

City of Bonney Lake Stormwater Pollution Prevention Plan



Operations & Maintenance and
Material Storage Facilities



**STORMWATER POLLUTION
PREVENTION PLAN:
OPERATIONS & MAINTENANCE
AND MATERIAL STORAGE FACILITIES**

January, 2010

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Introduction

The City of Bonney Lake is covered by the Western Washington Phase II Municipal Stormwater Permit, issued by the Washington State Department of Ecology (Ecology) in 2007. This permit is issued as part of the National Pollutant Discharge Elimination System (NPDES) Phase II program, which in the state of Washington is regulated by the Washington State Department of Ecology. As a Phase II community, the City Bonney Lake must prepare Stormwater Pollution Prevention Plans (SWPPPs) for all heavy equipment maintenance (including fueling activities) and storage yards, and material storage facilities owned or operated by the City. The Operations & Maintenance Facility and Material Storage Facility sites include storage and maintenance yards and therefore the City has developed this SWPPP to fulfill the NPDES Phase II requirement.

The objectives of a SWPPP are:

- To implement and maintain Best Management Practices (BMPs) that identify, reduce, eliminate, and/or prevent the discharge of stormwater pollutants.
- To prevent violations of surface water quality, groundwater quality, and sediment management standards.
- To eliminate the discharges of unpermitted process wastewater, domestic wastewater, and other illicit discharges to stormwater drainage systems.

The City of Bonney Lake is a community located in Pierce County between the Town of Buckley and the City of Sumner and on the southern end of Lake Tapps. This report addresses the pollution potential of stormwater runoff from the Operations & Maintenance Facility located at 8720 Bonney Lake Boulevard and Material Storage Facility located behind Allen York Park.

Figure 1 presents a site plan of the Operations & Maintenance Facility, which includes:

- .. A staff office building
- .. A staff office modular building
- .. A vehicle maintenance shop
- .. A fueling station and containment structure
- .. A flammable storage structure
- .. Equipment storage buildings
- .. Asphalt parking for service vehicles
- .. Gravel parking for heavy equipment and personal vehicles

Figure 2 presents a site plan of the Material Storage Facility, which includes:

- .. Uncovered bays for miscellaneous material storage (sand, gravel, mulch, etc.)
- .. Temporary outdoor storage areas for metals, waste, wood, rock, and tree debris)
- .. A decantation basin for catch basin sediments

Not all of the facilities listed above contribute to stormwater pollution. The site assessment in the following section focuses on those areas with potential to be sources of pollution.

Figure 1 also shows the drainage system. In the asphalt parking area adjacent to the equipment storage structures, runoff is directed to a series of catch basins and drain pipe which lead to a Concrete oil / water separator vault. From the vault, stormwater is discharged to vegetated woodlands to the northeast vicinity of the property and finally to the Bonney Lake Boulevard East drainage system. On the west side of the operations and maintenance facility, in the gravel parking area for heavy equipment and personal vehicles, stormwater sheet flows in the southwest direction and off-site into the 193rd Avenue East drainage system. The ultimate discharge location for these two watercourses is Fennel Creek which flows to the Puyallup River.

Figure 2 presents the drainage course for the Material Storage Facility. The site does not contain a formal stormwater collection system. Based on the site and adjacent land contours, the majority of stormwater runoff sheet flows to the south / south west direction and eventually to the 195th Avenue Court East drainage system. The ultimate discharge location is Fennel Creek.

Figure 2 - Material Storage Facility



Pollution Prevention Team

The following people will be involved in implementing the SWPPP. Each of these individuals is authorized to sign discharge certification forms, and they may delegate the monitoring tasks to any individual who has been properly trained according to the Employee Training Program in this document.

Responsible Official: Charlie Simpson, Assistant Public Works Director

Team Leader: Steve Willadson, Transportation Supervisor

Office Phone: (253) 261-5224

E-Mail: stevenw@ci.bonney-lake.wa.us

Responsibilities:

- Direct, coordinate, and ensure that BMPs are implemented
- Schedule semiannual compliance evaluations
- Review and revise SWPPP when needed
- Budget for maintenance of existing BMP features
- Request construction of new or major modification of existing BMPs, if needed

Site Manager: To be assigned by SWPPP Team Leader

Responsibilities:

- Coordinate and implement Operational and Source Control BMPs for the facility
- Participate in compliance evaluations
- Report problems, needed maintenance, or degradation of BMPs to Team Leader

Maintenance and Source Control Coordinator: To be assigned by SWPPP Team Leader

Responsibilities:

- Participate in compliance evaluations
- Provide advice and technical support for plan revisions
- Perform maintenance of BMPs

Monitoring Coordinator: To be assigned by SWPPP Team Leader

Responsibilities:

- Conduct site monitoring activities

Site Assessment

The Operations & Maintenance Facility and Material Storage Facility sites, operations, and site plans were examined to assess the potential of site materials and operational practices of polluting stormwater and consequently impacting receiving waters. This assessment includes the production of a Facility Site Plan (Figure 1) showing existing features relevant to stormwater pollution prevention.

The assessment also includes an inventory of on-site materials and their pollution potential (Form A-1 in Appendix A); a list of previous spills of materials (Form A-2 in Appendix A); a description of industrial activities and their pollution potential (Form A-3 in Appendix A); and an inspection of the site for the presence of non-stormwater discharges from sanitary sewers or industrial wastewater (Form A-4 in Appendix A). Blank forms for future reassessments are provided in Appendix B.

Site Features

Public Works Office and Modular Buildings

The Public Works Office and Modular Buildings (A and G on Figure 1) is comprised of offices used for administrative purposes. No mechanical or industrial activity occurs at these locations.

Equipment Storage Buildings

The two equipment storage buildings shown on Figure 1 (F and H) are used to store maintenance materials and mechanical equipment. Examples of the stored items include asphalt-patching materials, paint, chlorine, fuel pellets, small fuel (gas) containers, and fertilizers. Examples of equipment include tractors, pavement cutters, and mowers. Other equipment include small hand equipment (pitchforks and shovels, etc.), and street sweepers. The equipment storage buildings have metal painted roofs and walls with metal siding and large garage doors. Heavy rain combined with strong winds will not likely force rain into the structures. Since the equipment storage buildings have no floor drains, any ponded water would likely drain toward the pavement outside and discharge into the drainage system. Such stormwater that enters the equipment storage buildings may mix with any spilled or loose hazardous materials and run off to the outside. To address this scenario, and be best prepared to prevent pollutant washoff, hazardous material storage should be placed in enclosed lockers and/or on “spill containment pallets” (that provide secondary containment) where possible or at least at the very back of the shops. It is also recommended that the shops be regularly swept and floors cleaned. Sweeping is the preferred method to reduce the spread of loose contaminants.

Vehicle Maintenance Building

Building E is primarily used to maintain City vehicles including cars, light trucks, police vehicles, and heavy equipment. The polluting effect of this building would be similar to the equipment storage buildings due to total surface enclosure; therefore, the same

recommendations apply. In addition, drip pans and diapers should be placed under all vehicles and equipment when replacing and handling hazardous fluids and when vehicles and equipment show signs of leakage. In addition, two floor drains were located in vehicle maintenance bay 1 and it is recommended that these floor drains be completely sealed or removed to ensure that no shop pollution enters the stormwater system from the connected floor drains. Other best management practices for the maintenance building include;

- Utilizing eco-friendly solvents and cleaners for maintenance shop operations.
- Implementing the use of spill containment pallets under all bulk oil products in the mechanics shop.
- Providing spill kits for the mechanics shop.
- Implementing the use of an oil filter crusher to dispose of used oil filters and to ensure proper hazardous waste management.
- Providing the operations and maintenance shop with a commercial used oil collection tank to implement the City used oil recycling program and to ensure proper used oil hazardous waste management.
- Implementing a program to inventory hazardous materials and to properly dispose of all hazardous wastes utilizing a contracted hazardous waste management service.

Senior Center Van Parking Pad

The parking pad for the senior center van (Location B on Figure 1) is located north of and adjacent to the public works office building (Building A). Since the van is rarely serviced while parked on the pad, there is low risk of pollution here; potential pollutants include oil and fuel from leaks. Nevertheless, the pad should be kept clean and inspected for signs of oil and other vehicle fluid leaks.

Fueling Station

A bulk diesel tank and fueling station (Location C) is located north of the public works office building and adjacent to the senior center van parking pad. The station is covered by a canopy and includes a secondary containment structure. The canopy, however, does not extend all the way to the asphalt, where trucks park and refuel. The site visit revealed some signs of spillage on the asphalt and on the walls of the containment structure, which means that surface runoff could be polluted by frequent drips of fuel. It is recommended that the fueling station be outfitted with an emergency spill kit.

Flammable Storage Structure

A fully enclosed container structure (Location D) is located north of the fueling station as shown on Figure 1. The structures primary use is to store small fuel cans other flammable liquids. The site visit revealed no signs of spillage in or adjacent to the structure. Surface water pollution from wind and heavy rains is not likely due to the full

enclosure of the structure. However, based on the hazardous potential of the materials located inside the structure, an emergency spill kit is recommended inside this facility.

Gravel Parking for Heavy Equipment and Personal Vehicles

As shown on Figure 1, outdoor areas are used to park equipment (e.g., graders, backhoes, sanders) service vehicles, and personal vehicles. Potential pollutants include dissolved metals from scrap materials, as well as fuel, lubricants, solvents, suspended solids, and turbidity from parked equipment and vehicles. It is recommended that along the west side of the gravel parking area that a rain garden bio-retention swale be installed to collect and provide treatment to the gravel parking lot runoff prior to discharging into the 193rd Avenue East drainage system.

Material Storage Facility

Separate bays for storing sand, gravel, mulch, beauty bark, and various soils are provided on the northern and southern end of the site (Locations C, D, E, F, J, and K on Figure 2). These bays and areas are not covered and their contents are exposed to rainwater. This has the potential for erosion of the stored materials; potential pollutants include suspended solids, turbidity, and nutrients. Options to reduce this potential include temporary covering (plastic) of those materials more susceptible to erosion, berm off the area to trap runoff or divert storm flows to an onsite stormwater management and treatment facility. In addition, it is recommended that the entire site and driveway from the park be blanketed with a suitable ground cover to reduce erosion and sediment transport offsite.

Yard Waste and Temporary Disposal Area

The yard waste and temporary disposal area is located in the southern area of the site (Locations H and I on Figure 2). This area is used to store waste or recycled items until they can be reused or disposed of. Examples of materials stored include leaves, downed trees and branches, wood and wood chips, fill, rock, and excavated materials. The materials typically stored generally do not pose much risk of pollutant sources that could be washed into the storm system. An exception is the temporary soil piles, which could be subject to erosion in heavy rains. Potential pollutants include suspended solids, turbidity, and nutrients from stored soil (and leaves). These piles should be temporarily covered with plastic if they are unworked for extended periods (weeks), in the same way that stockpiles are covered at construction sites. In particular, soil should be covered during the winter wet season.

Sediment Decantation Basin and Storage Facility

The decant area (Location B on Figure 2) is located on the west side of the site and is comprised of a designated bay structure and a small discharge course and settling pond. Grit and sediments vactored from catch basins and manholes throughout the city are dumped into the bay structure and temporarily stored. The hazardous material is then loaded up and delivered to a hazardous waste facility. Residual liquid in the vactor truck and liquid released from the solids in the bay structure flow in the south direction along the west side of the site and into a small settling pond. For a long term decant site, it is

recommended that a formal decantation facility be designed and implemented utilizing a covered storage bay, an oil / water separator, settlement wet ponds, and discharge into the sanitary sewer system.

Administrative Requirements

Required Signatures

This SWPPP and certification statements (i.e., non-stormwater discharge) must be signed by a duly authorized representative of the facility. Subsequent modifications to this SWPPP and certification statements must also be signed as described above.

Plan Retention and Availability

This SWPPP shall be retained on-site or within reasonable access to the site. It shall be made available to the Department of Ecology upon request, but is not submitted to Ecology. The plan shall also be submitted to the municipal operator of the storm sewer system.

Required Plan Modifications

If Ecology notifies the City of Bonney Lake that the SWPPP does not meet one or more of the minimum requirements of the Stormwater Permit, the City shall submit a plan for modification to Ecology within 30 days of such notice.

The SWPPP shall be modified accordingly whenever there is a change in design, construction, operations, or maintenance that causes the SWPPP to be less effective in controlling pollutants.

Whenever an inspection reveals that the description of potential pollutant sources or the pollution prevention measures and controls identified in the SWPPP are inadequate, the SWPPP shall be modified, as appropriate, within two weeks of such inspection. Modifications shall be implemented in a timely manner. Modifications need not be submitted to Ecology.

Non-Compliance Notification

If conditions specified in the Permit are not complied with, or will not be complied with, the City shall notify the Department of Ecology's Southwest Regional Office (360-407-7320). The City shall provide:

- A description of the nature and cause of non-compliance, including the quantity and quality of any unauthorized waste discharges

- The period of non-compliance, including exact dates and times and/or the anticipated time when compliance will be achieved
- The steps taken, or to be taken, to reduce, eliminate, and prevent recurrence of the non-compliance
- Immediate action shall be taken as expeditiously as practicable, to stop, contain, and clean up any discharge or spill and all reasonable steps shall be taken to minimize any adverse impacts to waters of the state and correct the problem
- In the case of any discharge which could constitute a threat to human health, welfare, or the environment, the City shall notify the Department of Ecology's Southwest Regional Office within 24 hours from the time the City becomes aware of the circumstances. If this information is provided orally, a written submission covering these points shall be provided within five days after knowledge of the circumstances, unless Ecology waives or extends this requirement or extends this requirement on a case-by-case basis.

Maintenance of Records

All records will be kept in this notebook using the forms provided in Appendix B for:

- Storage of new materials constituting a pollution hazard (Form A-1. Material Inventory)
- Spills of significant materials (e.g., oil, antifreeze, leachate, and other pollutants) (Form A-2. List of Significant Spills and Leaks)
- Areas associated with industrial activity (Form A-3. Areas Associated with Industrial Activity)
- Non-stormwater discharge dry weather inspections (Form A-4. Non-Stormwater Discharge)
- Wet weather runoff inspections (Form B-1. Wet Weather Inspection)
- Preventative maintenance inspections (Form B-2. Preventative Maintenance Inspection)
- Training achievements (Form B-3. Training Achievements)
- Monitoring results (Form B-4. Sampling Event Log)
- Changes in Stormwater Pollution Prevention Plan

All records are to be dated and kept in reverse chronological order. As an alternative to maintaining the inspection forms in Appendix B, the City may use its maintenance tracking GBA module. If the GBA module is used, the City should document information similar to that presented in Appendix B.

Best Management Practices

Good Housekeeping

Good housekeeping practices are important for reducing or eliminating pollutants in stormwater runoff. Good housekeeping involves maintaining a clean and orderly work environment. Keeping all areas clean will prevent the spread of pollutant containing material. Extra attention to surfaces draining to storm sewers can significantly reduce pollutant runoff. An orderly work environment will reduce the chance for inadvertent spills. The following practices should be employed:

- Site Manager (See Pollution Prevention Team) shall keep a running inventory of all chemical substances (Form A-1, Material Inventory) and Material Safety Data Sheets (MSDS) in a fixed location
- Hazardous materials in the maintenance shops should be kept in enclosed storage lockers and/or on “spill containment pallets” (that provide secondary containment) where possible or stored in an orderly fashion at the back of the shops, as far away from the front as possible. Containers should be well sealed, clean, and labeled with substance name and date (and hazards, if appropriate)
- Promptly and properly dispose of all empty containers from cleaners, oil, or chemicals
- Ensure an adequate supply of absorbent pads or materials are available for cleanups
- Use absorbent for any oil spills or leakage. When the liquid has been absorbed, sweep up and dispose of it properly
- Mechanic shop, fueling station, and hazardous materials areas shall be swept weekly or as needed. Pick up and properly dispose of any trash or debris, if present
- For vehicles or equipment under repair, inspect daily for leaks. For all other stored and parked vehicles, containers, or equipment, inspect weekly. Contain leaks and then repair or replace item promptly; clean up as detailed in the Spill Prevention and Emergency Cleanup Plan

Inspections and Preventative Maintenance

Inspections and preventative maintenance are essential for maintaining the performance of Best Management Practices over time. Preventative maintenance inspections of stormwater system features should be carried out during inspections (see Monitoring Plan). If inspections reveal recurring maintenance issues at specific locations; the inspection frequency shall be increased to monthly at these locations. Observations from inspections should be recorded on the Preventative Maintenance Inspection Form (Form B-2) provided in Appendix B. Conditions of the following features should be recorded:

- Oil/water separator
- All catch basins
- Decant facility
- All surfaces for evidence of pollutants (e.g., oil stains, discoloration, sediment accumulation).

A nominal cleaning frequency for catch basins and oil/water separators is stated below. Adjust these frequencies as necessary (site-wide or for specific structures) if inspections reveal that more frequent cleaning is needed. Regular vacuum-truck utilization and sediment removal will maintain maximum sediment retention capacity, prevent washout of sediment, and limit the dissolving of pollutants into water. Additionally, truck drippings shall be absorbed and properly disposed.

Vacuum the following:

- All catch basins twice annually or as needed, and especially after major storms
- Oil-water separator twice annually, immediately after significant spills, and additionally as necessary. For heavy oil accumulation, obtain the services of a firm that collects oil/oily liquids.

Sediment and Erosion Control

At the Material Storage Facility site, a potential problem is erosion along the access to the site, from the exposed earth yard surface area, and from the sand and gravel and miscellaneous material storage bays. The BMP to reduce erosion from exposed earth surface areas including the site access and site surface area shall be to install appropriate ground cover. The BMP for stockpiles shall be to provide temporary plastic covers or berm measures to trap runoff and divert storm flows to a future onsite stormwater quality facility. In certain instances, berms or sills at the bottom of the bays could be an effective alternative to reduce the runoff of suspended solids.

Source Controls

Source control measures minimize the opportunity for pollutants to enter the stormwater system. Source controls are often the most effective methods for water quality protection. The above site assessments, as well as measures described in the Spill Prevention and Emergency Cleanup section of this SWPPP, include source control measures. This section includes additional source control BMPs. Some of the larger BMP source controls will require significant capital expenditures and would be implemented as funding allows. General source controls include;

- For storage of hazardous materials in maintenance shops, use drums and containers/lockers set in “drip pan” type receptacles where possible. Use containers that are durable, corrosion resistant, non-absorbent, and non-leaking
- Ensure overflow protection during fuel delivery from tank trucks and during the filling process. Train employees on the proper use of fuel dispensers; post signs in accordance with the Uniform Fire Code (e.g., “No Topping Off” signs); and make sure that the automatic shutoff on the fuel nozzle is functioning properly
- Use drip pans to collect leaks and spills from equipment/vehicles if parked outside for extended periods

- Properly dispose of scrap metals or keep scrap metals stored in a covered space until disposal. If this is unrealistic, a recommended site improvement should include adding a covered roof area for additional storage space.

Employee Training Program

Frequency

Perform in-depth pollution prevention training for new employees within 30 days of hiring, and a refresher briefing held annually addressing:

- Good housekeeping
- Spill prevention and response procedures
- Materials handling and storage
- Any changes to the plan
- Any new management practices related to stormwater pollution prevention.

Employee Training Program Topics

Good Housekeeping

- Review and demonstrate basic cleanup procedures
- Clearly indicate proper disposal locations
- Be sure employees know where routine cleanup equipment is located

Spill Prevention and Response

- Clearly identify potential spill areas and drainage routes
- Post warning signs in spill areas with emergency contacts and telephone numbers
- Drill on spill clean-up procedures
- Identify the locations of spill clean-up equipment and the persons responsible for operation of the equipment
- Instruct mobile refueling drivers to always check automatic shut-off functioning

Spill Prevention and Emergency Cleanup Plan

Purpose and General Information

This plan provides for measures and procedures to prevent or minimize contamination of stormwater runoff from the City Operations & Maintenance sites during normal operations and in the event of spills.

The operations and maintenance facility asphalt parking area has a series of catch basins and an oil/water separator that provides some potential for capturing and holding spills of lighter weight fluids. However, these structures provide limited protection and the City must be able implement responsive measures in the event of a spill.

Spill Prevention and Proposed Measures

Likely Spill Locations

The most likely spill location is the fueling station; however, spills could occur anywhere machinery is operated and parked. In addition, another potential location is where stored hazardous materials are handled and transported around the site (such as smaller fuel tanks and paint containers).

Leak Detection

The Fueling station does not have any leak detection systems installed. It is recommended that a leak detection system be implemented for both the tank and dispenser.

Inspections

One of the most effective spill prevention measures is the performance of routine visual inspections to detect potential spill situations. These shall be done on a regular basis during the course of operating the station. Items to be monitored are:

- Fuel Station - Check the asphalt and the surroundings of the fueling station for signs of spills.
- Catch basins - Check for sheen or odor.
- Decantation Facility and Oil/Water Separator - Check for sheen or signs of spills

Housekeeping

Good housekeeping, as described above, can prevent a significant amount of contaminants from entering runoff as well as promote pride in providing a clean facility. In addition, new employees should be briefed on the spill cleanup plan as part of their job training and orientation. The storm drainage system, spill prevention practices, and spill cleanup procedures are to be reviewed in detail. All site employees are to be given a refresher briefing on the spill cleanup plan annually, stressing the importance of spill prevention, good housekeeping and emergency spill cleanup procedures.

Spill Kit

It is recommended that the fueling station, flammable storage structure, and mechanics shop contain the following spill kit materials at a minimum:

- 1 - 40 pound bag of Oil Sponge
- 1 - 5 pounds bag of Absorb -All

- 1 - flat-edge short shovel
- 10 - 18-inch x 18-inch oil absorbent pads
- 1 - pair of chemical resistant long rubber gloves
- 1 - roll of duct tape
- 2 - 6 mil thickness 30-gallon plastic bags
- 1 - clear plastic eye and face protection shield
- 2 - plastic tarps
- 4 - oil-absorbent "booms," minimum length 10 feet each
- 2 - rolls of yellow "caution" tape

If materials from the kit are used for spills, the site supervisor should report the items used and request that they be restocked immediately. In addition, the kit should be checked semi-annually to verify that all materials are available.

Emergency Spill Response

In the event of a major or significant spill, the following actions should be taken, remembering that safety of staff and visitors is paramount:

1. Notify the supervisor on duty.

2. Determine the danger to personnel. If the material is suspicious in nature as indicated by fumes or smoke being released, clear the immediate area and escort personnel upwind of the spill. If the situation is severe enough to warrant, close the facility and evacuate the area.

3. Call for assistance. The supervisor should make a quick assessment of the nature and severity of the spill so that the appropriate notifications can be made.

4. Isolate the spill. For spills of a known material which does not present a personnel hazard, use the materials in the Spill Kit to berm off and soak up the spill as appropriate. Liquids such as hydraulic oil, diesel oil, motor oil, antifreeze, or paint can be controlled in this manner. If catch basins are threatened in the spill area, use the tarps and oil boom rolls to keep the material out as much as possible. Use rubber gloves, boots, and face protection as needed to avoid contact with the material. Yellow "Caution" tape may be needed to warn personnel of a slip hazard from oil spills.

For unknown materials which are suspected to present a hazard to personnel, keep personnel at a safe distance. If catch basins are threatened in the spill area and can be safely reached, use the tarps and oil boom rolls to keep the material out as much as possible.

5. Clean up the spill. When they are saturated, place the pads, booms, and absorbent in the trash bags provided in the spill kit. Place the bags in a hazardous materials storage cabinet using the bulk half-drum container. Use additional absorbent to thoroughly soak up the liquid.

For spills of oily liquids which have occurred in the washing area, inspect oil/water separator tanks (if any) for free oil floating on top. Contact an oil cleaning service to remove large quantities. For small quantities, the absorbent pads or booms may be used to soak up the oil. Dispose of oil-contaminated materials in trash bags provided in the kit. Place the bags in a hazardous materials storage cabinet using the bulk half-drum container, and provide for disposal within 72 hours.

For spills of unknown materials, accomplish cleanup and disposal measures as recommended by the Fire Department or Health District. Use the protective equipment in the spill kit to avoid contact with the hazardous material. Some materials may require special handling and disposal.

After all free liquid or material and absorbent has been removed, the area may be treated with a detergent solution and washed down into a sanitary sewer to eliminate a slip hazard for personnel.

Monitoring Plan

To comply with the Stormwater Permit, the City of Bonney Lake must perform periodic visual observations of discharges from the facility to evaluate the effectiveness of the BMPs. Water quality sampling of discharges is not required by this Permit. This SWPPP includes a visual monitoring plan, to begin the fourth quarter of 2010.

Inspection frequency and location is summarized in the following table:

Inspection Type	Period	Frequency	Location
Wet Weather	Oct., Nov., or Dec.	Annually ¹	<ul style="list-style-type: none"> • All catch basins, with closer inspection of restrictor catch basins (including off-site catch basins located on City Hall property) • Oil/water separator vault • Asphalt surface surrounding the fuel station and flammable storage structure
Dry Weather	July, Aug., or Sept.	Annually ¹	Same as Wet Weather

1. The City may increase frequency or decrease frequency based upon need, as determined by the initial findings.

The following periodic observations are to be performed, with results recorded on the

provided inspection forms. See the Best Management Practices section for additional inspection and maintenance requirements.

Annual Wet Weather Inspection

Inspect one time during the wet weather period, during a storm event generating observable overland flow. Follow and fill out the Wet Weather Inspection Form (Form B-1 in Appendix B) and make additional notes as needed.

During wet weather inspections:

- Verify that the description of potential pollutant sources and the Facility Site Plan are accurate
- Make certain that the pollutant reduction controls are being implemented, maintained, and are functioning adequately
- Inspect all drainage structures for defects and maintenance needs
- List observations of floating materials, suspended solids, oil and grease, discoloration, turbidity, odor, etc. in stormwater discharges and their probable source

Annual Dry Weather Inspection

Inspect one time each year, following at least seven days of dry weather. Follow and fill out the Non-Stormwater Discharge Dry Weather Assessment and Certification Form (Form A-4 in Appendix A)

The objective of these observations is to determine if unauthorized non-stormwater discharges (e.g., domestic wastewater or noncontact process wastewater) to the stormwater drainage system are occurring. These illicit flows are much more difficult to detect during periods with stormwater flows, and therefore it is important to make these observations during a very dry period.

During dry weather inspections:

- If flow is present, the inspector must determine whether or not it is a result of a non-stormwater discharge. The inspector must use his/her judgment as to the source of the discharge. Smoke testing or dye studies are not required to differentiate between industrial and non-industrial sources at this site.
- If flow is present and believed to be a non-stormwater discharge (e.g., domestic wastewater, process wastewater, etc), then corrective action(s) should be identified and completed on Form A-4.
- If flow is present and believed to be industrial discharge (i.e. washwater, leachate), then the Department of Ecology's Southwest Regional Office must be notified (360-407-7320).

Reporting

Inspection data obtained during each monitoring period must be summarized and reported on a Discharge Monitoring Report (DMR) form.

Records Retention

Records must be retained for a minimum of five (5) years. Records include but are not limited to:

- inspection reports
- maintenance records
- records of repairs (including costs)

Appendix A
Site Assessment

FORM A-1
Material Inventory

Completed by: _____
 Title: _____
 Date: _____

List materials handled, treated, stored, or disposed of at the site that may potentially be exposed to precipitation or runoff. Also indicate if any spills or leaks of pollutants that have occurred since January, 1990 (Including any pollutants no longer handled onsite).

Material	Purpose / Location	Quantity (Units)			Exposed since Jan. 1990 (Y or N)	Likelihood of contact with stormwater. If yes, describe reason.	Past Spill or Leak	
		Used	Processed	Stored			Yes	No
		(Indicate per wk. or yr.)						
Fuel								
Scrap Metal								
Topsoil / Bark								
Chlorine								
Paint								
Asphalt								
Sediments								

FORM A-2
List of Significant Spills and Leaks

Completed by: _____
 Title: _____
 Date: _____

List all spills and leaks of toxic or hazardous pollutants since January 1990 that were significant. Significant spills and leaks include but are not limited to releases of oil or hazardous substances in excess of reportable quantities.

Date	Location	Description				Response Procedure		Preventive Measures Taken
		Type of Material	Quantity	Source	Reason for Spill / Leak	Amount of Material Recovered	Material No Longer Exposed to Stormwater (Yes / No)	

FORM A-3
Areas Associated With Industrial Activity

Completed by: _____
Title: _____
Date: _____

List areas and activities, not included on previous worksheets, which may be sources of pollution. Discuss the potential of these areas and activities as potential sources and identify any pollutant that may be generated by that activity.

Industrial Area or Activity	Potential Stormwater Pollutant from Area or Activity	Likelihood of being present in stormwater discharge. If yes, describe reason
Equipment Storage Buildings	Chlorine, Paint, Fuel, Fertilizer (Nitrogen, Phosphorous)	Unlikely when such hazardous materials are placed at the back of the shop
Outdoor Soil Storage Bays	Suspended Soils / Turbidity	Likely due to erosion from direct rainfall
Fueling Station	Fuel (hydrocarbons)	May be present when drips on asphalt are washed out by stormwater runoff
Decantation Basin	Grit / Sediments	Likely due to undersized settling pond

FORM A-4
Annual Non-Stormwater Discharge Dry Weather (July 1 to September 30)
Assessment & Certification

Completed by: _____
Title: _____
Date: _____

The dry season inspection shall determine the presence of unpermitted non-stormwater discharges such as domestic wastewater, wash water, or leachate to the stormwater drainage system.

Tests may include: visual observations of flows, odors, oily conditions, and other abnormalities; dye tests, television line surveys; and / or analysis and validation of accurate piping schematics.

Inspection Date	Inspection Location	Methods Used to Test or Evaluate Discharge	Flow Present (Yes or No)	Identify Potential Significant Sources of Non-Stormwater Flow	Person(s) Who Conducted the Test

CERTIFICATION

Based on my inquiry of the person or persons who manage the systems 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.

A. Name & Title

B. Phone

C. Signature

D. Date Signed

Appendix B
Inspection Forms

FORM B-1
Wet Weather Inspection

Completed by: _____
Title: _____
Date: _____

These inspections are to be performed and recorded quarterly. The wet weather inspection will be performed during a runoff generating storm to verify the functionality of the system.

Inspection Date	Inspection Location	What to Look For	Condition

CERTIFICATION

Based on my inquiry of the person or persons who manage the systems 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.

A. Name & Title

B. Phone

C. Signature

D. Date Signed

FORM B-2
Preventative Maintenance Inspection

Completed by: _____
Title: _____
Date: _____

These inspections are to be performed and recorded quarterly. The wet weather inspection will be performed during a runoff generating storm to verify the functionality of the system.

Inspection Date	Inspection Location	What to Look For	Condition

CERTIFICATION

Based on my inquiry of the person or persons who manage the systems 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.

A. Name & Title

B. Phone

C. Signature

D. Date Signed

FORM B-3
Training Achievements

Completed by: _____
Title: _____
Date: _____

Note all significant training achievements on this form including staff meetings, courses, and job training.

Date:

Personnel:

Achievement(s):

FORM B-4
Sampling Event Log

Completed by: _____
Title: _____
Date: _____

Parameter	Sample Date	Sample Time	Sample Location (1)	CAS Number	Analytical Method	Concentration Detected	Reporting Units	MDL (2)	PQL (2)	Sampler (3)		

(1) Use Monitoring Plan Site Map ID
(2) MDL = method detection limit; PQL = laboratory practical quantitation limit
(3) Must be conducted by qualified person identified in the SWPPP