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STORM WATER POLLUTION PREVENTION PLAN

OAK GROVE SCHOOL DISTRICT

MAINTENANCE AND TRANSPORTATION DEPARTMENT

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STORM WATER POLLUTION PREVENTION PLAN

OAK GROVE SCHOOL DISTRICT

MAINTENANCE AND TRANSPORTATION DEPARTMENT

1.0 INTRODUCTION AND BACKGROUND

The Oak Grove School District (District) has a maintenance and transportation facility located at 6578 Santa Teresa Boulevard, San Jose, California (see Figure 1, Location Plan). The facility includes parking, washing, fueling, and maintenance areas for buses and fleet vehicles. Other buildings within the facility provide storage for District dry good, janitorial, and office supplies, as well as, cafeteria frozen and fresh supplies, ground maintenance equipment, and yard equipment. This facility generates "storm water runoff associated with industrial activity," since primary activities fall into the Standard Industrial Classification (SIC) code of 4151. This SIC code was specified in the EPA final storm water regulations for industries published in November 1991. Storm water reference documents (SFRWQCB memorandums,

·background information, and NPDES General Permit) are included in Appendix B.

The District is filing a Notice of Intent (NOI) to comply with the State General Industrial Storm Water Permit. The District intends to begin storm water monitoring and sampling concurrent with the filing of the NOI. This plan identifies storm water sources, potential pollution sources, pollution control methods, training, storm water sampling and reporting, and record keeping.

# 2.0 SITE LOCATION AND REGIONAL INFORMATION

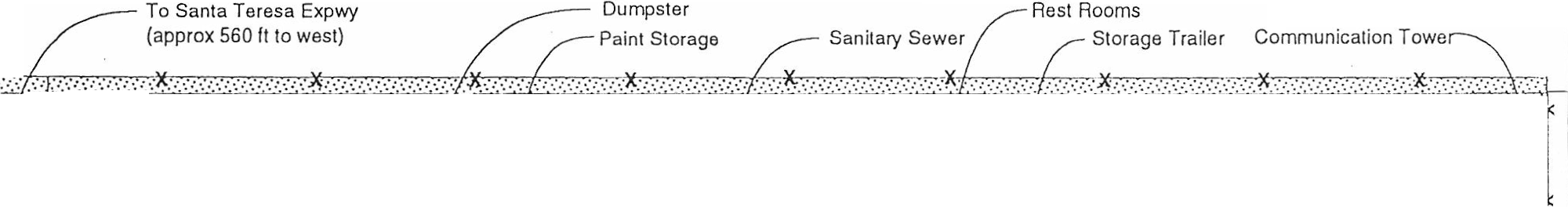
2.1 Location

The Maintenance Operations and Transportation (MOT) facility is located in the southern part of San Jose. The facility covers approximately 3.4 acres. Five buildings are locate on the site. Areas outside of the buildings are covered with asphalt paving, concrete, or bordered by landscaped planter beds. The facility is bordered on the north by City of San Jose Light Rail Transportation Station parking lot, to the east and south by light industrial and commercial facilities, and to the west by the District Education Center and residential subdivisions. There are two entrances from Via Del Oro located to the east of the transportation yard, and one entrance from Santa Teresa Boulevard, located approximately 560 feet west of the

yard. The facility is fenced and entrance gates are closed and locked during the night

and on weekends and holidays .

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| Ref:The Thomas Guide  1995 Edition  Santa Clara County  Pg. 72A | FIGURE 1 |
| OAK GROVE SCHOOL DISTRICT  Maintenance and Transportation Dept  6578 Santa Teresa Blvd SanJose, California |
| LOCATION PLAN  May, 1996 |
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| **O-AK GROVE SCHOOL DISTRICT**  Maintenance and Transportation Dept  6578 Santa Teresa Blvd  San Jose Calif ornia  **STORM WATER ·DRAINAGE PLAN**  May, 1996 |

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| **OAK GROVE SCHOOL DISTRICT**  Maintenance and Transportation Dept  6578 Santa Teresa Blvd  San Jose. California |
| **STORM WATER DRAINAGE PLAN**  May, 1996 |

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* 1. Local Hydrology

Rainfall runoff sheet flows from various portions of the facility into a series of yard drain inlets. The inlets are connected to two parallel 8-inch storm drain pipes that have been constructed to gravity drain storm related water from the east end of the transportation facility to the west. Both storm drain pipes exit the MOT on the west side of the facility, increase pipe diameter sizes to 12 and 14 inches, and continue parallel routes across the District's Education Center property. Just prior to exiting the facility on Santa Teresa Boulevard, the two storm drain pipes join together into a common 15 inch storm drain. At this junction, storm water is directed to a Santa

Teresa Boulevard storm drain collection system. No storm water flows onto the site

from adjacent areas.

* 1. Surface Water Bodies And Wells

There are no nearby water bodies or water supply wells. The site had two on-site monitoring wells installed to monitor ground water conditions following removal of three underground tanks in 1992/1993.

3.0 SITE DESCRIPTION

* 1. Site Map

The District transportation facility site is depicted on Figure 2, Storm Water Drainage Plan. A full scale map prepared by Porter Jensen & Partners in September, 1973, is included in the pocket attached to this report. The following features are shown on the map:

* + - Discharge structures for the site
    - Paved areas and buildings
    - Areas of potential pollutant contact
    - Existing storm water structure control measures
    - Vehicle service areas
    - Fueling area
    - Bus washing area

The site map indicates the locations of conveyance and drainage structures, including catch basins, pipelines, wash water inlet to the oil/water separator, and discharge to the sanitary sewer system. As indicated on the site map, the main storm water conveyance piping is located on both the southern and northern sides of the facility and gravity drain storm water to an offsite collection system on the western border of the yard.

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* 1. Buildings

There are a total of 5 buildings at the transportation facility. They include the maintenance/ operation transportation (MOT) offices, warehouse, food service and grounds warehouse, bus barn/transportation office, and a storage shed. Several miscellaneous storage sheds are also located on the site. With the exception of the MOT offices, all the buildings are single-story with roof leaders directed to drain to the asphalt and concrete outside of the buildings. The MOT office is two-storied; the ground floor is used for storage and other District operations, the second floor contains offices.

MOT - Offices - This building is 6,000 sq. ft. in area. District operations and shops occupying space in the building include a carpentry shop, electric parts room, a break (lunch) room, paper storage, and a print shop. The second floor of the building is occupied by District administration offices. Chemicals stored or used in the building are primarily in the print shop. Printing solvents, alcohols, and toners are stored in one gallon or less containers within a flammable storage cabinet. No potential

Storm water contaminants have been identified in this buildings.

Warehouse -The warehouse is a 6,000 sq. ft. structure providing warehouse needs and food refrigeration. No solvents or oils are stored within the building. School supplies and janitorial chemicals are stored and distributed to District schools from the warehouse. Janitorial supplies and floor cleaning materials (concentrate) are stored in three gallon containers. SDS sheets are provided for each type of cleaner and container. Three refrigeration units are attached to this building. Maintenance staff regularly maintain the compressor units. There are no sources of storm water contamination from this building.

Food Service And Grounds Warehouse - This warehouse is a 6,000 sq. ft. building used for storing food service dry goods and minor cleaning chemicals on the

Southern end of the building. The cleaning chemicals are stored in one quart to five gallon plastic containers. The northern portion of the building is used by ground service personnel for minor repair and maintenance of ground equipment (lawn mowers, edgers, and small gas driven equipment). Minor amounts of gas are stored in one gallon containers. There are no drains in the building. Because all work is performed under roof, the risk of a release of gas and other limited maintenance chemicals to the storm water system is considered remote.

Bus Barn/Transportation Office -This 4,200 sq. ft. office building is located centrally within the facility. The bus barn is used for vehicle repair and maintenance; the transportation office for administrative purposes. Oils, solvents, and other petroleum products are used in this building. Oil and antifreeze drums are secondarily con tained by over-pack drums. Care is taken to prevent spills or leaks from exiting the building. However, if oils, greases, and solvents are used and spilled outside of the building, potential pollutants could be conveyed to the storm

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water collection system. An aboveground oil storage tank is located next to the shop

in a covered alcove.

A fueling island and underground tank system are located on the eastern side of the bus barn. A coupled tank system stores fuel for the facility. The tank, installed in . March 1991, is double wall, steel/ composite with two split compartments - one 10,000 gallon diesel and one 10,000 gallon unleaded gasoline. The tank is monitored by a Veeder Root TLS250i in-tank monitoring system. Overfill and over spill containment have been provided with the tank installation. The piping to the fuel dispenser is a double-walled fiberglass system.

Adjacent to the northern portion of the building is an outdoor wash rack area. The exterior of buses and vehicles are washed ·in this area. Wash water is collected in two screened inlets and gravity drained to an oil water separator. From the oil water separator, the wash water is plumbed to the northern storm drain; however, as part of this Plan, the District will be connecting the oil water separator discharge to the sanitary sewer located north of the storm water pipe.

Storage Shed - The 2,500 sq. ft. storage shed is used to store a wide variety of products including chemicals for lawn care and maintenance. These chemicals are mixed outside of the building. Oils, greases, and solvents are used, mixed, and transferred to small maintenance equipment and mowers in this area. Spilled material can cause potential pollutants to be conveyed to the storm water collection system.

* 1. Outdoor Storage

Outdoor storage of potential pollutant sources includes bus and vehicle storage, bus wash area, and a trash dumpster. Buses and vehicles are stored in designated parking stalls within the facility. Minor oil drips and radiator fluids could accumulate on the asphalt and concrete paving, and flow to the storm water system during a rain event.

The trash dumpster is located in the north-central portion of the facility. Miscellaneous materials are placed in the dumpster and crushed to reduce volume. Potential pollutant sources are contained by the dumpster.

* 1. Site Paving and Drainage

Ninety-five percent of the site is covered by either buildings, asphalt pavement, or concrete. Surface drainage sheet flows in either a southwesterly or northwesterly direction to yard drain inlets. The inlets are connected to parallel 8 inch storm drain pipes that gravity flow to the west. There are no surface flows onto or off of the transportation yard.

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* 1. Storm Sewer System

Su drainage within the facility is collected in 8 inch diameter storm drain piping via yard drain inlets. Two 8 inch pipes convey storm water westerly off of the facility boundary. Once the piping leaves the transportation facility's property

line, the piping increases in diameter to 12 and 14 inches as the system collects storm

water from the Education Center. Approximately 500 feet from the transportation yard, the parallel piping systems join together. From this junction, the storm drain pipe increases to 15 inches in diameter, prior to connecting to the City of San Jose storm water system within Santa Teresa Boulevard. Storm water captured by the bus wash facility flows through an oil/water separator prior to discharging into the planned connection to the sanitary sewer system.

* 1. Sanitary Sewer System

A sanitary sewer pipeline is located on the northern edge of the facility. The existing gravity sewer conveys flows westerly to join the City of San Jose sewer system on Santa Teresa Boulevard. Break rooms and rest rooms are connected to this sewer system. In recent years a rest room facility was construct d north of the Bus Barn and connected to the sanitary sewer system.

* 1. Above Ground Storage Tank

There is one above ground storage tank containing used oil. The 280 gallon double walled tank system (UL listed LUBECUBE) has a secondary containment system to

·contain small spills and drips resulting from transfer of oil into or out of the tank. The tank is located west of the bus barn in a covered and concrete area. Any spills and drips would be contained by the covered and concrete area.

* 1. Bus Wash Area

The bus wash area is located out-doors and on the northern side of the Bus Barn. Minor volumes of detergent and soaps are stored and used in the area. The area is planned to be contained to prohibit rain water from running onto the concrete wash pad and to limit wash water from gravity flowing to the storm drain system. Additionally, the containment system will direct wash water to an oil/water separator. The oil/water separator removes oil, grease, and road grit from the wash water before discharging to the sanitary sewer system. Thus, discharge to the storm drain system will be minimized under normal operating conditions. The separator is cleaned annually by pumping and removal of sludge and solids from the two compartments. Two inlets direct wash water to the separator. Both inlets are screened and periodically cleaned by maintenance personnel.

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4.0 POLLUTION CONTROL METHODS

Pollution control methods comprise structural source controls, oil water separators, best management practices (BMPs), and inspection and maintenance procedures.

* 1. Structural Source Control

Storm water flows from offsite are blocked by the location of buildings .and site grading. No on-site surface runoff flows from the site except through the designated storm and sanitary sewers. The storm water and sanitary collection systems have been modified to capture, contain, and convey all storm water and sanitary waste sources off site within the appropriate collection system.

* 1. Bus Wash, Oil/water Separator

Bus washing will be contained within a curbed area. The design of the bus wash area directs wash water to an oil/water separator. Gravity separated wash water will be discharged to a connection to the City of San Jose sanitary sewer. Under normal operating conditions, wash water will not flow to the storm water system.

* 1. Management Practices

Management practices consist primarily of good housekeeping and observations for potential leaks from buses, vehicles, or other equipment. If a "leaker" is found then a pan can be placed under the vehicle to contain the leak and to prevent potential contamination of storm water runoff. Additionally, it is stressed that all mixing, proportioning, and transfer of fluids at the Bus Barn, Storage Shed, and shops be performed under roofed areas and not outside.

* 1. Inspection and Maintenance Program

Source and pollution controls are best practiced through inspection and maintenance programs.

* + 1. Inspection of above ground tank A visual inspections of the above ground tank is conducted daily. Spills and leaks are contained and removed as soon as they are discovered.
    2. Inspection of fueling area The fueling area is inspected daily and after delivery tankers have filled the underground tanks. Delivery truck drivers are required to have a spill kit with them when they deliver fuel. Minor spills and leaks are contained, absorbed with supplied material, and drummed by site personnel. The underground tanks are secondarily contained and monitored by an automatic leak detection system. Dispenser systems are periodically checked for leaks at hose connections, dispenser nozzle connections, and visually at each dispenser pump. Unauthorized fueling is prevented through a "Gas-Boy" card lock system.

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* + 1. Inspection of bus washing area The bus wash area is inspected daily and any unusual spills or leaks of petroleum products (in excess of that found with routine cleaning) are cleaned before the product discharges into the oil/water separator. The oil/water separator is inspected periodically to determine the need for pumping or skimming petroleum products. This observation is accomplished by lif ting the lid to the access manhole and looking in to the tank.

4.4.4 Inspection of buildings and outdoor areas Visual inspection of all areas are conducted continuously by the Director of Maintenance, Operations, and Transportation or other designated personnel. Inspections include looking for spilled materials, ruptured or leaking containers, and cracking or corrosion in concrete and asphalt surfaces. Repairs are made as soon as possible after the need is identified.

* 1. DESCRIPTION OF POTENTIAL SOURCES OF POLLUTANTS IN STORM WATER DISCHARGED

The potential sources of pollutants in storm water d to the storm drain system are solvents, pesticides, fuels, oils, and other petroleum products that are associated with a bus transportation facility. All these products are contained in tanks, within buildings, or special containment areas.

Presently a source of contaminants not contained at the facility are waste wash wa ter from the bus washing area . The bus washing waste water is discharged into an oil/water separator that in turn discharges into the City of San Jose storm water system. The Oak Grove School District is planning to change the discharge from the storm system to the sanitary sewer collection system. This discharge is compatible with the City wastewater treatment plant processes. Additionally, as part of this SWPPP, the facility is planning to construct a curb to contain wash water from flowing off the bus wash area.

All potential sources can and are being controlled by good housekeeping and best management practices. The existing collection systems caused all storm water to be contain ed and conveyed off site through designated storm drains, as well as preventing off site flows from entering the site.

* 1. Loading and Unloading of Fuels and Collection of Waste Oil

Periodically, the underground fuel storage tanks are filled by suppli ers. Supplier tanker trucks are required to carry spill kits (clay absorbent, containment dikes, and pillows) for use in the even t of a fuel spill. All designated fuel opera tors are trained in fueling procedures and spill response.

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The used oil tank is filled slowly as oil changes are made at the vehicle repair shops.

The above ground used oil tank is periodically drained by used oil haulers. These

oil haulers are also expected to meet the same standards as the fuel delivery tankers.

* 1. Waste Collection and Disposal Practices

The following procedures are used by maintenance, operating, and management personnel at the Oak Grove School District -Transportation Facility for waste. disposal:

Used motor oil/Spilled Material/Oil Filters Used oil is collected and stored in

an above ground tank next to the Bus Barn.

Any spilled material considered potential pollutants is mopped up and contained with mops, rags, and clay absorbent. In addition, containment dikes and pillows would be used where needed to prevent the material from reaching the storm drain . Contaminated materials used to contain a spill are placed in either 55 gallon drums or over-pack drums and disposed of off-site as hazardous waste. The classification a\_s a hazardQUS waste will depend on the analyses completed on the waste.

Used oil filters from the facility are drained of oil and stored in designated 55 gallon barrels . Used filters are periodically disposed by licensed haulers .

The following companies pick-up, transport, and dispose of the material on a periodical basis. Bill of ladens or hazardous waste manifests are used as required:

|  |  |  |
| --- | --- | --- |
| Enviropur West Corporation | Phone | (800) 933-9194 |
| 2651 Walnut Ave. | Fax | (310) 427-2084 |
| Signal Hill, CA 90806 |  |  |
| (Patterson Office) | Phone | (209) 892-6742 |
| P.O. Box 1167  Patterson, CA 95363 |  |  |

Oil/Water Separator Sludges The oil/water separator sludges and floating product are pumped out by a designated contractor on an "as needed" basis. The sludges are analyzed for heavy metals and properly disposed of off-site as non-RCRA oils and greases. The wash rack solids are pumped by:

Safe-Way Chemical Company 597 West Tayolo St. #2

San Jose, CA 95110

Phone (408) 292-9289 EPA ID#CAD042345884

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6.0 POLLUTANTS WITH REASONABLE POTENTIAL TO BE PRESENT IN STORM WATER DISCHARGES IN SIGNIFICANT QUANTITIES

The existing drainage system and facility structures are designed and constructed to minimize and eliminate pollutants from entering the storm drainage system in significant quantities. The most significant contaminants have been contained and/or routed to treatment and discharge to the sanitary sewer system. Minor concentrations of oils, greases, and vehicle fuels may be present in storm water discharges. However, it is not expected that significant quantities will be transported off-site through the storm water collection system.

# 7.0 STORM WATER POLLUTION PREVENTION PERSONNEL

The key personnel for each department at the District MOT facility are:

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..:("c.r:;w'G!£.:.;:;'#' i- ·Transportation Supervisor. ext382 *-r )3 C*

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| --- | --- | --- |
| *i .- . :h.- \_* chara-A.-guilar | - *7* Lead Mechanic | ext 331 |
| *r ?i,.-t--,;or*  *CD ..5A#To...S* Bruce Murphy | \_, --  Maintenance Supervisor | ext344  ext 343 |

# The designated individual responsible for ensuring proper implementation of the Plan is James Moreno, M&O Manager. The Plan was developed to reflect existing conditions and status of the facility. The Plan should be amended whenever there is a change in construction, operation, or maintenance that may affect the discharge of significant quantities of pollutants to surface water, ground water, or the City of San Jose's storm drain or sanitary sewer system. The Plan should also be amended if it has not achieved the general objective of controlling pollutants in storm water discharges.

The Director of MOT will be responsible for informing all affected employees of the purpose and content of the Plan, as part of the Employee Training Program discussed below. This will include periodic refresher training whenever there are changes made to the Plan.

* 1. EMPLOYEE TRAINING PROGRAM

All maintenance employees will be trained and educated on the purpose for a storm water management plan . Training will include a review of this Plan and specific pollution control exercises designed to minimize release of potential pollutants to the storm and sanitary sewer systems. SDS's will be reviewed and will be readily accessible to employees. The SDS will be reviewed by staff to ensure familiarity with the hazardous components and what issues demand immediate attention.

The following employee training program will be adopted by the District. This program addresses personnel training, frequency of training, and suggested topics. A form to document training sessions is provided in Appendix C.

* 1. Personnel

Maintenance personnel, fueling operators, bus wash personnel, and supervisors and management will be trained in storm water pollution control. Mr. Kurato Shimada, Grounds Supervisor is the designated management staff member responsible for training.

* 1. Schedule

Regular employee safety meetings will be held to discuss:

* + 1. Environmental/health and safety issues

b. Upcoming training sessions

1. Brief reminders on good housekeeping, spill prevention and response

procedures, and material handling practices

1. Announce changes to the Storm Water Pollution Prevention Plan
2. Announce new management practices

Additionally, for each new employee taking a position where storm water pollution prevention is part of the job requirement, in-depth polluti on prevention training will be provided within one month of employment. (See 8.3 Topics)

At six month intervals, refresher courses will address good housekeeping, spill prevention and response procedures, materials handling and storage, and a review of facility drainage and storm water conveyance and treatment systems (wash

facility).

* 1. Topics

Training outlines for each of the following topics are provided to high-light storm

water related pollution prevention.

* + 1. Good Housekeeping
       1. Review and demonstrate basic cleanup (sweeping and vacuuming) procedures

b. Emphasis on importance of keeping spills and drips of oils and other chemicals to a minimum; remove oily spills and leaks imm ediately

1. Clearly indicate proper disposal locations and methods of disposal
2. Post signs in material handling areas reminding employees of good housekeeping procedures
3. Ensure that employees know where routine clean-up equipmen t is

located within the facility

1. Report spills, leaks, and improper placement or storage of

contarninan ts or contarninated material

* + 1. Spill Prevention and Response
       1. Identify potential spill areas, leak areas, and drainage routes

b. Discuss past spill events and lessons learned from these events: why the event occurred, how to avoid a reoccurrence, and the environmental impact

1. Post warning signs in potential spill areas with emergency contacts and

telephone numbers

1. Identify the "spill response team" and designated lead responders
2. Drill on spill clean-up procedures
3. Post locations of spill clean-up kit locations and persons responsible for inventory and operation of the material and equipment.
4. Discuss the use of proper use of spill and emergency response equipment (absorbents, oil booms,), constructing darns around storm water inlets, notification procedures.
   * 1. Materials Handling and Storage
        1. Review material hazard rating and where material is stored (Use

MSDS during this session)

b. Discuss container labels and important aspects of labels

1. Discuss use of oldest material first
2. Explain recycling options at the facility ,
3. Demonstrate proper drum handling and sealing procedures

# f. Review the hazardous materials storage shed operating procedures­ drum loading, off-loading, accessibility

1. At fueling station, avoid "topping off" of fuel tanks
2. Emphasize proper waste oil handling and disposal in above-ground tank.

9.0 INSPECTIONS, REPORTING, AND RECORD KEEPING

Record keeping is required to document the status of the Transportation Facility in meeting minimum storm water management, operational, inspection, and reporting requirements. The following section provides the procedures, forms, and method to meet the minimum requirements. Reference forms 1, 2, 3 and 4 (Appendix D) have been taken from the Annual Report package that is required to be filed by the Oak Grove School District yearly. The intent is that each inspection form can be annotated to the Annual Report filed by the District with the Regional Water Resources Control Board. At this time the regulations require inspection

records to be retained for five years.

# 9.1 Daily Inspections

The facility is subject to daily visual inspection by operating personnel. Inspections comprise observations of fueling operations, bus storage, oil use and transfer operations, storage tanks, and general operations within the MOT Facility. During the course of daily work, oil drips and minor spills are contained, absorbed, and stored for proper disposal.

# Annual Inspections

Once each year, the MOT Facility will be inspected to verify that the description of potential pollutant sources is accurate, the drainage plan has been updated to reflect changes made to the system, storm control equipment is in satisfactory condition, and spill equipment and supplies are in adequate quantities. Additionally, updates and changes to Best Management Practices (BMPs) will be noted and corrective actions taken and documented by the District. After each inspection, Form 1 - Annual Site Inspection Form, will be completed and maintained with this Plan in Appendix E.

# Dry Season Inspections

At least two dry season visual inspections will be made at the facility between May 1 and September 30 of each year. The visual observations are conducted by appropriate personnel to detect the presence of non-storm water discharges. After each inspection, Form 2 - Record of Dry Season Visual Observations, will be completed and maintained with this Plan in Appendix E.

* 1. Wet Season Inspections

For at least one storm per month, wet season visual inspections will be made at the facility between October 1 and April 30 of each year. The visual observations are conducted by appropriate personnel and are to be made during the first hour of discharge to detect the presence of storm water related discharges . After each inspection, Form 3 - Record of Wet Season Visual Observations, will be completed and maintained with this Plan in Appendix E.

* 1. Storm Water Sampling and Analysis

At least twice each year, collect and analyze samples of storm water discharged from the MOT Facility. The intent of the regulations is to collect a representative sample from the first major storm of the year that produces significant storm water discharges. *A* minimum second sample is also required during subsequent storms, with at least three days of dry weather before the storm event. Additionally, the samples should be taken within the first 30 minutes after significant discharge occurs. For purposes of defining "significant discharge", it is assumed that noticeable flow through the sampling manhol s will defi!le "significant discharge".

The storm water sampling location is the last catch basin within the MOT Facility on each of the parallel 8 inch storm drains. The location of these two catch basins are noted on Figure 2. A sample will be required from each catch basin with the

samples being composited by the laboratory. It is intended that only one analysis

result will be required for each constituent specified on the chain-of-custody . For each sample, the following information will be provided:

* + 1. The number of samples taken;

b. The number of samples analyzed and reported;

c. Time of the sample and was the sample taken within first 30 minutes of significant discharge;

1. Were there three days of dry weather before the sampling event?
2. The estimated flow at the time of the sample;
3. An estimate of the storm size (i.e. inches of rainfall estimate);
4. The date and exact place of the sample, observations, and

measurements;

1. The individual(s) performing the sampling;
   1. The individual(s)/ company performing the analysis;

j. The analytical techniques or methods used and the results of each

analysis;

1. Quality assurance/ quality control results;
   1. Calibration and maintenance records of instruments used;

m. Original strip chart recordings for continuous monitoring instruments,

if required by the Plan.

# For each sample, analysis will be performed for the following constituents noted in Form 4 (Appendix D): pH, total suspended solids, specific conductance, oil and grease, and total organic carbon. In addition, because of the diesel and gasoline used at the site, analysis will be performed for total petroleum hydrocarbons as gas and diesel (TPHg and TPHd), and benzene, toluene, ethylbenzene, and xylene (BTEX). The analysis results are reported on copies of Form 4 for the Annual Report.

# Annual Report

By July 1 of each year an Annual Report for the previous period (July 1 through June 30), is required to be submitted to the San Francisco Regional Water Quality Control Board. A copy of the 1994-1995 Annual Report is contained in Appendix D. This form is provided by the State Water Resources Control ·Board each year to the District. The above referenced forms (1 through 4) can be attached to the annua.l

report to satisfy the reporting requirements . Each Annual Report should be retained

with this Plan for a minimum of five years.

# 9.7 Record Keeping

Records and Plans maintained at the MOT Facility include the following:

Description Location

Records of spills greater than 5 gallons (regulated products)

Maintenance and Transportation

Other emergency reports Manager of MOT

Hazardou s waste manifests Maintenance and Transportation

SDS

Manager of MOT

Hazardous Materials

Management Plan (SB 198)

Maintenance and Transportation

Hazardous Materials Inventory Maintenance and Transportation Inspection Records Varies by Department

Tank inventory logs Transportation Training records (minutes) Grounds Emergency Contingency Plan Manager of MOT

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