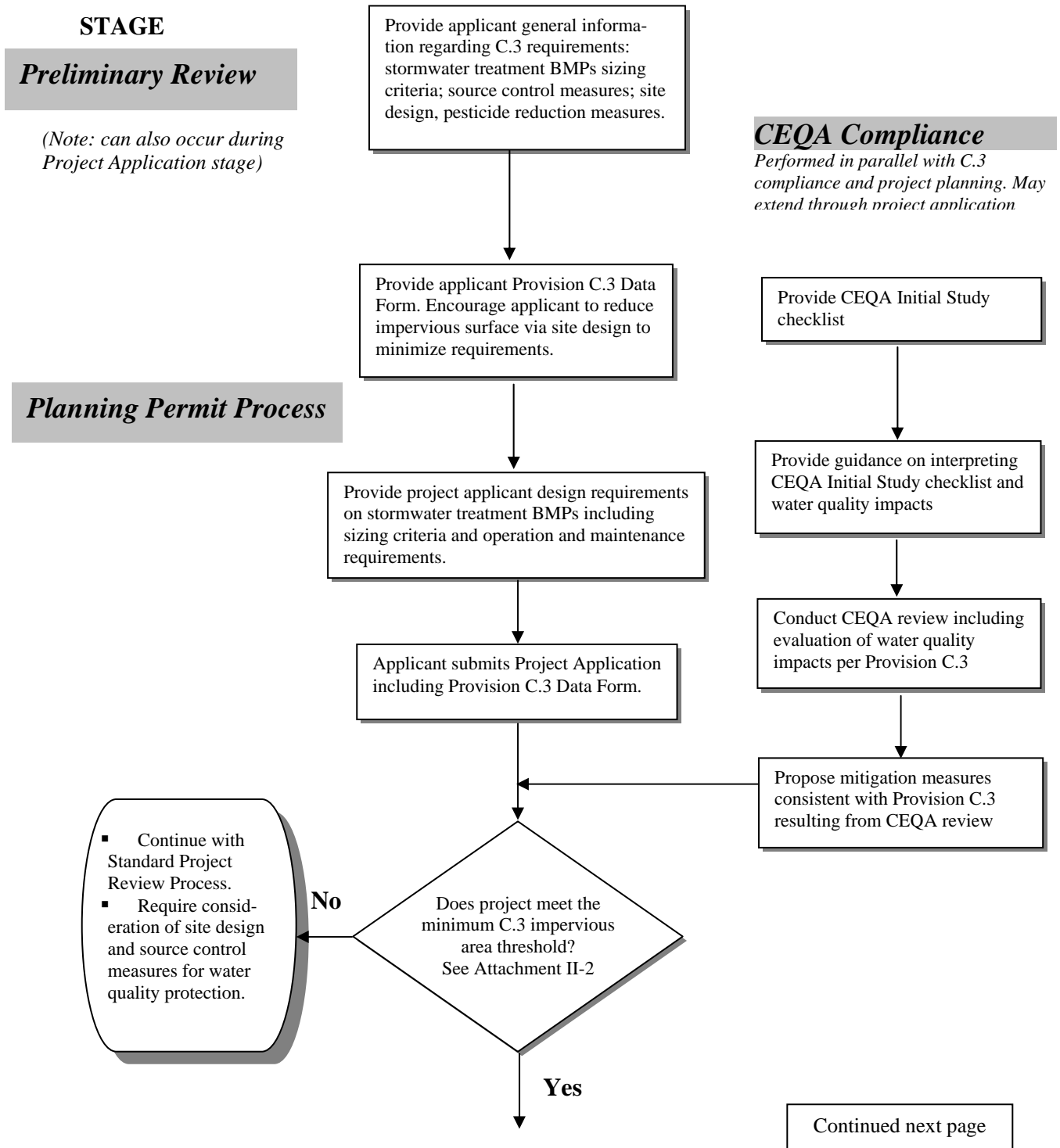
2. Review of Building Plans:

Building staff reviews the plan to ensure that the project is built in compliance with the uniform construction codes and all requirements as specified in planning permits, including numerically sized BMPs.

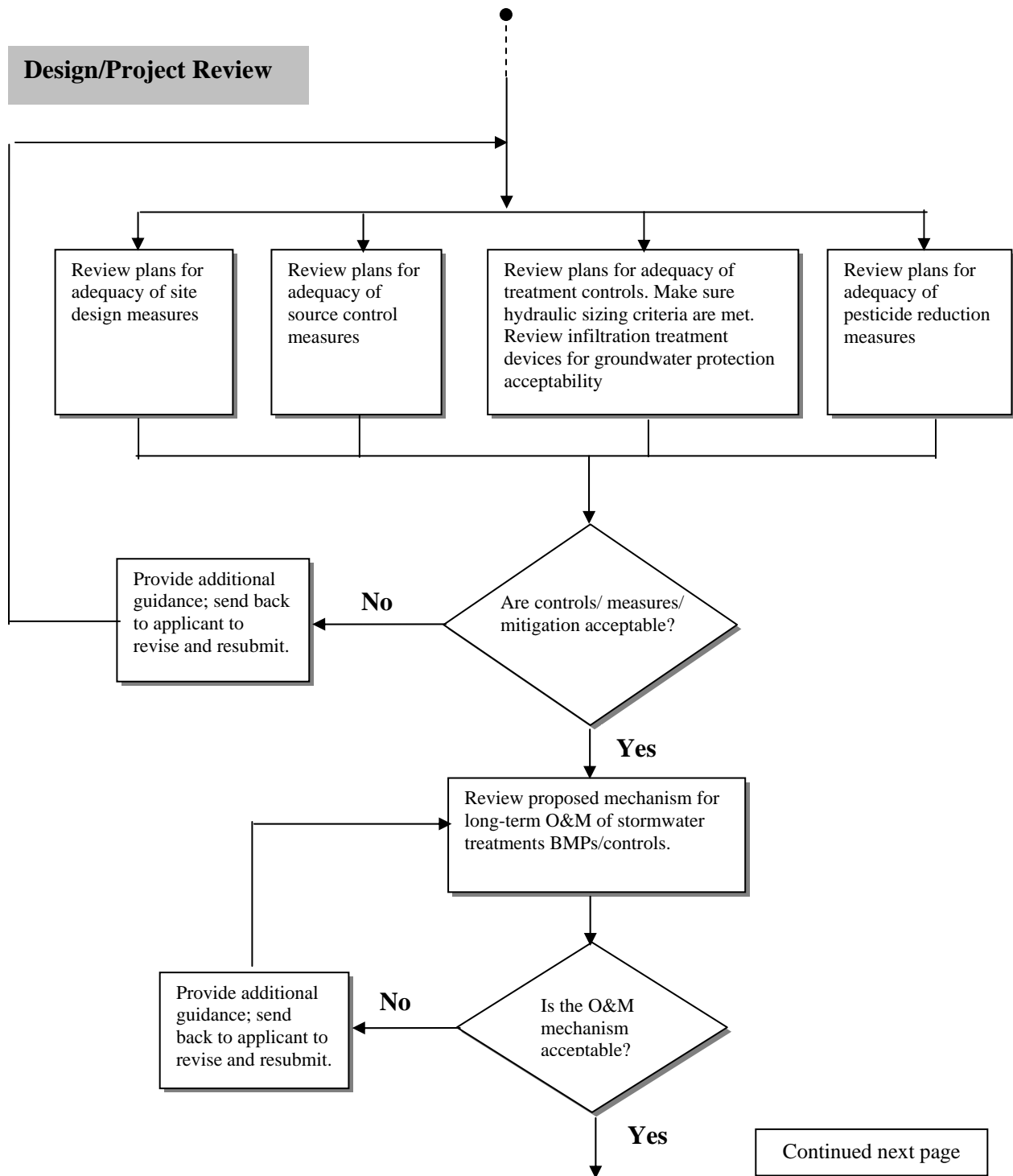
3. Issuance of Building and Plumbing Permits:

Building Division issues appropriate permits to the applicant after all requirements have been incorporated into the project.

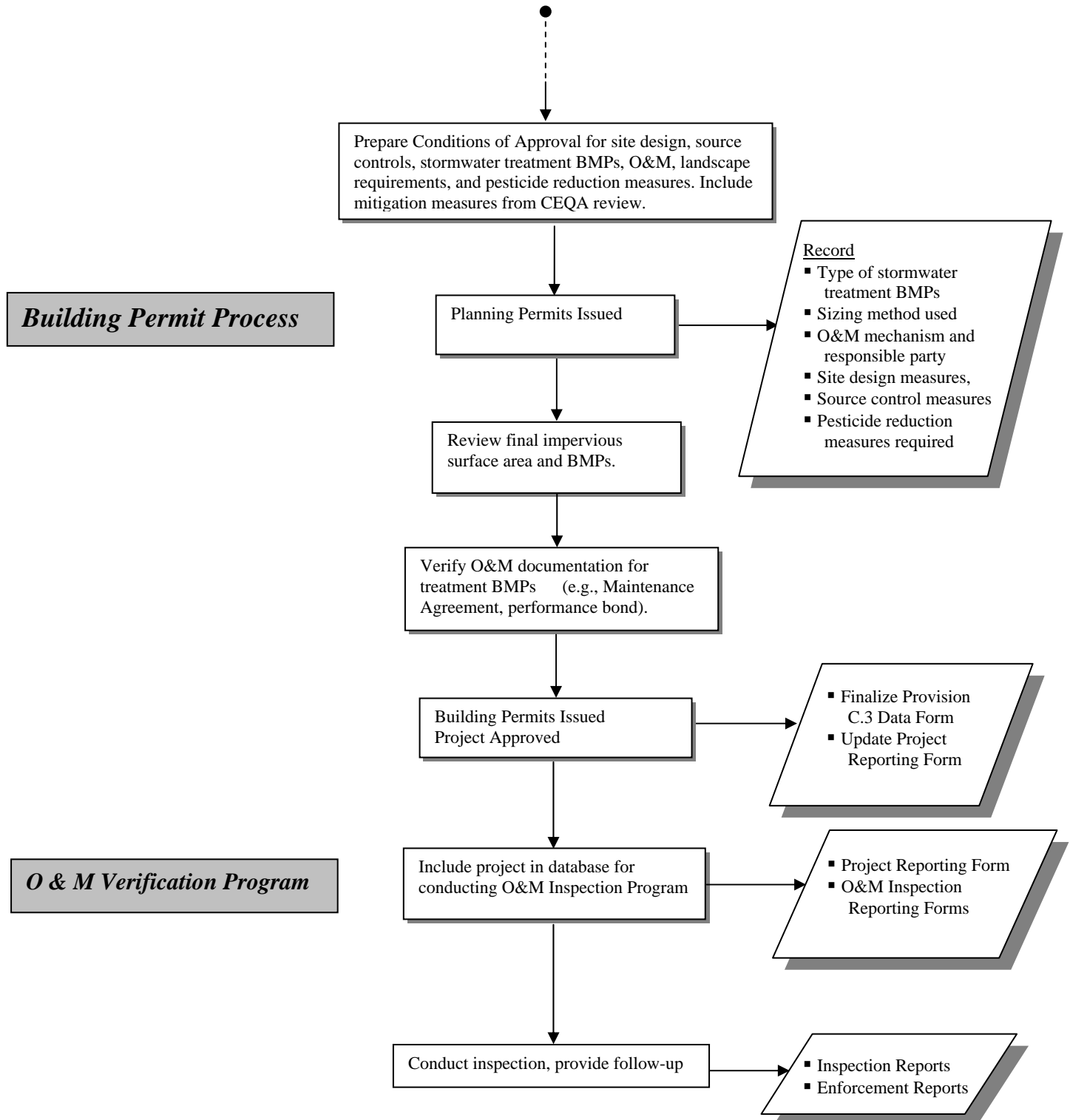
## SCVURPPP Typical Development Review Process Incorporating Provision C.3 Stormwater Requirements



## SCVURPPP Typical Development Review Process Incorporating Provision C.3 Requirements (continued)

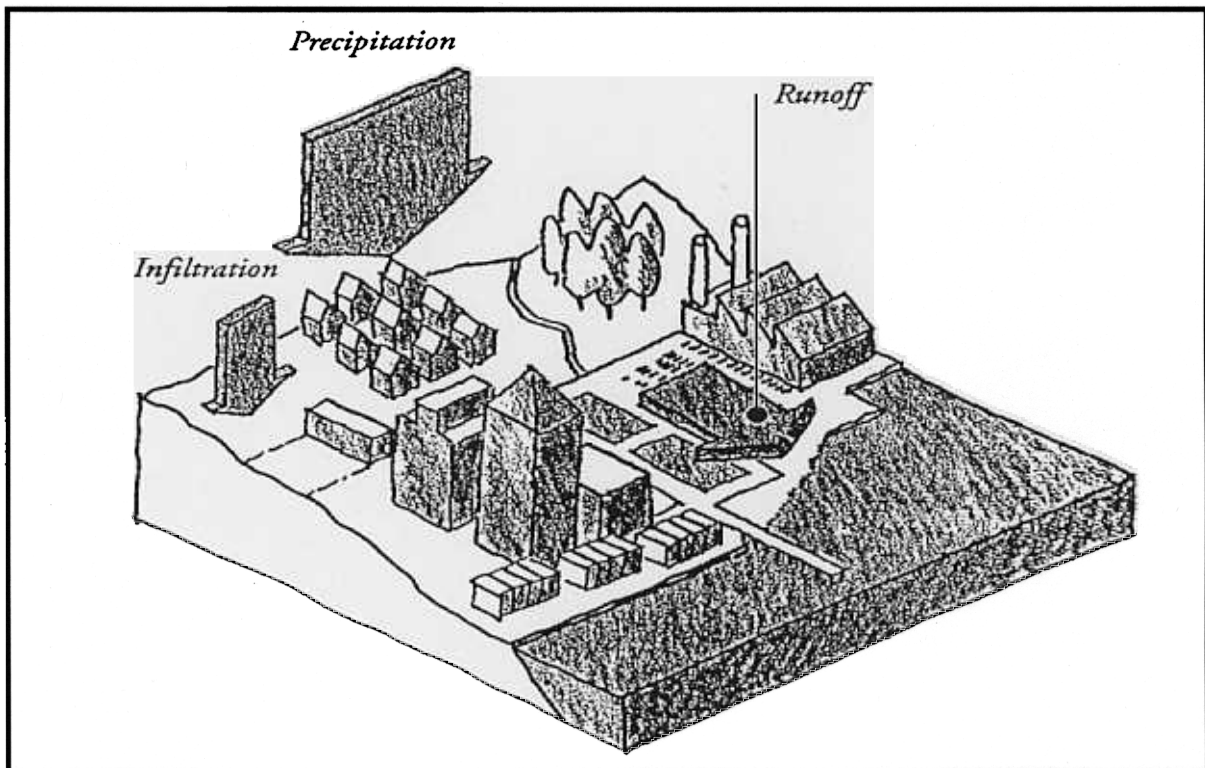


## SCVURPPP Typical Development Review Process Incorporating Provision C.3 Requirements (continued)



# CHAPTER 15

## Storm Water Pollution Control



### DEFINITION

Rain water runoff picks up pollutants from ground and paved areas and carries them into the storm drainage system. This type of pollution is often referred to as storm water pollution. Primary sources of storm water pollution include sediments from construction sites, fluid leaks from automobiles, and herbicides and pesticides from landscaped areas. Storm water pollution is also referred to as non-point source pollution because it originates from a variety of sources as opposed to a single point source, such as a factory or sewage treatment plant.

### INTENT

The primary goal of this chapter is to identify measures to ensure that storm water runoff from projects will maintain pre-development characteristics in terms of quantity and quality to the best extent possible.

The Federal Clean Water Act requires local municipalities to implement measures to control pollution from their storm drainage system. In conformance with these requirements, the City of San Jose obtained a

National Pollutant Discharge Elimination System (NPDES) permit from the San Francisco Regional Water Quality Control Board. The permit requires the City to implement control measures to reduce storm water pollutants from construction sites and areas of new development.

Storm water pollutants are of major concern because they are not treated before discharged into creeks and, ultimately the San Francisco Bay. These pollutants pose a serious threat to the environment, in particular to fish and birds. Today, storm water pollution is responsible for as much as 80% of the pollution in a variety of waterways throughout the United States.

Environmentally sensitive site planning and incorporation of design elements in new residential projects can prevent storm water pollution by treating runoff on site, reducing the volume of surface runoff, and increasing infiltration; thereby preventing pollutants from getting into the Bay. This chapter recommends several site planning and design measures that can help achieve these goals. The concept of storm water pollution control is an emerging topic with new studies and technological solutions continuing to be developed.



# Chapter 15

## Storm Water Pollution Control

As new policies are adopted by the City and/or other regulatory agencies, new residential development proposals should comply with their recommendations. There are several publications that provide additional information and innovative ideas including *Start at the Source*, *Residential Site Planning & Design Guidance Manual for Storm Water Quality*, and *California Storm Water Best Management Practice Handbook*.

### GUIDELINES

#### A. Minimization Of Hardscape Areas

The hardscape or impervious areas of a site should be minimized in order to maximize permeable surfaces which absorb and biodegrade certain toxins. This will also reduce the volume of runoff into the storm drainage system.

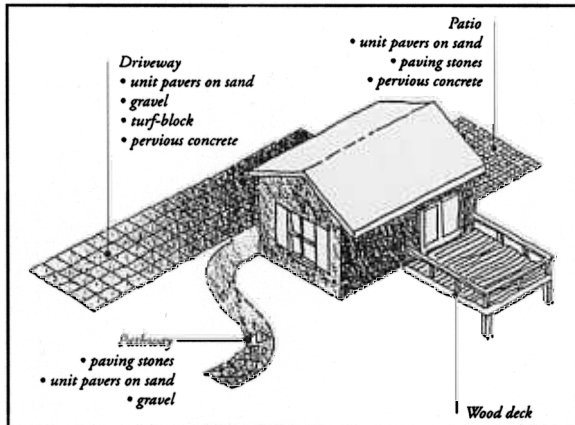


Fig. 15-1: Permeable surfaces are encouraged as alternatives for areas traditionally paved with impervious materials.

1. For detached unit projects, hardscape in yard areas should utilize alternative surfaces such as raised wood decks, special perforated paving systems or unmortared brick, stone or tile which allows absorption at joints and reduces runoff. Similar surface materials should be used for areas such as sideyards and entry walkways (Fig. 15-1).
2. Multi-story buildings are preferred over single-story buildings with the same floor area, to reduce the building footprint and maximize permeable surfaces.
3. Streets, driveways and parking areas should be as small as possible within allowable standards.

**B. Minimize Directly Connected Impervious Areas.** Impervious areas directly connected to the storm drain system are the greatest contributor to storm water pollution. Breaks in such areas, by means of landscaping or other permeable surfaces, can allow absorption into the soil and avoidance or minimization of discharge into the storm drain system.

### C. Rooftop Drainage

Where practical, roof tops should drain in part or in entirety into landscaped areas on site where lot size and soil conditions are adequate to absorb such runoff. Several downspouts should be provided to better distribute rain runoff into various areas of the adjacent landscape. Face of curb drains which facilitate direct and unfiltered runoff to the curb are generally discouraged.

### D. Paved Area Runoff Control

For larger attached unit developments, measures to control unfiltered runoff of paved areas should be included in projects. The following are examples of measures which can help achieve this goal;

1. Parking areas should drain into vegetative or grassy swales that are incorporated into large common landscaped areas within a project or perimeter landscaping. Such swales can filter out, absorb and biodegrade certain toxins before the remaining runoff discharges into the storm system (Fig. 15-2). Vegetative swales can be incorporated into the required perimeter landscaping of a project.
2. Small shallow water quality ponds can be built within recreation areas to serve as both small playfields during the dry season and storm water filtration devices during rain periods (Fig. 15-3).
3. Driveways, where possible, should drain into adjacent on-site landscaped areas.
4. Other physical mitigation measures as approved by the City.

### E. Minimization Of Grading

Grading which results in steeper slopes should be minimized, to the extent possible, in order to reduce the erosion of topsoil and increased runoff caused by steeper slopes.

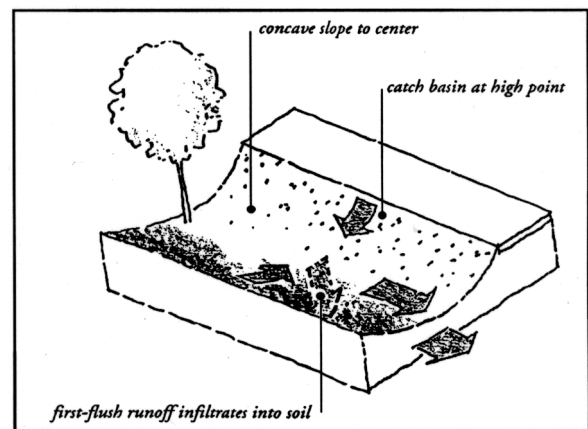


Fig. 15-2: Swales should be located to filter runoff from parking areas.

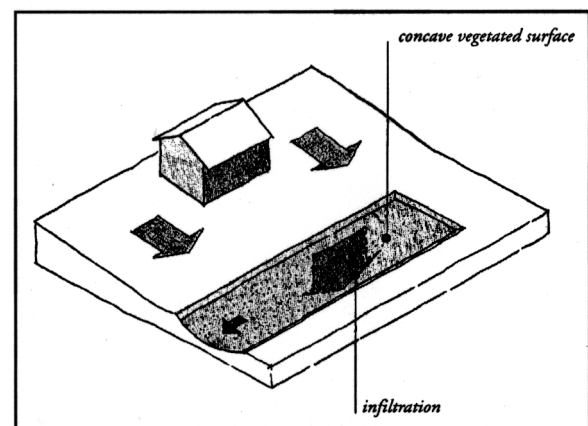


Fig. 15-3: A shallow basin can do double duty as conventional landscaping and effective biofilter.



**CITY OF SAN JOSE**

Department of Planning, Building and Code Enforcement  
 Planning Divisions, 801 North First Street, Rm 400  
 San Jose, California 95110-1795  
 (408) 277-4576  
 Website: [www.ci.san-jose.ca.us/planning/sjplan](http://www.ci.san-jose.ca.us/planning/sjplan)

## ENVIRONMENTAL CLEARANCE APPLICATION

TO BE COMPLETED BY PLANNING DIVISION STAFF		
FILE NUMBER:	RECEIPT #: _____	
ND GRANTED:	EIR REQUIRED:	AMOUNT: _____
PROJECT MANAGER:	ENVIRONMENTAL COORDINATOR:	DATE: _____
BY: _____		
NOTES:		

TO BE COMPLETED BY APPLICANT (PLEASE TYPE OR PRINT IN INK)		
I. GENERAL INFORMATION		
NAME OF APPLICANT	DATE	
ADDRESS		
E-MAIL ADDRESS	DAYTIME PHONE NUMBER (    )	FAX NUMBER (    )
NAME OF PROPERTY OWNER	DATE	
ADDRESS	DAYTIME PHONE NUMBER (    )	
NAME OF DOCUMENT PREPARER <small>(IF DIFFERENT FROM ABOVE)</small> OR ENVIRONMENTAL CONSULTANT	DATE	
ADDRESS	DAYTIME PHONE NUMBER (    )	FAX NUMBER (    )
NAME OF PROJECT		
PROJECT LOCATION		
STREET ADDRESS		
ASSESSOR'S PARCEL NUMBER(S)		
<i>Note: Information regarding the Assessor's Parcel Number can be obtained from the County Assessor's Office, County of Santa Clara 70 West Hedding Street, 5<sup>th</sup> Floor, San Jose, CA 95110, Phone (408) 299-3227.</i>		

# ENVIRONMENTAL CLEARANCE APPLICATION

**PROVIDE THE FOLLOWING PLANNING INFORMATION BELOW:**

*Note: Information regarding General Plan, Specific Plan, and Zoning information can be obtained at the City of San Jose Department of Planning, Building and Code Enforcement, 801 North First Street, Room 400, San Jose, CA 95110 Phone (408) 277-4576.*

ZONING DISTRICT:	GENERAL PLAN DESIGNATION:
------------------	---------------------------

IS THE PROJECT CONSISTENT WITH THE ZONING AND GENERAL PLAN? (STAFF)

LIST ANY PERMITS THAT ARE REQUIRED FOR THE PROJECT FROM THE CITY OF SAN JOSE AND OTHER LOCAL, STATE, OR FEDERAL AGENCIES (SITE DEVELOPMENT PERMIT, PLANNED DEVELOPMENT PERMIT, DEPARTMENT OF FISH AND GAME PERMIT, ETC.):

LIST ANY PROFESSIONAL REPORTS PREPARED FOR THE PROJECT SITE KNOWN TO THE APPLICANT (I.E., GEOLOGIC, HAZARDOUS MATERIALS, ARCHAEOLOGICAL, ENVIRONMENTAL IMPACT REPORTS, ETC.):

**II. DESCRIPTION OF THE PROJECT**

Written Description of the Project:

SIZE OF THE SITE: _____ gross acres	BUILDING SQUARE FOOTAGE: _____ square feet
-------------------------------------	--

NUMBER OF FLOORS:	BUILDING HEIGHT: _____ feet
-------------------	-----------------------------

FLOOR AREA RATIO: _____	AMOUNT OF OFF-STREET PARKING PROVIDED: _____ spaces
-------------------------	---

WHAT PERCENTAGE OF THE SITE WILL BE OCCUPIED BY BUILDINGS, PARKING/DRIVEWAYS, AND LANDSCAPING/OPEN SPACE:

Project Site Uses	Amount of Area	Percentage of Total Project Area
Building (footprint)		
Parking/Driveways		
Landscaping/Open Space		
<b>Total</b>		100 %

DOES THE PROJECT PROPOSE THE DEMOLITION OR ALTERATION OF ANY EXISTING STRUCTURES ON THE PROJECT SITE?      NO      YES

If yes, describe below:

# ENVIRONMENTAL CLEARANCE APPLICATION

IS THE PROJECT A LAND USE PRESENTLY EXISTING IN THE SURROUNDING NEIGHBORHOOD ( <i>within 500 feet of the project site</i> )? <span style="float: right;">NO      YES</span>
HAS A COMMUNITY MEETING BEEN HELD TO DISCUSS THE PROJECT WITH NEIGHBORS? NO      YES      When: _____ # attending: _____ Notification Process: _____ (mailing, newspaper, etc.) If yes, indicate what issues were discussed with neighbors: _____
IF THE PROJECT IS <b>RESIDENTIAL</b> PROVIDE THE INFORMATION BELOW:  Type of units: (i.e., single-family detached, multi-family, etc.) _____ Number of each type of unit: _____ Density per net acre: _____ Bedroom count: _____ Estimated population*: _____ <small>*Units x Persons per Household: SFDetached = 3.43; SFAttached = 2.88; 2-4 units = 3.12; 5+ units = 2.29; Mobile Homes = 2.23</small>
IF THE PROJECT IS <b>COMMERCIAL</b> PROVIDE THE INFORMATION BELOW:  Neighborhood or Regionally oriented: _____ Number and type of establishments: (i.e., restaurant, department store, etc.) _____ _____ Square footage of each: _____ Number of shifts per workday: _____ Number of employees per shift: _____ Hours of Operation: _____ Drive-through uses: _____
IF THE PROJECT IS <b>INDUSTRIAL</b> PROVIDE THE INFORMATION BELOW:  Number and type of establishments: _____ Square footage of each: _____ Number of shifts per workday: _____ Number of employees per shift: _____ Hours of Operation: _____
IF THE PROJECT IS <b>INSTITUTIONAL</b> PROVIDE THE INFORMATION BELOW:  Major functions: _____ Square footage and other relevant characteristics: _____ _____ Number of shifts per workday: _____ Number of employees per shift: _____ Service area: _____ Hours of Operation: _____
IF THE PROJECT IS <b>MIXED USE</b> , INCLUDE INFORMATION FROM ABOVE WHICH IS RELEVANT:    
WILL HAZARDOUS MATERIALS BE USED AS A PART OF THE OPERATION OF ANY OF THE ESTABLISHMENTS ON THE PROJECT SITE? <span style="float: right;">NO      YES</span> If yes, discuss below: _____
IF REQUIRED, HAS A HAZARDOUS MATERIALS STORAGE PERMIT BEEN OBTAINED FOR THE OPERATION OF THE PROJECT? <span style="float: right;">NO      YES</span>

# ENVIRONMENTAL CLEARANCE APPLICATION

IF REQUIRED, LIST THE APPROPRIATE STATE AND FEDERAL PERMITS THAT HAVE BEEN OBTAINED FOR THE USE, HANDLING, AND STORAGE OF HAZARDOUS MATERIALS ON THE SITE:

DISCUSS BRIEFLY THE PHYSICAL AND ENGINEERING ASPECTS OF THE PROJECT, INCLUDING THE FOLLOWING:

Is grading or excavation contemplated?      NO      YES

If Yes:              Cut: \_\_\_\_\_ volume in cubic yards; depth in \_\_\_\_\_ feet max  
                             Fill: \_\_\_\_\_ volume in cubic yards; depth in \_\_\_\_\_ feet max

DESCRIBE EXTERIOR LIGHTING PROPOSED FOR SECURITY, PARKING LOTS, AND PEDESTRIAN PATHS, INCLUDING TYPE OF LIGHTING, PROPOSED HEIGHT, AVERAGE FOOTCANDLE, AND PROXIMITY TO SENSITIVE RECEPTORS:

DISCUSS ANY CHANGES IN THE DRAINAGE PATTERNS, ABSORPTION RATES, AND AMOUNT OF SURFACE RUNOFF RESULTING FROM THE PROJECT:

**UTILITIES**

Indicate the availability of the utilities for the project and name the utility provider below:

Utility	Availability	Name of Provider:
Water		
Sanitary Sewer		
Storm Sewer		
Solid Waste/Recycling		
Natural Gas/Electric		

PUBLIC IMPROVEMENTS: INDICATE ANY PUBLIC IMPROVEMENTS NECESSARY FOR THE PROJECT (DEDICATIONS, HALF-STREETS, STOP LIGHTS, ETC.):

RESERVATION OF LAND FOR PUBLIC FACILITIES: INDICATE ANY RESERVATION OF LAND FOR PUBLIC FACILITIES NECESSARY FOR THE PROJECT (SCHOOLS, PARKS, TRANSIT FACILITIES, ETC.):

PROJECT OBJECTIVES: INDICATE THE COMMUNITY BENEFITS DERIVED FROM THE PROJECT:

**III. ENVIRONMENTAL SETTING**

- LIST THE CURRENT LAND USES ADJACENT TO THE PROJECT SITE (undeveloped, commercial, residential, etc.)

North:

East:

South:

West:

**LAND USE**

- LIST THE CURRENT LAND USES ON THE PROJECT SITE (UNDEVELOPED, COMMERCIAL, RESIDENTIAL USES, ETC.)

- DOES THE PROJECT SITE CONSIST OF AGRICULTURAL LAND?                      NO                      YES

If yes, describe below the type of use (orchards, row crops, greenhouses, etc.):

- LIST SPECIFIC LAND USES THAT WERE PREVIOUSLY ON THE SITE FOR THE LAST 5 YEARS.

**GEOLOGIC HAZARDS**

*Note: A Geologic Report may be required for the project if it is located in a Geologic Hazards Zone. Information regarding geologic hazards may be obtained from the City of San Jose Public Works Department, 801 North First Street, Room 308, San Jose, CA 95110, Phone (408) 277-5161.*

- DESCRIBE THE GEOLOGICAL CHARACTERISTICS OF THE SITE INCLUDING TOPOGRAPHY AND ANY UNIQUE GEOLOGIC FEATURES (I.E. ROCK OUTCROPS, ETC.)

- LIST KNOWN FAULT(S) CLOSEST TO THE PROJECT SITE AND DISTANCE AND LOCATION IN RELATION TO THE PROJECT SITE (E.G., SILVERCREEK FAULT LOCATED ONE MILE TO THE NORTHEAST OF THE PROJECT SITE):

- IS ANY PART OF THE PROJECT SITE SUBJECT TO GEOLOGIC HAZARDS INCLUDING EROSION, LANDSLIDE, LIQUEFACTION, EXPANSIVE SOILS, SUBSIDENCE OF THE LAND? NO                  YES

Please describe below:

- DESCRIBE THE SOIL TYPES ON THE PROJECT SITE (I.E., CLASS I, CLASS II).

**WATER RESOURCES**

*Note: Information regarding waterways and flooding conditions can be obtained from the City of San Jose Public Works Department, 801 North First Street, Room 308, San Jose, CA 95110, Phone (408) 277-3133.*

- ARE THERE ANY NATURAL WATERWAYS OCCURRING ON THE PROJECT SITE OR WITHIN 300 FEET OF THE PROJECT SITE? NO                  YES

If yes, discuss below the name, type of waterway and the distance to the project site:

- LIST THE FLOOD ZONE AND PANEL NUMBER WITHIN WHICH THE PROJECT SITE IS LOCATED.

Flood Zone: \_\_\_\_\_ Panel Number: \_\_\_\_\_

- IS THE PROJECT SITE LOCATED WITHIN AN AREA SUBJECT TO FLOODING (I.E., WITHIN THE 100-YEAR FLOOD PLAIN): NO                  YES

**BIOLOGICAL RESOURCES**

*Note: The biological resources section may require an arborists or biotics report prepared by a qualified consultant. Information regarding biological resources may be obtained at City of San Jose Department of Planning, Building and Code Enforcement, 801 North First Street, Room 400, San Jose, CA 95110, Phone (408) 277-4576.*

- DESCRIBE THE BIOTIC FEATURES OF THE SITE, INCLUDING OPEN SPACES, LANDSCAPING ON THE SITE AND ANY UNIQUE BIOLOGICAL FEATURES.

- DOES THE SITE CONTAIN ANY KNOWN ENDANGERED THREATENED, SPECIAL STATUS ANIMAL OR PLANT SPECIES? NO                  YES

If yes, list below:



# ENVIRONMENTAL CLEARANCE APPLICATION

- DOES THE SITE CONTAIN ANY KNOWN IMPORTANT WILDLIFE BREEDING, NESTING OR FEEDING AREAS?

If yes, list below:

NO YES

- IS THERE RIPARIAN CORRIDOR HABITAT OCCURRING ON OR WITHIN 300 FEET TO THE SITE (I.E. VEGETATION OCCURRING ALONG THE BANKS OF A WATERWAY)?

If yes, discuss below:

NO YES

- WILL THE PROJECT BE CONSTRUCTED WITHIN 100 FEET OF THE TOP OF BANK OR EDGE OF RIPARIAN VEGETATION OF ANY WATER WAY?

If yes, discuss below:

NO YES

# ENVIRONMENTAL CLEARANCE APPLICATION

- In the table below, list any existing trees on the project site including their species, size, condition, and disposition. Indicate if any of the trees are ordinance-size trees. In addition, indicate trees to be removed and trees to be retained as part of the project. If additional space is required, attach supplemental pages.

*(Note: Trees size is determined by measuring the circumference of the tree trunk at 24 inches above natural grade – Ordinance-size trees are defined as trees measuring 56 inches in circumference at 24 inches above natural grade).*

Photos of each ordinance-size tree must be submitted. The location of all trees on the site must be specified on a site plan.

Number	Tree Species	Size (circumference)	Ordinance- Size Trees	Condition of Tree	Tree to be Removed	Tree to be Retained
<i>Example</i>	<i>Coast Live Oak</i>	<i>62 inches</i>	<i>Yes</i>	<i>Good</i>	<i>No</i>	<i>Yes</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
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16.						
17.						
18.						
19.						
20.						

- ARE THERE HERITAGE TREES ON THE PROJECT SITE? (STAFF) NO YES

If yes, list the number of trees, size of trees and species below:

Heritage Tree List Number:	Address/Location:	Location of Tree on Project Site:	Species

**TRANSPORTATION/CIRCULATION**

*Note: Information regarding transportation and circulation issues can be obtained from the, City of San Jose Public Works Department, 801 North First Street, Room 308, San Jose, CA 95110, Phone (408) 277-5161.*

• NAME AND DESCRIBE THE ROADWAYS PROVIDING ACCESS TO THE PROJECT SITE (E.G., FOUR-LANE ROADWAY WITH MEDIAN, ETC.):

• IS THE PROJECT SITE CURRENTLY SERVED BY MASS TRANSIT (I.E., BUS SERVICE, LIGHT-RAIL, ETC.):  
 If yes, list routes below: NO YES

• IS THE PROJECT SITE WITHIN 2,000 FEET BY PUBLIC RIGHTS-OF-WAY OF A LIGHT RAIL STATION?  
 If yes, list which station: NO YES

**MINERAL RESOURCES**

• DOES THE PROJECT SITE CONTAIN ANY KNOWN IMPORTANT MINERAL RESOURCES?  
 If yes, list below: NO YES

**AIR QUALITY**

*Note: An air quality analysis prepared by a qualified consultant is required for any project that proposes diesel generators. Information can be obtained from the City of San Jose Planning, Building and Code Enforcement Department, 801 North First Street, Room 400, San Jose, CA 95110, Phone (408) 277-4576.*

• IS THE PROJECT SITE LOCATED ADJACENT TO A USE THAT GENERATES ODORS (I.E. LANDFILLS, COMPOSTING, ETC.)?  
 If yes, discuss below: NO YES

**HAZARDOUS MATERIALS**

*Note: Information regarding hazardous materials issues can be obtained from the City of San Jose Environmental Services Department, 777 North First Street, Suite 400, San Jose, CA 95110, Phone (408) 277-5161.*

• ARE PESTICIDES CURRENTLY USED ON THE SITE FOR EITHER AGRICULTURAL PRODUCTION OR LANDSCAPE MAINTENANCE OPERATION?  
 If yes, discuss below: NO YES

• ARE THERE ACTIVE OR ABANDONED WELLS ON THE PROJECT SITE?  
 If yes, discuss below: NO YES

# ENVIRONMENTAL CLEARANCE APPLICATION

• ARE HAZARDOUS MATERIALS CURRENTLY BEING USED AS A PART OF THE PRESENT BUSINESS OPERATING ON THE SITE? NO                      YES

If yes, discuss below:

• IF REQUIRED, DOES THE CURRENT OWNER/OPERATOR HAVE A HAZARDOUS MATERIALS STORAGE PERMIT? NO                      YES

• IF REQUIRED, LIST THE APPROPRIATE STATE AND FEDERAL PERMITS THAT HAVE BEEN OBTAINED FOR THE USE, HANDLING, AND STORAGE OF HAZARDOUS MATERIALS FOR PREVIOUS OPERATIONS ON THE PROJECT SITE:

• HAS THE PROJECT SITE EVER BEEN OCCUPIED BY A GAS STATION OR AUTO REPAIR FACILITY? NO                      YES

• DOES THE SITE HAVE UNDERGROUND STORAGE OF CHEMICALS OR UNDERGROUND STORAGE TANKS? NO                      YES  
If yes, describe below the type of storage use (i.e., gasoline, diesel, etc.):

• IS THE PROJECT SITE LISTED ON ANY LOCAL, STATE AND/OR FEDERAL REGULATORY DATABASE DUE TO HAZARDOUS MATERIALS CONTAMINATION (STAFF): NO                      YES  
If yes, discuss below:

• HAVE ANY SOILS/GROUNDWATER TESTS EVER BEEN CONDUCTED ON THIS PROPERTY IN RELATION TO POTENTIAL HAZARDOUS MATERIALS CONTAMINATION? NO                      YES  
If yes, discuss below:

• HAS THE REMEDIATION OF HAZARDOUS MATERIALS EVER BEEN PERFORMED ON THE PROJECT SITE? NO                      YES  
If yes, discuss below:

• DOES THE PROJECT PROPOSE THE DEMOLITION OF ANY STRUCTURE THAT MAY CONTAIN HAZARDS SUCH AS ASBESTOS OR LEAD PAINT? NO                      YES  
if yes, discuss below:

• HAVE BUILDINGS ON THE SITE BEEN TESTED FOR PRESENCE OF ASBESTOS AND LEAD BASED PAINT? NO                      YES

### NOISE

*Note: An acoustical analysis is required for any project that exposes people to noise in excess of established City or State standards. Information regarding noise issues can be obtained from City of San Jose Department of Planning, Building and Code Enforcement, 801 North First Street, Room 400, San Jose, CA 95110 Phone (408) 277-4576.*

• IS THE PROJECT SITE LOCATED WITHIN THE AIRPORT LAND USE COMMISSION PLAN NOISE ZONE (65 CNEL)?  
NO YES

• IS THE PROJECT LOCATED ADJACENT TO A MAJOR NOISE/VIBRATION SOURCE (I.E., RAILWAY, MAJOR ROADWAY, ETC.)?  
NO YES

If yes, list below:

### PUBLIC SERVICES

• LIST THE NAME, ADDRESS AND APPROXIMATE DISTANCE OF THE NEAREST FIRE STATION:

• IF THE PROJECT IS **RESIDENTIAL** PROVIDE THE INFORMATION BELOW:

LIST THE NAME, ADDRESS AND APPROXIMATE DISTANCE OF THE NEAREST ELEMENTARY, MIDDLE AND HIGH SCHOOL:

• LIST NAME OF NEAREST LOCAL AND REGIONAL PARKS AND RECREATIONAL FACILITIES:

### AESTHETICS

*Note: Information regarding aesthetics can be obtained from the San Jose 2020 General Plan available for review at City of San Jose Department of Planning, Building and Code Enforcement, 801 North First Street, Room 400, San Jose, CA 95110 Phone (408) 277-4576.*

• IS THE PROJECT SITE LOCATED ADJACENT TO A SCENIC HIGHWAY?  
NO YES

If yes, list below:

**CULTURAL RESOURCES**

*Note: Information regarding historical and archaeological resources can be obtained from the San Jose Historic Resources Inventory available for review at City of San Jose Department of Planning, Building and Code Enforcement, 801 North First Street, Room 400, San Jose, CA 95110 Phone (408) 277-4576.*

- LIST THE NUMBER AND APPROXIMATE AGE OF ANY STRUCTURES ON THE PROJECT SITE (USE ASSESSOR'S INFORMATION TO IDENTIFY THE DATE OF CONSTRUCTION):
  
- DESCRIBE THE ARCHITECTURAL STYLE OF ANY STRUCTURES ON THE PROJECT SITE (I.E., VICTORIAN, MEDITERRANEAN, COLONIAL, RANCH, SAN JOSE PROVINCIAL, ETC.):
  
- ARE ANY STRUCTURES ON THE PROJECT SITE LISTED AS CITY LANDMARKS, CANDIDATE CITY LANDMARKS, STRUCTURES OF MERIT, OR LISTED OR DETERMINED ELIGIBLE FOR LISTING ON THE NATIONAL OR CALIFORNIA REGISTER OF HISTORIC PLACES? NO      YES  
 If yes, describe below:
  
- IS THE PROJECT SITE LOCATED WITHIN AN AREA OF KNOWN ARCHAEOLOGICAL SENSITIVITY? (STAFF) NO      YES

**IV. CERTIFICATION AND DISCLOSURE STATEMENT FOR THE APPLICATION FOR ENVIRONMENTAL CLEARANCE**

The attached Application for Environmental Clearance has been prepared by \_\_\_\_\_ doing business as (indicate the legal name for dba designation, such as individual, "a partnership", "a corporation", etc.)

\_\_\_\_\_ The above-named, now has or will have the following direct or indirect economic interest in the development of, or, after its completion, the operation of the project for which the Application for Environmental Clearance has been submitted.

I/We declare, under penalty of perjury, that the statements furnished above, and in the attached exhibits, pertaining to the environmental information of the proposed project and to my/our economic interest or interests in that project are complete, true and correct to the best of my/our knowledge and belief.

If any of the facts represented here change it is my responsibility to inform the City of San Jose.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California

PREPARER'S  
SIGNATURE(S)



**CITY OF SAN JOSE**

Department of Planning, Building and Code Enforcement  
 Planning Divisions, 801 North First Street, Rm 400  
 San Jose, California 95110-1795  
 (408) 277-4576  
 Website: [www.ci.san-jose.ca.us/planning/sjplan](http://www.ci.san-jose.ca.us/planning/sjplan)

## ENVIRONMENTAL CLEARANCE APPLICATION CHECK SHEET

TO BE COMPLETED BY PLANNING DIVISION STAFF	
FILE NUMBER	STAFF
DATE RECEIVED	
Required Copies	DOCUMENTS
2	<b>APPLICATION FORM correctly filled out</b> <input type="checkbox"/> Aerial Photo (8 1/2' x 11' or 11' x 17') <input type="checkbox"/> Site Plan (8 1/2' x 11' or 11' x 17') <input type="checkbox"/> Vicinity Map (8 1/2' x 11' or 11' x 17') <input type="checkbox"/> Photographs of site and surrounding properties <input type="checkbox"/> Certification and Disclosure Statements signed by preparer
2	<input type="checkbox"/> <b>COUNTY ASSESSOR'S PARCEL MAP</b>
	<b>FEES</b> <input type="checkbox"/> Application Fees <input type="checkbox"/> Environmental Fees <input type="checkbox"/> Public Noticing Fee <input type="checkbox"/> Additional Charges <input type="checkbox"/> Record Retention Fees

**PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.**

## ENVIRONMENTAL CLEARANCE APPLICATION

### INSTRUCTIONS

Please prepare the application form, environmental analysis, and other required information listed below and return them, in conjunction with other required forms for your project (i.e., Planned Development Permit/Amendment, Conditional Use Permit/Amendment, Rezoning, etc.) by appointment, to the Department of Planning, Building and Code Enforcement. Applications will only be accepted for processing if they are complete.

- 1. Completed Application Form.** Each application shall be signed by the preparer of the application. Original signatures are required. **Two** copies of the application shall be submitted for each site.

The application must contain the following:

- (a) Aerial photograph** (8 ½" x 11" or 11" x 17")
  - Minimum scale 1" = 200'
  - Include a north arrow and the scale of the photograph
  - Include date of the photograph
  - The site shown in the center of the photograph
  - Clearly outline and identify the site

*Note: The City's set of mylar aerial photos are located at San Jose Blue Print, 835 W. Julian Street, San Jose, CA 95126 Phone: (408) 295-5770*

- (b) Site Plan** (drawn to scale) showing the proposed project. (8 ½" X 11" or 11" X 17")

- (c) Vicinity Map** that shows the surrounding roadways, schools, etc., (8 ½" X 11")
  - Include a north arrow

- Site in the center of the map with North at the top of the page
  - Clearly outline and identify the site
  - Name each surrounding street
  - Label all land uses within 500 feet of the site
- (d) Photographs of the site and surrounding properties**
    - Snapshots or Polaroid photos will be accepted
    - Mount on (8 ½" X 11") paper
    - Identify the subject of each photograph

- 2. County Assessor's Parcel Map.** Provide a copy of the Assessor's Parcel Map (APN) showing the subject property. This map can be obtained from the County Assessor's Office at 70 West Hedding Street, 5th Floor, San Jose, CA or from the Planning Division, City Hall, Room 400.
- 3. Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
- 4. Fees.** An application fee, associated Public Noticing fee(s), and the appropriate Environmental application fees are due at the time of filing (see fee schedule). Checks are made payable to the "City of San Jose".



**INITIAL STUDY**

**PROJECT FILE NO.:**

**PROJECT DESCRIPTION:**

**PROJECT LOCATION:**

**GENERAL PLAN DESIGNATION:                      ZONING:**

**SURROUNDING LAND USES:**

**PROJECT APPLICANT’S NAME AND ADDRESS:**

**DETERMINATION**

**On the basis of this initial study:**

<input type="checkbox"/>	I find the proposed project could not have a significant effect on the environment, and a <b>NEGATIVE DECLARATION</b> will be prepared.
<input type="checkbox"/>	I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because the project proponent has agreed to revise the project to avoid any significant effect. A <b>MITIGATED NEGATIVE DECLARATION</b> will be prepared.
<input type="checkbox"/>	I find the proposed project could have a significant effect on the environment, and an <b>ENVIRONMENTAL IMPACT REPORT(EIR)</b> is required.
<input type="checkbox"/>	I find the proposed project could have a significant effect on the environment, but at least one effect has been (1) adequately analyzed in a previous document pursuant to applicable legal standards, and (2) addressed by mitigation measures based on the previous analysis as described in the attached initial study. An EIR is required that analyzes only the effects that were not adequately addressed in a previous document.
<input type="checkbox"/>	I find that although the proposed project could have a significant effect on the environment, no further environmental analysis is required because all potentially significant effects have been (1) adequately analyzed in an earlier EIR or <b>NEGATIVE DECLARATION</b> pursuant to applicable standards, and (2) avoided or mitigated pursuant to that earlier EIR or <b>NEGATIVE DECLARATION</b> , including revisions or mitigation measures that are included in the project, and further analysis is not required.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Name of Preparer:  
Phone No.: (408) 277-4576

<i>Issues</i>	<i>Potentially Significant Impact</i>	<i>Less Than Significant With Mitigation Incorporated</i>	<i>Less Than Significant Impact</i>	<i>No Impact</i>	<i>Information Sources</i>
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**I. AESTHETICS - Would the project:**

a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
b) Substantially damage scenic resources, including, but not limited to, trees, rock out-croppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
d) Create a new source of substantial light or glare that would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
e) Increase the amount of shade in public and private open space on adjacent sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2

FINDINGS:

MITIGATION MEASURES:

**II. AGRICULTURE RESOURCES - Would the project:**

a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,3,4
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,3,4
c) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,3,4

FINDINGS:

MITIGATION MEASURES:

**III. AIR QUALITY - Would the project:**

a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,14
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,14
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is classified as non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions that exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,14
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,14
e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,14

FINDINGS:

MITIGATION MEASURES:

<i>Issues</i>	<i>Potentially Significant Impact</i>	<i>Less Than Significant With Mitigation Incorporated</i>	<i>Less Than Significant Impact</i>	<i>No Impact</i>	<i>Information Sources</i>
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**IV. BIOLOGICAL RESOURCES - Would the project:**

a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,10
b) Have a substantial adverse effect on any aquatic, wetland, or riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,6,10
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act including, but not limited to, marsh, vernal pool, coastal, etc., through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,6
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,10
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,11
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2

FINDINGS:

MITIGATION MEASURES:

**V. CULTURAL RESOURCES - Would the project:**

a) Cause a substantial adverse change in the significance of an historical resource as defined in CEQA Guidelines §15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,7
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to CEQA Guidelines §15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,8
c) Directly or indirectly destroy a unique paleontological resource or site, or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,8
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,8

FINDINGS:

MITIGATION MEASURES:

**VI. GEOLOGY AND SOILS - Would the project:**

a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:					
1) Rupture of a known earthquake fault, as described on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? (Refer to Division of Mines and Geology Special Publication 42.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,5,24
2) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,5,24
3) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,5,24

<i>Issues</i>	<i>Potentially Significant Impact</i>	<i>Less Than Significant With Mitigation Incorporated</i>	<i>Less Than Significant Impact</i>	<i>No Impact</i>	<i>Information Sources</i>
4) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,5,24
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,5,24
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,5,24
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,5,24
e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,5,24

FINDINGS:

MITIGATION MEASURES:

**VII. HAZARDS AND HAZARDOUS MATERIALS - Would the project:**

a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,12
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
g) Impair implementation of, or physically interfere with, an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

FINDINGS:

MITIGATION MEASURES:

**VIII. HYDROLOGY AND WATER QUALITY - Would the project:**

a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,15
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<i>Issues</i>	<i>Potentially Significant Impact</i>	<i>Less Than Significant With Mitigation Incorporated</i>	<i>Less Than Significant Impact</i>	<i>No Impact</i>	<i>Information Sources</i>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
c) Substantially alter the existing drainage pattern of the site or area, including the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on-or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
d) Result in increased erosion in its watershed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
e) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner that would result in flooding on-or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
f) Substantially alter drainage patterns due to changes in runoff volumes and flow rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g) Result in increased impervious surfaces and associated increased runoff as specified in the NPDES permit and the City's Post Construction Urban Runoff Management Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,17
i) Result in an increase in pollutant discharges to receiving waters such as heavy metals, pathogens, petroleum derivatives, synthetic organics, sediment, nutrients, oxygen-demanding substances, and trash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,17
j) Result in an increase in any pollutant for which the water body is already impaired as listed on the Clean Water Act Section 303 (d) list available from the State Water Resources Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k) Result in alteration of receiving water quality during or following construction including clarity, temperature, and level of pollutants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l) Substantially alter surface water quality, or marine, fresh, or wetland waters as specified in the NPDES permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m) Substantially alter ground water quality as specified in the NPDES permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n) Cause or contribute to an exceedance of applicable surface or groundwater receiving water quality objectives or degradation of beneficial uses as specified in the NPDES Permit, General Plan, and City policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
p) Place housing within a 100-year flood hazard area as mapped on a Federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,9
q) Place within a 100-year flood hazard area structures that would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,9
r) Expose people or structures to a significant risk of loss, injury, or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
s) Be subject to inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

FINDINGS:

MITIGATION MEASURES:

<i>Issues</i>	<i>Potentially Significant Impact</i>	<i>Less Than Significant With Mitigation Incorporated</i>	<i>Less Than Significant Impact</i>	<i>No Impact</i>	<i>Information Sources</i>
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**IX. LAND USE AND PLANNING - Would the project:**

a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2

FINDINGS:

MITIGATION MEASURES:

**X. MINERAL RESOURCES - Would the project:**

a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2,23
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2,23

FINDINGS:

MITIGATION MEASURES:

**XI. NOISE - Would the project result in:**

a) Exposure of persons to, or generation of, noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2,13,18
b) Exposure of persons to, or generation of, excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

FINDINGS:

MITIGATION MEASURES:

**XII. POPULATION AND HOUSING - Would the project:**

a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

<i>Issues</i>	<i>Potentially Significant Impact</i>	<i>Less Than Significant With Mitigation Incorporated</i>	<i>Less Than Significant Impact</i>	<i>No Impact</i>	<i>Information Sources</i>
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FINDINGS:

MITIGATION MEASURES:

**XIII. PUBLIC SERVICES - Would the project:**

a) Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, the need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:					
Fire Protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
Police Protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
Other Public Facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2

FINDINGS:

MITIGATION MEASURES:

**XIV. RECREATION**

a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities that might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2

FINDINGS:

MITIGATION MEASURES:

**XV. TRANSPORTATION / TRAFFIC - Would the project:**

a) Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio of roads, or congestion at intersections)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2,19
b) Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2,19
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,19
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible land uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,19
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,20
f) Result in inadequate parking capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,18
g) Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2,18

FINDINGS:

<i>Issues</i>	<i>Potentially Significant Impact</i>	<i>Less Than Significant With Mitigation Incorporated</i>	<i>Less Than Significant Impact</i>	<i>No Impact</i>	<i>Information Sources</i>
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MITIGATION MEASURES:

**XVI. UTILITIES AND SERVICE SYSTEMS - Would the project:**

a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,15
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,2,21
c) Require or result in the construction of new stormwater drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,17
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,22
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,21
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,21
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,21

FINDINGS:

MITIGATION MEASURES:

**XVII. MANDATORY FINDINGS OF SIGNIFICANCE**

a) Does the project have the potential to (1) degrade the quality of the environment, (2) substantially reduce the habitat of a fish or wildlife species, (3) cause a fish or wildlife population to drop below self-sustaining levels, (4) threaten to eliminate a plant or animal community, (5) reduce the number or restrict the range of a rare or endangered plant or animal, or (6) eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,10
b) Does the project have impacts that are individually limited, but cumulatively considerable? "Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects and the effects of other current projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,16
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

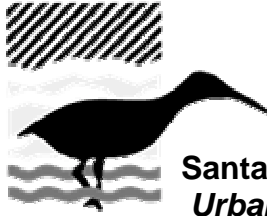
FINDINGS:

MITIGATION MEASURES:



## CHECKLIST REFERENCES

1. Environmental Clearance Application – File No.
2. San Jose 2020 General Plan
3. USDA, Soil Conservation Service, Soil Survey of SC County, August 1968
4. USDA, Soil Conservation Service, Important Farmlands of SC County map, June 1979
5. State of California’s Geo-Hazard maps / Alquist Priolo Fault maps
6. Riparian Corridor Policy Study 1994
7. San Jose Historic Resources Inventory
8. City of San Jose Archeological Sensitivity Maps
9. FEMA Flood Insurance Rate Map, Santa Clara County, 1986
10. California Department of Fish & Game, California Natural Diversity Database, 2001
11. City of San Jose Heritage Tree Survey Report
12. California Environmental Protection Agency Hazardous Waste and Substances Sites List, 1998
13. City of San Jose Noise Exposure Map for the 2020 General Plan
14. BAAQMD CEQA Guidelines, Bay Area Air Quality Management District. April 1996, revised 1999.
15. San Francisco Bay Regional Water Quality Control Board 1995 Basin Plan
16. Final Environmental Impact Report, City of San Jose, SJ 2020 General Plan
17. Santa Clara Valley Water District
18. City of San Jose Title 20 Zoning Ordinance
19. San Jose Department of Public Works
20. San Jose Fire Department
21. San Jose Environmental Services Department
22. San Jose Water Company, Great Oaks Water Company
23. California Division of Mines and Geology
24. Cooper Clark, San Jose Geotechnical Information Maps, July 1974
- 25.



**Santa Clara Valley  
Urban Runoff  
Pollution Prevention Program**

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### **ATTACHMENT II-7**

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#### **CEQA Guidance Related to Provision C.3 Stormwater Requirements**

- Table: CEQA Initial Study Guidance for Project Applicants
- Additional Resources for Environmental Review Process
- Table: Guidance for Co-Permittee Review/Modification of CEQA Procedures and Local CEQA Guidance

## SCVURPPP Guidance for Project Applicants in Addressing Stormwater Quality Concerns During CEQA Review

The following table provides supplemental guidance to project applicants in completing the initial study checklist to address urban runoff water considerations during project environmental review.

CEQA Guidelines Question	Additional Issues to Address Stormwater Quality Concerns within the CEQA Initial Study Checklist
CHECKLIST CHAPTER IV: BIOLOGICAL RESOURCES	
<i>IV.b) Will the project have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?</i>	The evaluation of a project's effect on sensitive natural communities should encompass aquatic and wetland habitats. Consider "aquatic and wetland habitat" as examples of sensitive habitat.
CHECKLIST CHAPTER VIII: HYDROLOGY AND WATER QUALITY	
<i>VIII.a) Will the project violate any water quality standards or waste discharge requirements?</i>	The evaluation of a project's compliance with water quality standards should consider the project's potential effect on water bodies on the Section 303(d) list <sup>1</sup> , as well as the potential for conflict with applicable surface or groundwater receiving water quality objectives or degradation of beneficial uses.
<i>VIII.d) Will the project substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?</i>	The evaluation of a project's effect on drainage patterns should refer to the final approved SCVURPPP Hydromodification Management Plan (HMP), where applicable, to assess the significance of altering existing drainage patterns and to develop any mitigation measures. The evaluation of hydromodification effects should also consider any potential for streambed or bank erosion downstream from the project.
<i>VIII.e) Will the project create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?</i>	The evaluation of a project's potential to create or contribute runoff should consider whether the project meets the NPDES permit's Group 1 or Group 2 criteria. The response to this question will indicate how Provision C.3 requirements will be met. Applicants must address Provision C.3 requirements in environmental documents for projects that meet Group 1 or Group 2 criteria.
<i>VIII.f) Would the project otherwise substantially degrade water quality?</i>	The evaluation of a project's potential to degrade water quality should consider whether a project has the potential to result in a significant impact to surface water quality, marine, fresh, or wetland waters, or to groundwater quality. As with every category of environmental impact, effects must be considered both during and after construction. The evaluation of water quality impacts should include a description of how the project will comply with the requirements of SCVURPPP's NPDES permit and the State's Construction General Permit. The description should also include a statement that the project should avoid creation of mosquito larval sources that would subsequently require chemical treatment to protect human and animal health.

<sup>1</sup> Available at: <http://www.swrcb.ca.gov/rwqcb2/tmdlmain.htm>

## **Additional Potential Water Quality Impacts**

Additionally, the San Francisco Regional Board staff has expressed the concern that the following potential water quality impacts not be overlooked during CEQA review:

- Seasonal creeks;
- Stream crossing impacts;
- Turbidity limitation for discharged water;
- Whether increased runoff from increasing impervious surface will impact water ecology (along with storm drain capacity and flood control);
- Hydrograph modification;
- Endangered species;
- Off-site impacts to channels; and
- Appropriateness of runoff mitigation.

## **Additional Resources for the Environmental Review Process**

Staff planners, engineers and consultants responsible for environmental reviews may find the following references useful for evaluating water quality impacts.

1. San Francisco Bay Regional Water Quality Control Board, 1995 Basin Plan and Amendments: (<http://www.swrcb.ca.gov/rwqcb2/basinplan.htm>).
2. Bay Area Stormwater Management Agencies Association, Start at the Source, 1999: (<http://www.scvurppp.org>).
3. California BMP Handbooks (New Development and Redevelopment, Construction Maintenance): (<http://www.cabmphandbooks.com/>).
4. Santa Clara Valley Urban Runoff Management Program, NPDES Permit Order No. 01-024 and NPDES Permit Order No. 01-119: (Appendix A and [http://www.scvurppp-w2k.com/NPDES\\_Permit.htm](http://www.scvurppp-w2k.com/NPDES_Permit.htm))
5. 303 (d) Impaired Water Body List and TMDLs: (<http://www.swrcb.ca.gov/rwqcb2/tmdlmain.htm>)
6. San Jose Council Policy on Post-Construction Urban Runoff Management: ([www.ci.san-jose.ca.us/planning/sjplan/counter/stormwater/pol\\_stormwater.pdf](http://www.ci.san-jose.ca.us/planning/sjplan/counter/stormwater/pol_stormwater.pdf) )
7. Santa Clara Valley Water District, Soils Data Mapping, 2003. (CDs have been provided to Co-permittees).
8. Santa Clara Valley Water District, Results of the Water Resources Collaborative that provides guidance on Water District review of projects near streams (under development): (<http://www.valleywater.org/index.htm>).

**Guidance for Co-permittees' Review/Modification of  
CEQA Procedures and Local CEQA Guidance**

CEQA Guidelines Question	Corresponding C.3.m Example Question(s)	Recommended Action
CHECKLIST CHAPTER IV: BIOLOGICAL RESOURCES		
<p>IV.b) Will the project have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?</p>	<p>x. Will the project impact aquatic, wetland, or riparian habitat?</p>	<p>The evaluation of a project's effect on sensitive natural communities should encompass aquatic and wetland habitats. Co-permittees may revise any local CEQA guidance to identify "aquatic and wetland habitat" as examples of sensitive habitat. It is also recommended that Co-permittees evaluate, as an adverse impact, changes to sensitive habitats that favor the development of mosquitoes and other biting flies that may pose a threat to public health.</p>
CHECKLIST CHAPTER VI: GEOLOGY AND SOILS		
<p>VI.b) Will the project result in <u>substantial</u> soil erosion or the loss of topsoil?</p>	<p>v. Will the proposed project result in <u>increased</u> erosion in its watershed?</p>	<p>No change is recommended in Co-permittees' procedures for responding to Checklist question VI.b. The issue raised by the C.3.m example question is addressed under Checklist question VIII.d.</p>
CHECKLIST CHAPTER VIII: HYDROLOGY AND WATER QUALITY		
<p>VIII.a) Will the project violate any water quality standards or waste discharge requirements?</p>	<p>vi. Is the project tributary to an already impaired water body, as listed on the Clean Water Act Section 303(d) list? If so, will it result in an increase in any pollutant for which the water body is already impaired?</p> <p>ix. Will the proposed project cause or contribute to an exceedance of applicable surface or groundwater receiving water quality objectives or degradation of beneficial uses?</p>	<p>The evaluation of a project's compliance with water quality standards should consider the project's potential effect on water bodies on the Section 303(d) list, as well as the potential for conflict with applicable surface or groundwater receiving water quality objectives or degradation of beneficial uses. Co-permittees may revise any local CEQA guidance to specify that these water quality standards be considered.</p>
<p>VIII.d) Will the project substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?</p>	<p>iv. Will the proposed project create a significant adverse environmental impact to drainage patterns due to changes in runoff flow rates or volumes?</p> <p>v. Will the proposed project result in increased erosion in its watershed?</p>	<p>The evaluation of a project's effect on drainage patterns should refer to the final approved SCVURPPP Hydromodification Management Plan (HMP), where applicable, to assess the significance of altering existing drainage patterns and to develop any mitigation measures. The evaluation of hydromodification effects should also consider any potential for streambed or bank erosion downstream from the project. Co-permittees may revise any local CEQA guidance to include these instructions regarding the evaluation of hydromodification effects.</p>

**Guidance for Co-permittees' Review/Modification of  
 CEQA Procedures and Local CEQA Guidance**

<b>CEQA Guidelines Question</b>	<b>Corresponding C.3.m Example Question(s)</b>	<b>Recommended Action</b>
VIII.e) Will the project create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	iii. Will the proposed project result in increased impervious surfaces and associated increased runoff?	The evaluation of a project's potential to create or contribute runoff should consider whether the project meets the NPDES permit's Group 1 or Group 2 criteria. The response to this question will indicate how Provision C.3 requirements will be met. Co-permittees should advise applicants of the need to address Provision C.3 requirements in environmental documents for projects that meet Group 1 or Group 2 criteria.
VIII.f) Would the project otherwise substantially degrade water quality?	i. Would the proposed project result in an increase in pollutant discharges to receiving waters? Consider water quality parameters such as temperature, dissolved oxygen, turbidity and other typical stormwater pollutants (e.g., heavy metals, pathogens, petroleum derivatives, synthetic organics, sediment, nutrients, oxygen-demanding substances, and trash).  ii. Would the proposed project result in significant alteration of receiving water quality during or following construction?  vii. Would the proposed project have a potentially significant environmental impact on surface water quality, to marine, fresh, or wetland waters?  viii. Would the proposed project have a potentially significant adverse impact on ground water quality?	The evaluation of a project's potential to degrade water quality should consider whether a project has the potential to result in a significant impact to surface water quality, marine, fresh, or wetland waters, or to groundwater quality. As with every category of environmental impact, effects must be considered both during and after construction. The evaluation of water quality impacts should include a description of how the project will comply with the requirements of SCVURPPP's NPDES permit and the State's Construction General Permit. The description should also include a statement that the project should avoid creation of mosquito larval sources that would subsequently require chemical treatment to protect human and animal health.  Co-permittees may include these instructions in any local CEQA guidance.

# City of San José, California

## CITY COUNCIL POLICY

<b>TITLE</b>	<b>PAGE</b> 1 of 10	<b>POLICY NUMBER</b> 6-29
POST-CONSTRUCTION URBAN RUNOFF MANAGEMENT	<b>EFFECTIVE DATE</b> February 3, 1998	<b>REVISED DATE</b> 10/07/2003

**APPROVED BY COUNCIL ACTION**  
**February 3, 1998, Item 9d.; October 7, 2003, Item 7.3;**

### **BACKGROUND**

The Federal Clean Water Act requires local municipalities to implement measures to control pollution from their storm sewer systems to the maximum extent practicable. Under the auspices of the Clean Water Act, as well as other Federal and State legislation since 1990, the San Francisco Regional Water Quality Control Board (RWQCB) has issued and reissued an area-wide National Pollutant Discharge Elimination System (NPDES MS4) Permit to the fifteen Co-permittees of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) for the discharge of storm water from urban areas in Santa Clara County. The fifteen SCVURPPP Co-permittees are the City of San Jose, twelve other municipalities within the Santa Clara Basin watershed area, the County of Santa Clara, and the Santa Clara Valley Water District.

Under the provisions of the SCVURPPP Permit, each of the co-permittees, including the City of San Jose, is required to implement control measures/best management practices (BMPs) to reduce storm water pollution from new development or redevelopment projects to the maximum extent practicable. In October 2001, SCVURPPP Permit Provision C.3 (New and Redevelopment Performance Standards) was revised to require that certain types of new and redevelopment projects include storm water runoff treatment control measures; that the treatment measures be designed to treat a specified volume or flow of storm water runoff from the project site; and that the measures be maintained for the life of the project.

## **PURPOSE**

It is the purpose of this policy to establish an implementation framework, consistent with current SCVURPPP NPDES MS4 Permit requirements, for incorporating storm water runoff pollution control measures into new development and redevelopment projects to reduce storm water runoff pollution from new development and redevelopment projects to the maximum extent practicable.

## **DEFINITIONS**

***Brownfields Project:*** A project located on abandoned, idle, or under-utilized property where expansion or redevelopment is complicated by real or perceived environmental contamination.

***Expansion Projects:*** Projects involving a Land Use of Concern (see below) and proposing expansion of fifty percent (50%) or more of the previously existing built development, site area, or use. An Expansion Project may also include a change of use on an existing site when no new buildings or pavement are proposed if that change results in the potential for increases in the deposition of Pollutants of Concern on the site. New uses that require an increase in on-site surface parking or result in an increase in on-site vehicular traffic would meet this criterion. Changes of use to any of the major Land Uses of Concern described in this Policy may also be considered an Expansion Project. A Major Expansion is an Expansion Project that creates one acre (43,560 square feet) or more of impervious surface area.

***Impervious Surface:*** Any surface on or above ground that prevents the infiltration or passage of water into the soil. Impervious surfaces include, but are not limited to, non-absorbent rooftops, paved or covered patios, driveways, parking lots, paved walkways, compacted soil or rock, and streets. This category includes streets, roads, highways, and freeways that are under the City of San Jose's jurisdiction and that create one acre (43,560 square feet) or more of new impervious surface and any newly constructed paved surface used primarily for the transportation of automobiles, trucks, motorcycles, and other motorized vehicles. Excluded from this category are public sidewalks, bicycle lanes, trails, bridge accessories, guardrails, and landscape features.

***Land Uses of Concern:*** Uses that have the greatest potential to contribute high levels of pollutant loading from Pollutants of Concern, including, but not limited to: gas stations, auto wrecking yards, loading docks, heavy automotive uses, and various other heavy industrial and commercial uses.

***Major Impervious Surface Area:*** One acre (43,560 square feet) or more of impervious surface area.

***Major Project:*** New development projects that create one acre (43,560 square feet) or more of impervious surface area; new streets, roads, highways and freeways built under



the City's jurisdiction that create one acre (43,560 square feet) or more of impervious surface area; and Significant Redevelopment Projects.

***One Single-Family Home:*** A project or project expansion consisting of one single-family home that is not part of a larger common plan of development. One single-family home is excluded from the requirement to implement appropriate storm water runoff treatment control measures. An equivalent water quality benefit should be provided by the maintenance of at least one street tree or by complying with section 20.30.440 of the City of San Jose Municipal Code, which provides limitations on the amount of paved surface in front setback areas.

***Pollutants of Concern:*** Identified Pollutants of Concern in the SCVURPPP Permit include certain heavy metals (copper, nickel and mercury), excessive sediment production from erosion due to anthropogenic activities, petroleum hydrocarbons from sources such as used motor oil, microbial pathogens of domestic sewage origin from illicit discharges, the pesticides diazinon, chlordane, dieldrin and DDT, excessive nutrient loads which may cause or contribute to the depletion of dissolved oxygen and/or toxic concentrations and dissolved ammonia, and other pollutants which may cause aquatic toxicity in the receiving waters.

***Post-Construction Best Management Practice (BMP):*** A method, activity, maintenance procedure, or other management practice designed to reduce the amount of stormwater pollutant loading from a site. Examples of Post-Construction BMPs include proper materials storage and housekeeping activities, public and employee education programs, and storm inlet maintenance and stenciling.

***Post-Construction Treatment Control Measure:*** A site design measure, landscape characteristic or permanent storm water pollution prevention device, installed and maintained as part of a new development or redevelopment project, that is designed to reduce storm water pollutant loading from a site; is installed as part of a new development or redevelopment project; and is maintained in place after construction has been completed. Examples of runoff treatment control measures include infiltration devices (e.g., vegetative swales/biofilters, insert filters, and oil/water separators) or detention/retention measures (e.g., detention/retention ponds). Post-Construction Treatment Control Measures are a category of BMPs.

***Regional BMP or Treatment Control Measure:*** Regional or municipal storm water detention/treatment facilities, or land acquisition/conservation programs that protect or enhance water quality/beneficial uses, or other specific projects/programs (or designated functions/components of projects/programs) that protect or enhance water quality/beneficial uses in a manner equivalent to that which would be provided by the installation of on-site measures, and that are specifically identified as eligible alternative compliance options in the annual Workplan submitted by the City pursuant to the SCVURPPP Permit.

**Significant Redevelopment Projects:** A project on a previously developed site that results in addition and/or replacement of one acre (43,560 square feet) or more of impervious surface. Interior remodel, routine maintenance or repair, and exterior surface replacement or repaving are expressly excluded from this definition. Excluded from this category are interior remodels and routine maintenance or repair. Excluded routine maintenance and repair includes roof or exterior surface replacement, pavement resurfacing, repaving and road pavement structural section rehabilitation within the existing footprint, and any other reconstruction work within a public street or road right-of-way where both sides of that right-of-way are developed.

**Smart Growth Projects:** A Smart Growth Project may be any one or a combination of the following:

- a. Transit Oriented Project;
- b. Project within the Urban Core;
- c. Project within a redevelopment project area, adopted pursuant to the Community Redevelopment Law, (Health & Safety Code §§ 33000 *et seq.*)
- d. Low-income, moderate-income, or senior housing project, meeting one of the criteria of Government Code Section 65915(b)(1) or 65915(b)(2);
- e. Brownfields Project.

**Total Project Cost:** Includes the construction (labor) and materials cost of the physical improvements proposed; but does not include land, transaction, financing, permitting, demolition or off-site mitigation costs.

**Transit Oriented Project:** A project located within 2,000 feet of an existing or planned light rail or bus station (not including simple bus stops that are not stations), terminal, project-dedicated van or bus shuttle service station, or major transfer point, or within 3,000 feet of an existing or planned BART, heavy rail, or intermodal station, or a project supplying less than one-half parking space per residential dwelling unit, or ninety percent (90%) or less of the parking required by Tables 20-190, 20-200, and 20-210 of Title 20 of the City of San Jose Municipal Code where the City makes findings that a limited parking supply is justified by existing or planned transit opportunities.

**Trees Eligible for Post-Construction Treatment Control Measure Credit:** New trees planted within 30 feet of impervious surfaces are eligible for Post-Construction Treatment Control Measure Credit. 100 square feet of Credit may be given for each new deciduous tree, and 200 square feet of Credit may be given for each new evergreen tree (see minimum sizes below). Post-Construction Treatment Control Measure Credits also apply to existing trees kept on a site if the trees' canopies are within 20 feet of impervious surfaces. The Credit is the square-footage equal to one-half of the existing tree canopy. No more than 25% of a site's impervious surface can be treated through the use of trees. Trees required by the City of San Jose for tree removal mitigation will not count toward Post-Construction Treatment Control Measure Credit. Trees required by the

City of San Jose to fulfill the requirements of street trees will not count toward Post-Construction Treatment Control Measure Credit. The trees selected shall be suitable species for the site conditions and the design intent. Trees should be relatively self-sustaining and long-lived.

To receive Post-Construction Treatment Control Measure Credit, new deciduous trees must be at least 24-inch box in size and at least 2 inches in diameter as measured 2 feet above finished grade and new evergreen trees must be at least 24-inch box in size and at least 6 feet tall as measured from finished grade. Trees planted to meet storm water treatment facility planting requirements will not also receive Post-Construction Treatment Control Measure Credit.

The Post-Construction Treatment Control Measure Credit applies to existing trees of 4-inch diameter or greater as measured 2 feet above finished grade. Credit is based on one half of the square footage of the tree canopy. Protection during construction shall be in the form of minimizing disruption of the root system.

**Urban Core:** Projects that are (1) infill development of vacant or underutilized land within areas that are already developed with urban uses and served with urban infrastructure (e.g., sanitary sewers, water, etc.) and are not located on the urban fringe; or (2) any area designated on the San Jose General Plan Land Use/Transportation Diagram for Transit Corridor Residential (20+ DU/AC), Residential Support for the Core (25+ DU/AC), Core Area, Neighborhood Business District, or Transit-Oriented Development Corridor; or (3) commercial or industrial development at a floor area ratio greater than 1; or (4) residential development at a density of not less than eight dwelling units per acre and within one-half mile of existing development meeting any of the three criteria above. The Urban Core includes all “Transit Oriented Projects” and designated Redevelopment Areas (*see* Health and Safety Code §§ 25000, et seq.).

## **POLICY**

This Policy establishes that Major Projects will be required to install Post-Construction Treatment Control Measures meeting specified hydraulic sizing criteria, according to the following schedule, except where impracticable:

- \* October 15, 2003 - Major Projects requiring a permit or other direct approval from the RWQCB, including Major Projects requiring RWQCB certification under Section 401 of the Clean Water Act, and Major Projects involving Land Uses of Concern;

February 15, 2005 - all other Major Projects.

This Policy also establishes the criteria for establishing impracticability and for evaluating Alternative Compliance Measures.

This Policy further establishes that projects that are not subject to Post-Construction Treatment Control Measure requirements should include specific measures for reducing storm water pollution to the maximum extent practicable if the project incorporates new Major Impervious Surface Area or Major Expansion of a use or built development. In addition, the policy establishes general guidelines and minimum BMPs for Land Uses of Concern. Finally, it requires that all Post-Construction Treatment Control Measures must be maintained to operate effectively.

## **NUMERIC SIZING CRITERIA FOR POST-CONSTRUCTION TREATMENT CONTROL MEASURES**

Except as specified below, Major Projects shall include a Post-Construction Treatment Measure that incorporates, at a minimum, the following hydraulic sizing design criteria to treat storm water runoff from the impervious surface area of the Project. Where a Significant Redevelopment Project results in an increase, or replacement, of more than fifty percent (50%) of the impervious surface of a previously existing development, which was not subject to storm water control measures, the entire impervious area of the project site must be included in the application of the sizing criteria. Where a Significant Redevelopment Project results in an increase, or replacement, of not more than fifty percent (50%) of the impervious surface of a previously existing development, which was not subject to storm water control measures, only the net new impervious surface area must be included in the application of the sizing criteria.

- i. Volume Hydraulic Design Basis:** Treatment control measures whose primary mode of action depends on volume capacity, such as detention/retention units or infiltration devices (biofilters /vegetative swales, insert filters and oil/water separators), shall be designed to treat storm water runoff equal to:
  - a. the maximized storm water quality capture volume for the area, based on historical rainfall records, determined using the formula and volume capture coefficients set forth in *Urban Runoff Quality Management, WEF Manual of Practice No. 23/ ASCE Manual of Practice No. 87, (1998)*, pages 175-178 (e.g., approximately the 85<sup>th</sup> percentile 24-hour storm runoff event); or
  - b. the volume of annual runoff required to achieve 80 percent or more capture, determined in accordance with the methodology set forth in Appendix D of the *California Stormwater Best Management Practices Handbook, (1993)*, using local rainfall data.
  
- ii. Flow Hydraulic Design Basis:** Treatment control measures whose primary mode of action depends on flow capacity, such as vegetative swales, sand filters, or wetlands, shall be sized to treat:

- a. 10% of the 50- year peak flow rate; or
- b. the flow of runoff produced by a rain event equal to at least two times the 85th percentile hourly rainfall intensity for the applicable area, based on historical records of hourly rainfall depths; or
- c. the flow of runoff resulting from a rain event equal to at least 0.2 inches per hour intensity.

Project applicants will be responsible for verifying the rainfall data used to meet the above criteria and for providing engineering certification that the criteria have been met.

### **LIMITATIONS ON USE OF INFILTRATION TREATMENT MEASURES - INFILTRATION AND GROUNDWATER PROTECTION**

In order to protect groundwater from pollutants that may be present in urban runoff, treatment control measures that function primarily as direct infiltration devices (such as infiltration trenches and infiltration basins) must meet, at a minimum, the following conditions:

- i. Pollution prevention and source control BMPs shall be implemented at a level appropriate to protect groundwater quality at sites where infiltration devices are to be used;
- ii. Use of infiltration devices shall not cause or contribute to degradation of groundwater water quality objectives;
- iii. Infiltration devices shall be adequately maintained to maximize pollutant removal capabilities;
- iv. The vertical distance from the base of any infiltration device to the seasonal high groundwater mark shall be at least 10 feet.
- v. Unless storm water is first treated by a means other than infiltration, infiltration devices shall not be recommended for areas of industrial or light industrial activity; areas subject to high vehicular traffic (25,000 or greater average daily traffic on main roadway or 15,000 or more average daily traffic on any intersecting roadway); automotive repair shops; car washes; fleet storage areas (bus, truck, etc.); nurseries; or any other land use or activity which may pose a high threat to groundwater quality, as designated by the City;
- vi. Infiltration devices shall be located a minimum of 100 feet horizontally from any water supply wells.

## **ALTERNATIVES TO INSTALLATION OF POST-CONSTRUCTION TREATMENT CONTROL MEASURES**

At the City’s discretion, projects may provide an Alternative Measure, as defined below, in lieu of demonstrating compliance with the numeric sizing criteria, where installation of Post-Construction Treatment Control Measures are impracticable.

- i. Impracticability** - installation of a Post-Construction Treatment Control Measure may be found impracticable if any one of the following conditions is shown to exist:
  - a. Inadequate space or soil conditions for an on-site treatment control measure;
  - b. Limitations on the ability of a treatment control measure to address pollutants of concern;
  - c. The site is within an area where infiltration would not be permitted and another type of treatment is impracticable;
  - d. Projected costs of the required measure (cost of labor and materials for the treatment measure, plus the cost of dedicating land to the treatment measures in lieu of otherwise allowable use) would exceed two percent (2%) of Total Project Costs;
  - e. The project is a Smart Growth Project, or a publicly funded or sponsored project determined by the City to have community or environmental benefits, including senior or child care centers or similar projects;
  - f. Installation of measures would result in the inability of the project sponsor or City to comply with other regulatory requirements at the federal, state and local levels (for example, seismic building code requirements); or
  - g. Maintenance, inspection and/or monitoring measures would impose an undue burden on the project sponsor or City.
  
- ii. Alternative Measures** - Major Projects which are not required to install Post-Construction Treatment Control Measures on-site must provide equivalent protection or enhancement of water quality/beneficial uses through one of the following Alternative Measures:
  - a. Regional Solution. Participation in a Regional Project or Program that has capacity/credit to address storm water impacts equivalent to the impacts produced by the subject Major Project. Where feasible, the Regional Project must discharge to/address the receiving waters affected by the subject Major Project.
  - b. Water Quality Benefit Project. In its discretion, the City may find that all Smart Growth Projects provide equivalent water quality benefit. For other projects, Alternative Measures may be found by the City to exist where the project sponsor documents that the development of the site itself, the nature of the site design, its location in the watershed and/or the proposed change in use protects/enhances water quality/beneficial uses such that post-project water

quality/beneficial uses conditions are likely to equal or exceed pre-project conditions.

- c. Equivalent Project - The project provides treatment for a pollutant loading or volume of storm water runoff that is equivalent to the treatment that would be provided by the otherwise required Post-Construction Control Treatment Measure. Equivalent projects may include off-site treatment, stream restoration or other activities that limit or mitigate impacts from excessive erosion or sedimentation.

## **GENERAL PROVISIONS FOR ALL LAND USES**

All new multi-family residential and non-residential projects including new Major Impervious Surface Areas or projects proposing Major Expansion should include Post-Construction Treatment Control Measures to the maximum extent practicable. For all projects with suitable landscape areas, vegetative swales or other biofilters are recommended because they are relatively economical and require limited maintenance. If these measures are not feasible or adequate to treat the volume or flow of runoff required for Major Projects, other post-construction BMPs/treatment control measures should be incorporated.

## **MINIMUM BMPs FOR MAJOR LAND USES OF CONCERN**

***Gas Stations or Equipment Fueling Facilities:*** All new fueling stations or expansion of such uses should include the following BMPs. 1) Install and maintain a treatment control measure. 2) Pave the fueling area floors with an impermeable surface (i.e., portland cement concrete or equivalent smooth impervious surface). 3) Cover the fueling areas with a canopy or cover that extends a minimum of ten feet in each direction from each pump. Alternatively, cover the fueling areas with a canopy or cover that has minimum dimensions equal to or greater than the area within the grade break or fuel dispensing area. (The fuel dispensing area is defined as the area extending a minimum of 6.5 feet from the corner of each fuel dispenser or the length at which the hose and nozzle assembly may be operated plus a minimum of one foot, whichever is greater. In no case should the canopy or cover drain onto the fueling area.) 4) Grade the fuel area to prevent water draining toward the fueling area. 5) Grade the fuel area with the minimum slope necessary to prevent ponding. 6) Separate the fueling area from the rest of the site by a grade break that prevents run-on of storm water to the maximum extent practicable. 7) Dry sweep the fueling area routinely. 8) Stencil all on-site storm drains in conformance with the City's requirements. 9) Prepare a spill cleanup plan in conformance with the City of San Jose Fire Code.

***Auto Wrecking Yards:*** All new auto wrecking yards or major expansion of such uses should include the following: 1) install and maintain a treatment control measure; 2) pave all outside vehicle storage areas; 3) cover fluids drainage areas; 4) pave fluids drainage areas with impermeable materials; 5) construct a berm around fluids drainage areas and grade the site to prevent water draining toward this working area; 6) remove and store

batteries in conformance with the City Fire Code; and 7) prepare and execute the spill prevention plan in conformance with the City Fire Code.

***Loading Docks:*** All new loading docks or major expansion of such uses should include the following: 1) pave the loading dock floor with an impermeable surface; 2) cover the loading dock; 3) grade the site to minimize run-on to and runoff from the loading area; 4) position roof downspouts to direct storm water away from the loading area; 5) drain water from the loading dock areas to the sanitary sewer, or divert and collect the water for ultimate discharge to the sanitary sewer; 6) equip loading dock areas draining directly to the sanitary sewer with a spill control valve or equivalent device that is kept closed during periods of operation; 7) install door skirts between the trailers and the building to prevent exposure of loading activities to rain.

***Other Unenumerated Uses of Concern:*** Other Land Uses Of Concern not enumerated in this policy generating equivalent amounts of heavy pollutants may need to include specific BMPs to treat storm water pollutants. Those BMPs would be determined in conjunction with the development permit for the project.

## **OPERATION AND MAINTENANCE**

All Post-Construction Treatment Control Measures included in new projects must be installed, operated, and maintained by qualified personnel. On-site inlets must be stenciled in conformance with City requirements; and cleaned out at least once per year, prior to the wet season.

The property owner/site manager must keep a maintenance and inspection schedule and record to ensure that the treatment control measures continue to operate effectively. Copies of this schedule and record must be provided to the City upon request, and must be made available for inspection at the site at all times.

Trees approved for Post-Construction Control Measure Credit shall be maintained and protected on the site after construction and for the life of the development (until any approved redevelopment occurs in the future). During the life of the development, trees approved for Post-Construction Treatment Control Measure Credit shall not be removed without approval from the City. Trees that are removed or die shall be replaced within six (6) months with species approved by the City of San Jose.



**TO:** Mike Enderby, Project Manager

**FROM:** Bill Scott

Urban Runoff Coordinator

**SUBJECT:** See Below

**DATE:** May, 5 2004

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**SUBJECT:** **PDC 04-029** – Planned Development Rezoning to allow up to 636,100 square-feet of retail commercial use on a 55.1 gross acre site.

**BACKGROUND**

Under the provisions of both the State of California Regional Water Quality Control Board Order No. 01-119 and City's *Post Construction Urban Runoff-Management Policy*, the proposed project is considered a "Significant Redevelopment Project." A Significant Redevelopment Project is any project on a previously developed site that results in addition and/or replacement of one acre (43,560 square feet) or more of impervious surface (as described by Order Provision No. C.3 c.i.3 and on Page 4 of City's *Post Construction Urban Runoff-Management Policy*). Construction and post-construction best management practices and measures (BMPs), are required for new development or redevelopment projects to minimize pollutants and flow of runoff into the Municipal Sewer System (MS4) and receiving waters.

As per State requirements, all Development Permit applications, as of October 15, 2003, may be subject to additional quantitative requirements for post construction urban runoff treatment. (Please see pages 4-5 of this memo for more specific information). Also, several links to are provided at the end of this memorandum that will provide examples of typical treatment installations and detail more information regarding the benefits and disadvantages of various treatment controls as well as suggested maintenance techniques.

**SUBMITTAL ITEMS:** The project should employ measures to detain and/or infiltrate water on site as well, as employ site design measures and source control measures to reduce the volume and velocity of runoff created as follows:

1. **Stormwater Data Sheet** Please complete parts c. d. e. and f. of the "project size" section of the Stormwater Data Sheet, that is included as part of your Application.
2. **Increase Landscaped Areas/Minimize Directly Connected Impervious Areas.** As proposed there is too much hardscape. Landscaped areas should be increased. The initial Site Plan depicts vast amounts of impervious surfaces (90% buildings and parking areas). The Stormwater Data Sheet indicates that the project proposes to minimize connected impervious surfaces a method to treat stormwater runoff. The project Site Plan, Landscape Plan and Grading and Drainage Plan should be revised to depict those ample landscaped areas, especially in parking areas and between buildings. Not only would provision of ample landscaped areas begin to address the treatment of stormwater runoff but also these landscaped areas would ultimately provide a secondary benefit by supporting the high quality "town square" type of design commitment that was made at the General Plan stage.

3. **Swales.** Landscaped open space areas should be provided and swales or vegetative filters should be included in the landscaped open space areas. Please provide details, dimensioned and to scale, showing installation of all treatment controls. Proposed maintenance information should also be provided.
4. **Parking.** Stormwater runoff will decrease under project conditions as the amount of impervious surfaces (buildings and pavement) decreases. A parking structure is recommended over the vast expanse of paved areas as the preferred method to accommodate the required on-site parking. The parking structure should be connected with a pretreatment device to the sanitary sewer, and a permit would be required from the Water Pollution Control Plant.
5. **Bicycle Parking.** To minimize automobile trips, bicycle parking should be provided in conformance with Section 20.90 Part Four of the San Jose Zoning Ordinance.
6. **Roof Downspouts.** All roof downspouts should be disconnected from the storm sewer system and should drain into an unpaved, pervious, and appropriately landscaped areas. Please show elevation details and clearly note where downspout will be disconnected and where roof runoff is proposed to drain. Avoid directing downspout water into an area that is too small for adequate drainage. Generally, downspout water drainage areas should be located at least 10 feet away from building foundations and retaining walls. Please consult with a professional engineer to determine the appropriate minimum distance requirement and consider how to protect the foundation from water. Building elevation details should show the downspout disconnection.
7. **Trees .** Trees provide an effective method for capturing rainfall (thereby reducing stormwater volume), reducing heat island effects, and encouraging pedestrian activity. We encourage you to plant as many trees as practicable. Please locate trees away from swales and other landscape areas that will serve as runoff detention or filtering measures. Tree roots tend to impede runoff infiltration into soil and the trees can suffer from the frequent inundation that is characteristic of swales
8. **Pervious Paving.** Turf block or other pervious paved surfaces should be provided to the maximum extent possible. Pervious paving can be used for emergency vehicle access (EVA) roads, parking areas and pedestrian circulation areas. In addition, there are often aesthetic as well as environmental benefits gained from use of pervious paving material in a project. For emergency access areas the Uniform Fire Code/902.2.2 and T-19 -State Fire Marshal, access roads must be all-weather surfaced and support a minimum of 69,000 lbs. There are many permeable paving options that will achieve these purposes. Please contact your urban runoff coordinator for assistance in selecting appropriate types of pervious paving.
9. **Pedestrian Circulation and Sidewalks.** Automobile trips create many of the pollutants found in urban runoff. To encourage use of mass transit to the project site, we recommend pedestrian connections from nearby transit be designed so that they are safe and attractive. To minimize runoff, we also recommend that you provide pervious paved surfaces for pedestrian connections to parking areas. UngROUTED unit pavers should be used for paved pedestrian areas. Pathways should be shaded with trees and landscaped to absorb runoff. The feasibility of draining sidewalks into park strips or other landscaped areas should be discussed with Public Works.
7. **Pesticide Minimization.** Landscaping should be designed to minimize irrigation and runoff, promote surface infiltration where appropriate, and minimize the use of fertilizers and pesticides that can contribute to stormwater pollution.

- 8. Illegal Dumping to Storm Drain Inlets and Waterways.** All on-site drain inlets that are connected to the municipal separate storm sewer system (MS4) must be labeled “No Dumping—Flows to Bay.” Please contact the City of San Jose, Department of Public Works, at (408) 277-5161 to obtain free stencils
- 9. Regular Sweeping and Maintenance of Outdoor Areas.** The final Development Permit will require establishment of a Homeowners Association (HOA) or equivalent to provide for on-going maintenance. Sidewalks and parking lots must be swept regularly to prevent the accumulation of litter and debris. Debris resulting from pressure washing must be trapped and collected to prevent entry into the storm drain system. Washwater containing any cleaning agent or degreaser must be collected and discharged to the sanitary sewer and must not be discharged to a storm drain. The applicant must contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.
- 10. Trash Enclosures/Loading and Storage Area. Refuse Areas.** Buildings should provide a covered and enclosed area for dumpsters and recycling containers. The area should be designed to prevent water run-on to the area and runoff from the area. Areas around trash enclosures, recycling areas, and food compactor enclosures should not discharge to the storm drain system. Any drains installed beneath dumpsters and compactors serving food service facilities should be connected to a grease removal device prior to discharging to the sanitary sewer. The applicant should contact the Water Pollution Control Plant for specific connection and discharge requirements.
- 11. Loading Areas.** To the extent feasible, loading areas should be covered and graded to minimize run-on and runoff. Roof downspouts should be positioned to direct stormwater away from the loading area. Water from loading areas should be drained to the sanitary sewer, or diverted and collected for ultimate discharge to the sanitary sewer. The applicant should contact the Water Pollution Control Plant for specific connection and discharge requirements. Loading areas draining directly to the sanitary sewer should be equipped with a fail-safe valve, which should be kept closed during periods of operation. Door skirts between the trailers and the building should be installed to prevent exposure of loading activities to rain.
- 12. Outdoor Equipment/Materials Storage.** Outdoor equipment and materials storage areas should be covered or designed to limit the potential for runoff to contact pollutants. Storage areas containing non-hazardous liquids should be covered by a roof and contained by berms, dikes, liners or vaults. The storage area may be required to drain to the sanitary sewer system. The applicant should contact the Water Pollution Control Plant for specific connection and discharge requirements. Any hazardous materials regulated by Chapter 17.68 of the San Jose Municipal Code on the site must be used and stored in full compliance with the City’s Hazardous Material Ordinance and the Hazardous Materials Management Plan for the site approved by the San Jose Fire Prevention Bureau.
- 13. Storm Water Pollution Prevention Plan (SWPPP).** This project results in a land disturbance of more than one acre. Prior to the commencement of any clearing, grading, or excavation, the project shall comply with the State Water Resources Control Board’s National Pollutant Discharge Elimination System (NPDES) General Construction Activities Permit as follows:

  - a) The applicant shall develop, implement, and maintain a Storm Water Pollution Prevention Plan (SWPPP) to control the discharge of storm water pollutants including sediments associated with construction activities.

- b) The applicant shall file a Notice of Intent (NOI) with the State Water Resources Control Board (SWRCB.)

Along with these documents, the applicant may also be required to prepare an Erosion Control Plan. The Erosion Control may include BMPs as specified in the California Storm Water Best Management Practice Handbook for reducing impacts on the City's storm drainage system from construction activities. Prior to the issuance of a grading permit, the applicant shall submit copies of the NOI and Erosion Control Plan (if required) to the City Project Engineer, Department of Public Works, Room 308, 801 North First Street, San Jose, California 95110-1795. To obtain an NOI application and further information about the Erosion Control Plan and the NPDES permit requirements, please call the Department of Public Works at (408) 277-5161 or the SWRCB at (916) 657-1146. The applicant shall maintain a copy of the most current SWPPP on site, and shall provide a copy to any City representative or inspector on demand.

12. **Additional Information.** We recommend that you review the publications entitled *Start and the Source* and the *California Stormwater Best Management Practice New Development and Redevelopment Handbook*. These publications and other guidance documents and illustrations regarding installation and maintenance of urban runoff structural treatment controls at the following web addresses:

<http://www.ci.san-jose.ca.us/planning/sjplan/counter/stormwater/index.htm>

<http://www.ci.san-jose.ca.us/planning/sjplan/counter/stormwater/startatsource.pdf>

<http://www.epa.gov/OW-OWM.html/mtb/mtbfact.htm>

<http://www.cabmphandbooks.com/Development.asp>

<http://www.rougeriver.com/pdfs/stormwater/tpm59.pdf>

Typical urban runoff treatment control installation drawings can be found in Appendix H of Portland's 2002 Stormwater Management Manual viewable at the following link:

[http://www.cleanrivers-pdx.org/tech\\_resources/smm/2002%20Stormwater%20Manual/Adobe%20Acrobat%20\(S\)%20AppendixH-%20Supplemental%20Drawings.pdf](http://www.cleanrivers-pdx.org/tech_resources/smm/2002%20Stormwater%20Manual/Adobe%20Acrobat%20(S)%20AppendixH-%20Supplemental%20Drawings.pdf)

13. **BMP Limitations** . Please note that soil types, groundwater levels, geohazards such as liquefaction, and proximity of building foundations, are just some of the issues to be considered when choosing and designing a treatment control. We therefore recommend that the applicant work closely with the applicant's engineers and other appropriate consultants.



## The C.3 Provision takes effect October 15<sup>th</sup>!

**BULLETIN UPDATE: October 10, 2003**

*In October 2001, the Regional Water Quality Control Board (RWQCB) issued a revised National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (NPDES MS4 Permit) to the City of San Jose and 14 other co-permittees that have land area which drains to South San Francisco Bay. The other co-permittees include the County of Santa Clara, 12 other municipalities in the county, and the Santa Clara Valley Water District. Together, these jurisdictions constitute the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP). The revised Permit includes new stormwater discharge requirements for new development and redevelopment.*

The Department of Planning, Building and Code Enforcement (PBCE) is moving forward with the procedures to implement the new development and redevelopment requirements of Provision C.3 of the revised Permit for the City of San Jose. PBCE is working closely with the Redevelopment Agency, Environmental Services Department, Public Works Department, and other City departments in this effort. To facilitate implementation of the new requirements, the City Council adopted changes to the Zoning Ordinance and the Post-Construction Urban Runoff Management Policy on October 7, 2003. The purpose of this Bulletin is to provide notice to the development community of the new ordinances, policies, and procedures the City will implement of October 15, 2003.

### ANALYSIS

1. **Applicability.** As of October 15, 2003, the revised NPDES MS4 Permit establishes requirements for certain private new and redevelopment projects, excluding those for which a development application has been deemed complete by the City of San Jose before October 15, 2003. These projects include:
  - i. *New commercial, industrial, or residential developments that create a total of one acre (43,560 square feet) or more of impervious surface, including roof area, streets and sidewalks.*
  - ii. *Significant redevelopment projects.* Any project on a previously developed site that results in addition or replacement of impervious surface with a combined total of one acre (43,560 square feet) or more is deemed a "Significant Redevelopment" project. Where an existing Significant Redevelopment project that was not previously subject to stormwater treatment measures results in an increase, or replacement of, more than fifty percent of existing impervious surfaces the entire project must be evaluated for compliance. Conversely, where the project results in an increase or replacement of less than fifty percent of existing impervious surface, only that affected portion must be included in treatment design. Excluded from this category are interior remodels, routine maintenance or repair, roof or exterior surface replacement and repaving.
  
2. **Numerically Sized Post-Construction Treatment Control Measures.** Major Projects including: new development projects that create one acre (43,560 square feet) or more of impervious surface area; new streets, roads, highways and freeways built under the City's jurisdiction that create one acre (43,560 square feet) or more of impervious surface area; and Significant Redevelopment Projects will

be required to install Post-Construction Treatment Control Measures meeting specified hydraulic sizing criteria, according to the following schedule, except where impracticable:

- October 15, 2003 - Major Projects requiring a permit or other direct approval from the RWQCB, including Major Projects requiring RWQCB certification under Section 401 of the Clean Water Act, and Major Projects involving Land Uses of Concern; and
  - February 15, 2005 - all other Major Projects.
3. **Waiver/Alternative Compliance.** The City has adopted a waiver program as a component of the Post-Construction Urban Runoff Management Policy, revised on October 7, 2003. This Policy establishes the criteria for establishing impracticability and for evaluating Alternative Compliance Measures. Where it is impracticable to install treatment facilities on a project's site, the waiver program allows certain projects to pursue alternative means of dealing with the impact of storm runoff pollution by providing another equivalent water quality benefit. The revised Post-Construction Urban Runoff Management Policy is available at:  
<http://www.ci.san-jose.ca.us/planning/sjplan/counter/stormwater/index.htm>
  4. **Regional Solutions.** As a longer-term solution, the waiver/alternative compliance program may allow a project to participate in a regional or watershed stormwater treatment facility, without a showing of impracticability on the individual project site. Currently this type of regional solution is not an available option.
  5. **Developers' Input.** The City welcomes feedback from developers and other interested parties. We encourage you to bring your comments or questions to future Developers Roundtable meetings or you may contact Planning staff directly (see below).
  6. **New Ordinances, Policies, and Guidance documents.** On October 7, 2003 City Council adopted revisions to the Zoning Ordinance and the Post-Construction Urban Runoff Management Policy to provide consistency with the C.3 Provision, including acceptable waiver/alternative compliance approaches. These documents and guidance for implementing the C.3 requirements are available at the Planning webpage at:  
  
<http://www.ci.san-jose.ca.us/planning/sjplan/>
  7. **PBCE contacts.** The Urban Runoff coordinator in PBCE is Bill Scott (408-277-8553, [bill.scott@sanjoseca.gov](mailto:bill.scott@sanjoseca.gov)). He reports to Jenny Nusbaum and Laurel Prevetti. Additional City staff members across many departments are currently involved in interdepartmental efforts to respond to the new NPDES Permit requirements.
  8. **Additional Guidance.** SCVURPPP and the Regional Board are holding workshops to provide training to developers on the implementation of the C.3 Provision. SCVURPPP also collaborated with the Bay Area Stormwater Management Agency Association (BASMAA) to publish *Using Site Design Techniques to Meet Development Standards for Stormwater Quality*, a companion volume to the previously published guidance manual entitled *Start at the Source*. Together, these two volumes provide step-by-step guidance for implementing the requirements of the NPDES Permit with the numeric sizing criteria required by the C.3 Provision.

**TO:** Lee Elena, Project Manager

**FROM:** Bill Scott  
Urban Runoff Coordinator

**SUBJECT:** See Below

**DATE:** May, 6 2004

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**SUBJECT:** **PDC 04-031** – Planned Development Rezoning to allow up to 4,073,032 square-feet of commercial/industrial use and up to 3,417 single-family detached and attached residential units on a 312 gross acre site.

**BACKGROUND**

Under the provisions of both the State of California Regional Water Quality Control Board (RWQB) Order No. 01-119 and City's *Post Construction Urban Runoff-Management Policy*, the proposed project is considered a "Significant Redevelopment Project." Construction and post-construction best management practices and measures (BMPs), are required for new development or redevelopment projects to minimize pollutants and flow of runoff into the Municipal Sewer System (MS4) and receiving waters. As per State requirements, all Development Permit applications, as of October 15, 2003, may be subject to additional quantitative requirements for post construction urban runoff treatment. (Please see pages 4-5 of this memo for more specific information). Also, several links to are provided at the end of this memorandum that will provide examples of typical treatment installations and detail more information regarding the benefits and disadvantages of various treatment controls as well as suggested maintenance techniques.

**SUBMITTAL ITEMS:** The project should employ measures to detain and/or infiltrate water on site as well, as employ site design measures and source control measures to reduce the volume, velocity and duration of runoff created as follows:

1. **Stormwater Data Sheet** Please complete and submit the Stormwater Data Sheet, that is included as part of your Application for Planned Development Rezoning.
2. **On-site Detention.** Post project runoff should not exceed estimated pre-project runoff rates. The project should employ measures to detain and/or infiltrate water on site as well, as employ site design measures and source control measures to reduce the volume and velocity of runoff created. If the project proposes a new outfall into a waterway directly, it will require RWQCB certification. Typically the RWQCB can be anticipated to impose requirements for water quality treatment that go beyond what the City's NPDES Permit or the City's ordinances and policies would otherwise require.
3. **Plans.** Please provide Site Plans, Grading and Drainage Plans and Landscape sheets that clearly depict types and locations of stormwater treatment control measures. Project site design for each phase or project component should indicate that expanses of impervious areas, such as parking lots and street widths have been minimized and are broken-up by ample landscaped areas. Additional comments will be provided once more detailed plan-set materials have been submitted.

4. **Swales.** Ample landscaped open space areas should be provided and swales or vegetative filters should be included in the landscaped open space areas. Please provide details, dimensioned and to scale, showing installation of all treatment controls. Proposed maintenance information should also be provided.
5. **Parking Structures .** Stormwater runoff will decrease under project conditions as the amount of impervious surfaces (buildings and pavement) decreases. Parking structures are recommended to accommodate the required on-site parking. The parking structure(s) should be connected with a pretreatment device to the sanitary sewer, and a permit would be required from the Water Pollution Control Plant.
6. **Bicycle Parking.** To minimize automobile trips, bicycle parking should be provided in conformance with Section 20.90 Part Four of the San Jose Zoning Ordinance.
7. **Roof Downspouts.** All roof downspouts should be disconnected from the storm sewer system and should drain into an unpaved, pervious, and appropriately landscaped areas. At the Permit stage, please show elevation details and clearly note where downspout will be disconnected and where roof runoff is proposed to drain. Avoid directing downspout water into an area that is too small for adequate drainage. Generally, downspout water drainage areas should be located at least 10 feet away from building foundations and retaining walls. Please consult with a professional engineer to determine the appropriate minimum distance requirement and consider how to protect the foundation from water. Building elevation details should show the downspout disconnection.
8. **Trees .** Trees provide an effective method for capturing rainfall (thereby reducing stormwater volume), reducing heat island effects, and encouraging pedestrian activity. We encourage you to plant as many trees as practicable. Please locate trees away from swales and other landscape areas that will serve as runoff detention or filtering measures. Tree roots tend to impede runoff infiltration into soil and the trees can suffer from the frequent inundation that is characteristic of swales
9. **Pervious Paving.** Turf block or other pervious paved surfaces should be provided to the maximum extent possible. Pervious paving can be used for emergency vehicle access (EVA) roads, parking areas and pedestrian circulation areas. In addition, there are often aesthetic as well as environmental benefits gained from use of pervious paving material in a project. For emergency access areas the Uniform Fire Code/902.2.2 and T-19 -State Fire Marshal, access roads must be all-weather surfaced and support a minimum of 69,000 lbs. There are many permeable paving options that will achieve these purposes. Please contact your urban runoff coordinator for assistance in selecting appropriate types of pervious paving.
10. **Pedestrian Circulation and Sidewalks.** Automobile trips create many of the pollutants found in urban runoff. To encourage use of mass transit to the project site, we recommend pedestrian connections from nearby transit be designed so that they are safe and attractive. To minimize runoff, we also recommend that you provide pervious paved surfaces for pedestrian connections to parking areas. UngROUTED unit pavers should be used for paved pedestrian areas. Pathways should be shaded with trees and landscaped to absorb runoff. The feasibility of draining sidewalks into park strips or other landscaped areas should be discussed with Public Works.
7. **Pesticide Minimization.** Landscaping should be designed to minimize irrigation and runoff, promote surface infiltration where appropriate, and minimize the use of fertilizers and pesticides that can contribute to stormwater pollution.



- 8. Illegal Dumping to Storm Drain Inlets and Waterways.** All on-site drain inlets that are connected to the municipal separate storm sewer system (MS4) must be labeled “No Dumping—Flows to Bay.” Please contact the City of San Jose, Department of Public Works, at (408) 277-5161 to obtain free stencils
- 9. Regular Sweeping and Maintenance of Outdoor Areas.** The final Development Permit will require establishment of a Homeowners Association (HOA) or equivalent to provide for on-going maintenance. Sidewalks and parking lots must be swept regularly to prevent the accumulation of litter and debris. Debris resulting from pressure washing must be trapped and collected to prevent entry into the storm drain system. Washwater containing any cleaning agent or degreaser must be collected and discharged to the sanitary sewer and must not be discharged to a storm drain. The applicant must contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.
- 10. Trash Enclosures/Loading and Storage Area. Refuse Areas.** Buildings should provide a covered and enclosed area for dumpsters and recycling containers. The area should be designed to prevent water run-on to the area and runoff from the area. Areas around trash enclosures, recycling areas, and food compactor enclosures should not discharge to the storm drain system. Any drains installed beneath dumpsters and compactors serving food service facilities should be connected to a grease removal device prior to discharging to the sanitary sewer. The applicant should contact the Water Pollution Control Plant for specific connection and discharge requirements.
- 11. Loading Areas.** To the extent feasible, loading areas should be covered and graded to minimize run-on and runoff. Roof downspouts should be positioned to direct stormwater away from the loading area. Water from loading areas should be drained to the sanitary sewer, or diverted and collected for ultimate discharge to the sanitary sewer. The applicant should contact the Water Pollution Control Plant for specific connection and discharge requirements. Loading areas draining directly to the sanitary sewer should be equipped with a fail-safe valve, which should be kept closed during periods of operation. Door skirts between the trailers and the building should be installed to prevent exposure of loading activities to rain.
- 12. Outdoor Equipment/Materials Storage.** Outdoor equipment and materials storage areas should be covered or designed to limit the potential for runoff to contact pollutants. Storage areas containing non-hazardous liquids should be covered by a roof and contained by berms, dikes, liners or vaults. The storage area may be required to drain to the sanitary sewer system. The applicant should contact the Water Pollution Control Plant for specific connection and discharge requirements. Any hazardous materials regulated by Chapter 17.68 of the San Jose Municipal Code on the site must be used and stored in full compliance with the City’s Hazardous Material Ordinance and the Hazardous Materials Management Plan for the site approved by the San Jose Fire Prevention Bureau.
- 13. No Copper, Nickel, or Zinc for Construction.** Due to the identification of these metals as pollutants in local waterways, the use of copper, nickel, and zinc in exterior construction materials such as roofing, ornamental usage, or building cladding, is strongly discouraged.
- 14. Storm Water Pollution Prevention Plan (SWPPP).** This project results in a land disturbance of more than one acre. Prior to the commencement of any clearing, grading, or excavation, the project shall comply with the State Water Resources Control Board’s National Pollutant Discharge Elimination System (NPDES) General Construction Activities Permit as follows:

- a) The applicant shall develop, implement, and maintain a Storm Water Pollution Prevention Plan (SWPPP) to control the discharge of storm water pollutants including sediments associated with construction activities.
- b) The applicant shall file a Notice of Intent (NOI) with the State Water Resources Control Board (SWRCB.)

Along with these documents, the applicant may also be required to prepare an Erosion Control Plan. The Erosion Control may include BMPs as specified in the California Storm Water Best Management Practice Handbook for reducing impacts on the City's storm drainage system from construction activities. Prior to the issuance of a grading permit, the applicant shall submit copies of the NOI and Erosion Control Plan (if required) to the City Project Engineer, Department of Public Works, Room 308, 801 North First Street, San Jose, California 95110-1795. To obtain an NOI application and further information about the Erosion Control Plan and the NPDES permit requirements, please call the Department of Public Works at (408) 277-5161 or the SWRCB at (916) 657-1146. The applicant shall maintain a copy of the most current SWPPP on site, and shall provide a copy to any City representative or inspector on demand.

**15. Pool, Spa, and Fountain Discharges.** Pool (including swimming pools, hot tubs, spas and fountains) discharge drains should not be connected directly to the storm drain or sanitary sewer system. (Exception: Public pool discharge drains must be connected to the sanitary sewer system, per County Department of Environmental Health requirements.) When draining is necessary, a hose or other temporary system should be directed into a sanitary sewer clean out. The clean out should be installed in a readily accessible area, such as within 10 feet of the pool. The applicant should contact the Water Pollution Control Plant for specific connection and discharge requirements.

**16. Structural Treatment Controls.** Please provide section details, dimensioned and to scale, showing installation of all proposed treatment controls. Proposed maintenance information should also be provided. In addition, your soils and geotechnical report should address whether or not the soil conditions are appropriate for the runoff treatment measures being proposed. Information regarding the benefits and disadvantages of various treatment controls and suggested maintenance techniques can be found in fact sheets available as a PDF at the following web addresses:

<http://www.epa.gov/OW-OWM.html/mtb/mtbfact.htm>

<http://www.cabmphandbooks.com/Development.asp>

**17. Additional Information.** We recommend that you review the publications entitled *Start and the Source* and *the California Stormwater Best Management Practice New Development and Redevelopment Handbook*. These publications and other guidance documents and illustrations regarding installation and maintenance of urban runoff structural treatment controls at the following web addresses:

<http://www.ci.san-jose.ca.us/planning/sjplan/counter/stormwater/index.htm>

<http://www.ci.san-jose.ca.us/planning/sjplan/counter/stormwater/startatsource.pdf>

<http://www.epa.gov/OW-OWM.html/mtb/mtbfact.htm>

<http://www.cabmphandbooks.com/Development.asp>

<http://www.rougeriver.com/pdfs/stormwater/tpm59.pdf>

Typical urban runoff treatment control installation drawings can be found in Appendix H of Portland's 2002 Stormwater Management Manual viewable at the following link:

[http://www.cleanrivers-pdx.org/tech\\_resources/smm/2002%20Stormwater%20Manual/Adobe%20Acrobat%20\(S\)%20AppendixH-%20Supplemental%20Drawings.pdf](http://www.cleanrivers-pdx.org/tech_resources/smm/2002%20Stormwater%20Manual/Adobe%20Acrobat%20(S)%20AppendixH-%20Supplemental%20Drawings.pdf)

**18.BMP Limitations** . Please note that soil types, groundwater levels, geohazards such as liquefaction, and proximity of building foundations, are just some of the issues to be considered when choosing and designing a treatment control. We therefore recommend that the applicant work closely with the applicant's engineers and other appropriate consultants.



## The C.3 Provision takes effect October 15<sup>th</sup>!

**BULLETIN UPDATE: October 10, 2003**

*In October 2001, the Regional Water Quality Control Board (RWQCB) issued a revised National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (NPDES MS4 Permit) to the City of San Jose and 14 other co-permittees that have land area which drains to South San Francisco Bay. The other co-permittees include the County of Santa Clara, 12 other municipalities in the county, and the Santa Clara Valley Water District. Together, these jurisdictions constitute the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP). The revised Permit includes new stormwater discharge requirements for new development and redevelopment.*

The Department of Planning, Building and Code Enforcement (PBCE) is moving forward with the procedures to implement the new development and redevelopment requirements of Provision C.3 of the revised Permit for the City of San Jose. PBCE is working closely with the Redevelopment Agency, Environmental Services Department, Public Works Department, and other City departments in this effort. To facilitate implementation of the new requirements, the City Council adopted changes to the Zoning Ordinance and the Post-Construction Urban Runoff Management Policy on October 7, 2003. The purpose of this Bulletin is to provide notice to the development community of the new ordinances, policies, and procedures the City will implement of October 15, 2003.

### ANALYSIS

1. **Applicability.** As of October 15, 2003, the revised NPDES MS4 Permit establishes requirements for certain private new and redevelopment projects, excluding those for which a development application has been deemed complete by the City of San Jose before October 15, 2003. These projects include:
  - i. *New commercial, industrial, or residential developments that create a total of one acre (43,560 square feet) or more of impervious surface, including roof area, streets and sidewalks.*
  - ii. *Significant redevelopment projects.* Any project on a previously developed site that results in addition or replacement of impervious surface with a combined total of one acre (43,560 square feet) or more is deemed a "Significant Redevelopment" project. Where an existing Significant Redevelopment project that was not previously subject to stormwater treatment measures results in an increase, or replacement of, more than fifty percent of existing impervious surfaces the entire project must be evaluated for compliance. Conversely, where the project results in an increase or replacement of less than fifty percent of existing impervious surface, only that affected portion must be included in treatment design. Excluded from this category are interior remodels, routine maintenance or repair, roof or exterior surface replacement and repaving.
  
2. **Numerically Sized Post-Construction Treatment Control Measures.** Major Projects including: new development projects that create one acre (43,560 square feet) or more of impervious surface area; new streets, roads, highways and freeways built under the City's jurisdiction that create one acre (43,560 square feet) or more of impervious surface area; and Significant Redevelopment Projects will

be required to install Post-Construction Treatment Control Measures meeting specified hydraulic sizing criteria, according to the following schedule, except where impracticable:

- October 15, 2003 - Major Projects requiring a permit or other direct approval from the RWQCB, including Major Projects requiring RWQCB certification under Section 401 of the Clean Water Act, and Major Projects involving Land Uses of Concern; and
  - February 15, 2005 - all other Major Projects.
3. **Waiver/Alternative Compliance.** The City has adopted a waiver program as a component of the Post-Construction Urban Runoff Management Policy, revised on October 7, 2003. This Policy establishes the criteria for establishing impracticability and for evaluating Alternative Compliance Measures. Where it is impracticable to install treatment facilities on a project's site, the waiver program allows certain projects to pursue alternative means of dealing with the impact of storm runoff pollution by providing another equivalent water quality benefit. The revised Post-Construction Urban Runoff Management Policy is available at:  
<http://www.ci.san-jose.ca.us/planning/sjplan/counter/stormwater/index.htm>
  4. **Regional Solutions.** As a longer-term solution, the waiver/alternative compliance program may allow a project to participate in a regional or watershed stormwater treatment facility, without a showing of impracticability on the individual project site. Currently this type of regional solution is not an available option.
  5. **Developers' Input.** The City welcomes feedback from developers and other interested parties. We encourage you to bring your comments or questions to future Developers Roundtable meetings or you may contact Planning staff directly (see below).
  6. **New Ordinances, Policies, and Guidance documents.** On October 7, 2003 City Council adopted revisions to the Zoning Ordinance and the Post-Construction Urban Runoff Management Policy to provide consistency with the C.3 Provision, including acceptable waiver/alternative compliance approaches. These documents and guidance for implementing the C.3 requirements are available at the Planning webpage at:  
<http://www.ci.san-jose.ca.us/planning/sjplan/>
  7. **PBCE contacts.** The Urban Runoff coordinator in PBCE is Bill Scott (408-277-8553, [bill.scott@sanjoseca.gov](mailto:bill.scott@sanjoseca.gov)). He reports to Jenny Nusbaum and Laurel Prevetti. Additional City staff members across many departments are currently involved in interdepartmental efforts to respond to the new NPDES Permit requirements.
  8. **Additional Guidance.** SCVURPPP and the Regional Board are holding workshops to provide training to developers on the implementation of the C.3 Provision. SCVURPPP also collaborated with the Bay Area Stormwater Management Agency Association (BASMAA) to publish *Using Site Design Techniques to Meet Development Standards for Stormwater Quality*, a companion volume to the previously published guidance manual entitled *Start at the Source*. Together, these two volumes provide step-by-step guidance for implementing the requirements of the NPDES Permit with the numeric sizing criteria required by the C.3 Provision.

## ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

The California Regional Water Quality Control Board, San Francisco Bay Region (RWQCB), requires that the City of San Jose demonstrate compliance with the National Pollution Discharge Elimination System (NPDES) Permit issued to the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP).

In order to comply with the NPDES Permit requirements, the City of San Jose must provide the RWQCB with the following information requested below. Thank you for your cooperation in compliance.

### INSTRUCTIONS

#### What Projects Apply?

**All applicants** creating, adding, or replacing **5,000 square feet or more of impervious surface\*** on the project site must fill out the following information and submit it along with their application for a Planning permit to the Department of Planning, Building and Code Enforcement, Room 400, City Hall, 801 North First Street, San Jose.

#### What is an Impervious Surface?

An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include rooftops, paved or covered patios, driveways, parking lots, paved walkways, and streets.

For more information on the selection of Best Management Practices for stormwater pollution prevention, please refer to ***Start at the Source*** by BASMAA and ***the Guidance Manual on Selection of Stormwater Quality Control Measures***. These documents are available for purchase in the Department of Planning, Building and Code Enforcement at Room 400, City Hall, 801 North First Street, San Jose. You may also contact Jenny Nusbaum at: [jenny.nusbaum@ci.sj.ca.us](mailto:jenny.nusbaum@ci.sj.ca.us) or (408) 277-4576.

\* DO NOT INCLUDE routine maintenance work such as reroofing, or resurfacing of existing paved areas, in the calculation of impervious surface.

TO BE COMPLETED BY PLANNING DIVISION STAFF	
PROJECT FILE NO.:	
TO BE COMPLETED BY APPLICANT	
PROJECT DESCRIPTION	PROJECT LOCATION
ASSESSOR'S PARCEL NUMBER(S):	
APPLICANT NAME (please print)	DAYTIME TELEPHONE NO: (     )
PROJECT TYPE (Check all that apply):	EXISTING USES ON SITE:
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____

**PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.**

## ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

### PROJECT SIZE:

- a. Site size: \_\_\_\_\_ sq. ft.
- b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways): \_\_\_\_\_ sq. ft.
- c. Impervious surface area created, added, or replaced: \_\_\_\_\_ sq. ft.
- d. Total impervious surface area (new + existing): \_\_\_\_\_ sq. ft.
- e. Percent increase/replacement of impervious surface area (i.e. c/b multiplied by 100: \_\_\_\_\_ %
- Estimated area of land disturbance during construction: \_\_\_\_\_ sq. ft.  
(including clearing, grading, or excavating).

### HAZARDOUS MATERIALS:

Will or have hazardous materials been used or stored on site?  Yes  No

- a. If yes, please provide list and quantity of materials and note previous location and proposed location on site plan:
- \_\_\_\_\_

- b. If required, has a Hazardous Materials Management Plan been approved for the site?  Yes  No

**TYPES OF STORMWATER CONTROL MEASURES:** proposed with project (please refer to item below and check all that apply):

- Stormwater Treatment  Source Control  Site Design

### SPECIFIC STORMWATER CONTROL MEASURES (Check all that apply):

Storm water Treatment	Source Controls	Site Design
<input type="checkbox"/> Biofilter (veg. swale/strip)	<input type="checkbox"/> Wash area/racks, drain to sanitary sewer	<input type="checkbox"/> Minimize land disturbance
<input type="checkbox"/> Detention basin (dry)	<input type="checkbox"/> Covered dumpster area, drain to sanitary sewer	<input type="checkbox"/> Minimize impervious surfaces
<input type="checkbox"/> Detention pond (wet)	<input type="checkbox"/> Swimming pool drain to sanitary sewer	<input type="checkbox"/> Minimum impact street or parking lot design
<input type="checkbox"/> Underground detention	<input type="checkbox"/> Beneficial landscaping (minimizes irrigation, runoff, pesticides and fertilizers; promotes stormwater treatment)	<input type="checkbox"/> Cluster structures/pavement
<input type="checkbox"/> Media filter (sand, organic matter, bioretention)	<input type="checkbox"/> Outdoor material storage protection	<input type="checkbox"/> Disconnect downspouts (make sure they don't drain on to paved areas)
<input type="checkbox"/> Hydrodynamic device (commercially available in-line treatment unit)	<input type="checkbox"/> Covers and drains for loading docks, maintenance bays, and fueling areas	<input type="checkbox"/> Pervious driveway design
<input type="checkbox"/> Infiltration trench	<input type="checkbox"/> Maintenance (street sweeping, catch basin cleaning, etc.)	<input type="checkbox"/> Microdetention in landscape
<input type="checkbox"/> Porous pavement	<input type="checkbox"/> Other _____	<input type="checkbox"/> Preserve open space
<input type="checkbox"/> Wetland basin		<input type="checkbox"/> Protect riparian and wetland areas, riparian buffers
<input type="checkbox"/> Wetland channel		<input type="checkbox"/> Other _____
<input type="checkbox"/> Inlet filter		
<input type="checkbox"/> Other _____		

**PLEASE CALL THE APPOINTMENT DESK AT (408) 277-8820 FOR AN APPLICATION APPOINTMENT.**





## **CON STANDARD OPERATING PROCEDURES**

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This section contains specific Standard Operating Procedures for the Construction Inspection Program

The various components of this section are organized as follows:

### **Private Development Projects**

1. Public Works – Project Approval & Implementation
2. Public Works – Construction Site Inspections
3. Public Works – Handoff
4. Building – Construction Site Inspections & Handoff
5. Environmental Services – Construction Site Inspections
6. Environmental Services – Feedback
7. Citywide Coordination

### **Public Projects**

8. Public Project Approval
9. Public Project Inspections

**City of San José**  
**Urban Runoff Management Plan**

**STANDARD OPERATING PROCEDURE**  
**CONSTRUCTION INSPECTION PROGRAM**

**JULY 2004**

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## Introduction

The purpose of this procedure set is to minimize sediment and contaminated runoff flowing from construction sites into the storm drain system. The procedures identify the responsibilities of all City construction inspection and building inspection personnel, to include: Public Works Inspectors; Building Inspectors in Planning, Building and Code Enforcement; and Environmental Services Enforcement Inspectors.

## Background

Construction Inspection is one of several program element activities required under the City's Urban Runoff National Pollutant Discharge Elimination System (NPDES) permit. As in the case of all program elements, the NPDES permit refers to Performance Standards that define "the level of implementation necessary to demonstrate the control of pollutants in stormwater to the maximum extent practicable." The City and other co-permittees in the Santa Clara Valley Urban Runoff Pollution Prevention Program adopted a Construction Inspection performance standard in 1996, which was revised in 2002. This performance standard establishes eight guidelines as indicated below:

**Table 1. Construction Inspection Performance Standards**

<p><b>CON 1 – Site Housekeeping</b></p> <p>The City ensures through a construction inspection program that construction contractors properly store, use, and dispose of construction materials, chemicals, and wastes at construction sites and prevent illicit discharges to storm drains and watercourses.</p>
<p><b>CON 2 – Local Ordinance</b></p> <p>For development projects with significant erosion potential and planned construction activity during the wet season, the City ensures, through a construction inspection program, that erosion and/or sediment control measures are implemented in accordance with local ordinances and project conditions of approval and maintained as needed during construction.</p>
<p><b>CON 3 – Construction Inspection Frequency</b></p> <p>The City inspects construction sites for adequacy of storm water quality control measures. The frequency of inspections for active sites is at least once per month, or more frequently based on the size of the project, site conditions, precipitation, and the project's potential impact on storm water quality.</p>
<p><b>CON 4 – Wet Season Preparation</b></p> <p>Prior to the beginning of the wet season each year, the City inspects all sites requiring erosion and/or sediment control plans, to ensure that measures have been taken to minimize erosion and discharges of sediment from disturbed areas.</p>
<p><b>CON 5 – Inspection and Site Evaluation Follow-up</b></p> <p>Construction sites with inadequate erosion/sediment controls are given verbal and/or written notice of the inadequacies, according to the City's enforcement procedures, and followed up with action(s) commensurate with the risk of pollutants entering City storm drains or waterways. Written notices and follow-up actions are tracked and summarized in the City's Annual Report to the Regional Board.</p>
<p><b>CON 6 – Municipal Training</b></p> <p>The City provides training annually to its construction inspection staff on inspection procedures, documentation, and enforcement related to storm water pollution prevention. All inspectors receive training on the latest construction-related storm water pollution prevention techniques and appropriate follow up actions at least once every two years. The City keeps documentation that inspectors have received training.</p>

**CON 7 – Outreach**

The City provides outreach materials to contractors, developers, and municipal staff on construction BMPs and compliance with the State General Construction Activity Storm Water Permit.

**CON 8 – Public Works Projects**

The City will develop and implement a process to ensure that contractors hired to construct public works projects have adequate erosion control plans and use appropriate Best Management Practices (BMPs) adopted by the Department of Public Works.

## Definitions

- BMPs – Best Management Practices
- ECP – Erosion Control Plan
- SOPs – Standard Operating Procedures
- Construction Inspection Personnel – All City of San Jose personnel who perform inspections of construction sites as a part of their duties under the Department of Public Works (DPW), Environmental Services Department (ESD), or Department of Planning, Building and Code Enforcement (PBCE).

## Overview

### *City Organization*

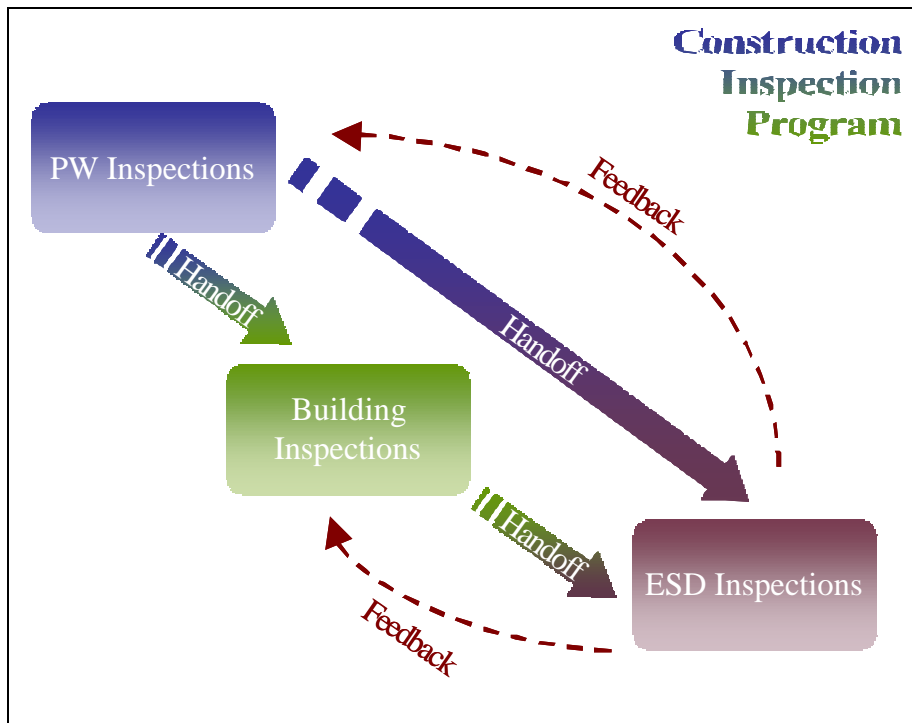
Within the City of San Jose there are three departments primarily responsible for various aspects of permitting, inspection, and enforcement functions that comprise the Construction Inspection program element.

1. Department of Planning, Building, and Code Enforcement (PBCE) carries out planning site reviews and referrals for construction sites deemed to pose high potential to discharge sediment. The Plan Implementation Division informs developers of the requirement to prevent sediment and other construction pollutants from entering the storm drains or the creeks, and includes the requirements as conditions in development permits and tentative map approvals. Planning staff also conducts Developers' Roundtable Workshops every six weeks to keep the development community informed of requirements and impending changes to the rules. The Building Division assigns roughly 50 building inspectors to inspect sites in the later phases of construction. Beginning in 2003, Building inspectors identify and correct storm water issues at sites where repeated inspections are a part of Building inspector responsibilities; this function excludes mechanical, electrical, and plumbing inspectors. But all inspectors have been trained to report problems they encounter on an active site.
2. Department of Public Works (DPW) issues grading permits and requires that sites with high potential to discharge sediment (e.g. greater than 5 acres and/or hillside sites) to provide Erosion Control Plans and Storm Water Pollution Prevention Plans (SWPPPs). There are several divisions within Public Works that provide inspectors and engineers who visit construction sites. These personnel are divided into groups that focus on various construction project specialties: landscape, public buildings, City-owned capital projects (roads, bridges, sewers), private residential and commercial projects, airport projects, and utilities. Most sediment and erosion control issues arise from large construction projects, either public or private. For that reason, the Public Works inspectors in various divisions integrate stormwater issues into their routine inspection duties. In the Transportation and Development Services (TDS) Division, 35 inspectors and engineers are organized into six project teams to monitor large private projects and another 28 inspectors and engineers address roads and

bridges projects. The Engineering and Construction Division includes about 31 inspectors and engineers dedicated to monitoring sanitary and storm sewers projects, and the Parks and Recreation Facilities Division has 20 project managers and 10 inspectors.

3. Environmental Service Department (ESD) maintains and interprets the City's NPDES permit and develops Performance Standards in cooperation with the Regional Water Quality Control Board and other co-permittees in the Santa Clara Valley Urban Runoff Pollution Prevention Program. ESD also devotes two full time Illicit Connection / Illegal Dumping inspectors who carry out official enforcement actions under the Urban Runoff Construction Inspection program element. In order to ensure the most prompt response at Construction sites ESD also makes its 10 Industrial & Commercial Program inspectors available to respond to incidents at Construction sites. Generally, these inspectors are called in for enforcement action on construction sites that appear to be discharging sediment or other construction pollutants into the City's storm drain system or local creeks.

**Figure 1. Overview of Construction Inspection Program Procedures**



### **Annual Inspector Training**

Inspector training covering the topics of construction site erosion control, sediment control, and housekeeping procedures will be conducted with support from Environmental Services Department (ESD) at least annually. Inspectors need to attend the trainings at least once every two years. On an annual basis, supervisory staff and field staff will review and evaluate these SOPs and any other BMPs in use to evaluate their effectiveness in reducing pollutants in storm water and eliminating illicit discharges. This review and evaluation will normally coincide with the annual municipal training on City Urban Runoff NPDES requirements.

# Private Development

## **Public Works – Project Approval & Implementation**

Public Works issues grading permits, with projects categorized by type according to the potential for soil erosion from the project site. Fees, grading permit requirements, and wet season preparation are then implemented according to the project type. The wet season is defined as beginning October 15th and ending April 15th the subsequent year. A development project cannot grade a site with potential to cause erosion/dischage sediment during the wet season without an Erosion Control Plan (ECP), approved by a State-registered engineer and accepted by the City. DPW collects an Erosion Control Plan review/inspection fee. Erosion/sediment fees are due year-round and provide for inspection of sites that encounter rain even outside the wet season. Table 2 summarizes how projects are categorized and what requirements are attributed to each type.

**Table 2. Grading Permits Requirements by Type**

<b>PROJECT TYPE</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>REQUIREMENTS</b>
<b>Type 1</b>	A hillside project (greater than or equal to 5% slope across project site) <b>and</b> project proposes movement of greater than or equal to 1,000 cubic yards of dirt, <b>or</b> Project site is adjacent to a watercourse (creek, river, or channel) <b>and</b> proposes to move greater than or equal to 1,000 cubic yards of dirt.	\$2,500	Erosion Control Plan to be submitted to the City for review and acceptance. A meeting of the project developer, civil engineer, erosion specialist (if any), and contractors (general /grading) with the City Public Works Project Engineer and City Public Works Inspector.
<b>Type 2</b>	A hillside project (greater than or equal to 5% slope across project site) <b>and</b> project proposes to move less than 1,000 cubic yards of dirt, <b>or</b> Project site is adjacent to a watercourse <b>and</b> proposes to move less than 1,000 cubic yards of dirt, <b>or</b> Project site is flat (less than 5% slope across the project site <b>and</b> area disturbed is greater than or equal to 1 acre.	\$850	Erosion Control Plan to be submitted to the City for review and acceptance. Project developer, civil engineer, erosion specialist (if any), and contractors (general /grading) attend a City-sponsored Erosion/Sediment Control Training session prior to the wet season. Type 2 projects that are adjacent to a watercourse may present special concerns and may require a meeting between the project developer and City Public Works staff.
<b>Type 3</b>	Project site is flat (less than 5% slope across project site) <b>and</b> area disturbed is less than 1 acre.	\$375	Use of “Blueprint for a Clean Bay.” No special meetings or training sessions and no requirement for an Erosion Control Plan to be filed.

Public Works staff conducts outreach prior to the wet season. They also receive monthly certifications from developers indicating the status of required control measures. Table 3 below summarizes the procedure for Public Works’ administration of the approval and implementation of Erosion Control Plans as part of the Construction Inspection Program.

**Table 3. Procedure for ECP Acceptance and Implementation**

STEP	RESPONSIBILITY	ACTION
1	Program Manager	Identify development projects that will be grading during the winter season (October 15 <sup>th</sup> to April 15 <sup>th</sup> of the following year) by July 15th. Categorize projects by type (Type 1, 2 or 3)
2	Program Manager and Project Engineers	Prior to wet season, conduct outreach to development community through Developer Roundtable meetings. Send letters to Types 1, 2 and 3 project owners informing them of the erosion control requirements for their project. Also attach copy of <i>Blueprint for a Clean Bay</i> to Type 3 letters. Letter content includes: <ul style="list-style-type: none"> <li>• Whether an ECP is required;</li> <li>• That project erosion/sediment control measures must be in place by October 15<sup>th</sup>; and</li> <li>• Control measures must be maintained throughout the wet season.</li> </ul>
3	Project Engineers	Schedule a formal meeting with each Type 1 project owner/applicant, consultants, contractor and City Inspector.
4	Program Manager	Schedule mass training for all Type 2 project owners/applicants, consultants, contractors and City Inspectors.
5	Project Engineers	Review and accept Erosion Control Plans submitted for Types 1 and 2 projects. Request copy of NOI and SWPPP from applicable projects. Collect required erosion fee. Collect owner-required Monthly Certifications for Types 1 and 2 projects throughout rainy season. The monthly certification is a written letter from the Developer to the City. It must state either: a) that the project's proposed control measures are in place and functioning, or b) an explanation why the project's proposed control measures are not in place along with a compliance schedule.
6	Program Manager	Provide Chief Inspector a location map and a complete list of Types 1, 2 and 3 projects. Update AMANDA with project information.
7	Project Engineers	Work closely with Project Inspectors during the winter season on erosion and sediment control issues.

**Public Works – Construction Site Inspections**

DPW inspectors and engineers that visit sites as members of project teams, spend a fair amount of time on large, complex construction sites. Their inspections cover a very broad range of issues and they are frequently on-site during phases of active grading operations. For this reason, Public Works Inspectors are much more actively involved in monitoring, documenting, and correcting the erosion and sediment control problems they observe. Public Works Inspectors enforce City regulations by issuing verbal warnings or written Notices of Unsatisfactory Conditions with respect to Erosion Control Plans and SWPPPs. For formal enforcement of erosion and sediment control violations, Public Works Inspectors can notify inspectors from Environmental Services Department (ESD) to observe and cite. The table below summarizes DPW's procedure for inspecting Construction sites.



**Table 4. Procedure for Public Works Inspections**

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>ACTION</b>
1	Inspectors	<p>Provide Project Engineers with plan review comments and perform pre-rainy season site inspections for Types 1 and 2 projects.</p> <p>Coordinate erosion and sediment control problems or deficiencies with Chief Inspector and Project Engineer.</p> <p>Identify and document violation of Erosion and Sediment Control requirements for each project.</p> <p>If a significant discharge of sediments or pollutants to a water body is observed, report to ESD Response Team at (408) 945-3000.</p> <p>If minor deficiency is observed, issue a Verbal Warning to contractor and document action taken.</p> <p>If deficiency is not corrected after Verbal Warning, issue Notice of Unsatisfactory Condition and if not corrected, refer violation to ESD. Provide copies of notices given to Project Engineers.</p> <p>Perform inspections before and after a storm event.</p> <p>Complete weekly Inspection Reports for each project during the rainy season and submit to Chief Inspector. See Attachment 1.</p>
2	Chief Inspector	Provide bi-weekly inspection updates to Program Manager.

**Public Works – Handoff**

While DPW are onsite frequently during the early stages of a construction project, their involvement decreases as a project completes grading. Additionally, DPW refer sites as needed to ESD for escalated enforcement. The table below summarizes Public Works’ handoff of relevant inspection information to other departments.

**Table 5. Procedure for Public Works Handoff**

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>ACTION</b>
1	Inspectors	When referring a site to ESD, contact Enforcement staff via phone or email and transmit site information and inspection documentation via message or fax.
2	Chief Inspector	Provide copies of written Notices to ESD and Building for reference during subsequent inspections and enforcement.

**Building – Construction Site Inspections & Handoff**

In general, Building Inspectors from PBCE conduct inspections of mechanical, electrical, plumbing and structural systems based on building permits for new construction. Since Building Inspectors usually visit sites in the latter phases of construction, after the sites have been graded, most large-scale grading and erosion control problems are over before the Building Inspectors arrive. Still, as more contractors access a site, Building Inspectors have an opportunity to observe how “housekeeping issues” are being addressed at the site. While all inspectors are trained to identify high priority construction site issues, the Building Inspectors who serve as “Inspectors of Record” for sites are tasked with inspecting for storm water issues and taking follow up actions. Inspections are recorded on the hard copy “inspection slip” and tracked in the AMANDA Data Management System used by PBCE & DPW to track development related activities.

**Table 6. Procedure for Building Inspections & Handoff**

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>ACTION</b>
1	Supervising Inspector Program Manager	Prior to rainy season, obtain list of Type 1, 2 and 3 projects from Public Works Program Manager. Include other substantial projects for Step 2 notification, below.
2	Inspectors/ Supervising Inspector	Prior to each rainy season, deliver written notice reminding on-site job superintendents for applicable projects of their responsibility to take action limiting any polluted discharge into creeks or storm system.  Note on inspection slip that notice was delivered, using NPDES as the inspection code and OK as the result. This inspection code and result will open an inspection process in the AMANDA database system to allow reports and tracking of NPDES inspections.
3	Inspector	For large projects (which have an assigned Inspector of Record), when storm water site issues are observed during routine construction permit inspection, notify job superintendent to correct the condition and note on Inspection Notice that superintendent was notified. Enter “NPDES” Code onto inspection slip, with the result “Correction Needed.”  At next routine inspection of above project, “NPDES” will automatically be included on inspection slip as an inspection requested. If problem is resolved, mark “OK” as the NPDES inspection result. If problem is not resolved, again discuss with job superintendent and mark inspection result as “CN.”  For small projects (where no further inspection is planned), when storm water site issues are observed, refer to ESD and annotate the inspection slip with NPDES and CN.  If there is a significant discharge (e.g., cannot be stopped immediately, significant clean up is required, or no superintendent onsite and it is raining), refer to ESD.
4	Inspector/ Supervising Inspector	If Step 3 results in “CN”, call ESD to report observed problem as appropriate, and facilitate AMANDA report listing NPDES inspections and results for ESD. Report will include permit #, project location, address, dates of “NPDES” inspections and results of inspections. ESD then follows-up for enforcement and the Inspection slip is annotated to reflect referral to ESD.

***Environmental Services – Construction Site Inspections***

ESD inspectors assigned to construction inspection issues respond to complaint calls; these calls are treated much the same way any Illicit Connection/Illegal Discharge (IC/ID) call is handled. Calls come from PBCE and DPW inspectors and the public. ESD inspectors are trained to issue tiered enforcement response actions: education and cooperation (this lowest tier of enforcement response is also conducted by PBCE and DPW inspectors), official warning notices, and penalty application – administrative or misdemeanor citations.

Inspection response and enforcement actions are done in accordance with the adopted Watershed Enforcement Response Plan (WERP). See Attachment 2: *Enforcement Action Sequence Guidelines for Construction Site Inspections*.

**Table 7. Procedure for Environmental Services Inspection and Enforcement**

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>ACTION</b>
1	Inspector	Performs site inspections. Documents results in Environmental Enforcement Data Management System.
2	Inspector	Determines if there are any violations of the city’s municipal codes. If violations are observed, determines appropriate enforcement response according to guidelines contained in the Watershed Enforcement Response Plan. Types of enforcement response: <i>Official Warning Notice</i> A written notice explaining the municipal code violation and the corrective measures that need to be taken by the Responsible Party. <i>Administrative Citation</i> A civil financial penalty imposed by the City of San Jose for a violation of a municipal code. It carries no criminal charges. Fine amounts are set in the schedule of fines by Council resolution. <i>Misdemeanor Citation</i> A financial and criminal penalty. Fine amounts are set in the schedule of fines by resolution. This citation will become part of a criminal record for the responsible party. Court appearance is required.
3	Supervisor	Reviews administrative or misdemeanor citation with Inspector. Discusses enforcement response actions to be taken or follow-up needed. Advises inspector of any changes necessary.
4	Inspector	Documents violations and required corrective measures, and enforcement response in case file. Closes case when all items of enforcement response have been addressed.
5	Supervisor	Reviews closure of cases and “dead files” if approved.

***Environmental Services – Feedback***

Once ESD has completed enforcement actions on a construction site, the Inspector reports back to the reporting party the outcomes of the inspection and enforcement activities. If the party is from the public, then follow up is done via phone call. If the reporting party is a DPW or Bldg Inspector, a written response is sent and copied to the corresponding Chief Inspector. Response includes dates and outcomes of inspections, enforcement actions taken, and any scheduled follow up to be conducted by ESD.

***Citywide Coordination***

The Environmental Services Department conducts bi-weekly coordination meetings with City staff responsible for implementing the URMP, including the Construction Inspection Program. Construction Inspections are a regular topic of these meetings, which offer an opportunity for the departments to discuss specific site challenges, coordination issues, and overall program performance. Additional meetings are held as needed to resolve more complex issues. For Construction Inspections, the personnel are:

<b>NAME</b>	<b>DEPARTMENT</b>	<b>PHONE NUMBER</b>
Bill Smith	ESD (Coordinator)	945-5176
Martha Trejo	DPW (Chief Inspector)	998-6173

Timm Borden	DPW (Deputy Director)	277-3236
Bob Stevens	PBCE (Chief Bldg Inspector)	277-4586
John Mukhar	ESD (Enforcement Program Manager)	945-5304
Bhavani Yerrapotu	ESD (Enforcement Supervisor, Stormwater)	945-5326

## Public Projects

### ***Public Project Approval***

Public Projects are required to follow erosion control and site clean-up measures found in *City of San Jose Standard Specifications, July 1992*. The City is ultimately responsible for production of the SWPPP. For Projects where City staff prepares the SWPPP (for example, Parks Facilities), a completed SWPPP must be prepared prior to approval of a given project so that SWPPP requirements will be listed when the project is put out for bid. The SWPPP may be prepared by a licensed engineer contracted by the City, but responsibility for preparation and adherence to the SWPPP will always fall under the City's purview. City engineers and inspectors conduct project-specific meetings with general contractors and grading contractors to review, approve, and periodically revise the project's SWPPP requirements.

New provisions regarding stormwater management in the Standard Specifications and been developed and will take effect in FY 04-05. These new provisions will be added to the existing Section 10-2 and will reinforce the responsibility of contractors on public projects to comply with storm water regulations. The provisions include a separate bid amount for the implementation of the SWPPP, a requirement for monthly certification from contractors certifying that BMPs are in place and being maintained, and the delay of invoice payment if such certifications are not kept current.

### ***Public Project Inspections***

During construction, Public Works project managers and inspectors monitor construction sites for adherence to the project Storm Water Pollution Prevention Plan (SWPPP). Deficiencies are corrected and the inspections are documented. ESD inspectors may also identify deficiencies and are empowered to enforce against the contractor for failure to implement and maintain adequate BMPs.

## Attachments

# Attachment 1. Public Works Inspection Report Form



Public Works Department  
Development Services Division  
**EROSION & SEDIMENT CONTROL INSPECTION REPORT**

Permit Number: \_\_\_\_\_ Project Number: \_\_\_\_\_ Inspector: \_\_\_\_\_

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

**? Submit copy of weekly report to office ?**

Sheet \_\_\_\_\_ of \_\_\_\_\_

MONTH	YEAR	DAY OF THE MONTH	INSPECTION CHECKLIST	Date Inspected
			HYDROSEEDING / HYDROMULCHING	
			MATTING / EROSION CONTROL BLANKETS 1. Reinstall if dislocated or failed	
			STABILIZED CONSTRUCTION ACCESS 1. Check for tracking of mud/dirt onto streets, sidewalk, etc. 2. Replace gravel when voids present 3. Remove mud/dirt from pavement within 24 hours	
			INLET PROTECTION 1. Replace clogged filter fabric immediately 2. No more than 6 inches of sediment.	
			SILT FENCE 1. Check for torn or collapsed areas 2. No more than 6 inches of sediment.	
			SEDIMENT TRAP 1. No more than 6 inches of sediment.	
			SEDIMENT BASINS 1. Check sediment storage zone (No more than half full) 2. Check that debris has been removed from outfall	
			WATTLES / FIBER ROLLS 1. Repair or replace split, torn, unraveling or slumping fiber rolls	
			OTHER INSPECTION AREAS	
			<b>DEFICIENCIES / ACTIONS TAKEN / OTHER COMMENTS</b>  WEATHER CONDITIONS Before, during or after rain event ACTIONS VERBAL – Verbal Warning NOTICE – Notice of Unsatisfactory Condition REFER TO ESD	Responsible Person: _____ 24-Hour Phone No.: _____ Developer: _____ Phone No.: _____
			All actions taken must include date and time of action, required or recommended corrective actions, and date deficiency is to be corrected. Include logs and attach photos when referring to ESD.	

## Attachment 2. Enforcement Action Sequence Guidelines for Construction Site Inspections

### Enforcement Action Sequence Guidelines for Construction Site Inspections

*These guidelines set forth the tiered approach for enforcement used by City of San Jose’s environmental inspectors. The guidelines are intended to ensure consistent application of enforcement actions on parties responsible for illegal discharges to the storm sewer system, pursuant to San Jose Municipal Code Sections and in furtherance of the CON performance standards as stated in the URMP.*

*The City’s general policy is to first educate responsible parties, and provide them an opportunity to comply (Level 1). Where a responsible party fails or refuses to respond to an educational approach, or the circumstances of a violation call for it, enforcement actions are escalated in a stepwise fashion (Levels 2, 3).*

INSPECTOR ACTION	APPLICATION SITUATION (IF RAINING)	APPLICATION SITUATION (IF NOT RAINING)
<b>LEVEL 1 - EDUCATION AND COOPERATION</b>		
<p>To provide information on prevention and minimizing non-stormwater discharges by</p> <ol style="list-style-type: none"> <li>1. Describing best management practices (brochures, fact sheets, premium items, technology transfer, and verbal discussion.),</li> <li>2. Identifying and documenting areas of concern and compliance date in the Construction Inspection Notes Page, and</li> <li>3. Giving a verbal warning.</li> </ol>	<ul style="list-style-type: none"> <li>• If construction activity occurring, there is no tracking and the entrances are rocked (gravel laid down to stop sediment), but there is no sweeper or planned sweeping.</li> <li>• Any code violations present are immediately corrected and haven’t resulted in discharges to storm.</li> </ul>	<ul style="list-style-type: none"> <li>• The entrances are rocked, but there is light tracking and a sweeper is not available (first offense).</li> <li>• Any code violations present are immediately corrected and haven’t resulted in discharges to storm.</li> </ul>
<b>LEVEL 2 - OFFICIAL WARNING NOTICE</b>		
<p>Indicate seriousness of discharge while providing information and an opportunity to remedy or prevent violations in the following:</p> <ol style="list-style-type: none"> <li>1. Describing best management practices if not previously provided, (brochures, fact sheets, premium items, technology transfer, verbal discussion),</li> <li>2. Issuing an <i>Official Warning Notice</i>, and</li> <li>3. Giving a verbal warning.</li> </ol>	<ul style="list-style-type: none"> <li>• If there is any tracking but it is cleaned up prior to discharge of sediments to the storm drain.</li> <li>• Any violations present that haven’t yet resulted in a serious discharge to storm but cannot be immediately corrected. Serious impact defined as any of the following:                             <ol style="list-style-type: none"> <li>1. Large quantity: 10 gallons or more.</li> <li>2. Hazardous or toxic substance in any quantity.</li> <li>3. Adversely impacts receiving storm sewer system or water body.</li> </ol> </li> <li>• Level 1 enforcement action previously issued.</li> <li>• At a follow up construction inspection or an ICID inspection the inspector observes the same or a new area of concern.</li> <li>• RP not accessible for a verbal warning but an appropriate location exists to post OWN (in mailbox, under</li> </ul>	<ul style="list-style-type: none"> <li>• The entrances are rocked, but there is light tracking and a sweeper is not available (second offense).</li> <li>• They have tracking (light or heavy) and the entrances are not rocked (first offense).</li> <li>• Any violations present that haven’t yet resulted in a serious discharge to storm but cannot be immediately corrected. Serious impact defined as any of the following:                             <ol style="list-style-type: none"> <li>1. Large quantity: 10 gallons or more.</li> <li>2. Hazardous or toxic substance in any quantity.</li> <li>3. Adversely impacts receiving storm sewer system or water body.</li> </ol> </li> <li>• Level 1 enforcement action previously issued.</li> <li>• At a follow up construction inspection or an ICID inspection the inspector observes the same or a new area of concern.</li> <li>• RP not accessible for a verbal warning but an appropriate location exists to</li> </ul>

INSPECTOR ACTION	APPLICATION SITUATION (IF RAINING)	APPLICATION SITUATION (IF NOT RAINING)
	windshield wiper, etc).	post OWN (in mailbox, under windshield wiper, etc).
<b>LEVEL 3 - PENALTY APPLICATION</b>		
<p>Indicate seriousness of discharge by issuing either an <i>Administration Citation</i> or a criminal complaint/<i>Misdemeanor Citation</i>.</p> <p>Note: Administrative Citations and Misdemeanor Citations must be approved by the supervisor before issuing.</p>		
<b>A. Compliance Schedule</b>	Not an option	<ul style="list-style-type: none"> <li>• The entrances are rocked, but there is light tracking and a sweeper is not available (after two warnings).</li> <li>• They have light tracking and the entrances are not rocked (after one warning).</li> <li>• They have heavy tracking and the entrances are not rocked, and situation has not been resolved after an administrative citation was issued.</li> <li>• Level 2 enforcement action previously issued.</li> <li>• Compliance issues are numerous and complex.</li> <li>• Discharge did not reach storm drain or it was a non-serious discharge.</li> <li>• City Attorney referral not yet necessary.</li> </ul>
<b>B. Administrative Citation</b>	<ul style="list-style-type: none"> <li>• Discharge into storm sewer and the impact is serious based on quality or quantity.</li> <li>• There is any tracking of mud, and there is any discharge to an unprotected storm drain, gutter or other conveyance leading to the storm drain.</li> <li>• Level 2 enforcement action previously issued.</li> <li>• Compliance Meeting did not bring resolution, or RP did not follow compliance schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• Discharge into storm sewer and the impact is serious based on quality or quantity.</li> <li>• They have heavy tracking and the entrances are not rocked (after one warning)</li> <li>• Level 2 enforcement action previously issued.</li> <li>• Compliance Meeting did not bring resolution, or RP did not follow compliance schedule.</li> </ul>
<b>C. Criminal Complaint/Misdemeanor Citation</b>	<ul style="list-style-type: none"> <li>• Level 2 enforcement previously issued and there is a flight risk possibility or immediately needs to be notified of wrongdoing.</li> <li>• Discharge causes serious impact to the storm drain sewer system and there is a flight risk or immediately needs to be notified of wrongdoing.</li> <li>• Enforcement action being conducted in coordination with another regulatory agency's enforcement actions.</li> </ul>	



## **PSR STANDARD OPERATING PROCEDURES**

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This section contains specific Standard Operating Procedures for Public Streets, Roads, and Highways Program, which includes the Rural Public Works Program.

The various components of this section are organized as follows:

### **Department of Transportation**

1. Spill Control in the Field
2. Litter/Debris Control
3. Leak Prevention
4. Street Sweeping
5. Vehicle and Equipment Cleaning and Maintenance in the Field
6. Pavement Marking Installation and Removal
7. Landscape Chemical Application
8. Roadway Irrigation System and Repair
9. Pavement Maintenance
10. SOP & BMP Annual Effectiveness Reviews
11. BMP: Saw-Cut Procedures

### **Parks, Recreation, & Neighborhood Services Department**

12. Environmental Permitting for Rural Public Works Activities
13. Irrigation System Repair Adjacent to Roadways & Creeks
14. Landscape Chemical Application
15. Leak Prevention
16. Litter/Debris Control & Leaf Cleaning
17. SOP & BMP Annual Effectiveness Reviews
18. Spill Control in the Field
19. Unpaved Roads and Trails/Embankment Maintenance and Repair
20. Vehicle and Equipment Cleaning and Maintenance in the Field



**CITY OF SAN JOSE**  
**Department of Transportation**

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**STANDARD OPERATING PROCEDURES**

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Subject: <b>Spill Control in the Field</b>	Page <b>1 of 4</b>	Section Number <b>01.01</b>
	Effective Date 6/1/00	Revised Date 08/02/04

**01.01.1 PURPOSE**

This procedure provides instructions for using spill-cleaning equipment in the field. Runoff pollution control guidance for general spill response is included in the Standard Operating Procedures for Spill Response for each of the City's corporation yards. Other related runoff pollution control guidance is included in the Standard Operating Procedures for *Spill Response*.

**01.01.2 BACKGROUND**

- Spills and leaks will occur from time to time. Some spilled materials, such as certain paints, cleaners and solvents may seem harmless because they are labeled "non-toxic" or "biodegradable." However, they are often far from harmless. Many of these materials are actually poisonous to the plants and animals that live in our creeks and in San Francisco Bay. Other chemicals, such as vehicle fuels and lubricants have long been known to be toxic. For these reasons, spills must be cleaned-up as soon as possible, before they can contaminate our waterways.
- For more information refer to City of San Jose Municipal Code 17.68.450 (Reporting Unauthorized Discharge) and 17.68.460 (Cleanup Responsibility).

**01.01.3 POLICY**

The Department of Transportation expects all of its employees to conduct their work to ensure that material spills in the field are avoided and that spills are responded to immediately and correctly. The goal of these procedures is to ensure that spill equipment is properly used so spills are quickly and properly contained, picked-up, disposed of, and documented. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of spill cleaning equipment and materials. All Department staff are required to understand and comply with these procedures.

**01.01.4 DEFINITIONS**

Spill sizes are defined as follows:

- Small spill: up to 5 gallons
- Medium spill: 6-41 gallons
- Large spill: over 42 gallons

# STANDARD OPERATING PROCEDURES

Subject: **Spill Control in the Field**

Page

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Non-hazardous materials spills are defined as those involving:

- Concrete wash water
- Sawcut slurry
- Dirt, sand, and other sediment

Hazardous materials spills include, *but are not limited to*, the following (check the MSDS for the material if unsure):

- Solvents
- Adhesives
- Vehicle fluids (fuels, hydraulic fluid, antifreeze, etc...)
- Paints
- Landscape chemicals

At minimum, a spill kit shall include:

- a U.S. DOT-approved 6-gallon bucket with a “spin” top
- hazardous waste labels
- three sets of “Nitrile” surgical-type gloves
- granular absorbent material (“kitty litter”)
- hydrophilic pads
- “pig” blanket
- three large plastic garbage bags
- one shovel

Responsibilities are defined as follows:

- Vehicle Driver/Crew Leader- person driving a truck, sweeper, paving machine, or operating other street maintenance equipment or a designated responsible party
- Supervisory Staff - management staff in the Department of Transportation
- Staff Responsible for Spill - person who accidentally caused the spill
- Department of Transportation Staff – any non-management employee of the Department of Transportation

# STANDARD OPERATING PROCEDURES

Subject: <b>Spill Control in the Field</b>	Page <b>3 of 4</b>
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## 01.01.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Vehicle Driver/ Crew Leader</b>	<p><b>Pre-departure Spill Kit Check (conduct at beginning of each shift)</b></p> <ul style="list-style-type: none"> <li>• Ensure that vehicle has spill kit</li> <li>• Check spill kit to make sure all components are present</li> <li>• Make sure lids of all spill kit containers are secure</li> <li>• Contact supervisor if spill kit is missing or incomplete</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Contact GSD to request spill kit or spill cleaning equipment</li> </ul>
<b>2.</b>	<b>Staff Responsible for Spill</b>	<p><b>For Small spills (up to 5 gallons):</b></p> <ul style="list-style-type: none"> <li>• Use appropriate personal protection before beginning clean-up ( gloves, boots, etc.).</li> <li>• Use “dry” methods to clean the spill-do not wash spill area with water or other liquids.</li> <li>• As much as possible, clean-up and contain the spill by using “kitty litter,” rags or absorbent pads.</li> <li>• Identify substance spilled (hazardous or non-hazardous). Read the container label. Refer to the MSDS if necessary.</li> <li>• Block storm drain inlets and divert flow of material away from gutters or inlets to ensure spilled materials do not reach storm drain. As necessary, use pea gravel bag check dams, pig blankets and/or secure catch basin inlet with filter fabric</li> <li>• Ensure that all traffic is diverted from spilled substance by posting a sign or cone.</li> <li>• For spills on dirt areas, dig up and remove contaminated soil.</li> </ul> <p><b>For Medium spills (6 – 41 gallons) add:</b></p> <ul style="list-style-type: none"> <li>• Contact the Department of Transportation Dispatcher to report the spill. If applicable, provide the I.D. number of affected catch basin(s).</li> <li>• Contact Supervisory Staff.</li> </ul> <p><b>For Large Hazardous spills (over 42 gallons) add:</b></p> <ul style="list-style-type: none"> <li>• Call HIT UNIT (911 or 111 on City phone), and Dispatch (x-4373).</li> </ul>
	<b>Dispatcher</b>	<ul style="list-style-type: none"> <li>• Contact Department of Transportation “Complaint Truck” to bring additional spill clean-up supplies to the spill site.</li> </ul>
<b>2.</b>	<b>Supervisory Staff</b>	<p><b>For Medium spills (6 – 41 gallons):</b></p> <ul style="list-style-type: none"> <li>• Contact ESD Duty Inspector at 945-3000.</li> </ul> <p><b>For Large spills (over 42 gallons) add:</b></p> <ul style="list-style-type: none"> <li>• Call HIT UNIT (911 or 111 on City phone).</li> <li>• Contact State Office of Emergency Services (1-800-852-7550).</li> </ul>
<b>3.</b>	<b>Staff Responsible for Spill</b>	<p><b>Disposal of Spent Spill Cleaning Materials</b></p> <ul style="list-style-type: none"> <li>• Sweep up the used absorbent and place it in the spill kit bucket, or other designated container. Label the container with labels supplied in the spill kit.</li> <li>• If spill occurs in dirt area, place removed contaminated soil in spill kit bucket or other designated container. Label the container with labels supplied in the spill kit.</li> <li>• If rags or absorbent pads were used, place in either the spill kit or a plastic garbage bag included with the spill kit. Label the bucket or bag with labels supplied in the spill kit.</li> <li>• Bring spent spill cleaning materials to the corporation yard and place in approved disposal location.</li> </ul>

# STANDARD OPERATING PROCEDURES

Subject: <b>Spill Control in the Field</b>	Page <b>4 of 4</b>
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	<b>Staff Responsible for Spill</b>	<b>Spill Documentation</b> <ul style="list-style-type: none"><li>Alert supervisor to log-in spill.</li></ul>
<b>5.</b>	<b>Supervisory Staff</b>	<ul style="list-style-type: none"><li>Document all spill activity in spill logs (located in Hazardous Materials Management Plan binder) and ensure records are kept on-site.</li></ul>
<b>6.</b>	<b>Department of Transportation Staff</b>	For spills witnessed off-site which are not caused by staff, contact the ESD Duty Inspector at 945-3000.
	<b>Supervisory staff</b>	<b>General Guidance</b> <ul style="list-style-type: none"><li>Ensure all appropriate staff are aware of spill kit materials and spill cleaning procedures.</li></ul>

## 01.01.6 REFERENCES

- SJMC 17.68.450
- SJMC 17.68.460
- California Governor's Office of Emergency Services, "Hazardous Material Spill/Release Notification Guidance," January 2002.
- City of San Jose Urban Runoff Management Plan, 2002, Public Roads, Streets and Highways Operation and Maintenance Performance Standards

**CITY OF SAN JOSE**  
**Department of Transportation**

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**STANDARD OPERATING PROCEDURES**

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Subject: <b>Litter/Debris Control</b>	Page <b>1 of 2</b>	Section Number <b>01.02</b>
	Effective Date 06/01/00	Revised Date 08/02/04

**01.02.1 PURPOSE**

This procedure provides instructions for controlling urban runoff pollution during the collection of litter and debris. Guidance for cleaning spills and leaks is included in the Standard Operating Procedures for *Spill Response* and *Spill Control in the Field*. The Storm Water Pollution Prevention Plan (SWPPP) for each of the City's corporation yards contains guidance on materials stockpiling and the use of designated debris storage areas.

**01.02.2 BACKGROUND**

Properly removing litter and debris from the City's rights-of-way will help reduce the amount of contaminants discharged to the storm drain system. Minimizing these contaminants will limit harmful impacts to animals and plants living in downstream creeks and San Francisco Bay.

**01.02.3 POLICY**

It is the policy of the Department of Transportation to remove litter and debris from the City right-of-way on a continuous basis. The goal of these procedures is to ensure that litter and debris are removed, transported and disposed of in ways that minimize water pollution as much as possible. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper methods of litter and debris collection, transportation and disposal. All Department staff are required to understand and comply with these procedures.

**01.02.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – non-supervisory laborers in the Department of Transportation
- Supervisory Staff - management staff in the Department of Transportation

# STANDARD OPERATING PROCEDURES

Subject: <b>Litter/Debris Control</b>	Page <b>2 of 2</b>
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## 01.02.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Field Staff</b>	<b>Litter and Debris Collection Schedule</b> <ul style="list-style-type: none"> <li>The General Complaint truck crew removes non-hazardous debris in the right-of-way on a continuous basis.</li> <li>Landscape Services crews remove debris from landscaped areas in the right-of-way on a continuous basis.</li> <li>Blight Abatement crews remove debris from the right-of-way in five Redevelopment areas on a continuous basis.</li> <li>Blight Abatement crews empty five civic litter modules in the Paseo de San Antonio twice per week.</li> </ul>
<b>2.</b>	<b>Field Staff</b>	<b>Hazardous Material Response</b> <ul style="list-style-type: none"> <li>If debris is suspected of being hazardous, follow the procedures contained in the DOT Emergency Response Manual.</li> <li>Contact the DOT Dispatcher to coordinate removal by the City’s HIT Unit.</li> </ul>
	<b>Dispatcher</b>	<ul style="list-style-type: none"> <li>Contact the City’s HIT Unit to remove possible hazardous debris.</li> </ul>
<b>3.</b>	<b>Field Staff</b>	<b>Site Clean-Up</b> <ul style="list-style-type: none"> <li>As necessary, after collecting the debris, use dry methods, such as sweeping or vacuuming, to clean the collection site.</li> <li>If leachate has leaked from civic litter modules, contact Supervisory Staff to arrange for cleaning.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>Contact the General Complaint Truck to arrange for leachate removal from around City-maintained civic litter modules.</li> <li>If dripped leachate is a problem around contractor-maintained litter facilities, contact the ESD Integrated Waste Management, Civic Services Division, at 277-5533.</li> </ul>
<b>4.</b>	<b>Field Staff</b>	<b>Transporting Litter and Debris to the Corporation Yard</b> <ul style="list-style-type: none"> <li>It is important to prevent collected litter and debris from leaking or blowing out of City vehicles as it is transported to the corporation yard for temporary storage.</li> <li>Plastic, paper or other lightweight debris shall be placed under a secured tarp or in an enclosed container (bag, lidded can or bucket) as it is picked-up.</li> <li>Wet, dripping debris shall be placed in a waterproof container (bag, lidded can or bucket) as it is picked-up.</li> </ul>
<b>5.</b>	<b>Field Staff</b>	<b>Litter and Debris Disposal</b> <ul style="list-style-type: none"> <li>Litter and debris shall be unloaded from the City vehicle to the designated debris storage area(s) at the corporation yard (see the SWPPP for the particular corp yard).</li> </ul>
<b>6.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>Ensure all appropriate staff are aware of litter and debris control procedures.</li> </ul>

## 01.02.6 REFERENCES

- City of San Jose Urban Runoff Management Plan, 2002, Public Roads, Streets and Highways Operation and Maintenance Performance Standards



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<b>Subject: Leak Prevention</b>	<b>Page</b> <b>1 of 2</b>	<b>Section Number</b> <b>01.03</b>
	<b>Effective Date</b> 6/1/00	<b>Revised Date</b> 08/02/04

**01.03.1 PURPOSE**

This procedure provides instructions for minimizing leaks from vehicles and equipment. Runoff pollution control guidance for spill response is included in the Standard Operating Procedures for Spill Response for each of the City’s corporation yards, and in the Standard Operating Procedures for *Spill Response, Spill Control in the Field*, and *Vehicle and Vehicle and Equipment Cleaning in the Field*.

**01.03.2 BACKGROUND**

Vehicle fuels, lubricants, pesticides and other chemicals and materials associated with street maintenance have long been known to be damaging to plants and animals. Unchecked leakage from vehicles and equipment can cause toxic chemicals and clogging sediments to be washed into storm drains, creeks and San Francisco Bay. For this reason, vehicles and equipment must be keeps in good working order to minimize leaks that could contaminate our waterways.

For more information refer to City of San Jose Municipal Code 17.68.450 (Reporting Unauthorized Discharge) and 17.68.460 (Cleanup Responsibility).

**01.03.3 POLICY**

The Department of Transportation expects all of its employees to operate their vehicles and equipment to ensure that leaks are minimized. The goal of these procedures is to ensure that vehicles and equipment routinely inspected, maintained and operated to reduce leaks as much as possible. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of spill cleaning equipment and materials. All Department staff are required to understand and comply with these procedures.

**01.03.4 DEFINITIONS**

Responsibilities are defined as follows:

- Vehicle Driver/Crew Leader - person driving a truck, paving machine, or operating other street maintenance equipment or their designated responsible party
- Field Staff - any non-management employee of the Department of Transportation
- Supervisory Staff - management staff in the Department of Transportation

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Subject: <b>Leak Prevention</b>	Page <b>2 of 2</b>
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## 01.03.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Vehicle Driver/ Crew Leader</b>	<b>Pre-departure Inspection (conduct at beginning of each shift)</b> <ul style="list-style-type: none"><li>• Inspect pavement under and around vehicles to check for leaks.</li><li>• Inspect equipment on vehicles to check for leaks.</li><li>• Check spray rigs (landscape maint.) for leaks and worn hoses.</li><li>• Inspect seals on vehicles and equipment for signs of wear or malfunction.</li></ul>
<b>2.</b>	<b>Field Staff</b>	<b>Leak Reporting</b> <ul style="list-style-type: none"><li>• Report leakage from other DOT vehicles or equipment to Supervisory staff.</li><li>• Report leakage from other City vehicles or equipment to Supervisory staff.</li></ul>
	<b>Supervisory staff</b>	<ul style="list-style-type: none"><li>• Contact GSD to request vehicle or equipment maintenance.</li><li>• Report leakage from other City vehicles or equipment to Environmental Enforcement at 945-3000.</li></ul>
<b>3.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"><li>• Ensure all appropriate staff are aware of leak prevention procedures.</li></ul>

## 01.03.6 REFERENCES

- SJMC 17.68.450
- SJMC 17.68.460
- CalTrans Storm Water Quality Handbook Maintenance Staff Guide May 2003, Appendix B Activity Cut Sheets, E Family – Landscaping, Chemical Vegetation Control

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Subject: <b>Street Sweeping</b>	Page <b>1 of 2</b>	Section Number <b>1.04</b>
	Effective Date 6/1/00	Revised Date 08/02/04

**1.04.1 PURPOSE**

This procedure provides instructions for controlling pollutants that can result from mechanical sweeping operations.

**1.04.2 BACKGROUND**

Street sweeping has been proven through numerous studies to be effective in removing non-point source pollutants from our streets and roadways. Thus, the continuation of this maintenance activity is critical to the City achieving compliance with its NPDES permit. If performed correctly, sweeping operations can maximize its effectiveness in pollutant removal.

**1.04.3 POLICY**

The Department of Transportation expects all of its employees to conduct their work in a manner that minimizes the introduction of contaminants into the storm drainage system to the greatest extent practicable. The goal of these procedures is to ensure that sweeping personnel conduct their work in such a manner. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of spill cleaning equipment and materials. All Department staff are required to understand and comply with these procedures.

**1.04.4 DEFINITIONS**

Responsibilities are defined as follows:

- Sweeper Driver - person driving the street sweeping vehicle
- Heavy Equipment Staff – person or persons who are assigned the duty of retrieving debris at designated temporary dump site
- Vehicle Maintenance Staff – any city employee who performs routine maintenance or cleaning of a sweeper
- Supervisory Staff - management staff in the Department of Transportation

# STANDARD OPERATING PROCEDURES

Subject: <b>Street Sweeping</b>	Page <b>2 of 2</b>
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## 1.04.5 PROCEDURES

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>CONTROL MEASURES</b>
<b>1.</b>	<b>Sweeper Driver</b>	<b>Sweeper Operations</b> <ul style="list-style-type: none"> <li>• Use caution when encountering materials that may be hazardous. Sweep around such debris and notify dispatch or SJ20 to issue work order to ensure that Hazmat team will be contacted.</li> <li>• Adjust brooms to achieve maximum sweeping efficiency.</li> <li>• Operate vehicle within the speed recommended by the manufacturer.</li> <li>• Check hopper frequently to prevent overloading.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Contact Environmental Enforcement at 945-3000 to report hazardous materials that are discovered by staff.</li> <li>• Conduct storm water pollution prevention awareness training for all employees involved in street sweeping.</li> </ul>
<b>2.</b>	<b>Streets and Traffic Staff</b>	<b>Debris Storage and Pick-up</b> <ul style="list-style-type: none"> <li>• Properly dispose of sweeper debris only at approved dump sites</li> <li>• Dump site should be as far away from catch basin as practical, without interfering with passing traffic, or altering the general location of the dump site. Minimum desired distance from CB is 100 feet.</li> <li>• Resweep debris area following pick-up by Heavy Equipment Driver</li> </ul>
	<b>Heavy Equipment Staff</b>	<ul style="list-style-type: none"> <li>• Schedule work to ensure pick-up of sweeper debris on the same day that the debris was deposited on the street.</li> <li>• Transport debris to nearest City Corporation Yard and deposit in General Debris piles.</li> <li>• Contact sweeper driver to perform final clean-up of dumpsite.</li> </ul>
<b>3.</b>	<b>Sweeper Driver</b>	<b>Sweeper Maintenance</b> <ul style="list-style-type: none"> <li>• Clean sweepers in an approved area to capture solid material and prevent pollutants from running into storm drain system. Sweeper should never be rinsed or washed down in the field.</li> </ul>
	<b>Vehicle Maintenance Staff</b>	<ul style="list-style-type: none"> <li>• Clean sweepers in an approved area to capture solid material and prevent pollutants from running into storm drain system</li> </ul>

## 1.04.6 REFERENCES

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Subject: <b>Vehicle and Equipment Cleaning and Maintenance in the Field</b>	Page <b>1 of 3</b>	Section Number <b>01.05</b>
	Effective Date 6/1/00	Revised Date 08/02/04

**01.05.1 PURPOSE**

This procedure provides instructions for controlling runoff pollution from cleaning and maintaining vehicles and equipment in the field. Runoff pollution control guidance for vehicle and equipment cleaning in the corporation yards is included in the Storm Water Pollution Prevention Plans for each of the City's corporation yards. Other related runoff pollution control guidance is included in the Standard Operating Procedures for *Concrete Installation; Pavement Repair; Landscape Chemical Application; Leak Prevention; Spill Response* and *Spill Control in the Field*.

**01.05.2 BACKGROUND**

Many vehicle fuels, lubricants, pesticides and other chemicals used for street maintenance are known to be toxic to animals and plants. When these materials drip on to paved surfaces, they can be inadvertently washed to storm drains and find their way to downstream creeks and the San Francisco Bay. To minimize possible contamination of our waterways, routine vehicle and equipment cleaning and maintenance should occur only in the corporation yards, where they can be serviced in areas that do not discharge to storm drains. Field servicing of vehicles and equipment shall be conducted only if, by not doing so, there is a risk of spills or leaks.

**01.05.3 POLICY**

The Department of Transportation expects all of its employees to conduct their work to minimize spills and leaks. The goal of these procedures is to identify when it is appropriate to clean or maintain vehicles or equipment in the field. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained to limit the field servicing of vehicles and equipment. All Department staff are required to understand and comply with these procedures.

**01.05.4 DEFINITIONS**

Responsibilities are defined as follows:

- Equipment Operator – person driving truck, sweeper, paving machine, or other vehicle or using DOT equipment or tools
- Supervisory Staff - management staff in the Department of Transportation
- Field Staff – non-supervisory laborers in the Department of Transportation

# STANDARD OPERATING PROCEDURES

<b>Subject: Vehicle and Equipment Cleaning and Maintenance in the Field</b>	<b>Page 2 of 3</b>
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## 01.05.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Equipment Operator</b>	<b>Paving Vehicle and Equipment Cleaning</b> <ul style="list-style-type: none"> <li>• Major routine vehicle cleaning shall be done in the corporation yards.</li> <li>• The paving box shall be cleaned over the work area.</li> <li>• Diesel shall not be used on the dump trucks hauling hot asphalt concrete.</li> <li>• Extreme caution shall be used when using diesel or citrus cleaner in the field.</li> <li>• Make sure an approved spill kit is on-hand prior to beginning cleaning.</li> <li>• Diesel used for tool and equipment cleaning shall be transported to the job site in an approved fuel container.</li> <li>• Use a funnel to transfer spent cleaner back in to the approved fuel container.</li> <li>• Spent diesel shall be disposed of to the designated 55-gallon drum in the corporation yard.</li> <li>• Used citrus cleaner shall be disposed of to the debris transfer pile.</li> <li>• In the event of a diesel spill, follow the SOP for <i>Spill Control in the Field</i>.</li> </ul>
<b>2.</b>	<b>Field Staff</b>	<b>Concrete Finishing Tool Cleaning</b> <ul style="list-style-type: none"> <li>• When possible, concrete finishing tools shall be cleaned in the corporation yard</li> <li>• Follow the SOP for <i>Handling and Disposal of Concrete and Cement</i>.</li> <li>• If concrete-finishing tools must be cleaned in the field, the wash water shall be taken back to the corporation yard for proper disposal.</li> <li>• Concrete rinse water shall not be drained to gutters or catch basins</li> <li>• If concrete rinse water is spilled, follow SOP for <i>Spill Control in the Field</i>.</li> </ul>
<b>3.</b>	<b>Field Staff</b>	<b>Other DOT Equipment Cleaning</b> <ul style="list-style-type: none"> <li>• Landscape chemical spray equipment shall not be cleaned in the field. All cleaning shall occur in the corporation yard.</li> <li>• Pavement marking equipment shall not be cleaned in the field. All cleaning shall occur in the corporation yard.</li> <li>• If unsure if field cleaning is permitted, contact the Supervisory staff.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• If unsure if field cleaning is permitted, contact the ESD Duty Inspector at 945-3000.</li> </ul>
<b>4.</b>	<b>Equipment Operator</b>	<b>Vehicle or Equipment Maintenance:</b> <ul style="list-style-type: none"> <li>• Routine maintenance shall occur in the corporation yards.</li> <li>• If there is a vehicle or equipment breakdown, evaluate whether continuing to operate the machinery in its malfunctioning condition would result in a potential leakage risk.</li> <li>• If there is no leakage risk from doing so, return malfunctioning machinery to corporation yard for repair.</li> <li>• If malfunctioning machinery would result in a leakage risk if moved, evaluate if field servicing would reduce this risk.</li> <li>• If servicing malfunctioning machinery in the field would be less of a leakage risk than driving it back to the corporation yard, fix equipment at the job site.</li> <li>• If field servicing is necessary and the driver or operator is not able to do so, call Supervisory staff for assistance.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Contact GSD to request assistance with field servicing vehicle or equipment.</li> <li>• If spill occurs, follow the SOP for <i>Spill Control in the Field</i>.</li> </ul>
<b>5.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of vehicle and equipment cleaning and maintenance procedures.</li> </ul>

# STANDARD OPERATING PROCEDURES

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Subject: <b>Vehicle and Equipment Cleaning and Maintenance in the Field</b>
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## 01.05.6 REFERENCES

- City of San Jose Urban Runoff Management Plan, 2002, Public Roads, Streets and Highways Operation and Maintenance Performance Standards

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<b>Subject: Pavement Marking Installation and Removal</b>	Page <b>1 of 2</b>	Section Number <b>01.06</b>
	Effective Date 6/1/00	Revised Date 08/02/04

**01.06.1 PURPOSE**

This procedure provides instructions for controlling runoff pollution that could occur during pavement marking installation and removal. Other related runoff pollution control guidance is included in the South Yard Storm Water Pollution Prevention Plan (SWPPP) and the Standard Operating Procedures for *Vehicle and Equipment Cleaning and Maintenance in the Field, Leak Prevention and Spill Control in the Field*.

**01.06.2 BACKGROUND**

Pavement marking installation involves the use of paints, solvents and/or adhesives. The removal of pavement markings may generate paint chips and sediment. Many of the chemicals used in these activities are poisonous to the plants and animals that live in our creeks and in San Francisco Bay. In addition, sediments may clog fish spawning grounds and otherwise damage wildlife habitats. To minimize possible harm to our waterways, every effort should be made to minimize the amount these materials entering the storm drain system during pavement marking installation and removal.

**01.06.3 POLICY**

The Department of Transportation expects all of its employees to conduct their work to minimize the introduction of contaminants into the storm drainage system. Supervisory staff shall ensure that all appropriate staff and contract personnel receive training on these procedures. All Department staff are required to understand and comply with these procedures.

**01.06.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – person installing or removing the pavement marking
- Supervisory Staff - management staff in the Department of Transportation



# STANDARD OPERATING PROCEDURES

<b>Subject: Pavement Marking Installation and Removal</b>	<b>Page 2 of 2</b>
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## 01.06.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Field Staff</b>	<b>Pavement Marking Installation</b> <ul style="list-style-type: none"> <li>• Prior to leaving the South Yard, check vehicles and equipment for leaks (per SOPs for <i>Leak Prevention</i>).</li> <li>• Prior to leaving the South Yard, make sure a spill kit is on each painting truck.</li> <li>• All paint loading shall occur in the South Yard.</li> <li>• In the event of a spill, follow the procedures in the DOT Spill Response Manual and the SOPs for <i>Spill Control in the Field</i>.</li> <li>• Clean up and dispose of all waste per the applicable MSDS.</li> <li>• Any paint chips dislodged from the legend stencils shall be vacuumed or swept up, placed in a plastic bag or other secure container and taken back to the South Yard for proper disposal (see the South Yard SWPPP regarding designated disposal location).</li> </ul>
<b>2.</b>	<b>Field Staff</b>	<b>Pavement Marking Removal</b> <ul style="list-style-type: none"> <li>• Although lead paint is no longer used, if the paint to be removed is yellow and could have been installed prior to 1973, it might contain lead. Contact supervisory staff to have paint tested for lead.</li> <li>• Lead-free grindings resulting from the removal of pavement legends or striping shall be vacuumed or swept up, placed in a plastic bag or other secure container and taken back to the South Yard for proper disposal.</li> <li>• If paint contains lead, sweep or blow all grindings into plastic bags. Label bags to identify them as containing lead. Return bags to the South Yard for proper disposal.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Contact HIT UNIT to arrange for lead testing and, as necessary, disposal of lead-bearing grindings.</li> </ul>
<b>3.</b>	<b>Field Staff</b>	<b>Vehicle and Equipment Cleaning and Maintenance</b> <ul style="list-style-type: none"> <li>• All vehicle cleaning and maintenance shall occur in the corporation yard (per the SOPs for <i>Vehicle and Equipment and Cleaning and Maintenance in the Field</i>).</li> <li>• Legend stencil cleaning shall be done at the South Yard in a designated location that is covered and where the wash water is directed to the sanitary sewer (see the South Yard SWPPP).</li> </ul>
<b>4.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of pavement marking installation and removal procedures.</li> </ul>

## 01.06.6 REFERENCES

- City of San Jose Urban Runoff Management Plan, 2002, Public Roads, Streets and Highways Operation and Maintenance Performance Standards

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<b>Subject: Landscape Chemical Application</b>	Page <b>1 of 2</b>	Section Number <b>01.07</b>
	Effective Date 6/1/00	Revised Date 08/02/04

**01.07.1 PURPOSE**

This procedure provides instructions for controlling runoff pollution from the application of herbicides, pesticides and fertilizers. Other related runoff pollution control guidance is included in the Standard Operating Procedures for *Spill Control in the Field* and *Leak Prevention*.

**01.07.2 BACKGROUND**

Many herbicides, pesticides and fertilizers are toxic to the plants and animals that live in our creeks and in San Francisco Bay. For this reason, these chemicals must be stored, mixed and applied carefully to minimize contamination of our waterways.

**01.07.3 POLICY**

The Department of Transportation expects all of its employees to conduct their work to minimize the introduction of contaminants into the storm drainage system. It is recognized that the State of California regulates the application of these chemicals. The goal of these procedures is raise the awareness of landscape chemical applicators as to the impacts of their activities on water quality and local wildlife so that adverse impacts are minimized. Supervisory staff shall ensure that all appropriate staff and contract personnel receive training on these procedures. All Department staff are required to understand and comply with these procedures.

**01.07.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – person mixing and applying herbicides, pesticides or fertilizers
- Supervisory Staff - management staff in the Department of Transportation

# STANDARD OPERATING PROCEDURES

<b>Subject: Landscape Chemical Application</b>	<b>Page 2 of 2</b>
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## 01.07.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Field Staff</b>	<b>Equipment Maintenance</b> <ul style="list-style-type: none"> <li>• Check fuel level in equipment at the beginning of the shift.</li> <li>• When possible, fuel equipment at the corporation yard.</li> <li>• If fueling must be done in the field, do so away from gutters and storm drain inlets.</li> <li>• Calibrate the spray rig at the beginning and middle of each shift.</li> <li>• Clean spray equipment at a designated location at the corporation yard, not in the field.</li> </ul>
<b>2.</b>	<b>Field Staff</b>	<b>Chemical Mixing and Application</b> <ul style="list-style-type: none"> <li>• Mix only as much of the particular landscaping chemical as is needed for the specific application.</li> <li>• Mix landscaping chemicals in the landscaping, away from catch basins and gutters.</li> <li>• Apply landscaping chemicals only as specified on the label.</li> <li>• Avoid applying fertilizer during wet weather.</li> <li>• Remove fertilizer inadvertently applied to paved areas by sweeping or rinsing it to landscaping (away from catch basins).</li> <li>• In the event of a spill, follow the SOP for <i>Spill Control in the Field</i>.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• In the event of a spill, follow the SOP for <i>Spill Control in the Field</i></li> </ul>
<b>3.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of landscape chemical application procedures.</li> </ul>

## 01.07.6 REFERENCES

CalTrans Storm Water Quality Handbook Maintenance Staff Guide May 2003, Appendix B Activity Cut Sheets, E Family – Landscaping, Chemical Vegetation Control

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<b>Subject: Roadway Irrigation System Repair</b>	<b>Page</b> <b>1 of 2</b>	<b>Section Number</b> <b>01.08</b>
	<b>Effective Date</b> 6/1/00	<b>Revised Date</b> 08/02/04

**01.08.1 PURPOSE**

This procedure provides instructions for controlling runoff pollution from roadway irrigation system repair. Other related runoff pollution control guidance is included in the Standard Operating Procedures for *Spill Control in the Field*.

**01.08.2 BACKGROUND**

Irrigation system breakdowns and repair frequently generate mud and debris. If these contaminants are discharged to the storm drain system, they may be harmful to animals and plants living in downstream creeks and San Francisco Bay. Sediments may clog fish spawning grounds and otherwise damage wildlife habitats. To minimize possible harm to our waterways, when repairing the City's irrigation systems, every effort should be made to minimize the amount of sediment and debris entering the storm drain system.

**01.08.3 POLICY**

The Department of Transportation expects all of its employees to conduct their work to minimize the introduction of contaminants into the storm drainage system. The goal of these procedures is to guide technicians to inspect the affected storm drain system and clean up after the irrigation system is repaired. Supervisory staff shall ensure that all appropriate staff and contract personnel receive training on these procedures. All Department staff are required to understand and comply with these procedures.

**01.08.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – person performing the irrigation system repair
- Supervisory Staff - management staff in the Department of Transportation

# STANDARD OPERATING PROCEDURES

<b>Subject: Roadway Irrigation System Repair</b>	<b>Page 2 of 2</b>
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## 01.08.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Field Staff</b>	<b>General Response</b> <ul style="list-style-type: none"> <li>• Valve off water to the broken line as soon as possible.</li> <li>• Repair the system as soon as the break is noticed.</li> <li>• Prevent dislodged soil from entering catch basins. If necessary, use pea gravel bag check dams, pig blankets and/or block catch basin inlet with filter fabric</li> <li>• Pour muddy water bailed from repair location into the adjacent landscaping. If possible, bail to bucket or drum to settle before draining. Do not pour muddy water in the gutter or catch basin.</li> </ul>
<b>2.</b>	<b>Field Staff</b>	<b>Storm Drain System Inspection</b> <ul style="list-style-type: none"> <li>• If repair involves pipe blow-out and occurs during wet weather, check for excessive loose soil in gutter or on pavement. Loose soil should be removed from these areas and stockpiled under a tarp, if it is raining.</li> <li>• After the repair is finished check the downstream catch basin(s) for accumulated mud and debris.</li> </ul>
<b>3.</b>	<b>Field Staff</b>	<b>Storm Drain System Cleaning</b> <ul style="list-style-type: none"> <li>• As necessary, based on the storm drain inspection, remove mud and debris from the gutter and/or catch basins.</li> <li>• If field staff suspects that mud had flowed into the downstream storm drain pipe, contact the Supervisory staff to arrange additional clean-up.</li> <li>• Replace dislodged soil in hole after irrigation system has been repaired.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• As necessary, arrange for “Vactor” truck to clean storm drain lines downstream of repair site.</li> </ul>
<b>4.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of roadway irrigation system repair procedures.</li> </ul>

## 01.08.6 REFERENCES

CalTrans Storm Water Quality Handbook Maintenance Staff Guide May 2003, Appendix B Activity Cut Sheets, E Family – Landscaping, Irrigation Line Repairs

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<b>Subject: Pavement Maintenance</b>	<b>Page</b> <b>1 of 2</b>	<b>Section Number</b> <b>01.09</b>
	<b>Effective Date</b> 6/1/00	<b>Revised Date</b> 08/02/04

**01.09.1 PURPOSE**

This procedure provides instructions for controlling pollutants that can result from pavement maintenance activities, including crack and joint repair, chip seal, pothole repair and removal and replacement of asphalt concrete.

**01.09.2 BACKGROUND**

Pavement maintenance involves the grinding, removal and placement of construction and native material. These operations have the potential to generate mud and other construction debris. If these contaminants are discharged to the storm drain system, they may be harmful to animals and plants living in downstream creeks and San Francisco Bay. Sediments may clog fish spawning grounds and otherwise damage wildlife habitats. To minimize possible harm to our waterways, when performing pavement maintenance, every effort should be made to minimize the amount of sediment and debris entering the storm drain system.

**01.09.3 POLICY**

The Department of Transportation expects all of its employees to conduct their work in a manner that minimizes the introduction of contaminants into the storm drainage system to the greatest extent practicable. The goal of these procedures is to ensure that pavement maintenance personnel conduct their work in such a manner. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of spill cleaning equipment and materials. All Department staff are required to understand and comply with these procedures.

**01.09.4 DEFINITIONS**

Responsibilities are defined as follows:

- Maintenance Personnel – any person performing crack and joint repair, chip seal, pothole repair and removal and replacement of asphalt concrete or other pavement maintenance activities.
- Supervisory Staff - management staff in the Department of Transportation

# STANDARD OPERATING PROCEDURES

Subject: <b>Pavement Maintenance</b>	Page <b>2 of 2</b>
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## 01.09.5 PROCEDURES

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>CONTROL MEASURES</b>
<b>1.</b>	<b>Maintenance Personnel</b>	<b>General Pavement Maintenance Operations</b> <ul style="list-style-type: none"> <li>Perform a pre and post-operational check of all equipment used to observe any failures of the equipment that could result in the spillage of fluids or materials</li> <li>Prior to performing work, inspect work area and protect affected drainage systems, especially Drainage Inlets and manhole covers, where loose asphalt concrete and pavement materials can cause sediment and/or toxicity problems. Take precautions not to spill or dispose of any material into these facilities.</li> <li>Place drip pans or other absorbent material under paving equipment when not in use.</li> <li>Do not leave paving or removed material along the side of the roadway for extended periods of time to prevent rain water from leaching sediment or other pollutants into the storm drain sewer.</li> <li>Prior to cleaning equipment in field, ensure that a spill kit is readily available.</li> <li>When cleaning equipment, use an appropriate container to capture and excess material or solvent.</li> <li>If a leak or spill does occur, initiate proper clean-up. Refer to Spill Response SOP.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>Conduct storm water pollution awareness training for all employees involved in this operation</li> </ul>
<b>2.</b>	<b>Maintenance Personnel</b>	<b>Pothole Repair</b> <ul style="list-style-type: none"> <li>Avoid pothole repairs in wet weather, when possible. It is recognized that during periods of rain, emergency pothole repairs must be performed to minimize vehicle hazards. If these circumstances arise, use products that can be applied in wet weather that do not run upon contact with rain water.</li> <li>Regularly repair potholes to reduce sediment loading.</li> </ul>
<b>3.</b>	<b>Maintenance Personnel</b>	<b>Removal and Replacement of Asphalt Concrete</b> <ul style="list-style-type: none"> <li>Collect and recycle removed asphalt material whenever possible.</li> <li>Properly dispose of old asphalt and/or grindings when not recycled</li> <li>Avoid repair work during wet weather conditions</li> </ul>
<b>4.</b>	<b>Maintenance Personnel</b>	<b>Chip Seal</b> <ul style="list-style-type: none"> <li>Cover or dike drainage affected inlets if necessary</li> <li>Thoroughly sweep up loose aggregate with power sweeper. Two separate sweeps should be scheduled for every pavement zone: one occurring within 72 hours after the placement of the Chip Seal, and one, approximately 30-60 days following the placement of the Chip Seal.</li> <li>Check all DI's within the pavement area to ensure that rock and/or other construction debris has not been deposited. If necessary, remove grate and clean.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>Upon completion of the final sweep, notify Drainage Inlet Cleaning Crew to begin work on DI's within pavement area using Vector vehicles.</li> </ul>

## 01.09.6 REFERENCES

**CITY OF SAN JOSE**  
**Department of Transportation**

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**STANDARD OPERATING PROCEDURES**

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<b>Subject: SOP &amp; BMP Annual Effectiveness Reviews</b>	Page <b>1 of 2</b>	Section Number <b>1.10</b>
	Effective Date 06/30/02	Revised Date 08/02/04

**1.10.1 PURPOSE**

This procedure provides instructions for the annual review of the effectiveness of Department of Transportation (DOT) Standard Operating Procedures (SOP) and Best Management Practices (BMP) for storm water pollution prevention.

**1.10.2 BACKGROUND**

DOT maintains and uses a number of SOPs and/or BMPs aimed at preventing or limiting pollutants from entering the storm drain system as a result of vehicle operations, maintenance work on roads and storm drain systems, or from application of landscape chemicals. Pollutants of concern are asphaltic compounds, fuels, lubricants, solvents, cleaners, sediment, herbicides, fertilizers and pesticides, litter, debris, and illegally dumped hazardous materials. These SOPs include, but are not limited to, procedures for:

- Pavement Maintenance Operations
- Field Cleaning Paving Vehicles and Equipment
- Handling and Disposal of Concrete/Cement
- Vehicle and Equipment Maintenance
- Roadway Irrigation System Repair
- Landscape Chemical Application
- Leak Prevention
- Litter/Debris Control
- Pavement Marking Installation and Removal
- Street Sweeping
- Spill Clean-up
- Infrastructure Maintenance Division Storm Drain System Problem Area Report

**1.10.3 POLICY**

The Department of Transportation (DOT) expects all of its employees to conduct their work in a manner that minimizes the introduction of contaminants into the storm drain system to the greatest extent practicable. The goal of these procedures is to ensure that DOT crews have up-to-date and accurate BMPs and SOPs for storm water pollution prevention. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of the applicable BMPs and SOPs for their job duties. All Department staff are required to understand and comply with these procedures.



# STANDARD OPERATING PROCEDURES

<b>Subject: SOP &amp; BMP Annual Effectiveness Reviews</b>	<b>Page 2 of 2</b>
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## 1.10.4 DEFINITIONS

- Supervisory Staff – management staff in DOT
- Field Staff – non-supervisory laborers in DOT
- Equipment Operator – person driving truck, paving machine, or other vehicle or using DOT equipment or tools
- Heavy Equipment Staff – person or persons who are assigned the duty of retrieving debris at designated temporary dump sites
- Maintenance Personnel – any person performing crack and joint repair, chip seal, pothole repair, and removal and replacement of asphalt concrete or other pavement maintenance activities
- Sweeper Driver – person driving the street sweeping vehicle
- Vehicle Driver/Crew Leader – person driving a truck, sweeper, paving machine, or operating other street maintenance equipment or a designated responsible party or parties
- BMPs – Best Management Practices
- SOPs – Standard Operating Procedures
- ESD – Environmental Services Department.

## 1.10.5 PROCEDURES

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>CONTROL MEASURES</b>
<b>1.</b>	<b>Supervisory staff, Field staff, and ESD staff</b>	<ul style="list-style-type: none"> <li>• On an annual basis, DOT supervisory staff and field staff will review and evaluate the effectiveness of DOT SOPs and any other BMPs in use in reducing pollutants in storm water and eliminating illicit discharges. This review and evaluation will normally occur as a part of the annual municipal training on City Urban Runoff NPDES requirements. This training is conducted by ESD staff in the May/June time frame.</li> </ul>
	<b>ESD staff</b>	<ul style="list-style-type: none"> <li>• During training, feedback will be gathered from affected DOT supervisory and field staff. The feedback will be circulated and evaluated by ESD and DOT supervisory staff. Any proposed changes to SOPs and BMPs resulting from this process will go through the ESD Watershed Analysis Division and the DOT Street Services Division for approval.</li> </ul>
<b>2.</b>	<b>ESD staff</b>	<ul style="list-style-type: none"> <li>• A summary of the findings and results of this process will be described in the City of San Jose Urban Runoff Management Plan Annual Report which is submitted in September of each year.</li> </ul>

## 1.10.6 REFERENCES

## CITY OF SAN JOSE - MEMORANDUM

**TO:** Terry Murdock  
Don Schulz

**FROM:** James A. Leitner

**SUBJECT:** **BMP: SAW-CUT PROCEDURES**

**DATE:** June 4, 1999

**APPROVED:**

**DATE:**

Thank you for your comments on our proposed BMP distributed on March 22, 1999. Your resourcefulness and creativity have helped us to create a BMP that attains both high acceptance from the crews and greater effectiveness in pollutant removal. Below is our latest iteration of the BMP. It shall apply to all asphalt and PCC saw-cutting operations. Please review the procedures and guidelines for controlling saw cutting slurry.

For all saw-cutting operations, the following rules apply:

- The saw cut operator and his crew are responsible for any contamination reaching the storm inlet system.
- Never saw during a rain event or if rain is forecasted.
- Use burlap sacks filled with approved material. Place burlap bags in the prevailing flow direction. If practical place burlap sacks just before storm inlets.
- Avoid the use of sandbags as they contribute to storm inlet siltation. Approved fill material for the bags include pea gravel, and drain rock. The choice of material should consider whether the crew wishes to dam saw-cut slurry, or filter it. Field experience has shown that drain rock ¾" or larger tends to provide little visible filtration.

For most paving operations, the following guidelines are to be followed:

- Continually monitor water passing through the sacks to assure it is clear and clean. Create second sack barrier if first isn't adequate. Likewise, create a third barrier if first two don't clean up the water. Bring adequate number of pre-made burlap sacks for anticipated number of check dams. Any water that leaves the site via a drainage inlet or past the last check dam shall be monitored for clarity.
- Upon completion of saw-cutting, sweep slurry residue on the street into piles. Allow liquids to drain toward curb and gather remaining solids with hand tools for disposal at the Service Yards. Use a vacuum to collect any remaining residue.
- Once liquid has dissipated from the slurry at the curb and gutter, pick up solids with a shovel. Vacuum any remaining residue.
- Saw cut slurry may be directed to alligatored area only if that pavement section is to be immediately excavated and removed.
- Survey site to ensure that site is no longer contaminated. Repeat any steps above if necessary.

Sawcutting may be performed under conditions that do not permit the construction of check dams. These conditions include high traffic conditions, and inadequate distance to a catch basin to perform proper filtration. Under these circumstances, our department recommends the following procedure:

- Construct dam around the catch basin or at nearest practical location.
- Immediately remove all slurry material from the saw-cut area by following behind the saw-cut operator with a vacuum cleaner
- Collected slurry shall be stored and transported in 55 gallon drums or other approved containers.
- Collected slurry shall be returned to the Service Yards for proper decanting.

Under our procedures, crews will be asked to collect and dispose of slurry waste. If slurry is concentrated or mostly solid, debris may be dumped directly onto the “dirty rubble” pile. If slurry has a high water content, the following procedure should be followed:

- Slurry should be allowed to rest for at least 24 hours or more to allow silt to settle from the liquid.
- Upon completion of the Service Yard Capital Improvement Project, sanitary sewer facilities will be available for decanting slurry at all of the Streets and Traffic service yards. Ultimately, all decanting should be directed to a sanitary sewer. At present, all decanting at the Mabury Yard shall be to the sanitary sewer via a manhole located directly behind the wash rack. When decanting into sanitary sewer lines, crews shall continue to employ check dams to prevent blockage of sanitary lines with silt. However, when decanting directly into a wash rack, no check dams are necessary. In either case, decanting should cease as soon as fluid turns cloudy. Remaining slurry can be disposed onto the “dirty rubble” pile.
- Until sanitary facilities are completed, settled slurry may be decanted into storm facilities. Decant clear water off top of waste receptacle at the yard using a siphon pump. If water is to be directed toward the storm sewer, place a drain rock check dam along curb and gutter to prevent accidental spillage from reaching storm inlet. As soon as the siphon fluid turns cloudy, stop decanting and deposit remaining slurry onto the “dirty rubble” pile.

Please comment on the proposed procedures. Upon approval by Environmental Services, this procedure will become an attachment to the Paving Operations BMP. Please contact me at x5503 or Raymond Ho of my staff at x2571 for your reaction to this procedure proposal.

JAMES A. LEITNER,  
Senior Civil Engineer  
Street Services Division

**Terry Murdock, Don Schulz**  
**BMP: Saw-cut Procedures**  
**June 3, 1999**  
**Page 3**

C: Paul Ledesma, ESD  
Klay Lund, ESD  
Kevin O'Connor

**CITY OF SAN JOSE**  
**Parks, Recreation, & Neighborhood Services**

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**STANDARD OPERATING PROCEDURES**

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<b>Subject: Environmental Permitting for Rural Public Works Activities</b>	Page <b>1 of 3</b>	Section Number <b>04.13</b>
	Effective Date 01/01/04	Revised Date N/A

**04.13.1 PURPOSE**

This procedure provides instruction for when an environmental permit or written exemption is required for Rural Public Works (RPW) activities.

**04.13.2 BACKGROUND**

Rural Public Works activities have the potential to generate various pollutants such as mud, construction/repair debris, wood chips, pruning debris and leaves, etc. If these contaminants are discharged to the storm drain system or directly into waterways, they may be harmful to animals and plants living in downstream creeks and San Francisco Bay. Sediments may clog fish spawning grounds and otherwise damage wildlife habitats. To minimize possible harm to our waterways, when performing RPW activities, every effort should be made to minimize the amount of sediment and debris entering the storm drain system or waterways.

**04.13.3 POLICY**

Parks, Recreation, & Neighborhood Services expects all of its employees to conduct their work in such a way as to minimize the introduction of contaminants into the storm drainage system and waterways. The goal of this procedure is to ensure that necessary environmental permits are acquired when PRNS staff or contractors are performing RPW activities. The permitting process will help minimize, to the maximum extent practicable, the impacts of the activities on water quality. Supervisory staff shall ensure that all appropriate staff and contract personnel receive training on this procedure. All Department staff are required to understand and comply with this procedure.

**04.13.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – non-supervisory laborers in Parks, Recreation, & Neighborhood Services
- Supervisory Staff - management staff in Parks, Recreation, & Neighborhood Services

# STANDARD OPERATING PROCEDURES

<b>Subject: Environmental Permitting for Rural Public Works Activities</b>	Page <b>2 of 3</b>
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## 04.13.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
1.	<b>Supervisory Staff</b>	<p><b>Permits or Written Exemptions</b> Permits or written exemptions shall be obtained prior to performing planned work such as culvert replacements, slide repairs, bank stabilization, etc. Maintenance supervisors shall keep in their possession copies of permits for work being performed under their supervision</p> <p><u>Permits or written exemptions are required for work involving any of the following:</u></p> <ul style="list-style-type: none"> <li>A) Discharge or placement of any structure within the banks of the stream or channel (including rip rap, concrete or asphalt, and woody material)</li> <li>B) Dredging, removal or modification of any structure, fill, sediment, large woody debris or vegetation within the banks of the stream or channel</li> <li>C) Any work that potentially alters the habitat of any endangered species (including streams, tributaries, lakes, ponds, certain ditches, beaches, wetlands, marshes, banks, riparian areas, and upland areas)</li> </ul> <p><b>NOTE:</b> Emergency conditions may require that work be performed prior to obtaining written permits or exemptions. Maintenance managers and/or supervisors shall complete report forms for emergency work involving any of the elements described in A-C above. Forms shall document that emergency work was performed in response to valid conditions and should be submitted to the proper regulatory agencies. <b>The City is subject to enforcement action by one or more of the environmental agencies, listed below, if work performed is found to be unnecessary.</b> Forms shall be forwarded to the appropriate internal authority at the earliest opportunity and not more than three working days after completion of work.</p>

# STANDARD OPERATING PROCEDURES

<b>Subject: Environmental Permitting for Rural Public Works Activities</b>	<b>Page 3 of 3</b>
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<b>2.</b>	<b>Supervisory Staff</b>	<p><b>Jurisdiction of Various Agencies</b>  The jurisdiction of the various agencies that must be contacted in response to work performed in areas identified in step 1 above are as follows:</p> <p>A) Regional Water Quality Control Board</p> <ol style="list-style-type: none"> <li>1. Certification under section 401 of the Clean Water Act (CWA) is required whenever project activities require a Federal permit (such as an Army Corps of Engineers nationwide permit or individual permit issued under Section 404 of the CWA for a discharge to waters of the U.S. Discharges may include landfill, rip rap slope protection, bridge piers, outfall structures, etc.</li> <li>2. Waste Discharge Requirements (WDR's) are required for all proposed discharges above and below ordinary high water, that may impact beneficial uses of Waters of the State. For some discharges, it is possible to obtain waiver of WDR. "Fill", and thus structures, are considered discharges.</li> </ol> <p>B) U.S. Army Corps of Engineers</p> <ol style="list-style-type: none"> <li>1. Certification under Section 404 of the CWA is required for discharges of dredge or fill material into waters of the U.S.</li> <li>2. Certification under Section 10 of the Rivers and Harbors Act is required for structures or work affecting navigable waters of the U.S.</li> </ol> <p>C) California Department of Fish and Game</p> <ol style="list-style-type: none"> <li>1. Section 1600 Streambed Alteration Agreements are required for work in any riparian corridor, even if no actual work is performed in the stream channel.</li> </ol> <p>D) Santa Clara Valley Water District</p> <ol style="list-style-type: none"> <li>1. Encroachment permits are required for any work within 50 feet of a watercourse in Santa Clara County, or for work that will result in the discharge of water to a watercourse. (NOTE: The District's Ordinance 83-2 is being revised and an increase in the width of the corridor within which encroachment permits are required is being considered)</li> </ol> <p>E) Bay Conservation and Development Commission (BCDC)</p> <ol style="list-style-type: none"> <li>1. Approval is required for all work in or within 100 feet of the San Francisco Bay.</li> </ol>
	<b>Supervisory Staff</b>	<p><b>General Guidelines</b></p> <ul style="list-style-type: none"> <li>• Schedule maintenance and repair activities for dry weather.</li> <li>• Ensure all appropriate staff are aware of environmental permitting for RPW activities procedures.</li> <li>• In the event of a spill, follow the SOP <i>Spill Control in the Field (Section #04.01)</i>.</li> </ul>

## 04.13.6 REFERENCES

City of San Jose Urban Runoff Management Plan, 2002, Rural Public Works Maintenance and Support Activities Performance Standards

**CITY OF SAN JOSE**  
**Parks, Recreation, & Neighborhood Services**

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**STANDARD OPERATING PROCEDURES**

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<b>Subject: Irrigation System Repair Adjacent to Roadways &amp; Creeks</b>	Page <b>1 of 2</b>	Section Number <b>04.08</b>
	Effective Date 01/01/04	Revised Date N/A

**04.08.1 PURPOSE**

This procedure provides instructions for controlling runoff pollution from irrigation system repair adjacent to roadways & creeks. Other related runoff pollution control guidance is included in the Standard Operating Procedure *Spill Control in the Field (Section #04.01)*.

**04.08.2 BACKGROUND**

Irrigation system breakdowns and repair frequently generate mud and debris. If these contaminants are discharged to the storm drain system, they may be harmful to animals and plants living in downstream creeks and San Francisco Bay. Sediments may clog fish spawning grounds and otherwise damage wildlife habitats. To minimize possible harm to our waterways, when repairing the City's irrigation systems, every effort should be made to minimize the amount of sediment and debris entering the storm drain system.

**04.08.3 POLICY**

Parks, Recreation, & Neighborhood Services expects all of its employees to conduct their work to minimize the introduction of contaminants into the storm drainage system. The goal of this procedure is guide technicians to inspect the affected storm drain system and clean up after the irrigation system is repaired. Supervisory staff shall ensure that all appropriate staff and contract personnel receive training on this procedure. All Department staff are required to understand and comply with this procedure.

**04.08.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – person performing the irrigation system repair
- Supervisory Staff - management staff in Parks, Recreation, & Neighborhood Services



# STANDARD OPERATING PROCEDURES

<b>Subject: Irrigation System Repair Adjacent to Roadways &amp; Creeks</b>	<b>Page 2 of 2</b>
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## 04.08.5 PROCEDURES

STEP	RESPONSIBILITY	CONTROL MEASURES
1.	Field Staff	<b>General Response</b> <ul style="list-style-type: none"> <li>• Valve off water to the broken line as soon as possible.</li> <li>• Repair the system as soon as the break is noticed.</li> <li>• Prevent dislodged soil from entering catch basins. If necessary, use pea gravel bag check dams, pig blankets and/or block catch basin inlet with filter fabric</li> <li>• Pour muddy water bailed from repair location into the adjacent landscaping. If possible, bail to bucket or drum to settle before draining. Do not pour muddy water in the gutter or catch basin.</li> </ul>
2.	Field Staff	<b>Storm Drain System Inspection</b> <ul style="list-style-type: none"> <li>• If repair involves pipe blow-out and occurs during wet weather, check for excessive loose soil in gutter or on pavement. Loose soil should be removed from these areas and stockpiled under a tarp, if it is raining.</li> <li>• After the repair is finished check the downstream catch basin(s) for accumulated mud and debris.</li> </ul>
3.	Field Staff	<b>Storm Drain System Cleaning</b> <ul style="list-style-type: none"> <li>• As necessary, based on the storm drain inspection, remove mud and debris from the gutter and/or catch basins.</li> <li>• If field staff suspects that mud had flowed into the downstream storm drain pipe, contact the Supervisory staff to arrange additional clean-up.</li> <li>• Replace dislodged soil in hole after irrigation system has been repaired.</li> </ul>
	Supervisory Staff	<ul style="list-style-type: none"> <li>• As necessary, arrange for “Vactor” truck to clean storm drain lines downstream of repair site.</li> </ul>
4.	Supervisory staff	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of roadway irrigation system repair procedures.</li> <li>• In the event of a spill, follow the SOP <i>Spill Control in the Field (Section #04.01)</i>.</li> </ul>

## 04.08.6 REFERENCES

CalTrans Storm Water Quality Handbook Maintenance Staff Guide May 2003, Appendix B Activity Cut Sheets, E Family – Landscaping, Irrigation Line Repairs

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**STANDARD OPERATING PROCEDURES**

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<b>Subject: Landscape Chemical Application</b>	<b>Page</b> <b>1 of 2</b>	<b>Section Number</b> <b>04.07</b>
	<b>Effective Date</b> 01/01/04	<b>Revised Date</b> N/A

**04.07.1 PURPOSE**

This procedure provides instructions for controlling runoff pollution from the application of herbicides, pesticides and fertilizers. Other related runoff pollution control guidance is included in the Standard Operating Procedures *Spill Control in the Field (Section #04.01)* and *Leak Prevention (Section #04.03)*.

**04.07.2 BACKGROUND**

Many herbicides, pesticides and fertilizers are toxic to the plants and animals that live in our creeks and in San Francisco Bay. For this reason, these chemicals must be stored, mixed and applied carefully to minimize contamination of our waterways.

**04.07.3 POLICY**

Parks, Recreation, & Neighborhood Services expects all of its employees to conduct their work to minimize the introduction of contaminants into the storm drainage system. It is recognized that the State of California regulates the application of these chemicals. The goal of this procedure is to raise the awareness of landscape chemical applicators as to the impacts of their activities on water quality and local wildlife so that adverse impacts are minimized. Supervisory staff shall ensure that all appropriate staff and contract personnel receive training on this procedure. All Department staff are required to understand and comply with this procedure.

**04.07.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – person mixing and applying herbicides, pesticides or fertilizers
- Supervisory Staff - management staff in Parks, Recreation, & Neighborhood Services

# STANDARD OPERATING PROCEDURES

<b>Subject: Landscape Chemical Application</b>	Page <b>2 of 2</b>
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## 04.07.5 PROCEDURES

STEP	RESPONSIBILITY	CONTROL MEASURES
1.	<b>Field Staff</b>	<b>Equipment Maintenance</b> <ul style="list-style-type: none"> <li>• Check fuel level in equipment at the beginning of the shift.</li> <li>• When possible, fuel equipment at the corporation yard.</li> <li>• If fueling must be done in the field, do so away from gutters and storm drain inlets.</li> <li>• Calibrate the spray rig at the beginning and middle of each shift.</li> <li>• Clean spray equipment at a designated location at the corporation yard, away from storm drains, and not in the field.</li> </ul>
2.	<b>Field Staff</b>	<b>Chemical Mixing and Application</b> <ul style="list-style-type: none"> <li>• Mix only as much of the particular landscaping chemical as is needed for the specific application.</li> <li>• Mix landscaping chemicals in the landscaping, away from storm drains and gutters.</li> <li>• Apply landscaping chemicals only as specified on the label.</li> <li>• Avoid applying fertilizer during wet weather.</li> <li>• Remove fertilizer inadvertently applied to paved areas by sweeping or rinsing it to landscaping (away from storm drains). Fertilizer should be removed as soon as possible, but definitely before sprinkler/irrigation use or a storm event.</li> <li>• In the event of a spill, follow the SOP <i>Spill Control in the Field (Section #04.01)</i></li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• In the event of a spill, follow the SOP <i>Spill Control in the Field (Section #04.01)</i></li> </ul>
3.	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of landscape chemical application procedures.</li> </ul>

## 04.07.6 REFERENCES

CalTrans Storm Water Quality Handbook Maintenance Staff Guide May 2003, Appendix B Activity Cut Sheets, E Family – Landscaping, Chemical Vegetation Control

**CITY OF SAN JOSE**  
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**STANDARD OPERATING PROCEDURES**

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Subject: <b>Leak Prevention</b>	Page <b>1 of 2</b>	Section Number <b>04.03</b>
	Effective Date 01/01/04	Revised Date N/A

**04.03.1 PURPOSE**

This procedure provides instructions for minimizing leaks from vehicles and equipment. Runoff pollution control guidance for spill response is included in the Standard Operating Procedures for Spill Response for each of the City's corporation yards, and in the Standard Operating Procedures *Spill Control in the Field* (Section #04.01), and *Vehicle and Equipment Cleaning in the Field* (Section #04.05).

**04.03.2 BACKGROUND**

Vehicle fuels, lubricants, pesticides and other chemicals and materials associated with street maintenance have long been known to be damaging to the environment, plants and animals. Unchecked leakage from vehicles and equipment can cause toxic chemicals and clogging sediments to be washed into storm drains, creeks and San Francisco Bay. For this reason, vehicles and equipment must be kept in good working order to minimize leaks that could contaminate our waterways.

For more information refer to City of San Jose Municipal Code 17.68.450 (Reporting Unauthorized Discharge) and 17.68.460 (Cleanup Responsibility).

**04.03.3 POLICY**

Parks, Recreation, & Neighborhood Services expects all of its employees to operate their vehicles and equipment to ensure that vehicle engine and equipment leaks are minimized. The goal of this procedure is to ensure that vehicles and equipment are routinely inspected, maintained, and operated to reduce leaks as much as possible. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of spill cleaning equipment and materials. All Department staff are required to understand and comply with this procedure.

**04.03.4 DEFINITIONS**

Responsibilities are defined as follows:

- Vehicle Driver/Crew Leader - person driving a truck, or operating other Parks, Recreation, & Neighborhood Services equipment or their designated responsible party
- Parks, Recreation, & Neighborhood Services Staff - any non-management employee of Parks, Recreation, & Neighborhood Services
- Supervisory Staff - management staff in Parks, Recreation, & Neighborhood Services

# STANDARD OPERATING PROCEDURES

Subject: <b>Leak Prevention</b>	Page <b>2 of 2</b>
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## 04.03.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Vehicle Driver/ Crew Leader</b>	<b>Pre-departure Inspection (conduct at beginning of each shift)</b> <ul style="list-style-type: none"> <li>• Inspect pavement under and around vehicles to check for leaks.</li> <li>• Inspect equipment on vehicles to check for leaks.</li> <li>• Check spray rigs (landscape maint.) for leaks and worn hoses.</li> <li>• Inspect seals on vehicles and equipment for signs of wear or malfunction.</li> </ul>
<b>2.</b>	<b>Parks, Recreation, &amp; Neighborhood Services Staff</b>	<b>Leak Reporting</b> <ul style="list-style-type: none"> <li>• Report leakage from other Parks, Recreation, &amp; Neighborhood Services vehicles or equipment to Supervisory staff.</li> <li>• Report leakage from other City vehicles or equipment to Supervisory staff.</li> </ul>
	<b>Supervisory staff</b>	<ul style="list-style-type: none"> <li>• Contact GSD to request vehicle or equipment maintenance.</li> <li>• Report leakage from other City vehicles or equipment to Environmental Enforcement at 945-3000.</li> </ul>
<b>3.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of leak prevention procedures.</li> <li>• In the event of a spill, follow the SOP <i>Spill Control in the Field (Section #04.01)</i>.</li> </ul>

## 04.03.6 REFERENCES

- SJMC 17.68.450
- SJMC 17.68.460
- CalTrans Storm Water Quality Handbook Maintenance Staff Guide May 2003, Appendix B Activity Cut Sheets, E Family – Landscaping, Chemical Vegetation Control

**CITY OF SAN JOSE**  
**Parks, Recreation, & Neighborhood Services**

**STANDARD OPERATING PROCEDURES**

<b>Subject: Litter/Debris Control &amp; Leaf Cleaning</b>	<b>Page</b> <b>1 of 2</b>	<b>Section Number</b> <b>04.02</b>
	<b>Effective Date</b> 01/01/04	<b>Revised Date</b> N/A

**04.02.1 PURPOSE**

This procedure provides instructions for controlling urban runoff pollution during the collection of litter, debris, and leaves. Guidance for cleaning spills and leaks is included in the Standard Operating Procedure *Spill Control in the Field (Section #04.01)*.

**04.02.2 BACKGROUND**

Properly removing litter, debris, and leaves from the City's park lands will help reduce the amount of contaminants discharged to the storm drain system. Minimizing these contaminants will limit harmful impacts to animals and plants living in downstream creeks and San Francisco Bay.

**04.02.3 POLICY**

It is the policy of Parks, Recreation, & Neighborhood Services to remove litter, debris, and leaves from the City park lands on a continuous basis. The goal of this procedure is to ensure that litter, debris, and leaves are removed, transported and disposed of in ways that minimize water pollution as much as possible. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper methods of litter, debris, and leaf collection, transportation and disposal. All Department staff are required to understand and comply with this procedure.

**04.02.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – non-supervisory laborers in Parks, Recreation, & Neighborhood Services
- Supervisory Staff - management staff in Parks, Recreation, & Neighborhood Services
- DOT – Department of Transportation

**04.02.5 PROCEDURES**

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Field Staff</b>	<p><b>Litter, Debris, and Leaf Collection</b></p> <ul style="list-style-type: none"> <li>• The DOT General Complaint truck crew removes non-hazardous debris in the right-of-way on a continuous basis.</li> <li>• Park maintenance crews remove debris and leaves from park lands.</li> </ul>

## STANDARD OPERATING PROCEDURES

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<b>2.</b>	<b>Field Staff</b>	<b>Hazardous Material Response</b> <ul style="list-style-type: none"> <li>If debris is suspected of being hazardous, contact the DOT Dispatcher (x4373) to coordinate removal by the City’s HIT Unit (911, or 111 on City phone).</li> <li>Dispose of hazardous material/waste properly, according to all federal, state, and local regulations.</li> </ul>
	<b>Dispatcher</b>	<ul style="list-style-type: none"> <li>Contact the City’s HIT Unit to remove possible hazardous debris.</li> </ul>
<b>3.</b>	<b>Field Staff</b>	<b>Site Clean-Up</b> <ul style="list-style-type: none"> <li>As necessary, after collecting the debris, use dry methods, such as sweeping or vacuuming, to clean the collection site.</li> </ul>
<b>4.</b>	<b>Field Staff</b>	<b>Transporting Litter, Debris, and Leaves to the Corporation Yard</b> <ul style="list-style-type: none"> <li>It is important to prevent collected litter, debris, and leaves from leaking or blowing out of City vehicles as it is transported to the corporation yard for temporary storage.</li> <li>Plastic, paper or other lightweight debris shall be placed in an enclosed container (e.g. bag, lidded can or bucket) or secured in such a way so as not to fly out of the vehicle. If necessary, place debris under a secure tarp.</li> <li>Wet, dripping debris shall be placed in a waterproof container (bag, lidded can or bucket) as it is picked-up.</li> </ul>
<b>5.</b>	<b>Field Staff</b>	<b>Litter, Debris, and Leaf Disposal</b> <ul style="list-style-type: none"> <li>Litter, debris and leaves shall be unloaded from the City vehicle to the designated debris storage area(s) at the corporation yard.</li> </ul>
<b>6.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>Ensure all appropriate staff are aware of litter, debris, and leaf control procedures.</li> <li>In the event of a spill, follow the SOP <i>Spill Control in the Field (Section #04.01)</i>.</li> </ul>

### 04.02.6 REFERENCES

- City of San Jose Urban Runoff Management Plan, 2002, Rural Public Works Maintenance and Support Activities Performance Standards

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<b>Subject: SOP &amp; BMP Annual Effectiveness Reviews</b>	Page <b>1 of 2</b>	Section Number <b>4.10</b>
	Effective Date 01/01/2004	Revised Date N/A

**04.10.1 PURPOSE**

This procedure provides instructions for the annual review of the effectiveness of Parks, Recreation, & Neighborhood Services (PRNS) Standard Operating Procedures (SOP) and Best Management Practices (BMP) for storm water pollution prevention.

**04.10.2 BACKGROUND**

Parks, Recreation, & Neighborhood Services maintains and uses a number of SOPs and/or BMPs aimed at preventing or limiting pollutants from entering the storm drain system as a result of vehicle operations, maintenance work on roads and storm drain systems, or from application of landscape chemicals. Pollutants of concern are fuels, lubricants, solvents, cleaners, sediment, herbicides, fertilizers and pesticides, litter, debris, and illegally dumped hazardous materials. These SOPs include, but are not limited to, procedures for:

- Spill Control in the Field
- Litter/Debris Control & Leaf Cleaning
- Leak Prevention
- Vehicle and Equipment Cleaning and Maintenance in the Field
- Landscape Chemical Application
- Irrigation System Repair Adjacent to Roadways & Creeks
- SOP & BMP Annual Effectiveness Reviews
- Unpaved Roads and Trails/Embankment Maintenance
- Environmental Permitting for Rural Public Works Activities

**04.10.3 POLICY**

Parks, Recreation, & Neighborhood Services expects all of its employees to conduct their work in a manner that minimizes the introduction of contaminants into the storm drain system to the greatest extent practicable. The goal of this procedure is to ensure that PRNS crews have up-to-date and accurate BMPs and SOPs for storm water pollution prevention. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of the applicable BMPs and SOPs for their job duties. All Department staff are required to understand and comply with this procedure.

**04.10.4 DEFINITIONS**

- Supervisory Staff – management staff in Parks, Recreation, & Neighborhood Services



# STANDARD OPERATING PROCEDURES

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- Field Staff – non-supervisory laborers in Parks, Recreation, & Neighborhood Services
- Equipment Operator – person driving truck, or other vehicle or using Parks, Recreation, & Neighborhood Services equipment or tools
- Maintenance Personnel – any person performing crack and joint repair, chip seal, pothole repair, and removal and replacement of asphalt concrete or other pavement maintenance
- BMPs – Best Management Practices
- SOPs – Standard Operating Procedures
- ESD – Environmental Services Department.

## 04.10.5 PROCEDURES

<b><u>STEP</u></b>	<b><u>RESPONSIBILITY</u></b>	<b><u>CONTROL MEASURES</u></b>
<b>1.</b>	<b>Supervisory staff, Field staff, and ESD staff</b>	<ul style="list-style-type: none"> <li>• On an annual basis, Parks, Recreation, &amp; Neighborhood Services supervisory staff and field staff will review and evaluate the effectiveness of PRNS SOPs and any other BMPs in use in reducing pollutants in storm water and eliminating illicit discharges. This review and evaluation will normally occur as a part of the annual municipal training on City Urban Runoff NPDES requirements.</li> </ul>
	<b>ESD staff</b>	<ul style="list-style-type: none"> <li>• During training, feedback will be gathered from affected Parks, Recreation, &amp; Neighborhood Services supervisory and field staff. The feedback will be circulated and evaluated by ESD and PRNS supervisory staff. Any proposed changes to SOPs and BMPs resulting from this process will go through the ESD Urban Runoff PRNS for approval.</li> </ul>
<b>2.</b>	<b>ESD staff</b>	<ul style="list-style-type: none"> <li>• A summary of the findings and results of this process will be described in the City of San Jose Urban Runoff Management Plan Annual Report, which is submitted in September of each year.</li> </ul>

## 04.10.6 REFERENCES

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Subject: <b>Spill Control in the Field</b>	Page <b>1 of 4</b>	Section Number <b>04.01</b>
	Effective Date 01/01/04	Revised Date N/A

**04.01.1 PURPOSE**

This procedure provides instructions for using spill-cleaning equipment in the field. Runoff pollution control guidance for general spill response is included in the Standard Operating Procedures for Spill Response for each of the City's corporation yards.

**04.01.2 BACKGROUND**

- Spills and leaks will occur from time to time. Some spilled materials, such as certain paints, cleaners and solvents may seem harmless because they are labeled "non-toxic" or "biodegradable." However, they are often far from harmless. Many of these materials are actually poisonous to the plants and animals that live in our creeks and in San Francisco Bay. Other chemicals, such as vehicle fuels and lubricants have long been known to be toxic. For these reasons, spills must be cleaned-up as soon as possible, before they can contaminate our waterways.
- For more information refer to City of San Jose Municipal Code 17.68.450 (Reporting Unauthorized Discharge) and 17.68.460 (Cleanup Responsibility).

**04.01.3 POLICY**

Parks, Recreation, & Neighborhood Services expects all of its employees to conduct their work to ensure that material spills in the field are avoided and that spills are responded to immediately and correctly. The goal of this procedure is to ensure that spill equipment is properly used so spills are quickly and properly contained, picked-up, disposed of, and documented. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of spill cleaning equipment and materials. All Department staff are required to understand and comply with this procedure.

**04.01.4 DEFINITIONS**

Spill sizes are defined as follows:

- Small spill: up to 5 gallons
- Medium spill: 6-41 gallons
- Large spill: over 42 gallons

## STANDARD OPERATING PROCEDURES

Subject: **Spill Control in the Field**

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Non-hazardous materials spills include, *but are not limited to*, those involving:

- Concrete pour wash water
- Sawcut slurry
- Dirt, sand, and other sediment in areas where they are not intended to be.

Hazardous materials spills include, *but are not limited to*, the following (check the MSDS for the material if unsure):

- Solvents
- Adhesives
- Vehicle fluids (fuels, hydraulic fluid, antifreeze, etc...)
- Paints
- Landscape chemicals

At minimum, a spill kit should be located in each vehicle engaged in activities that could result in a spill (e.g. pesticide application) and at the Corporation Yard, and shall include:

- a U.S. DOT-approved 6-gallon bucket with a “spin” top
- hazardous waste labels
- three sets of “Nitrile” surgical-type gloves
- granular absorbent material (“kitty litter”)
- hydrophilic pads
- “pig” blanket
- three large plastic garbage bags
- one shovel

Responsibilities are defined as follows:

- Vehicle Driver/Crew Leader- person driving a truck, or operating other Parks, Recreation, & Neighborhood Services maintenance equipment or a designated responsible party
- Supervisory Staff - management staff in Parks, Recreation, & Neighborhood Services
- Staff Responsible for Spill - person who accidentally caused the spill
- Parks, Recreation, & Neighborhood Services Staff – any non-management employee of Parks, Recreation, & Neighborhood Services

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Subject: <b>Spill Control in the Field</b>	Page <b>3 of 4</b>
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## 04.01.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Vehicle Driver/ Crew Leader</b>	<p><b>Pre-departure Spill Kit Check (conduct at beginning of each shift)</b></p> <ul style="list-style-type: none"> <li>• Ensure that vehicle has spill kit - this applies to vehicles engaged in activities that could result in spills (e.g.. pesticide application)</li> <li>• Check spill kit to make sure all components are present</li> <li>• Make sure lids of all spill kit containers are secure</li> <li>• Contact supervisor if spill kit is missing or incomplete (in order to have the necessary items ordered)</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Contact GSD to request spill kit or spill cleaning equipment</li> </ul>
<b>2.</b>	<b>Staff Responsible for Spill</b>	<p><b>For Small spills (up to 5 gallons):</b></p> <ul style="list-style-type: none"> <li>• Use appropriate personal protection before beginning clean-up (gloves, boots, etc.).</li> <li>• Use “dry” methods to clean the spill. Do not wash spill area with water or other liquids.</li> <li>• As much as possible, clean-up and contain the spill by using “kitty litter,” rags or absorbent pads.</li> <li>• Identify substance spilled (hazardous or non-hazardous). Read the container label. Refer to the MSDS if necessary.</li> <li>• Block storm drain inlets and divert flow of material away from gutters or inlets to ensure spilled materials do not reach storm drain. As necessary, use pea gravel bag check dams, pig blankets and/or secure catch basin inlet with filter fabric</li> <li>• Ensure that all traffic is diverted from spilled substance by posting a sign or cone.</li> <li>• For spills on dirt areas, dig up and remove contaminated soil and dispose of properly, according to all federal, state, and local regulations.</li> <li>• Report spill to Supervisory Staff.</li> </ul> <p><b>For Medium spills (6 – 41 gallons) add:</b></p> <ul style="list-style-type: none"> <li>• Contact the DOT Dispatcher to report the spill. If applicable, provide the I.D. number of affected catch basin(s).</li> <li>• Contact Supervisory Staff.</li> </ul> <p><b>For Large Hazardous spills (over 42 gallons) add:</b></p> <ul style="list-style-type: none"> <li>• Call HIT UNIT (911 or 111 on City phone), and DOT Dispatch (x-4373).</li> <li>• Contact Supervisory Staff.</li> </ul>
	<b>Dispatcher</b>	<ul style="list-style-type: none"> <li>• Contact DOT “Complaint Truck” to bring additional spill clean-up supplies to the spill site.</li> </ul>
	<b>Supervisory Staff</b>	<p><b>For Medium spills (6 – 41 gallons):</b></p> <ul style="list-style-type: none"> <li>• Contact ESD Duty Inspector at 945-3000 to report spill.</li> </ul> <p><b>For Large spills (over 42 gallons) add:</b></p> <ul style="list-style-type: none"> <li>• Call HIT UNIT (911 or 111 on City phone) to report spill.</li> <li>• Contact State Office of Emergency Services (1-800-852-7550) to report spill.</li> <li>• Contact ESD Duty Inspector at 945-3000 to report spill.</li> </ul>

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<b>3.</b>	<b>Staff Responsible for Spill</b>	<b>Disposal of Spent Spill Cleaning Materials</b> <ul style="list-style-type: none"> <li>• Sweep up the used absorbent and place it in the spill kit bucket, or other designated container. Label the container with labels supplied in the spill kit.</li> <li>• If spill occurs in dirt area, place removed contaminated soil in spill kit bucket or other designated container. Label the container with labels supplied in the spill kit.</li> <li>• If rags or absorbent pads were used, place in either the spill kit or a plastic garbage bag included with the spill kit. Label the bucket or bag with labels supplied in the spill kit.</li> <li>• Bring spent spill cleaning materials to the corporation yard and place in approved disposal location.</li> </ul>
	<b>Staff Responsible for Spill</b>	<b>Spill Documentation</b> <ul style="list-style-type: none"> <li>• Alert supervisor to log-in spill.</li> </ul>
<b>4.</b>	<b>Supervisory Staff</b>	<b>Spill Documentation</b> <ul style="list-style-type: none"> <li>• Document all spill activity in spill logs (located in Hazardous Materials Management Plan binder) and ensure records are kept on-site.</li> </ul>
<b>5.</b>	<b>Parks, Recreation, &amp; Neighborhood Services Staff</b>	For spills witnessed off-site, which are not caused by staff, contact the ESD Duty Inspector at 945-3000 to report spill.
<b>6.</b>	<b>Supervisory staff</b>	<b>General Guidance</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of spill kit materials and spill cleaning procedures.</li> </ul>

### 04.01.6 REFERENCES

- SJMC 17.68.450
- SJMC 17.68.460
- California Governor’s Office of Emergency Services, “Hazardous Material Spill/Release Notification Guidance,” January 2002.
- City of San Jose Urban Runoff Management Plan, 2002, Rural Public Works Maintenance and Support Activities Performance Standards

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<b>Subject: Unpaved Roads and Trails/Embankment Maintenance and Repair</b>	Page <b>1 of 4</b>	Section Number <b>04.12</b>
	Effective Date 01/01/04	Revised Date N/A

**04.12.1 PURPOSE**

This procedure provides instructions for controlling runoff pollution from the maintenance and/or repair of unpaved roads and trails/embankments. Other related runoff pollution control guidance is included in the Standard Operating Procedures for *Spill Control in the Field* and *Leak Prevention*.

**04.12.2 BACKGROUND**

Unpaved road and trail/embankment maintenance and/or repair involves the removal and placement of construction and native material. These operations have the potential to generate mud and other construction debris. If these contaminants are discharged to the storm drain system, they may be harmful to animals and plants living in downstream creeks and San Francisco Bay. Sediments may clog fish spawning grounds and otherwise damage wildlife habitats. To minimize possible harm to our waterways, when performing unpaved road and trail/embankment maintenance and/or repair, every effort should be made to minimize the amount of sediment and debris entering the storm drain system or going directly into waterways.

**04.12.3 POLICY**

Parks, Recreation, & Neighborhood Services expects all of its employees to conduct their work to minimize the introduction of contaminants into the storm drainage system. The goal of these procedures is to ensure that maintenance and/or repairs of unpaved roads and trails/embankments are conducted in a manner that minimizes, to the maximum extent practicable, the impacts of the activities on water quality. Supervisory staff shall ensure that all appropriate staff and contract personnel receive training on these procedures. All Department staff are required to understand and comply with these procedures.

**04.12.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – non-supervisory laborers in Parks, Recreation, & Neighborhood Services
- Supervisory Staff - management staff in Parks, Recreation, & Neighborhood Services
- DOT – Department of Transportation

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## 04.12.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Field Staff</b>	<b>Pro-active Maintenance</b> <ul style="list-style-type: none"> <li>• Inspect drainage facilities, including cross drains, on a regular basis to ensure that sufficient drainage is provided during storm periods, so that runoff diverted onto slopes does not cause erosion. Report and remediate any observed erosion problems as soon as possible.</li> <li>• Place gravel bags at storm drain catch basins to control sediment from entering the storm drains.</li> <li>• Place straw bales at the trailheads where mudslides might otherwise have occurred (e.g. Inspiration Trail, stairs behind Youth Science Institute)</li> <li>• Install water bars along sections of erosion-prone trails.</li> <li>• Ensure that erosion prevention and sediment control is provided for storm drain outfalls.</li> </ul>
<b>2.</b>	<b>Field Staff</b>	<b>Road, Trail/Embankment Maintenance and Repairs</b> <ol style="list-style-type: none"> <li><b>1. Erosion Prevention and Sediment Controls</b> <ul style="list-style-type: none"> <li>• Conduct routine visual observations of road and trail conditions.</li> <li>• When a roadway, trail and/or embankment problem is noted, notify supervisor that DOT may need to be consulted regarding the need for debris clearing and repairs.</li> <li>• Maintain vegetative cover on medians and embankments to prevent soil erosion, trap pollutants and slow the rate of storm water runoff. Adjust mowing heights to allow substantial stubble. Leave clippings in place or apply mulch as additional cover.</li> <li>• For roadside areas with exposed soils, vegetate the area, preferably with a mulch or binder that will hold soils in place while the vegetation is establishing. Native vegetation should be used if possible.</li> <li>• If vegetation cannot be established immediately, apply temporary erosion control mats/blankets, straw, or gravel as appropriate.</li> <li>• If sediment is already eroded and mobilized in roadside areas, temporary controls should be installed. These may include: sediment control fences, fabric-covered triangular dikes, gravel-filled burlap bags, etc.</li> <li>• Use measures that break the slopes to reduce the problems associated with concentrated flow volumes and runoff velocities.</li> <li>• Avoid moving large quantities of earth. If large quantities must be moved, such as when regrading is necessary to repair or reconfigure an embankment, make sure sediment controls are used.</li> </ul> </li> </ol>

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<b>Field Staff</b>	<p><b>Road, Trail/Embankment Maintenance and Repairs (cont.)</b></p> <p><b>2. Vegetation Controls</b></p> <ul style="list-style-type: none"> <li>• Preserve existing vegetation to the maximum extent practicable within a riparian corridor in order to provide erosion prevention and sediment control, watershed protection, habitat protection, landscape beautification, dust control, pollution control and shade cover. Existing vegetation may be modified if restoring the riparian corridor with native vegetation species.</li> <li>• Keep removed vegetation, including clippings, chips, and pruning debris away from storm drain inlets and watercourses.</li> <li>• When loading or chipping brush into a parked truck, do not leave leaves, twigs, chips, or other debris in the gutter or shoulder.</li> <li>• When working on a slope, avoid loosening soil that could erode into drainage systems. Loosen only the amount of soil needed to remove the vegetation.</li> <li>• Avoid loosening soil or removing vegetation when rain is expected.</li> <li>• Avoid using machinery on slopes greater than 30% whenever possible.</li> <li>• Minimize the use of heavy equipment on saturated soils.</li> </ul> <p><b>3. Maintenance Activities Unique to Unpaved Rural Roads</b></p> <ul style="list-style-type: none"> <li>• Perform regular inspection to determine if grading is needed to maintain smooth drivable surfaces that are adequately sloped to drain water from the surface without creating erosion problems. Choose appropriate grading, crowning, inslope or outslope, and drainage for road sections.</li> <li>• Consider using additional road surface drainage such as rolling dips, water bars, water bars/breaks or open-top culverts, to safely remove runoff that consistently builds up on the road surface or inside ditch.</li> <li>• Monitor for soft spots or areas of poor subsurface drainage in subgrade. Fill and re-compact holes in subgrade. Provide subsurface drainage if needed.</li> <li>• Monitor and re-grade rolling dips if needed.</li> <li>• Clean ditch and re-build berm for water bars, as needed.</li> <li>• Monitor open-top culverts after storms and clean as needed.</li> <li>• Monitor for potholes, washboarding, and areas of poor surface drainage on gravel surface roads. Re-slope, smooth, and compact where necessary.</li> <li>• Water, fertilize, re-seed and mow vegetative surface treatments when necessary.</li> <li>• Re-apply mulches and fabric surface treatments as needed.</li> <li>• Monitor fords after storms. Repair as needed.</li> </ul>
<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Consult with DOT regarding the need for debris clearing and roadway, trail and/or embankment repair. When necessary, make appropriate arrangements for DOT services.</li> <li>• Schedule maintenance and repair activities for dry weather.</li> <li>• Ensure all appropriate permits or written exemptions are acquired, as necessary, for work being conducted by field staff or contractors.</li> <li>• In the event of a spill, follow the SOP for <i>Spill Control in the Field</i></li> </ul>



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## 04.12.6

### REFERENCES

City of San Jose Urban Runoff Management Plan, 2002, Rural Public Works Maintenance and Support Activities Performance Standards

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Subject: <b>Vehicle and Equipment Cleaning and Maintenance in the Field</b>	Page <b>1 of 2</b>	Section Number <b>04.05</b>
	Effective Date 01/01/04	Revised Date N/A

**04.05.1 PURPOSE**

This procedure provides instructions for controlling runoff pollution from cleaning and maintaining vehicles and equipment in the field. Runoff pollution control guidance for vehicle and equipment cleaning in the corporation yards is included in the Storm Water Pollution Prevention Plans for each of the City's corporation yards. Other related runoff pollution control guidance is included in the Standard Operating Procedures *Landscape Chemical Application (Section #04.07)*; *Leak Prevention (Section #04.03)*; *Spill Control in the Field (Section #04.01)*.

**04.05.2 BACKGROUND**

Many vehicle fuels, lubricants, pesticides and other chemicals used for street maintenance are known to be toxic to the environment, animals and plants. When these materials drip on to paved surfaces, they can be inadvertently washed to storm drains and find their way to downstream creeks and the San Francisco Bay. To minimize possible contamination of our waterways, routine vehicle and equipment cleaning and maintenance should occur only in designated areas within the corporation yards, where they can be serviced in areas that do not discharge to storm drains. In corporation yards where no wash rack is available, vehicles should be washed in dirt areas, which have no potential for wash water runoff to storm drains or waterways. Field servicing of vehicles and equipment shall be conducted only if, by not doing so, there is a risk of spills or leaks.

**04.05.3 POLICY**

Parks, Recreation, & Neighborhood Services expects all of its employees to conduct their work to minimize spills and leaks. The goal of this procedure is to identify when it is appropriate to clean or maintain vehicles or equipment in the field. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained to limit the field servicing of vehicles and equipment. All Department staff are required to understand and comply with this procedure.

**04.05.4 DEFINITIONS**

Responsibilities are defined as follows:

- Equipment Operator – person driving truck, or other vehicle or using Parks, Recreation, & Neighborhood Services equipment or tools
- Supervisory Staff - management staff in Parks, Recreation, & Neighborhood Services
- Field Staff – non-supervisory laborers in Parks, Recreation, & Neighborhood Services

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### 04.05.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>3.</b>	<b>Equipment Operator/ Field Staff</b>	<b>Vehicle and Equipment Cleaning</b> <ul style="list-style-type: none"> <li>• Major routine equipment cleaning shall be done in the corporation yards.</li> <li>• Landscape chemical spray equipment shall not be cleaned in the field. All cleaning shall occur in the corporation yard.</li> <li>• Vehicles that haul garbage shall not be cleaned in the field. All cleaning shall occur in the corporation yard.</li> <li>• In the event of a spill, follow the SOP <i>Spill Control in the Field (Section #04.01)</i>.</li> <li>• If unsure if field cleaning is permitted, contact the Supervisory staff.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• If unsure if field cleaning is permitted, contact the ESD Duty Inspector at 945-3000.</li> </ul>
<b>4.</b>	<b>Equipment Operator/ Field Staff</b>	<b>Vehicle or Equipment Maintenance:</b> <ul style="list-style-type: none"> <li>• Routine maintenance shall occur in the corporation yards.</li> <li>• If there is a vehicle or equipment breakdown, evaluate whether continuing to operate the machinery in its malfunctioning condition would result in a potential leakage risk.</li> <li>• If there is no leakage risk from doing so, return malfunctioning machinery to corporation yard for repair.</li> <li>• If malfunctioning machinery would result in a leakage risk if moved, evaluate if field servicing would reduce this risk.</li> <li>• If servicing malfunctioning machinery in the field would be less of a leakage risk than driving it back to the corporation yard, fix equipment at the job site.</li> <li>• If field servicing is necessary and the driver or operator is not able to do so, call Supervisory staff for assistance.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Contact GSD to request assistance with field servicing vehicle or equipment.</li> <li>• If spill occurs, follow the SOP <i>Spill Control in the Field (Section #04.01)</i>.</li> </ul>
<b>5.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of vehicle and equipment cleaning and maintenance procedures.</li> </ul>

### 04.05.6 REFERENCES

- City of San Jose Urban Runoff Management Plan, 2002, Rural Public Works Maintenance and Support Activities Performance Standards



## **SDO STANDARD OPERATING PROCEDURES**

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This section contains specific Standard Operating Procedures for the Municipal Storm Drain Operations & Maintenance Program.

The various components of this section are organized as follows:

1. Spill Control in the Field
2. Litter/Debris Control
3. Leak Prevention
4. Vehicle Equipment Cleaning and Maintenance in the Field
5. SOP & BMP Annual Effectiveness Reviews
6. Infrastructure Maintenance Division Storm Drain System Problem Area Report (IMSPAR)



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**STANDARD OPERATING PROCEDURES**

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Subject: <b>Spill Control in the Field</b>	Page <b>1 of 4</b>	Section Number <b>01.01</b>
	Effective Date 6/1/00	Revised Date 08/02/04

**01.01.1 PURPOSE**

This procedure provides instructions for using spill-cleaning equipment in the field. Runoff pollution control guidance for general spill response is included in the Standard Operating Procedures for Spill Response for each of the City's corporation yards. Other related runoff pollution control guidance is included in the Standard Operating Procedures for *Spill Response*.

**01.01.2 BACKGROUND**

- Spills and leaks will occur from time to time. Some spilled materials, such as certain paints, cleaners and solvents may seem harmless because they are labeled "non-toxic" or "biodegradable." However, they are often far from harmless. Many of these materials are actually poisonous to the plants and animals that live in our creeks and in San Francisco Bay. Other chemicals, such as vehicle fuels and lubricants have long been known to be toxic. For these reasons, spills must be cleaned-up as soon as possible, before they can contaminate our waterways.
- For more information refer to City of San Jose Municipal Code 17.68.450 (Reporting Unauthorized Discharge) and 17.68.460 (Cleanup Responsibility).

**01.01.3 POLICY**

The Department of Transportation expects all of its employees to conduct their work to ensure that material spills in the field are avoided and that spills are responded to immediately and correctly. The goal of these procedures is to ensure that spill equipment is properly used so spills are quickly and properly contained, picked-up, disposed of, and documented. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of spill cleaning equipment and materials. All Department staff are required to understand and comply with these procedures.

**01.01.4 DEFINITIONS**

Spill sizes are defined as follows:

- Small spill: up to 5 gallons
- Medium spill: 6-41 gallons
- Large spill: over 42 gallons

# STANDARD OPERATING PROCEDURES

Subject: **Spill Control in the Field**

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Non-hazardous materials spills are defined as those involving:

- Concrete wash water
- Sawcut slurry
- Dirt, sand, and other sediment

Hazardous materials spills include, *but are not limited to*, the following (check the MSDS for the material if unsure):

- Solvents
- Adhesives
- Vehicle fluids (fuels, hydraulic fluid, antifreeze, etc...)
- Paints
- Landscape chemicals

At minimum, a spill kit shall include:

- a U.S. DOT-approved 6-gallon bucket with a “spin” top
- hazardous waste labels
- three sets of “Nitrile” surgical-type gloves
- granular absorbent material (“kitty litter”)
- hydrophilic pads
- “pig” blanket
- three large plastic garbage bags
- one shovel

Responsibilities are defined as follows:

- Vehicle Driver/Crew Leader- person driving a truck, sweeper, paving machine, or operating other street maintenance equipment or a designated responsible party
- Supervisory Staff - management staff in the Department of Transportation
- Staff Responsible for Spill - person who accidentally caused the spill
- Department of Transportation Staff – any non-management employee of the Department of Transportation



# STANDARD OPERATING PROCEDURES

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## 01.01.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Vehicle Driver/ Crew Leader</b>	<p><b>Pre-departure Spill Kit Check (conduct at beginning of each shift)</b></p> <ul style="list-style-type: none"> <li>• Ensure that vehicle has spill kit</li> <li>• Check spill kit to make sure all components are present</li> <li>• Make sure lids of all spill kit containers are secure</li> <li>• Contact supervisor if spill kit is missing or incomplete</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Contact GSD to request spill kit or spill cleaning equipment</li> </ul>
<b>2.</b>	<b>Staff Responsible for Spill</b>	<p><b>For Small spills (up to 5 gallons):</b></p> <ul style="list-style-type: none"> <li>• Use appropriate personal protection before beginning clean-up ( gloves, boots, etc.).</li> <li>• Use “dry” methods to clean the spill-do not wash spill area with water or other liquids.</li> <li>• As much as possible, clean-up and contain the spill by using “kitty litter,” rags or absorbent pads.</li> <li>• Identify substance spilled (hazardous or non-hazardous). Read the container label. Refer to the MSDS if necessary.</li> <li>• Block storm drain inlets and divert flow of material away from gutters or inlets to ensure spilled materials do not reach storm drain. As necessary, use pea gravel bag check dams, pig blankets and/or secure catch basin inlet with filter fabric</li> <li>• Ensure that all traffic is diverted from spilled substance by posting a sign or cone.</li> <li>• For spills on dirt areas, dig up and remove contaminated soil.</li> </ul> <p><b>For Medium spills (6 – 41 gallons) add:</b></p> <ul style="list-style-type: none"> <li>• Contact the Department of Transportation Dispatcher to report the spill. If applicable, provide the I.D. number of affected catch basin(s).</li> <li>• Contact Supervisory Staff.</li> </ul> <p><b>For Large Hazardous spills (over 42 gallons) add:</b></p> <ul style="list-style-type: none"> <li>• Call HIT UNIT (911 or 111 on City phone), and Dispatch (x-4373).</li> </ul>
	<b>Dispatcher</b>	<ul style="list-style-type: none"> <li>• Contact Department of Transportation “Complaint Truck” to bring additional spill clean-up supplies to the spill site.</li> </ul>
<b>2.</b>	<b>Supervisory Staff</b>	<p><b>For Medium spills (6 – 41 gallons):</b></p> <ul style="list-style-type: none"> <li>• Contact ESD Duty Inspector at 945-3000.</li> </ul> <p><b>For Large spills (over 42 gallons) add:</b></p> <ul style="list-style-type: none"> <li>• Call HIT UNIT (911 or 111 on City phone).</li> <li>• Contact State Office of Emergency Services (1-800-852-7550).</li> </ul>
<b>3.</b>	<b>Staff Responsible for Spill</b>	<p><b>Disposal of Spent Spill Cleaning Materials</b></p> <ul style="list-style-type: none"> <li>• Sweep up the used absorbent and place it in the spill kit bucket, or other designated container. Label the container with labels supplied in the spill kit.</li> <li>• If spill occurs in dirt area, place removed contaminated soil in spill kit bucket or other designated container. Label the container with labels supplied in the spill kit.</li> <li>• If rags or absorbent pads were used, place in either the spill kit or a plastic garbage bag included with the spill kit. Label the bucket or bag with labels supplied in the spill kit.</li> <li>• Bring spent spill cleaning materials to the corporation yard and place in approved disposal location.</li> </ul>

# STANDARD OPERATING PROCEDURES

Subject: <b>Spill Control in the Field</b>	Page <b>4 of 4</b>
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	<b>Staff Responsible for Spill</b>	<b>Spill Documentation</b> <ul style="list-style-type: none"><li>Alert supervisor to log-in spill.</li></ul>
<b>5.</b>	<b>Supervisory Staff</b>	<ul style="list-style-type: none"><li>Document all spill activity in spill logs (located in Hazardous Materials Management Plan binder) and ensure records are kept on-site.</li></ul>
<b>6.</b>	<b>Department of Transportation Staff</b>	For spills witnessed off-site which are not caused by staff, contact the ESD Duty Inspector at 945-3000.
	<b>Supervisory staff</b>	<b>General Guidance</b> <ul style="list-style-type: none"><li>Ensure all appropriate staff are aware of spill kit materials and spill cleaning procedures.</li></ul>

## 01.01.6 REFERENCES

- SJMC 17.68.450
- SJMC 17.68.460
- California Governor's Office of Emergency Services, "Hazardous Material Spill/Release Notification Guidance," January 2002.
- City of San Jose Urban Runoff Management Plan, 2002, Public Roads, Streets and Highways Operation and Maintenance Performance Standards

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**STANDARD OPERATING PROCEDURES**

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Subject: <b>Litter/Debris Control</b>	Page <b>1 of 2</b>	Section Number <b>01.02</b>
	Effective Date 06/01/00	Revised Date 08/02/04

**01.02.1 PURPOSE**

This procedure provides instructions for controlling urban runoff pollution during the collection of litter and debris. Guidance for cleaning spills and leaks is included in the Standard Operating Procedures for *Spill Response* and *Spill Control in the Field*. The Storm Water Pollution Prevention Plan (SWPPP) for each of the City's corporation yards contains guidance on materials stockpiling and the use of designated debris storage areas.

**01.02.2 BACKGROUND**

Properly removing litter and debris from the City's rights-of-way will help reduce the amount of contaminants discharged to the storm drain system. Minimizing these contaminants will limit harmful impacts to animals and plants living in downstream creeks and San Francisco Bay.

**01.02.3 POLICY**

It is the policy of the Department of Transportation to remove litter and debris from the City right-of-way on a continuous basis. The goal of these procedures is to ensure that litter and debris are removed, transported and disposed of in ways that minimize water pollution as much as possible. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper methods of litter and debris collection, transportation and disposal. All Department staff are required to understand and comply with these procedures.

**01.02.4 DEFINITIONS**

Responsibilities are defined as follows:

- Field Staff – non-supervisory laborers in the Department of Transportation
- Supervisory Staff - management staff in the Department of Transportation

# STANDARD OPERATING PROCEDURES

Subject: <b>Litter/Debris Control</b>	Page <b>2 of 2</b>
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## 01.02.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Field Staff</b>	<b>Litter and Debris Collection Schedule</b> <ul style="list-style-type: none"> <li>The General Complaint truck crew removes non-hazardous debris in the right-of-way on a continuous basis.</li> <li>Landscape Services crews remove debris from landscaped areas in the right-of-way on a continuous basis.</li> <li>Blight Abatement crews remove debris from the right-of-way in five Redevelopment areas on a continuous basis.</li> <li>Blight Abatement crews empty five civic litter modules in the Paseo de San Antonio twice per week.</li> </ul>
<b>2.</b>	<b>Field Staff</b>	<b>Hazardous Material Response</b> <ul style="list-style-type: none"> <li>If debris is suspected of being hazardous, follow the procedures contained in the DOT Emergency Response Manual.</li> <li>Contact the DOT Dispatcher to coordinate removal by the City’s HIT Unit.</li> </ul>
	<b>Dispatcher</b>	<ul style="list-style-type: none"> <li>Contact the City’s HIT Unit to remove possible hazardous debris.</li> </ul>
<b>3.</b>	<b>Field Staff</b>	<b>Site Clean-Up</b> <ul style="list-style-type: none"> <li>As necessary, after collecting the debris, use dry methods, such as sweeping or vacuuming, to clean the collection site.</li> <li>If leachate has leaked from civic litter modules, contact Supervisory Staff to arrange for cleaning.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>Contact the General Complaint Truck to arrange for leachate removal from around City-maintained civic litter modules.</li> <li>If dripped leachate is a problem around contractor-maintained litter facilities, contact the ESD Integrated Waste Management, Civic Services Division, at 277-5533.</li> </ul>
<b>4.</b>	<b>Field Staff</b>	<b>Transporting Litter and Debris to the Corporation Yard</b> <ul style="list-style-type: none"> <li>It is important to prevent collected litter and debris from leaking or blowing out of City vehicles as it is transported to the corporation yard for temporary storage.</li> <li>Plastic, paper or other lightweight debris shall be placed under a secured tarp or in an enclosed container (bag, lidded can or bucket) as it is picked-up.</li> <li>Wet, dripping debris shall be placed in a waterproof container (bag, lidded can or bucket) as it is picked-up.</li> </ul>
<b>5.</b>	<b>Field Staff</b>	<b>Litter and Debris Disposal</b> <ul style="list-style-type: none"> <li>Litter and debris shall be unloaded from the City vehicle to the designated debris storage area(s) at the corporation yard (see the SWPPP for the particular corp yard).</li> </ul>
<b>6.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>Ensure all appropriate staff are aware of litter and debris control procedures.</li> </ul>

## 01.02.6 REFERENCES

- City of San Jose Urban Runoff Management Plan, 2002, Public Roads, Streets and Highways Operation and Maintenance Performance Standards

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<b>Subject: Leak Prevention</b>	<b>Page</b> <b>1 of 2</b>	<b>Section Number</b> <b>01.03</b>
	<b>Effective Date</b> 6/1/00	<b>Revised Date</b> 08/02/04

**01.03.1 PURPOSE**

This procedure provides instructions for minimizing leaks from vehicles and equipment. Runoff pollution control guidance for spill response is included in the Standard Operating Procedures for Spill Response for each of the City's corporation yards, and in the Standard Operating Procedures for *Spill Response, Spill Control in the Field*, and *Vehicle and Vehicle and Equipment Cleaning in the Field*.

**01.03.2 BACKGROUND**

Vehicle fuels, lubricants, pesticides and other chemicals and materials associated with street maintenance have long been known to be damaging to plants and animals. Unchecked leakage from vehicles and equipment can cause toxic chemicals and clogging sediments to be washed into storm drains, creeks and San Francisco Bay. For this reason, vehicles and equipment must be kept in good working order to minimize leaks that could contaminate our waterways.

For more information refer to City of San Jose Municipal Code 17.68.450 (Reporting Unauthorized Discharge) and 17.68.460 (Cleanup Responsibility).

**01.03.3 POLICY**

The Department of Transportation expects all of its employees to operate their vehicles and equipment to ensure that leaks are minimized. The goal of these procedures is to ensure that vehicles and equipment routinely inspected, maintained and operated to reduce leaks as much as possible. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of spill cleaning equipment and materials. All Department staff are required to understand and comply with these procedures.

**01.03.4 DEFINITIONS**

Responsibilities are defined as follows:

- Vehicle Driver/Crew Leader - person driving a truck, paving machine, or operating other street maintenance equipment or their designated responsible party
- Field Staff - any non-management employee of the Department of Transportation
- Supervisory Staff - management staff in the Department of Transportation

# STANDARD OPERATING PROCEDURES

Subject: <b>Leak Prevention</b>	Page <b>2 of 2</b>
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## 01.03.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Vehicle Driver/ Crew Leader</b>	<b>Pre-departure Inspection (conduct at beginning of each shift)</b> <ul style="list-style-type: none"><li>• Inspect pavement under and around vehicles to check for leaks.</li><li>• Inspect equipment on vehicles to check for leaks.</li><li>• Check spray rigs (landscape maint.) for leaks and worn hoses.</li><li>• Inspect seals on vehicles and equipment for signs of wear or malfunction.</li></ul>
<b>2.</b>	<b>Field Staff</b>	<b>Leak Reporting</b> <ul style="list-style-type: none"><li>• Report leakage from other DOT vehicles or equipment to Supervisory staff.</li><li>• Report leakage from other City vehicles or equipment to Supervisory staff.</li></ul>
	<b>Supervisory staff</b>	<ul style="list-style-type: none"><li>• Contact GSD to request vehicle or equipment maintenance.</li><li>• Report leakage from other City vehicles or equipment to Environmental Enforcement at 945-3000.</li></ul>
<b>3.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"><li>• Ensure all appropriate staff are aware of leak prevention procedures.</li></ul>

## 01.03.6 REFERENCES

- SJMC 17.68.450
- SJMC 17.68.460
- CalTrans Storm Water Quality Handbook Maintenance Staff Guide May 2003, Appendix B Activity Cut Sheets, E Family – Landscaping, Chemical Vegetation Control

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Subject: <b>Vehicle and Equipment Cleaning and Maintenance in the Field</b>	Page <b>1 of 3</b>	Section Number <b>01.05</b>
	Effective Date 6/1/00	Revised Date 08/02/04

**01.05.1 PURPOSE**

This procedure provides instructions for controlling runoff pollution from cleaning and maintaining vehicles and equipment in the field. Runoff pollution control guidance for vehicle and equipment cleaning in the corporation yards is included in the Storm Water Pollution Prevention Plans for each of the City's corporation yards. Other related runoff pollution control guidance is included in the Standard Operating Procedures for *Concrete Installation; Pavement Repair; Landscape Chemical Application; Leak Prevention; Spill Response and Spill Control in the Field*.

**01.05.2 BACKGROUND**

Many vehicle fuels, lubricants, pesticides and other chemicals used for street maintenance are known to be toxic to animals and plants. When these materials drip on to paved surfaces, they can be inadvertently washed to storm drains and find their way to downstream creeks and the San Francisco Bay. To minimize possible contamination of our waterways, routine vehicle and equipment cleaning and maintenance should occur only in the corporation yards, where they can be serviced in areas that do not discharge to storm drains. Field servicing of vehicles and equipment shall be conducted only if, by not doing so, there is a risk of spills or leaks.

**01.05.3 POLICY**

The Department of Transportation expects all of its employees to conduct their work to minimize spills and leaks. The goal of these procedures is to identify when it is appropriate to clean or maintain vehicles or equipment in the field. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained to limit the field servicing of vehicles and equipment. All Department staff are required to understand and comply with these procedures.

**01.05.4 DEFINITIONS**

Responsibilities are defined as follows:

- Equipment Operator – person driving truck, sweeper, paving machine, or other vehicle or using DOT equipment or tools
- Supervisory Staff - management staff in the Department of Transportation
- Field Staff – non-supervisory laborers in the Department of Transportation

# STANDARD OPERATING PROCEDURES

<b>Subject: Vehicle and Equipment Cleaning and Maintenance in the Field</b>	<b>Page 2 of 3</b>
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## 01.05.5 PROCEDURES

<u>STEP</u>	<u>RESPONSIBILITY</u>	<u>CONTROL MEASURES</u>
<b>1.</b>	<b>Equipment Operator</b>	<b>Paving Vehicle and Equipment Cleaning</b> <ul style="list-style-type: none"> <li>• Major routine vehicle cleaning shall be done in the corporation yards.</li> <li>• The paving box shall be cleaned over the work area.</li> <li>• Diesel shall not be used on the dump trucks hauling hot asphalt concrete.</li> <li>• Extreme caution shall be used when using diesel or citrus cleaner in the field.</li> <li>• Make sure an approved spill kit is on-hand prior to beginning cleaning.</li> <li>• Diesel used for tool and equipment cleaning shall be transported to the job site in an approved fuel container.</li> <li>• Use a funnel to transfer spent cleaner back in to the approved fuel container.</li> <li>• Spent diesel shall be disposed of to the designated 55-gallon drum in the corporation yard.</li> <li>• Used citrus cleaner shall be disposed of to the debris transfer pile.</li> <li>• In the event of a diesel spill, follow the SOP for <i>Spill Control in the Field</i>.</li> </ul>
<b>2.</b>	<b>Field Staff</b>	<b>Concrete Finishing Tool Cleaning</b> <ul style="list-style-type: none"> <li>• When possible, concrete finishing tools shall be cleaned in the corporation yard</li> <li>• Follow the SOP for <i>Handling and Disposal of Concrete and Cement</i>.</li> <li>• If concrete-finishing tools must be cleaned in the field, the wash water shall be taken back to the corporation yard for proper disposal.</li> <li>• Concrete rinse water shall not be drained to gutters or catch basins</li> <li>• If concrete rinse water is spilled, follow SOP for <i>Spill Control in the Field</i>.</li> </ul>
<b>3.</b>	<b>Field Staff</b>	<b>Other DOT Equipment Cleaning</b> <ul style="list-style-type: none"> <li>• Landscape chemical spray equipment shall not be cleaned in the field. All cleaning shall occur in the corporation yard.</li> <li>• Pavement marking equipment shall not be cleaned in the field. All cleaning shall occur in the corporation yard.</li> <li>• If unsure if field cleaning is permitted, contact the Supervisory staff.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• If unsure if field cleaning is permitted, contact the ESD Duty Inspector at 945-3000.</li> </ul>
<b>4.</b>	<b>Equipment Operator</b>	<b>Vehicle or Equipment Maintenance:</b> <ul style="list-style-type: none"> <li>• Routine maintenance shall occur in the corporation yards.</li> <li>• If there is a vehicle or equipment breakdown, evaluate whether continuing to operate the machinery in its malfunctioning condition would result in a potential leakage risk.</li> <li>• If there is no leakage risk from doing so, return malfunctioning machinery to corporation yard for repair.</li> <li>• If malfunctioning machinery would result in a leakage risk if moved, evaluate if field servicing would reduce this risk.</li> <li>• If servicing malfunctioning machinery in the field would be less of a leakage risk than driving it back to the corporation yard, fix equipment at the job site.</li> <li>• If field servicing is necessary and the driver or operator is not able to do so, call Supervisory staff for assistance.</li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Contact GSD to request assistance with field servicing vehicle or equipment.</li> <li>• If spill occurs, follow the SOP for <i>Spill Control in the Field</i>.</li> </ul>
<b>5.</b>	<b>Supervisory staff</b>	<b>General Guidelines</b> <ul style="list-style-type: none"> <li>• Ensure all appropriate staff are aware of vehicle and equipment cleaning and maintenance procedures.</li> </ul>



# STANDARD OPERATING PROCEDURES

Subject: <b>Vehicle and Equipment Cleaning and Maintenance in the Field</b>
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## 01.05.6 REFERENCES

- City of San Jose Urban Runoff Management Plan, 2002, Public Roads, Streets and Highways Operation and Maintenance Performance Standards

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<b>Subject: SOP &amp; BMP Annual Effectiveness Reviews</b>	Page <b>1 of 2</b>	Section Number <b>1.10</b>
	Effective Date 06/30/02	Revised Date 08/02/04

**1.10.1 PURPOSE**

This procedure provides instructions for the annual review of the effectiveness of Department of Transportation (DOT) Standard Operating Procedures (SOP) and Best Management Practices (BMP) for storm water pollution prevention.

**1.10.2 BACKGROUND**

DOT maintains and uses a number of SOPs and/or BMPs aimed at preventing or limiting pollutants from entering the storm drain system as a result of vehicle operations, maintenance work on roads and storm drain systems, or from application of landscape chemicals. Pollutants of concern are asphaltic compounds, fuels, lubricants, solvents, cleaners, sediment, herbicides, fertilizers and pesticides, litter, debris, and illegally dumped hazardous materials. These SOPs include, but are not limited to, procedures for:

- Pavement Maintenance Operations
- Field Cleaning Paving Vehicles and Equipment
- Handling and Disposal of Concrete/Cement
- Vehicle and Equipment Maintenance
- Roadway Irrigation System Repair
- Landscape Chemical Application
- Leak Prevention
- Litter/Debris Control
- Pavement Marking Installation and Removal
- Street Sweeping
- Spill Clean-up
- Infrastructure Maintenance Division Storm Drain System Problem Area Report

**1.10.3 POLICY**

The Department of Transportation (DOT) expects all of its employees to conduct their work in a manner that minimizes the introduction of contaminants into the storm drain system to the greatest extent practicable. The goal of these procedures is to ensure that DOT crews have up-to-date and accurate BMPs and SOPs for storm water pollution prevention. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper use of the applicable BMPs and SOPs for their job duties. All Department staff are required to understand and comply with these procedures.

# STANDARD OPERATING PROCEDURES

<b>Subject: SOP &amp; BMP Annual Effectiveness Reviews</b>	<b>Page 2 of 2</b>
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## 1.10.4 DEFINITIONS

- Supervisory Staff – management staff in DOT
- Field Staff – non-supervisory laborers in DOT
- Equipment Operator – person driving truck, paving machine, or other vehicle or using DOT equipment or tools
- Heavy Equipment Staff – person or persons who are assigned the duty of retrieving debris at designated temporary dump sites
- Maintenance Personnel – any person performing crack and joint repair, chip seal, pothole repair, and removal and replacement of asphalt concrete or other pavement maintenance activities
- Sweeper Driver – person driving the street sweeping vehicle
- Vehicle Driver/Crew Leader – person driving a truck, sweeper, paving machine, or operating other street maintenance equipment or a designated responsible party or parties
- BMPs – Best Management Practices
- SOPs – Standard Operating Procedures
- ESD – Environmental Services Department.

## 1.10.5 PROCEDURES

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>CONTROL MEASURES</b>
<b>1.</b>	<b>Supervisory staff, Field staff, and ESD staff</b>	<ul style="list-style-type: none"> <li>• On an annual basis, DOT supervisory staff and field staff will review and evaluate the effectiveness of DOT SOPs and any other BMPs in use in reducing pollutants in storm water and eliminating illicit discharges. This review and evaluation will normally occur as a part of the annual municipal training on City Urban Runoff NPDES requirements. This training is conducted by ESD staff in the May/June time frame.</li> </ul>
	<b>ESD staff</b>	<ul style="list-style-type: none"> <li>• During training, feedback will be gathered from affected DOT supervisory and field staff. The feedback will be circulated and evaluated by ESD and DOT supervisory staff. Any proposed changes to SOPs and BMPs resulting from this process will go through the ESD Watershed Analysis Division and the DOT Street Services Division for approval.</li> </ul>
<b>2.</b>	<b>ESD staff</b>	<ul style="list-style-type: none"> <li>• A summary of the findings and results of this process will be described in the City of San Jose Urban Runoff Management Plan Annual Report which is submitted in September of each year.</li> </ul>

## 1.10.6 REFERENCES

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Subject: <b>Infrastructure Maintenance Division Storm Drain System Problem Area Report (IMSPAR)</b>	Page <b>1 of 2</b>	Section Number <b>2.01</b>
	Effective Date 06/30/02	Revised Date N/A

**2.01.1 PURPOSE**

This procedure provides instructions for reporting, recording, and evaluating problem areas within the Storm Drain System.

**2.01.2 BACKGROUND**

During the course of routine and emergency storm drain inlet clean-out operation and street sweeping operations, City maintenance crews have the opportunity to observe problems affecting the flow or quality of storm water entering the City's Storm Drain System. Pollutants of concern are asphaltic compounds, fuels, lubricants, solvents, cleaners, sediment, herbicides, fertilizers and pesticides, litter, debris, and illegally dumped hazardous materials.

**2.01.3 POLICY**

The Department of Transportation (DOT) expects all of its employees to conduct their work in a manner that minimizes the introduction of contaminants into the storm drain system to the greatest extent practicable. The goal of these procedures is to ensure that DOT crews recognize and report problem areas within the Storm Drain System to their supervisor. Supervisory staff shall ensure that all appropriate staff and contract personnel are trained in the proper reporting of problem areas, and will record problem areas reported in the Infrastructure Maintenance Division Storm Drain System Problem Area Report (IMSPAR) spreadsheet. All Department staff are required to understand and comply with these procedures.

**2.01.4 DEFINITIONS**

- Supervisory Staff – management staff in DOT
- Field Staff – non-supervisory laborers in DOT
- Equipment Operator – person driving truck, paving machine, or other vehicle or using DOT equipment or tools
- SOPs – Standard Operating Procedures
- DPW – Department of Public Works
- ESD – Environmental Services Department

# STANDARD OPERATING PROCEDURES

<b>Subject: Infrastructure Maintenance Division Storm Drain System Problem Area Report (IMSPAR)</b>	<b>Page 2 of 2</b>
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## 2.01.5 PROCEDURES

<b>STEP</b>	<b>RESPONSIBILITY</b>	<b>CONTROL MEASURES</b>
<b>1.</b>	<b>Field staff</b>	<ul style="list-style-type: none"> <li>• Maintenance crews will be encouraged to report to their supervisors any persistent or unusual problems observed within the Storm Drain System. Reportable problems include but are not limited to:               <ul style="list-style-type: none"> <li>➤ Chronic or unusual blockages of the Storm Drain lines or inlets caused by leaf fall, trash, tree roots, or structural problems.</li> <li>➤ Large and continual accumulations of excess mud and sediment in gutters, Storm Drain lines or inlets.</li> <li>➤ Accumulations of cement in gutters and Storm Drain inlets.</li> <li>➤ Evidence of large amounts of trash and litter being passed into and through the Storm Drain system.</li> <li>➤ Any evidence of illegal dumping of hazardous chemicals, oil, paint, or solvents.</li> </ul> </li> </ul>
	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Enter reports of problem areas into the IMSPAR spreadsheet. Data entry will include:               <ul style="list-style-type: none"> <li>➤ Date</li> <li>➤ Location</li> <li>➤ Nature of Problem</li> </ul> </li> <li>• If the problem is of an urgent nature, such as the report of a large flow of sediment to the storm drain or a potentially toxic chemical spill, the supervisor shall ensure that appropriate emergency services are notified immediately:               <ul style="list-style-type: none"> <li>➤ HIT Unit (911 or 111 on City phone)</li> <li>➤ State Office of Emergency Services (1-800-852-7550)</li> <li>➤ ESD Duty Inspector (945-3000)</li> </ul> </li> </ul>
<b>2.</b>	<b>Supervisory Staff</b>	<ul style="list-style-type: none"> <li>• Annually, in June, DOT will produce the IMSPAR.</li> </ul>
	<b>Division Managers, Senior Engineers, and Maintenance Superintendents from DOT, ESD Watershed Analysis staff, and DPW staff</b>	<ul style="list-style-type: none"> <li>• Review the annual IMSPAR for indications that any portion of the Storm Drain System is in need of structural refit or upgrade to prevent excess passage of trash, sediment or other pollutants.</li> <li>• The data will also be reviewed for indications that greater emphasis on pollution prevention enforcement or outreach efforts may need to be performed in a given drainage area.</li> </ul>

## 2.01.6 REFERENCES



## **WUOM STANDARD OPERATING PROCEDURES**

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This section contains specific Standard Operating Procedures for the Water Utility Operation and Maintenance Program.

The various components of this section are organized as follows:

1. Types of Discharges
2. Standard Operating Procedure Sheets for Planned and Unplanned Discharges
3. Discharge Activity Checklists
4. City contact information





## **WUO&M Standard Operating Procedures**

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This section describes Standard Operating Procedures for each water utility discharge activity with urban runoff pollution potential. These procedures were established June, 1999, and are contained in the City's Water Utility Operation and Maintenance Discharge Pollution Prevention Plan.

### **A Types of Discharges**

For planning for water utility activities and record-keeping, discharges are categorized as being either planned or unplanned. Planned discharges are those that occur routinely or can be scheduled. Unplanned discharges are those which are expected to occur, but the exact timing may not be known. Unplanned discharges may be sudden or accidental.

### **B Standard Operating Procedure Sheets**

Each SOP is contained on a single sheet and includes one or more BMP. SOPs describe the pollutants of concern and the equipment and methods/BMPs needed to control pollution resulting from the activity. Beginning on page 16, these sheets are arranged in alphabetical order by discharge activity name.

The BMPs are designed to reduce, or eliminate, pollutants from water utility operations and maintenance discharge activities. BMPs rely on site specific approaches to pollution control, depending upon the field conditions and characteristics of the discharge to make a determination. Permanent modifications may eliminate the need for implementing BMPs. The, Water Utility Discharges BMP Selection Matrix on page 7, summarizes the BMP(s) required for a particular discharge activity.

SOPs sheets have been prepared for the following discharge activities:

#### PLANNED DISCHARGES

Artesioning Wells  
 Hydrant Flushing  
 Pressure Release Valve/Blow-Offs  
 Tank Cleaning  
 Water Meter Testing  
 Well First Flush-To-Waste Cycle  
 Well Rehabilitation and Maintenance

#### UNPLANNED DISCHARGES

Main/Service Line Break  
 Sheared Hydrants  
 Sump/Vault Pumping

**C Discharge Activity Checklists**

To assist with record-keeping and activity planning, checklists are provided for both planned and unplanned discharges (see pages 10-13). Completion of a checklist is required for discharges of more than 50,000 gallons or smaller discharges having a turbidity of more than 50 NTU and/or chemical additives with concentrations in excess of those in drinking water. Both the Planned and Unplanned Discharge Activity checklists prompt the user to note the BMPs used, any monitoring conducted and to assess BMP effectiveness. The Planned Discharge Checklist also provides guidance for identifying discharge options, selecting the BMPs to be used and briefing staff on the discharge requirements. The original of each completed checklist shall be retained by Muni Water and a copy sent to the Watershed Analysis Section of the City's Environmental Services Department.

**D City Contact Information**

Table 2, Contact Information, on page 14, lists the title and name of those with knowledgeable staff, their telephone number, their area of expertise and/or responsibility and instances when they should be called. These contact people can provide guidance on technical and procedural questions and in case of a discharge emergency.

**PLANNED DISCHARGE ACTIVITY CHECKLIST**  
**For Water Utility Operation and Maintenance**

**For discharges with one or more of the following: volumes greater than 50,000 gallons; turbidity > 50 NTU; chemical additives with concentrations higher than in drinking water.**

**Location:** \_\_\_\_\_  
**Zone:** \_\_\_\_\_  
**Date of Discharge:** \_\_\_\_\_  
**Name of Person Completing Form:** \_\_\_\_\_  
**Date Form Completed:** \_\_\_\_\_

CIRCLE THE NUMBER NEXT TO THE DISCHARGE ACTIVITY:

**Treated Water:**

- 1. Hydrant flushing
- 2. Pressure release valve blow-offs
- 3. Meter testing in the field
- 4. Reservoir (tank) cleaning

**Groundwater:**

- 1. Well rehab./maint.
- 2. Well first-flush-to-waste

**Recycled (Reclaimed) Water:**

- 1. Reservoir (tank) cleaning
- 2. Meter testing in the field
- 2. Pump station operation discharges
- 3. Blow-offs

IDENTIFY THE DISCHARGE OPTION(S) TO BE USED FOR THIS ACTIVITY:

<input type="checkbox"/> Reuse water <input type="checkbox"/> Dust control <input type="checkbox"/> Irrigation <input type="checkbox"/> Construction compaction <input type="checkbox"/> Discharge to the sanitary sewers <input type="checkbox"/> Discharge to the storm drain system or a creek using applicable control measures as described below. <input type="checkbox"/> Other: _____
---

IDENTIFY THE CONTROL MEASURES TO BE USED:

<p><b>Check all of the control measures that apply:</b></p> <input type="checkbox"/> Check and clean flow path/catch basin <input type="checkbox"/> Discharge to landscaping <input type="checkbox"/> Protect landscaping (visqueen and/or plywood) <input type="checkbox"/> Discharge to sanitary sewer <input type="checkbox"/> Filter bag/silt sack at catch basins/discharge lines <input type="checkbox"/> Filter fabric at catch basins <input type="checkbox"/> Sand bags/gravel berms or booms at catch basins <input type="checkbox"/> Energy dissipation (incl. using utility truck wheel well) <input type="checkbox"/> Settling ponds <input type="checkbox"/> Surface/passive aeration (for N. San Jose or Edenvale discharges only) <input type="checkbox"/> Chemical chlorine neutralization (in N. San Jose Zone or Edenvale Zone) <input type="checkbox"/> Chemical neutralization of chloramine (in Evergreen Zone) <input type="checkbox"/> Analytical water quality testing for suspected pollutants (attach results when obtained) <input type="checkbox"/> Other: _____
--

BRIEF STAFF ON THE SELECTED DISCHARGE OPTIONS, BMPs, AND CONTROL MEASURES

PROCEED WITH NECESSARY NOTIFICATIONS:       Not Applicable

Who (name and organization): \_\_\_\_\_; When: \_\_\_\_\_ (a.m./p.m.)

Who (name and organization): \_\_\_\_\_; When: \_\_\_\_\_ (a.m./p.m.)

Who (name and organization): \_\_\_\_\_; When: \_\_\_\_\_ (a.m./p.m.)

**PLANNED DISCHARGE ACTIVITY CHECKLIST (cont.)  
For Water Utility Operation and Maintenance**

INSTALL CONTROL MEASURES

CARRY OUT THE DISCHARGE ACTIVITY IN ACCORDANCE WITH STANDARD OPERATING PROCEDURES:

<input type="checkbox"/> Time begun: _____ <input type="checkbox"/> Estimated actual discharge rate: _____ <input type="checkbox"/> Estimated actual discharge volume: _____ <input type="checkbox"/> Monitor the control measure(s) (see below)	<input type="checkbox"/> Time ended: _____
---	--

CLOSE THE OPERATION:

<input type="checkbox"/> Remove the control measure(s) <input type="checkbox"/> Inspect flow path for erosion damage and/or sediment deposition <input type="checkbox"/> Inspect the receiving stream, if practical, for erosion damage or sediment deposition <input type="checkbox"/> Cleanup: <input type="checkbox"/> Remove/dispose of collected sediments and debris	<input type="checkbox"/> Remove all materials used in discharge operation
--	---

MONITORING RECORD:

DISCHARGE WATER	TIME INSPECTED	CONTROL MEASURES	TIME INSPECTED

NOTES REGARDING THE IMPLEMENTATION OF THE CONTROL MEASURES:


BMP EVALUATION (problems encountered, suggested improvements, or other items which maybe used to improve the BMP):


Send Copies to:     Supervisor (original)  
                            ESD, Environmental Enforcement Division  
                            Others: \_\_\_\_\_

**UNPLANNED DISCHARGE ACTIVITY CHECKLIST**  
**For Water Utility Operations and Maintenance**

**For discharges with one or more of the following: volumes greater than 50,000 gallons; turbidity > 50 NTU; chemical additives with concentrations higher than in drinking water.**

**Location:** \_\_\_\_\_  
**Zone:** \_\_\_\_\_  
**Date of Discharge:** \_\_\_\_\_  
**Name of Person Completing Form:** \_\_\_\_\_  
**Date Form Completed:** \_\_\_\_\_

- APPLICABILITY:**
  - Water main/service breaks
  - Artesioning wells
  - Sheared hydrants
  - Sump/vault pumping
  - Other: \_\_\_\_\_
  
- PROCEDURE:**
  - As applicable, stop the discharge as soon as possible
  - Inspect flow path
  - Remove potential pollutants from the flow path
  - If the repairs or corrective actions will cause additional discharge of water, then:
    - Install BMP Control Measure(s):
      - Sediment Control:
        - Discharge to sanitary
        - Filter bag/silt sack at catch basins/discharge lines
        - Filter bag/silt sack at catch basins
        - Sand bags/gravel/berms/booms at catch basins
        - Other: \_\_\_\_\_
        - Settling pond
      - Erosion Control:
        - Discharge to landscaping
        - Protect landscaping with visqueen and/or plywood
        - Other: \_\_\_\_\_
      - Dechlorination/dechloramination:  
Method: \_\_\_\_\_
      - Other BMP(s) (describe): \_\_\_\_\_
- DISCHARGE OPERATION:**
  - Time Began: \_\_\_\_\_
  - Time Ended: \_\_\_\_\_
  - Estimated Discharge Rate: \_\_\_\_\_ g.p.m. or c.f.s.
  - Monitoring: (see back)
  
- CLOSE OPERATION:**
  - Removed Sediment/Debris
  - Removed Control Measures
  - Inspected Receiving Storm Drain and/or Stream
  
- NOTIFICATIONS:**
  - Who: \_\_\_\_\_ When: \_\_\_\_\_ (a.m./p.m.)
  - Who: \_\_\_\_\_ When: \_\_\_\_\_ (a.m./p.m.)
  - Who: \_\_\_\_\_ When: \_\_\_\_\_ (a.m./p.m.)

**UNPLANNED DISCHARGE ACTIVITY CHECKLIST (CONT.)**  
**For Water Utility Operations and Maintenance**

o MONITORING RECORD:

DISCHARGE WATER	TIME INSPECTED	CONTROL MEASURES	TIME INSPECTED

o NOTES REGARDING THE IMPLEMENTATION OF THE CONTROL MEASURES:


o BMP EVALUATION (problems encountered, suggested improvements, or other items which maybe used to improve the BMP) :


Send Copies to:

- o Supervisor (original)
- o Environmental Services Department, Environmental Enforcement Division
- o Others: \_\_\_\_\_

**TABLE 2**  
**City of San Jose**  
**CONTACT INFORMATION**

<b>Title/Name</b>	<b>When to Notify</b>	<b>Location</b>	<b>Day Phone</b>	<b>Pager</b>	<b>Cellular</b>	<b>24-Hour Phone</b>	<b>E-Mail</b>
Stand-by Supervisor (per on-call schedule)	<ol style="list-style-type: none"> <li>1. Rescheduling discharges to avoid potential pollution</li> <li>2. Questions about BMP use /SOPs</li> </ol>	SJ Muni Water	(see 24 hr phone)	277-4123 #0445	---	277-4123 #0445	---
Jim Irving, Supervisor of Muni Water Division	<ol style="list-style-type: none"> <li>1. Coordination with ESD, Public Works or other divisions</li> <li>2. Questions about record-keeping</li> <li>3. Need for water quality testing</li> <li>4. Inspection of P.O. work</li> <li>5. Questions about training</li> <li>6. Recommended BMP modifications</li> <li>7. Need for Discharge Inventory</li> </ol>	SJ Muni Water	277-5180 or 277-2557	994-0237	981-5086	277-4123 #0445	Jim.Irving@ci.sj.ca.us
Environ. Enforcement: On-Duty Staff	<ol style="list-style-type: none"> <li>1. Discharge options</li> </ol>	SJ ESD	945-3000			945-3000	
Bill Smith, Associate Environmental Services Specialist, Watershed Analysis Section	<ol style="list-style-type: none"> <li>1. Recommended BMP modifications</li> <li>2. WUDPPP revisions</li> <li>3. Questions about Performance Standard</li> <li>4. Record-keeping and annual reporting</li> </ol>	SJ ESD	945-3054				BillSmith@ci.sj.ca.us
Mansour Nasser, Senior Civil Engineer	<ol style="list-style-type: none"> <li>1. Coordination with SJ Muni Water</li> <li>2. Inspection of contracted CIPs or work by private contractor on City water lines</li> <li>3. Questions about BMPs use /SOPs</li> <li>4. Questions about record-keeping</li> </ol>	SJ Muni Water	277-3671 or 277-2558	944-8170			Mansour.Nasser@ci.sj.ca.us

## ARTESIONING WELLS

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**Pollutants of Concern:** Sediment from erosion

**Equipment:** N/A

**Methodology:**

For wells draining to an adjacent creek channel:

1. Inspect the discharge point at the creek end of the storm drain line at least every six months for evidence of erosion problems
2. As needed, replace or augment existing rip-rap or other permanent erosion control measures

### **Record-Keeping**

1. If control measures are required for erosion problems, Muni Water staff shall complete the Planned Discharges Checklist to document the discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at controlling erosion and ease of BMP use.



## HYDRANT FLUSHING

---

**Pollutants of Concern:** Sediment from erosion, turbidity, wash-off of materials on adjacent pavement

**Equipment:** Flushing tubes, valve wrenches, safety equipment, utility truck

**Methodology:**

1. Set up safety equipment and traffic control.
2. Check and clear flow path between hydrant and downstream catch basin(s)
  - Manually clear large debris items, if any
  - Sweep leaves and/or litter
  - If area contains significant pollutant potential, clean area by sweeping or using shop vac (or reschedule flushing/flow testing to follow City street sweeping schedule)
  - Clean out catch basins if flow will be impeded by existing material inside or on grate
  - Place litter and debris in City truck for proper disposal
3. Park city utility truck on pavement so that a wheel well is opposite the hydrant outlet
4. Install the flushing tubes
5. Look for turbidity. As necessary:
  - Install silt sacks in downstream catch basin(s), or
  - Install sand bags or booms around downstream catch basin(s)
6. Direct flow toward the utility truck wheel well to keep flow from discharging across street and causing erosion and traffic problems.
7. Continue flowing fire hydrant until discharge is clear (however, ensure that the flow volume from each hydrant discharge is less than 50,000 gallons by adjusting flushing frequency, if necessary)
8. After flushing or testing is completed, inspect the flow path and catch basin(s) and remove any remaining debris for proper disposal

### Record-Keeping

1. Record duration of flushing on Fire Hydrant Maintenance Program form (Attachment A)
2. If the turbidity concentration of the discharge requires use of sediment control measures, Muni Water staff shall complete the Planned Discharges Checklist to document the discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at sediment control and ease of BMP use.

**ATTACHMENT 'A'**

**City of San Jose  
Municipal Water System Division**

**FIRE HYDRANT MAINTENANCE PROGRAM**

Hydrant ID # \_\_\_\_\_

Hydrant Location: \_\_\_\_\_

Date Flushed \_\_\_\_\_

Main Size: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Main or Service Line Break

---

**Pollutants of Concern:** Sediment from erosion, chlorine/chloramine

**Equipment:** Backhoe, dump truck, utility truck, compressor, tamper, jack hammer, repair clamp, safety equipment

**Methodology:**

1. Set up safety equipment and traffic control
2. Stop the flow of water as soon as possible. Application of this BMP is secondary to action necessary to stop the flow of water and protect public safety.
3. Isolate the area of the break
4. Check and clear the flow path
5. Notify affected residents and businesses of the interruption of the water supply
6. Call Underground Service Alert (USA) Locates before digging
7. Proceed with repairs, using appropriate BMPs for erosion and sediment control
  - Erosion control BMPs may include (but are not limited to) identifying and protecting landscaped areas using plywood or visqueen
  - Sediment control BMPs may include (but are not limited to):
    - a. Filter fabric under catch basin grates
    - b. Silt sacks in catch basins
    - c. Sand bags, gravel berms or booms around catch basins
8. If the discharge is located in the North San Jose and the discharge is anticipated to be greater than 50,000 gallons, use chlorine controls, which may include (but are not limited to):
  - Surface or passive aeration
  - Chemical neutralization of chlorine
9. If the discharge is located in the Evergreen Zone and is anticipated to be greater than 50,000 gallons, neutralize chloramine using sodium thiosulfate or sodium bisulfite, according to AWWA standards (C652).
10. After the break has been repaired, inspect the flow path and catch basins and remove any remaining debris for proper disposal.

### Record-Keeping

After the line break has been repaired, if the turbidity concentration of the discharge required the use of sediment control measures or the discharge was greater than 50,000 gallons, Muni Water staff shall complete the Unplanned Discharges Checklist to document the discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at diverting contaminants from the discharge and ease of BMP use.

## Pressure Release Valve/Blow-Offs

---

**Pollutants of Concern:** Sediment from erosion, turbidity, wash-off of materials on adjacent pavement

**Equipment:** Blow-off tube, valve wrenches, safety equipment

**Methodology:**

1. Set up safety equipment and traffic control
2. Check and clear flow path between release valve and downstream catch basin
  - Manually clear large debris items, if any
  - Sweep leaves and/or litter
  - Call for a sweeper if area contains significant pollutant potential (or reschedule blow-off discharge to follow sweeping schedule)
  - Clean out catch basins if flow will be impeded by existing material inside or on grate
  - Place litter and debris in City truck for proper disposal
3. Install the blow-off tubes
4. Evaluate for turbidity problems. As necessary:
  - Install sand bags or booms around the downstream catch basin, or
  - Install silt sacks in the downstream catch basin
5. Direct flow to pavement
6. After the valve has been blown-off, inspect the flow path and catch basin and remove any remaining debris for proper disposal

### **Record-Keeping**

If the turbidity concentration of the discharge requires use of sediment control measures, Muni Water staff shall complete the Planned Discharges Checklist to document the discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at erosion and sediment control and ease of BMP use.

## Sheared Hydrants

(8 "wet barrel" type at Towers, Lexann and Silvercreek Roads)

---

**Pollutants of Concern:** Sediment from erosion, turbidity, chlorine/chloramine

**Equipment:** Valve wrenches, safety equipment

**Methodology:**

1. Set up safety equipment and traffic control
2. Stop the flow of water as soon as possible. Application of this BMP is secondary to action necessary to stop the flow of water and protect public safety.
3. Isolate the hydrant
4. Check and clear the flow path, if possible
5. Proceed with repair and if practical, use appropriate BMPs for erosion and sediment control
  - Erosion control BMPs may include (but are not limited to) identifying and protecting landscaped areas using plywood or visqueen
  - Sediment control BMPs may include (but are not limited to):
    - a. Filter fabric under catch basin grates
    - b. Silt sacks in catch basins
    - c. Sand bags, gravel berms or booms around catch basins
6. After the break has been repaired, inspect the flow path and catch basins and remove any remaining debris for proper disposal

### Record-Keeping

After the hydrant has been repaired, if the turbidity concentration of the discharge required the use of sediment control measures or the discharge was greater than 50,000 gallons, Muni Water staff shall complete the Unplanned Discharges Checklist to document the discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at diverting contaminants from the discharge and ease of BMP use.

## Sump/Vault Pumping

---

**Pollutants of Concern:** Sediment from erosion, turbidity, wash-off of materials on adjacent pavement, and groundwater contaminants (hydrocarbons, solvents, etc.)

**Equipment:** Pump, safety equipment

**Methodology:**

1. Set up safety equipment and traffic control
2. Open the sump or vault and, as feasible:
  - Estimate the discharge volume
  - Observe if the water could contain chemical contaminants
    - a. Visual: discoloration, oily sheen, floating material
    - b. Smell: gasoline, solvents, hydrogen sulfide, other
  - If observations indicate no contamination, skip to Item 5, below
3. If contamination is suspected but the source is unknown, delay the pumping operation to sample and test the water. Contact the supervisor regarding the need for interrupting operations and for analytical testing.
4. If analytical testing determines that the water is contaminated, contact the Environmental Service Department at 945-3000 regarding discharge options (such as possible discharge to the sanitary sewer or other options)
  - If permissible and physically possible, pump contaminated water to sanitary sewer
  - If it is not possible to discharge to a sanitary manhole or clean-out for regulatory or physical reasons, pump the water to a tank truck or other sealed container and transport it to a disposal site authorized to accept it
5. If the discharge is not contaminated as determined by visual and olfactory observation:
  - Evaluate the standing water for turbidity problems. As necessary use:
    - a. Filter fabric under the catch basin grate
    - b. Silt sacks on the outlet line or in the catch basin
    - c. Sand bags, gravel berms or booms around the catch basin
  - Check and clear flow path between hydrant and downstream catch basin(s)
    - a. Manually clear large debris items, if any
    - b. Sweep leaves and/or litter
    - c. Clean out catch basins if flow blocked by existing material inside or on grate
    - d. Place litter and debris in City truck for proper disposal
  - Set-up the sump pump to discharge to the pavement, making sure that the flow is not causing an erosion problem
  - After pumping is completed, inspect the flow path and catch basin and remove any remaining debris for proper disposal

### Record-Keeping

1. If analytical water quality testing was required due to possible chemical contamination, City staff responsible for water sampling shall document sampling date, discharge location and testing results.
2. After the sump or vault has been pumped, if runoff pollution control measures were required, Muni Water staff shall complete the Unplanned Discharges Checklist to document discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at diverting contaminants from the discharge and ease of BMP use.

## **Tank Cleaning**

---

**Pollutants of Concern:** Turbidity, chlorine/chloramine

**Equipment:** Per Contractor

**Methodology:**

1. Chlorine control BMPs are required if the discharge volume is >50,000 gallons.
2. Sediment control BMPs are required if the turbidity of the discharge is >50 NTU.
3. Include a contract provision requiring the contractor to submit a plan to the City explaining the use of appropriate turbidity and/or chlorine control BMPs.
4. Direct the contractor to review the Santa Clara Valley Urban Runoff Pollution Prevention Plan model Water Utility Operation and Maintenance Discharge Pollution Prevention Plan:
  - Chlorine/Chloramine BMPs could include (but are not limited to) surface or passive aeration or chemical neutralization of chlorine/chloramine (follow AWWA standards for sanitizing covered reservoirs)
  - Turbidity BMPs could include (but are not limited to) using silt sacks or a temporary settling basin
5. Staff from Muni Water will inspect work for compliance with BMP plan and/or need to modify plan

### **Record-Keeping**

1. Muni Water staff shall complete the Planned Discharges Checklist to document the discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at diverting contaminants from the discharge and ease of BMP use.

## **Water Meter Testing (2" and larger)**

---

**Pollutants of Concern:** Sediment from erosion and wash-off of materials on adjacent pavement

**Equipment:** Test trailer, wrenches, fire hydrant hose, test port pipe fitting, ladder, gas detection equipment, safety equipment

**Methodology:**

1. Set up safety equipment and traffic control
2. Check and clear flow path between water meter and downstream catch basin
  - Manually clear large debris items, if any
  - Sweep leaves and/or litter
  - Call for a sweeper if area contains significant pollutant potential (or reschedule blow-off discharge to follow sweeping schedule)
  - Clean out catch basins if flow will be impeded by existing material inside or on grate
  - Place litter and debris in City truck for proper disposal
3. Direct flow to pavement away from landscaping
4. After testing the meter, inspect the flow path and catch basin and remove any remaining debris for proper disposal

<b>Record-Keeping</b>
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Not applicable-flow volumes and chemical concentrations below thresholds.
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## Well First Flush-to-Waste Cycle

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**Pollutants of Concern:** Turbidity and erosion

**Staff:** One staff person to inspect/sample

**Equipment:** Prepared sample bottle

**Methodology:**

For wells draining to an adjacent creek channel:

1. Inspect the discharge point at the creek end of the storm drain line at least every six months for evidence of erosion problems.
2. As needed, replace or augment existing rip-rap or other permanent erosion control measures.

For all wells:

1. If a turbidity problem (such as from iron bacteria) is anticipated from the discharge due to low groundwater table or well maintenance problem, sample and test the well water to determine the turbidity concentration and whether the well should be kept in service.
2. If the turbidity is  $>50$  NTU and the well must be kept in service, direct the first flush discharge to a temporary settling basin or to the sanitary sewer
  - Consider modifying the start-up cycle of the well to run more frequently and for a longer period to reduce the build-up of contaminants
  - If modifying the start-up cycle does not clear-up the turbidity problem, temporary shallow settling basins may be installed in unpaved areas adjacent to the well
    - a. Size the pond(s) to hold 3,000-4,500 gallons for each well discharged
    - b. Construct the ponds using low dirt berms (8-12" tall) to allow for quick evaporation
    - c. After the discharge evaporates, dispose of the remaining debris to a landfill
  - If it is not possible to install a temporary settling basin, consider discharging to the sanitary sewer. Prior to beginning any discharge to the sanitary sewer, contact the Water Pollution Control Plant at 945-3000.

### **Record-Keeping**

1. If control measures are required for turbidity problems, Muni Water staff shall complete the Planned Discharges Checklist to document the discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at erosion control and diverting contaminants from the discharge and ease of BMP use.
2. The City staff responsible for inspection shall complete the Planned Discharges Checklist to document the discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at diverting contaminants from the discharge and ease of BMP use.

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## Well Rehabilitation and Maintenance

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**Pollutants of Concern:** Chlorine and turbidity

**Equipment:** Per contractor

**Methodology:**

1. Chlorine control BMPs are required if the discharge volume is >50,000 gallons or if the chlorine concentration is >1.5 mg/l.
2. Include a contract provision requiring the contractor to submit a plan to the City explaining the use of appropriate turbidity and/or chlorine control BMPs.
  - Direct the contractor to review the Santa Clara Valley Urban Runoff Pollution Prevention Plan Model Water Utility Operation and Maintenance Discharge Pollution Prevention Plan
  - Chlorine BMPs could include (but are not limited to) surface or passive aeration or chemical neutralization of chlorine
  - Turbidity BMPs could include (but are not limited to) the use of silt sacks, flow diversion to settling ponds, or discharge to the sanitary sewer
  - Prior to beginning any discharge to the sanitary sewer, contact the Water Pollution Control Plant
3. Depending on the nature of the contracted work, a Public Works or a Muni Water inspector will check work for compliance with BMP plan and/or need to modify plan

**Record-Keeping**

1. The City staff responsible for inspection shall complete the Planned Discharges Checklist to document the discharge location, BMPs used, date of BMP installation, flow volume, duration of BMP use (if applicable), BMP effectiveness at diverting contaminants from the discharge and ease of BMP use.

## **PM STANDARD OPERATING PROCEDURES**

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This section contains specific Standard Operating Procedures for the Pesticide Management Program.

The various components of this section are organized as follows:

1. Providing the City's Integrated Pest Management(IPM) Policy to Contractors Who Perform Pesticide Application Work on Municipal Property
2. City Of San Jose Integrated Pest Management Best Management Practices and Standard Operating Procedures

# City of San Jose Integrated Pest Management Standard Operating Procedure

## Providing the City's Integrated Pest Management (IPM) Policy to Contractors Who Perform Pesticide Application Work on Municipal Property

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**Purpose:** To ensure that all contractors employed by the City who perform pesticide application work on municipal property are provided with a copy of the City's IPM policy.

**Responsible Party:** All City personnel that administer City contracts that include pesticide application work on municipal property.

### **Methodology:**

The City's IPM policy is provision number four of the City's Pollution Prevention Policy (Council Policy number 4-5). The City's contract managers can choose from the following methods to ensure that a contractor who performs pesticide application work on municipal property is provided with a copy of the City's IPM policy:

1. Include a copy of the City's IPM policy in the contractor solicitation documents, e.g., Request for Proposal or Request for Quote.
2. Include a copy of the City's IPM policy in the specifications of the contract.
3. Meet with the contractor and review the City's IPM policy.
4. Mail a copy of the City's IPM policy to the contractor.

Contract managers must document that a contractor has received the City's IPM policy.



**City of San Jose  
Integrated Pest Management  
Best Management Practices  
and  
Standard Operating Procedures**

**December 2002**

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## I. INTRODUCTION

This document has been compiled to assist personnel performing pest management and/or pesticide application on City property, including contractors, in the use of integrated pest management.

On an annual basis, supervisory staff and field staff from affected City Departments will review the effectiveness of these SOPs and any other BMPs in use in order to evaluate their effectiveness in reducing pollutants in storm water and eliminating illicit discharges. This review and evaluation will normally occur as a part of annual municipal training on City Urban Runoff NPDES requirements. The Environmental Services Department (ESD) in conjunction with the affected City Departments normally conducts this training in the May/June timeframe.

## II. DEFINITIONS

<b>BEST MANAGEMENT PRACTICE (BMP)</b>	Activities, practices, facilities, and/or procedures that when implemented to their maximum efficiency will prevent or reduce pollutants in discharges. Examples of BMPs may include public education and outreach efforts, proper planning of development projects, proper clean out of catch basin inlets, and proper waste handling and disposal, among others.
<b>CITY DEPARTMENT</b>	Any department of the City of San Jose and includes any pesticide applicator hired by a City department to apply pesticides on City property.
<b>CONTRACT</b>	A binding written agreement, including but not limited to, a contract, lease, permit, license, or easement between a person, firm, corporation or other entity, and a City department, which grants a right to use or occupy property of the City of San Jose for a specified purpose or purposes.
<b>CONTRACTOR</b>	A person, firm, corporation or other entity that enters into a contract with the City of San Jose.
<b>DEFOLIATING</b>	Includes killing or artificially accelerating the drying of plant tissues, with or without causing abscission.
<b>DOT</b>	Department of Transportation – City of San Jose.
<b>EQUIPMENT OPERATOR</b>	City personnel driving truck, or other vehicle or using City equipment or tools.
<b>ESD</b>	Environmental Services Department – City of San Jose.
<b>FIELD STAFF</b>	Non-supervisory personnel in the DOT, PRNS, GS, and/or PW.
<b>FUNGI</b>	Parasitic plants which have no leaves, flowers, or chlorophyll (mildews, molds, rusts, mushrooms) and reproduce by means of spores.
<b>FUNGICIDE</b>	Any substance that kills fungi or inhibits the growth or reproduction of spores.
<b>GS</b>	General Services Department – City of San Jose.



<b>INSECTS</b>	Any animal within the class of animals which are known as "Insecta" or any similar animal such as a centipede, spider, mite, tick, or louse.
<b>INTEGRATED PEST MANAGEMENT (IPM)</b>	An ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and the use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risk to human health, beneficial and non-target organisms, and the environment.
<b>MAINTENANCE PERSONNEL</b>	Any person monitoring threshold levels, taking preventative or corrective actions, or applying a pesticide.
<b>MAXIMUM EXTENT PRACTICABLE (MEP)</b>	The standard for implementation of storm water management programs to reduce pollutants in storm water. MEP refers to storm water management programs taken as a whole. The implementation of MEP takes into account equitable consideration and competing facts, including, but not limited to the gravity of the problem, potential or actual public health risk, environmental benefits, pollutant removal effectiveness, regulatory compliance, public acceptance, implementability, cost and technical feasibility.
<b>MOLLUSK</b>	Any invertebrate animal having a soft body typically covered by a shell.
<b>NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)</b>	A permit issued by the United States Environmental Protection Agency, State Water Resources Control Board or San Francisco Bay Regional Water Quality Control Board pursuant to the Clean Water Act section 402(p) that authorizes discharges to waters of the United States and requires the reduction of pollutants in the discharge.

<b>PEST</b>	Any of the following that is, or is liable to become, dangerous or detrimental to the agricultural or nonagricultural environment of the state: (a) Any insect, predatory animal, rodent, nematode, or weed. (b) Any form of terrestrial, aquatic, or aerial plant or animal, virus, fungus, bacteria, or other microorganism (except viruses, fungi, bacteria, or other microorganisms on or in living man or other living animals). (c) Anything that the director, by regulation, declares to be a pest.
<b>PESTICIDE</b>	Means pesticide as defined in Section 12753 or Chapter 2 of Division 7 of the California Food and Agriculture Code - Pesticide includes any of the following: (a) Any spray adjuvant. (b) Any substance, or mixture of substances which is intended to be used for defoliating plants, regulating plant growth, or for preventing, destroying, repelling, or mitigating any pest, as defined in Section 12754.5, which may infest or be detrimental to vegetation, man, animals, or households, or be present in any agricultural or nonagricultural environment whatsoever.
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	Means apparel and devices worn to minimize human body contact with pesticides or pesticide residues that must be provided by an employer and are separate from, or in addition to, work clothing. PPE may include, chemical resistant suits, chemical resistant gloves, chemical resistant footwear, respiratory protection devices, chemical resistant aprons, chemical resistant headgear, protective eyewear, or a coverall (one- or two-piece garment).
<b>PRNS</b>	Department of Parks, Recreation, & Neighborhood Services – City of San Jose.
<b>PW</b>	Department of Public Works – City of San Jose.
<b>RODENT</b>	All members of the order Rodentia and all rabbits and hares.

<b>SPRAY ADJUVANT</b>	Any wetting agent, spreading agent, deposit builder, adhesive, emulsifying agent, deflocculating agent, water modifier, or similar agent, with or without toxic properties of its own, which is intended to be used with another pesticide as an aid to the application or effect of the other pesticide, and sold in a package that is separate from that of the pesticide other than a spray adjuvant with which it is to be used.
<b>STANDARD OPERATING PROCEDURE (SOP)</b>	Routine steps or actions, that if properly carried out, reduce the likelihood of pollutants entering the receiving waters.
<b>SUPERVISORY STAFF</b>	Management staff in the DOT, PRNS, GS, and/or PW.
<b>URBAN RUNOFF/ STORM WATER</b>	The part of precipitation (rainfall or snowmelt) which travels via flow across a surface to the storm drain system or receiving waters. Examples of this phenomenon include the water that flows from a building's roof or parking lot when it rains (runoff from an impervious surface); and water that flows from vegetated surface when rainfall is in excess of the rate at which it can infiltrate into the underlying soil (runoff from a pervious surface).
<b>WEED</b>	Any plant out of place. (a) Broadleaf weed is a dicot plant (two or more leaves). (b) Grassy weed is a monocot plant (one leaf or more from a central source).

### III. IPM Best Management Practices (BMPs)

# Integrated Pest Management Best Management Practice

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IPM is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

Understanding pest characteristics and needs is essential to implementing IPM effectively. Pests seek habitats that provide basic needs such as air, moisture, food, and shelter. Pest populations can be prevented or controlled by creating inhospitable environments, by removing some of the basic elements pest need to survive, or by simply blocking their access into buildings. Pests may also be managed by other methods such as sanitation, traps, vacuums, or pesticides. An understanding of what pests need in order to survive is essential before action is taken. Pest-prevention measures reduce the need for pesticide applications and include sanitation and structural repair, employing physical and mechanical controls such as screens, traps, weeders, air doors, vacuums, etc.

- **Sanitation** - Removal or reduction of food source. Removing conditions that attract or favor the infestation.
- **Physical Exclusion** - Selective caulking of cracks and crevices to eliminate pest accessibility, avenues of access or hiding areas, or items brought into a building that may have been stored.
- **Mechanical/Biological Controls** - Concentrate on monitoring and controlling threshold levels using pheromone, sticky traps, or HEPA filter vacuum. Introducing or enhancing pests' natural enemies may also be a tactic in this area.
- **Chemical Treatments** - Many different kinds of pesticides are currently available for use against structural pests. An appropriate application uses the least toxic and most effective and efficient technique and material. Due to their potentially toxic nature, these materials should be applied by qualified applicators in a manner to ensure maximum efficiency, with minimal hazard. Where required, pesticides should be applied when occupants are not present in areas where they may be exposed to materials applied. Re-entry

into the affected area will be allowed according to the instructions on the pesticide labels. Where required, posting will be done.

### **Inspection, Identifying, and Monitor**

An IPM program consists of a cycle of inspecting, identifying, monitoring, evaluating, and choosing the appropriate method of control. Inspection and accurate identification of pests are vital steps in IPM to ensure that control methods will be effective. Once the pest has been identified and the source of its activity pinpointed, habitat modifications—primarily, exclusion, repair, and sanitation efforts—may greatly reduce the prevalence of the pest. Monitoring includes inspecting areas for pest evidence, entry points, food, water, and harborage sites, and estimating pest population levels. The information gained through monitoring is evaluated to determine whether the action threshold has been exceeded and what can be done in the way of prevention.

### **Action Threshold Level**

These are the levels of pest populations or site environment conditions that require remedial action. The pest manager and the occupants of the structure set the action threshold. It is determined by deciding, based on the sensitivities of the structure's occupants, how many pests can be tolerated. The presence of some pests does not, in itself, necessarily require action.

When pest populations exceed pre-set action thresholds, action must be taken. Precise recommendations or actions to achieve specific results are an essential part of an IPM program. Specific recommendations, including an explanation of the benefits, should be based on the evaluation of all available data obtained through inspecting, identifying, and monitoring.

### **Recommendation of Pest Control Vendor for Action Plan of Control**

The State Department of Pesticide Regulation or the County Department of Agriculture can provide information on pesticide applicator certification.

Pest control firms should work with the pest manager and the responsible building manager to solve pest control problems. The contract should specify the use of IPM principles and practices in meeting pest management objectives. Contracts should be written to provide expected results. Pest management objectives specific to the site should be jointly developed, agreed upon, and written into the contract. Any special health concerns (such as for individuals with allergies) should be noted and reflected in the pesticides that can be utilized, or excluded from use.

### **Training of Building Personnel**

Education is a vital component of pest management. All occupants of a building must understand the basic concepts of IPM and who to contact with questions or problems. Staff needs to understand how their own behavior helps alleviate or contributes to pest problems. Specific instructions should be provided on what to

do and what not to do. For example, staff should not bring and use pesticides of their own on City sites. Only designated qualified personnel should apply pesticide products, including those purchased at a retail store. Educating and training staff is important to the success of an in-house IPM program.

### **Training Points for Inside Sites:**

#### **Typical Pests:**

Mice, rats, cockroaches, ants, flies, wasps, hornets, yellow jackets, spiders, microorganisms, termites, carpenter ants, and other wood-destroying insects.

#### **Entryways:**

Doorways, overhead doors, windows, holes in exterior walls, openings around pipes, electrical fixtures, or ducts.

- Keep doors shut when not in use.
- Place weather stripping on doors.
- Caulk and seal openings in walls.
- Install or repair screens.
- Install air curtains.
- Keep vegetation, shrubs, and wood mulch at least one (1) foot away from structures.

#### **Offices:**

Offices, cubicles, hallways, conference rooms.

- Allow food and beverages only in designated areas.
- If indoor plants are present, keep them healthy. When small insect infestations appear, remove them manually.
- Keep areas as dry as possible by removing standing water and water damaged or wet materials.
- Routinely clean areas, removing dust and debris, and emptying waste receptacles as needed.
- Frequently vacuum carpeted areas.

#### **Food Preparation and Serving Areas:**

Dining room, main kitchen, break rooms, snack area, vending machines, and food storage rooms.

- Store food and waste in containers that are inaccessible to pests. Containers must have tight lids and be made of plastic, glass, or metal. Waste should be removed at the end of each day.
- Place screens on vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways.

- Create inhospitable living conditions for pests by reducing the availability of food and water—remove food debris, sweep up all crumbs, fix dripping faucets and leaks, and dry out wet areas.
- Improve cleaning practices, including promptly cleaning food preparation equipment after use and removing grease accumulation from vents, ovens, and stoves. Use caulk or paint to seal cracks and crevices.
- Capture rodents by using mechanical or glue traps. (Note: Mechanical traps, including glueboards, used in rodent control must be checked daily. Dispose of killed or trapped rodents within 24 hours.

### **Rooms and Areas with Extensive Plumbing:**

Bathrooms, rooms with sinks, locker rooms, dishwasher rooms, swimming pools, and greenhouses.

- Promptly repair leaks and correct other plumbing problems to deny pests access to water.
- Routinely clean floor drains, strainers, and grates. Seal pipe chases.
- Keep areas dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.
- Store paper products or cardboard boxes away from moist areas and direct contact with the floor or the walls. This practice allows for ease in inspection.

### **Maintenance Areas:**

Boiler room, mechanical room, janitorial-housekeeping areas, and pipechases.

- After use, promptly clean mops and mop buckets; dry mop buckets and hang mops vertically on rack above floor drain.
- Allow eating only in designated areas.
- Clean trashcans regularly, use plastic liners in trashcans, and use secure lids.
- Keep areas clean and dry as possible, and remove debris.

### **Applying Pesticides**

All pesticides used in the U.S. must be EPA registered, and the registration number must be listed on the label. Although EPA registers pesticides for use within the United States, the pesticide must also be registered for use in California by the Department of Pesticide Regulation. The fact that a particular product is registered does not mean that it is “safe” under all conditions of use. Read and follow the pesticide label directions, know how to apply and handle these chemicals, and try to minimize the exposure to children, adults, and other non-target species.

The following general recommendations should minimize exposure to people and other non-target species when the application of pesticides is being considered:

- Read and follow label instructions.



- Choose a pesticide that is labeled for the specific site, intended for the pest you are trying to control, and as target specific as possible, rather than broad spectrum.
- Determine the right amount of pesticide to purchase and use.
- Use a spot-treatment method of application when pesticide treatments are required. Treat only the obviously infested areas. This procedure helps conserve predators and parasites needed to reduce future pest populations and increases the time between outbreaks.
- Limit the use of sprays, foggers, or volatile formulations. Instead use bait and crack and crevice application when possible. Look for crack and crevice label instructions on how to apply the pesticide. These treatments maximize the exposure of the pest to the pesticide while minimizing pesticide exposure for the occupants.
- Place all rodenticides, for rats and mice, either in locations not accessible to children and non-target species or in tamper resistant bait boxes. Securely lock or fasten shut the lids of all bait boxes. Place bait in the baffle-protected feeding chamber of the box. Never place bait in the runway of the box.
- Where required, apply when occupants are not present or in areas where they will not be exposed to the material applied. Note any re-entry time limits listed on the label, and be aware that some residues can remain long after application.
- Use proper protective clothing or equipment when applying pesticides, per the pesticide label and all regulations.
- Properly ventilate areas after pesticide application per label requirements.
- Where required, notify building occupants of upcoming pesticide applications.
- After applying, store and/or dispose of unused pesticides properly.
- Keep copies of current pesticide labels, consumer information sheets, MSDSs, and pesticide use records.

### **Evaluation of Results After Control Steps**

Evaluate results to determine if pest management objectives are reached. The City must evaluate the results of practicing IPM to determine if pest management objectives have been met. Accurate records of inspecting, identifying, and monitoring activities show changes in the site environment (reduced availability of food, water, or shelter), physical changes (exclusion and repairs), pest population changes (increased or reduced numbers, older or younger pests), or changes in the amount of damage or loss.

### **Record Keeping**

**Keep written records of all aspects of the program.**

Successful practice of IPM relies on accurate record keeping. Keeping accurate records leads to better decision-making and more efficient procurement. Accurate records of inspecting, identifying, and monitoring activities show changes in the site environment (reduced availability of food, water, or shelter), physical changes (exclusion and repairs), pest population changes (increased or

reduced numbers, older or younger pests), or changes in the amount of damage or loss.

A complete and accurate pest management log should be maintained for each property and kept in the office of the pest manager. Pesticide use records should also be maintained to meet State, County and local regulatory requirements. The logbook should contain the following items:

- A copy of the Pest Management Plan and service schedule for the property.
- A copy of the current EPA-registered label and the current MSDS for each pesticide product used on City property.
- Pest surveillance data sheets, which record, in a systematic fashion, the type and number of pests or other indicators of pest population levels revealed by the monitoring program for the site. Examples include date, number, location and rodent species trapped or carcasses removed as well as a date, number, and location of new rat burrows observed.
- A diagram noting the location of pest activity, including the location of all traps, trapping devices, and bait stations in or around the site.

**References:**

- University of California Statewide Integrated Pest Management Project website
- EPA, Office of Pesticide Programs - Pest Control in the School Environment: Adopting Integrated Pest Management. August 1993.

#### IV. IPM STANDARD OPERATING PROCEDURES (SOPs)

# Integrated Pest Management Standard Operating Procedure

## 1. Aquatic Weed Control

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**Purpose:**

To control **broadleaf and grassy weeds** on City property and minimize use of pesticides to the maximum extent practicable.

**List of Pesticides Commonly Used:**

Reward, Aquamaster

**Responsible Party:**

All City personnel as well as contract personnel applying pesticides for City public projects or on City property.

**Methodology:**

In order to control **weeds** on City property that contain water the following procedures will be used.

- Establish threshold level of acceptance.
- Create safe water ways that contain plant and animal in City facilities.
- Use less toxic controls such as cultural practices and aeration.
- Use pesticides only if population exceeds threshold level or at discretion of supervisor.

# Integrated Pest Management Standard Operating Procedure

## 2. Weed Control

---

**Purpose:**

To control **broadleaf and grassy weeds** on City property and minimize use of pesticides to the maximum extent practicable.

**List of Pesticides Commonly Used:**

Reward, Dimension, Karmex DF, Pendulum WDG, 3.3Ec, 2G, Ronstar G, Scythe, Surflan A.S., Trimec, MSMA, Grassgetter, Weedhoe, Aquamaster, Manage, Roundup Pro, Roundup Pro Dry, Turflon ester,

**Responsible Party:**

All City personnel as well as contract personnel applying pesticides for City public projects or on City property.

**Methodology:**

In order to control **weeds** in city facilities the following procedures will be used.

- Establish threshold level of acceptance.
- Create safe play areas, & sports fields, medians and right of way areas.
- Use less toxic controls such as cultural practices such as aeration and fertilization. water
- Use pesticides only if population exceeds threshold level, or at discretion of supervisor.

# Integrated Pest Management Standard Operating Procedure

## 3. Disease Control

---

**Purpose:**

To control **fungi caused disease damage** on City property and minimize use of pesticides to the maximum extent practicable.

**List of Pesticides Commonly Used:**

None used at this time.

**Responsible Party:**

All City personnel as well as contract personnel applying pesticides for City public projects or on City property.

**Methodology:**

In order to control **fungal diseases** (i.e. Powdery Mildew, Anthracnose, etc.) on City property the following procedures will be used.

- Establish threshold level of acceptance.
- Use plant species and varieties that resist pests and diseases.
- Use cultural practices i.e., sanitation, cultivation, fertilization, pruning, mowing, and irrigation that reduce pest and disease problems.
- Routinely monitor for damage symptoms, particularly following weather patterns, which favor the disease.
- Accurately identify the disease problem.
- Use pesticides only if damage exceeds the acceptable threshold level, or at the discretion of supervisor.

# Integrated Pest Management Standard Operating Procedure

## 4. Insect Control

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### **Purpose:**

To control unacceptable **insect populations** (i.e. scale, aphids, tussock moth, etc.) on City property and minimize use of pesticides to the maximum extent practicable.

### **List of Pesticides Commonly Used:**

Orthene, Talstar, Conserve, Imidacloprid (Merit), Niban, Deltagard, BP 300, Dormant Oil, Superior Oil

### **Responsible Party:**

All City personnel as well as contract personnel applying pesticides for City public projects or on City property.

### **Methodology:**

In order to control **insect populations** on City property the following procedures will be used.

- Establish threshold level of acceptance.
- Determine location of **insect** habitats and pathways.
- Monitor for **insect** presence by honeydew excretions underneath tree canopy, egg masses on plant material, etc.
- Remove all sources of food and water available to **insect populations**. Clean the facility.
- Seal cracks and crevices in walls, floors, and ceilings as necessary.
- Monitor for beneficial insect presence or apply bacteria material, or dormant oil for control.
- Use less toxic controls first when feasible.
- Use pesticides only if population exceeds threshold level or at discretion of supervisor.
- For Tulip trees (*Liriodendron tulipifera*), apply Imidacloprid or other recommended pesticide by soil injection while trees are dormant in January.
- Spray Tulip trees with Dormant Oil prior to bud break in March.
- Spray Tulip trees with Superior Oil plus Imidacloprid or other recommended Caution rated insecticide in May/June only if threshold level of a substantial buildup of honeydew under the tree canopy is exceeded.

# Integrated Pest Management Standard Operating Procedure

## 5. Roach Control

---

### **Purpose:**

To control **cockroach** populations on City property and minimize use of pesticides to the maximum extent practicable.

### **List of Pesticides Commonly Used:**

Conquer EC; Maxforce Stations; Maxforce Gel; Drione dust

### **Responsible Party:**

All City personnel as well as contract personnel applying pesticides for City public projects or on City property.

### **Methodology:**

In order to control **cockroaches** on City property the following procedures will be used.

- Establish threshold level of acceptance.
- Determine location of **roach** habitats and pathways.
- Remove all sources of food and water available to **roach** populations. Clean the facility.
- Seal cracks and crevices in walls, floors and ceilings.
- Set traps in **cockroach** pathways, check regularly, keep track of numbers of **roaches** trapped and direction of travel to establish location of **roach** populations.
- Use less toxic controls first – when feasible.
- Use pesticides only if population exceeds threshold level, or at discretion of supervisor, or if threats to human health exist.



# Integrated Pest Management Standard Operating Procedure

## 6. Wasp Control

---

**Purpose:**

To control **wasp** populations on City property and minimize use of pesticides to the maximum extent practicable.

**List of Pesticides Commonly Used:**

Drione dust; Talstar FMC

**Responsible Party:**

All City personnel as well as contract personnel applying pesticides for City public projects or on City property.

**Methodology:**

In order to control **wasps** on City property the following procedures will be used.

- Establish threshold level of acceptance.
- Determine location of **wasp** habitats and pathways.
- Remove all sources of food and water available to **wasp** populations. Clean the facility.
- Seal cracks and crevices in walls, floors and ceilings.
- Set traps in **wasp** inhabited areas, check regularly, keep track of numbers of **wasps** trapped.
- Use less toxic controls first – when feasible.
- Use pesticides only if population exceeds threshold level, or at discretion of supervisor, or if threats to human health exist.

# Integrated Pest Management Standard Operating Procedure

## 7. Mollusks Control

---

**Purpose:**

To control **snails & slugs** on City property and minimize use of pesticides to the maximum extent practicable.

**List of Pesticides Commonly Used:**

Deadline

**Responsible Party:**

All City personnel as well as contract personnel applying pesticides for City public projects or on City property.

**Methodology:**

In order to control **snails & slugs** on City property the following procedures will be used.

- Establish threshold level of acceptance.
- Create safe play areas, medians and right of way areas.
- Use less toxic controls such as cultural practices such as timing of irrigation.
- Use pesticides only if population exceeds threshold level or at discretion of supervisor.

# Integrated Pest Management Standard Operating Procedure

## 8. Vertebrate Control

---

### **Purpose:**

To control **vertebrate** populations (i.e. gophers, moles, ground squirrels, etc.) on City property and minimize use of pesticides to the maximum extent practicable.

### **List of Pesticides Commonly Used:**

Fumitoxin; P.C.Q. Rodent Bait, Strychnine

### **Responsible Party:**

All City personnel as well as contract personnel applying pesticides for City public projects or on City property.

### **Methodology:**

In order to control **vertebrates** on City property the following procedures will be used.

- Establish threshold level of acceptance.
- Determine location of **vertebrate** habitats and pathways.
- Remove all sources of food and water available to **vertebrate** populations. Clean the facility.
- Seal cracks and crevices in walls, floors and ceilings.
- Set traps in **vertebrate** pathways, check regularly, keep track of numbers of **vertebrates** trapped and direction of travel to establish location of **vertebrate** populations.
- Use less toxic controls first – when feasible.
- Use pesticides only if population exceeds threshold level, or at discretion of supervisor, or if threats to human health exist.

# Integrated Pest Management Standard Operating Procedure

## 9. Mouse and Rat Control

---

### **Purpose:**

To control **Mouse and Rat** populations on City property and minimize use of pesticides to the maximum extent practicable.

### **List of Pesticides Commonly Used:**

Contrac; P.C.Q. Rodent Bait

### **Responsible Party:**

All City personnel as well as contract personnel applying pesticides for City public projects or on City property.

### **Methodology:**

In order to control **Mouse and Rat** on City property the following procedures will be used.

- Establish threshold level of acceptance.
- Determine location of **Mouse and Rat** habitats and pathways.
- Remove all sources of food and water available to **Mouse and Rat** populations.  
Clean the facility.
- Seal cracks and crevices in walls, floors and ceilings.
- Set traps in **Mouse and Rat** pathways, check regularly, keep track of numbers of **Mouse and Rat** trapped and direction of travel to establish location of **Mouse and Rat** populations.
- Use less toxic controls first – when feasible.
- Use pesticides only if population exceeds threshold level, or at discretion of supervisor, or if threats to human health exist.

# Attachment 1

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## 2004-2005 WORK PLANS

The attached work plans were submitted to the Water Board on March 1, 2004 and have not been revised to conform wholly to the proposed September 2004 Urban Runoff Management Plan. Future work plans will be revised to reflect the 2004 URMP.



**CITY OF SAN JOSE, CALIFORNIA**  
**ENVIRONMENTAL SERVICES DEPARTMENT**

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Watershed Protection Division  
4245 Zanker Road • San Jose, California 95134  
Telephone: (408) 945-3000 • Fax: (408) 934-0476

February 25, 2004

Dr. Adam W. Olivieri  
Program Manager  
Santa Clara Valley Urban Runoff Pollution Prevention Program  
699 Town & Country Village  
Sunnyvale, CA 94086

**Subject: Submittal of FY 2004-05 Work Plan for the Urban Runoff Management Plan**

Dear Dr. Olivieri:

Attached is the annual work plan for the City of San Jose Urban Runoff Management Plan (URMP) for FY 2004-2005 pursuant to Section C.6.b of the City's Municipal Separate Storm Sewer System NPDES permit (No. CAS029718), Order 01-024. This submittal should be included as part of the Santa Clara Valley Urban Runoff Pollution Prevention Program's March 1, 2004 Work Plan submittal to the California Regional Water Quality Control Board, San Francisco Bay Region.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment of knowing violations.

If you have any questions regarding these work plans, please contact Melody Tovar of my staff at (408) 945-5346.

Sincerely,

Randolph A. Shipes  
Deputy Director  
Environmental Services Department  
Watershed Protection

Encl: FY 2004-2005 Work Plan

**City of San Jose**  
**FY 2004-2005 WORK PLAN**  
**FOR CITY'S URBAN RUNOFF MANAGEMENT PLAN**

**Certification Statement**

"I certify, under penalty of law, that this work plan and related URMP revisions were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted, is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."



---

Del D. Borgsdorf  
City Manager

Submitted on March 1, 2004

**City of San José**  
**Urban Runoff Management Plan**

**Chapter 11:**  
**Santa Clara Valley Urban**  
**Runoff Pollution Prevention Program**

**Attachment 1: Work Plans, FY 04-05**

**Prepared by the Environmental Services Department**

**March 1, 2004**





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## Introduction

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This compilation of annual work plans for the City of San Jose Urban Runoff Management Plan (URMP) has been developed for FY 2004-2005 pursuant to Section C.6.b of the City's Municipal Separate Storm Sewer System NPDES permit (No. CAS029718), Order 01-024. The work plans include tasks, responsibilities, and schedules needed to implement the program elements in the URMP. The Environmental Services Department coordinates development and review of the work plans in cooperation with staff from all affected City departments.

The Permit requires that annual work plans be submitted to the Regional Board by March 1 of each year. This submission precedes completion of the City's annual budget development and approval process. While the work plans are developed using the best available information regarding budget forecasts, all activities in the work plans are subject to the approval of funding by the City Council in June of each year.

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## Illicit Connection / Illegal Dumping

### ICID Work Plan

This program element is implemented pursuant to permit provision C.2. The City's Environmental Inspectors continue to conduct ICID investigations.

#### ICID 1 - Response to Complaints

The City of San Jose will respond to complaints regarding IC/ID dumping activities into the storm drain system and will ensure that the activity has ceased or is an allowable discharge.

#	Activities	Compliance Date	Responsible Party
A.	Update database system to track IC/ID complaint information.	Done FY 02-03	ESD-WE
B.	Document to RWQCB annually the number of IC/ID complaints that City received, & that activity has ceased or is an allowable discharge.	Annually	ESD-WE
C.	Document to the RWQCB annually follow-up activities from each IC/ID complaint response. (Table 1 in the Annual Report)	Annually	ESD-WE
D.	Review effectiveness of standard operating procedures for responding to IC/ID complaints.	Ongoing	ESD-WE
E.	Work with SCVURPPP to refine administrative procedure for providing referrals to the Regional Board.	<del>6/03</del> 6/30/05	ESD-WE, Program
F.	Revise standard operating procedures to incorporate results of ICID 1E.	<del>6/03</del> 6/30/05	ESD-WE, Program

#### ICID 2 - Investigations

The City of San Jose will conduct investigations of high priority areas. High Priority is defined as areas with a high potential for non-storm water discharges to the City's collection system.

#	Activities	Compliance Date	Responsible Party
A.	Identify high priority areas, primary types & sources of IC/ID pollution based on complaints, historical inspection records, inspector knowledge and monitoring information.	Annually	ESD-WE
	1. Perform GIS analysis on frequently occurring IC/ID sources and/or types.	FY 03-04	ESD-UR
B.	Conduct investigations of high priority areas based on ICID 2A.	Ongoing	ESD-WE
C.	Document to the RWQCB that high priority areas have been conducted, per Table 2 in revised reporting format.	Annually	ESD-WE



**ICID 3 - Inspector Training**

The City of San José will ensure that IC/ID inspectors are adequately trained in inspection procedures, documentation, and enforcement related to storm water pollution prevention.

#	Activities	Compliance Date	Responsible Party
A.	Conduct annual training for IC/ID inspectors.	Annually, Q1	ESD-WE
B.	Provide and document on-the-job training and other training opportunities, such as inspection workshops.	Ongoing	ESD-WE
C.	Review inspection training protocols to identify new training opportunities, approaches, and materials.	Annually	ESD-WE

**ICID 4 - Outreach and Technology Transfer**

The City of San Jose will distribute outreach and technology transfer material containing applicable control measures and/or BMPs to target parties responsible for IC/ID activities.

#	Activities	Compliance Date	Responsible Party
A.	Develop and/or modify existing outreach material, as needed, based on report developed under ICID 4B	Ongoing, as needed	ESD-WE
B.	Determine need for new outreach and technology transfer material by getting feedback from inspectors regarding 1) continuing problem activities 2) discharge types and 3) monitoring and complaint data, 4) usefulness of existing outreach and technology transfer material.	Ongoing	ESD – MarComm ESD-UR
C.	Document to RWQCB that outreach technology transfer material and/or BMPs have been distributed; tracked in Urban Runoff database.	Annually	ESD-UR
D.	Develop and implement standard operating procedures to gather customer feedback on IC/ID services.	Development Done FY 02-03 Implementation Ongoing	ESD-WE

**ICID 5 - SOPs Effectiveness Evaluation**

The City of San Jose’s Watershed Enforcement staff will review and evaluate the effectiveness of its SOPs in responding to complaints regarding illicit connections and illegal discharge dumping activities into the storm drain system.

#	Activities	Compliance Date	Responsible Party
A.	Document and evaluate effectiveness of SOPs	Annually	ESD-WE
B.	Document and evaluate what worked well and what needs improvement.	Annually	ESD-WE

## Industrial & Commercial Dischargers

### IND Work Plan

Pursuant to permit provision C.2, the City continues to conduct Industrial and Commercial facility inspections based on the new inspection frequency schedule and collect the information needed to meet enhanced reporting requirements. Some activity descriptions have been revised to match practices adopted in 2002.

#### IND 1 - Notice of Intent (NOI) Filers

The City of San José will conduct inspections of those facilities that have filed an NOI with the State and appear on a list provided by the State.

#	Activities	Compliance Date	Responsible Party
A.	Annually, obtain NOI filer database from State with annual information, review information and identify new NOI facilities for inspection next year.	Annually	ESD-WE
B.	Conduct and document initial inspections of NOI Filers within one year using the inspector checklist form to determine <b>exposure and whether the facility constituted a significant or non-significant potential threat to discharge pollutants to the storm drain collection system</b> ; assign a future inspection frequency to each facility accordingly. Document whether the facility had submitted an NOI, and whether a SWPPP and a SWMP were on site.	Ongoing	ESD-WE
C.	Conduct & document annual inspections of facilities determined to <del>be Significant Facilities</del> <b>have exposure</b> in accordance with inspection frequency schedule.	Ongoing	ESD-WE
D.	<i>Collect information during inspections on the potential for storm water pollution at industrial and commercial facilities in order to determine the appropriate inspection frequency for the various facilities</i>	<i>Ongoing</i>	ESD-WE
E.	Conduct & document inspections of facilities that need to file an NOI at least once every five years for facilities determined <del>to be Non-Significant</del> <b>have exposure</b> in accordance with inspection frequency schedule. Enter inspection information from the inspector facility audit form onto the database.	Ongoing	ESD-WE
F.	<i>Collect information during inspections on the potential for storm water pollution at industrial and commercial facilities in order to determine the appropriate inspection frequency for the various facilities</i>	<i>Ongoing</i>	ESD-WE
G.	Update the database to track the inspection information from the inspector checklist and to include all NOI filer SIC codes required by the Industrial Activities Storm Water General Permit	Ongoing	ESD-WE

### IND 2 - Non-Filer Investigations

The City of San José will inspect industrial facilities that may be subject to general permit requirements but are not found on the NOI filer list provided by the State.

#	Activities	Compliance Date	Responsible Party
A.	Identify industrial facilities that conduct activities with the SIC codes listed in the IND SOPs.	Annually	ESD-WE
B.	Develop a list of facilities targeted for inspection during upcoming year that may be subject to general permit requirements for NOI based on business licenses, etc.	Annually	ESD-WE
C.	Conduct and document initial inspections of industrial facilities with the SIC codes listed referenced in IND 2A, using the inspector checklist form to document whether the facility constituted a significant or non-significant potential threat to discharge pollutants to the storm drain collection system, whether the facility had submitted an NOI, and whether a SWPPP and a SWMP were on site.	Ongoing	ESD-WE
D.	Conduct & document annual inspections of facilities determined to be Significant Facilities in accordance with implementation schedule. Add the facility to appropriate database(s) and assign an inspection frequency. If the facility inspected is determined to need to file an NOI and is not able to provide an NOI, SWPPP or SWMP, refer to the RWQCB.	Ongoing	ESD-WE
E.	Work with the Program’s Industrial Inspection Ad Hoc TG on an Administrative procedure for providing referrals to the Regional Board and document providing referrals to the Regional Board for facilities with significant problems.	<del>6/30/03</del> <b>Pending Implementation by Program</b>	ESD-WE, ESD-UR

### IND 3 - City Regulated Facilities

The City of San José will conduct inspections of City Regulated facilities as identified below:

Type	Frequency
Food service facilities	2 or more AOCs* over a rolling three year time period - Every year 1 AOC over a rolling three year time period – Every two (2) years 0 AOCs over a rolling three year time period - Every three (3)years
All Other City Regulated facilities	2 or more AOCs* over a rolling five year time period – Every year 1 AOC over a rolling five year time period – Every two (2) years 0 AOCs over a rolling five year time period but have exposure – Every five (5) years 0 AOCs over a rolling five year time period <u>with no exposure</u> or potential for exposure – No further inspections
Facilities for which a referral or ICID complaint is received	As soon as practicable for violations and every year until they meet the above criteria.

\*Area of Concern (AOC) = A violation based on the San Jose Municipal Code 15.14.530 issued to a facility during a storm water inspection.

#	Activities	Compliance Date	Responsible Party
A.	Determine industrial/commercial facilities identified in the IND SOPs for inspection in each FY.	Annually, Q1	ESD-WE
B.	Conduct and document inspections of City Regulated facilities, other than food service facilities, at least once every five (5) years in accordance with the inspection frequency schedule. If determined to have no impact or no potential for pollution, will not be scheduled for future inspection.	Ongoing	ESD-WE
C.	Conduct and document inspections of City Regulated food service facilities at least once every three (3) years. Initial approved performance standards require inspections every three years. If determined to have no impact or no potential for pollution, will not be scheduled for future inspection.	Ongoing	ESD-WE
D.	Conduct and document inspections for which a referral or complaint was received within one year. After the inspections, enter the information from the inspector facility inspection report onto the database.	Ongoing	ESD-WE
E.	Develop a database to track the inspection information from the inspector facility inspection report.  <b>1. Implement new Environmental Enforcement Data Management System</b>	Done FY 02-03  <b>FY 03-04</b>	ESD-WE  <b>ESD-WE</b>
F.	Revise database to track inspection information from inspector facility inspection report and to include new industrial program categories.	As Needed	ESD-WE
G.	For B, C, D, and E, collect information during inspections on the potential for storm water pollution at City Regulated facilities in order to determine the appropriate inspection frequency for the various facilities.	Ongoing	ESD-WE
H.	Develop an inspection frequency plan to track frequency of inspections. Implement & update, as needed, the inspection frequency plan.	Development: Done FY 01-02  Implementation <del>As Needed</del> <b>Ongoing</b>  <b>Updated as needed</b>	ESD-WE

#### IND 4 - Compliance

The City of San José will conduct industrial/commercial inspections to determine the existence of discharges or threatened discharges, which are illegal under local ordinances. The facility operator will be notified of observed areas of concern to be corrected and/or if official action on violations is necessary, it will take place under local enforcement procedures.

#	Activities	Compliance Date	Responsible Party
A.	Document facilities that have enforcement actions, and the type of enforcement actions, conducted <i>for</i> the existence of discharges or	Ongoing	ESD-WE

#	Activities	Compliance Date	Responsible Party
	threatened discharges that are illegal under local ordinances.		

**IND 5 - Training**

The City of San José will ensure that industrial/commercial inspectors are adequately trained in inspection procedures, documentation, and enforcement related to storm water pollution prevention.

#	Activities	Compliance Date	Responsible Party
A.	Develop training procedures.	Done	ESD-WE
B.	Conduct initial training based on the training procedures for new industrial/commercial inspectors.	As Needed	ESD-WE
C.	Provide on-the-job training and other training opportunities such as industrial/commercial inspection workshops.	Ongoing	ESD-WE

**IND 6 - Outreach**

The City of San Jose will help develop and distribute outreach and technology transfer material containing applicable control measures and/or BMPs to industrial/commercial facility operators responsible for IND activities.

#	Activities	Compliance Date	Responsible Party
A.	Identify and list existing outreach and technology transfer material (See Appendix C, Matrix C2). Distribute applicable outreach and technology transfer material to industrial/commercial facility operators per Appendix C, Table 2. Document to the RWQCB that outreach and technology transfer material and/or BMPs have been distributed, as needed, to industrial/commercial facility operators.	Annually Distribution: Ongoing	ESD-UR
B.	Determine usefulness of outreach and technology transfer materials by obtaining feedback from industrial/ commercial facilities. Obtain feedback from inspectors about the effectiveness of existing outreach and technology transfer material.	As Needed	ESD-UR

**IND 7 - NOI Filers Effectiveness Evaluation**

The City of San Jose’s Watershed Enforcement staff will review and evaluate the effectiveness of its NOI Filers inspections procedures and database tracking system.

#	Activities	Compliance Date	Responsible Party
A.	Document and evaluate the effectiveness of NOI Filers inspections procedures.	Annually	ESD-WE
B.	Document and evaluate the effectiveness of the NOI Filers database tracking system.	Annually	ESD-WE

#	Activities	Compliance Date	Responsible Party
C.	Document and evaluate what worked well and what needs improvement.	Annually	ESD-WE

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## Monitoring

### MON Work Plan

The City, in conjunction with the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) has submitted, to the RWQCB, a Multi-Year Receiving Waters Monitoring Plan required per permit provision C.7.b. The final version of the plan was submitted March 1, 2002. The Multi-Year Plan covers a number of pollutant control programs required by C.7 and C.9 provisions of the permit. The City continues to support Program staff in the implementation of the plan by commenting on annual plans, providing guidance for sampling within the City, and participating in the Watershed Analysis Ad Hoc Task Group.

The 2001 C.9 permit provisions require implementation of control programs for Copper, Nickel, Mercury, Pesticides, PCBs, and Dioxin-like compounds. The City continues to support and assist the Program efforts to address these control and monitoring efforts. Additionally, the City is actively involved as stakeholder and workgroup member for the Guadalupe Mercury TMDL effort, and will continue to contribute and comment on products and reports generated by Baywide TMDLs for copper, nickel, mercury and PCBs.

#### PCB Control Program

Analytical characterization work to support the PCB Control Program, required under provision C.9.e, has been completed. The Program is currently working on next steps with BAASMA and CEP.

Initial PCB analysis was performed on sediments found in selected urban storm drain systems. At this point, no known controllable sources of PCBs have been identified. Results of the follow-up analytical work have been reviewed and further sampling work to identify controllable sources was undertaken in October and November of 2002. The final PCB control plan approach was submitted by the SCVURPPP Program by July 1, 2002. In addition, the City continues to implement activities described in "Next Steps" from the Year Two PCB Case Study Report submitted to the Regional Board in July 2003.

#	Activities	Compliance Date	Responsible Party
A.	Identify sampling sites that may contain PCB contaminated sediment based on land use, anecdotal information, and suitability of the site for data collection.	Done, 6/00	
B.	Conduct initial sampling at four sites determined by Task A.	Done 10/00 & 3/01	
C.	Prepare and submit to the Program a case study report for drainage areas associated with initial PCB sampling.	Done 10/01	
D.	Conduct a second round of sampling at 10 additional sites selected for follow up study.	Done 11/01	
E.	Submit a report on second-year watershed characterization studies to	Done FY 01-02	



#	Activities	Compliance Date	Responsible Party
	the regional board.		
F.	Complete draft work plan with additional actions related to identifying PCBs sources & implementing controls & schedule for their completion.	Done FY 01-02	
G.	Begin implementation of final PCB Control Plan upon approval.	<i>TBD</i> Done FY 02-03 & Ongoing	ESD

**Dioxin-like Compound Control Program**

Characterization of dioxins based on existing data has begun Program-wide. The Program is collaborating with Alameda County who has already initiated an investigatory program for Dioxin-like compounds.

This Dioxin-like Compound Control Program will develop procedures to identify, assess, and manage controllable sources of Dioxin-like compounds found in urban runoff.

#	Activities	Compliance Date	Responsible Party
A.	Characterize distribution of Dioxin-like compounds in the urban runoff system based on existing data.	Done FY 01-02	
B.	Begin implementation of SCVURPPP plan to characterize distribution of Dioxins.	In Progress at Program Level	
C.	Submit plan that identifies control measures / management practices to eliminate or reduce discharges of Dioxins, if needed.	TBD	

**Sediment Control Program**

The City’s sediment control program falls predominantly within the Construction Inspection (CON) section of this work plan. Sediment monitoring activities also continue in conjunction with the SCVURPPP Five-Year Receiving Waters Monitoring Plan.

**Pilot Monitoring Programs**

In addition to the above listed control programs, the City concluded activities performed in support for the two Monitoring Pilot Programs that were begun in 1997. These pilot programs generated data that helped develop the follow-on programs of IND 6 (outreach to industrial and commercial dischargers) and the SCVURPPP Five-Year Receiving Waters Monitoring Plan.

**MON 1 - Industrial Storm Water Monitoring Pilot Program**

This program sampled key industrial sites to determine the significance of metal contaminate storm water discharges associated with industrial activities. The ultimate objective from this

project of educating industrial and commercial dischargers about developing and implementing SWPPPs and BMPs has now been turned over to the Industrial and Commercial Dischargers section of this workplan under item IND 6.

#	Activities	Compliance Date	Responsible Party
A.	Review data used to estimate the industrial contribution of pollutants to storm system in MCMP.	Done, 5/97	
B.	Identify monitoring objectives based on issues identified in Task A. Select industry group.	Done, 6/97	
C.	Identify willing industry participants. Review site SWPPPs.	Done, 7/97	
D.	Design sampling program for industry sites identified per Task C.	Done, 8/97	
E.	Conduct sampling during first 30 minutes of effective storm events.	Done, 4/98	
F.	Analyze data per the program objectives.	Done, 5/98	
G.	Develop guidance for industry to improve SWPPP implementation and monitoring.	Done, 6/98	
H.	Provide technology transfer information and training to industry and municipal inspectors.  1. Identify facilities for general outreach/awareness programs 2. Develop education materials for general outreach programs. Identify appropriate forum for outreach efforts. 3. Train trade organizations in Industrial Activities Storm Water General Permit requirements. Gain involvement developing outreach programs. Conduct outreach. 4. Identify industrial facilities for focused BMP development. 5. Gain participation of trade organizations in identifying significant pollutant sources and developing appropriate BMPs. 6. Conduct program to develop BMPs and measure effectiveness.	Done FY 01-02 Ongoing as part of IND 6	

**MON 3 - First Flush Monitoring Program**

First flush discharge areas along The Coyote Creek and Guadalupe River were monitored for three wet seasons. The City provided data to the Program for analysis and comparison to other data in June of 2002. The Program submitted a final report to the Regional Board in 2003; it was included as appendix C-2 in the Program's 02-03 Annual Report.

#	Activities	Compliance Date	Responsible Party
A.	Identify sampling sites based on land use, and suitability of the site for data collection.	Done, 6/97	
B.	Train staff on sampling procedures, protocols and safety measures.	Done, 9/97	
C.	Collect representative samples from first effective rainfall and every opportune rainfall event of the season.	Done 4/98 thru 4/00	

#	Activities	Compliance Date	Responsible Party
D.	Analyze each season’s data to characterize runoff constituents.	Done 6/98 thru 6/00	
E.	Provide screen of analysis to further identify location and extent of pollutants for source control and outreach efforts.	Done 7/98 thru 6/00	
F.	Based on analysis, provide information for targeting sampling.	Done FY 02-03	
G.	Compare results with other sites, regional monitoring efforts, trends and other data to provide indication of relative magnitude of pollutant problem.	Done FY 02-03	
H.	Explore modeling approaches to characterize water quality in the watershed and target additional monitoring efforts.	Done FY 02-03	
I.	Provide data to SCVURPPP Program as part of 5-Year Monitoring Program.	Done FY 02-03	

## New and Redevelopment

### NDC Work Plan

The New and Redevelopment C.3 provision in the NPDES permit of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) requires all dischargers covered by the permit, including the City, to modify their project review processes as needed to incorporate conditions of approval in permits for applicable projects, as defined in the provision, to ensure that pollutant discharges are reduced by incorporation of treatment measures and other appropriate source control and site design measures, and increases in runoff flow are managed in accordance with the provision to the maximum extent practicable.

The City met the October 15, 2003 deadline for beginning implementation of hydraulic sizing requirements for stormwater treatment BMPs. Implementation of these requirements will be phased in for additional projects during 04-05. The City will begin implementation of peak flow control requirements, as required in the permit, following approval of a SCVURPPP Hydromodification Management Plan (HMP) by the Regional Board.

#### NDC 1 - Legal Authority

The City of San José **has and will continue to** evaluate the adequacy of its legal authority to implement new development control measures as it considers modifications to its development plan review and approval procedures.

#### NDC 2 - Guidance to Developers

The development community is provided with guidance on post construction measures as early in the application process as possible.

#	Activities	Compliance Date	Responsible Party
A.	Draft necessary revision(s) to Guidance Manual on Selection of Stormwater Quality Control Measures to allow incorporation of hydraulic sizing design criteria and provide to developers.	Done FY 02-03	PBCE, ESD, PW, RDA
B.	Provide development community with revised information and guidance materials concerning any adopted on site design, building permit requirements and hydraulic sizing design criteria and maintenance requirements for BMPs for stormwater treatment measures	Ongoing	PBCE, ESD, PW, RDA
	1. Coordinate w/ development community on proposed hydraulic sizing criteria for structural stormwater treatment measures and any proposed revisions to Guidance Manual and policy through workshops and regular meetings.	<del>6/30/03</del> Ongoing	PBCE, ESD, PW, RDA
	2. Develop guidance material regarding maintenance responsibilities for any adopted structural stormwater treatment measures requirements.	<del>6/30/03</del> Done FY 02-03	PBCE, ESD, PW, RDA, Program

### NDC 3 - CEQA Requirements

Environmental documents required for those projects that fall under CEQA or NEPA review, such as EIRs, negative declarations, and initial study checklists, will address:

- 1) Storm water quality impacts for land development during construction and after construction has been completed (both significant and cumulative),
- 2) Required permits, and
- 3) Specific mitigation measures related to storm water quality.

#	Activities	Compliance Date	Responsible Party
A.	Review and evaluate the City’s Environmental Review procedures to improve the review for water quality impacts and identification of mitigation measures. (Provision C.3.m.)  1. Identify areas where new or additional water quality review processes and related documents or checklist questions are needed and propose schedule for revision.  2. Implement any necessary revisions to water quality questions and procedures, if needed.	<del>03/01/03</del> <b>Ongoing</b>	PBCE, ESD, PW, RDA  PBCE, ESD, PW, RDA  PBCE, ESD, PW, RDA
B.	Report on revisions made to environmental review processes.	<del>FY 02-03</del> <i>Annual Report</i> <b>Annually</b>	PBCE, ESD, PW, RDA

### NDC 4 - Project Mitigation Measures and Provision. C.3. design requirements implementation

Developers of projects with significant storm water pollution potential will be required by the City of San José to mitigate storm water quality impacts to the maximum extent practicable, through proper site planning and design techniques and/or addition of permanent storm water quality control measures

#	Activities	Compliance Date	Responsible Party
A.	Propose revisions to current Policy on Post-Construction Urban Runoff Management as necessary to incorporate hydraulic sizing design criteria.  <b>1. Revise policy as needed for Group 2 &amp; HMP implementation</b>	<del>7/01/03</del> <b>Done FY 03-04</b>  <b>4/15/05</b>	PBCE, ESD, PW, RDA  PBCE, ESD, PW, RDA
B.	Review and modify development permit approval procedures as necessary for adopted revisions.  1. Develop criteria & checklist to aid Department of Planning, Building & Code Enforcement & Department of Public Works planners & engineers in determining whether a development project should be required to incorporate post-construction treatment control measures & their related operation and maintenance requirements.  2. Draft standard conditions of approval as necessary to ensure	<del>7/01/03</del> <b>Done FY 03-04</b>  <del>7/01/03</del> <b>Done FY 02-03</b>  <del>7/01/03</del>	PBCE, ESD, PW, RDA  PBCE, ESD, PW, RDA  PBCE, ESD, PW,

#	Activities	Compliance Date	Responsible Party
	proper selection, design of and installation of structural stormwater treatment measures per Provision C.3.b., c., d. 3. Draft standard conditions of approval as necessary to ensure proper maintenance of structural stormwater treatment measures. (Provision C.3.e.) 4. <b>Refine and modify development approval procedures as needed to accommodate HMP and Group 2 implementation</b>	<b>Done FY 02-03</b> <del>7/01/03</del> <b>Done FY 02-03</b>  <b>4/15/05</b>	RDA PBCE, ESD, PW, RDA PBCE, ESD, PW, RDA
C.	Implement any new adopted development conditions of approval, and procedures to developments with significant storm water pollution potential. (Provision C.3.b.)	<del>7/01/03</del> <b>Ongoing</b>	PBCE, ESD, PW, RDA
D.	Collect data on the projects for enhanced annual reporting. Produce a list of projects and data tracked for the last two years and provide to SCVURPPP for analysis. (Prov. C.3.c.)	<del>FY 02-03</del> Annually <del>thereafter</del>	PBCE, ESD, PW, RDA
E.	Draft post-construction treatment BMP certification procedures. (Provision C.3.h)  1. Evaluate implementing an alternative certification program and develop one if deemed necessary. (Provision C.3.h.)	<del>07/01/03</del> <b>Done FY 03-04</b> <b>Done FY 02-03</b>	PBCE, ESD, PW, RDA PBCE, ESD, PW, RDA
G.	First report to City Council on Alternatives Program. (Provision C.3.g.)	<del>6/30/03</del> <b>Done FY 03-04</b>	PBCE, ESD, PW, RDA
H.	Develop list of Annual Reporting requirements from Provision C.3. Design data tracking needs and protocols.  1. Compile a list of new development and redevelopment projects by name, type of project, site acreage, site acreage or square footage, square footage of new impervious surface, treatment BMPs and numeric sizing criteria used for applicable projects. Also, the source control measures required and pesticide reduction measures.  2. Track name and location of projects in the Alternatives Program, project type and size, percent impervious surface, reason for granting waiver, terms of waiver, equivalent benefit provided, alternative treatment project or regional project receiving the benefit and date of completion of the alternative treatment project or regional project.	<del>06/30/03</del> <b>Done FY 02-03</b>  <del>FY 03-04</del> Annually <del>thereafter</del>  <del>FY 03-04</del> Annually <del>thereafter</del>	PBCE, ESD, PW, RDA PBCE, ESD, PW, RDA PBCE, ESD, PW, RDA
I.	Participate on SCVURPPP's Hydromodification Management Plan work group and develop procedures for limiting peak stormwater runoff discharge rates from development projects. (Provision C.3.f.)	<del>HMP due 10/03</del> <b>Ongoing as Needed</b>	PBCE, ESD, PW, RDA
J.	Review the design standards and guidance for opportunities to make revisions that would result in reduced impacts to water quality and summarize how they were incorporated into approval procedures. Such revisions are listed in Provision C.3.j.  1. Identify and document existing site design standards and guidance documents and policies.	<del>6/30/04</del> <del>Annually</del> <del>thereafter</del>  <b>Due 9/15/03</b> <b>Done FY 03-04</b>	PBCE, ESD, PW, RDA PBCE, ESD, PW, RDA

#	Activities	Compliance Date	Responsible Party
	2. Compile a Report on Site Design Measures and Revised Standards: Identify areas where new or additional site design measures are needed and propose timeline for revision. 3. Revise Site Design Measures and Standards, if necessary.		PBCE, ESD, PW, RDA  PBCE, ESD, PW, RDA
K.	Review the existing source control measures contained in site design standards, guidance documents and conditions of approval for opportunities to limit storm water pollution. (Provision C.3.k.) 1. Identify and document existing source control measures, guidance documents, and conditions of approval. 2. Compile a Report on Existing Source Control Measures: Identify areas where new or additional source control measures are needed and propose timeline for revision of conditions of approval and guidance 3. Revise conditions of approval and guidance, if needed.	<del>6/30/03</del> Ongoing	PBCE, ESD, PW, RDA  PBCE, ESD, PW, RDA  PBCE, ESD, PW, RDA  PBCE, ESD, PW, RDA
L.	Review General Plan and revise as necessary to incorporate water quality and watershed protection principles and policies, and summarize revisions made. (Provision C.3.l.) 1. Identify and document existing General Plan principles and policies. Compile a Report on Existing General Plan principles and policies. 2. Identify areas where new or additional General Plan principles or policies are needed and propose timeline for revision, if needed. 3. Make revisions to General Plan principles and policies, if needed, per work plan.	7/1/05	PBCE  PBCE  PBCE  PBCE
M.	Develop & propose enhanced reporting format for documenting use of pesticide reduction measures at development sites. (Provision C.3.n. & C.9.ii.) 1. Based on City’s Pesticide Management Plan, establish criteria for tracking percentage of new development projects for which pesticide reduction measures were required & begin tracking. (Provision C.3.n. & C.9.d.ii)	Done  <del>6/30/03</del> Done FY 03-04 Implementation Ongoing	PBCE, ESD, PW, RDA  PBCE, ESD, PW, RDA

**NDC 5 - Developer Conformance with State Requirements**

Developers of projects that disturb a land area of ~~five one~~ **one** acres or more are required by the City to demonstrate conformance with the State General Construction Activity Storm Water Permit including filing of NOI, development of a SWPPP, et al. (Note: beginning in 1/03, the applicable land area changed **from 5 acres** to one acre or more.)

#	Activities	Compliance Date	Responsible Party
A.	Include as condition of approval for projects that disturb a land area of one acre or more, a requirement to demonstrate coverage under the	Ongoing	PBCE, PW, RDA

#	Activities	Compliance Date	Responsible Party
	State General Construction Activity Storm Water Permit.		
B.	Track the projects that contained above condition of approval.	Annual Report	PBCE, PW, RDA
C.	Review, evaluate, and modify, as necessary, existing Planning procedures & conditions of approval to incorporate change in applicable land area to one acre or more starting 01/03.	Done FY 02-03	PBCE

**NDC 6 - Developer Erosion Control Plans**

Developers of projects with potential for significant erosion and planned construction activity during the wet season are required by the City of San José to prepare and implement an effective erosion and/or sediment control plan or similar document prior to the start of the wet season.

#	Activities	Compliance Date	Responsible Party
A.	Include as a condition of approval for applicable projects a requirement to prepare and implement an erosion and sediment control plan.	Ongoing	PBCE, PW, RDA
B.	Track the projects that contained above condition of approval.	Ongoing	PBCE, PW, RDA

**NDC 7 - Operation and Maintenance for Structural Storm Water Controls**

Developers of projects that include installation of permanent structural storm water controls are required by the City of San José to establish and provide a method for operation and maintenance of such structural controls.

#	Activities	Compliance Date	Responsible Party
A.	Work with SCVURPPP to <del>revise NDC 7 Performance Standard</del> . <b>develop guidance for implementing O&amp;M Program.</b>	<del>06/30/03</del> <b>Done FY 02-03</b>	PBCE, ESD, PW, RDA
B.	Draft policy and procedures for an operation and maintenance verification program.	<del>10/15/02</del> <b>Policy Drafed</b> Done FY 02-03  <b>Procedures</b> <b>6/30/04</b>	PBCE, ESD, PW, RDA
C.	Draft summary of details of operation and maintenance verification program: organizational structure, evaluation, proposed improvements, inspections and follow-up, including criteria for setting priorities. (Provision C.3.e.)	<del>6/30/03</del> <b>6/30/04</b>	PBCE, ESD, PW, RDA
D.	Include as a condition of approval a requirement that developers of projects that include installation of permanent structural storm water controls are required to establish and provide proof of operation and maintenance of such structural controls.	<b>Done FY 03-04</b> Ongoing	PBCE, ESD, PW, RDA



#	Activities	Compliance Date	Responsible Party
	1. Develop model permit conditions with fact sheets to include in use permits where appropriate. <del>Develop procedures for verifying maintenance of post construction treatment BMP will be maintained.</del>	<del>3/01/03</del> <b>Done FY 02-03</b>	PBCE, ESD, PW, RDA
	2. In-ground BMPs	<del>7/15/03</del> <b>Done FY 02-03</b>	PBCE, ESD, PW, RDA
	3. Landscape and all others	10/15/03 <b>Done FY 02-03</b>	PBCE, ESD, PW, RDA
	4. Compile a list of projects & responsible operators subject to C.3.e. provision.	<b>FY 03-04</b> <b>Annually thereafter</b>	PBCE, ESD, PW, RDA
E.	Track and compile a list of priority properties inspected and inspection results. (Provision C.3.e.iii.)	Ongoing <del>thereafter</del>	PBCE, ESD, PW, RDA
	1. <b>Revise</b> <del>Determine</del> criteria for setting priorities for inspection of structural stormwater treatment measures & inspection frequency.	<del>03/30/03</del> <b>6/30/04</b>	PBCE, ESD, PW, RDA
	2. <b>Revise</b> <del>Develop</del> local inspection program for verification of proper O & M.	<del>06/30/03</del> <b>6/30/04</b>	PBCE, ESD, PW, RDA

### NDC 8 - Applicability to Public Projects

The City of San José will include storm water quality control measures during and after construction, appropriate for each municipal capital improvement project, and that contractors comply with storm water quality control requirements during construction activities.

#	Activities	Compliance Date	Responsible Party
A.	Develop and implement a process to ensure that municipal capital improvement projects install structural storm water quality control measures as necessary.	<del>07/01/03</del> <b>Done FY 02-03</b>	PBCE, ESD, PW, RDA
	1. Participate on SCVURPPP work group tasked with developing a technical guidance document for use by municipal staff to ensure that the document includes standard specifications and details, sizing methodologies, & model conditions of approval acceptable for use in City projects as necessary. (Provision C.3.b. & d.)	<del>6/30/03</del> <b>Ongoing</b>	PBCE, ESD, PW, RDA
	2. Review and revise Redevelopment Agency Project <del>approval</del> <b>Request for Proposal</b> procedures as necessary to comply with revised Provision C.3. requirements. (Provision C.3.c.)	<del>07/01/03</del> <b>6/30/04</b>	PBCE, RDA
	3. Review and Revise Public Works Capital Improvement Project approval procedures and Road Improvement Project approval procedures as necessary to comply with revised Provision C.3. requirements. (Provision C.3.c.)	<del>07/01/03</del> <b>Done FY 02-03</b>	PBCE, ESD, PW, RDA
B.	Review, evaluate, and modify the procedures, as necessary.	<del>07/01/03</del> As needed <del>thereafter</del>	PBCE, ESD, PW, RDA

#	Activities	Compliance Date	Responsible Party
C.	Begin tracking required data on the public projects subject to Provision C.3. hydraulic sizing criteria requirements for Annual Report.	<del>07/01/03</del> <b>Done FY 03-04</b>	PBCE, PW, RDA
D.	Monitor development of City's Green Building program for opportunities to discourage architectural use of copper in development projects (Prov. C.9.a.) and to incorporate urban runoff considerations.	Ongoing	PBCE, ESD, PW, RDA

**NDC 9 - City Staff Training**

Key City staff is trained on planning procedures, policies, design guidelines, and BMPs for storm water pollution prevention annually.

#	Activities	Compliance Date	Responsible Party
A.	Provide training to Planning and Public Works staff on planning procedures, policies, design guidelines, and BMPs for storm water pollution prevention. (Provision C.3.a.vi.)	Ongoing	PBCE, ESD, PW, RDA
B.	Provide training to Redevelopment Agency and Department of Transportation staff on planning procedures, policies, design guidelines, and BMPs for storm water pollution prevention. (Provision C.3.a.vi.)	Ongoing	PBCE, ESD, PW, RDA, DOT
C.	Revise the training protocol to incorporate any newly adopted Provision C.3. permit requirements and related revised procedures.	<del>7/01/03</del> <b>As Needed</b>	PBCE, ESD, PW, RDA
D.	Train staff responsible for design review on pest-resistant landscaping techniques and model conditions of approval and the importance of minimizing pesticide use in runoff from development sites. (Provision C.3.n. and Provision C.9.d.ii)	Ongoing	PBCE, ESD, PW, RDA

**NDC 10 - Development Plan Review and Approval Procedures Effectiveness Evaluation**

The City of San Jose will review and evaluate the effectiveness of its development plan review and approval procedures.

#	Activities	Compliance Date	Responsible Party
A.	Evaluate and incorporate any needed improvements in review and approval process.	Annually	PBCE, ESD, PW, RDA
B.	Document and evaluate what worked well and what needs improvement.	Annually	PBCE, ESD, PW, RDA

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## Construction Inspection

### CON Work Plan

This program element is implemented pursuant to permit provision C.2. The control measures discussed in this work plan apply to both private development projects and municipal public works construction projects. These control measures are implemented at construction project sites as part of the City's construction inspection and enforcement program.

FY 04-05 will be the second full year of implementation for the Standard Operating Procedure (SOP) for Construction Inspections that was developed for the 03-04 season. This new SOP includes the method by which PB&CE Building Division Inspectors address housekeeping measures at construction sites, in addition to the established roles of Environmental Services and Public Works inspectors.

FY 04-05 will also be the first season of implementation for the new language that was added as Sections 10-2 and 20-5.06 in the City of San Jose Department of Public Work's Standard Specifications. Revised in January 2004, these specifications include a separate bid amount for the implementation of the SWPPP, monthly certification from contractors certifying that BMPs are in place and being maintained, and the delay of invoice payment if such certifications are not kept current.

#### CON 1 - Site Housekeeping

The City ensures through a construction inspection program that construction contractors properly store, use, and dispose of construction materials, chemicals, and wastes at construction sites and prevent illicit discharges to storm drains and watercourses.

#	Activities	Compliance Date	Responsible Party
A.	PB&CE Building Division Inspectors develop SOPs to address housekeeping measures at construction sites.	<del>6/02</del> Done FY 03-04	PBCE-Bldg
B.	Develop hand-off procedure for transferring project information and status to ensure Building Inspectors are informed of project site data collected by Public Works Inspectors.	<del>6/02</del> Done FY 03-04	PBCE-Bldg, PW ESD
C.	Track & document incidents of housekeeping issues at construction sites.	Ongoing	PBCE-Bldg, PW ESD-WE

#### CON 2 - Local Ordinance

For development projects with significant erosion potential and planned construction activity during the wet season, the City ensures, through a construction inspection program, that erosion and/or sediment control measures are implemented in accordance with local ordinances and project conditions of approval and maintained as needed during construction.

#	Activities	Compliance Date	Responsible Party
A.	Review existing legal authority to conduct and enforce construction site inspections, if necessary revise.	Done FY 02-03	
B.	Identify needed ordinance changes	Done FY 02-03	
	1. Identify timeline for revised grading ordinance	Done FY 02-03	
C.	Develop SOPs & conduct training for inspection of construction sites requiring erosion control plans before wet season. Include enforcement (see Environmental Engineering Enforcement Procedures)	Annually	PW ESD-UR ESD-WE

### CON 3 - Construction Inspection Frequency

The City inspects construction sites for adequacy of storm water control measures. The frequency of inspections for active sites is at least once per month, or more frequently based on size of project, site conditions, precipitation, & project’s potential impact on storm water quality.

#	Activities	Compliance Date	Responsible Party
A.	Review construction inspection procedures to incorporate performance standards requirements for monthly inspections into SOPs.	Done FY 02-03	
B.	Document inspections of active construction sites.	Annually	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD
	1. Evaluate use of Amanda system for tracking inspection information.	06/30/04	PW PBCE-Bldg ESD
C.	Evaluate the effectiveness of the construction inspection program and make improvements, as necessary.	Done FY 01-02	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD

### CON 4 - Wet Season Preparation

Prior to the beginning of the wet season each year, the City inspects all sites requiring erosion and/or sediment control plans, to ensure that measures have been taken to minimize erosion and discharges of sediment from disturbed areas.

#	Activities	Compliance Date	Responsible Party
A.	Review and revise, as needed, procedures for Public Works staff regarding wet season construction requirements.	As Needed	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD
	1. Develop and implement revised standard specifications for public	FY 03-04	PW-AE, ECS,

#	Activities	Compliance Date	Responsible Party
	projects.	Ongoing	PRF, TDS
B.	Document pre-season inspection of construction sites to ensure adequate implementation of winterizing BMPs, prior to the wet season.	Annually	PW-AE, ECS, PRF, TDS

**CON 5 - Inspection and Site Evaluation Follow-up**

Construction sites with inadequate erosion/sediment controls are given verbal and/or written notice of the inadequacies, according to the City’s enforcement procedures, and followed up with action(s) commensurate with the risk of pollutants entering City storm drains or waterways. Written notices and follow-up actions are tracked and summarized in the City’s Annual Report to the Regional Board.

#	Activities	Compliance Date	Responsible Party
A.	Draft and implement procedures for follow-up actions and graduated levels of enforcement, to be used on construction sites.	Done FY 02-03	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD
B.	Track and summarize notices and follow-up actions for annual reports.	Annually	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD
C.	Evaluate the feasibility of increasing the # of staff with the authority to issue enforcement actions.	<del>6/30/03</del> <b>FY 03-04</b>	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD

**CON 6 - Municipal Training**

The City provides training annually to its construction inspection staff on inspection procedures, documentation, and enforcement related to storm water pollution prevention. All inspectors receive training on the latest construction-related storm water pollution prevention techniques and appropriate follow up actions at least once every two years. The City keeps documentation that inspectors have received training.

#	Activities	Compliance Date	Responsible Party
A.	Revise training curriculum to incorporate revised notice and follow-up requirements and graduated levels of enforcement. Develop training materials to address wet season construction and housekeeping. Develop training materials to address dry season construction and housekeeping.	<del>6/03</del> <b>Done FY 02-03</b>	ESD-UR ESD-WE PW PBCE-Bldg  Also Program & RWQCB
B.	Develop training schedule and staff feedback plan regarding	<del>6/03</del>	ESD-UR

#	Activities	Compliance Date	Responsible Party
	inspection procedures.	<b>Done FY 02-03</b>	
C.	<p>Conduct training for Public Works, ESD, and Building Inspection staff on new standard operating procedures for erosion control plan review inspection process (at least once every 2 years).</p> <p>Conduct training of Planning, Building &amp; Code Enforcement-Building Division inspectors regarding housekeeping BMPs.</p> <p>Train DPW &amp; PBCE inspectors on new SOPs for inspection during wet season.</p> <p>Train DPW &amp; PBCE inspectors on new SOPs for inspection during dry season.</p>	Ongoing	ESD-UR ESD-WE PW PBCE-Bldg  Also Program & RWQCB
D.	Track and document that inspectors have received training.	Annually	ESD-UR
E.	Evaluate the training curriculum and frequency and improvements, as necessary.	Annually	ESD-UR

**CON 7 - Outreach**

The City provides outreach materials to contractors, developers, and municipal staff on construction BMPs and compliance with the State General Construction Activity Storm Water Permit.

#	Activities	Compliance Date	Responsible Party
A.	<p>Review outreach/technology transfer materials and make improvements, as necessary</p> <p>1. Develop outreach materials to address wet season construction.</p>	Annually  <del>6/03</del> <b>Done FY 02-03</b>	ESD-UR ESD-WE  ESD-UR ESD-WE
B.	Review SOPs for distributing outreach/technology transfer material by inspectors.	<del>6/03</del> <b>Done FY 02-03</b>	ESD-UR ESD-WE
C.	Conduct outreach sessions to development community.	<del>6/03</del> <b>Ongoing, Q2</b>	ESD-UR ESD-WE PW PBCE-Bldg  Also Program & RWQCB
D.	Document outreach to development community.	Annually	ESD-UR
E.	Evaluate outreach program and make improvements, as necessary.	Annually	ESD-UR ESD-WE PW PBCE-Bldg

**CON 8 - Public Works Projects**

The City will develop and implement a process to ensure that contractors hired to construct public works projects have adequate erosion control plans and use appropriate Best Management Practices (BMPs) adopted by the Department of Public Works.

#	Activities	Compliance Date	Responsible Party
A.	Develop & conduct training for Public Works capital improvement project staff (Architectural Engineering Design & Construction and Streets, Bridges & Sewers Design and Construction) on contract language & enforcement.	Done FY 02-03 Annually	PW-AE, ECS, PRF, TDS  ESD
B.	Track the number of Public Work projects with these requirements	<del>6/03</del> Annually	PW-AE, ECS, PRF, TDS

**CON 9 - Construction Inspection Effectiveness Evaluation**

The City of San Jose will review and evaluate effectiveness of its construction inspection SOPs and BMPs.

#	Activities	Compliance Date	Responsible Party
A.	Evaluate and incorporate any needed improvements in construction inspection SOPs and BMPs.	Annually	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD-WE ESD-UR
B.	Document and evaluate what worked well and what needs improvement.	Annually	PW-AE, ECS, PRF, TDS PBCE-Bldg ESD-WE ESD-UR



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## Public Streets, Roads, & Highways

### PSR Work Plan

This program element is implemented pursuant to permit provision C.2.

Training will continue to cover the SOPs and appropriate BMPs for Department of Transportation activities with the highest potential for storm water pollution. These activities include spill response, resurfacing, sealing and patching, saw-cutting, street sweeping, landscape chemical application, concrete installation, pavement stripping, legend removal, and catch basin inspection after irrigation repair. BMP effectiveness evaluation from crew members is obtained during the training sessions.

Rural Public Works SOPs were written in FY 03-04 and staff training related to storm water pollutant reduction during operations and maintenance activities in the City's regional and neighborhood parks and other "rural areas" is scheduled for the current fiscal year. This training will be conducted annually for the near term.

#### PSR 1 - Implementation of BMPs

The City of San José will implement Best Management Practices (BMPs) for street, road, and highway operation and maintenance (O&M) activities to reduce pollutants in storm water and eliminate illicit discharges to the maximum extent practicable.

#	Activities	Compliance Date	Responsible Party
A.	Identify BMPs currently used by staff as well as areas where BMPs still need to be developed per baseline model.	Done	DOT, ESD
B.	Audit areas beyond the scope of the baseline model.	Done	DOT, ESD
C.	Develop additional BMPs based on audit results as needed.	Done	DOT, ESD
D.	Develop SOPs based on BMPs.	Done	DOT, ESD
E.	Create plan to integrate BMPs and SOPs into training program.	Done	DOT, ESD
<del>F.</del>	<del>Deleted</del>	<del>Deleted</del>	
G.	Update BMPs as indicated.	Annually	DOT, ESD

**PSR 2 - Contractor Use of BMPs**

The City of San José will develop & implement a process to ensure that contractors employed to perform street, road, & highway O&M activities use appropriate BMPs adopted by the agency.

#	Activities	Compliance Date	Responsible Party
A.	Contract managers for public street, road, and highway O&M contracts will be trained on related storm water BMPs annually.	Done FY 02-03 Annually	DOT, ESD
B.	Investigate the development of standard contract language for PSR maintenance activities.	6/30/04	DOT, ESD

**PSR 3 - City Staff Annual Training**

The City of San José will provide annual training to its municipal staff in the use of appropriate BMPs. The City will also provide a mechanism for obtaining feedback from staff on the implementation and effectiveness of the BMPs and Control Measures.

#	Activities	Compliance Date	Responsible Party
A.	Identify training goals by reviewing level of use of BMPs by staff.	Done	DOT, ESD
B.	Identify training opportunities.	Annually	DOT, ESD
C.	Create training modules for affected City staff and contractors formatted for available training opportunities.	Done FY 01-02 <b>As needed</b>	DOT, ESD
D.	Create collateral material based on training modules.	Done FY 01-02 <b>As needed</b>	DOT, ESD
E.	Schedule training with affected supervisors. <b>1. Improve the focus of the training on the specific BMPs used by a section.</b>	Annually <b>6/30/04</b>	DOT, ESD DOT, ESD

**PSR 4 - Notification of Public Agencies**

The City of San José will inform other parties (e.g., CalTrans, the County of Santa Clara, and public utilities) conducting street, road, and highway O&M activities within its jurisdiction of the requirements to implement BMPs and Control Measures to reduce pollutants in storm water to the maximum extent practicable and eliminate illicit discharges.

#	Activities	Compliance Date	Responsible Party
A.	Identify conditions under which another agency will be notified of City O&M operations.	Done	
B.	Draft notification procedure.	Deferred	
C.	Review and comment from internal and external stakeholders.	Deferred	
D.	Distribute final policy to internal & external organizations &	Deferred	

#	Activities	Compliance Date	Responsible Party
	agencies.		

**PSR 5 - BMP Effectiveness Reviews**

As part of the annual review process, the City of San José will review and evaluate the effectiveness of its BMPs in reducing pollutants in storm water and eliminating illicit discharges.

#	Activities	Compliance Date	Responsible Party
A.	Draft procedure for annual effectiveness reporting, including sub-procedures for gathering feedback from affected supervisors and for modifications to BMPs & SOPs as necessary.	Done FY 01-02	DOT, ESD
	<b>1. Review Procedures for annual effectiveness evaluation. Consider obtaining feedback from supervisors on how to assess BMP effectiveness and the use of training sessions with staff as an opportunity to evaluate BMPs and SOPs.</b>	<b>FY 04-05</b>	<b>DOT, ESD</b>
B.	Review and comment on draft procedure from stakeholders.	Done FY 01-02	DOT, ESD
C.	Distribute final procedure to stakeholders.	Done FY 01-02	DOT, ESD

**PSR 6 - Rural Public Works Maintenance and Support Activities**

The goal of the Rural Public Works Performance Standard is to minimize the water quality impacts resulting from public works maintenance and support activities in rural areas.

#	Activities	Compliance Date	Responsible Party
A.	<i>Identify rural public works facilities that are under City of San Jose jurisdiction.</i> (reworded for clarity) <b>Identify City-owned properties that are applicable under the RPW performance standard.</b>	<del>6/30/03</del> <b>Done FY 02-03</b>	PRNS, GS, DOT, ESD
	<b>1. Evaluate the feasibility of using GIS information to identify additional applicable properties, if any.</b>	<b>6/30/04</b>	PRNS, GS, DOT, ESD
B.	Develop or adapt Standard Operating Procedures (SOPs) and Best Management Practices (BMPs) for rural public works activities.	<del>12/31/03</del> <b>Done FY 03-04</b>	PRNS, DOT, GS, ESD
C.	Provide annual training on appropriate SOPs/BMPs to City staff that perform rural public works operations & maintenance activities.	3/31/04	PRNS, DOT, GS, ESD
D.	Through contract specifications, require contractors hired by the City to use appropriate SOPs/BMPs when performing rural public works construction or maintenance.	6/30/05	PRNS, DOT, GS, ESD
E.	Annually conduct an evaluation of the effectiveness of the rural public works program, report the results in the Urban Runoff Annual Report. Identify items for continuous improvement.	Begin w/FY 03-04 Annually	PRNS, DOT, GS, ESD

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## Storm Drain System Operation & Maintenance

### SDO Work Plan

The Department of Transportation Standard Operating Procedures for catch basin cleaning and Problem Area reporting continues to be the focus of crew training. A map overlay has been created on Geographic Information System (GIS) that assigns serial numbers to each of the City's more than 27,000 storm drain inlets. This map overlay is currently in use as a means to facilitate problem area reporting in the Storm Drain system.

SDO 1B indicates that the City is performing Tier II inspection and cleaning for catch basins. Severe budget constraints in the coming year may require that the City perform inspection and cleaning to some modified version of Tier II in FY 04-05.

#### SDO 1 - O&M BMP Implementation

The City of San José will implement best management practices (BMPs) for the storm drain system operation and maintenance (O&M) to reduce pollutants in storm water to the maximum extent practicable. Specific BMPs for each type of O&M activity will be those listed in the City's Work Plan BMPs and Control Measures (Section 3).

#	Activities	Compliance Date	Responsible Party
A.	Audit BMPs.	Annually	DOT, ESD
B.	Implement an annual inspection and cleaning work plan to achieve a Tier 2 level review.	Done Ongoing	DOT
C.	Create procedure for collecting data on Problem Areas from City field personnel.	Done	
D.	Review and revise procedure for collecting data on Problem Areas from City field personnel.	Done FY 01-02	
E.	Create plan for coordinating data tracking between ICID & Storm Drain Management System databases. Include analysis of data to identify trends for targeting solutions.	Done FY 01-02	
F.	Review and revise plan for coordinating data tracking between ICID & Storm Drain Management System databases. Include analysis of data to identify trends for targeting solutions.	Done FY 01-02	
G.	Develop SOPs based on BMPs.	Done	
H.	Create any additional required BMPs, including structural controls.	<i>Done</i> <b>Ongoing as Needed</b>	DOT, ESD
I.	Develop SOPs based on BMPs and other programs or solutions identified by database analysis including revision of Problem Area list.	<i>Done</i> <b>Ongoing as Needed</b>	DOT, ESD

#	Activities	Compliance Date	Responsible Party
J.	Create plan integrating BMPs and SOPs into training program.	<i>Done</i> <b>Ongoing as Needed</b>	DOT, ESD
<del>K.</del>	<del>Allocate appropriate resources for supporting work plan</del>	Deleted FY 03-04	

**SDO 2 - Problem Tracking and Process Improvement**

The City of San José will develop and implement processes for tracking problem areas and ensuring that appropriate BMPs and SOPs will be implemented for storm drain operation and maintenance activities.

#	Activities	Compliance Date	Responsible Party
A.	Determine reporting requirements, including tracking Problem Areas.	Done	
B.	Create criteria for collecting data from City field personnel for the purposes of determining Problem Areas.	Done	
C.	Develop procedures for documenting frequency, nature, and type of recurring problem. Coordinate the data from ICID & Storm Drain Management System databases.	Done	
D.	Create procedure for data reports to be used to update Problem Area list. Include process and criteria for analyzing ICID trends.	Done FY 01-02	
E.	Revise documentation and problem area reporting procedure to improve reporting performance.	As Needed	DOT, ESD
F.	Produce Problem Area report.	<del>Done FY 01-02</del> Annually	DOT
G.	Create plan for addressing Problem Areas through ICID enforcement/ education activities, additional BMP development, program development or retrofit.	Done FY 02-03	
H.	<del>Implement work plan</del>	Deleted FY 03-04	

**SDO 3 - Contractor Use of BMPs**

All City SDO O&M is conducted in-house, and City staff receives BMP/SOP training annually. The only time storm drain maintenance might be contracted out would be for a rare flood emergency situation. The City has standard specifications that cover storm drain BMPs for construction activities.

#	Activities	Compliance Date	Responsible Party
A.	Contract managers for storm drain construction contracts will be trained on related storm water BMPs annually.	<del>Done FY 02-03</del> Annually	DOT, ESD

**SDO 4 - Staff Training and BMP Feedback**

The City of San José will provide annual training to its municipal staff in use of appropriate BMPs and/or Control Measures. The City will also provide a mechanism for obtaining feedback from staff on implementation and effectiveness of BMPs and Control Measures.

#	Activities	Compliance Date	Responsible Party
A.	Identify training goals by reviewing training needs of other performance standards.	Done	
B.	Provide training prior to the rainy season. <b>Improve the focus of the training on the specific BMPs used by a section.</b>	Annually	DOT, ESD
C.	Create training modules for affected City staff formatted for available training opportunities.	<del>Done FY 01-02</del> <b>Ongoing as Needed</b>	DOT, ESD
D.	Produce schedule for training.	<del>Done FY 01-02</del> Annually	DOT, ESD

**SDO 5 - Data Analysis**

As part of the annual review process, the City of San José will evaluate data regarding cleaning activities and unusual flows observed during inspection. The review and evaluation will include consideration of storm drain structural retrofit.

#	Activities	Compliance Date	Responsible Party
A.	Draft procedure for annual review and evaluation of data.	Done FY 01-02	
B.	Include provisions for monitoring of trash as a part of routine outfall inspection.	Evaluated FY 02-03	
C.	Review and comment from stakeholders.	Done FY 01-02	
D.	Distribute final procedure to stakeholders.	Done FY 02-03	



**SDO 6 - BMP Effectiveness Reviews**

As part of the annual review process, the City of San José will review and evaluate the effectiveness of its BMPs in reducing pollutants in storm water and eliminating illicit discharges.

#	Activities	Compliance Date	Responsible Party
A.	Review with supervisors to get feedback and information on how to assess BMP effectiveness.	6/30/04	DOT, ESD
B.	Use annual training sessions with staff as an opportunity to evaluate the effectiveness of BMPs & SOPs.	Annually	DOT, ESD

## Pesticide Management Workplan

### PM Work Plan

This program element is implemented pursuant to permit provision C.9.d. Progress continues with implementing pest control BMPs and training staff on Integrated Pest Management (IPM) techniques. An IPM Policy was adopted in June 2003, as part of the City's Pollution Prevention Policy.

#### PM 1 - Integrated Pest Management

The City will adopt an Integrated Pest Management (IPM) policy and/or ordinance requiring use of IPM techniques in the agency's operations; and, minimization of pesticide use, particularly organophosphate and copper-based pesticides, by agency staff and contractors.

#	Activity	Compliance Date	Responsible Party
A.	Develop a section stating City IPM policy for inclusion in Pesticide Management Plan.	<del>6/03</del> Done FY 02-03	

#### PM 2 - Pesticide Management Plan

The City will develop and implement a Pesticide Management Plan that will minimize pesticide use and reduce the amount of pesticides in storm water and landscape runoff to the maximum extent practicable.

#	Activities	Compliance Date	Responsible Party
A.	Draft a City of San Jose Pesticide Management Plan.	Done FY 01-02	
B.	Submit plan for City Manager approval.	Done FY 01-02	
C.	Publish City Management Plan in URMP.	Done FY 01-02	

#### PM 3 - IPM SOPs and BMPs

The City will develop and implement standard operating procedures (SOPs) and best management practices (BMPs) for implementing the IPM Policy

#	Activities	Compliance Date	Responsible Party
A.	Develop a list of pest specific SOPs & BMPs for implementing IPM policy.	Done FY 01-02	
B.	For each type of pest problem identified, seek model SOPs and BMPs from published literature.	Done FY 01-02	
C.	Incorporate or develop appropriate IPM measures into City SOPs & BMPs.	<del>6/03</del> Done FY 02-03	GS, DOT, ESD

#	Activities	Compliance Date	Responsible Party
		Ongoing as Needed	
D.	Update City URMP to incorporate model Pest Management Performance Standard, including description of legal authority (IPM policy & contract language), work plan elements, BMPs, & SOPs needed for implementation.	<del>6/03</del> <b>Done FY 02-03</b>	ESD

**PM 4 - City Employee Training**

The City will ensure that employees receive pest management training by implementing the following:

1. Employees who apply pesticides for the City will obtain the appropriate training as required by County Ag. Commissioner and State Department of Pesticide Regulation (DPR);
2. Employees within departments responsible for pesticide application will receive annual training on appropriate portions of City IPM Policy, SOPs, and BMPs, and latest IPM techniques;
3. Employees who are not authorized to apply pesticides will be annually trained not to use over-the-counter pesticides at workplace, consistent with IPM Policy.
4. Annual internal outreach will be conducted to employees, who do not necessarily purchase or apply pesticides during their course of work, on less toxic pest control and to encourage employees to use IPM techniques away from work.

#	Activities	Compliance Date	Responsible Party
A.	Ensure that employees who apply pesticides for the agency obtain appropriate training required by County Ag. Commissioner & State DPR.	Annually	GS, DOT
B.	Provide annual training on IPM Policy, SOPs, and BMPs, and latest IPM techniques to employees within departments responsible for pesticide application. Include in training, annually informing employees who are not authorized / trained to apply pesticides not to use over-the-counter pesticides at workplace, consistent with IPM Policy.  <b>1. Develop and integrate an IPM policy (approved June 2003) training into pesticide applicator training.</b>	<del>Done FY 01-02</del> Annually  <b>12/03</b>	GS, DOT, ESD  <b>GS, DOT, ESD</b>
C.	<b>Monitoring Mechanism I.B.1.</b> Document and evaluate effectiveness of staff training conducted each year in annual report.  <b>1. Develop and implement a class evaluation/survey for IPM training classes conducted by City staff.</b>	Annually  <b>12/03</b>	GS, DOT, ESD  <b>GS, DOT, ESD</b>
D.	Public Education & Outreach Task II.A.14 Conduct internal outreach on less toxic pest control to employees who do not necessarily purchase <del>of</del> or apply pesticides during the course of their work (to encourage employees to use IPM techniques away from work).	<del>Done FY 02-03</del> Annually	ESD

### PM 5 - Contractor Pesticide Management Requirements

The City will develop and implement a process to ensure that contractors employed to conduct pest control and pesticide application on municipal property engage in pest control methods consistent with City IPM Policy. Specifically, the City will require contractors to:

- follow City IPM policy, BMPs, and SOPs;
- provide evidence of current IPM training, when feasible; and
- provide documentation of pesticide use on City property to the City in a timely manner.

#	Activities	Compliance Date	Responsible Party
A.	Develop and implement a process to ensure contractors employed to conduct pest control/pesticide application on municipal property engage in methods consistent with City IPM policy.	<del>6/03</del> <b>Ongoing</b>	GS, DOT, ESD, PRNS, PW, RDA
B.	Develop a list of all contractors employed by the City who perform pest application work.	Done FY 01-02	GS, DOT, ESD, PRNS, PW, RDA
	<b>1. Review and update list of contractors.</b>	<b>6/30/04</b>	GS, DOT, ESD, PRNS, PW, RDA
C.	Implement a procedure to provide to each contractor a copy of the City IPM policy developed in Activity 2.A. above	<del>6/03</del> <b>Done, FY 02-03</b>	GS, DOT, ESD, PRNS, PW, RDA
D.	Identify pest specific SOPs and BMPs, developed in Activity 3.B above, that are appropriate in each contractor's case.	6/03	GS, DOT, ESD
E.	<del>Require City contracted PCOs to implement appropriate BMPs through contract specifications.</del>	<del>6/03</del> <b>Deleted</b> <b>See PM 5.F</b>	
F.	Require <b>through contract specifications that</b> PCOs contracted for municipal applications: a) follow City IPM policy, BMPs, and SOPs; b) provide evidence of current IPM training, when feasible; and c) provide documentation of pesticide use on City property to the City in a timely manner.	<del>6/03</del> <b>Ongoing</b>	GS
G.	<b>Monitoring Mechanism III.A.1.</b> Document numbers of PCOs receiving presentations and/or training on pesticide use by PCOs on municipal property.	<del>6/03</del> Annually <i>thereafter</i>	GS, ESD

**PM 6 - Pesticide Management Outreach**

The City will identify outreach activities it will conduct consistent with Program Pesticide Management Plan. Work plan elements will address outreach to residential and commercial pesticide users, pesticide retailers, and special districts. Information will be provided on less-toxic pest control practices, proper disposal of pesticides, and the City’s own IPM practices, as applicable.

#	Activities	Compliance Date	Responsible Party
A.	Increase awareness of IPM so target audiences recall less toxic pest management messages and adopt IPM behaviors. Target audiences include residential pesticide users, professional pest control businesses, customers of professional pest control businesses, pesticide retailers, school districts, and other special districts.	Annually	ESD
B.	Prepare IPM stories and press releases to local media.	Annually	ESD
C.	In conjunction with Program, provide information on less toxic pest control (e.g., IPM techniques, municipal IPM policies, model contract language, training opportunities, etc.) to neighboring special districts (e.g., VTA, sanitary and utility districts, open space districts, vector control districts, and school districts) as appropriate.	<del>6/03</del> <b>Pending Implementation by Program</b>	ESD
D.	Create & provide fact sheets & materials to pesticide retailers to facilitate point-of-purchase outreach to support IPM Store Partnership Program.	Annually Ongoing	ESD
E	Identify, Develop and implement education programs that target commercial businesses.	Done; Ongoing	ESD
F	<b>Monitoring Mechanism:</b> Document or estimate numbers of residents reached by outreach efforts, including events, web promotion, municipal employee outreach, and media advertising. Monitor responses to outreach efforts by documenting calls to the Program’s general and watershed campaign hotlines.	Annually	ESD
G	<b>Monitoring Mechanism IV.A.1.</b> Document outreach efforts targeting businesses, recommended in the work plan, to be developed by the Program. Implement evaluation component of the work plan.	Annually	ESD

**PM 7 - HHW Pesticide Disposal**

The City will coordinate with household hazardous waste (HHW) collection agencies to support, enhance, and help publicize programs for proper pesticide disposal.

#	Activities	Compliance Date	Responsible Party
A.	Work with HHW collection agencies to support, enhance, and publicize programs for pesticide disposal.	Annually	ESD
B.	Verify that adequate pesticide disposal services exist for residents and	<del>Done FY 01-02</del>	ESD

#	Activities	Compliance Date	Responsible Party
	conditionally exempt small quantity commercial generators.	Annually	
C.	Provide hazardous waste disposal information to residents, through distribution of materials (e.g., utility bill insert, city newsletter, community events, etc.) or advertising in local media.	Annually	ESD
D.	<b>Monitoring Mechanism V.A.1.</b> Document that HHW collection programs adequately serve residents and businesses and that any exchange programs do not exchange organophosphate or banned pesticides.	Annually	ESD

**PM 8 - City Pesticide Use Tracking**

The City will develop and implement a process for tracking pesticide use on municipally-owned property.

#	Activities	Compliance Date	Responsible Party
A.	Develop and implement a pilot pesticide tracking process for Diazinon and Chlorpyrifos products.	Done FY 01-02 <i>Annually</i>	
B	As part of the PMP, develop and implement a process for tracking pesticide use on municipally owned property. Include reporting and justification for use of OP pesticides and BMPs employed during OP pesticide use.  <b>1. Evaluate feasibility of implementing electronic data management system for pesticide use.</b>	<del>6/03</del> <b>Done, FY 02-03</b> Ongoing <b>12/31/04</b>	GS, DOT, ESD  <b>GS, DOT, ESD</b>
C.	<b>Monitoring Mechanism I.A.1.</b> Use pesticide tracking process to document pesticide use in annual reports.	Annually	GS, DOT, ESD, PRNS, PW, RDA

**PM 9 - City Pesticide Inventory Search**

The City will conduct periodic citywide search of its chemical inventory for pesticides no longer legal for application per EPA, State, and/or local requirements. These pesticides, if found, will be properly disposed pursuant to appropriate waste disposal regulations

#	Activities	Compliance Date	Responsible Party
A.	All Departments conduct Citywide search of chemical storage areas for pesticides no longer legal for application per EPA, State, and/or local requirements. Properly dispose of any such pesticides pursuant to appropriate waste disposal regulations.	Annually	GS, DOT

**PM 10 - Pesticide Management Plan / IPM Policy Review**

As part of annual reporting process, The City will review and evaluate, with input from municipal staff, the effectiveness of its Pest Management Plan and IPM Policy in achieving the goals of the Plan to the maximum extent practicable.

#	Activities	Compliance Date	Responsible Party
A.	Review and continuously improve goals, actions, and monitoring mechanisms of the work plan considering results of self-evaluations, comments from Regional Board staff and other interested parties, and results of local performance review meetings if any.	Annually	GS, DOT, ESD, PRNS, PW, RDA
B.	<b>Monitoring Mechanism IX.A.1.</b> Complete revised work plan that incorporates continuous improvement items, and report on completion of work plan tasks.	Annually	GS, DOT, ESD, PRNS, PW, RDA
C.	<b>Monitoring Mechanism VII.A.1.</b> Summarize types of pesticide reduction measures required (such as by conditions of approval) for new development & significant redevelopment projects, & percentage of new development/ significant redevelopment projects for which pesticide reduction measures were required. (Draft Permit Provision C.3.n.)	Annually	PW, RDA, ESD

## Mercury Workplan

### M Work Plan

This program element is implemented pursuant to permit provision C.9.c. In 2003, the Program approved a Guidelines document on the management of mercury-containing products by a municipal agency. The City will continue to implement management practices consistent with the guidelines.

The timing for outreach efforts regarding fluorescent tube recycling will be tailored to coincide with the County's implementation of a retail store drop-off program for fluorescent tubes.

#### M 1 - Municipal Use of Mercury-Containing Products

The City will eliminate all unnecessary municipal use of mercury-containing products and establish proper disposal methods for products that cannot be eliminated.

#	Activities	Compliance Date	Responsible Party
A.	Complete and report results of survey of mercury-containing products used by City departments.	Done FY 02-03	ESD
	<b>1. Conduct a follow-up Mercury-containing product survey</b>	<b>FY 03-04</b>	ESD
B.	Develop a mercury policy requiring the virtual elimination of mercury from controllable sources in urban runoff from agency operations.	Done FY 02-03	ESD, GS, DOT
C.	Implement SCVURPPP guidelines for mercury-containing products reduction and management. These guidelines will include a schedule for the timely phase-out of mercury-containing products identified for virtual elimination as well as reporting requirements, possibly to track recycling, replacement, & reduction in use of mercury-containing products.	<del>FY 03-04</del> <b>Ongoing</b>	ESD, GS, DOT
D.	Monitoring Mechanism I. Document completion of tasks in annual reports. Use mercury-containing product reporting guidelines (to be developed).	Annually	ESD

#### M 2 - Household Hazardous Waste Collection

The City will Provide mercury-containing product disposal services through household hazardous waste (HHW) collection programs for residents and small businesses, and encourage use of these programs.

#	Activities	Compliance Date	Responsible Party
A.	Provide mercury-containing products disposal services for residents and small businesses.	Ongoing	ESD-IWM
B.	Work with HHW collection agencies to develop and help publicize	<del>6/30/04</del>	ESD, Program



#	Activities	Compliance Date	Responsible Party
	fluorescent light recycling program to ensure maximum recycling.	Ongoing	

**M 3 - Monitoring and Science**

The City will participate in coordinated monitoring efforts to support mercury TMDL development and implementation, including assessment of air pollution sources of mercury and concentrations of mercury in sediment.

#	Activities	Compliance Date	Responsible Party
A.	Continue financial support of the Regional Monitoring Program (RMP), including the Mercury Deposition Network Pilot Study. Continue to actively participate in the RMP steering committee and technical review committee. - The City of San Jose will continue to provide in-kind services for the maintenance of the Mercury Deposition Network site near San Jose.	Ongoing	ESD

**M 4 - Regional, State, and Federal Coordination**

Actively participate in regional, state, and federal coordination efforts to achieve a reduction in the amount of mercury in urban runoff and air emissions.

#	Activities	Compliance Date	Responsible Party
A.	Collaborate in technical studies to support TMDL development and implementation including the Santa Clara Basin WMI Guadalupe River Mercury TMDL Workgroup.	Ongoing	ESD
B.	Support & participate in WMI Watershed Action Plan development.	Ongoing	ESD

**M 5 - Public Education and Outreach**

Increase awareness of proper disposal of mercury-containing products and available non-mercury containing alternatives. Target audiences include residential, commercial, and industrial users and municipal employees.

#	Activities	Compliance Date	Responsible Party
A.	Work with Program to develop and begin to implement a fluorescent light recycling outreach program to educate residential users and encourage proper disposal of fluorescent lights.	FY 03-04	ESD
B.	Work with Program to develop and begin to implement a fluorescent light recycling outreach program to educate small businesses and conditionally exempt small quantity generators and encourage proper disposal of fluorescent lights.	FY 03-04	ESD
C.	Coordinate with municipal inspectors to integrate mercury outreach	FY 03-04	ESD

#	Activities	Compliance Date	Responsible Party
	to industrial businesses into their existing routine pretreatment, source control, and/or hazardous materials inspection processes.		
D.	Develop and distribute “tailgate safety meeting cards” about mercury to inspectors and other municipal employees. (The Program will first review the product developed by the Fairfield-Suisun Sewer District when it is made available to the Bay Area Pollution Prevention Group (BAPPG).)	TBD	ESD
E.	Attend community events and distribute outreach materials. <b>See Attachment A: Outreach Activities Summary</b>	<i>As Needed</i> <b>Ongoing</b>	ESD
F.	<b>Monitoring Mechanism V.B.</b> Document and evaluate each outreach activity, including the target audience and number of residents and/or businesses reached.	Annually	ESD, Program

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## Water Utilities Operations & Maintenance

### WUO&M Work Plan

The City's Water Utility program is ongoing and is implemented pursuant to permit provision C.2.

#### **WUO&M 1 - Inventory of O&M Activities**

The City of San José's Municipal Water System will conduct an inventory of all-key operations and maintenance activities, and identify routine and unplanned non-storm water discharges from these activities. This inventory will be conducted every three years and evaluated at least once a year.

#	Activities	Compliance Date	Responsible Party
A.	Review current procedures for operations and maintenance.	3/03 Annually	ESD-Muni
B.	Three-year update of list.	3/03 Every 3 years Next Due 3/06	ESD-Muni

#### **WUO&M 2 - Implementation of WUPPP**

The City of San José's Municipal Water System will implement the pollution control measures identified in the Water Utility Pollution Prevention Plan (WUPPP) to manage chlorine, biocides, and algaecides and prevent erosion and sedimentation.

#	Activities	Compliance Date	Responsible Party
A.	Implement WUPPP/Report on activities	Annually	ESD-Muni

#### **WUO&M 3 - Staff Training and Contractor WUPPP Compliance**

The City of San José's Municipal Water System will conduct annual training for municipal staff and coordinate WUPPP elements with water utility project planning, including WUPPP elements (BMPs, conditions, specifications, etc., in contract and services agreements).

#	Activities	Compliance Date	Responsible Party
A.	Develop training program.	Done 11/98	ESD-Muni
B.	Implement training program.	Annually	ESD-Muni

**WUO&M 4 - WUPPP Effectiveness Evaluation**

The City of San José’s Municipal Water System will evaluate the effectiveness of the WUPPP annually. Maintain accurate documentation and revise the WUPPP as necessary.

#	Activities	Compliance Date	Responsible Party
A.	Develop evaluation program.	Annually	ESD-Muni
B.	Provide progress and update report to Santa Clara Valley Urban Runoff Pollution Prevention Program.	Annually	ESD-Muni

**Public Information / Participation**  
*Formerly Residential Outreach and Education (ROE)*

**PIP Work Plan**

For FY 2004-2005, the City’s PI/P work plan will focus on the following objectives:

1. Provide support for Santa Clara Basin Watershed Management Initiative (WMI) and Santa Clara Valley Urban Runoff Pollution Prevention Program (Program) activities. This will be done primarily through participation in the Watershed Education and Outreach (WE&O) Ad Hoc Task Group, and participation in the WMI Communications and Outreach Subgroup.
2. Support watershed awareness through classroom education programs by participating in the WE&O Schools Work Group, the Alviso Environmental Education Center (EEC) Work Group, the City’s Youth Watershed Education Team (YWET), and to the general public by promoting community-based involvement, such as the biannual creek cleanups conducted through the Creek Connections Action Group.

**Training and Outreach**

Other sections of this work plan contain elements related to training and outreach to specific target audiences. They can be found at ICID 4, IND 6, CON 7, NDC 2, PM 6, M 5, and CNAP-CB-1. For a list of Outreach Activities, see Attachment A: Outreach Activities Summary. Training that is specifically for municipal staff is listed as part of the Municipal Compliance section of the Work Plans.

**PI/P 1 - Public Awareness**

The City of San José will promote general citizen awareness regarding the functions of the storm drain system, pathways and sources of urban runoff pollution to the South Bay watershed, behaviors that adversely affect water quality, what a watershed is, and activities citizens can participate in to learn about and benefit the watershed.

#	Activities	Compliance Date	Responsible Party
A.	Identify, support and participate in appropriate community events to further general public awareness.		ESD
	1. Work with Program events work group, and WE&O ad hoc Task Group.	Ongoing	ESD, Program
B.	Support, and/or develop and implement school and youth education programs. Projects include:		
	1. Participate in WE&O Schools work group.	Ongoing	ESD, Program
	2. Participate in the Alviso Education Center work group.	Ongoing	ESD, Program
	3. Participate in City Education programs such as the Youth Watershed Education Team, Rangers in Schools, etc.	Ongoing	ESD

#	Activities	Compliance Date	Responsible Party
C.	Give presentations upon request that focus on storm water messages to elementary through college grade levels, <b>neighborhood groups, etc.</b>	As Needed	ESD
D.	Participate in WMI Outreach, and coordinate WMI outreach with Watershed Watch and Program efforts.	Ongoing	ESD, WMI, Program
	1. Participate in Watershed Watch campaign.	Ongoing	ESD, Program

**PI/P 2 - Targeted Outreach**

The City of San José will develop and implement targeted residential outreach and education campaigns, based on identification of up to two high priority pollutants, to effectively reduce pollutant-causing behaviors and promote Best Management Practices.

#	Activities	Compliance Date	Responsible Party
A.	Identify General Residential practices contributing to stormwater pollution. Identify reasonable alternatives to pollutant causing behavior.		ESD, Program
	1. Review surveys and applicable reports	Ongoing	ESD
	2. Review 945-3000 hotline calls information	Ongoing	ESD
	3. Meet with inspectors to discuss <b>and document</b> residential outreach needs	Ongoing	ESD
	4. Prepare report identifying residential outreach needs and tasks	Annually	ESD
B.	Identify ICID practices and target audience(s) contributing to pollution.		ESD
	1. Review ICID reports	Ongoing	ESD
	2. Review 945-3000 hotline calls information	Ongoing	ESD
	3. Meet with ICID inspectors to discuss <b>and document</b> outreach needs	Ongoing	ESD
	4. Prepare report identifying ICID outreach needs and tasks	Annually	ESD-Marcom
C.	Promote selected residential and ICID messages through regional activity (e.g. Program PIP, BASMAA PIP, BAPPG Spanish radio ad messages, Media Relations PSAs)		
	1. Report on targeted residential and ICID outreach activity	Annually	ESD-Marcom
	2. Participate in the Program’s Pesticide and Mercury ad hoc task groups.	Ongoing	ESD, Program

**PI/P 3 - Citizen Involvement Programs**

The City of San José will support and/or develop and implement citizen involvement programs designed to increase citizen understanding and appreciation of the South Bay watershed.

#	Activities	Compliance Date	Responsible Party
A.	Support and/or develop involvement opportunities for San Jose residents 1. Participate in creek clean-ups on a bi-annual basis through in-kind staff support for the Creek Connections Action Group. <ul style="list-style-type: none"> <li>• Fall creek cleanup</li> <li>• Spring creek Cleanup</li> </ul>	Coastal Cleanup Day, Q1 FY 03-04  National Rivers Day, Q4 FY 03-04	ESD, PRNS  ESD, PRNS  ESD, PRNS
B	Promote WMI's Public Participation Opportunities list. 1. Report on actions promoting Public Participation Opportunities list.	Annually	ESD

**PI/P 4 - Outreach Evaluation**

The City of San José will develop and implement evaluation and feedback mechanism(s) to determine the effectiveness of outreach and education campaigns and evaluate changes in citizen awareness and understanding.

#	Activities	Compliance Date	Responsible Party
A.	Implement selected evaluation tools. 1. Work with Program, WMI, and Watershed Watch AHTG to Plan for Program's Watershed watch campaign follow-up Survey 2. Report on survey and evaluation activity during the report period	Triennially- FY <del>03-04</del> <b>06-07</b>  Annually	<b>ESD</b>  <b>ESD, Program</b>  <b>ESD</b>
B.	Annually review, modify and report on outreach plans based on effectiveness results. 1. Produce written report on effectiveness of outreach activities conducted in prior fiscal year.	Annually	<b>ESD</b>  <b>ESD</b>



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## Municipal Compliance

During FY 2002-2003, the City began developing new policies regarding Integrated Pest Management and mercury containing product use and disposal. These efforts were added to the City of San Jose URMP work plan in the Pesticide Management (PM) and Mercury (M) sections. For this reason, those items have been deleted from this section.

Municipal training continues to be a key element for most program elements. Specific program elements that include municipal training activities include ICID 3, IND 5, NDC 9, CON 2, CON 6, CON 8, PSR 2, PSR 3, PSR 6, SDO 3, SDO 4, PM 4, and WUO&M 3. For a list of planned training activities, see Attachment B: Municipal Training Schedule.

### Municipal Training

Municipal Training is a critical function of the City's NPDES Permit. Municipal compliance is dependent on the level and quality of the training provided.

#	Activities	Compliance Date	Responsible Party
A.	Identify training needs.	Annually	ESD-UR
B.	Develop curricula.	<del>Done 6/02</del> As Needed	ESD-UR
C.	Conduct training	Annually	ESD-UR

### Municipal Facilities Assessment and Compliance

Municipal facilities are required to comply with storm water regulations. Efforts to reduce contaminated discharges from City facilities must be similar to those required of private businesses. While many elements for permit compliance are in place, the City requires a systematic approach to City facilities compliance at the level of effort required in the URMP.

#	Activities	Compliance Date	Responsible Party
A.	Conduct Corp Yard assessments and inspections.	Annually	ESD-UR, GS, DOT
	<b>1. Conduct Citywide meeting to discuss Hazardous Material, Safety, and Storm water issues for City corporation yards (up to two times per year).</b>	<b>Annually</b>	<b>GS, ESD, DOT, Fire, Police</b>
B.	Municipal Facilities SWPPPs.	Annually	ESD-UR, GS, DOT
C.	<del>Develop and formalize policies to develop proper disposal of mercury containing products.</del> Superseded by M Work Plan	Deleted FY 03-04	

**Integrated Pest Management**

Assist with development of performance standards for integrated pest management for municipal use and comply with requirements developed.

#	Activities	Compliance Date	Responsible Party
A.	Assist with performance standard development.	Done FY 01-02	
B.	<del>Coordinate implementation of performance standards.</del> Superseded by PM Work Plan.	Deleted FY 03-04	
C.	<del>Create and update existing policies and ordinances.</del> Superseded by PM Work Plan.	Deleted FY 03-04	

## Copper / Nickel Action Plans

### CNAP Work Plan

This element is implemented pursuant to provisions C.9.a and b of the stormwater permit. Activities in the copper and nickel action plans are attributed largely to the South Bay POTWs and to SCVURPPP as the responsible entities. Some activities, however, require specific actions by the SCVURPPP co-permittees or specified municipalities. Summarized here are activities pursuant to implementation of the baseline actions included in the Copper and Nickel Action Plans. These are in addition to those undertaken by SCVURPPP as a program. A complete update on implementation of the Action Plans can be found in the SCVURPPP Annual Report.

#### CB-1 - Vehicle Washing Operations

#	Activities	Target Date	Responsible Party
A.	Have member of San Jose team trained to lead mobile cleaners certification seminar.	Done FY 02-03	
B.	Support Program in hosting mobile cleaners certification seminar.	<del>6/30/04</del> Done FY 03-04 Next FY 05-06	ESD
	<b>1. Promote list of certified mobile cleaning service providers.</b>	Ongoing	ESD
C.	Distribute coupons in support of Program partnership with Western Car Wash Association.	<del>9/30/03</del> Done FY 03-04 Continue in FY 04-05 pending implementation by Program.	ESD
D.	Develop and distribute charity car wash outreach material.	Done FY 02-03	

#### CB-3 - Industrial Discharges

#	Activities	Target Date	Responsible Party
A.	Work with Program to discuss results of CSJ outreach efforts and potentially develop improvements to the IND Performance Standard.	6/30/04	ESD
B.	Publish BMP info on copper from roof vents.	Done FY 01-02	ESD
C.	Continue Distribution of info regarding copper from roof vents. Develop BMP for distribution and mail to permitted industries.	3/31/04	ESD
	<b>1. Follow up with pertinent dischargers to evaluate need for additional effort.</b>	<b>6/30/05</b>	<b>ESD-WE</b>
D.	Continue NOI Filers project.	Ongoing	ESD-WE

**CB-6 - Reducing Traffic Congestion**

#	Activities	Target Date	Responsible Party
A.	Summarize San Jose efforts that address traffic congestion management.	6/30/04	ESD PBCE Planning

**CB-8 - Watershed Assessments and New Development**

#	Activities	Target Date	Responsible Party
A.	See NDC section for details on San Jose implementation of C.3 permit provisions.		

**CB-11 - Street Sweeping and Storm System O&M**

#	Activities	Target Date	Responsible Party
A.	Track quantitative data on the tons of material removed and disposed of and other relevant street sweeping program data.	6/30/04 <b>Annually</b>	ESD-IWM DOT

**CB-12 - Pools and Spas**

#	Activities	Target Date	Responsible Party
A.	Work with SCVURPPP to develop outreach material directed at pool owners.	Done FY 02-03	
B.	Work with SCVURPPP to develop and implement distribution plan for the pool materials.	6/30/04	ESD
C.	Distribute outreach materials at events, public counters, and post on City website.	6/30/04 <b>Ongoing</b>	ESD

**CB-21 - Architectural Use of Copper**

#	Activities	Target Date	Responsible Party
A.	Continue to discourage architectural use of copper during Planning application review.	Ongoing	PBCE-Planning
B.	Continue to monitor progress of San Jose Green Building program to identify opportunities for discouraging architectural use of copper.	Ongoing	PBCE-Planning ESD-UR

**NB-1 – Discharges from Construction sites**

#	Activities	Target Date	Responsible Party
A.	See NDC and CON program elements for activities that address erosion control.	Ongoing	

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# Trash

## TRA Work Plan

**This program element has been added for FY 04-05 and is being implemented in support of the Program's Trash Work Plan dated March 1, 2003.** The City's strategy is to inventory and evaluate current trash management practices and to maximize or tailor the most effective ones for ongoing implementation. The City's activities will focus on assistance with the development of an evaluation strategy, implementation of trash evaluations, and the implementation or refinement of trash management practices.

### TRA 1 - Inventory, Document and Evaluate Trash Management Practices

#	Activities	Target Date	Responsible Party
A.	Complete Program survey of existing trash management practices.	Done FY 03-04	ESD

### TRA 2 - Document and Map Known Trash Problem Areas

#	Activities	Target Date	Responsible Party
A.	Identify data sources and information showing the location of known trash problem areas (e.g., trash complaints/ incidents and eradication efforts).	Done FY 03-04	ESD, GS, PRNS
B.	Compile trash problem location data/information and submit to Program for conversion to coordinates for GIS mapping.	Done FY 03-04	ESD

### TRA 3 - Conduct Trash Evaluations

#	Activities	Target Date	Responsible Party
A.	Work with Program to select trash evaluation methodology.	4/30/04	ESD
B.	Assist Program with planning and organizing of training workshop for municipal staff.	5/31/04	ESD
C.	Participate in the Training Workshop.	5/31/04	ESD
D.	Identify which entities will conduct trash evaluations (e.g. municipal staff, volunteer groups, etc.).		
E.	Conduct trash evaluations and submit to Program staff.		
	1. Coyote Watershed	12/31/04	ESD
	2. Remaining San Jose locations	FY 05-06	ESD



**TRA 4 - Develop Standardized Documentation and Reporting Format**

#	Activities	Target Date	Responsible Party
A.	Work with Program to develop a reporting format to document trash management activities in Annual Reports.	6/30/04	ESD

**TRA 5 - Document and Analyze Evaluation Results; Identify and Prioritize Trash Problem Areas**

#	Activities	Target Date	Responsible Party
A.	Assist Program staff with the documentation and analysis of trash evaluation results.	12/31/04	ESD
B.	Identify high priority trash areas using trash evaluation results.		
	1. Coyote Watershed	12/31/04	ESD
	2. Remaining San Jose locations	FY 05-06	ESD

**TRA 6 - Identify and Implement Trash Management Practices**

#	Activities	Target Date	Responsible Party
A.	Identify reasonable trash management practices to address high priority areas (in TRA 7B).	Ongoing (Start 7/31/04)	ESD, PRNS, GS
B.	Begin implementation or refinement of trash management practices at high priority areas to the maximum extent practicable.	Ongoing (Start 1/31/05)	ESD, PRNS, GS
C.	Document and report implementation of trash management actions.	7/31/05	ESD

**TRA 7 - Review and Update Performance Standards Relevant to Trash Management**

#	Activities	Target Date	Responsible Party
A.	Assist with the review and update of existing standards that address BMPs or control measures relevant to trash management.	4/30/05	ESD

## Permit Reapplication

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**This work plan element has been added for FY 04-05.**

Provision C.14 of the permit stipulates that the current permit expires on February 21, 2006 and that the Dischargers must file for reapplication not later than 360 prior to that, or by February 26, 2005.

### Permit Reapplication Preparation

#	Activities	Target Date	Responsible Party
A.	Compile all changes to URMP as part of reapplication for next permit. (C.2.b)	9/1/04	ESD
B.	Participate in permit development and negotiation processes.	Beginning 02/01/05	ESD

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## Attachment A: Outreach Activities Summary

#	Activity	Outreach Type	Work Plan Reference	Implementation Date	Evaluation Mechanism
○ = General Outreach, ◎ = Targeted Outreach, ✎ = Citizen Involvement, ✎ = Education					
1.	<b>Storm Drain Stenciling</b> San Jose Conservation Corps to stencil approximately 5,000 storm drain inlets throughout the City with the appropriate neighborhood creek name and 945-3000 hotline number.	○		FY 04-05	
2.	<b>Regional partnerships</b> Participate in BAPPG Spanish Radio campaign, BASMAA/BACWA Media Relations campaign, Clean Estuary Partnership, etc.	○	PI/P 2.C	FY 04-05	
3.	<b>Classic Car Wash Promotion (PROGRAM)</b> Support Watershed Watch campaign's Classic Car Wash promotion	○	CNAP, CB-1	TBD	♦ Materials distributed
4.	<b>Program Event Support</b> As needed, staff Watershed Watch Booth and/or provide outreach materials to select Watershed Watch Campaign events.	○	PIP 1.A.	As needed	♦ Materials distributed
5.	<b>Website Revisions</b> Complete revisions to the Watershed Protection website	○		FY 04-05	
6.	<b>BMP Reprints</b> Reprint selected Outreach materials as needed	○		FY 04-05	
7.	<b>Print "Preventing Storm Drain Pollution" BMP in two languages</b> Print run for Spanish and Vietnamese language versions of this Brochure	◎: Commercial		FY 04-05	
8.	<b>Home and Garden Show(s)</b> Attend and distribute information	◎: Residential	PI/P 1.A. PM 6.A.	Spring 05	♦ # People talked to ♦ Materials distributed
9.	<b>Industrial Users Academy</b> Give stormwater, Pollution prevention and GIASP compliance information to industries permitted to the Water Pollution Control Plant	◎: Plant-permitted Industries	IND 6.A. PI/P 1.A.	FY 04-05	♦ Participant surveys
10.	<b>Outreach to Development Community</b> PW & ESD staffs to conduct training on erosion and sediment control for private developers of	◎: Developers	CON 7.C. NDC 2	FY 04-05	♦ Participant surveys

#	Activity	Outreach Type	Work Plan Reference	Implementation Date	Evaluation Mechanism
<p>○ = General Outreach, ◎ = Targeted Outreach, ✋ = Citizen Involvement, ✎ = Education</p>					
	type 2 projects. PBCE Planning and PW also conduct roundtable meetings with developers where information regarding stormwater requirements is shared.				
11.	<b>IPM Store Partnership (PROGRAM)</b> Create & provide fact sheets & materials to pesticide retailers to facilitate point-of-purchase outreach to support IPM Store Partnership Program. There are currently nine stores in San Jose participating in the IPM store partnership.	◎	PM 6.D.	FY 04-05 dates TBD	
12.	<b>Vehicle Maintenance Outreach</b> Investigate partnering with existing City outreach on Traffic Safety to carry vehicle maintenance messages	◎	ICID 4	FY 04-05	
13.	<b>Mercury Outreach</b> Investigate opportunities to include mercury messages in the City's residential newsletter, participation in the Home Show events, and support the County's Universal Waste Take-back Pilot Program	◎	M5 PIP 2.C.	FY 04-05	
14.	<b>Coastal Clean-up Day</b> Creek Clean-up event coordinated with County-wide effort	✋	PI/P 3.A.	Fall 04	◆ Participant surveys ◆ Amount picked up
15.	<b>National Rivers Clean-up Day</b> Creek Clean-up event coordinated with County-wide effort	✋	PI/P 3.A.	Spring 05	◆ Participant surveys ◆ Amount picked up
16.	<b>Requests for Brochures</b> Distribute outreach materials upon request	✎	PI/P 1.A.	FY 04-05	
17.	<b>Wacky Watersheds Workshops</b> Present South Bay Water Connections curriculum to middle school educators within San Jose/Santa Clara Water Pollution Control Plant service area. The educators will also receive a tour of the Don Edwards San Francisco Bay National Wildlife Refuge.	✎	PI/P 1.B.	TBD	◆ Participant surveys ◆ Follow-up call of attendees
18.	<b>Water Awareness Program</b> Also called Rangers in Schools. Presentations focusing on Pollution Prevention. <i>It's Wet It's Wild It's Water!</i> Curriculum distributed to teachers.	✎	PI/P 1.B. PI/P 1.C.	FY 04-05	◆ Survey of teachers ◆ Survey of students
19.	<b>Slow the Flow</b> Grant to Don Edwards Alviso Environmental Education Center to host 9 different types of events: special events, interpretive programs, teacher orientation, field trips, in-class presentations, outreach presentations, workshops, special visits and interpretive displays.	✎		FY 04-05	◆ Done by Grantee

#	Activity	Outreach Type	Work Plan Reference	Implementation Date	Evaluation Mechanism
○ = General Outreach, ◎ = Targeted Outreach, ✎ = Citizen Involvement, ✎ = Education					
20.	<b>Youth Watershed Education Grants</b> Grant program for educators	✎		FY 04-05	♦ Audit of projects
21.	<b>High School Activities</b> Select and pilot feasible approaches to high school education	✎		FY 04-05	
22.	<b>Additional ZunZun Presentations</b> Additional 50 ZunZun presentations in San Jose, contingent on Grant approval	✎	PI/P 1.B.	FY 04-05	
23.	<b>IPM Outreach</b> Prepare IPM stories and press releases for local media. Investigate opportunities to include IPM messages in the City's outreach to businesses.	◎	PM 6.B. PM 6.E.	FY 04-05	

## Attachment B: Municipal Training Schedule

PS ID #	TOPIC	SPONSORED OR HELD BY	DEPT/DIVISION/SECTION ATTENDING	# SESSIONS	TENTATIVE FY 04/05 SCHEDULE
ICID 3A & 3B	Construction Inspection Training	ESD Watershed Enforcement	ESD Watershed Enforcement	1	10/04
ICID 3A & 3B	Annual Training for IC/ID Inspectors	ESD Watershed Enforcement	ESD Watershed Enforcement	1	06/04
IND 5C	Training for IND Inspectors	ESD Watershed Enforcement	ESD Watershed Enforcement	1	06/04
CON 2C	Wet Weather Construction Site Preparation & Inspection	DPW, ESD	PW	2	9/04
CON 6C	Construction Site Planning and Management For Water Quality Protection	SCVURPPP & Regional Board	PW, ESD, PB&CE, PRNS		9/04
CON 6C	SOPs for inspections during wet and dry season to include procedures for erosion control plan review inspection process	DPW, ESD	PW Inspections, PBCE Building Inspectors		9/04
CON 7C	Erosion & Sediment Control Training for Type 2 Private Development Projects	DPW & ESD	Private Developers, PW, ESD		9/04
CON 8A	Erosion Control Information To Be Included In Contract Language For Capital Improvement Projects Training For PW Construction Project Management	PW & ESD	PW		TBD
NDC 9A, 9B, & 9D	NPDES C.3 Training	Various	PBCE, PW, RDA, ESD		
PSR 2A	DOT Contract Manager Training	DOT, ESD	DOT Managers from: Transportation, Planning, Traffic Signals, Traffic Ops, Sanitary & Sewers	2	10/04
PSR 3C & 3E	Storm Water Pollution Prevention Training	DOT, ESD	DOT Crews	12	05/04
PSR 6C	Stormwater Pollution Prevention Training – Rural Public Works	PRNS, ESD	PRNS	2	03/04
SDO 3A	DOT Contract Manager Training	DOT, ESD	DOT Managers from: Transportation,	2	10/04

PS ID #	TOPIC	SPONSORED OR HELD BY	DEPT/DIVISION/SECTION ATTENDING	# SESSIONS	TENTATIVE FY 04/05 SCHEDULE
			Planning, Traffic Signals, Traffic Ops, Sanitary & Sewers		
SDO 4B & 4C	Storm Water Pollution Prevention Training	DOT, ESD	DOT Crews	12	05/04
PM 4A	Worker Safety training per DPR requirements	GS, ESD, Target Specialty Products	DOT, GS, PRNS, ESD	1	12/04
PM 4B	Training on IPM Policy & Techniques.	GS, ESD	DOT, GS, PRNS, ESD	1	12/04
WUO&M 3B	Water Utility Operation & Maintenance Discharge Training	ESD (Muni Water)	Muni Water Operations & Maintenance Crews		12/04



## Glossary

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<b>AHTG</b>	Ad Hoc Task Group
<b>BMP</b>	Best Management Practices
<b>CAO</b>	City Attorney's Office
<b>CEP</b>	Clean Estuary Partnership
<b>DOT</b>	Department of Transportation
<b>ESD</b>	Environmental Services Department
<b>ESD-MarComm</b>	Marketing & Communication Section
<b>ESD-Muni</b>	City of San Jose Municipal Water System
<b>ESD-UR</b>	Urban Runoff Section
<b>ESD-WE</b>	Watershed Enforcement Section
<b>GS</b>	General Services Department
<b>HHW</b>	Household Hazardous Waste
<b>PBCE</b>	Department of Planning, Building and Code Enforcement
<b>POTW</b>	Publicly Owned Treatment Works
<b>PRNS</b>	Department of Parks, Recreation and Neighborhood Services
<b>PW</b>	Public Works Department
<b>PW-AE</b>	Architectural Engineering Division of PW
<b>PW-ECS</b>	Engineering and Construction Services Division of PW
<b>PW-PRF</b>	Parks and Recreational Facilities Division of PW
<b>PW-TDS</b>	Transportation & Development Services of PW
<b>RDA</b>	Redevelopment Agency
<b>RWQCB</b>	Regional Water Quality Control Board
<b>SCVURPPP or Program</b>	Santa Clara Valley Urban Runoff Pollution Prevention Program
<b>SOP</b>	Standard Operating Procedure
<b>SWPPP</b>	Storm Water Pollution Prevention Program
<b>TMDL</b>	Total Maximum Daily Load
<b>URMP</b>	Urban Runoff Management Plan
<b>WMI</b>	Watershed Management Initiative

