City of Washougal

Stormwater Pollution Prevention Plan (SWPPP)

Public Works Operations Center

Submitted to:
City of Washougal
2701 "C" Street
Washougal, WA 98671

Prepared By:
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December 1, 2018

Project No. 18602

Otak

Contacts

Pollution Prevention Team

The Pollution Prevention Team is responsible for ensuring that the recommended BMPs are implemented to control stormwater pollution at the site. Team members are responsible for inspections, operation and maintenance, operational source controls, employee training, emergency and spill response, and other activities necessary to implement the SWPPP.

The Pollution Prevention Team for the City of Washougal consists of the following staff members:

Name	Job Title	Contact Number
Trevor Evers	Director of Public Works	360-835-8501
Will Noonan	General Services Operations Manager	360-835-2662
Scott Randall	Stormwater Lead	360-772-0337

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Section 1 - Introduction

The City of Washougal is currently subject to the requirements of the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit (Phase II Permit) and the Underground Injection Control (UIC) Rule. The most recent NPDES Phase II Permit was issued by the Washington State Department of Ecology (Ecology) and became effective on September 1, 2012.

The City of Washougal is required to develop and implement Stormwater Pollution Prevention Plans (SWPPPs) to protect water quality at municipally owned and operated facilities, including material storage areas, heavy equipment storage areas, and maintenance areas, that are not currently covered under the General NPDES Permit for Stormwater Discharges Associated with Industrial Activities or another NPDES permit that covers stormwater discharges associated with the activity.

This document presents the SWPPP developed for the City of Washougal. This SWPPP is an updated version of the previous SWPPP prepared in 2010.

1.1. SWPPP Objective

The objective of this SWPPP is to implement measures to prevent and control the contamination of discharges of stormwater to surface or ground waters.

1.2. Record Keeping

All records related to this SWPPP shall be maintained for at least five years. All records related to this SWPPP shall be kept with the SWPPP, preferably in the same binder.

1.3. SWPPP Availability

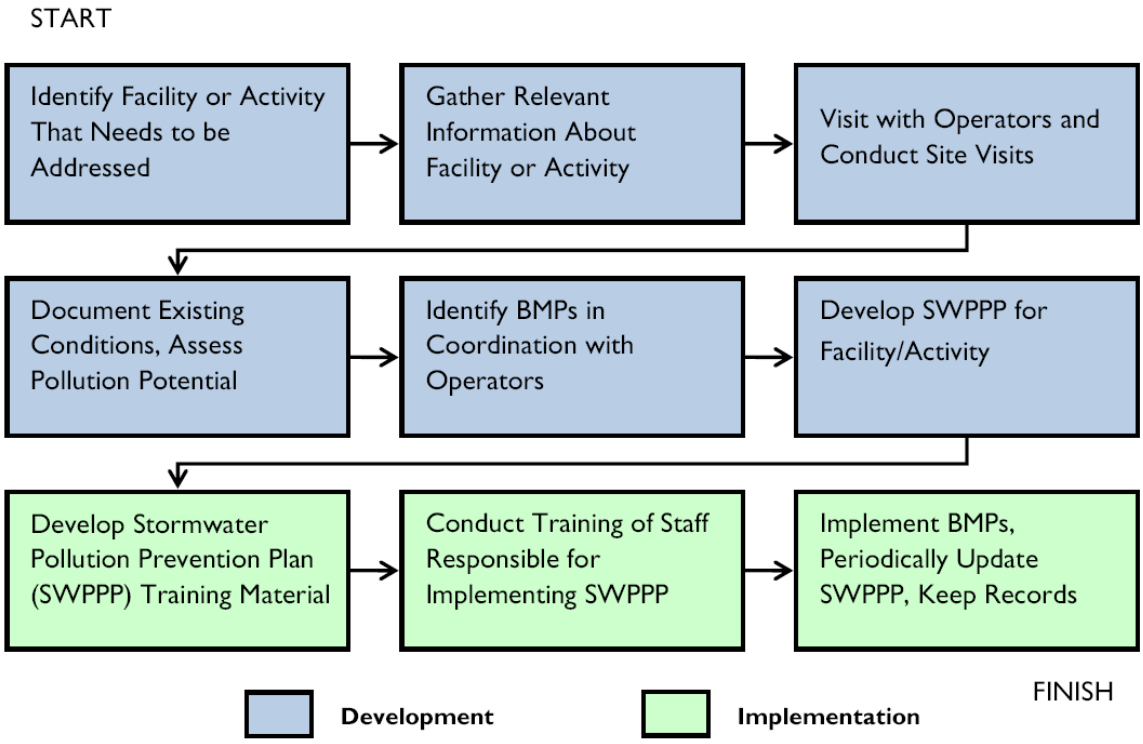
All records related to this SWPPP shall be made available to the public at reasonable times during business hours. Members of the public who request SWPPP records in person shall be allowed to view documents on-site. SWPPP records shall not be removed from the site. Copies of SWPPP records may be obtained by sending a written request to the City of Washougal, 1701 C Street, Washougal, Washington, 98671 or email request to Will.Noonan@cityofwashougal.us.

All records related to the SWPPP shall be made available to Ecology upon request.

1.4. SWPPP Development and Implementation Process

This SWPPP is based upon the 2010 SWPPP and relies on some of the data collected at that time. The methods used to develop this SWPPP included the use of facility assessment questionnaires, site visits, identification of facility specific Best Management Practices (BMPs), and coordination with facility operators. Due to minimum change in activities performed onsite since 2010, most of information on this SWPPP is similar to the previous SWPPP. Implementation of the SWPPP will include employee training and BMP application. The complete process can be best described by the flow chart presented in Figure 1.

Figure 1. Flow Chart of SWPPP Development and Implementation Process



Note that some activities/facilities do not require a "SWPPP"; however, the process and documentation will be similar.

Section 2 - Site Assessment & Best Management Practices

2.1. Facility Description

The facility is the City of Washougal Public Works Operations Center at 2201 C Street in Washougal, Washington. A site map for the facility is presented in Appendix A.

2.2. History of Spills and Leaks

There have been no documented spills or leaks since 2010.

2.3. Best Management Practices

BMPs are the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices that, when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to receiving waters.

There are three general classes of BMPs: operational source control BMPs (operational BMPs), structural source control BMPs (structural BMPs), and treatment BMPs. The use of operational BMPs should always be the first approach to prevent contamination of stormwater for the following reasons:

- In most cases, operational BMPs are sufficient to correct stormwater pollution problems; and
- Most operational BMPs are relatively inexpensive and easy to implement.

If operational BMPs do not adequately prevent the potential contamination of stormwater, structural BMPs, such as constructing new covered shelters to prevent stormwater from coming into contact with potential pollutants, may be a reasonable solution. Treatment BMPs are only used as a last resort to remove contaminants from stormwater before discharging to a stormwater conveyance system or to surface or ground waters.

At least once per year, a member of the Pollution Prevention Team should inspect the site and the source control BMPs and should update this SWPPP, if needed. See Appendix B, Inspection Log and Checklist.

2.3.1. General Operational BMPs

There are operational BMPs that can be commonly applied to day-to-day activities at the facility. The general operational BMPs described in Appendix C are methods that can be used on-site to prevent contaminants from entering stormwater at their source. Many of these BMPs are common sense and constitute good housekeeping and preventative maintenance practices; examples include:

- Promptly contain and clean up solid and liquid pollutant leaks and spills;
- Sweep paved material handling and storage areas regularly;
- Inspect all BMPs regularly, particularly after a significant storm; and
- Use drip pans or absorbent pads under leaking vehicles and equipment to capture fluids.

2.3.2. Source Specific BMPs

A wide variety of activities and areas of concern throughout the facility may potentially contaminate stormwater. Activities like vehicle and equipment cleaning require “Source Specific” BMPs that include a combination of operational and structural BMPs that when applied together can reduce or eliminate the potential for stormwater pollution.

2.3.3. BMP Resources

In addition to the General Operational Source Control BMPs in Appendix C, the following resources contain many more applicable BMPs:

- Stormwater Management Manual for Western Washington Washington State Department of Ecology, 2012 (as amended December 2014)
- Shop Guide for Dangerous Waste Management Washington State Department of Ecology, Revised June 2014

2.4. Site Assessment and BMP Implementation Tables

The site assessment was updated from the 2010 SWPPP via a Facility Assessment Questionnaire covering pollutant sources, current practices, and updates to the stormwater collection and conveyance system (see Appendix D). Using the information gathered from the recent questionnaire and information gathered previously for the 2010 SWPPP (see Appendix E, 2010 Photolog and Site Visit) a BMP implementation plan was updated for each category assessed.

The following tables provide a brief description of the facility activities and areas of concern along with specific Operational and/or Structural BMPs to reduce potential stormwater pollution. All Operational BMPs are to be implemented immediately, and Structural BMPs are to be implemented as site redevelopment occurs.

Table 1. Waste Management BMPs

Table 1 Waste Management BMPs	
Issue:	Waste management activities have the potential to contaminate stormwater through improper storage of solid and liquid wastes, and spills, leaks, or drips from containers.
Facility Assessment:	Dumpster next to Building A, Recycling container next to Building A, Used oil containers inside Building A
Operational BMPs:	▪ Keep trash and recycling container lids closed when not in use, to prevent the entry of stormwater. Replace or repair leaking containers. ▪ Inspect hazardous waste storage areas regularly for corrosion, structural failure, spills, leaks, overfills, and failure of piping systems. Check containers daily for leaks/spills. Empty or replace containers as needed. ▪ Place drip pans, or other appropriate temporary containment device, at locations where leaks or spills may occur. ▪ Place tight fitting lids on all containers. ▪ Sweep paved waste storage areas regularly. Do not hose down the areas to a stormwater conveyance system or drywell. ▪ Store and maintain appropriate spill cleanup kits near hazardous waste storage areas.
Structural BMPs:	▪ Place a removable cover on the trash dumpster, replace trash dumpster with a covered dumpster, or construct a shelter over the existing trash dumpster to prevent contact with stormwater. ▪ For hazardous wastes such as used oil, surround the containers with a secondary containment structure. The secondary containment structure must be of sufficient height to provide a volume of either: 10 percent of the total volume of all containers or 110 percent of the volume contained in the largest container, whichever is greater. ▪ Store containers in a designated area, which is covered, bermed or diked, paved, and impervious, in order to contain leaks and spills. The spill containment shall be sloped to drain into a dead-end sump for the collection of leaks and small spills. ▪ Label all cabinets, storage sheds, etc. containing hazardous wastes with proper hazardous material signage. Free downloadable labels can be found on Ecology's website, https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Dangerous-waste-guidance/Dangerous-waste-basics/Label-dangerous-waste/Print-free-labels.

Table 2. Vehicles and Equipment Washing BMPs

Table 2 Vehicle and Equipment Washing BMPs Also See BMP S431 in Volume IV of the 2014 SWMMWW	
Issue:	If not conducted properly, cleaning and washing of vehicles, heavy and light equipment, buildings, tools, or paved surfaces can contaminate stormwater by washing contaminants such as oil and grease, soap, or dirt into the storm sewer or onto areas exposed to rain.

Table 2 Vehicle and Equipment Washing BMPs Also See BMP S431 in Volume IV of the 2014 SWMMWW	
Facility Assessment:	A vehicle wash facility was constructed in 2008. The wash rack is a 20 by 40 concrete pad. This pad drains to water tight, sediment wet well. The wet well is connected to an oil water separator; which connects directly to the sanitary sewer.
Operational BMPs:	▪ Washwater must not be discharged to stormwater conveyance systems or surface or ground waters. Washwater is currently discharged to the sanitary sewer. All equipment and containers etc… are washed at the facility ▪ Vehicle and equipment washing areas should be inspected daily and cleaned as needed. ▪ Approved safer alternative products should be used where practical and effective. ▪ Water usage should be minimized. ▪ Do not remove original product label from cleaning containers as it contains important spill cleanup and disposal information. Use the entire product before disposing of the container.
`Structural BMPs:	▪ A vehicle wash facility was constructed in 2008. The wash rack is a 20 ft by 40 ft concrete pad. This pad drains to water tight, sediment wet well. The wet well is connected to an oil water separator; which connects directly to the sanitary sewer. All outside washing operations are conducted in the designated wash area.

Table 3. BMPS for the Transfer of Solids and Liquids

Table 3 BMPs for the Transfer of Solids and Liquids Also See BMP S412 for Loading and Unloading Areas for Liquid or Solid Material in Volume IV of the 2014 SWMMWW	
Issue:	Loading, unloading, or other transfer of liquid or solid materials has the potential to contaminate stormwater through spills, leaks, or drips of the transferred material or from the equipment performing the transfer.
Facility Assessment:	Site has an above ground fuel storage tank with secondary containment. This is a permanent fueling facility; which requires regular transfer of liquid petroleum fuel products. The site also has an above ground de-icing storage tank that is replenished as needed usually once per year. The above ground storage tank contains a liquid brine de-icer. This is a permanent facility and it has secondary containment.

Table 3 BMPs for the Transfer of Solids and Liquids Also See BMP S412 for Loading and Unloading Areas for Liquid or Solid Material in Volume IV of the 2014 SWMMWW	
Operational BMPs:	▪ Sweep loading/unloading areas frequently to remove material that could otherwise be washed off by stormwater. ▪ Place drip pans, or other appropriate temporary containment devices, at locations where leaks or spills may occur during loading/unloading activities. ▪ Hosing down of leaks, drips and spills is to be prohibited. Keep suitable cleanup materials, such as dry adsorbent materials, on-site to allow prompt cleanup of a spill. ▪ Dispose of sweepings and cleaning wastes as solid waste. ▪ Fuel tanks and fuel dispensers shall have current permits with the appropriate agencies. ▪ Make sure that the automatic shutoff on the fuel nozzle is functioning properly.
Structural BMPs:	▪ A roof or canopy should be installed to prevent the direct entry of precipitation onto the fueling island. The roof or canopy should, at a minimum, cover the fueling island and preferably extend several additional feet to reduce the introduction of windblown rain. A roof is planned but not currently funded. ▪ In the event of a significant spill on the fueling island, a properly installed dead end sump would capture and hold the spilled liquid before proper offsite disposal is arranged. A dead-end sump is planned but not currently funded. ▪ Prepare an emergency spill response plan and have a designated trained person(s) available either on-site or on call at all times to promptly and properly implement that plan and immediately cleanup all spills. ▪ Berm, dike, and/or slope all loading/unloading areas to prevent run-on of stormwater and to prevent the runoff or loss of any spilled material from the area.

Table 4. BMPs for Production and Application Activities

Table 4 BMPs for Production and Application Activities	
Issue:	Production and/or application activities have the potential to contaminate stormwater from debris left behind; spills, leaks, or drips from products or equipment used; or leaching or erosion from materials involved.
Facility Assessment:	Current facilities provide adequate space for large production related activities. Minor activities such as mixing pesticide or paint clean-up can be conducted at the wash facility.
Operational BMPs:	▪ Activities such as painting, scraping and sandblasting work will be conducted under cover. ▪ Clean brushes and tools covered with non-water-based paints, finishes, or other materials in a manner that allows collection of used solvents (e.g., paint thinner, turpentine, xylol, etc.) for recycling or proper disposal. Do not discharge cleaning waste to the storm drain. ▪ Do not conduct outdoor activities during a rain event or significant snow melting periods.
Structural BMPs:	▪ Conduct all production and/or application activities indoors or at the wash facility.

Table 5. BMPs for Vehicles and Equipment's Storage and Parking

Table 5 BMPs for Vehicle and Equipment Storage and Parking Also see BMP S421 for Parking and Storage of Vehicles and Equipment in Volume IV of the 2014 SWMMWW	
Issue:	Vehicles and heavy equipment contain hazardous liquids (fuel, hydraulic oils, antifreeze, etc.) or have other wearable products (tires, brake pads, etc.) that can contaminate stormwater.
Facility Assessment:	There are covered vehicle parking facilities in all buildings except E and the Administrative Building. There are also outdoor, open area, impervious surface parking facilities. The site has three drywells that are fitted with filter bags. On the east end of the yard is a C/B that drains to a bio-swale and then to the R&R ROW. There is one C/B north of Building A that drains to the R&R ROW.
Operational BMPs:	▪ Sweep parking lots, storage areas, and driveways regularly to collect dirt, waste, and debris. ▪ Do not hose down the areas to a stormwater conveyance system or drywell. ▪ Use drip pans or containers under vehicles and equipment that drip or are likely to drip liquids. ▪ Remove liquids from vehicles retired for scrap.
Structural BMPs:	▪ Damaged or inoperable vehicles are stored inside a building until repaired. ▪ Park/store all vehicles and equipment in a designated covered containment area. ▪ Any patches of soil currently contaminated with oil or other hazardous liquids should be removed and replaced with clean soil. ▪ Installing a gutter on the back side of the maintenance facility will prevent additional stormwater sheeting off the roof from landing on the material/equipment storage area below. This area may also be a good candidate for a lean-to type structure.

Table 6. Materials Storage BMPs

Table 6 Material Storage BMPs Also see BMP S429 for Storage or Transfer (Outside) of Solid Raw Materials, Byproducts, or Finished Products in Volume IV of the 2014 SWMMWW	
Issue:	Materials stored outdoors, and in some cases indoors, have the potential to contaminate stormwater through erosion of granular materials, spills or leaks from storage containers or equipment containing liquids, and dissolution of soluble materials.
Facility Assessment:	Agragate and sand is stored in outside bins, which are bordered by Ecology Blocks, Fuel and brine are stored in above ground tanks with secondary containment.
Operational BMPs:	▪ Store hazardous materials in a designated area containing chemically compatible materials. ▪ Store materials away from the drywell and stormwater conveyance ditches. ▪ Sweep paved storage areas regularly. Do not hose down potential pollutant materials. ▪ Inspect container storage areas regularly for corrosion, structural failure, spills, leaks, overfills, and failure of piping systems. Check containers daily for leaks/spills. Replace containers as needed. ▪ Label all cabinets, storage sheds, etc. containing hazardous chemicals with proper hazardous material signage. Free downloadable labels can be found on Ecology's website, https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Dangerous-waste-guidance/Dangerous-waste-basics/Label-dangerous-waste/Print-free-labels ▪ Store and maintain appropriate spill cleanup materials in a location known to all near the storage area(s).
Structural BMPs:	▪ Outdoor material storage areas should be covered, bermed or diked, paved, and impervious, in order to contain leaks and spills or potentially eroded sediment.

Table 7. BMPs for Vehicles and Equipment Maintenance and Repair

Table 7 BMPs for Vehicle and Equipment Maintenance and Repair Also see BMP S414 BMPs for Maintenance and Repair of Vehicles and Equipment in Volume IV of the 2014 SWMMWW	
Issue:	Vehicles and heavy equipment contain hazardous liquids (fuel, hydraulic oils, antifreeze, etc.) or have other wearable products (tires, brake pads, etc.) that can contaminate stormwater.
Facility Assessment:	All repair and maintenance work on vehicles occurs indoors in building A

Table 7 BMPs for Vehicle and Equipment Maintenance and Repair Also see BMP S414 BMPs for Maintenance and Repair of Vehicles and Equipment in Volume IV of the 2014 SWMMWW	
Operational BMPs:	▪ Maintenance activity areas should be kept clean, well organized and equipped with cleanup supplies. Use dry cleanup methods such as sweeping as opposed to rinsing with water. ▪ Store and maintain appropriate spill cleanup materials in a location known to all near the maintenance area. ▪ Use drip pans or containers under parts or vehicles that drip or are likely to drip liquids, and during such tasks as dismantling of liquid containing parts, or removal or transfer of liquids. ▪ Recycle greases, used oil, oil filters, antifreeze, cleaning solutions, automotive batteries, hydraulic fluids, transmission fluids. ▪ Transfer removed vehicle and equipment fluids from drip pans or other temporary containers into recycling storage tanks or drums by the end of the shift (daily). ▪ Do not mix dissimilar or incompatible waste liquids stored for recycling. ▪ Choose part cleaning agents that can be recycled. ▪ Conduct all maintenance activities indoors. If maintenance must be conducted outside, use ground or drop cloths underneath the activity area.
Structural BMPs:	▪ Late in 2009 the floor drain from the shop was re-piped directly to the sewer.

Table 8. Dust, Erosion, and Sediment Control BMPs

Table 8 Dust, Erosion, and Sediment Control BMPs	
Issue:	Stormwater can be contaminated from dusts deposited on surfaces exposed to rain or from sediment due to erosion of exposed soils.
Facility Assessment:	Dust generating activities are performed on site as material bins are accessed for loading and unloading of aggregate, sand and spoils
Operational BMPs:	▪ Minimize dust generation and apply environmentally friendly and government approved dust suppressant chemicals, if necessary. Sprinkle or wet down soil or dust with water as long as it does not result in a wastewater discharge to the drywell and other stormwater facilities. ▪ Dispose of sweepings and cleaning wastes as solid waste. ▪ Inspect and clean drywell and stormwater conveyance ditches and culverts as needed. ▪ Do not store erodible stock piles near stormwater conveyance channels or structures.
Structural BMPs:	▪ Limit the exposure of erodible soils, stabilize or cover erodible soil where necessary to prevent erosion and potentially heavy sediment discharges from entering stormwater conveyance ditches when performing dust generating activities. ▪ Outdoor material storage areas should be covered when not in used, bermed or diked, paved, and impervious, in order to contain potentially eroded sediment. ▪ Plant native vegetation and/or install retaining walls at cut slopes to prevent further erosion of the hillside and sediment from being carried away by stormwater.

Table 9. Landscape Management BMPs

Table 9 Landscape Management BMPs Also see BMP S411 BMPs for Landscaping and Lawn/Vegetation Management in Volume IV of the 2014 SWMMWW	
Issue:	Landscape maintenance (including control of weeds) has the potential to introduce chemical pollutants, sediment, and nutrients into stormwater.
Facility Assessment:	Vegetated areas are present on site. Pesticides and herbicides are used periodically. Selected staff have pesticide applicator licenses (see Appendix F)
Operational BMPs:	▪ Choose the least toxic herbicide/pesticide available that is capable of reducing the infestation to acceptable levels. ▪ Mix the chemicals and clean the application equipment in an area where accidental spills will not enter surface or ground waters and will not contaminate the soil. ▪ As required by the local government or by Ecology, complete public posting of the area to be sprayed prior to the application. ▪ Do not spray non-permitted herbicides/pesticides within 100 feet of open waters including wetlands, ponds, and streams, sloughs and any drainage ditch or channel that leads to open water except when approved by Ecology or the local jurisdiction. All sensitive areas including wells, creeks, and wetlands must be flagged prior to spraying. ▪ Pesticide/herbicide must be applied by trained and licensed operators. ▪ Store all pesticides/herbicides in a covered and contained area (i.e. the current tractor trailers or similar dedicated area in the maintenance shop). ▪ Store dry products above liquid products. ▪ Store and maintain appropriate spill cleanup materials in a location known to all near the storage area(s). ▪ Rinse water from equipment cleaning and/or from herbicide/pesticide containers should be used as product, recycled into product, or disposed of properly.
Structural BMPs:	▪ Label all cabinets, storage sheds, etc. containing herbicides/pesticides with proper hazardous material signage.

Table 10. Stormwater Drainage System BMPs

Table 10 Stormwater Drainage System BMPs Also see BMP S417 for Maintenance of Stormwater Drainage and Treatment Systems In Volume IV of the 2014 SWMMWW	
Issue:	Stormwater should not come in to contact with pollutants before discharging to a drywell, drainage ditch, or any other stormwater conveyance structure. Understanding how stormwater drains from a particular site will help determine how to best protect it from potential pollutants.
Facility Assessment:	There are three dry wells located at the Operations Facility that drain an impervious parking area. The dry wells have been fitted with sediment bags. The easterly portion of the lot drains to a ditch along 24th Street, which drains to R&R ROW. The North Westerly portion of the lot drains directly to R&R ROW. See attached documentation (Appendix A)

Table 10 Stormwater Drainage System BMPs Also see BMP S417 for Maintenance of Stormwater Drainage and Treatment Systems In Volume IV of the 2014 SWMMWW	
Operational BMPs:	▪ Prevent non-stormwater discharges to the drywell and drainage ditches. ▪ Inspect the drywell and drainage ditches regularly to check for unreported spills or illegal dumping. ▪ Separate areas where products are used, stored, or transferred from drainage areas that discharge to the drywell and drainage ditches. ▪ Sweeping should be used in place of water to clean the shop floor. Use absorbent rags or solids and sweep up and dispose of wastes properly. ▪ Clean up any hazardous material spills immediately.
Structural BMPs:	▪ If a floor drain is found to be connected to a drywell or other stormwater conveyance system, it must be disconnected and permanently plugged or routed to the sanitary sewer (if allowed by the local jurisdiction) or to other appropriate treatment BMPs. ▪ If a completed well assessment determines that a UIC well poses a high threat to groundwater it must be retrofitted to protect groundwater quality. A retrofit schedule will need to be developed for the drywell along with a potential redesign of the drywell. ▪ Post a warning sign at entrance to drywell stating, "Dump No Waste - Drains to Groundwater".

2.5. Employee Training and Education

A training seminar will be provided by The City of Washougal upon completion of the SWPPP. The City of Washougal will develop and provide education materials oriented toward prevention of stormwater pollution and implementation of the SWPPP. The goal of the training is to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts. All maintenance facility personnel are recommended to participate in this initial implementation training seminar to improve their understanding of stormwater impacts and ways to prevent stormwater pollution.

Additional training should be provided as an annual refresher course, or as new employees are hired.

Section 3 - Illicit Non-Stormwater Discharges

The City of Washougal is required to develop, implement, and enforce a program to detect and eliminate non-stormwater illicit discharges into the municipal separate storm sewer system (MS4), including spills, illicit connections, and illegal dumping.

3.1. Illicit Connections

An illicit connection is any man-made conveyance of non-stormwater discharges that is connected to an MS4 without a permit. Examples include sanitary sewer connections, floor drains, and process waters that are connected directly or indirectly to the MS4.

Exemptions include connections from foundation and footing drains, air conditioning condensation, uncontaminated groundwater, and other similar type connections. A complete list of the prohibited and exempt non-stormwater discharges can be found in the City of Washougal's Illicit Discharge Detection and Elimination ordinance or similar regulatory mechanism.

If an illicit connection is detected on-site, the Pollution Prevention Team shall take appropriate steps to terminate or redirect the connection to an appropriate discharge location.

3.2. Illicit Discharges

An illicit discharge is any discharge to an MS4 that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the Phase II Permit) and discharges resulting from emergency firefighting activities.

If a prohibited discharge is observed, the Pollution Prevention Team shall take immediate action to terminate the discharge. Depending on the nature of the illicit discharge, it may be necessary to report it as a spill; a four-page summary of basic spill response procedures is included in Appendix G.

3.3. Illegal Dumping

Illegal dumping consists of spilling, dumping, releasing, throwing, depositing or placing solid waste, litter, pet waste, yard waste, or hazardous materials where there is the potential for those materials or pollutants to end up in the MS4.

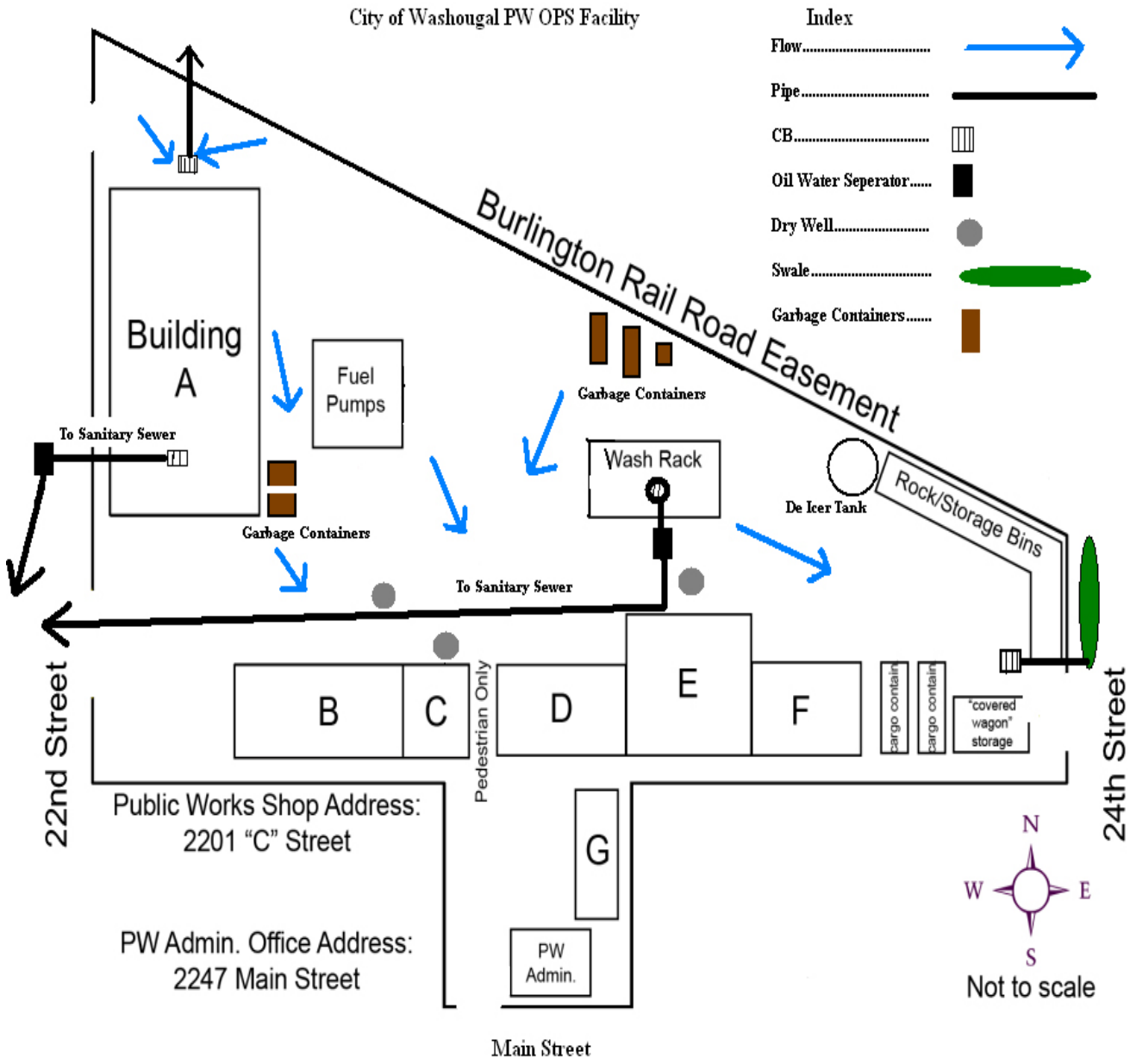
If illegal dumping is observed, the Pollution Prevention Team shall take immediate action to identify the responsible party and ensure cleanup of the dumped material.

Appendix A

Site Maps

Stormwater Pollution Prevention Plan (SWPPP)

Public Works Operations Center


City of Washougal PW OPS Facility
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Flow.....
Pipe.....
CB.....
Oil Water Seperator.....
Dry Well.....
Swale.....
Garbage Containers.....
Burlington Rail Road Easement
Building A
Fuel Pumps
Garbage Containers
To Sanitary Sewer
Garbage Containers
Wash Rack
De Icer Tank
Rock/Storage Bins
To Sanitary Sewer
22nd Street
24th Street
B
C
Pedestrian Only
D
E
F
cargo contain
cargo contain
"covered wagon" storage
Public Works Shop Address:
2201 "C" Street
G
PW Admin.
PW Admin. Office Address:
2247 Main Street
N
W
E
S
Not to scale
Main Street

Appendix B

Inspection Log and Checklist

Stormwater Pollution Prevention Plan (SWPPP)

Public Works Operations Center

Inspection Log

2201 C Street

Inspection Date	Inspector

Inspection Report

Date of Inspection:		Inspector:
Inspection Item	**Inspected (Y/N)**	**Findings & Recommendations**
Wash Rack		
Oil / Water Separator Structure		
Rock / Storage Bins		
Garbage / Recycling Containers		
Fuel Pumps		
Spill Kits		
Aboveground Tank (Fuel Storage)		
Tank (Brine Storage)		
De-icier Tank/Tote		
Filter Bag		
Drywells		
Other:		
Other:		

Note any changes to locations of activities, storage areas, spill kit locations, or BMPs compared to the map of the facility presented in Appendix A:

Appendix C

General Operational Source Control BMPs

Stormwater Pollution Prevention Plan (SWPPP)

General Operational Source Control BMPs

This document is adapted from the 2012 Stormwater Management Manual for Western Washington, as amended December 2014, Volume IV, by Washington Department of Ecology.

The following general source control BMPs will be used at the City of Washougal Public Works Operations facility. Each is further described below.

- Formation of a Pollution Prevention Team
- Good Housekeeping
- Preventive Maintenance
- Spill Prevention and Clean-up (also see Appendix E for Spill Response Procedures)
- Employee Training
- Inspections
- Record keeping
- Update SWPPP

Formation of a Pollution Prevention Team

Assign one or more individuals to be responsible for stormwater pollution control. Hold regular meetings to review the overall operation of the BMPs. Establish responsibilities for inspections, operation, maintenance, and for emergencies. Train all team members in the operation, maintenance, and inspections of BMPs, and reporting procedures.

The Pollution Prevention Team is listed in the Contacts at the front of the SWPPP.

Good Housekeeping

- Promptly contain and clean up solid and liquid pollutant leaks and spills including oils, solvents, fuels, and dust from manufacturing operations on any exposed soil, vegetation, or paved area.
- Sweep all appropriate surfaces with vacuum sweepers quarterly or more frequently as needed for the collection and disposal of dust and debris that could contaminate stormwater.
- Do not hose down pollutants from any area to the ground, storm drains, conveyance ditches, or receiving water unless necessary for dust control purposes to meet air quality regulations. Convey pollutants before discharge, to a treatment system approved by the local jurisdiction.
- Clean oils, debris, sludge, etc. from all stormwater facilities regularly, including catch basins, settling/detention basins, oil/water separators, boomed areas, and conveyance systems to prevent the contamination of stormwater.
- Promptly repair or replace all substantially cracked or otherwise damaged paved secondary containment, high-intensity parking, and any other drainage areas, subjected to pollutant material leaks or spills. Promptly repair or replace all leaking connections, pipes, hoses, valves, etc., which can contaminate stormwater.
- Do not connect floor drains in potential pollutant source areas to storm drains, surface water, or to the ground.
- Use solid absorbents, e.g., clay and peat absorbents and rags for cleanup of liquid spills/leaks, where practicable.
- Recycle materials, such as oils, solvents, and wood waste, to the maximum extent practicable.

Preventive Maintenance

- Prevent the discharge of unpermitted liquid or solid wastes, process wastewater, and sewage to ground or surface water, or to storm drains that discharge to surface water, or to the ground. Conduct all oily parts cleaning, steam cleaning, or pressure washing of equipment or containers inside a building, or on an impervious contained area, such as a concrete pad. Direct contaminated stormwater from such an area to a sanitary sewer where allowed by local sewer authority, or to other approved treatment.
- Use drip pans to collect leaks and spills from industrial/ commercial equipment such as cranes at ship/boat building and repair facilities, log stackers, industrial parts, trucks, and other vehicles stored outside.
- At industrial and commercial facilities, drain oil and fuel filters before disposal. Discard empty oil and fuel filters, oily rags, and other oily solid waste into appropriately closed and properly labeled containers, and in compliance with the Uniform Fire Code or International Building Code.
- For the storage of liquids use containers, such as steel and plastic drums, that are rigid and durable, corrosion resistant to the weather and fluid content, non-absorbent, water tight, rodent-proof, and equipped with a close-fitting cover.
- For the temporary storage of solid wastes contaminated with liquids or other potential polluted materials use dumpsters, garbage cans, drums, and comparable containers, which are durable, corrosion resistant, non-absorbent, non-leaking, and equipped with either a solid cover or screen cover to prevent littering. If covered with a screen, the container must be stored under a roof or other form of adequate cover.
- Where exposed to stormwater, use containers, piping, tubing, pumps, fittings, and valves that are appropriate for their intended use and for the contained liquid.
- Where feasible, store potential stormwater pollutant materials inside a building or under a cover and/or containment.
- Stencil warning signs at stormwater catch basins and drains, e.g., “Dump no waste – Drains to waterbody.”

Note: Evidence of stormwater contamination by oils and grease can include the presence of visible sheen, color, or turbidity in the runoff, or present or historical operational problems at the facility. Operators can use simple pH tests, for example with litmus or pH paper. These tests can screen for high or low pH levels (anything outside a 6.5-8.5 range) due to contamination in stormwater.

Spill Prevention and Cleanup

- Stop, contain, and clean up all spills immediately upon discovery.
- Have spill containment and cleanup kits readily accessible in the maintenance shop and Building E with absorbent clean up materials in a cargo container.
    - Note: Ecology recommends that the kit(s) include salvage drums or containers, such as high-density polyethylene, polypropylene, or polyethylene sheet-lined steel; polyethylene or equivalent disposal bags; an emergency response guidebook; safety gloves/clothes/equipment; shovels or other soil removal equipment; and oil containment booms and absorbent pads; all stored in an impervious container.
- If the spill has reached or may reach a sanitary or a storm sewer, ground water, or surface water notify the local jurisdiction, Ecology, and the local sewer authority immediately. Notification must comply with and federal spill reporting requirements. See Spill Response Summary Report in Appendix G.
- Do not flush or otherwise direct absorbent materials or other spill cleanup materials to a storm drain. Collect the contaminated absorbent material as a solid and place in appropriate disposal containers.

Reporting Spills

- Reports on spills of oil or hazardous substances in greater than Reportable Quantities (Code of Federal Regulations Title 40 Parts 302.4 and 117). Report spills of the following: antifreeze, oil, gasoline, or diesel fuel, that cause:
    - A violation of the State of Washington's Water Quality Standards.
    - A film or sheen upon or discoloration of the waters of the State or adjoining shorelines.
    - A sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.
- *To report a spill or to determine if a spill is a substance of a Reportable Quantity, call the Ecology regional office and ask for an oil spill operations or a dangerous waste specialist:*

Southwest Region (360) 407-6300

In addition, call the Washington Emergency Management Division at 1-800-258-5990
AND
the National Response Center at 1-800-424-8802

Employee Training

Train all employees that work in pollutant source areas in:

- Identifying pollutant sources
- Understanding pollutant control measures
- Responding to spills
- Handling practices that are environmentally acceptable. Particularly those related to vehicle/equipment liquids such as fuels, and vehicle/equipment cleaning.

Inspections

Qualified personnel shall conduct visual inspections regularly, particularly after a significant storm event. Make and maintain a record of each inspection on-site. See Appendix B for an inspection form. Inspections shall:

- Verify the accuracy of the pollutant source descriptions in the SWPPP.
- Verify the performance of the stormwater operational and structural source controls and the treatment BMPs.
- Reflect current conditions on the site.
- Include written observations of the presence of floating materials, suspended solids, oil and grease, discoloration, turbidity and odor in the stormwater discharges; in outside vehicle maintenance/repair; and liquid handling, and storage areas. In areas where acid or alkaline materials are handled or stored use a simple litmus or pH paper to identify those types of stormwater contaminants where needed.

Record keeping

Retain the following reports for five years:

- Visual inspection reports which should include:
    - Time and date of the inspection

    - Locations inspected
    - Statement on status of compliance with the permit
    - Summary report of any remediation activities required
    - Name, title, and signature of person conducting the inspection
- Reports of spills

Update SWPPP

The SWPPP will be updated with new information about pollutant sources, site conditions, and BMPs employed at the site as conditions change based on inspections.

Appendix D

2018 Facility Assessment Questionnaire

Municipal Facility Assessment Questionnaire

Date: 8/30/2018
Reviewer: Rob Charles

1. Facility Information

Question	2018
Facility Name	Public Works Operations Center
Location	2201 "C" Street
Mailing Address	2247 Main Street
Contact Person	Will Noonan
Contact Number	360-835-2662 ext. 205
Total Area of the Facility (acres)	1.5
How much cover are present on site for following surfaces?	
a. Permanent Building (sf)	21864
b. Temporary Building (sf)	0
c. Pavement (acres)	1
d. Gravel (acres)	0.1
e. Bare Ground (acres)	0
f. Vegetation (acres)	0.1
How many buildings are present onsite?	
a. Permanent Building (unit)	5
b. Temporary Building (unit)	0
What is the purpose(s) of the site?	Operation center for the City of Washougal; Vehicle, materials, and parts storage; Mechanical shop, fueling station and administration offices.
What activities are primarily present onsite?	The equipment and materials for daily operations of Public Works are staged onsite with staff offices and breakroom.

Municipal Facility Assessment Questionnaire

Date: 8/28/2018
Reviewer: Rob Charles

2. Potential Pollutant Sources

2.1. Waste Management	2018	Location
Are there any waste management activities performed on site? *(If No, go to Section 2.2. Cleaning and Washing)*	Yes	Inside and Next to Building A
Do any of these waste management activities have potential to contaminate the stormwater?		
a. Dumpster	Yes	Next to Building A
b. Trash compactor	No	-
c. Recycling containers	Yes	Next to Building A
d. Used oil containers	Yes	Inside Building A
Are there any other waste management activities not mentioned above, that could potentially contaminate stormwater? (Describe)	-	-

2.2. Cleaning and Washing	2018	Location
Are there any cleaning and washing activities performed on site? *(If No, go to Section 2.3. Transfer of Liquid or Solid)*	Yes	Middle of yard on the Wash Rack
Are these cleaning or washing areas/structures used on site?		
a. Self-Containing Building	No	-
b. Covered Pad	No	-
c. Designated Open Area	Yes	Middle of yard
d. Others:	No	-
Are these surfaces used for cleaning or washing?		
a. Asphalt	No	-
b. Concrete	Yes	Middle of yard
c. Compacted Gravel	No	-
d. Soil	No	-
Which of these materials are cleaned or washed on site?	**2018**	**Description**
a. Vehicles	Yes	City Cars and trucks

b. Equipment	Yes	City Backhoes, Land mowers, street sweeper
c. Building	No	-
d. Paved Area	Yes	Street Sweeper
d. Others:	No	
Are any of these chemicals used for cleaning and washing on the site?	**2018**	
a. Soaps or detergents	Yes	
b. Abrasives	No	
c. Acids	No	
d. Solvents	No	
d. Others:	No	
What are drainage characteristics of wash area(s)?	The wash rack is 20' x 40' concrete pad. This pad drains to a deep sediment manhole. The manhole overflows to an oil/water separator then into the sanitary sewer where it is eventually treated at POTW	
Is wash water discharged into Storm Sewer? Is it treated first? Describe.	All Material goes into a deep sediment manhole, then an oil/water separator and finally the sanitary sewer.	
Is wash water discharged into Sanitary Sewer?	Yes	

Municipal Facility Assessment Questionnaire

Date: 8/30/2018
Reviewer: Rob Charles

Part 2. Potential Pollutant Sources

2.3. Transfer of Liquid or Solids	2018
Is there any transfer of Liquid or Solid activity performed on site? *(If No, go to Section 2.4. History of Spill and leaks)*	Yes
Where does the transfer of **liquids** occur?	
a. Direct connection to aboveground storage tank	Yes
b. Direct connection to underground storage tank	No
c. Railroad yard	No
d. Loading dock	No
e. Permanent Fueling station	Yes
f. Open Area	No
g. Indoors	No
h. Others:	No
Are any of these areas/structures used on site for liquid transfer activities?	
a. Self-Containing Building	No
b. Covered Pad	No
c. Designated Open Area	Yes
d. Others:	No
Are any of these surfaces used for **liquid** transfer?	
a. Asphalt	Yes
b. Concrete	No
c. Compacted Gravel	No
d. Soil	No
Which of these **liquids are** transferred on site?	
a. Fuels, oils, or grease	Yes
b. Paints	No
c. Acids	No
d. Pesticides, Herbicides, Fertilizers	No
e. Cleaning products	No
f. Other:	Brine
What type of liquid transfer media are used on site?	
a. Bulk liquid	Yes/Used
b. Mobile	No
c. Liquid filled container:	No
d. Small containers	No

e. Drums	Yes/Used
f. Totes	Yes/Calcium chloride
g. Bunker	No
h. Others:	No
Where does the transfer of **solids** occur?	
a. Railroad yard	No
b. Loading dock	No
c. Open Area	Yes
d. Indoors	No
e. Others:	No
Are any these areas/structures used on site for **solids** transfer activities?	
a. Self-Containing Building	No
b. Covered Pad	No
c. Designated Open Area	Yes
d. Others:	No
Are any of these surfaces used for **solids** transfer?	
a. Asphalt	Yes
b. Concrete	Yes
c. Compacted Gravel	No
d. Soil	No
Which **solids** are transferred on site?	
a. Shipping containers:	No
b. Equipment:	No
c. Package goods:	No
d. Bulk materials (aggregate, leaves, debris, etc.):	Aggregate
e. Other:	No
Are any of these equipment involved in **solids** transfer?	
a. Top pick	No
b.Forklift	No
c. Crane	No
d. Dump truck (end, side, bottom, etc.):	Yes
e. Other:	No

Municipal Facility Assessment Questionnaire

Date: 8/30/2018
Reviewer: Rob Charles

Part 2. Potential Pollutant Sources

2.4. History of Spill and Leaks	2010-2018
Is there any history of spills or leaks on site that discharged in to the storm sewer system, surface waters, or groundwater? Please describe. *(If No, go to Section 2.5.Production and Application Activities)*	There is no history of spill in our yard

2.5. Production and Application Activities	2018
Are there any production and/or application activities performed on site? *(If No, go to Section 2.6. Storage and Stockpiling)*	Yes
Where are the production and/or application activities	Mixing pesticide solutions on the wash
Describe the production and/or application activities on site.	Spot Spray-broadleaf
What are drainage characteristics of the work area? Are there any pretreatment BMPs?	Wash rack

2.6. Storage and Stockpiling	2018
Are there any vehicles and heavy equipment containing hazardous liquids or have other parts that can contaminate the stormwater stored or parked on site? *(If No, go to Section 2.7. Vehicle and Equipment Maintenance and Repair)*	Yes
parked on site?	
a. Passenger vehicles (unit)	1
b. Utility trucks (unit)	3
c. Dump trucks (unit)	-
d. Tractor trailer (unit)	-
e. Top pick (unit)	-
f. Crane (unit)	-
g. Forklift (unit)	-
h. Earthmoving equipment (unit)	-
i. Other:	-
Where are the vehicles and equipment stored or parked?	Open area and all buildings except Building E and Admin.
Are any of these areas/structures used on site for vehicles and equipment storage and parking area?	
a. Covered Pad	Yes

b. Designated Open Area	Yes
c. Others:	No
Are these surfaces used as vehicles and equipment storage or parking area?	
a. Asphalt	Yes
b. Concrete	Yes
c. Compacted Gravel	Yes
d. Soil	No
Which materials could potentially contaminate the stormwater on site?	
a. Petroleum products (source of oil, grease and metal)	Yes
b. Acids (source of low pH)	No
c. Batteries (source of low pH and heavy metal)	Yes
d. Antifreeze	Yes
e. Solvents	Yes
f. Soaps or detergents (source of Phosphorus)	No
g. Other:	No
What are drainage characteristics of the vehicles and equipment storage and parking area?	There are three drywells with filter bags; On the east end of the yard, a C/B is draining to a bio-swale and then the R&R ROW; At north of Building A, a C/B is draining to the R&R ROW
Are there any materials stored outside that can contaminate the stormwater?	Yes
Are any of these areas/structures used for materials storage?	
a. Covered Pad	Yes
b. Designated Open Area	Yes
c. Others:	No
Which of these surfaces are used as materials storage?	
a. Asphalt	Yes
b. Concrete	Yes
c. Compacted Gravel	Yes
d. Soil	No
Are any of these **liquids** stored on site?	
a. Fuels, oils, or grease	Yes
b. Paints	Yes
c. Acids	No
d. Pesticides, Herbicides, Fertilizers	Yes
e. Cleaning products	No
f. Other: Calcium Chloride	Yes

Which of these storage units are used to store **liquid** on site?	
a. Small containers	No
b. Drums	Yes
c. Totes	Yes
d. Aboveground tanks	Yes
e. Others:	No
Which of these **solid materials** are stored on site?	
a. Aggregates (sand, gravel, rock, broken concrete, broken asphalt, etc.)	Yes
b. Soil and compost	No
c. Wood Products (untreated lumber, logs, wood chips, wood waste, etc.)	No
d. Scrap metals	No
e. Building Materials (masonry products, metal framing, rebar, etc.)	No
f. Treated lumber	No
g. Other:	No
What types of equipment are stored on site?	
h. Equipment with galvanized metal components	Yes
i. Equipment with fluid filled reservoirs	Yes
j. Equipment with greased joints or other moving parts	Yes
What are drainage characteristics of the material storage?	Fuel is stored in an above ground tank; Brine is stored in a tank inside a lined containment wall; Aggregates are stored outside in bins that drain to the C/B on the east end of the yard.

Municipal Facility Assessment Questionnaire

Date: 8/30/2018
Reviewer: Rob Charles

Part 2. Potential Pollutant Sources

2.7. Vehicle and Equipment Maintenance and Repair	2010-2018
Is there any vehicles and equipment maintenance and repair activity performed on site? *(If No, go to Section 2.8 Dust Control and Soil and Sediment*	Yes
Where is the vehicle and equipment maintenance and repair performed?	All repair and maintenance work on vehicles and equipment is performed in Building A.

2.8. Dust Control and Soil and Sediment Control	2018
Is there any exposed soil on site?	No
Are there any dust generating activities performed on site?	Yes
Where are dust-generating activities performed on site?	Asphalt Sweeping
Are these dust-generating activities contributing to stormwater contamination? Describe how these activities contribute to stormwater contamination!	No
a. Storage of Materials (aggregate, sawdust,	Contributing (Dust can be generated while moving dry aggregate)
b. Manufacturing process	No
c. Vehicle traffic	No
d. Soil disturbance/grading	No
e. Other:	No
What erosion and sediment control or dust control m	We use our street sweeper to clean all open areas in our yard weekly.

2.9. Landscape Management	2018
Are there any vegetation present on site?	Yes
Are there any pesticides, herbicides, or fertilizers used on site?	Yes
Is there any training related to pesticides, herbicide, and fertilizer application?	Yes. Everyone on staff applies pesticides has a Pesticide Applicator's License

Is there any change in the landscape management team/staff since 2010?	Yes
What is the maintenance and waste disposal procedure for vegetation present on site?	The vegetated area is mowed and the clippings are put into a dumpster and hauled off site

2.10. Non-Stormwater Discharges	2018
Is there any discharge leaving the site and entering storm drain, surface water, or dry well that is not made up entirely of storm water? Please describe.	No

2.11. Other Pollution-Generating Activities	2018
Are there any additional pollution-generating activities performed on site? (Aside from activities 2.1 -2.10). Please Describe.	No other pollution-generating activities are performed on site

Municipal Facility Assessment Questionnaire

Date: 8/30/2018
Reviewer: Rob Charles

Part 3. Storm Drainage System

Questions	2018
2010 (see attached map)?	n/a
Are there any maps or sketches of the stormwater drainage system available? Are they updated, if the system changed?	Yes
Are these components included in the stormwater drainage system on site?	
a. Catch basins	Yes
b. Floor drains	Yes
c. Deck drains	No
d. Roof drains	Yes
e. Trench drains	No
f. Culverts	No
g. Subsurface Pipes	No
h. Ditches	Yes
i. Dry Wells	Yes
j. Pump station	No
k. General Site Storm water Treatment	No
l. Oil/water separator	Yes
m. Catch basin inserts	Yes
n. Bioswale	Yes
o. Pond	No
p. Filtration System	No
q. Other	No
Where does the storm water from the site discharged to?	
a. Storm sewer	No
b. Sanitary Sewer	Yes
c. Ground	Yes
d. Drywells / Infiltration Trenches	Yes

Appendix E

2010 Photolog and Site Visit

(Site Assessment Documentation)

Waste Management:

Dumpsters located next to building A have lids and need to be closed with no apparent leakage. The remaining dumpsters are of large capacity and have no lids.

Cleaning & Washing:

There is a wash facility located onsite (structural BMP) for cleaning vehicles and equipment. Heavy debris is removed as needed in containment area. These spoils are then hauled away. Suspended solids settle out in a sedimentation man hole. The wash water is then conveyed through pipes to an oil water separator which connected directly to the sanitary sewer. This structure is very closely monitored and cleaned as needed. The different types of materials washed from equipment and vehicles include organic debris, dirt, oils, grease and cleaning agents.

Transfer of Solids & Liquids:

The transfer of solids and or liquids has the potential for spillage in the maintenance shop. This area has a floor drain is connected to an oil water separator then the sanitary sewer. Used oil is stored in fifty-five gallon drums, which are located inside a building on a pervious gravel floor with no secondary containment. Spill kits can be found in the maintenance shop and Building E with absorbent clean up materials located in a cargo container.

Production & Application Activities:

Production and application activities such as painting, coating, spraying or other treatments are rarely performed outdoors.

Vehicle & Equipment Storage and Parking:

Most vehicles are stored in covered parking areas (Buildings A, B, D, E, F and G). However, due to lack of covered storage, some vehicles are stored out side on impervious parking areas which are drained by UIC wells. Filter bags have been installed beneath the drain lids.

Material Storage:

Materials in the maintenance yard include rock, sand, cold mix, de-icier and dirt spoils. These materials are stored in specific bins delineated by using Ecology Blocks. The de-icier tank and fueling tank both have secondary containment but neither is covered. Cold mix and sanding rock are the only covered bins.

Vehicle and Equipment Maintenance & Repair:

The two vehicle maintenance areas have concrete floors, which are kept free of oils and grease and are swept routinely. In the older vehicle maintenance area a shop floor drain is connected to an oil water separator connecting directly to the sanitary sewer. Oily solid wastes are disposed of in a specific metal drum with a lid. These materials are then taken to a local hazardous waste collection site.

Dust Erosion & Sediment:

The maintenance yard consists of impervious surface and is routinely swept with a vacuum style street sweeper to keep dust and sediment issues to a minimum.

Landscape Management:

All pesticides and herbicides are located in Building A in a locked and labeled cabinet.
All of these types of chemicals are only purchased and applied by licensed and trained pesticide applicators.

Stormwater Drainage System:

Stormwater run off from impervious surfaces in the maintenance yard flow to dry wells or swales. Some of this stormwater collects pollutants around the fueling station and is directed to dry wells. Filter bags have been placed under the grates to collect pollutants before entering the dry well. We are looking into other methods. This area is also swept frequently with a vacuum street sweeper to collect pollutants before entering UIC.

Appendix F

Licensed Pesticide Applicators

Licensed Pesticide Applicators

Jacob Nichols
Jesse Kasziewicz
Suzanne Bachelder Grover
Myron Crumpacker
Don Wingate
Travis Davis
Dean Porter

Appendix G

Spill Response Plan Summary

In the event of a hazardous material or waste release, fire, or emergency that is a danger to personnel health and safety immediately call:

911 AND

In the event of a spill or release to water, soil, or air call:

Call your Supervisor AND

National Response Center: **1-800-424-8802 AND**

Washington State Emergency Management Division: **1-800-258-5990 OR 1-800-OILS-911 AND**

Washington State Department of Ecology Southwest Region: **1-360-407-6300**

Be prepared to provide the following information:

- Where is the spill?
- What spilled?
- How much spilled?
- How concentrated is the spilled material?
- Who spilled the material?
- Is anyone cleaning up the spill?
- Are there resource damages (e.g. dead fish or oiled birds)?
- Who is reporting the spill?
- How can you be reached?

Required Spill Control and Reporting BMPs:

- Stop, contain, and clean up all spills immediately upon discovery. Do not flush absorbent materials or other spill cleanup materials to a storm drain or to surface water. Collect the contaminated absorbent material as a solid and place in appropriate disposal containers.

- If any spill has reached, or may reach, a sanitary or a storm sewer, groundwater, or surface water, notify Ecology and the local sewer authority immediately (not to exceed one hour). Take reasonable steps to minimize any adverse impacts to waters of the state and to correct the problem. Follow up with written documentation covering the event *within thirty (30) days* unless otherwise directed by Ecology.

- Place and maintain emergency spill containment and cleanup kit(s) at outside areas where there is a potential for fluid spills. These kits should be appropriate for the materials being handled and the size of the potential spill, and readily accessible to personnel responsible for spill response.

- Oil includes the following: oil, gasoline, or diesel fuel that causes a violation of the state of Washington's Water Quality Standards, or, that causes a film or sheen upon or discoloration of the waters of the state or adjoining shorelines or causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

- In the event of a spill or release to water, soil, or air utilize the following worksheet.

In the event of a spill or release to water, soil, or air collect the following information:

<u>In the event of a spill or release to water, soil, or air collect the following information</u>:

Section 1: Reporting Party	**Section 2: Responsible Party**
Name:	Name:
Phone Number:	Phone Number:
Organization:	Organization:

Section 3: Incident Information			
Incident Description:			
Incident Date:	Time of Discovery	Cause:	
Address:	City:	State:	County:
Material Involved:	Amount Released:		
Water Body Affected:	Sheen Length:		
Sheen Width:	Sheen Color (rainbow, silver, grey, etc.)		
Odor Description:	Weather Conditions:		

Section 4: Other
Actions Taken:

References

Washington State Department of Ecology, 2004. Stormwater Management Manual for Eastern Washington.

California Stormwater Quality Association, 2003. California Stormwater Best Management Practice Handbook Municipal.

Regulatory Reporting Requirements Flow Chart

Adapted from WSDOT SPCC Plan Template, Revised March 6, 2016

Event: Hazardous Material Spill, Release or Encounter

If a spill or release is caused by the Contractor, the Contractor reports it to the Project Engineer (PE) and to the regulatory agencies as indicated below.

If an encounter of unknown pre-existing contamination or an UST, the Contractor reports it to the PE. The PE follows the *WSDOT Environmental Compliance Assurance Procedure (ECAP, in WSDOT's Construction Manual M 41-01.06 at 1-2.2K),* to determine internal and external reporting procedures to ensure compliance as indicated below.

Spill or Release to Water

Including ponds, wetlands, ditches, & seasonally dry streams

Immediately call <u>all three</u> of the following 24-hour numbers:

- National Response Center

  1-800-424-8802
- Washington State Division of Emergency Management

  1-800-258-5990
- Washington State Department of Ecology (Ecology) Southwest Regional Office in Lacey[1]

  360-407-63001

Spill or Release to Soil

Including encounters of pre-existing contamination

If an **immediate** threat to health or environment (e.g. toxic, explosive, or flammable vapors; nearby water body; shallow groundwater; etc.) **immediately** call Ecology's Southwest Regional Office in Lacey[1]

360-407-6300

If NOT an immediate threat but **may be a threat** to health or the environment, report to Ecology's Southwest Regional Office in Lacey[1] **within 90 days**

360-407-6300

Underground Storage Tank (UST)

Encountering known or unknown USTs in excavations

If confirmed release from UST, report to Ecology's Southwest Regional Office in Lacey[1] **within 24 hours**

360-407-6300

After removal of regulated USTs, provide reports to Ecology's Southwest Regional Office in Lacey[1] **within 20 and 30/90 days** per WAC 173-340 and 173-360

360-407-6300

[1] Ecology other regional lines and the type of information needed is provided on Ecology's spill reporting website at:

http://www.ecy.wa.gov/programs/spills/other/reportaspill.htm