STORMWATER POLLUTION PREVENTION PLAN

2023

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1. Municipal Regional NPDES Permit (MRP) No. CAS612008
2. California Stormwater Quality Association (CASQA) BMP Handbook for Municipal Operations
3. Caltrans Storm Water Quality Handbook Maintenance Staff Guide, May 2003.

LEGALLY RESPONSIBLE PERSON

Approval and Certification of the Stormwater Pollution Prevention Plan

Facility Name:	City of Walnut Creek Corporation Yard (s)
Address	511 Lawrence Way, Walnut Creek, CA 94596
Phone number (Office Hours)	(925) 943-5899 ext. 2436
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"I certify under penalty of law that this document and all Attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Rich Payne	Public Works Manager
Legally Responsible Person	*Title*
Rich Payne	*9/27/2023*
Signature of Legally Responsible Person or Approved Signatory	*Date*
Luis Romero	Street Maintenance Supervisor
Name of Facility Contact	*Title*
Luis Romero	*9/27/2023*
Signature of Facility Contact	*Date*

AMENDMENT LOG

Facility Name	AMD No.	Date	Section/ Page No.	Requested By	Brief Description of Amendment (include reason for change, site location and BMP modifications)	Prepared and Approved By
Traffic Operations Center	1	04/2023	Was Section 3, page 15	City of Walnut Creek	Facility closed - Section Deleted	Rich Payne
Boundary Oak Golf Course	1	04/2023	Was Section 4, page 16	City of Walnut Creek	City of Walnut Creek has relinquished the golf course maintenance yard to Walnut Creek Golf Corporation – Section Deleted	Rich Payne

MAJOR CHANGES FROM PREVIOUS (2010) VERSION

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1. INTRODUCTION

1.1 Background

A Storm Water Pollution Prevention Plan (SWPPP) describes management and monitoring practices that reduce pollutant discharges to storm waters from municipal operations. The SWPPP has two major objectives:

1. To help identify the sources of pollutant discharges; and
2. To describe and ensure the implementation of Best Management Practices (BMPs) to reduce or prevent pollutant discharges.

Under the City of Walnut Creek's **Municipal Regional NPDES Permit (MRP) No. CAS612008**, in Provision C.2 Municipal Operations, Section C.2.f. Corporation Yard BMPs Implementation, a site specific SWPPP must be prepared, implemented and maintained for all corporation yards to comply with water quality standards (see Attachment 1). The CASQA BMP Handbook for Municipal Operations is also referenced in Attachment 2. The SWPPP and BMP requirements further apply to the following facilities because of their SIC/NAIC Industrial designation which exempts these facilities coverage under the State Board's Industrial Stormwater NPDES Permit:

- Corporation Yard, 511 Lawrence Way, Walnut Creek
- Heather Farm Maintenance Yard, 300 North San Carlos, Walnut Creek

The Permit also requires each SWPPP incorporates all applicable BMPs that are described in the Caltrans Storm Water Quality Handbooks Maintenance Staff Guide (see Attachment 3). [1]
This SWPPP describes potential sources of pollution at Corporation and municipal yards and identifies BMPs for each potentially polluting activity. BMPs are management practices or control measures that are implemented in order to significantly reduce or eliminate the sources of pollutants. BMPs are any schedule of activities, prohibitions, good housekeeping practices, pollution prevention practices, maintenance procedures or other practices that prevent or reduce discharge of pollutants directly or indirectly to storm drain inlets, culverts, catch basins, roadside ditches, creeks or any other conveyance to surface waters.

This document describes both non-structural and structural BMPs:

- Non-structural BMPs consists of processes, prohibitions or procedures that prevent pollutants from contacting storm waters. Examples: employee training, altering material handling and changing purchasing decision.
- Structural BMPs are devices that reduce or prevent pollutant discharges such as oil/water separators or berms.

[1] Caltrans Storm Water Quality Handbook Maintenance Staff Guide (May 2003. Applicable activity cut-sheets from this Guide include T Family – Management and support: Building Grounds and Maintenance, Storage of Hazardous materials (working stock), material storage control (hazardous waste), outdoor storage of raw materials, vehicle and equipment fueling, cleaning and maintenance and repair.

This document includes the following elements:

- Title page
- Implementation Committee
- Site description
- Source identification
- Facility maps identifying location of potential sources of stormwater pollution and drainage
- Identification of Best Management Practices (BMPs)
- Program for employee stormwater training
- Inspection plan
- Spill response plan

1.2 Implementation Committee

The Permit requires that responsible personnel be identified to oversee the implementation, annual assessment, and modification of the SWPPP as necessary in the future. The following are the designated members of a committee comprised of these personnel. They have been selected because their participation is needed in the preparation of the SWPPP, and because they are the front line managers who oversee the activities at the sites that must be governed by the plan:

- Public Works Director
- Public Works Managers
- NPDES Program Manager
- Public Works Supervisors

This document will be reviewed at least once a year to identify if amendments to the Plan are needed. At the annual review, effectiveness of best management practices will be evaluated.

2. CORPORATION YARD

2.1 Site Description

The Corporation Yard is the center where the majority of the City's Public Works maintenance activities take place. The site covers about 6.25 acres of land and is 95% covered by impervious surface (buildings and pavement). The general soil type is non-native (imported aggregate) and is non-hazardous. The site is located west flank of the Walnut Creek flood plain and is about 11 miles south of Suisun Bay.

The Corporation Yard is bounded on the east by the BART track, on the west and southwest by Lawrence Way and northwest by 680 Freeway and the on-ramp at Lawrence Way. This facility is surrounded by transit uses on all sides. The general area west of the Freeway and south of the Corporation Yard is commercial with a mix of retail and office uses. The area east of the Bay Area Rapid Transit (BART) track is residential (see *Exhibit 1* for a vicinity map).

A Hazardous Materials (HazMat) storage and surface drainage including drain locations and drainage pattern can be found in *Exhibit 2* for a map of the facility layout.

2.2 Facility Layout

There are several work units working at the main Corporation Yard: Street Maintenance; Clean Water (Storm Drains and Street Sweeping); Park Maintenance; Open Space; Building Maintenance; Fleet Maintenance; and Traffic Operations. There are two main buildings, three covered roof awnings (material storage, parking and a welding workshop), as well as two hazardous material storage sheds on this site (refer to *Exhibit 2*). The two main buildings and auxiliary structures are used as follows:

- Public Works (PW) Building A contains the administrative office of Public Works maintenance offices, a training room, a conference room and small storage; Fleet maintenance and repair area is occupying about 1/4 of the bottom space, which contains vehicle service bays/garage; fueling facility is on the east side and the wash area is on the north side of the building and includes an oil/water separator
- Building B contains the sign shop, traffic operations center, warehouse and administrative office of Open Space division
- All paints and oils are stored in the Paint Storage Shed located next to Building B
- The sweeper shed houses equipment and materials for Street Maintenance
- Roofed awnings are for construction material bays, including base rock, asphalt, soil, and recyclables
- Roofed awning over welding workshop
- The Scene Shop Building is located at the south end of the Corporation Yard and is managed by the Lesher Center for the Arts (storage of props and costumes for local theaters, there is no painting, repair or construction of props occurring at this facility)

Outside storage sheds consist of bins to store the following materials:

- Stockpiles of packaged cold mix asphalt are stacked at the south end of the yard near the asphalt truck cleaning area
- Empty storage barrels once contained materials used during vehicle and equipment maintenance (antifreeze, hydraulic fluid, etc.), empty barrels are stored outside until the City returns them to the supplier
- Assorted equipment with potential for dripping oils
- Paint mixing area for traffic striping rig

2.3 Storm Drainage System and Outfalls

About half of the drainage runs to the westerly curb line where a storm drain picks up the water in catch basins. The remainder discharge flows onto an asphalt swale that passes through the middle of the yard. This swale joins the curb line north of the warehouse. At the north end, drainage flows east into the ditch between the Corporation Yard and the BART line. This ditch runs northerly parallel to the BART line along the entire length of the Corporation Yard.

The entire site drains to the north into one drainage ditch that goes into the City's storm drain system. There is a storm drain line with several catch basins along the westerly boundary within the site. This line shares runoff from the 680 Freeway.

There is also a drainage ditch between the Corporation yard and the BART track to the east. Drainage in the ditch flows north and a portion of the site north of the warehouse building drains into it. Eventually the storm drain empties into the same ditch.

The on-site storm drain system consists of six inlets that drain to the aforementioned waterways. All drainage from the facility is toward these inlets. Six (6) REM full capture trash devices within the six (6) existing catch basins. The CDS full capture devices are serviced annually by the street maintenance crew.

At the north end of the site by the greenhouses, water flows from the Corporation Yard storm drain into the ditch. The storm drain along the west curb discharges into a short open ditch or small basin. A culvert carries the drainage from this basin and connects with the BART ditch, which runs north from there. There are four storm drain inlets on the site, all are marked with "No Dumping - Drains to Creek" decals.

EXHIBIT 1 - VICINITY MAP OF CORPORATION YARD

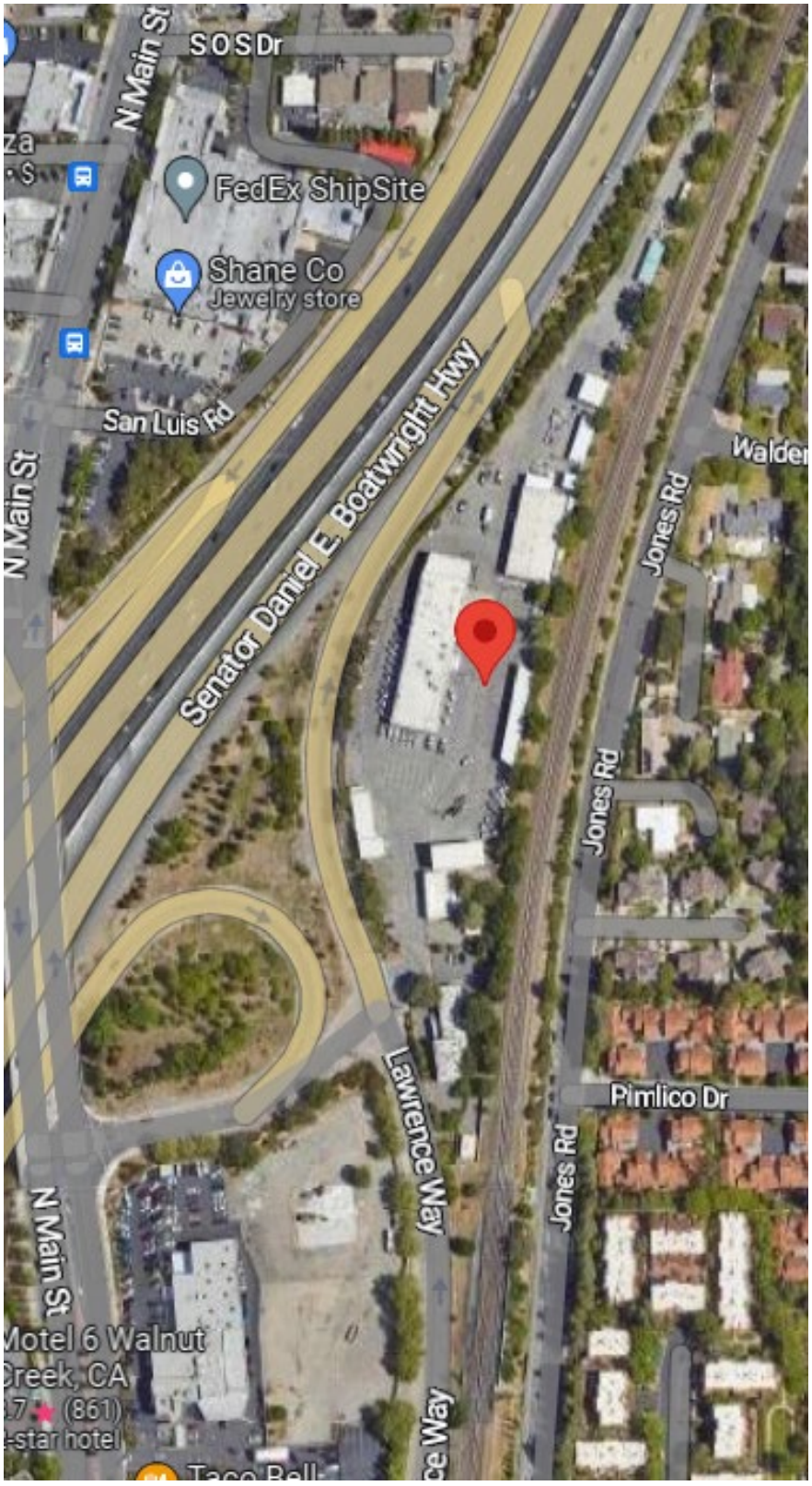
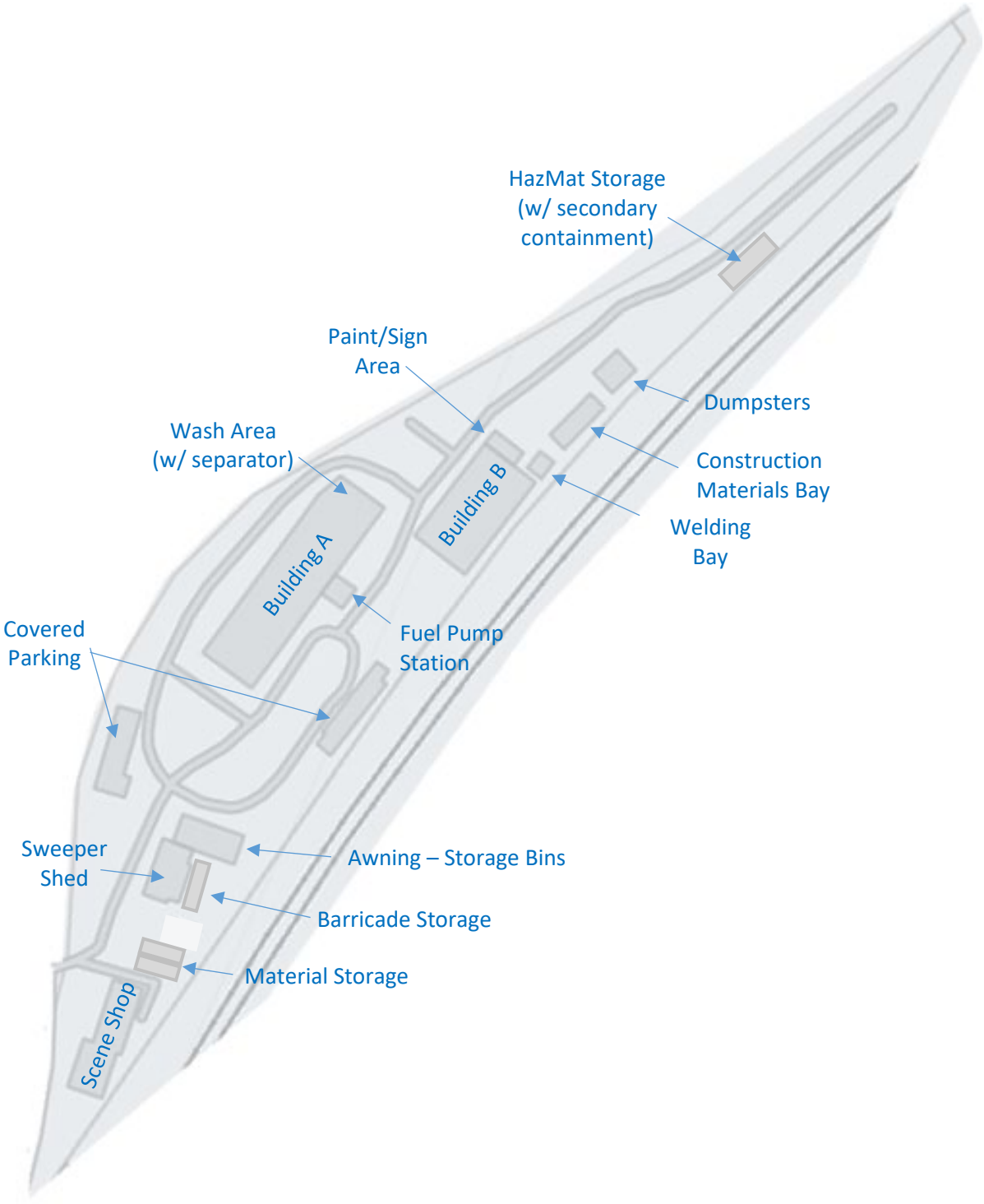


EXHIBIT 2 - FACILITY LAYOUT MAP OF CORPORATION YARD



3. TRAFFIC OPERATIONS CENTER – *Section Deleted*

4. BOUNDARY OAK GOLF COURSE MAINTENANCE YARD – *Section Deleted*

5. HEATHER FARM MAINTENANCE YARD

5.1 Site Description

The City conducts maintenance of some City parks from the Heather Farm maintenance yard. Heather Farm maintenance yard covers approximately 3.5 acres and is 85% covered by buildings and/or pavement. The remainder of the site is composed of gravel/rock roadway that is driven upon. The surrounding areas consist of public parks, ponds, a private school, Gardens at Heather Farm and residential neighborhoods. Refer to *Exhibit 3* for a vicinity map.

5.2 Facility Layout

The Heather Farm maintenance yard consists of two former water tanks, which were converted to storage facilities. All pesticides are stored in a locked cabinet inside with double containment inside the Pesticides Shed, which is located at the rear of eastern storage shed. There are three additional storage lockers at this facility for miscellaneous landscaping equipment parts and irrigation supplies. (See *Exhibit 4* for Heather Farm Facility Layout)

Large (inert) items are stored outside on racks on the western and northern edges of the property. These include unused trash cans, outdoor furniture, construction materials, and light poles.

Outdoor storage bays for landscaping and construction material, green waste and solid waste dumpsters are covered with a canopy and are located south of the water tanks. Located in the southern corner of the parcel is a seasonal pile of asphalt concrete grinding, construction fill, concrete rubble and fill dirt. This is used in dry weather conditions and the material is off-hauled prior to the onset of the rainy season. If stored during the winter rain season, it is protected by appropriate erosion control BMPs.

A large, roofed shed is along the northern edge of the property. This is used for equipment and vehicle storage.

A covered wash bay is located east of the water tanks and is equipped with an oil/water separator with a berm at the entrance to keep wash water from running out of the bay. The oil/water separators are serviced every 90 days. Mower equipment and the City's street sweepers are washed on site. To the north of the wash bay is a transfer station to temporarily hold street sweeping spoils.

5.3 Storm Drainage System and Outfalls

The site is divided into four sub-watersheds. The existing building's rooftop leaders discharge onto the landscape and do not enter the storm drain network. Approximately 1.5 acre of the site drains to the northwest corner of the lot and via overland flow, it enters into a tributary of Walnut Creek. Approximately 1.75 acres of the area enter into a culvert on the northern edge of the site. This culvert discharges into the Contra Costa Flood Control channel just northwest of the site.
The site has a sand filter on the western edge of the property, which is equipped with an underdrain and overflow catch basin. This installation treats approximately 0.05 acres, from a mixture of rooftop runoff and pavement. It discharges into a bubble-up at the western edge of the property. A catch basin is located adjacent to material storage racks on the western edge of

the site and discharges at the property boundary. It enters the tributary of Walnut Creek. At the northwest corner of the site, a bioswale was installed in 2021 to treat the new pavement surrounding the tanks and the covered parking storage area. The entrance driveway and surrounding area, 0.25 acres, is drained to San Carlos Drive via sheet flow and enters the storm drain network.

EXHIBIT 3 - VICINITY MAP OF HEATHER FARM MAINTENANCE YARD

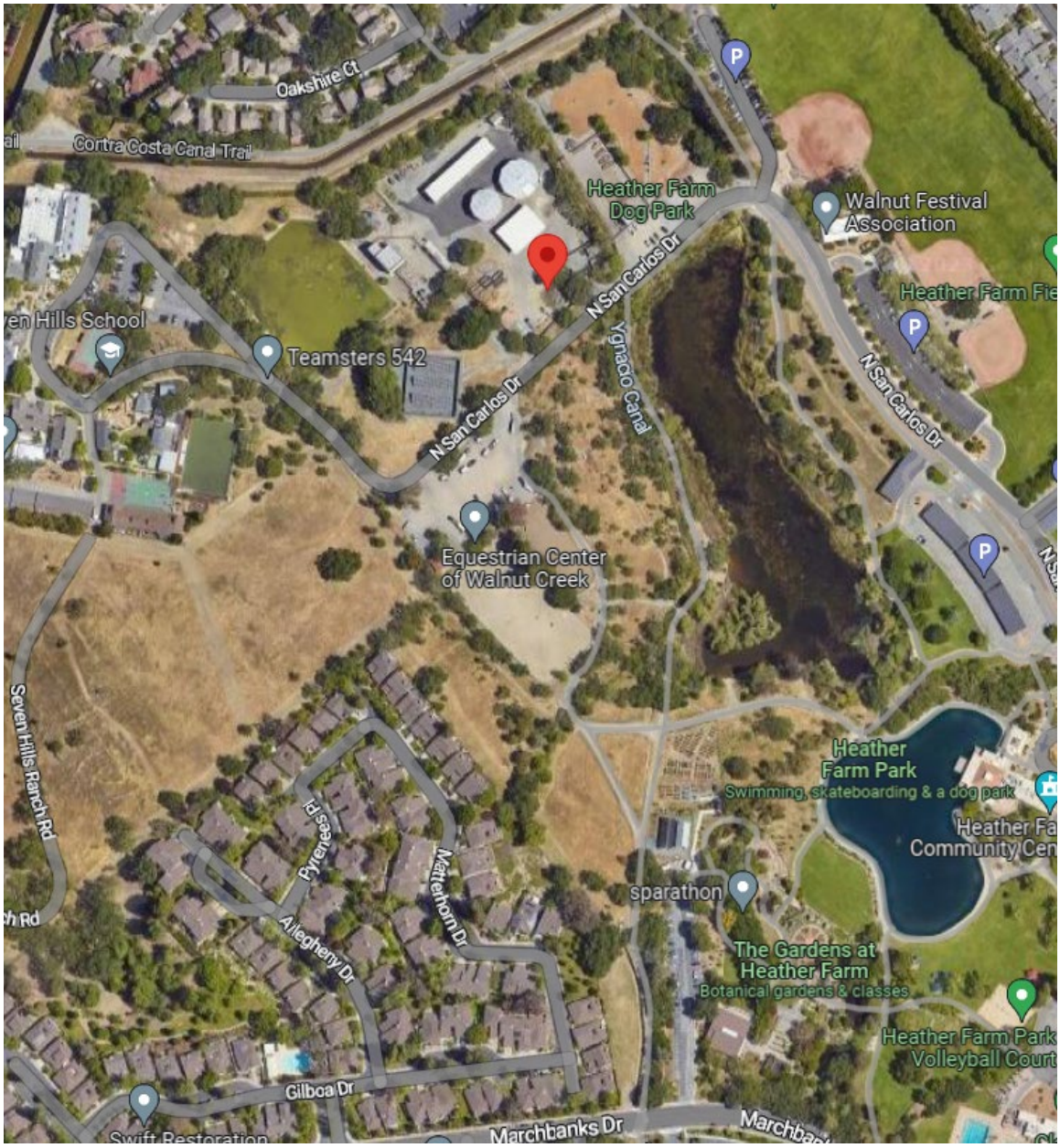
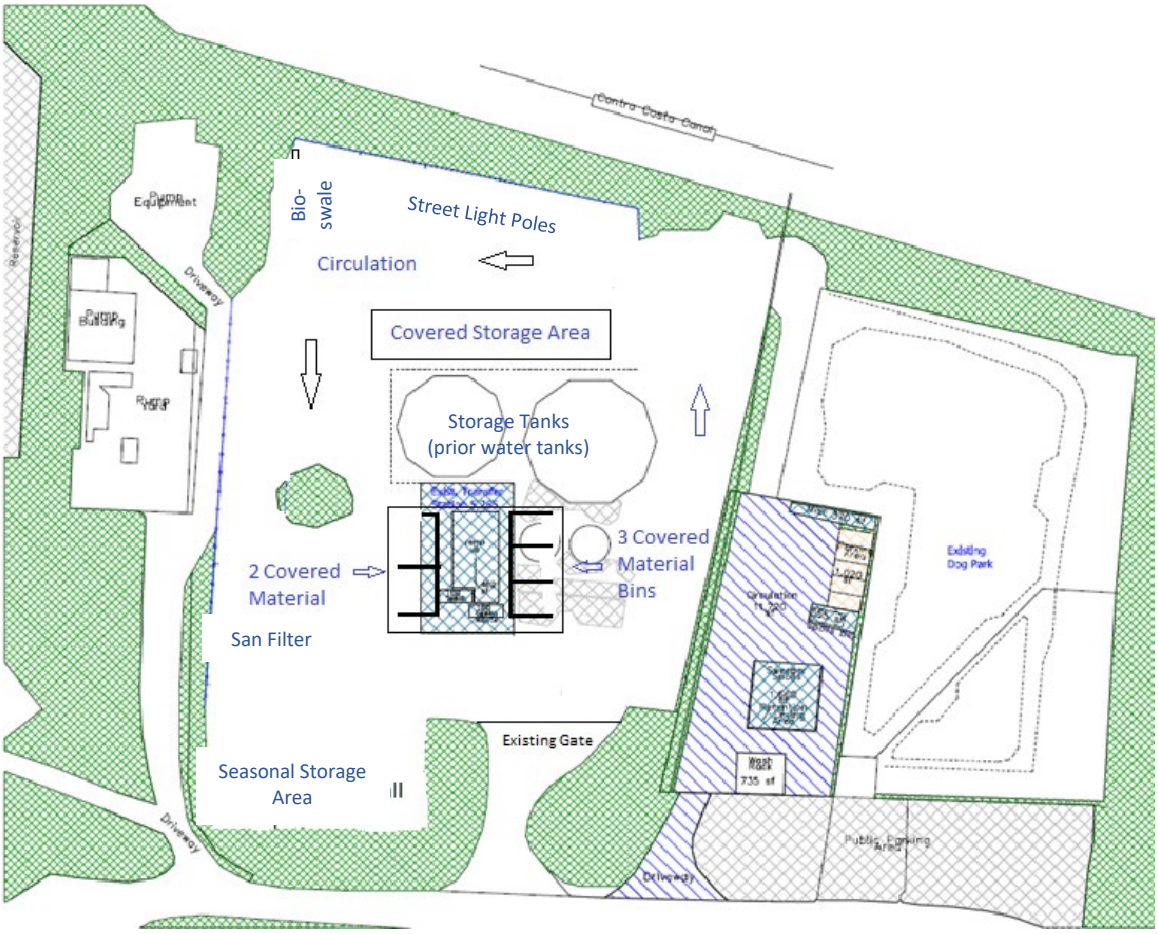


EXHIBIT 4 - FACILITY LAYOUT MAP OF HEATHER FARM MAINTENANCE YARD



6. FIELD PROGRAM ACTIVITIES

6.1 Operations

Some of the operations, landscape maintenance, drainage system operations and maintenance, and street maintenance, are considered a part of regular City functions that occur on specific locations. Parks and Open Space division crews occasionally will need to apply pesticides or fuel equipment with gasoline; all are considered as hazardous materials. To minimize travel, some pesticide is stored onsite within locked cabinets within the facilities. Also, small pieces of equipment may be stored. The cabinets are designed for pesticide storage, have double containment and are labeled. Additionally, small amounts (less than 25 gallons) of fuel may be stored on site in fuel canisters. Spill kits are located in each of the storage areas and staff are trained on use.

6.1.1 Sites

Open Space Ranger Stations with operations include:

- Sugarloaf
- Borges Ranch
- Howe Homestead Park

City Parks with operations include:

- Arbolado Park
- Castle Rock Park
- Civic Park
- Heather Farm Park
- Larkey Park
- Rudgear Park
- Tice Valley Park

7. POTENTIAL SOURCES OF POLLUTION

7.1 Corporation Yard

Exhibit 2 shows the Corporation Yard and the location of various activities that are potential sources of pollution. This section provides a summary of materials stored at each facility that has the potential of becoming storm water contaminants.

7.1.1 Maintenance and Repair Area:

All vehicle maintenance and repair occurs in the vehicle service bays at the north end of the Public Service building. If not handled properly, the following may become potential contaminants:

- Spills from oil changes or other maintenance activities
- Auto tires and battery storage
- Spills of other automotive fluids during servicing
- Spills of the antifreeze or other auto fluids storage
- Spills of any stored waste oils or fluids
- Leakage from drum rack
- Leakage while emptying waste oil tank
- Spills while loading or unloading automotive fluids or wastes

7.1.2 Outside Equipment Storage Area

Some equipment and miscellaneous sundries are stored uncovered outside. Most materials have little potential for pollution because of the City's regular preventive maintenance program. However, there is a possibility that stored equipment could leak fluids onto the pavement. To prevent this incident, drip pans have been placed under equipment that is anticipated to be parked for any significant length of time.

7.1.3 Wash Area

The wash rack is located on the north side of the Public Works Building A. This wash rack is protected by a roof canopy and a westerly wind wall constructed to prevent storm water from mixing with wash water. It is equipped with a floor drain that leads to an oil/water separator and grease trap. The separator drains into the sanitary sewer system. This wash rack is used to clean the City's sweepers, mowers and other equipment. City vehicles are sent to a commercial car wash facility instead of being washed at the Corporation Yard. This reduces the volume of wash water sent to the sanitary sewer.

7.1.4 Vehicle Fueling Area

The vehicle fueling area is located on the east side of the Public Works Building A. This area is covered, but not enclosed. City equipment and vehicles are fueled at this facility. Three underground storage tanks exist for fuels (10,000 gal, 2,000 gal, and 1,000 gal).

7.1.6 Scene Shop

This building is used for the storage of props and costumes for the Dean Lesher Theater. No work on props is currently being done at this facility.

7.1.7 Trash Storage

A covered awning was constructed on the northeastern edge of the site to house trash dumpsters.

7.1.8 Paint Mixing Area

There is an area north of the Building B where the Building Maintenance and Traffic Operations crews mix paints. There is evidence of paint on the pavement from some small spillages. The spillages were not an excessive amount and clean-up operations reduced these amounts.

7.1.9 Sign Shop

This area, located at the back of Building B, is used for designing and fabricating street and informational signs and storing ready-to-install signs. Most sign production is done using an electronic cuttable film (ECF) and silk screening. Limited amount of ink is used during the silk screening process. The work area outside the shop is used for welding, cutting metal sheets, and assembling (mounting) signage. All scrap metals and glass are recycled or reused. Welding and other metal fabrication is done under a roofed awning to the north of the sign shop.

7.1.10 Meter Shop and Meter Storage

All City parking meters are repaired and calibrated in the Meter Shop and then are brought to the Meter Storage area before they are installed. The City owns about 1,600 parking meters.

7.1.11 Outdoor Storage Area

A large covered bay, located to the north of Building B, is broken into several storage areas next to the paint mixing area. These areas are used to store street lights, traffic signals, downtown decorative street lights, thermoplastic materials, and a generator.

7.2 Heather Farm Park Maintenance Yard

Exhibit 4 shows the Heather Farm Park maintenance yard and locations of the various activities that are potential sources of storm water pollution. There is no vehicular maintenance or repair activity done at this maintenance yard. All vehicle or equipment repairs are done at the Corporation Yard. This section provides a summary of the materials stored at each facility that have the potential of becoming storm water pollutants.

7.2.1 Storage Area

There are two tanks previously used for water storage that have been converted to equipment and material storage. The equipment stored in these tanks includes mowers that are used for park maintenance. Typically, there are three trucks at the facility during the day; however, these trucks are not stored at the site overnight. A small amount of diesel and gasoline is stored on site. Aerosol latex paint, which is used to stripe the City's playing fields, is stored in these tanks. These storage tanks are sealed and have concrete bottoms.

Pesticide storage is located in an independent locker. It is equipped with double containment and a spill kit.

7.2.2 Equipment Fueling

Small equipment and some vehicles are fueled at this location. Fuel is stored in 5-gallon mobile gas cans that are filled at the Corporation Yard. Spill kits are onsite, and staff are trained in use.

7.2.3 Wash Area

Currently, mowers and street sweepers are washed on a covered concrete area on the site. This washing is assumed to wash some oil and hydrocarbons off the equipment. This wash area is equipped with an oil/water separator, which drains into the sanitary sewer system. Maintenance crews will inspect the facility regularly and clean it as necessary.

7.2.4 Outdoor Storage Area

Several large metal poles and some miscellaneous sundries are stored uncovered outside on a paved lot outside of the building. Scrap metals are temporarily stored outside until they are hauled away to an offsite location. Most of these have a very low potential for pollution. All vehicles and equipment are in operation and are not stored for any significant length of time.

7.3 Field Program Activities

7.3.1 Equipment Fueling

Small equipment and some vehicles are fueled at this location. Fuel is stored in mobile gas cans that are filled at the main corporation yard. The gas cans are no larger than 5 gallon. Spill kits are onsite, and staff are trained in use.

7.3.2 Storage Area

Pesticide storage is located in a locked locker with double containment and a spill kit.

8. POTENTIAL POLLUTANTS

The following is a list of few significant materials used by the City that may come into contact with storm water:

Pesticides
Fertilizers
Gasoline and diesel
Any other materials used in substantial quantities for building maintenance
Paints (water and oil-based) and solvents
Landscaping and hardscape materials
Cleaning solvents
Oil, grease and other automotive fluids

Table 1. Potential Pollutants from Maintenance Activities

	Potential Pollutants								
Activity-or-Facility Type	**Sediments**	**Nutrients**	**Metals**	**Organics and Toxicants [1]**	**Floatable Materials**	**Oxygen-Demanding Substances**	**Oil and Grease**	**Bacteria**	**Pesticides**
Vehicle & equipment fueling			X	X			X		
Vehicle & equipment washing and steam cleaning	X	X	X	X		X	X		
Vehicle & equipment maintenance and repair			X	X			X		
Outdoor loading & unloading materials	X	X	X	X	X	X	X		
Outdoor container storage of liquids		X	X	X		X	X		X
Outdoor process equipment operations and maintenance	X		X	X			X		
Outdoor storage of raw materials, products and byproducts	X	X	X	X	X	X	X		
Waste handling and disposal			X	X	X	X	X	X	
Contaminated or erodible surface areas	X	X	X	X	X	X	X	X	
Building and ground maintenance	X	X	X		X	X		X	X
Building repair, remodeling and construction	X		X		X	X			
Parking/storage area maintenance			X	X	X		X		

[1] This includes all toxic pollutants other than pesticides.

9. BEST MANAGEMENT PRACTICES

Best Management Practices (BMPs) are measures to prevent or mitigate pollution. In evaluating work area, BMPs should be considered and implemented as appropriate. They are defined as follows:

- **Non-Structural BMPs** generally consist of processes, prohibitions, procedures, schedule of activities that prevent pollutants associated with maintenance activity from entering stormwater. They are generally low cost and low technology in nature.
- **Structural BMPs** prevent pollutants from reaching stormwater, such as a roof cover, installing a berm (or simple curbing) to divert runoff water from around the activity area to reduce the amount of polluted stormwater leaving the area.
- **Source Control BMPs** prevent contact between stormwater and the pollution source and can be structural or non-structural. For example: using less-toxic chemicals, covering an activity area that is a pollution source, moving an outdoor operation indoors, installing "No Dumping-Drain to Bay" decals, keeping trash bins and dumpsters closed at all times, and designating equipment wash area.
- **Treatment Control BMPs** treat the stormwater to remove pollutant(s) and area structural by their basic nature.

Steps to Reduce Pollution

The following non-structural, source control BMPs should be considered:

1. **Good Housekeeping**

   Prevent stormwater from contacting working areas such as loading/unloading areas, outdoor equipment, trash dumpster area, material storage and vehicle maintenance areas by keeping these areas clean, neat and tidy. Clean up small spills promptly so it does not contribute to or cause a larger spill. Use dry methods when possible (e.g. sweeping, use of absorbents) when cleaning around dumpster area. If water must be used after sweeping/using absorbents, collect water (e.g. with ShopVac) and discharge to the sanitary sewer.

   Preventing storm water, wash water or any others from contacting contaminated areas will prevent discharges of pollutants or contaminated water from the site. Maintain the visibility of "No Dumping – Drains to Creek" markers on the facility's storm drains.

2. **Preventive Maintenance**

   Equipment and vehicles are maintained in such a way as to anticipate problems that could result in pollution. For example, a timely replacement of hydraulic lines on lifts and heavy equipment can prevent leaking problem in the future. Currently, they are inspected twice a year.

3. **Spill Prevention and Response**

   Particular attention is devoted to minimizing and promptly cleaning up spills. If necessary, use a secondary containment around storage tanks and other areas for the purpose of collecting any leaks or spills. Use drip pans or absorbent materials whenever grease containers are emptied.

   Have spill cleanup materials readily available and in a known location. Spill response kits are available at the corporation yard and all municipal yards. Keep the Spill Response Plan *(Exhibit 5)* up-to-date and implement accordingly. Properly dispose of spill cleanup material. Refer to *Exhibit 6* for Facility Incident Checklist.

4. **Material Handling and Storage**
   Prevent storm water from contacting working areas such as materials storage, loading/unloading areas or other working areas that are subject to contamination by oily wastes, greases, process liquids, raw materials and other miscellaneous fluids and compounds. If necessary, cover the materials to prevent them from coming into contact with storm water.

5. **Waste Handling and Recycling**
   Recycle materials whenever possible. Recycle used vehicle parts and fluids when possible (e.g. oil, oil filters, antifreeze, car batteries, and tires). Use a funnel when transferring fluids to containers. Properly dispose of vehicle fluids, used absorbent pads and cleaning chemicals as hazardous waste. Contain all fluids in sealed, labeled drums in a covered area. Use secondary containment berms or devices when storing fluids.

   Place waste containers under cover, if possible. Do not fill waste containers with washout water or any other liquid. Control litter by posting "No Littering" signs and enforce anti-litter laws. Provide a sufficient number of litter receptacles for facilities. Clean out and cover litter receptacles frequently to prevent spillage. Hazardous waste cannot be re-use or recycled; it must be disposed of by a licensed hazardous waste hauler.

6. **Employee Training**
   The success of the Storm Water Pollution Prevention Plan (SWPPP) relies in large part on proper training and education of City personnel. Personnel will be trained on spill clean-up and control, safety measures that support actions to minimize the risk of storm water contamination and best management practices outlined in this document. City personnel will be trained in proper hazardous waste management. At a minimum, employee training is conducted once a year by the NPDES Program Manager.

7. **Inspections and Monitoring**
   Along with periodic review of the SWPPP document, there will be an annual inspection carried out by NPDES Program Manager or other authorized individual before the start of the rainy season. It will be done with the respective supervisors assisting in their work areas. The inspections, which are performed using a checklist, are necessary to review whether or not the BMPs being implemented are effective in preventing stormwater pollution. Refer to *Exhibit 7* for an Inspection Checklist.

   Periodic observations will be performed throughout the year to monitor storm water runoff. The drainage at each site will be assessed and all storm drain inlets will be inspected at least once a year and cleaned as necessary. All inlets will be marked with "No Dumping – Drain to Creek" markers. Storm water runoff will be frequently observed during the wet weather season (October 1 thru April 15). Any noted contamination will be traced to its source and eliminated.

8. **Record Keeping and Internal Reporting**
   The annual inspection will be documented by a report that discusses the results of the investigation and contains any recommendations for revising or altering the plan. Any deficiencies that are found during the inspection are recorded on the checklist along with the mitigation or solutions to be implemented. The completed checklists will be kept in the Clean Water Program files by the NPDES Program Manager.

REFERENCES

California Stormwater Quality Association's BMP Handbook for Municipal Operations (2003). (www.cabmphandbooks.com)

CALTRANS Storm Water Quality Handbook Maintenance Staff Guide, May 2003. (www.dot.ca.gov/hq/construc/stormwater/manuals.htm)

EXHIBIT 5 - SPILL RESPONSE PLAN

Spills and accidental discharges can be sources of storm water pollution. The City has developed the following spill response plan which details its approach to containment and clean-up of spills.

MINOR SPILLS - Typically involve small quantities (less than 1 QT) of oil, gasoline, paint, etc., which can be controlled by the first responder at the discovery of the spills.	
1) Contain the Spill	▪ Stop the source of the spill ▪ Berm around the spill, if necessary ▪ Use absorbent materials to prevent spreading of the spill area if available
2) Recover Spilled Materials	▪ Sweep up spilled dry materials immediately…Never attempt to "wash them away" with water or bury them ▪ Recover liquid spills on dirt areas by digging up and properly disposing of contaminated soil ▪ Recover liquid spills on paved or impermeable surfaces using "dry" cleanup methods (ex: absorbent materials and/or rags)
3) Clean Contaminated Area and/or Dispose of Contaminated Materials	▪ Used cleanup rags maybe hazardous wastes that must either be sent to a certified industrial laundry facility or disposed of properly ▪ Dispose of contaminated materials in a proper waste container ▪ Make sure that toxic liquid wastes (used oils, solvents and paints) and chemicals (acids, pesticides, additives and curing compounds) are not disposed of in dumpsters designated for construction materials ▪ Examine labels of spilled materials for proper waste disposal instructions ▪ Inspect the spill area periodically until it can be satisfactorily determined that the spilled material has been completely removed from the site
SEMI-SIGNIFICANT SPILLS - Semi-significant spills (one quart to one gallon) can be controlled by the first responder along with the aid of other personnel. This response may require the cessation of all other activities. The spill control measures taken should be consistent with those used for minor spills.	
1) Contain the Spill	▪ If the spill has the potential to flow to the storm drain, storm drain inlets should be temporarily plugged
2) Recover Spilled Materials	▪ If the spill occurs on paved or impermeable surfaces, clean up using "dry" methods (absorbent materials and/or rags). Contain the spill by encircling with absorbent materials and do not let the spill spread widely. ▪ If the spill occurs in dirt areas, immediately contain the spill by constructing an earthen dike.
3) Clean Contaminated Area and/or Dispose of Contaminated Materials	▪ Dig up and properly dispose of contaminated soil. ▪ If the spill occurs during rain, cover the impacted area if possible, to avoid runoff and minimize the amount of material needed to be cleaned up.
SIGNIFICANT or HAZARDOUS SPILLS - If a significant or hazardous spills (over one gallon) cannot be completely controlled by on-site personnel, the following steps must be taken:	
1) Stop Spill Source	▪ If safe to perform, stop the source of the spill and contain the spill spread
2) Notify Appropriate Personnel	▪ Immediately notify the Police Department Dispatch by dialing 943-5844. An officer will be dispatched to the site to assess the situation and determine what further actions are necessary. ▪ Notify the Contra Costa County Environmental Health/Hazardous Materials at 24-hour Hotline for Emergencies: 925-655-3232 and follow the Facility Incident Checklist *(Exhibit 6)* ▪ Follow the City of Walnut Creek's Municipal Maintenance Command (MMC) procedure.
3) Cleanup of Spill	▪ Cleanup must only occur if appropriate and qualified personnel have deemed it safe to perform cleanup of spill

EXHIBIT 6 - FACILITY INCIDENT CHECKLIST

Date: _____ Time: _____ Name of Reporter: _____

____ A. Call/Page CCC Environmental Health 24-hour Hotline for Emergencies: 925-655-3232.

____ B. Give your name and identify your facility and its address.

____ C. If requests activation of C.A.N., state so now!

____ D. Give your phone number with immediate access to an individual who answers further questions from CCC Environmental Health. (No voicemail numbers).

____ E. Give, if known, the chemical released and describe the physical state (solid, liquid, gases and/or vapor).
Has this been verified? Yes / No / Unknown

____ F. Give, if known, the best guess amount of chemical released.
Best guess or overestimate rather than underestimate release.

____ G. Give, if known, wind direction.

____ H. Give, if known, wind speed. If speed is unknown, inform Env. Health whether the wind is blowing.

____ I. Do you know if the material has gone off the site? Yes/No/Unknown

____ J. Has medical attention been required for individuals? Yes/No/Unknown

____ K. Do you know if the facility's Emergency Operations Center, or emergency response staff has been activated? Yes / No / Unknown

____ L. Give Gate Number or Address to which the E.R. Team needs to respond.

____ M. Are there any other hazardous materials stored adjacent to the incident site?

____ N. Do you know of any sensitive receptors or subdivisions nearby?
Ex: Schools/Day Care Facilities/Hospitals/Nursing Homes

____ O. Have you received any public complaints? Yes / No / Unknown

____ P. Have other agencies been notified? Yes / No / Unknown. If yes, give list.

EXHIBIT 7 - INSPECTION CHECKLIST

Name of Reviewer:	Date:		
ACTIVITIES Check each activity present at site	EFFECTIVENESS		
	High	Moderate	Low
☐ Non-storm water discharges to drains. Describe BMPs in place:			
☐ Spill prevention, control and cleanup. Describe BMPs in place:			
☐ Vehicle and equipment fueling. Describe BMPs in place:			
☐Vehicle and equipment washing. Describe BMPs in place:			
☐ Vehicle and equipment maintenance and repair. Describe BMPs in place:			
☐ Outdoor loading/unloading of liquid materials. Describe BMPs in place:			
☐ Outdoor container storage of liquids. Describe BMPs in place:			
☐ Outdoor process equipment operations and maintenance. Describe BMPs in place:			
☐ Outdoor storage of raw materials, products and byproducts. Describe BMPs in place:			
☐ Waste handling and disposal. Describe BMPs in place:			
☐ Contaminated or erodible surface areas. Describe BMPs in place:			
☐ Building and grounds maintenance. Describe BMPs in place:			
☐ Building repair, remodeling and construction. Describe BMPs in place:			
☐ Parking/Storage area maintenance. Describe BMPs in place:			

ATTACHMENTS

California Regional Water Quality Control Board San Francisco Bay Region Municipal Regional Stormwater NPDES Permit Order No. R2-2022-0018 NPDES Permit No. CAS612008 May 11, 2022

CALTRANS
Storm Water Quality Handbook
Maintenance Staff Guide
(May 2003)

www.dot.ca.gov/hq/construc/stormwater/manuals.htm

California Stormwater Quality Association (CASQA)
BMP Handbook
for Municipal Operations
(2003)

www.cabmphandbooks.com