Corporation Yard
Storm Water Pollution
Prevention Plan

City of El Cerrito
Public Works Department

7550 Schmidt Lane
El Cerrito, CA

Originally Adopted June, 2010

Revised January 9, 2014

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List of Exhibits

References

Documents referenced below have been used in this SWPPP as informational and for guidance only.

SF Bay Region, RWQCB Order No R2-2009-0074, Municipal Regional Stormwater NPDES Permit No CAS612008, October 14, 2009
http://www.swrcb.ca.gov/rwqcb2/board_decisions/adopted_orders/2009/R2-2009-0074.pdf

Caltrans Storm Water Quality Handbook, Maintenance Staff Guide
http://www.dot.ca.gov/hq/env/stormwater/special/newsetup/_pdfs/management_ar_rwp/CTSW-RT-02-057.pdf

CASQA Stormwater Best Management Practice Handbook, Municipal
http://www.cabmphandbooks.com/municipal.asp

1.0 SWPPP Certifications and Approval

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 ensure that qualified personnel properly gather and evaluate information submitted. Based on my inquiry of the person or persons who manage the system or persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is 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

Signed: _____ Date: _____

Garth Schultz
Operations + Environmental Services Manager
City of El Cerrito, Public Works Department

2.0 SWPPP Amendments

2.1 SWPPP Amendments and Certification

This SWPPP shall be amended:

- Whenever there is a change in facilities or operations which may affect the discharge of pollutants to surface water, groundwater(s), or the municipal storm drain system MS4;

- If any condition of the permit is violated or the general objective of eliminating pollutants in stormwater discharges has not been achieved. If the RWQCB determines that a Permit provision has occurred, this SWPPP shall be amended and implemented within 14 calendar days after notification by the RWQCB;

- When deemed necessary.

The following shall be included in each amendment:

1. Who requested the amendment;
2. The location of the proposed change;
3. The reason for the change;
4. The original BMP proposed;
5. The new BMP proposed.
6. The amendments of this SWPPP are listed in the following amendment log

2.2 SWPPP Amendment Log

Amendment No	Date	Brief Description	Prepared by
1	1/9/2014	Updated upon managerial review	Garth Schultz

3.0 References, Other Plans, Permits and Agreements

The following documents have been made a part of this SWPPP by reference:

- SF Bay Region, RWQCB Order No R2-2009-0074, Municipal Regional Stormwater NPDES Permit No CAS612008, October 14, 2009
- Caltrans Storm Water Quality Handbook, Maintenance Staff Guide
- CASQA Stormwater Best Management Practice Handbook, Municipal

4.0 Introduction and Background

A Storm Water Pollution Prevention Plan (SWPPP) describes management and monitoring practices and procedures that reduce industrial pollutant discharges to storm waters. The major objectives of a SWPPP are to:

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

Under the Contra Costa Clean Water Program Municipal Regional Permit Order R2-2009-0074, NPDES Permit No. CAS612008, Provision C.2 Municipal Operations, Exhibit 1 attached, Section C.2.f. Corporation Yard BMP Implementation, a site specific SWPPP must be prepared, implemented and maintained for all Corporation yards to comply with water quality standards. This SWPPP and BMP's apply to the Corporation Yard ("Corporation Yard") at 7450 Schmidt Lane.

The Permit also requires each SWPPP incorporate all applicable BMPs that are described in the CASQA Handbook for Municipal Operations, January 2003 and the Caltrans Storm Water Quality Handbook Maintenance Staff Guide, applicable Activity Cut Sheets, May 2003 and its addenda, Exhibit 2.

This SWPPP describes potential sources of pollution at the Corporation Yard and identifies BMPs for each potentially polluting activity. BMPs are management practices or control measures that are implemented in order to significantly reduce or eliminate the sources of pollutants. BMPs are any schedule of activities, prohibitions, good housekeeping practices, pollution prevention practices, maintenance procedures or other practices that prevent or reduce discharge of pollutants directly or indirectly to storm drain culverts, catch basins, flood control channels, roadside ditches or any other conveyance to surface waters.

There are non-structural and structural BMPs. Non-structural BMPs generally consist of processes, prohibitions or procedures that prevent pollutants from contacting storm

waters. Examples of non-structural BMPs include employee training, altering material handling and regular maintenance activities. Structural BMPs are devices that reduce or prevent pollutant discharges such as oil/water separators or berms.

5.0 Site Description

The Corporation Yard is located at 7550 Schmidt Lane, and is on a newly assembled parcel (APN: 503-160-029) configured from portions of the original Corporation Yard parcel (APN: 503-160-024) and the former Stege Sanitary District parcel (503-160-025). The total parcel area is 7.7 acres, however most of the site lies outside the Corporation Yard operational area. The operational area is approximately 2.0 acres, and is the only area included in this SWPPP. The remaining portion of the site is functionally part of the City's Hillside Natural Area.

This facility is the City Public Works Department's only Corporation Yard. There is no permanent "Corporation Yard" staff such as administrator, mechanics, etc. The primary activity of the Public Works Corporation Yard is maintenance of streets and drainage, trash control, and maintenance of grounds vegetation. It is located approximately 1.5 miles from San Francisco Bay.

There are a number of storm drains on this site. Outside of the building, the surface is asphalt cement concrete. All drainage from the facility goes to the area drains and then to the MS4. Storage and Surface Drainage can be found in Exhibit 3. Other than the lay down area on the southerly portion of the site where wood chips and asphalt grindings are stockpiled, the site is virtually 100% impervious surfaces.

6.0 Facility Layout

The Corporation Yard consists of 5,591 s.f. of enclosed building, 2,256 s.f. of open sided covered storage, 1,800 s.f. of covered vehicle storage, several storage containers and asphalt concrete paved multi-use outside storage areas. The maintenance crews that work at and out of the Corporation Yard are Parks Department, Street Maintenance and Building Maintenance. Below is a description of the site, including locations, storage and use of each area. A satellite view of the Facility Layout can be found in Exhibit 4.

6.1 Building Use/Storage

There are two enclosed buildings on the site: The main building (4,341 s.f.) that houses the administrative offices and a large shop area; and a smaller building (1,250 s.f.) in the west yard that houses small shops and storage areas. In general, the buildings will be used for the assembly of the workers, day storage of personal affects, storage of small hand tools, meeting space, and workshop areas. Pesticides and paint are stored in the tool room which is locked (labeled "Haz Mat" on Exhibit 1).

6.2 Storage Containers

The storage containers are re-purposed, conex-style shipping containers used primarily for the secure storage of dry materials from other City departments such as paper records and recreational equipment. These are kept in the west yard, and may be moved within that yard as space requirements dictate.

6.3 Storage Areas

There are two separate covered storage areas: one attached to the main office building (756 s.f.), and the other in the west yard attached to a shop building (1,500 s.f.) The former is used for the storage of miscellaneous street and traffic maintenance items, and the latter is used for storage of small handheld and tow-behind equipment such as compressor, wood chipper, and arrow board.

Also in the west yard is a three sided 30 x 60 covered vehicle storage shed for some of the City vehicles. Other City vehicles will be parked on the asphalt and concrete parking areas.

Containerized plants are stored on the ground next to west yard covered storage area.

On the southerly side, outside the fence is a lay-down area that is used primarily for the storage of wood chips and, occasionally, asphalt grindings.

7.0 Potential Sources of Stormwater Pollutants and Best Management Practices

This section details all of the areas, activities or substances at the Corporation Yard that could pose a threat to storm water runoff. Following each is a discussion of suggested BMPs that could be implemented to lessen the threat of storm drain pollution. As previously mentioned, BMPs are voluntary management practices or control measures that can aid in significantly reducing or eliminating sources of pollutants.

7.1 Storm Drain Inlets

Storm drain inlets are directly connected to the storm drain system. To reduce the risk of pollutants entering the storm drain system, the inlets are protected by fiber rolls that are staked in place around the inlets.

7.2 Vehicle and Equipment maintenance

The Corporation Yard staff washes vehicles at a commercial facility or the El Cerrito Recycling + Environmental Resource Center (RERC) TRUCK WASH. Turf maintenance equipment is not washed at the site; it is washed at the site of usage so that rinse water will drain to turf or adjacent earth areas at the park sites. No equipment maintenance is performed on site, only at commercial garages. Small amounts of automotive fluids such as oil, antifreeze and brake fluid are kept to “top off” equipment as needed.

WASHING ACTIVITIES AT THE RERC ARE COVERED BY THE RERC SWPPP, LOCATED AT 7501 SCHMIDT LANE.

7.3 Grounds Maintenance

Grounds will be regularly inspected and cleaned for debris and automotive fluids. When staining of ground is observed in the Corporation Yard dry cleaning methods will be used to remove leaking automotive fluids.

7.4 Solid Waste Debris Box

There are two solid waste debris boxes that have a 30 cubic yard capacity and are located at the RERC across the street. One is for street sweeping spoils and is covered. The other is for general solid waste and is covered with a tarp when rain is expected. The latter box is typically emptied daily. THESE ACTIVITIES ARE COVERED BY THE RERC SWPPP, LOCATED AT 7501 SCHMIDT LANE.

7.5 Green Debris Boxes

A 30 cubic yard green waste debris box is located in the recycling facility across the street. The debris box is uncovered during normal operating hours for access by City staff. During periods of rain the debris box is closed to prevent rainwater from becoming refuse contaminated and discharging into the storm drain system. THESE ACTIVITIES ARE COVERED BY THE RERC SWPPP, LOCATED AT 7501 SCHMIDT LANE.

7.6 Storage of Hazardous Material

Small amounts of herbicides are stored in a secure tool room in the Corporation Yard building. All other hazardous materials such as paint are also stored in a secured building. Empty containers that once contained hazardous materials shall be recycled, reclaimed or returned to the distributor in a timely and appropriate manner, or otherwise appropriately disposed of to ensure no hazardous material enters the waste stream. Lids will be kept on all containers to prevent rainwater from accumulating with potential for contaminated water over-flowing onto the ground. Items stored at the RERC are stored until they are transferred to the hazardous waste authority.

7.7 Pesticides

To avoid spillage, equipment such as pumps and funnels should be used when mixing or transferring pesticides from a large container to a smaller one. Transferring of pesticides should be done over a containment area when possible (tray, bucket, etc.). Pesticides are generally transferred from supplier containers to a secondary container using a funnel. Spill clean-up equipment should be kept nearby when transfers are occurring at the Corporation Yard and when work is being performed in the field. This is especially true when mixing or transferring pesticides. Employees shall use appropriate PPE (Personal Protective Equipment) when working with pesticides or other toxic materials.

7.8 Catch Basin Sludge and Street Sweeping Spoils

Street sweeping spoils and solids removed from catch basins and storm drains are deposited in a 30 cubic yard dumpster at the RERC across the street. They are periodically hauled away to a disposal site. THESE ACTIVITIES ARE COVERED BY THE RERC SWPPP, LOCATED AT 7501 SCHMIDT LANE.

7.9 Fueling Vehicles and Equipment

Vehicles are fueled at other locations and no bulk fuel is stored on site. Portable two gallon containers of fuel for hand equipment are kept in the bed of the workers truck.

Crews shall use a drip pan when mixing gas and oil for their portable equipment and enough mixture should be made in the Corporation Yard to minimize the need to do so while in the field. Regardless of the manner of fueling, crews utilize the following BMPs to minimize the chance of stormwater pollution while fueling vehicles and equipment:

- Do no top-off fuel tanks.
- Do not change oil in the Corporation Yard; send vehicles to a commercial service provider for work to be performed by trained mechanics within appropriate vehicle service areas.
- If oil or other automotive fluids must be added, use a funnel and have paper towels or rags available to catch incidental drips; use caution to avoid spills.
- Clean up any gasoline or oil spills immediately with onsite Spill Kit.
- When refueling equipment in the field, choose location away from waterways and drainage inlets.

7.10 Spill Clean-Up

Spill clean-up equipment is maintained in workers vehicles and the Corporation Yard building. Equipment is also stored on all vehicles that transport hazardous substances to the job site. Proper spill clean-up procedures are discussed in Section 9.0.

7.11 Parking Lot Cleaning

Parking lots may accumulate vehicle leaks such as oil, antifreeze and solid non-hazardous debris. It is important to periodically inspect the area and clean up leaks and debris using dry methods.

7.12 Off-Site Work and Spill Response

All off-site workers should use caution to prevent storm drain pollution at job sites. During catch basin cleaning crews will schedule work so that any wash water recovered by the vacuum truck can be hauled away. If field decanting is necessary, crews will pretreat discharge water by running it through gravel bags prior to discharge.

All wastes, including paint, pesticide, and cutting-related wastes, will be brought back to the Corporation Yard for proper storage pending disposal. Outdoor areas should be swept of debris before leaving worksite. Clean-up equipment for spills should be kept in all vehicles. Crews' Supervisor(s) should be notified in case of any accidental spills to the stormdrain. The Supervisor is responsible for initiating the required spill notification.

7.13 Hazardous Waste Storage

Hazardous Waste Storage is handled by the City's RERC at 7501 Schmidt Lane, as it not performed at the Corporation Yard. Abandoned waste picked up along maintained roadways and for identified hazardous paint related wastes and pesticides generated onsite are delivered to the RERC for proper handling and disposal. Hazardous waste shipments occur as needed by in-house staff or a contracted hazardous waste transporter. All containers stored in the hazardous waste storage area must be correctly labeled and stored in an intact and leak proof container. No materials should be left around the outside of this area. The Public Works Director shall be notified of any unidentified materials or containers brought to this storage area.

8.0 Employee Training

Providing adequate and frequent employee training is one of the most important BMPs. One employee or manager should be in charge of providing annual hazardous materials training to each crew as well as routine on-the-job training in the General SWPPP BMP's, Exhibit 4 and SWPPP Training Topics, Exhibit 5. An experienced worker should also be designated to keep track of the work practices of new employees, insuring the safety of the employees as well as the public.

The Operations + Environmental Services Division Manager is responsible for maintaining an updated SWPPP at the Corporation Yard and ensuring staff are trained in BMPs.

PW Maintenance also requires annual training in OSHA Hazard Communication Program. All new employees shall receive such training during their orientation and existing employees shall be retrained each year.

Annual OSHA Hazardous Communication Program training should cover the following minimum topics:

Materials Use and Storage:
Completion of Hazardous Materials Business Plan Training which includes proper methods of storage and use of hazardous materials, containment, labeling, personal protective equipment (PPE), material safety data sheets (MSDS), review and discussion of BMPs.

Spill Prevention, Control, and Clean-up:
Design and review of written procedures for spill deterrence, spill response, spill containment, and spill clean-up. Train employees on how and when to clean-up all

sizes of spills and when to notify the authorities. These plans should include BMPs and spill-clean up procedures that minimizes the pollution to the storm water system.

9.0 Spill Clean-Up

Spill clean-up supplies are maintained at the Corporation Yard. These supplies should be stored wherever a waste may be generated or stored, including within vehicles. The Supervisor of each crew will ensure their crews keep spill kits (and first aid kits) up to date and complete. Well-defined procedures are in place for small spills of hazardous substances. Larger spills will be handled by agencies or vendors outside the Public Works Operations + Environmental Services Division. The best BMP is to prevent spills and leaks in the first place. Dry clean-up methods, such as wiping up spills with shop rags or using granular kitty litter type absorbents, should always be encouraged as wet clean-up only adds to the volume of the spill.

Training should take place annually and for all new employees immediately upon hire. The training objective should be immediate clean up of spills, education regarding storm water protection and pollution prevention and implementation of BMPs. If a spill occurs on an unpaved surface, contaminated soil must be removed and be properly disposed of.

General Spill Clean-Up Guidelines:

Small Spills:
These are spills that can be wiped up with a shop rag. Rags should be stored in a covered rag bin, and then sent to an industrial laundry service for cleaning.

Medium Spills:
These spills are too large to be wiped with shop rags. Contain and soak up spill using absorbent material such as sawdust, kitty litter, or vermiculite. Absorbent booms and pads can also be used as temporary dikes to contain the spill. Sweep up the absorbent material and dispose of it appropriately (most likely as hazardous waste).

Large Spills:
A large spill is defined as any spill that goes beyond the capabilities of existing staff and resources. Large spills should be contained and the area evacuated of all unnecessary personnel and the Fire Department notified. If necessary, the County's 24-hour Hazardous Materials Response Team can be reached by calling (925) 335-3200 during business hours and (925) 335-3232 after 5pm and on weekends.

10.0 Visual Inspection/Monitoring Plan

Inspection procedures and schedules will be developed for all areas where hazardous materials and waste are used or stored. Inspections shall take place on a regular basis for signs of spilled, damaged, leaking, or open containers. The focus of regular inspections is to ensure that there are no illegal discharges to the storm drain system.

Areas of special concern include equipment storage areas, storage shed, and parking areas.

Storm drains should also be inspected and cleaned as necessary. During the rainy season, oleophilic booms are placed around stormdrains to prevent any oils or grease that may be mobilized from the pavement from being discharged to the stormdrain. Pavement surrounding the storm drains should be examined for any visible stain that would be indicative of pollutants entering the system. Inspections of storm drains should take place in wet season as well as the dry season.

11.0 Identification of Key Personnel

Signs Hazardous Waste Manifests Arranges for Hazardous Waste Disposal Handles Spills, Emergencies and Spill Supply Kits	Bill Driscoll Maintenance Superintendent
Reviews SWPPP Effectiveness & BMP Implementation	Garth Schultz Operations + Environmental Services Manager
Inspects Hazardous Waste Area	Mario Gonzalez RERC Operations Supervisor
Provides Hazardous Materials Management Consultation and Trainings in OSHA Hazardous Communication	Garth Schultz Operations + Environmental Services Manager
Crew Specific Training for Road and Drainage, and Vegetation Management	Bill Driscoll Maintenance Superintendent

12.0 Waste Disposal Contractors

Not applicable to the Corporation Yard. All Waste Disposal, including Hazardous Wastes, is handled via the City's RERC, located at 7501 Schmidt Lane.

Exhibit 1

Corporation Yard Site and Surface Drainage Plan

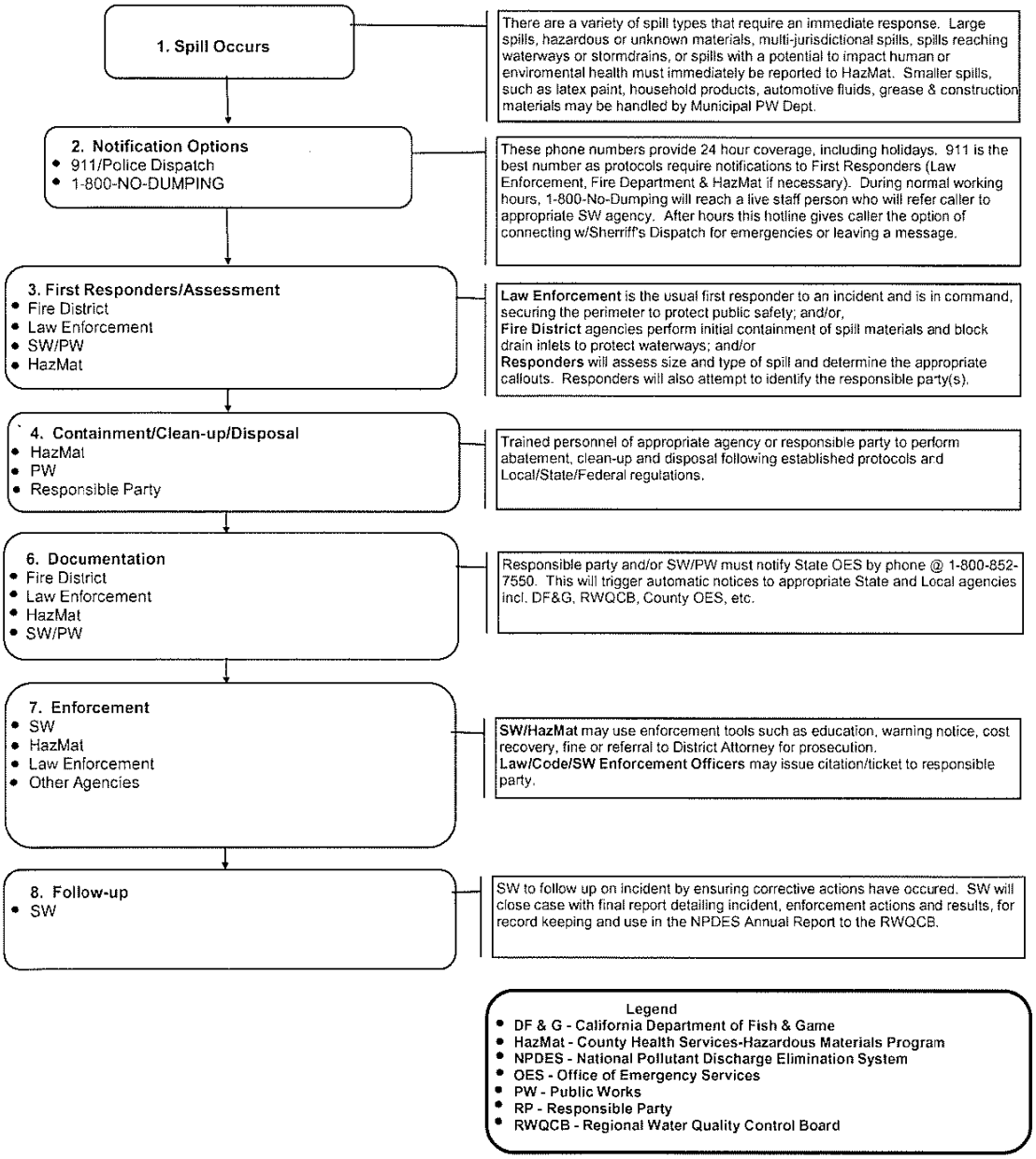
Exhibit 2

El Cerrito Corporation Yard Aerial Facility Layout

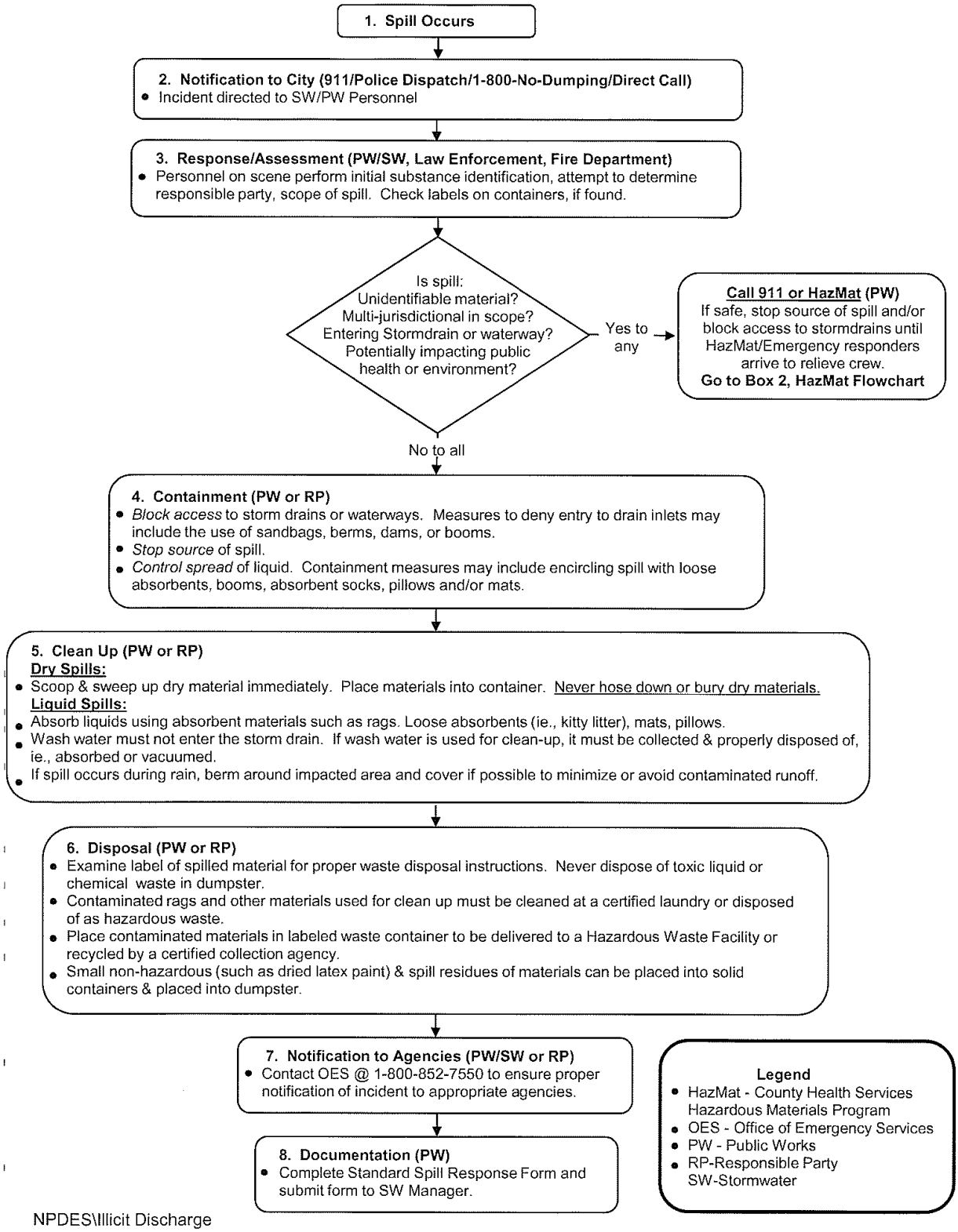
Exhibit 3

Spill Response Process Flow Charts

General Overview of Spill Response Process for Any Spill Type



Municipal Field Response to Non-Hazardous Spills



NPDES\Illicit Discharge
Control Activities/Spill Response Flowcharts 1-04

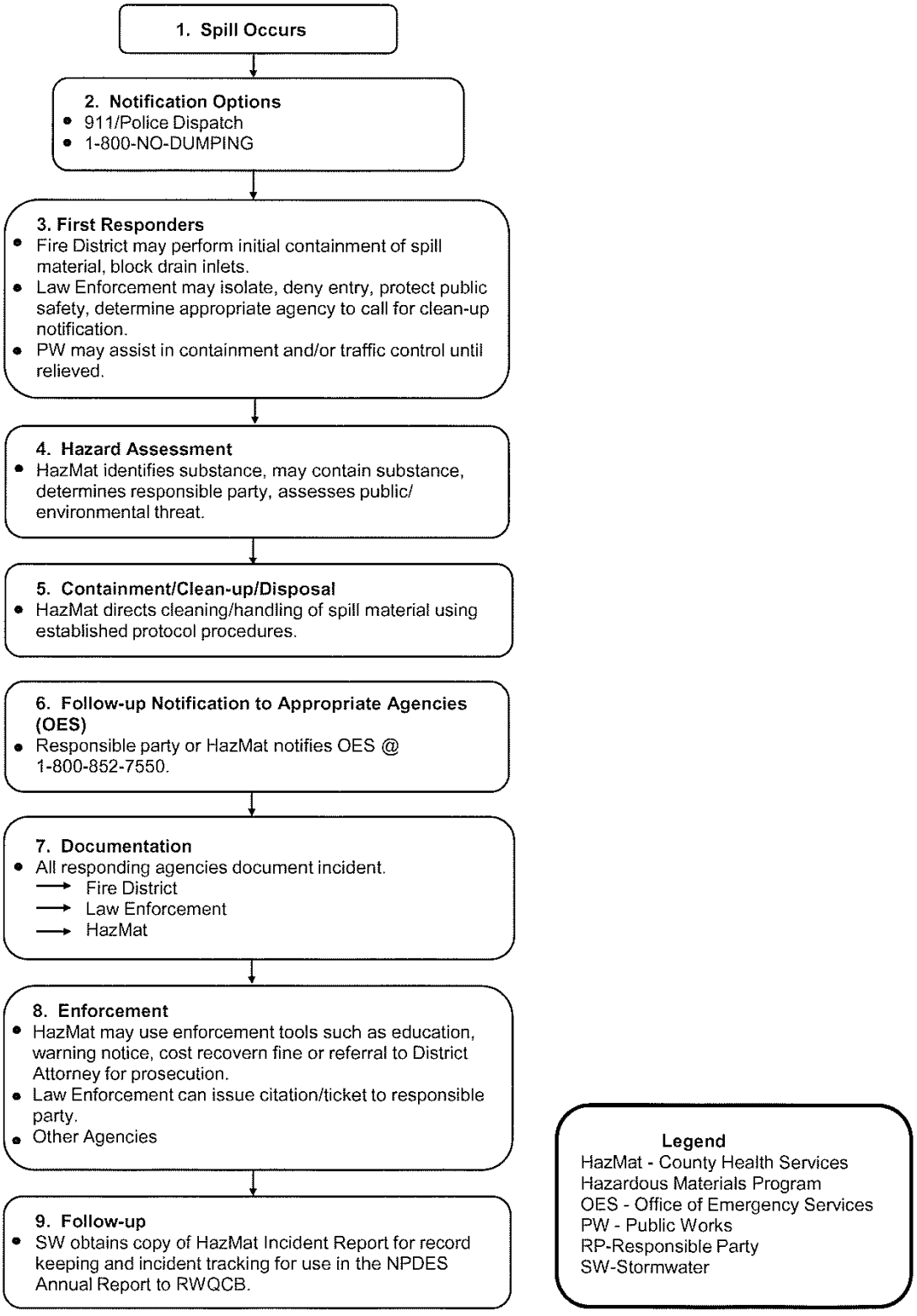

1. Spill Occurs
2. Notification Options
• 911/Police Dispatch
• 1-800-NO-DUMPING
3. First Responders
• Fire District may perform initial containment of spill material, block drain inlets.
• Law Enforcement may isolate, deny entry, protect public safety, determine appropriate agency to call for clean-up notification.
• PW may assist in containment and/or traffic control until relieved.
4. Hazard Assessment
• HazMat identifies substance, may contain substance, determines responsible party, assesses public/ environmental threat.
5. Containment/Clean-up/Disposal
• HazMat directs cleaning/handling of spill material using established protocol procedures.
6. Follow-up Notification to Appropriate Agencies (OES)
• Responsible party or HazMat notifies OES @ 1-800-852-7550.
7. Documentation
• All responding agencies document incident.
→ Fire District
→ Law Enforcement
→ HazMat
8. Enforcement
• HazMat may use enforcement tools such as education, warning notice, cost recovern fine or referral to District Attorney for prosecution.
• Law Enforcement can issue citation/ticket to responsible party.
• Other Agencies
9. Follow-up
• SW obtains copy of HazMat Incident Report for record keeping and incident tracking for use in the NPDES Annual Report to RWQCB.
Legend
HazMat - County Health Services Hazardous Materials Program
OES - Office of Emergency Services
PW - Public Works
RP-Responsible Party
SW-Stormwater

Exhibit 4

General SWPPP BMP's

1. Do not use the debris drying area as a vehicle washing site.

2. Use drip pans to capture leaks from vehicles until vehicles can be repaired.

3. Clean up all spills immediately and dispose of materials in approved containers.

4. Keep spill kits on work sites.

5. Do not top off gas tanks when fueling.

6. When adding engine oil use a funnel to avoid spills.

7. Close dumpster lids after use.

8. Capture paint chips and liquid paint flush and dispose in proper containers.

9. Recycle material drums and containers and store correctly until pick-up.

10. Assure that all employees are correctly trained in spill prevention, control and disposal.

11. Monitor, inspect, and document the condition of catch basins and drain inlets in all Corporation yards.

12. Maintenance vehicles shall be washed at approved car wash with Supervisors' approval.

Exhibit 5

SWPPP Training Topics

- Overview
  - NPDES Program
  - NPDES Stormwater Discharge Permit (have copy available)
  - Contra Costa Clean Water Program
  - POTW contractor performs Industrial/Commercial SW inspections
  - POTW contractor performs Restaurant/Food Service Facility inspections

- Background
  - Why Corporation. Yards need SWPPPs
  - C.2 Municipal Maintenance section of MRP
  - Components of SWPPP
    - Notification Requirements
    - Monthly Inspection Checklist
    - Periodic Sampling
    - Map & Identify sensitive areas around the Corporation Yard - Including proximal surface waters (Marsh Creek drainage)

- Contaminants
  - Product
    - Paints, aerosols, solvents, pesticides, COLAS (oil emulsion), oils
  - Waste
    - Street sweeping spoils (non-hazardous)
    - Debris drying/catch basin cleaning
    - HHW, abandonments
    - Contaminated rags
    - Universal waste
  - In Use
    - Petroleum fluids in vehicles, equipment
  - Solids/Bulk
    - Mulch, cutback, sand, debris box (dumpster)

- Best Management Practices (BMPs)
  - General
    - No Dumping policy
    - Re-grading excess gravel
    - Spill Containment & Reporting – Berms, drip pans, absorbents, drums
    - Hazard Communication - Proper product & waste container labeling w/accumulation start dates, Proper Shipping Name, properties ie. flammable, toxic
    - Liquid storage areas
      - Product paints, oils, COLAS, pesticides
      - HazWaste Area – incompatibles segregated, containers closed except when in use, w/ secondary containment, undercover, on pallets, tarps
    - Solid Storage Areas – erosion control measures

General Yard Clean-up – spill and debris removal as needed
Transferring liquids
Flushing lines
Creating waste liquids
Mixing compatibles only
Contaminated clothing to commercial laundry service
Empty container management – If held HazMat & >5 gallons marked w/date last emptied & managed within 1 year
Vehicle/equipment maintenance

BMP Devices/Spill Kits Available

Drip Pans
Absorbent pads, socks, booms
PPE-Gloves, Mask, Goggles
Garbage Bags
Granular absorbent (kitty litter-type)/Diatomaceous earth
Coir Logs/Straw Rolls
Gravel Bags
Sandbags
Visqueen/Plastic
Secondary Containment – jersey barriers, plastic berms
Shovels, Dirt

BMP Division/Activity Specific Stormdrain Protection

Roads and /drainage
    Coir logs/Straw wattles
    Plastic in place w/dirt berm
Vegetation management
    Mix oil over drip pan
    Have various sized absorbent pads
    Mix enough in the yard so you don't have to in the field