

CHAPTER 4

MAINTENANCE OF FACILITIES

Building and Grounds Maintenance.....	4 - 1
Vehicle and Equipment Maintenance.....	4 - 5
Oil/Water Separator Maintenance.....	4 - 9
Waste Handling, Storage and Disposal.....	4 - 11
Storage of Hazardous Materials.....	4 - 13
Spill Prevention and Control.....	4 - 18

BUILDING AND GROUNDS MAINTENANCE

DESCRIPTION

Permanent maintenance facilities require building and grounds maintenance, including care of landscaped areas around the facility; cleaning of parking areas and driveways; and maintenance of the storm water drainage system. Proper handling and disposal of waste and wash water generated during building and grounds maintenance; minimization of water use, and immediate clean up of spills are key elements in the protection of storm water quality.

ENVIRONMENTAL CONCERNS

Discharge of the following materials into the storm water drainage system or watercourses:

- Litter and debris
- Plant material
- Fertilizer
- Pesticides
- Herbicides
- Sediments
- Petroleum products

BMP OBJECTIVES

Minimize the likelihood of water pollution.

BEST MANAGEMENT PRACTICES

1) Most county maintenance yards conduct activities subject to the General Industrial Storm Water Discharge NPDES Permit. These facilities must notify the RWQCB and prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) and a Storm Water Monitoring Program (SWMP). Facilities with above-ground petroleum product storage exceeding planning thresholds (see Permits section below) must also prepare and implement a Spill Prevention, Control and Countermeasures (SPCC) Plan, and facilities that handle more than 55 gallons of hazardous materials must prepare and implement a Hazardous Materials Business Plan (HMBP) and file it with the local Certified Unified Program Agency (CUPA). These plans require periodic evaluations and updates. County maintenance personnel should be familiar with and implement the provisions of these plans at their yard facilities.

- 2) Perform annual employee education about storm water management, procedures for emergency response, proper handling of hazardous materials, and spill cleanup.
- 3) Periodically inspect, clean, and maintain the storm water drainage system. At a minimum, the system should be checked in the fall, prior to the rainy season, and in conjunction with scheduled visual inspections performed as part of the SWMP.
- 4) Properly label all containers.
- 5) Cover all dumpsters during rainy season; inspect for fluids leaking from dumpsters and patch holes if leaks are identified.
- 6) Sweep or vacuum maintenance facility floors and pavement to prevent tracking of materials outdoors. Use mopping as an alternative to hosing down work areas when possible.
- 7) When mopping is used to clean maintenance area floors or pavement, do not dispose of mop water into the parking lot, street, gutters, or drain inlets. Contain and dispose of the mop water to the sanitary sewer system following these guidelines:
 - Remove any spilled oil or other hazardous liquid using dry sweep or rags to absorb the spill before mopping.
 - If an oil/water separator is available, pour the mop water into a separator inlet so that the wastewater is treated before being discharged to the sanitary sewer system.
 - If a sanitary sewer connection is not available, provide dead-end sump or storage tank to collect mopping wash water. Periodically clean out sump or tank and haul to sewer system. Do not dispose hazardous liquids into the sump or tank.
- 8) Use drip pans or absorbent material under leaking vehicles and equipment to capture fluids. Recycle or dispose of fluids and absorbent materials as appropriate.
- 9) Recycle or properly dispose of used oil, antifreeze, solvents, asphaltic emulsion, and any other hazardous or toxic materials.
- 10) Use street sweeper frequently at the motor pool.
- 11) Monitor runoff from the area to determine BMP performance. Determine if a swirl separator type device with an oil-water separator feature is needed.

12) Install a grassy swale where runoff leaves the motor pool if sufficient space is available.

13) Properly dispose of used rags, contaminated materials, and sweeping and cleaning wastes as solid waste.

14) Minimize water use when washing equipment and vehicles.

15) For facilities with sanitary/industrial sewer connections, drain or dispose of wash water to the oil water separator (if available) or to the sewer if acceptable under the facilities discharge permit. Under no circumstances discharge wash water to storm drains, the site surface or to sewers connected to a septic system.

16) Avoid excessive irrigation of landscaped areas. Program the amount and timing of automatic controllers to minimize runoff and encourage deep rooting of vegetation.

17) When flushing water lines, reuse the rinse water for landscaping purposes as long as excess water does not negatively impact any receiving waters or cause erosion. Avoid large volumes of water running off the site into storm drains or watercourses.

18) Apply fertilizer and pesticides in accordance with the label instructions and county regulations and guidelines. Use of integrated pest management is always preferable where applicable.

19) Use the least toxic housekeeping products that can effectively do the job.

BMP TOOL BOX

Planning and Prevention BMPs

- Hazardous Materials Site Planning
- Small Spill Kit
- Large Spill Kit

PERMITS

BUILDING AND GROUNDS MAINTENANCE	
Activity or Condition	Required Permit or Limitation
<ul style="list-style-type: none"> Total above ground petroleum product storage at the facility exceeds 1,320 gallons in aggregate, or 660 gallons in any individual container, or underground petroleum product storage exceeds 42,000 gallons 	<ul style="list-style-type: none"> Prepare and comply with a Spill Prevention, Control and Countermeasures Plan
<ul style="list-style-type: none"> County Maintenance Facilities 	<ul style="list-style-type: none"> Must apply with the RWQCB to be covered under the General Industries Storm Water Discharge Permit, and prepare and implement a Storm Water Pollution Prevention Plan and a Storm Water Monitoring Program
<ul style="list-style-type: none"> County Maintenance Facilities handling 55 gallons or more of hazardous materials 	<ul style="list-style-type: none"> Must file a Hazardous Material Business Plan with their Certified Unified Program Agency (CUPA)
<ul style="list-style-type: none"> Hazardous material (e.g. fuel or waste oil) underground storage tanks 	<ul style="list-style-type: none"> Register with the CUPA and comply with storage tank construction and leak detection monitoring regulations of the SWRCB
<ul style="list-style-type: none"> Above ground hazardous material storage tanks 	<ul style="list-style-type: none"> File an inventory statement for any with the SWRCB
<ul style="list-style-type: none"> Vehicle Fueling Systems 	<ul style="list-style-type: none"> Permits to construct and permits to operate must be obtained from the local Air Quality Management District. Compliance requirements vary by jurisdiction.
<ul style="list-style-type: none"> Discharges of vehicle or equipment wash water to the sewer system 	<ul style="list-style-type: none"> Industrial waste water discharge permits are typically required from the local sewage treatment facility. Compliance requirements may include pollutant discharge limits, discharge volume restrictions and discharge volume and pollutant monitoring and reporting.

VEHICLE AND EQUIPMENT MAINTENANCE

DESCRIPTION

Vehicles and equipment are stored and maintained at county maintenance yards. Maintenance activities performed at the yard include fueling, cleaning, painting, maintenance and repair of vehicles and equipment.

ENVIRONMENTAL CONCERNS

Discharge of the following materials into the storm water drainage system or watercourses:

- Automotive vehicle fluids, including fuel, ATF, oil and antifreeze
- Automobile maintenance chemicals such as solvents and carburetor cleaner
- Cleaning products
- Sediment
- Paint products
- Soil or groundwater contamination.

BMP OBJECTIVES

- Reduce the likelihood of water pollution.
- Protect aquatic species.

BEST MANAGEMENT PRACTICES

1) Employees should be trained in and familiar with provisions of the Storm Water Pollution Prevention Plan, Hazardous Materials Business Plan, Hazard Communications Program and (if planning thresholds are exceeded) the Spill Prevention, Control and Countermeasures Plan for the facility. Training should include procedures for emergency response, proper handling of hazardous materials, and spill cleanup. Update the plans for the facility at the required intervals.

2) Keep an ample supply of spill clean-up materials near fueling, vehicle maintenance and hazardous materials/hazardous waste storage areas. Inventory clean-up materials monthly and restock as needed. Restock immediately following significant spills.

3) Post proper fueling and spill clean-up instructions at fueling areas. Never leave the area while equipment is being fueled.

4) If a spill does occur, contain and clean up the spill immediately using dry absorbent (e.g., “clean sweep”), absorbent pads and/or absorbent pillows. Handle and dispose of used spill pillows and other absorbents as hazardous waste.

5) Use a “dry shop” principle for cleaning areas used for maintenance, materials storage and fueling. Use absorbents such as “clean sweep,” pads or pillows to clean up free liquids; a damp cloth for wiping fuel dispensers and other equipment; and a damp mop on the floor for final cleaning.

6) Install automatic shut off (“break away”) valves at each fueling pump, and manual shut off valves inside and outside of shop buildings.

7) Pave the ground where fueling takes place with concrete or chip seal.

8) Periodically inspect hazardous materials and hazardous waste storage areas, maintenance areas, above ground tanks and fuel dispensers for leaks.

9) Perform vehicle and equipment maintenance in a designated covered facility, where feasible.

10) For vehicle fluid removal, transfer contents to designated vehicle waste fluid storage drums or tanks. Use drip pans under vehicles when draining or filling fluids.

11) When cleaning engines or parts:

- If using solvents to clean parts, perform the work in self-contained solvent sinks or tanks.
- After cleaning, allow parts to drain over the solvent sink or tank. Prevent dripping of solvent, onto the floor.
- Allow parts to dry over the hot tank, if available. If rinsing is required, rinse over the hot tank.
- Steam clean or pressure wash parts only over containments designed for this purpose.

12) Perform vehicle and mobile equipment steam cleaning, pressure washing or degreasing only over a containment designed to collect any generated wash water.

13) Perform vehicle washing in a building or structure designed for this purpose. Use a closed-loop system to recycle wash water or discharge wash water to the sewer. Washing areas without a closed loop system or a connection to the sewer should be designed to contain wash water for later removal. Wash water should not be allowed to run off onto adjacent areas or discharged to storm drains, soil or surface water.

14) Designate an area for pre-wash of vehicles and equipment to capture solid materials, where feasible. Wash water from this area should be handled as indicated above.

15) Vehicle washing areas should be equipped with sediment traps. Sediment traps should be inspected and cleaned periodically, and the sediment removed from the site for disposal at an appropriately licensed facility.

BMP TOOL BOX

Planning and Prevention BMPs

- Small Spill Kit
- Large Spill Kit



PERMITS

BUILDING AND GROUNDS MAINTENANCE	
Activity or Condition	Required Permit or Limitation
<ul style="list-style-type: none"> Total above ground petroleum product storage at the facility exceeds 1,320 gallons in aggregate, or 660 gallons in any individual container, or underground petroleum product storage exceeds 42,000 gallons 	<ul style="list-style-type: none"> Prepare and comply with a Spill Prevention, Control and Countermeasures Plan
<ul style="list-style-type: none"> County Maintenance Facilities 	<ul style="list-style-type: none"> Must apply with the RWQCB to be covered under the General Industries Storm Water Discharge Permit, and prepare and implement a Storm Water Pollution Prevention Plan and a Storm Water Monitoring Program
<ul style="list-style-type: none"> County Maintenance Facilities handling 55 gallons or more of hazardous materials 	<ul style="list-style-type: none"> Must file a Hazardous Material Business Plan with their Certified Unified Program Agency (CUPA)
<ul style="list-style-type: none"> Hazardous material (e.g. fuel or waste oil) underground storage tanks 	<ul style="list-style-type: none"> Register with the CUPA and comply with storage tank construction and leak detection monitoring regulations of the SWRCB
<ul style="list-style-type: none"> Above ground hazardous material storage tanks 	<ul style="list-style-type: none"> File an inventory statement for any with the SWRCB
<ul style="list-style-type: none"> Vehicle Fueling Systems 	<ul style="list-style-type: none"> Permits to construct and permits to operate must be obtained from the local Air Quality Management District. Compliance requirements vary by jurisdiction.
<ul style="list-style-type: none"> Discharges of vehicle or equipment wash water to the sewer system 	<ul style="list-style-type: none"> Industrial waste water discharge permits are typically required from the local sewage treatment facility. Compliance requirements may include pollutant discharge limits, discharge volume restrictions and discharge volume and pollutant monitoring and reporting.

OIL / WATER SEPARATOR MAINTENANCE

DESCRIPTION

Many maintenance facilities have portable or permanent oil water separators. Oil water separators are often used in vehicle and equipment washing areas or steam cleaning containments to separate oil and other products from the wash water before it drains to the sanitary sewer. Oil water separators may be used to similarly pre-treat mop water or other wash water before it drains to the sanitary sewer. Oil water separators must be maintained to be effective at separating oil and other products from wash water. (Refer to sanitation district pretreatment program regulations and permit requirements.)

ENVIRONMENTAL CONCERNS

- Discharge of oil, grease, or other hydrocarbons into the storm water drainage system, watercourses, or groundwater.
- Discharge of soluble oils and hydrocarbons into soil and groundwater via leach fields

BMP OBJECTIVES

- Reduce the likelihood of water pollution.

BEST MANAGEMENT PRACTICES

- 1) Water discharges from maintenance areas, steam cleaning or pressure washing containments and (as required in some jurisdictions) vehicle wash areas should be directed to an oil water separator prior to discharge.
- 2) Remove accumulated oil and grit monthly to maintain effective performance of the separator.
- 3) Recycle oil or dispose of oil according to hazardous waste disposal standards.
- 4) Dispose of grit from separator appropriately. If the grit is contaminated with oil or heavy metals it must be disposed at an appropriately permitted facility and handled according to applicable standards for those materials, and cannot simply be placed into the trash. Consult your supervisor for proper disposal procedures for each separator/facility.
- 5) Record maintenance dates of oil/water separators in order to track upkeep and to prolong the life of the device

6) Do not discharge hazardous liquids such as oil and automotive fluids to the sewer system, even if an oil/water separator is in place.

BMP TOOL BOX

Planning and Prevention BMP's

- Hazardous Materials Site Planning
- Small Spill Kit
- Large Spill Kit



PERMITS

OIL / WATER SEPERATOR MAINTENANCE	
Activity or Condition	Required Permit or Limitation
<ul style="list-style-type: none"> • Discharges from maintenance and stream cleaning contaminants, and is also often required for discharges from vehicle washing areas. 	<ul style="list-style-type: none"> • Industrial waste water discharge permit from local sewage treatment facility. Use of oil water separators is typically required under these permits. Contact your local sewage treatment facility for additional information. • Comply with the Storm Water Pollution Prevention Plan for the facility.

WASTE HANDLING, STORAGE, AND DISPOSAL

DESCRIPTION

Some wastes generated by maintenance activities are stored at the maintenance yard prior to disposal. Care must be taken when handling these materials and standards must be followed to assure these materials are properly stored and disposed. Hazardous wastes have stricter storage and documentation requirements. We cannot stress enough the economic and environmental benefits of preventing spills of toxic materials.

WARNING: Always consult your supervisor if you are unclear of the proper procedures, containers, or storage locations for the type of waste you are handling.

ENVIRONMENTAL CONCERNS

- Discharge of the following materials into the storm water drainage system or watercourses:
 - waste products;
 - litter and debris;
 - sediment;
 - waste fluids from auto maintenance;
 - oil water separator grits; or
 - other organic or inorganic waste material.

BMP OBJECTIVES

- Prevent pollutants from entering drainage systems or watercourses at or near the facility.
- Prevent ground water or soil contamination at or near the facility.
- Prevent soil, surface water and groundwater contamination through disposal of waste materials at appropriate off-site facilities.
- Use proper secondary containment for wastes.

BEST MANAGEMENT PRACTICES

1) Maintain an inventory of the types of waste streams handled at the facility, containers used for storage, facilities designated for off-site disposal, and any special handling or storage requirements.

2) Minimize the amount of waste that is generated to the extent possible. Conduct an inventory of supplies and order in smaller quantities as appropriate to reduce the amount of excess and unused materials stored on site.

3) Use the least toxic products available that will do the job.

4) Reuse or recycle materials when feasible. Segregate materials designated for recycling.

5) Place waste into appropriate containers. For example, put liquid or flammable waste in drums or tanks designed to contain such materials. Place oily rags into metal waste cans designed for storage of flammable rags.

6) Close waste containers when waste is not being actively added or removed.

7) Set up a routine inspection schedule to check for leaking or deteriorated containers and repair or replace as appropriate. At a minimum, conduct inspections as part of the facility's Storm Water Monitoring Program. Inspections should be more frequent during the rainy season.

8) Use extra caution when handling wastes outside during rainfall events. If possible, postpone activities that could lead to spills of waste due to weather.

9) Ensure that all wastes such as residual paints, batteries, spent fuels, chemicals, and other wastes that can cause pollution are stored in properly designed and constructed secondary containment and are protected from the rain.

10) Materials should be stored on paved surfaces. The pad should be able to capture or contain possible spills through the use of an underground container to capture spilled materials or sufficiently sized curbing to hold the spill on the pavement.

BMP TOOLBOX

Planning and Prevention BMPs

- Hazardous Materials Site Planning
- Small Spill Kit
- Large Spill Kit

PERMITS

WASTE HANDLING, STORAGE AND DISPOSAL	
Activity or Condition	Required permit or Limitation
	Comply with the Storm Water pollution Prevention Plan for the site.

STORAGE OF HAZARDOUS MATERIALS

DESCRIPTION

Maintenance facilities may store a variety of materials that are classified as Hazardous Material or Hazardous Waste based on flammability, toxicity or corrosivity. These products may be harmful to the environment if they come in contact with surface waters or soil.

WARNING: Always consult your supervisor if you are unclear of the proper handling procedures, containers, or storage locations for the type of material or waste you are handling.

DANGER: Notify the County Office of Emergency Services (OES) at (805) 781-4459 when a hazardous material spill occurs.

ENVIRONMENTAL CONCERNS

- Discharge of the following materials into the storm water drainage system or watercourses:
 - Automotive vehicle fluids, including fuel, ATF, oil and antifreeze
 - Automobile maintenance chemicals such as solvents and carburetor cleaner
 - Cleaning products
 - Sediment
 - Paint products
 - Corrosives
 - Pesticides, fertilizers and herbicides.
- Soil or groundwater contamination.
- Fire and related air and surface water discharges.
- Harm to aquatic life or other wildlife.
- Harm to human health and safety.

BMP OBJECTIVES

- Protect groundwater quality and potential beneficial uses.
- Prevent pollutants from entering drainage systems or watercourses.

BEST MANAGEMENT PRACTICES

1) Employees should be trained in and familiar with provisions of the Storm Water Pollution Prevention Plan, Hazardous Materials Business Plan (including Emergency Response and Contingency Plan if the facility generates hazardous waste), Hazard Communications Program and (if planning thresholds are exceeded) the Spill Prevention, Control and Countermeasures Plan for the facility. Training should include procedures for emergency response, proper handling of hazardous materials, selection and use of personal protective equipment and spill cleanup. Update the plans for the facility at the required intervals.

2) For Hazardous Materials Storage (General):

- Train personnel on proper handling procedures and familiarize them with the procedures in the emergency response portion of the above plans.
- Post proper handling instructions and Material Safety Data Sheets in a conspicuous location.
- Limit access to storage areas to authorized persons only.
- Keep labels on containers and ensure that covers or caps are secure when containers are not in use.
- Maintain an ample inventory of appropriate spill clean-up materials near all storage areas and attend to all spills immediately. Keep absorbent and baking soda on hand to soak up spilled fluids and to neutralize spilled acid from cracked batteries. Use appropriate personal protective equipment (e.g., rubber boots, gloves and safety glasses).
- Maintain fire extinguishers near hazardous materials and waste storage areas.
- Mark storage areas with the appropriate NFPA placards.
- Store materials on paved surfaces, minimize moving stored materials, and periodically inspect storage facilities.
- Store hazardous materials in a designated area containing similar and chemically compatible materials. Do not store incompatible products in the same storage area without some type of physical barrier separating the containers. For example, do not store oxidizers, such as hydrogen peroxide, with organics or flammable materials such as oil.
- Store small (consumer) containers of flammable materials in flammable materials storage cabinets when not in use.

- Store hazardous materials under cover and away from areas that might drain into the storm water drainage system or watercourses. Store granular hazardous materials under cover well away from waterways, storm drains, curbs, and gutters.
- Store hazardous liquid materials; including lead acid batteries, in secondary containment (Uniform Fire Code Article 80, Section 8003.1.3.3).

3) For Outdoor Container Storage Areas:

- Inspect storage areas weekly and before and after rainfall events. Ensure all containers are properly labeled, covered, securely fastened and in good condition. Check for external corrosion or other signs of wear of material containers (CCR Title 22 Section 66265.174).
- If a container is corroded or leaking, have trained and qualified personnel or the local Hazmat Manager transfer wastes to a new clean container. Label the new container appropriately and properly clean (if equipped to do so) and dispose of the old container. Note that the old container may be classified as hazardous waste if not cleaned.
- Repair and/or replace perimeter controls, containment structures, and covers as necessary to ensure their proper functioning.
- Cover treated wood post storage areas during the rainy season.

4) For Paint Storage Area:

- Inspect all pallets of paint to ensure that they are securely fastened before moving.
- Load and off-load paint on level ground when using a forklift to minimize possible spills and ruptures of paint containers.
- Where feasible, store paint materials in an area with a canopy or roof designed to direct runoff away from the area. Paint is hazardous to aquatic systems.

5) When storing and disposing hazardous wastes:

- Hazardous waste should be handled and managed only by personnel trained to do so.
- Place appropriate placards on all hazardous waste storage and satellite accumulation areas.
- Hazardous waste storage areas should be locked and only authorized personnel with hazardous waste training should be allowed to enter.
- Inspect hazardous waste storage areas weekly and maintain a record of inspections.
- Store all hazardous waste in secondary containment.

- Place hazardous waste in appropriate containers. Containers must be DOT-approved if used for off site shipment. Do not store liquid waste materials in buckets.
- Place hazardous waste labels on all hazardous waste containers as soon as they are used. Label empty containers as empty.
- Containers should be kept closed unless they are actively being filled or emptied.
- Dispose of hazardous waste only at authorized treatment, storage and disposal facilities. Illegal dumping of hazardous waste is a violation subject to fine and/or time in jail under several state and federal regulations.
- Use licensed hazardous waste haulers for threshold quantities as required by state and federal regulations.
- Cover containers carrying hazardous materials during transit. Illegal transit of hazardous waste is a violation subject to fine and/or jail time.

BMP TOOL BOX

Planning and Prevention BMPs

- Hazardous Materials Site Planning
- Small Spill Kit
- Large Spill Kit



PERMITS

STORAGE OF HAZARDOUS MATERIALS	
Activity or Condition	Required Permit or limitation
<ul style="list-style-type: none"> Total above ground petroleum product storage at the facility exceeds 1,320 gallons 	<ul style="list-style-type: none"> Prepare and comply with Spill Prevention, Control and Countermeasures Plan.
<ul style="list-style-type: none"> County maintenance facilities 	<ul style="list-style-type: none"> Must apply with RWQCB to be covered under the General Industrial Storm Water Discharge Permit, and prepare and implement a Storm Water Pollution Prevention Plan and a Storm Water Monitoring Program.
<ul style="list-style-type: none"> County maintenance facilities handling 55 gallons or more of hazardous materials. 	<ul style="list-style-type: none"> Must file a Hazardous Material Business Plan with their Certified Unified Program Agency (CUPA)
<ul style="list-style-type: none"> Above ground hazardous material storage tanks 	<ul style="list-style-type: none"> File an inventory statement for any with the SWRCB
<ul style="list-style-type: none"> Hazardous material (e.g., fuel or waste oil) underground storage tanks 	<ul style="list-style-type: none"> Register with CUPA and comply with storage tank construction and leak detection monitoring regulations of the SWRCB
<ul style="list-style-type: none"> Facilities generating hazardous waste 	<ul style="list-style-type: none"> Must obtain a Generator Identification Number from U.S. EPA or the California Department of Toxic Substance Control.
<ul style="list-style-type: none"> Transport and disposal of contaminated material and hazardous waste. 	<ul style="list-style-type: none"> Must be in accordance with the rules and regulations of the following agencies: <ul style="list-style-type: none"> U.S. Dept. of Transportation U.S. Environmental Protection Agency California Environmental Protection Agency CAL-EPA California Department of Toxic Substances Control (DTSC) California Division of Occupational Safety and Health Administration (CAL-OSHA) Local Regulatory Agencies (e.g., County Department of Public Health)

SPILL PREVENTION AND CONTROL

DESCRIPTION

Maintenance facilities may utilize above ground storage tanks for storage of bulk quantities of liquids. Often the liquids stored are potentially harmful to human health or the environment. Safeguards must be in place at the maintenance yard and spill prevention and control standards must be followed to prevent the discharge of potential pollutants to the storm water drainage system or watercourses from above ground storage tanks and accidental spills.

DANGER: If a large spill or rupture occurs: (1) call 911; (2) contact the Road Supervisor; and (3) contact the local Hazmat Manager. Your supervisor and Hazmat Manager will determine if a Hazmat team or private clean-up company is required. Notify the County Office of Emergency Services (OES) at (805)781-4459. See the Permits section below for additional agency notification requirements.

ENVIRONMENTAL CONCERNS

- Discharge of the following materials into the storm water drainage system or watercourses:
 - o Automotive vehicle fluids, including fuel, ATF, oil and antifreeze
 - o Automobile maintenance chemicals such as solvents and carburetor cleaner
 - o Cleaning products
 - o Sediment
 - o Paint products
 - o Corrosives
 - o Pesticides, fertilizers and herbicides.
- Soil or groundwater contamination.
- Fire and related air and surface water discharges.
- Harm to aquatic life or other wildlife.
- Harm to human health and safety

BMP OBJECTIVES

- Protect groundwater quality and potential beneficial uses.
- Prevent pollutants from entering drainage systems or watercourses.

BEST MANAGEMENT PRACTICES

- 1) Prepare and comply with a Spill Prevention, Control and Countermeasures Plan if total above-ground petroleum product storage at the facility exceeds 1,320 gallons in aggregate or 660 gallons in any individual container. Employees should be trained in and familiar with the provisions of this plan. Training should include procedures for emergency response, proper handling of hazardous materials, selection and use of personal protective equipment and spill cleanup. Evaluate the plan every two years and update as needed.
- 2) Employees should be trained in and familiar with the provisions of the Storm Water Pollution Prevention Plan, Hazardous Materials Business Plan and the Hazard Communications Program. Update these plans for the facility at the required intervals.
- 3) All above-ground hazardous materials storage tanks should be provided with secondary containment, protected from potential vehicle or mobile equipment impacts using bollards or similar devices and, if possible, placed under cover to protect them from rainfall.
- 4) If above-ground storage tanks are not sheltered and the secondary containment fills with rainwater, the rainwater must be inspected and may need to be tested prior to releasing it from the containment to make sure it does not contain contaminants. If the rainwater contains contaminants, it must be containerized pending discharge to the sewer system or off-site disposal at a licensed facility, as appropriate.
- 5) After releasing rainwater from secondary containment, ensure that drain valve is closed.
- 6) Inspect existing above ground storage tanks, secondary containment, and associated valves and piping for signs of leakage, external corrosion, structural failure, and loose connections at least monthly.
- 7) Keep a spill kit near above-ground storage tanks. Such a kit includes an ample supply of clean-up materials (absorbent materials, shovel, rags, and plastic bags). Inventory cleanup materials monthly and restock as needed. Restock immediately following significant spills.

8) Contain and clean-up small spills immediately.

- Assess the type of material spilled and use appropriate personal protective equipment (e.g., rubber boots, gloves and safety glasses).
- Block all storm drain inlets and contain the spill using spill “pigs” and absorbent pillows.
- Soak up wet spills using an absorbent material or dry mop.
- Place wastes and absorbents in a waste container and dispose of the contents according to approved waste disposal procedures

BMP TOOLBOX

Planning and Prevention BMPs

- Hazardous Materials Site Planning
- Small Spill Kit
- Large Spill Kit



PERMITS

SPILL PREVENTION AND CONTROL	
Activity or Condition	Required Permit or Limitation
<ul style="list-style-type: none"> In the case of a hazardous spill 	<ul style="list-style-type: none"> Ensure that the following agencies are notified: <ul style="list-style-type: none"> County Sheriff – for dispatch if substance is off-highway in unincorporated area. County Division of Environmental Health for all incidents CDF&G – If substance is in or near waterway or effects wildlife. RWQCB – if substance is in or near a waterway (county Environmental Health is responsible for notifying) Local Hazardous Materials Response Team - HMRT – in the event of significant material incident, Level 2 or greater, the HMRT shall be requested immediately by on-scene personnel. State office of Emergency Services Warning Center – for all incidents – (800) 852-7550. California Highway Patrol – If substance is on a roadway or State Highway. Coast Guard Marine Safety Officer – If spill is near coast , offshore, or in a bay. U.S. EPA if substance is beyond capabilities of local and state resources – (800) 424-8802 National Response Center. Landowners where spill occurred if adjacent to county road
<ul style="list-style-type: none"> County maintenance facilities 	<ul style="list-style-type: none"> Must apply with RWQCB to be covered under the General Industrial Storm Water Discharge Permit, and prepare and implement a Storm Water Pollution Prevention Plan and a Storm Water Monitoring Program.
<ul style="list-style-type: none"> Hazardous material (e.g., fuel or waste oil) underground storage tanks 	<ul style="list-style-type: none"> Must file a Hazardous Material Business Plan with their Certified Unified Program Agency (CUPA)
<ul style="list-style-type: none"> Hazardous material (e.g., fuel or waste oil) underground storage tanks 	<ul style="list-style-type: none"> Register with CUPA and comply with storage tank construction and leak detection monitoring regulations of the SWRCB
<ul style="list-style-type: none"> Above ground hazardous material storage tanks 	<ul style="list-style-type: none"> File an inventory statement for any with the SWRCB
<ul style="list-style-type: none"> Total above ground petroleum product storage at the facility exceeds 1,320 gallons 	<ul style="list-style-type: none"> Prepare and comply with Spill Prevention, Control and Countermeasures Plan.

