

Facilities Storm Management Pro



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1. INTRODUCTION

1.1 Overview



1.4 Public Comments

Kent School District appreciates public input in the ongoing development and implementation of this document. Comments or concerns regarding this SWMP may be sent to the following address:

Kent School District

Facilities

12033 SE 256th Street, Bldg. C

Kent, WA 98030



3. PUBLIC INVOLVEMENT AND PARTICIPATION

3.1 Overview

Kent School District will encourage public involvement in the development and implementation of the SWMP. KSD will comply with applicable State and local public notice requirements when developing components of the SWMP.

3.2 Opportunities for Public Participation and Availability of Documents

Kent School District will make the current SWMP Plan, the annual report, and all other submittals required by the Phase II Permit, available to the public. The annual report and the SWMP shall be posted on the district's website. Public notice will be given that the SWMP is online and available for review and comments.

The SWMP and annual report are also available from the Environmental Services Department upon request.

4. ILLICIT DISCHARGE DETECTION AND ELIMINATION

4.1 Overview

Kent School District currently responds to reports of spills and illicit discharges. However, a fully documented Illicit Discharge Detection and Elimination (IDDE) program will be implemented no later than August 20, 2011.

By implementing the following IDDE elements, KSD intends to reduce the amount of contaminants entering the stormwater system. The following IDDE program elements will allow for an efficient and uniform response to reports of illicit discharges.

The SWMP and annual report are also available from the Environmental Services Department upon request.

4.2 Municipal Separate Stormwater



4.5 Field Inspections

Conduct field inspections and visually inspect for illicit discharges at all known outfalls that discharge to surface waters. Visually inspect at least one third of all known outfalls each year. Observations shall be recorded on the Preventive Maintenance Inspection Form (Appendix B, Form 1).

If illicit discharges are discovered, these shall be documented in the Preventive Maintenance Inspection Form and work order submitted to the Maintenance to correct the illicit discharge as soon as possible. Records of field inspections shall be maintained at the Maintenance and Grounds Dept at Kent School District Administration campus.

Methods and Responses:

Screening for illicit connections will be conducted using methods equivalent to: "Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments", Center for Watershed Protection, October 2004.

Investigation will be initiated within 24 hours of the discovery or report of suspected illicit discharges.

Emergency discharges will be responded to immediately when reported and inspected when safe to do so.

All reported incidental discharges will be inspected no later than 1 week after being reported.

Upon confirmation of the illicit nature of a storm drain connection, termination of the connection will be verified within 180 days, using enforcement authority as needed.

4.6 Training

Kent School District began training staff in October of 2009 on the identification and reporting of illicit discharges into the stormwater system.

All staff responsible for identification, investigation, termination, cleanup, and reporting illicit discharges, including spills, improper disposal and illicit connections is trained to conduct these activities.

Kent School District's IDDE training program includes staff, which, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or illicit connection to the stormwater system. Training includes the identification of illicit discharges and connections, and the proper procedures for reporting and responding to illicit discharges and connections.

Follow-up training is provided annually to address changes in procedures, techniques or requirements, and to train new staff. KSD documents and maintains records of the training provided and the staff trained.

5. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

5.1 Overview

It is required that contractors obtain the necessary permits for construction projects and activities as to comply with NPDES prior to discharging construction related storm water. Contractors shall show proof of proper training to comply with erosion and sediment control requirements.

5.2 Operation and Maintenance

Kent School District has detailed requirements for operation and maintenance (O&M) of permanent stormwater facilities. These requirements include:

Annual inspection of all KSD maintained storm water facilities

Maintenance standards equivalent to those specified in Chapter 4 of Volume V of the 2005 Stormwater Management Manual for Western Washington.

When an inspection identifies an exceedence of the maintenance standard, maintenance will be performed:

Within 1 year for typical maintenance of facilities, except catch basins.

Within 6 months for catch basins.

Within 2 years for maintenance that requires capital construction of less than \$25,000.

For each exceedence of the required time frame for storm water facility maintenance, KSD will document the circumstances and remedy.

Maintenance inspection frequency must be performed according to the schedules above unless there are maintenance records to justify a different frequency.



5.3 Record Keeping

All records of inspections and enforcement actions by staff will be retained. Records of maintenance activities will be retained. Kent School District will keep records of all projects disturbing more than one acre, and all projects of any size that are part of a common plan of development or sale that is greater than one acre that are approved after February 16, 2010.

5.4 Training

Kent School District staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement, shall be trained to conduct these activities. Follow-up training will be provided as needed to address changes in procedures, techniques or staffing. KSD will maintain records of the training provided and the staff trained.

6. POLLUTION PREVENTION AND OPERATION AND MAINTENANCE FOR MUNICIPAL OPERATIONS

6.1 Overview

Kent School District's operations and maintenance (O&M) program is intended to ensure the safe and efficient operation of all stormwater detention, treatment, and conveyance systems. This is both to minimize flooding and to prevent or reduce pollutant runoff from site operations and the MS4.

6.2 Maintenance Standards

KSD has established maintenance standards for municipal operations equivalent to those specified in Chapter 4 of Volume V of the 2005 *Stormwater Management Manual for Western Washington*. These include:

The requirement that, when an inspection identifies an exceedence of the maintenance standard, maintenance will be performed:

Within 1 year for typical maintenance of facilities, except catch basins.

Within 6 months for catch basins.

Within 2 years for maintenance that requires capital construction of less than \$25,000.





6.7.b Building Maintenance

Custodial Practices and Waste Management

1. Never dump mop water or cleaning wastewater outside, on paved surfaces, or into storm drains. Dispose of wastewater in mop sink or other sanitary sewer drain.
2. Do not pour, transfer or dispose of any material outdoors or near a storm drain.
3. All waste containers must be leak-tight with tight-fitting lids or covers.
4. Keep all container lids closed at all times unless adding or removing material.
5. Sweep around outdoor waste containers regularly.
6. When working "in the field" collect all wastes in bags or other leak-proof containers and bring back to the shop for proper disposal.
7. Do not wash dumpsters with water outdoors. If a dumpster requires washing, contact the service provider and have them remove it for cleaning.
8. Minimize waste by purchasing products that have minimal packaging. Recycle cardboard, plastics and paper products in the proper container.
9. Purchase the least toxic cleaning product possible to accomplish the job. Purchase biodegradable cleaning products where possible.

6.7.c Painting, Staining, Scraping, Sanding and Sandblasting

1. Use a ground cloth securely attached to the base on the building for any scraping or sanding of the exterior surface.
2. Use a ground cloth or oversized tub for paint mixing and tool cleaning. Properly dispose of the wastes.
3. Enclose spray-painting operations with tarps or other means, as possible, to minimize wind dri and to contain overspray.
4. Clean paintbrushes and tools used to apply water-based paints in sinks plumbed to a sanitary sewer or in portable containers that can be emptied into sanitary sewer drains.
5. Brushes and tools used for oil-based paints, finishes, thinners, solvents and other materials must be cleaned over a tub or container and the cleaning wastes disposed or recycled at an approved hazardous waste facility.
6. Never clean tools over a storm drain or outside.
7. Promptly clean up any spills of paints, cleaners or other maintenance chemicals or supplies.
8. When sand blasting exterior surfaces, place tarps or ground cloths beneath the work area to capture sand blasting media and debris. Enclose the sand blasting area with tarps or plastic to protect from wind and to capture airborne particles (dust).
9. Cease all sand blasting operations on windy days.

6.7.d Pressure Washing and Exterior Surface Cleaning

1. Prior to pressure washing, identify where all storm drains are located; wash water must not be allowed to flow down gutters or enter storm drains.
2. Block or cover all storm drains with booms and weighted storm drain covers before pressure washing.
3. Determine where water will pool for collection. Use a wet vac to vacuum up the wastewater or allow water to evaporate.
4. Use dry cleanup methods, including sweeping, vacuuming and scrapping o dried debris prior to pressure washing any surfe chemicals or supplien-U\$. Use drting -(tin-t)14 (ed; w)4 (a9.9im71mEFF0009BDC 10 0 0 10 36 4b10 02 Tm1ried d51 (e ch



6.7.e Parking Lot Maintenance

Standard Operating Procedures

1. Familiarize yourself with the location of all storm drains and conveyance facilities in all work areas.
2. Collect and dispose of trash along lot access drives and in parking lots when observed.

Parking Lot Maintenance

1. Clean leaves, trash, sand and other debris from parking lots regularly or as needed to prevent debris from reaching any storm drain inlet or storm detention area.
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Snow Storage and Disposal

1. Do not dispose of snow in wetlands, ditches, open water, or directly on top of storm drains.
2. Establish snow storage areas that are:
 - On a grass or gravel surface where melt water can infiltrate.
 - Down gradient from watercourses or wetlands.
 - Not located on or near storm drains.
3. Cleanup and sweep sediment and debris from paved surfaces after snowmelt.

Salt/Deicer Application

1. Hand apply salt and/or chemical deicers only on sidewalks where required for pedestrian safety.
2. Use the lowest amount of product that will be effective.

Do not apply salt and/or chemical deicers near storm drains.

6.7.f Fertilizer, Herbicide and Pesticide Application

General

1. Always follow the manufacturer's recommendations for mixing, application and disposal.
2. Use manual or mechanical methods for weed control whenever possible.
3. When chemicals are used, use the least toxic and most biodegradable product possible.

Mixing

1. Mix fertilizers, herbicides, and pesticides inside a protected area with impervious secondary containment so that spills and leaks will not contact soil or enter the storm-water system.
2. Label all containers.
3. Only mix the minimum amount of product that will be needed for the immediate job.
4. If possible, use rinse water from cleaning of containers and application equipment as a dilution for the next batch.

Application

1. Follow application guidance on the product label.
2. Time the application to coincide with manufacturer's recommendation for best results. Do not spray if rain is expected.
3. Limit use of pesticides in general and do not broadcast-spray pesticides.
4. Spot-spray herbicides whenever possible.
5. Use herbicide only when there is vegetation to manage (do not use preventati21 (a)e (do not brextK (g10 0 b5m(mMCID 559 BDC B



6.7.g Vehicle Maintenance & Automotive Shop Departments

Vehicle and Equipment Maintenance

1. Conduct all maintenance and repair work inside or under cover.
2. Only repairs or maintenance that does not involve fluids may be performed outside.
3. Move leaking vehicles or equipment indoors or under cover.
4. Use drip pans for leaking vehicles that need to be stored outside.
5. Contain leaking fluids.
6. Perform all maintenance activities involving fluids indoors only (except in emergency cases).
7. Dispose of wastewater from tire leak check to sanitary sewer, not storm drain.
8. Use designated parts washer for all parts washing and solvent-use work.
9. Promptly transfer used fluids to recycling drums or hazardous waste containers.
10. Dispose of liquid waste properly.
11. Store cracked batteries in leak-proof secondary containers.

Vehicle and Equipment Fueling

1. Fuel carefully to minimize drips on the ground.
2. Do not "top off" fuel tanks.
3. When fueling small equipment in the field, such as lawn mowers, portable generators, etc., do so over a paved surface, at a location that is down gradient from and far away from the nearest storm drain.

Clean Up of Leaks, Drips or Spills

1. Clean up leaks, drips, or spills thoroughly and promptly.
2. Always use dry methods for cleanup of fuel spills (gas, diesel or kerosene).
 - Spread absorbents (kitty litter or loose absorbents, sheets, pillows, pigs, socks) on the spill.
 - Sweep up or pick up the absorbed materials.
 - Dispose of wastes properly.
3. If fluids leak or have spilled on an impervious surface, such as a road or parking lot, locate nearest down gradient storm drain and dike or berm the drain to prevent fluids from entering.
4. Put absorbent on the spill area.
5. After clean-up, sweep up the contaminated absorbent and remove berm or dike from the storm drain.
6. If spills occur on a pervious surface, such as gravel or grass, mark the area and contact the Department of Ecology, 24-hour Emergency Spill Response line at 425-649-7000.
7. Never hose down leaks, drips or spills.

Vehicle and Equipment Washing

1. Wash all vehicles and equipment in the designated wash area on gravel surface.
2. If washing cannot be conducted at the designated wash facility or a commercial wash facility, vehicle and equipment may be rinsed using water only on a pervious surface (grass or gravel) at a location where wash water will not drain to a storm drain inlet, waterway, or wetland. Do not use soap or detergent in these areas.

6.7.h Materials Storage

Outdoor Storage Areas

1. If possible, store all containers indoors whenever possible. If they must be stored outdoors, place them in a shed or under a roof in a secure area.
2. All containers and dry materials should be covered or have secondary containment.



