

**GOLETA UNION SCHOOL DISTRICT**

**Storm Water Pollution Prevention Plan**

# ALUMNIUS SCHOOL

## Table of Contents

I.	Introduction.....	1
II.	Signatory Requirements And Plan Amendments.....	1
III.	Site Map.....	2
IV.	Significant Materials.....	2
V.	Description of Potential Pollutant Sources.....	3
VI.	Assessment of Potential Pollutant Sources.....	4
VII.	Best Management Practices.....	5
VIII.	Monitoring and Reporting.....	8
A.	Inspections.....	8
B.	Sampling.....	8
C.	Reporting.....	9

Figure 1          Site Plan

Attachment 1      Storm Water Pollution Committee

### **I. Introduction**

It is the environmental compliance policy of the Goleta Union School District (District) to comply with all applicable laws, regulations, permits and orders. The Maintenance Yard (facility) is primarily used for parking and maintenance of buses used for transporting District pupils. Ancillary uses such as staff offices and District supply storage also occur at the facility

The purpose of the Storm water Pollution Prevention Plan, hereafter referred to as the "SWPPP", is to identify potential sources of storm water pollution and to develop and implement management practices to minimize pollution in storm water discharge. The SWPPP has been prepared in accordance with sound engineering practices. It has been developed to assist the District in the management of storm water as required in 40 CFR 122.28 and section 2200 of Title 23 of the California Code of Regulations. It has been prepared in accordance with the requirements of the State Water Resources Control Board Water Quality Order No. 97-03-DWQ. National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS00000 I (General Permit).

This SWPPP covers the Maintenance Yard located at 401 North Fairway Avenue, Goleta, California 93117. It supersedes any prior SWPPPs.

The facility is approximately 1.5 acres in size of which 99 percent consists of impervious areas such as buildings and paved parking areas. Minor landscaped areas are present at a distance from vehicle washing or maintenance activities.

The facility has not recorded any significant spills or leaks of toxic or hazardous pollutants to storm water in the past five years.

The facility samples storm water in compliance with the General Permit. See Section VIII for sample locations, monitoring frequency, parameters and analytical methods.

## **II. Signatory Requirements And Plan Amendments**

All reports Storm Water Pollution Prevention Plans, Certifications or other information requested by U.S. EPA and State of California Water Resources Control Board, shall be reviewed, approved, signed and certified by the Transportation Manager. A written copy of this SWPPP and associated documents will remain at the facility. The SWPPP will be reviewed and updated annually, if necessary, by the Pollution Prevention Committee. Upon request, the SWPPP will be made available for review by the EPA and authorized state or regional storm water management representatives.

The current Pollution Prevention Committee members and their responsibilities are listed in Attachment I.

## **III. Site Map**

A site plan of the facility is shown as Figure 1. Included on the Plan are: storm water conveyance and discharge structure locations, general direction of storm water drainage flows for each storm water discharge point; paved areas and buildings; locations of existing storm water structural controls, and vehicle service areas.

## **IV. Significant Materials**

**Paint and Cleaning Solvents** are used to touch-up vehicles and clean-up paint equipment.

These items are received in containers not larger than 5 gallons and are stored in the Maintenance Shop. Paints are stored in fire resistant cabinets until they are used. All spent paints and cleaning solvents are stored in a secondarily contained 55-gallon drum marked Hazardous Waste.

**V. Assessment of Potential Pollutant Sources**

<i>Area</i>	<i>Activity</i>	<i>Pollutant Source</i>	<i>Pollutant</i>	<i>Best Management Practices</i>
Yard and Maintenance /Repair Shops	Vehicle Maintenance	Maintenance materials	Solvents, oils, paints	Store materials in appropriate cabinets indoors when possible. Materials stored in bulk, such as oil, are secondarily contained. Materials stored outdoors are secondarily contained. Material storage areas are regularly inspected. Train employees to respond immediately to spills.
	Equipment Repair	Repair Materials	Paints and solvents	Store materials in appropriate cabinets indoors. Train employees to respond immediately to spills. Materials stored in bulk are secondarily contained.
Yard	Everyday Activity	Trash	Particulates	Yard is swept regularly to eliminate solids.
	Vehicle Parking	Leaking automotive fluids	Petroleum products and antifreeze	Visible leaks are absorbed with dry absorbent and swept.

## **VI. Best Management Practices**

### **A. Non-Structural Control Methods To Reduce Pollutants In Storm Water**

The facility incorporates non-structural control measures to reduce pollutants in storm water runoff. The following narrative briefly describes each control-measure used on site.

**Good Housekeeping:** Good housekeeping measures are used to minimize potential pollution from on-site sources. Housekeeping measures include sweeping, spill response, neat and orderly storage of materials, maintenance of floors, and maintaining adequate aisle space.

Key elements of the facility's good housekeeping program include the following:

**Prompt Removal of Minor Spillage:** Minor spills occur in the parking areas, maintenance and repair shops, and fuel transfer areas. Minor spills can be the result of overfilling or drips from the containers. Absorbent material is placed on the spill and the waste absorbent material is properly disposed of

**Parking Lot Maintenance:** Vehicle parking areas are inspected and maintained daily. Maintenance includes the use of absorbent material in conjunction with sweeping. This maintenance program minimizes the potential for petroleum drips spill and leaks to be discharged with storm water.

**Preventive Maintenance:** The preventive maintenance program includes inspection of facility equipment and system and storm water management devices to detect conditions which may cause breakdowns or failures resulting in the discharge of significant materials into storm water. Inspections assist in identifying spills and leaks, corroded pipes and tanks, equipment deterioration, stains and windblown significant materials. The preventive maintenance program applies to the following storm water equipment and systems used on site to minimize pollutants from entering storm water;

- Treatment devices
- Pavement
- Dust control
- Pumps and sumps
- Fuel Leak Detection Systems

Each system and piece of equipment is inspected monthly. Inspection procedures vary depending upon the equipment or system however, the major elements of the inspection program include:

- Cracks or structural failures

Parts of pieces of equipment not functioning properly  
Need for cleaning or emptying the unit

Inspection records are kept on site in the Transportation Director's office.

**Spill Response:** Responses to spills of significant materials are prompt as a result of frequent inspections, Employees are trained to recognize potential spill situations and respond to them appropriately.

**Security:** The facility is fully enclosed by a fence.

**Material Handling and Storage:** Raw materials are received in closed containers. Hazardous materials stored outside are secondarily contained.

**Training and Recordkeeping:** Employee training programs are developed to inform facility personnel of the components and goals of this Plan. The training covers practices for preventing spills and the procedures for responding properly and rapidly to spills. Pollution Prevention Committee members and facility personnel related to any aspect of the SWPPP are trained initially prior to work assignments and annually thereafter to insure they are familiar with the provisions of this Plan.

Employee training meetings are held annually. The meetings emphasize spill events caused by failures or malfunctioning equipment, new policies or programs regarding spill preventions and response, revisions in the SWPPP and employee responsibilities and roles in the Plan. Specific sections of the SWPPP are reviewed during the training sessions.

Employee training records are kept for three years. Annual storm water reports are kept for five years. Inspection report is kept for five years.

School site employees will be notified of Storm Water Pollution Prevention by newsletters, plans on website and trainings.

**Waste Handling:** Facility generated waste is contained in a rubbish bin and emptied regularly. All waste is disposed of off-site. Hazardous wastes are segregated and disposed of off-site by licensed contractors.

**Inspections:** A monthly facility inspection is conducted to verify all elements of the Plan are accurate. A copy of the inspection form is available on request. Additionally, monthly, quarterly and annual inspections as required by the General Penn it are performed by a combination of employees and outside resources.

**Quality Assurance:** The Pollution Prevention Committee (PPC) consists of a team of facility employees responsible for developing the SWPPP and assisting in its implementation, maintenance and revision. The primary responsibilities of the Pollution Prevention Committee include:

- Assign resources to the PPC
- Conduct materials inventory
- Establish spill reporting procedures
- Prepare visual inspection programs
- Review past incidents of spills
- Coordinate departments in implementing goals of the SWPPP
- Establish employee training programs
- Implement reviewing and update the CWPPP
- Review new construction and process changes relative to spill prevention and control

The committee evaluates the effectiveness of the overall program and makes recommendations to management in support of District policy. The SWPPP will be amended as necessary, to reflect any changes and be approved by the General Manager or his designee and the Regional Environmental Compliance Manager.

## **B. Structural Control Methods To Reduce Pollutants In Storm Water**

**Overhead Coverage:** Most maintenance activities occur indoors.

## **VII. Monitoring and Reporting**

The storm water season is defined as running between October 1 and May 31. Reporting quarters are July-September, October-December, January-March and April-June.

### **A. Inspections**

The Industrial Storm Water Permit Program requires the following periodic inspections:

Quarterly inspection of the facility in dry weather to observe authorized non-storm water discharges. Authorized non-storm water discharges are discharges of clean water such as incidental runoff from landscape irrigation, or air conditioner condensate. This inspection is documented on Form 2 of the State Water Resources Control Board Annual Report.

Quarterly inspection of the facility in dry weather to observe unauthorized non-storm water discharges. Unauthorized non-storm water discharges are discharges of water or other liquids which potentially carry pollutants or sediments. This inspection is documented on Form 3 of the State Water Resources Control Board Annual Report.

Monthly observations of storm water discharge to inspect for the presence of visible pollutants, sheen and/or odors. The observations should be made

during the first hour of rainfall during storm events between October 1 and May 31. Only one storm event per month is required to be observed. These inspections are documented on Form 4 of the State Water Resources Control Board Annual Report.

An Annual Comprehensive Site Inspection to identify areas where new Best Management Practices (BMPs) need to be implemented, or existing BMPs are not inadequately enforced. This inspection is documented on Form 5 of the State Water Resources Control Board Annual Report.

## **B. Sampling**

Representative storm water samples must be collected twice during the stormwater season. Samples need only be collected during normal facility operating hours.

Samples must be collected during the first hour of discharge. The first sampling event should occur during the first rainfall of the season. The second sampling event may occur at any time during the season.

Two locations will be sampled for the first year this SWPPP is in effect: S-1, representing the drainage area with the highest potential impact from fueling and maintenance operations, and S-2, representing the drainage area down gradient of the vehicle wash area. If pollutants are not detected in significant concentrations in two consecutive sampling events, sampling at S-2 may be discontinued. The locations of S-1 and S-2 are shown on the Site Plan.

Samples will be analyzed for pH, Total Suspended Solids (TSS), Specific Conductance (Sc), and Total Organic Carbon (TOC) or Oil and Grease (O&G). Sample S-1 will also be analyzed for Total Petroleum Hydrocarbons as Gas and Diesel (TPH-g, TPH-d), Table D of the Permit does not contain any additional sampling parameters for this facility's SIC code (4151). Samples will be submitted to a California-certified laboratory under chain-of-custody documentation for analysis. The District, as an option, may use field monitors for pH and Sc. Sample results will be recorded on Form I of the State Water Resources Control Board Annual Report.

## **C. Reporting**

An annual report encompassing the period from July 1-June 30 is due to the San Francisco Bay Regional Water Quality Control Board by July 1 for the previous storm water year (e.g., report covering July 1, 2013 - June 30, 2014 is due July 1, 2014).

The report forms may be downloaded from the State Water Resources Control Board's website.

The annual report consists of a checklist reviewing the reports generated during the

storm water year forms 1-5, and certification by an authorized individual that the information in the report is accurate and complete. Missed inspections or discrepancies require an action for each to be attached to the report

## Attachment 1

### POLLUTION PREVENTION COMMITTEE

Name	Job Title	Duties	Work #	Home #
Shawn Dahlen	Director of Facilities			
??????	?????		650-312-7690	650-222-9704
<u>24 hour emergency number</u>				

#### DUTIES:

1. Assign resources and manpower to the Pollution Prevention Committee;
2. Conduct materials inventory;
3. Identify potential spill sources;
4. Establish spill reporting procedures;
5. Prepare visual inspection programs;
6. Review past incidents of spills;
7. Coordinate departments in implementing goals of the Plan;
8. Establish employee training programs;
9. Implement, reviewing and updating the Plan;
10. Conduct meeting regarding the Plan: and
11. Review new construction and process changes relative to spill prevention and control.
12. Storm Water Sampling

P= Primary Responsibility A= Alternate Responsibility