

**Appendix B**  
**Exhibit Log**

Exhibit 1  
Summary of Key Participants and Sign-in Sheets for the Office  
Sessions held on February 27-28, 2012

IDDE

MS4 PROGRAM EVALUATION SIGN-IN SHEET (PLEASE PRINT)	
Permittee: City of Santa Rosa, CA	Date conducted: 8/27/12
Permit No. CA0025054	

Name	Title	Company	Department	Phone
Scott Coulson	EPA Contractor	PG Environmental	NPDES	303.279.1778
Heaven Moore	Civil Eng	City of Santa Rosa	Utilities	707-486-7500
Steve Brady	Sr. Env. Specialist	"	"	707-477-3884
JIM MONTEGREGIO	Utilities System Supt.	"	Utilities/Local	543-3974
Rick Santarin	Utility System Supt	"	Utilities-Local Ops	543-3985 / 707-481-8251
Alistair Bleifuss	Environmental Specialist	"	UT/Storm water	543-3845
Ron Simi	Chief Supervisor	"	PW/street	543-3899
Chris Murray	Environmental Compliance	" "	Utilities	543-3393
MARK AZZOUNI	DETECTIVE SANTA ROSA PD.	SRPD	PCI / INVESTIGATIONS	707-975-0285
Kew Hutchings	Civil Eng Tech	City of Santa Rosa	STORM WATER	543-3923
Tony Gossner	Deputy Chief	City of Santa Rosa	Fire	543-3531
SCOTT MOON	SR. FIRE INSPECTOR	CITY OF SR-FIRE	FIRE	543-3500
PAUL LOWENTHAL	Acting FIRE INSPECTOR	CITY OF SR FIRE	FIRE	543-3525

# MS4 PROGRAM EVALUATION SIGN-IN SHEET (PLEASE PRINT)

Permittee:

Date conducted: \_\_\_/\_\_\_/\_\_\_

Permit No.

Name	Title	Company	Department	Phone
Jennifer Burke	Sr. Water Resources Planner	City of SR	Utilities	707-543-3938
Maha Dougherty	Sr. Water Resources Control Engineer	RWQCB	Storm water	707-570-3761
Colleen Hunt	Environmental Scientist	RWQCB	Storm Water	707-576-2831

# Storm Water EPA Audit

## Sign In Sheet

Monday 2/27

Name	Department	Office extension	Cell phone
Heaven Moore	UT-SW	4530	486-7500
Rick Santarin	UT-Loc Op	3989	481-8251
SIM MONTENEGRIC	UT-Loc ops	3974	484-8734
BRIAN OGSTON	PW-DEV.	4336	529-9213
Ken Hutchins	UT-SW	3923	583-5174
Row Sini	PW-	3899	481-1412
JON MERIAN	TPW	3905	
Tom Lelow	RPCS	3776	
Steve Brady	UT-SW	3919	477-3884
Dale Tressler	UT-SW	3873	
Colleen Hunt	BUDGCB	576-2831	318 9418
Dean Hamlin	RPCS	3772	217-5326
PAUL LOWENTHAL	FIRE	3525	953-4572
Mark Armstrong	Facilities	3712	963-2783
Jennifer Burke	UT-Utilities	3938	
Michael Whitaker	C.D.	3234	—
Michael Enright	CD	3264	
Chris Murray	UT-EC	3393	695-6066
Scott Coulson	NPDES	303.279.1778	
LISA W GRANT	PARKS	x 3774	
Lawrence Torres	EPAR9	<del>3774</del>	
Steve Roraus	TRANSIT	x 3921	328-0000
Rick Sakow	EPA R9	415 9723495	
Mona Dougherty	NCR WQCB	107-570-5761	
Alistair Bleifuss	UT	3845	477-5302

# MS4 PROGRAM EVALUATION SIGN-IN SHEET (PLEASE PRINT)

Permittee: Sonoma County CA

Date conducted: 02/28/12

Permit No. CA0025054

Name	Title	Company	Department	Phone
Scott Coulson	EPA Contractor	PG Environmental	NPDES	303.279.1778
Lawrence Torres	EPA R9 Comp.	EPA R9	WTR-7	415.947.4211
James Tyler	Sonoma County Env. Health	← Supervising Env. Health Specialist	Health Services	707-565-6562
Corbin Johnson	Stormwater Coordinator	Sonoma County Regional Parks	←	707-565-2261
Colleen Hunt	Environmental Scientist	NCR WQCB	Stormwater	707 576 2831
Rob Silva	Road Dept. Div. Manager	Sonoma County DTPW	DTPW-ROADS	707-565-5112
John Esposito	EQUIPMENT MANAGER	Sonoma County DTPW	DTPW ROADS	707-565-5115
Rob Howeling	operation coordinator	Sonoma County DTPW	ROADS	707-565-5102
Reg Cullen	Engineer for stormwater	COUNTY OF SONOMA PRMD	PRMD	Cell 605-5760 565-2502 *
Andrew Parsons	Asst Chief H&E Mat Mng	Sonoma Co. Fire	H&E Mat Division	565-1174
Rick Sakow	EPA Inspector	US EPA Region 9 CWA Compliance	WTR-7, Compliance	415 972 3495
Lisa Steinman	waste management specialist	Sonoma County Waste Management Agency	SCWMA	707 565-3632
Mona Dougherty	Sr. Water Resource Control Engineer	NCR WQCB	storm water and wastewater	707-570-3761

Exhibit 2  
Expired Second Term *Cooperative Agreement for NPDES Permit  
No. CA0025054 for Storm Water Discharges*, dated December 16,  
2003

2/27/12

LOUIS  
COPY

COOPERATIVE AGREEMENT AMONG  
THE CITY OF SANTA ROSA,  
THE COUNTY OF SONOMA,  
AND THE SONOMA COUNTY WATER AGENCY,  
FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM  
PERMIT NO. CA0025054, TERM 2 FOR STORM WATER DISCHARGES

THIS AGREEMENT is entered into this 16th day of December, 2003, among the City of Santa Rosa ("CITY"), the County of Sonoma ("COUNTY"), and the Sonoma County Water Agency ("AGENCY").

RECITALS

A. On June 26, 2003, the California Regional Water Quality Control Board, North Coast Region ("North Coast RWQCB") adopted Order No. R1-2003-0062, Waste Discharge Requirements and Municipal Separate Storm Sewer System Permit No. CA0025054 ("PERMIT") under the National Pollutant Discharge Elimination System (NPDES) for the CITY, COUNTY, and AGENCY.

B. Under PERMIT, the CITY, COUNTY, and AGENCY, collectively referred to as "co-permittees," have been ordered by the North Coast RWQCB to enter into a cooperative agreement which specifically identifies the roles and responsibilities of each permittee for the activities identified in the PERMIT.

C. CITY, COUNTY, and AGENCY have developed a description of their roles and responsibilities, shared areas of responsibility, and other activities required by the PERMIT, attached as Exhibit A, excepting those activities described in paragraphs "D" and "F" below.

D. CITY has developed a description of lead agency tasks to assemble Annual Reports as required by the PERMIT and has prepared a scope of work to be completed as the lead agency, attached as Exhibit B.

E. The cost of the lead agency portion of the work is to be shared by CITY, COUNTY, and AGENCY as described in paragraph 2 below. The amount of such shared cost has been determined for fiscal year 2003-2004.

F. COUNTY has developed a description of Standard Urban Storm Water Mitigation (SUSMP) lead tasks as required by the PERMIT and has prepared a scope of work to be completed as the SUSMP lead tasks, attached as Exhibit C.

G. The cost of the SUSMP lead portion of the work is to be shared by CITY and COUNTY in equal parts as described in paragraph 3 below.

H. The cost of the annual permit fees due to the State Water Resources Control Board is to be shared by CITY, COUNTY, and AGENCY in equal parts as specified in paragraph 4 below.

I. Amendments to this agreement may be considered at the time that each Annual Report is approved.

NOW, THEREFORE, it is agreed as follows:

## AGREEMENT

### 1. DUTIES

A. CITY, COUNTY and AGENCY shall complete the tasks as set forth in Exhibit A.

B. CITY shall serve as lead in preparing the Annual Report as described in the PERMIT and shall complete the tasks set forth in Exhibit B.

C. COUNTY shall serve as lead in completing certain SUSMP tasks as described in the PERMIT and shall complete the tasks set forth in Exhibit C.

### 2. PAYMENT FOR LEAD AGENCY

The PERMIT requires that an Annual Report be submitted by October 1, 2004, and each year thereafter. The Annual Report must be approved by the CITY City Council, COUNTY Board of Supervisors and the AGENCY Board of Directors prior to submittal to the North Coast RWQCB. Shared cost for future fiscal years shall be specified in each Annual Report.

A. COUNTY and AGENCY shall each pay one-third of the cost of lead agency work set forth in Exhibit B, including 3.3% of the total consultant contract cost for contract administration. For fiscal year 2003-04, the amounts paid by the COUNTY and the AGENCY to CITY for lead agency work shall not exceed \$13,200 each. The cost of lead agency work in future years shall be determined by mutual agreement between co-permittees.

B. Payment to CITY shall be made after CITY submits each Annual Report and Work Plan to the North Coast RWQCB on behalf of CITY, COUNTY, and AGENCY and within thirty (30) days of receipt of invoice from CITY.

### 3. PAYMENT FOR SUSMP LEAD WORK

CITY shall pay COUNTY one-half of the cost of SUSMP lead work as set forth in Exhibit C. In the event a consultant is hired the CITY shall pay the COUNTY an additional 5% of the

total consultant contract for contract administration. For fiscal year 2003-04, the amount paid by the CITY to the COUNTY for the SUSMP lead work shall not exceed \$25,000. Payments shall be made within 30 days of receipt of invoices. The scope and cost of SUSMP lead work in future fiscal years shall be determined by mutual agreement between CITY and COUNTY in January prior to each fiscal year that SUSMP work is to be done.

#### 4. PAYMENT OF ANNUAL PERMIT FEES

CITY, COUNTY, and AGENCY shall each pay one third of the combined CITY/COUNTY/AGENCY annual permit fees on or before the due date as invoiced by the State. Acting as the lead agency, CITY shall make the combined annual fee payment to the State Water Resource Control Board on behalf of the co-permittees. The COUNTY and AGENCY shall reimburse the CITY for their respective share within 30 days of receipt of invoice from CITY.

#### 5. WORK PLAN

CITY, COUNTY and AGENCY are each responsible for the development of their respective work plans as set forth in PERMIT.

#### 6. AMENDMENTS TO AGREEMENT

Amendments to this agreement shall be approved in writing by the CITY City Council, COUNTY Board of Supervisors, and AGENCY Board of Directors.

#### 7. RESPONSIBILITY

Each party is responsible for the completion of the tasks listed in this agreement. Failure of any party to complete its tasks does not obligate any of the other parties to complete such tasks. Any enforcement by the North Coast RWQCB for noncompliance with PERMIT based upon the failure of any party to complete its tasks shall be the sole responsibility of the non-performing party.

#### 8. MUTUAL COOPERATION

All parties shall cooperate throughout the life of this agreement. In the event any provision in this agreement needs interpretation or clarification, the parties shall exercise good faith efforts to resolve the matter. If staff is unable to reach an agreement, then the AGENCY's General Manager/Chief Engineer, the COUNTY's County Administrator, and the CITY's City Manager, or their designees, shall meet and endeavor to reach an agreement. If a mutually acceptable agreement is reached, the parties shall put into writing any mutually agreed interpretation or clarification.

9. TERM

This Agreement shall remain in effect through the term of the Order No. R1-2003-0062. Any party may terminate this agreement by giving twelve (12) months written notice of termination to the other parties and to the North Coast RWQCB.

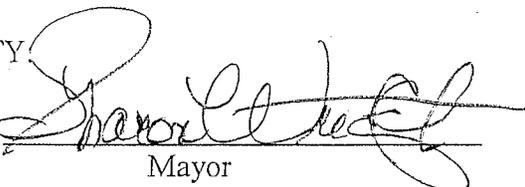
10. NOTICE, PAYMENT, OR CORRESPONDENCE

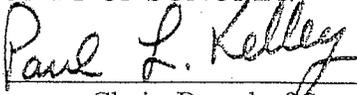
All notices, payment, or correspondence related to this Agreement shall be sent as follows:

CITY: Director of Public Works  
City of Santa Rosa  
69 Stony Circle  
Santa Rosa, CA 95401

COUNTY: Permit and Resource Management Director  
County of Sonoma  
2550 Ventura Avenue  
Santa Rosa, CA 95403

AGENCY: General Manager/Chief Engineer  
Sonoma County Water Agency  
P. O. Box 11628  
Santa Rosa, CA 95406

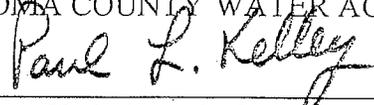
CITY: \_\_\_\_\_  
By:   
Mayor

COUNTY OF SONOMA:  
By:   
Chair, Board of Supervisors

Date: \_\_\_\_\_

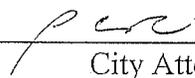
Date: 12/17/03

ATTEST:  
By:   
City Clerk

SONOMA COUNTY WATER AGENCY:  
By:   
Chair, Board of Directors

Date: 12/17/03

APPROVED AS TO FORM:

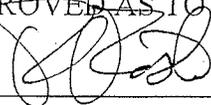
By:   
City Attorney

Date: 12/4/03

ATTEST:

By:   
County Clerk and Ex-Officio Clerk  
of the Board of Supervisors  
and  
County Clerk and Ex-Officio Clerk  
Board of Directors

APPROVED AS TO FORM:

By:   
County Counsel

Date: 11/10/03

## EXHIBIT A

### RESPONSIBILITIES OF CO-PERMITTEES FOR THE NPDES PERMIT NO. CA0025054

#### I. PURPOSE OF THIS EXHIBIT

CITY, COUNTY and AGENCY are each responsible for implementing throughout their respective jurisdictions those tasks set forth in PERMIT.

This exhibit is intended to set forth the responsibilities of each co-permittee for implementing tasks set forth in PERMIT that do not lie in the sole jurisdiction of a single co-permittee.

#### II. RESPONDING TO ACTUAL OR POTENTIAL DISCHARGE

A co-permittee receiving notification of an actual or potential discharge of pollutants to or from the municipal storm water system that may involve another co-permittee, in that the discharge or source of the discharge lies or may lie within the co-permittee's jurisdiction, shall take the following measures in addition to all other appropriate measures.

1. Notify each co-permittee that may be involved in a timely manner. Notification shall be defined as a verbal communication by telephone to the appropriate co-permittee's contact person. A voice mail message does not constitute notification. Each co-permittee shall supply the name and phone number of the contact and two alternate contacts in each Annual Report.

2. Take the lead in designating a team of all co-permittees involved in the response. This team shall mobilize a coordinated follow up to the actual or potential discharge.

#### III. MONITORING PROGRAM

Each co-permittee is responsible for its program element as defined in Storm Water Management Plan Part V, Monitoring Plan. For each year of the permit the AGENCY shall coordinate the sampling in the months of October, December and February and the COUNTY shall coordinate sampling in November, January and March. The Water Agency shall be the lead in compiling the monitoring data in preparation of the Annual Report.

#### IV. OUTREACH PROGRAM

The CITY shall take the lead in coordinating and submitting the proposed "Ecology Column" to the Press Democrat and the Sonoma West Newspaper in accordance with the Permit implementation schedule.

#### V. DECISION MAKING PROCESS

The CITY, COUNTY and AGENCY shall utilize the monthly co-permittee coordination

meetings to reach consensus, discuss collaborative arrangements and make decisions. Additional meetings shall be scheduled as required.

## VI. INFORMATION MANAGEMENT

The CITY, COUNTY and AGENCY have agreed to prepare the Annual Report in a standard electronic format as a Microsoft Word document and a Portable Document Format (PDF). The format shall be reviewed annually at the first Annual Report preparation meeting.

## EXHIBIT B

### SCOPE OF SERVICES TO BE PROVIDED BY THE LEAD AGENCY FOR THE NPDES PERMIT FOR STORM WATER DISCHARGES

#### I. COORDINATION MEETINGS

CITY, as lead agency, shall perform or manage a consultant contract to perform the following:

1. schedule coordination meetings among co-permittees
2. prepare and distribute coordination meeting agendas
3. prepare and distribute coordination meeting notes.

Cost for lead agency work for this task was calculated based on holding 12 coordination meetings and 3 annual report preparation meetings during fiscal year 2003-2004.

#### II. ANNUAL REPORT

CITY, as lead agency, shall perform or manage a consultant contract to perform the following:

1. review and compile information submitted by co-permittees for draft annual report;
2. prepare and distribute three (3) copies of draft annual report, one for each co-permittee;
3. prepare final annual report for printing; and
4. print and distribute seven (7) hard copies and three (3) electronic copies of final annual report.

Distribution of copies of the draft and final annual report shall be as follows:

- Regional Water Quality Control Board (1) hard copy
- Sonoma County Water Agency (2) hard copies, (1) electronic copy
- County of Sonoma Permit and Resource Management (2) hard copies, (1) electronic copy
- City of Santa Rosa Public Works (2) hard copies, (1) electronic copy.

#### III. FISCAL RESOURCES

CITY, as lead agency, shall provide an estimate of lead agency costs for each future fiscal year at the time that the annual report for the prior year is prepared.

## EXHIBIT C

### SCOPE OF SERVICES TO BE PROVIDED BY THE LEAD FOR THE SUSMP LEAD WORK

COUNTY shall act as lead and shall perform or manage a consultant contract in accordance with the Permit Implementation Schedule to implement the SUSMP tasks as described below.

#### I. COORDINATION MEETINGS

COUNTY shall act as lead and shall perform or manage a consultant contract to perform the following:

1. schedule and coordinate meetings among co-permittees
2. prepare and distribute coordination meeting agendas
3. prepare and distribute coordination meeting notes
4. conduct a community involvement program to include representatives from the City, County and Water Agency and invite representatives from the North Coast RWQCB, San Francisco Bay RWQCB, the engineering, landscape architecture, architecture and planning professions, and the construction and land development community.

#### II. GUIDANCE DOCUMENTATION

COUNTY shall act as lead and shall perform or manage a consultant contract to perform the following:

1. develop combined CITY/COUNTY SUSMP site design guidelines or requirements for developers (source controls and treatment controls).
2. develop guidance documents on long term funding, inspection and reporting procedures for Best Management Practices (BMP) maintenance.

#### III. TRAINING

COUNTY shall act as lead and shall perform or manage a consultant contract to perform the following:

1. provide training to CITY/COUNTY/AGENCY staff
2. provide workshop to the development community on planning procedures, policies, design guidelines and BMPs for storm water pollution prevention.

#### IV. SCHEDULE

SUSMP tasks shall be implemented in accordance with the schedule in the Storm Water Management Plan as required by the PERMIT. COUNTY shall act as lead and shall perform or manage a consultant contract to provide project management services sufficient to provide adequate resources, track project progress, and meet required deadlines.

Exhibit 3

*Draft Cooperative Agreement for NPDES Permit No. CA0025054  
for Storm Water Discharges* provided to EPA February 27, 2012

NEW DRAFT  
MOW  
9/22/12

**COOPERATIVE AGREEMENT AMONG  
THE CITY OF SANTA ROSA,  
THE COUNTY OF SONOMA,  
AND THE SONOMA COUNTY WATER AGENCY  
FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM  
PERMIT NO. CA0025054, FOR STORM WATER DISCHARGES**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012, among the City of Santa Rosa ("CITY"), the County of Sonoma ("COUNTY"), and the Sonoma County Water Agency ("AGENCY").

**RECITALS**

A. On October 1, 2009 the California Regional Water Quality Control Board, North Coast Region ("BOARD") adopted Order No. RI-2009-0050, Waste Discharge Requirements and Municipal Separate Storm Sewer System Permit No. CA0025054 ("PERMIT") under the National Pollutant Discharge Elimination System (NPDES) for the CITY, COUNTY, and AGENCY.

B. The CITY, COUNTY, and AGENCY, collectively referred to as "COPERMITTEES," wish to enter into a cooperative agreement which specifically identifies the roles and responsibilities of each permittee for the activities identified in the PERMIT that do not lie within the sole jurisdiction of a single COPERMITTEE.

C. COPERMITTEES have described their roles and responsibilities, shared areas of responsibility, and other activities required by the PERMIT, in Exhibit A to this AGREEMENT.

D. CITY has developed a description of lead agency tasks required by the PERMIT and has prepared a scope of work to be completed as the lead agency, in Exhibit B hereto. The cost of the lead agency portion of the work is to be shared by COPERMITTEES in equal parts.

E. The CITY has also developed a description of Stormwater Low Impact Development (LID) Technical Design Manual lead tasks as required by the PERMIT and has prepared a scope of work to be completed, in Exhibit C hereto. The cost of the LID Manual lead portion of the work is to be shared equally by the CITY and COUNTY.

F. COUNTY has developed a description of meeting coordination tasks set forth in the PERMIT and has prepared a scope of work to be completed, in Exhibit D hereto. The cost of the meeting coordination portion of the work is detailed in Exhibit D and is to be shared equally by COPERMITTEES.

G. The cost of the annual permit fees due to the State Water Resources Control Board is to be

shared equally by COPERMITTEES.

H. Amendments to this AGREEMENT may be considered at the time that each Annual Report is required by the PERMIT or as deemed necessary by any of the COPERMITTEES.

NOW, THEREFORE, COPERMITTEES agree as follows:

## AGREEMENT

### 1. DUTIES

- A. COPERMITTEES shall perform their respective obligations set forth in Exhibit A.
- B. COPERMITTEES shall prepare separate Annual Reports and Storm Water Management Plans as described in the PERMIT.
- C. CITY shall serve as lead agency for PERMIT fee payments and facilitation of Cooperative Agreement for this Permit as set forth in Exhibit B.
- D. CITY shall serve as lead in completing certain LID tasks as described in the PERMIT and in Exhibit C.
- E. COUNTY shall lead monthly meeting coordination for COPERMITTEES as set forth in Exhibit D.

### 2. ANNUAL PERMIT FEE PAYMENT

- A. COPERMITTEES shall each pay one third of the combined PERMIT fees on or before the due date as invoiced by the State. Acting as the lead agency, CITY shall make the combined annual fee payment to the State Water Resource Control Board (State Water Board) on behalf of COPERMITTEES. COUNTY and AGENCY shall reimburse CITY for their respective one-third shares within 30 days of receipt of invoice from CITY.
- B. COUNTY and AGENCY shall each pay one third of the cost of the lead agency work set forth in Exhibit B, including 3.3% of the total PERMIT fee for administration, annually to CITY, for the duration of this PERMIT term.
- C. Payment to CITY shall be made after CITY pays State Water Board on behalf of COPERMITTEES and within thirty (30) days of receipt of invoice from CITY.

### 3. PAYMENT FOR COORDINATION OF MEETINGS

A. COPERMITTEES shall share the cost equally for the COUNTY coordination of meetings set forth in Exhibit D. Payment for services shall be paid annually at the same time as the annual PERMIT fee is due.

#### 4. PAYMENT FOR LID LEAD WORK

CITY has prepared an estimate of cost for the LID Technical Manual. COUNTY shall pay CITY one half of the cost for the work as set forth in Exhibit C. In the event that CITY staff changes impact CITY's ability to perform LID lead work, consultant services may need to be retained and the terms of this AGREEMENT amended accordingly.

#### 5. AMENDMENTS TO AGREEMENT

Amendments to this AGREEMENT shall be approved by the governing bodies of CITY, COUNTY and AGENCY.

#### 6. RESPONSIBILITY

Each party is responsible for the completion of the tasks listed in this AGREEMENT. Failure of any party to complete its sole jurisdiction or individual obligations does not obligate any of the other parties to complete such tasks. Any enforcement by the BOARD for noncompliance with PERMIT based upon the failure of any COPERMITTEE to perform its sole jurisdiction obligations shall be the sole responsibility of the non-performing COPERMITTEE. Responsibility for non-compliance related to shared obligations (mutually supported) shall be determined through an evaluation of the timeliness of completed work activities and review periods.

#### 7. MUTUAL COOPERATION

All COPERMITTEES shall cooperate in good faith throughout the life of this AGREEMENT. In the event any provision in this AGREEMENT needs interpretation or clarification, the COPERMITTEES shall exercise good faith efforts to resolve the matter. If staff are unable to reach an agreement, then AGENCY's General Manager, COUNTY's County Administrator, and CITY's City Manager, or their designees, shall meet and endeavor to reach an agreement. If a mutually acceptable agreement is reached, COPERMITTEES shall put into writing any mutually agreed interpretation or clarification.

#### 8. TERM

This Agreement shall remain in effect through the term of the PERMIT and shall terminate upon the expiration of the PERMIT. Any COPERMITTEE may terminate this AGREEMENT by giving three (3) months written notice of termination to the other COPERMITTEES and to the BOARD.

9. NOTICE, PAYMENT, OR CORRESPONDENCE

All notices, payments, or correspondences related to this AGREEMENT shall be sent as follows:

CITY: Director of Utilities  
City of Santa Rosa  
69 Stony Circle  
Santa Rosa, CA 95401

COUNTY: Permit and Resource Management Director  
County of Sonoma  
2550 Ventura Avenue  
Santa Rosa, CA 95403

AGENCY: General Manager  
Sonoma County Water Agency  
404 Aviation Drive  
Santa Rosa, CA 95403

10. INCORPORATION OF EXHIBITS

The Exhibits to this AGREEMENT are incorporated and made part of this AGREEMENT.

11. ACKNOWLEDGMENT AND WAIVER

Entry of this Agreement shall not constitute an acknowledgment of the legality or propriety of the PERMIT, and shall not be construed to waive any fact or argument related to the PERMIT, including but not limited to those raised in COUNTY's Petition for Review of the PERMIT before the State Water Resources Control Board.

CITY:

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
City Attorney

Date: \_\_\_\_\_

COUNTY OF SONOMA:

By: \_\_\_\_\_  
Chair, Board of Supervisors

Date: \_\_\_\_\_

SONOMA COUNTY WATER AGENCY:

By: \_\_\_\_\_  
Chair, Board of Directors

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
County Clerk and Ex-Officio Clerk  
of the Board of Supervisors  
and  
County Clerk and Ex-Officio Clerk  
Board of Directors

APPROVED AS TO FORM:

By: \_\_\_\_\_  
County Counsel

Date: \_\_\_\_\_

## EXHIBIT A

### SHARED ROLES AND RESPONSIBILITIES OF COPERMITTEES FOR THE NPDES PERMIT NO. CA0025054

#### I. PURPOSE OF THIS EXHIBIT

CITY, COUNTY and AGENCY are each responsible for implementing throughout their respective jurisdictions those tasks set forth in the PERMIT.

This exhibit is intended to set forth the shared responsibilities of each COPERMITTEE for implementing tasks set forth in the PERMIT that do not lie within the sole jurisdiction of a single COPERMITTEE.

#### II. RESPONDING TO ACTUAL OR POTENTIAL DISCHARGE

1. A COPERMITTEE receiving notification of an actual or potential discharge of pollutants to or from the municipal storm water system that may involve another COPERMITTEES, in that the discharge or source of the discharge lies or may lie within the initial COPERMITTEES jurisdiction, shall take the following measures in addition to all other appropriate measures, and in a timely manner, notify each COPERMITTEE that may have responsibility. Notification shall be defined as a verbal communication by telephone to the appropriate COPERMITTEES contact person, including a voice mail message. Each COPERMITTEE shall supply the name and the phone number of the contact and two alternate contacts in each Annual Report to the BOARD.

#### III. MONITORING PROGRAM

Monitoring shall occur as outlined in conformance with the PERMIT requirements and the time frame of the PERMIT. Responsibilities are as follows:

1.	Outfall Monitoring	CITY, 2-3 Locations, COUNTY, 2-3 Locations, and AGENCY, 0 Locations
2.	Receiving Waters	AGENCY
3.	Bioassay and Bioassessment	CITY
4.	Temperature Monitoring	CITY
5.	Bacteria Aerial-Infrared	CITY
6.	Visual Flow	CITY, COUNTY, AGENCY
7.	Kelly Farm Nutrient Monitoring	CITY
8.	BMP Effectiveness Study	COUNTY (study), AGENCY (monitoring)
9.	Volunteer Monitoring Program	CITY, COUNTY, AGENCY

#### IV. OUTREACH PROGRAM

COPERMITTEES will collaborate on Outreach efforts as outlined in the PERMIT. Each COPERMITTEE will be responsible for implementing outreach efforts within their jurisdiction.

#### V. DECISION MAKING PROCESS

COPERMITTEES shall utilize the monthly COPERMITTEE coordination meetings to reach consensus, discuss collaborative arrangements and make decisions. Additional meetings shall be scheduled as required.

## **EXHIBIT B**

### **SCOPE OF SERVICES PROVIDED BY CITY AS LEAD AGENCY, ADMINISTRATION OF PERMIT**

- I. CITY as lead agency shall:
  1. Pay total PERMIT fee to State Water Board of behalf of COPERMITTEES and invoice COUNTY and AGENCY each for one third of PERMIT fee.
  2. Invoice AGENCY and COUNTY for any lead agency work done by COPERMITTEES, including 3.3% of PERMIT fee for lead agency work done by CITY, annually.
  3. Facilitate preparation and distribution of this AGREEMENT among COPERMITTEES.
  4. Coordinate with State Water Board on all billing and payment issues regarding PERMIT fees.
  5. For work specified in Exhibits B, C and D, CITY, in consultation with the other COPERMITTEES, shall determine the net actual costs to be paid by each COPERMITTEE and invoice COUNTY and AGENCY for such costs which shall be paid annually to CITY at time of PERMIT fee payment.

## EXHIBIT C

### SCOPE OF SERVICES PROVIDED BY CITY AS LEAD FOR THE STORMWATER LOW IMPACT DEVELOPMENT (LID) TECHNICAL DESIGN MANUAL

CITY shall act as lead and shall perform in accordance with the PERMIT guidelines to implement the StormWater LID Manual.

#### I. COORDINATION

CITY shall act as lead and shall:

1. Schedule and coordinate meetings among COPERMITTEES and the Technical Advisory Committee (TAC) of experts assembled for the compilation of the LID Manual
2. Prepare and distribute electronic draft documents for review to TAC
3. Present and distribute electronic copies of completed draft manual to stakeholders
4. Solicit comments
5. Revise/Print/Distribute
6. Provide training

#### II. COSTS

LID Manual Costs:

Meetings - 4 Narratives and 13 BMPS, staff time	\$9,800
Narrative Section- formatting, typing, pagination, assembly table of contents, pictures, worksheet	\$2,400
Receive and Review Comments- staff time	\$2,000
Optional 2nd draft release- staff time	\$2,000
Printing	\$2,500
Outreach Efforts- staff time	\$1,300
Training on final document- Finley rental and staff time	\$1,000
<b>TOTAL</b>	<b>\$21,000</b>

Total Costs are not to exceed \$25,000.

## EXHIBIT D

### SCOPE OF SERVICES PROVIDED BY COUNTY AS LEAD FOR MEETING COORDINATION FOR COPERMITTEES

#### I. COORDINATION MEETINGS

COUNTY shall:

1. Coordinate scheduling of meetings among COPERMITTEES, and determine meeting locations.
2. Prepare and distribute meeting agendas, on or before Monday of meeting week.
3. Prepare and distribute meeting notes and maintain rolling log of topics as determined by group.

Cost estimated at 11 hours per month at a rate of \$25 per hour, not to exceed a maximum of \$4,500 per year, annually for PERMIT term. Actual cost shall be shared in equal parts by all COPERMITTEES. COUNTY shall submit tally of actual costs incurred to CITY and AGENCY at the time that each Annual Report is due to the BOARD.

Exhibit 4  
Sonoma County Environmental Health Restaurant Inspection  
Report, dated February 29, 2012



County of Sonoma  
 Department of Health Services  
 Environmental Health & Safety  
**STORM WATER MANAGEMENT PROGRAM**



625 5th Street, Santa Rosa, CA 95404  
 Phone: (707) 565-6565 • Fax (707) 565-6525 • www.sonoma-county.org/health

**Food Facility Storm Water Inspection Report**

Name of Facility: MARY'S PIZZA STACK Food Facility ID # PR 0009220  
 Address: 1015 4TH STREET City: SANTA ROSA  
 Inspector: Jeremy Lytle Date: 2/29/12

- City of Santa Rosa - Phase I (SR)
- North Coast Region - Phase I (NC)
- San Francisco Bay Region - Phase II (SF)
- Other \_\_\_\_\_

Check the appropriate column

	Satisfactory	Minor Problem	Unsatisfactory
<b>A. Equipment Cleaning (no discharge to storm drain)</b>			
1. Floor mats			
2. Mop and rinse water			
3. Other (specify)	✓		
<b>B. Dumpsters and Recycling Containers</b>			
4. Dumpsters and recycling containers are covered	✓		
5. Signs of leaks or missing drain plugs	✓		
6. Materials around garbage containers	✓		
<b>C. Spill Response</b>			
7. Absorbents, such as <u>cat litter</u> , are readily available to clean up spills (e.g., grease)			✓
<b>D. Illicit Discharge to the municipal storm drain system</b>			
8. Staining or discoloration near or leading to storm drain system			
9. Unaccounted flows in storm drain system (including gutter)		✓	
10. Other evidence of illicit discharge (specify)		✓	

Was Water Quality Protection information provided to a facility representative? Yes  No

Comments: PLEASE OBTAIN ABSORBENT MATERIAL TO CLEAN ANY POTENTIAL SPILLAGE TO AVOID POTENTIAL RUN-OFF INTO STORM WATER SYSTEM.

This page is an addendum to the Food Facility Inspection Report received on this date.

12:09:09AM

Exhibit 5  
Material Safety Data Sheet For Cold Mix Asphalt

# MATERIAL SAFETY DATA SHEET



## Seaboard Asphalt Products Company

Prepared to U.S. OSHA, CMA, ANSI, Canadian WHMIS Standards, Australian WorkSafe, Japanese Industrial Standard JIS Z 7250:2000, and European Union standards

### 1. PRODUCT IDENTIFICATION

TRADE NAME (AS LABELED):

PRODUCT USE:

MANUFACTURER'S NAME:

ADDRESS:

BUSINESS PHONE:

WEBSITE:

DISTRIBUTED BY:

BUSINESS PHONE:

WEBSITE:

DATE OF PREPARATION:

**Bond X Green**

Cold Mix Asphalt

Seaboard Asphalt Products

3601 Fairfield Road

Baltimore, Maryland

1-410-355-0330

(800) 536-0332 Toll Free

[www.seaboardasphalt.com](http://www.seaboardasphalt.com)

NuGeneration Technologies

1155 Park Ave.

Emeryville, CA 94608

707-820-4080

888-996-8436 Toll Free

[www.nugentec.com](http://www.nugentec.com)

May 23, 2010

### 2. HAZARD IDENTIFICATION

EU LABELING AND CLASSIFICATION: This product meets the definition of the following hazard class as defined by the European Economic Community Guidelines.

Classification: [Xi] Irritant

Risk Phrases: R20/21: Harmful by inhalation and in contact with skin.

Safety Phrases: S23: Do not breath gas/fumes/vapors/spray

**EMERGENCY OVERVIEW:** **Product Description:** This product is a Black viscous fluid mixed with coarse and fine aggregate with an asphalt odor. **Health Hazards:** Contact with molten product can cause severe thermal burns. Exposure to vapors may irritate the eyes, skin and respiratory tract. **Flammability Hazards:** Typical flash point is greater than 260°F. **Reactivity Hazards:** None known. **Environmental Hazards:** Not expected to be a significant environmental hazard. **Emergency Considerations:** Emergency responders must wear the proper personal protective equipment (and have appropriate fire-suppression equipment) suitable for the situation to which they are responding.

**SYMPTOMS OF OVEREXPOSURE BY ROUTE OF EXPOSURE:** The most significant routes of overexposure for this product are by inhalation of vapors and skin contact to molten product. The symptoms of overexposure are described in the following paragraphs.

**INHALATION:** Inhalation of low concentrations (50 – 100 ppm) can irritate the eye and respiratory tract and may cause nervousness, cough, nausea and headache. Prolonged exposure to concentrations between 250 and 600 ppm may cause pulmonary edema (fluid on the lungs) and bronchial pneumonia. Brief exposure to concentrations above 500 ppm can cause unconsciousness and may be fatal.

**CONTACT WITH SKIN or EYES:** Skin contact with molten product can cause severe thermal burns. Vapors may irritate the skin. Vapors can irritate the eyes causing redness, and pain.

**INGESTION:** Not considered a likely route of exposure during normal product use conditions.

**ACUTE:** Contact with molten material will cause thermal burns to skin. Vapors may cause irritation to eyes and respiratory tract.

# MATERIAL SAFETY DATA SHEET

**CHRONIC:** Repeated inhalation can produce varying degrees of respiratory irritation or lung damage.

**TARGET ORGANS:**

**ACUTE:** Skin, eyes, respiratory system.

**CHRONIC:** Petroleum asphalt and the asphalt additives in this product are not listed as a carcinogen by NTP, OSHA, or IARC. Crystalline silica, a component of this product, is listed by IRAC but not by OSHA. IRAC has determined that there is sufficient evidence for carcinogenicity to experimental animals exposed to crystalline silica and limited evidence for carcinogenicity to humans. "Limited evidence" means that a causal relationship is possible; however, other explanations such as chance, bias or confounding factors cannot adequately be excluded. NTP has listed crystalline silica as reasonably anticipated to be a human carcinogen. Because this product contains substances listed as carcinogens by these organizations which may result in exposures, the following warning is required pursuant to California Proposition 65:

**WARNING:** This product contains chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm.

## 3. COMPOSITION and INFORMATION ON INGREDIENTS

Hazardous Ingredients:	CAS #	EINECS #	ICSC #	WT %	Hazard Symbol; Risk Phrases
Aggregate (crushed stone, sand and gravel)	N.E.	N.E.	N.E.	90 – 95%	HAZARD CLASSIFICATION: NOT CLASSIFIED RISK PHRASES: NONE
Asphalt	8052-42-4	232-490-9	N.E.	3 – 6%	HAZARD CLASSIFICATION: NOT CLASSIFIED RISK PHRASES: NONE
Proprietary Softening Agent	N.E.	N.E.	N.E.	1 – 5%	HAZARD CLASSIFICATION: NOT CLASSIFIED RISK PHRASES: NONE
Stabilizing Agent	Proprietary	N.E.	N.E.	>0.7125%	HAZARD CLASSIFICATION: NOT CLASSIFIED RISK PHRASES: NONE
Proprietary Mixture	Proprietary	N.E.	N.E.	0.1 – 1.75%	HAZARD CLASSIFICATION: NOT CLASSIFIED RISK PHRASES: NONE

N.E. = Not Established.

NOTE: ALL WHMIS required information is included in appropriate sections based on the ANSI Z400.1-2004 format. This product has been classified in accordance with the hazard criteria of the CPR and the MSDS contains all the information required by the CPR, EU Directives and the Japanese Industrial Standard JIS Z 7250: 2000.

See Section 15 for full text of Ingredient Risk Phrases and Safety Phrases

## 4. FIRST-AID MEASURES

Contaminated individuals of chemical exposure must be taken for medical attention if any adverse effect occurs. Rescuers should be taken for medical attention, if necessary. Take copy of label and MSDS to health professional with contaminated individual.

**SKIN EXPOSURE:** If this product contaminates the skin, wash with soap and water after use or before eating or smoking. Remove exposed or contaminated clothing, taking care not to contaminate eyes. The contaminated individual should seek medical attention if any adverse effect occurs. If molten asphalt contacts skin, cool immediately with cold water. For extensive burns obtain medical attention immediately. Do not use solvents to remove asphalt from skin.

**EYE EXPOSURE:** If hot material splashes into eyes, immediately flush eyes with water. Do not attempt to remove particles from eyes. Seek medical attention immediately.

**INHALATION:** If breathing becomes difficult remove contaminated individual to fresh air. If breathing has stopped give artificial respiration. Seek medical attention immediately.

**INGESTION:** Routine use of this product is not expected to cause any situation which could lead to ingestion. If this product is swallowed, CALL PHYSICIAN OR POISON CONTROL CENTER FOR MOST CURRENT INFORMATION. If professional advice is not available, do not induce vomiting. Never induce vomiting or give diluents (milk or water) to someone who is unconscious, having convulsions, or unable to swallow.

# MATERIAL SAFETY DATA SHEET

**MEDICAL CONDITIONS AGGRAVATED BY EXPOSURE:** Existing abnormal conditions of the skin and/or respiratory system may be aggravated by exposure to asphalt fumes and by petroleum distillates. Exposure to dust from disrupted hardened asphalt concrete may aggravate respiratory diseases or dysfunctions, and skin and eye conditions.

**RECOMMENDATIONS TO PHYSICIANS:** Treat symptoms and eliminate overexposure.

## 5. FIRE-FIGHTING MEASURES

**FLASH POINT:** >260°F

**AUTOIGNITION TEMPERATURE:** Not Applicable

**FLAMMABLE LIMITS (in air by volume, %):** Lower NA Upper NA

**FIRE EXTINGUISHING MATERIALS:** Use fire extinguishing materials appropriate for Class B fire including dry extinguishing media, carbon dioxide, foam.

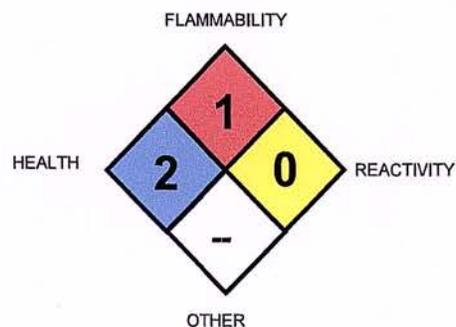
**UNUSUAL FIRE AND EXPLOSION HAZARDS:** Adding water to hot asphalt presents an explosion hazard.

Explosion Sensitivity to Mechanical Impact: Not Sensitive

Explosion Sensitivity to Static Discharge: Not Sensitive

**SPECIAL FIRE-FIGHTING PROCEDURES:** Incipient fire responders should wear eye protection. Structural firefighters must wear Self-Contained Breathing Apparatus and full protective equipment. Isolate materials not yet involved in the fire and protect personnel. Move containers from fire area if this can be done without risk; otherwise, cool with carefully applied water spray. If possible, prevent runoff water from entering storm drains, bodies of water, or other environmentally sensitive areas.

### NFPA RATING



Hazard Scale: 0 = Minimal 1 = Slight 2 = Moderate  
3 = Serious 4 = Severe

## 6. ACCIDENTAL RELEASE MEASURES

**SPILL AND LEAK RESPONSE:** Proper protective equipment should be used. Personnel should be trained for spill response operations. Isolate area and keep unnecessary personnel away.

Trained personnel following pre-planned procedures should handle non-incident releases. Appropriate Personal Protective Equipment should be used. Shut off all ignition sources. Allow material to harden and transfer into container for proper disposal. Prevent material from entering sewer or confined spaces, waterways, soil or public waters.

Place all spill residue in an appropriate container and seal. Decontaminate the area thoroughly. Do not mix with wastes from other materials. Dispose of in accordance with applicable Federal, State, and local procedures (see Section 13, Disposal Considerations). For spills on water, contain, minimize dispersion and collect. Dispose of recovered material and report spill per regulatory requirements.

## 7. HANDLING and STORAGE

**WORK PRACTICES AND HYGIENE PRACTICES:** As with all chemicals, avoid getting this product ON YOU or IN YOU. Wash thoroughly after handling this product. Do not eat, drink, smoke, or apply cosmetics while handling this product. Avoid breathing dusts generated by this product. Use in a well-ventilated location. Remove contaminated clothing immediately.

**STORAGE AND HANDLING PRACTICES:** All employees who handle this material should be trained to handle it safely. Store away from all ignition sources and open flames, in accordance with applicable laws and regulations. Storage containers should be ventilated to reduce fire and explosion hazard, and possible overexposure of personnel to fumes and vapors. Do not weld, heat, or drill container. Emptied container may contain hazardous material which may ignite explosively if heated sufficiently. When petroleum asphalt products are heated, potentially irritating emissions may be released. Respirable dust may be generated when hardened asphalt concrete is subjected to mechanical forces, such as in demolition work, surface treatment and recycling of pavement. Tripping accidents have occurred because of asphalt buildup on bottoms of shoes and boots. Materials should be removed regularly to prevent such accidents. Do not store near food and beverages or smoking material. Avoid incompatible materials.

# MATERIAL SAFETY DATA SHEET

## 8. EXPOSURE CONTROLS - PERSONAL PROTECTION

**VENTILATION AND ENGINEERING CONTROLS:** Use with adequate ventilation to ensure exposure levels are maintained below the limits provided below. Use local exhaust ventilation, and process enclosure if necessary, to control airborne dust. Ensure eyewash/safety shower stations are available near areas where this product is used.

### EXPOSURE LIMITS/GUIDELINES:

<u>Chemical Name</u>	<u>CAS#</u>	<u>ACGIH-TLV's</u>	<u>OSHA PEL's</u>	<u>NIOSH- TLV's</u>	<u>Other</u>
Asphalt	8052-42-4	0.5 mg/m <sup>3</sup>	NE	5 mg/m <sup>3</sup> Ceiling	NE

NE = Not Established. NIC = Notice of Intended Change See Section 16 for Definitions of Terms Used.  
Currently, International exposure limits are established for the components of this product. Please check with competent authority in each country for the most recent limits in place.

*The following information on appropriate Personal Protective Equipment is provided to assist employers in complying with OSHA regulations found in 29 CFR Subpart I (beginning at 1910.132) or equivalent standard of Canada, or standards of EU member states (including EN 149 for respiratory PPE, and EN 166 for face/eye protection), and those of Japan. Please reference applicable regulations and standards for relevant details.*

**RESPIRATORY PROTECTION:** If airborne concentrations above applicable exposure limits will require a respirator. If necessary, use only respiratory protection authorized in the U.S. Federal OSHA Respiratory Protection Standard (29 CFR 1910.134), equivalent U.S. State standards, Canadian CSA Standard Z94.4-93, the European Standard EN149, or EU member states. Oxygen levels below 19.5% are considered IDLH by OSHA. In such atmospheres, use of a full-facepiece pressure/demand SCBA or a full facepiece, supplied air respirator with auxiliary self-contained air supply is required under U.S. Federal OSHA's Respiratory Protection Standard (1910.134-1998) or the regulations of various U.S. States, Canada, EU Member States, or those of Japan. Air-purifying respirators with dust/mist/fume filters are recommended if operations may produce mists or sprays from this product.

**EYE PROTECTION:** Chemical safety glasses or full face shield. If necessary, refer to U.S. OSHA 29 CFR 1910.133, Canadian Standards, and the European Standard EN166, Australian Standards, or relevant Japanese Standards.

**HAND PROTECTION:** Use impervious gloves. If necessary, refer to U.S. OSHA 29 CFR 1910.138, the European Standard DIN EN 374, the appropriate Standards of Canada, Australian Standards, or relevant Japanese Standards.

**BODY PROTECTION:** Cover exposed skin areas. If necessary, refer to appropriate Standards of Canada, or appropriate Standards of the EU, Australian Standards, or relevant Japanese Standards. If a hazard of injury to the feet exists due to falling objects, rolling objects, where objects may pierce the soles of the feet or where employee's feet may be exposed to electrical hazards, use foot protection, as described in U.S. OSHA 29 CFR 1910.136.

## 9. PHYSICAL and CHEMICAL PROPERTIES

**VAPOR DENSITY:** >1

**SPECIFIC GRAVITY @ 20°C:** N.E. (water=1)

**VAPOR PRESSURE, mm Hg @ 20°C (68°F):** NA

**ODOR THRESHOLD:** Asphalt

**APPEARANCE, ODOR and COLOR:** Black viscous fluid mixed with coarse and fine aggregate.

**EVAPORATION RATE (n-BuAc=1):** Not applicable

**SOLUBILITY IN WATER:** Insoluble

**pH:** Not Determined

## 10. STABILITY and REACTIVITY

**STABILITY:** Stable.

**DECOMPOSITION PRODUCTS:** When heated to decomposition, carbon monoxide, hydrogen sulphide, sulphur oxides.

**MATERIALS WITH WHICH SUBSTANCE IS INCOMPATIBLE:** This product is incompatible with strong oxidizers. Adding water to hot asphalt creates an explosion hazard.

**POSSIBILITY OF HAZARDOUS REACTIONS:** Will not occur.

**CONDITIONS TO AVOID:** Heat approaching flash and open flames.

# MATERIAL SAFETY DATA SHEET

## 11. TOXICOLOGICAL INFORMATION

**TOXICITY DATA:** The specific toxicology data available for components greater than 1% in concentration are as follows.

**Toxicological Data:** Acute and chronic overexposure to this material or its components may cause systemic toxicity, including adverse effects to the following: liver, kidney, lung, skin, spleen, thymus, blood elements, lymph nodes, testes, bone marrow, and nervous system.

Exposure to components of this material may cause the following specific symptoms, depending on the concentration and duration of exposure: anemia, pallor, fatigue, loss of appetite, anxiety, and melanosis.

Reports have associated repeated and prolonged occupational overexposure to solvents with permanent brain and nervous system damage. Intentional misuse by deliberately inhaling vapors may be harmful or fatal.

Emissions from heated petroleum asphalt may have an unpleasant odor, and may produce nausea and irritation of the upper respiratory tract. Naptha component vapors (hot asphalt) at high concentrations in enclosed spaces may cause symptoms of euphoria, respiratory irritation and edema, headaches, dizziness, drowsiness, conclusions, coma, cyanosis and generalized depression. Hydrogen sulfide causes respiratory irritation at concentrations of 4 to 100 ppm. At low concentration H<sub>2</sub>S has a rotten egg odor. At elevated concentrations H<sub>2</sub>S acts as a systemic poison, causing unconsciousness and death by respiratory paralysis.

Chronic inhalation of petroleum asphalt emissions may contribute to respiratory irritation. If hardened asphalt concrete is subjected to mechanical forces which generate dust particles, exposure to respirable crystalline silica dust is possible.

### **Asphalt (8052-42-4)**

Oral LD50 Rat: >5000 mg/kg; Dermal LD50 Rabbit:>2000 mg/kg

### **Proprietary Mixture**

Oral LD50 Rat: 2000 mg/kg; Dermal LD50 Rat:2250 mg/kg; Dermal LD50 Rabbit:3560 mg/kg

**SUSPECTED CANCER AGENT:** The components of these products are listed by agencies tracking the carcinogenic potential of chemical compounds as follows:

Petroleum asphalt and the asphalt additives in this product are not listed as a carcinogen by NTP, OSHA, or IARC. Crystalline silica, a component of this product, is listed by IRAC but not by OSHA. IRAC has determined that there is sufficient evidence for carcinogenicity to experimental animals exposed to crystalline silica and limited evidence for carcinogenicity to humans. "Limited evidence" means that a causal relationship is possible; however, other explanations such as chance, bias or confounding factors cannot adequately be excluded. NTP has listed crystalline silica as reasonably anticipated to be a human carcinogen. Because this product contains substances listed as carcinogens by these organizations which may result in exposures, the following warning is required pursuant to California Proposition 65:

**WARNING:** This product contains chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm.

**IRITANCY OF PRODUCT:** Airborne dusts of this product can irritate eyes, and respiratory tract.

**SENSITIZATION TO THE PRODUCT:** These products are not known to cause human skin or respiratory sensitization.

**REPRODUCTIVE TOXICITY INFORMATION:** Listed below is information concerning the effects of this product and its components on the human reproductive system.

**Mutagenicity:** The components of this product are not reported to produce mutagenic effects in humans.

**Embryotoxicity:** The components of this product are not reported to produce embryotoxic effects in humans.

**Teratogenicity:** The components of this product are not reported to cause teratogenic effects in humans.

**Reproductive Toxicity:** The components of this product are not reported to cause reproductive effects in humans.

## 12. ECOLOGICAL INFORMATION

ALL WORK PRACTICES MUST BE AIMED AT ELIMINATING ENVIRONMENTAL CONTAMINATION.

**Ecotoxicity:** This material may be toxic to fish and other aquatic life and may impede growth of vegetation.

Component Analysis - Ecotoxicity - Aquatic Toxicity

Proprietary Mixture

Test & Species

Conditions

96 Hr LC50 Pimephales promelas 728 mg/L

72 Hr EC50 Scenedesmus subspicatus 210 mg/L

# MATERIAL SAFETY DATA SHEET

## 13. DISPOSAL CONSIDERATIONS

**PREPARING WASTES FOR DISPOSAL:** Waste disposal must be in accordance with appropriate U.S. Federal, State, and local regulations, those of Canada, Australia, EU Member States and Japan.

No EPA Waste Numbers are applicable for this product's components

## 14. TRANSPORTATION INFORMATION

US DOT, IATA, IMO, ADR:

**U.S. DEPARTMENT OF TRANSPORTATION (DOT) SHIPPING REGULATIONS:** This product is not classified as dangerous goods, per U.S. DOT regulations, under 49 CFR 172.101. Non-Regulated

**TRANSPORT CANADA, TRANSPORTATION OF DANGEROUS GOODS REGULATIONS:** These products are not classified as Dangerous Goods, per regulations of Transport Canada.

**INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA):** These products are not classified as Dangerous Goods, by rules of IATA:

**INTERNATIONAL MARITIME ORGANIZATION (IMO) DESIGNATION:** These products are not classified as Dangerous Goods by the International Maritime Organization.

**EUROPEAN AGREEMENT CONCERNING THE INTERNATIONAL CARRIAGE OF DANGEROUS GOODS BY ROAD (ADR):** These products are not classified by the United Nations Economic Commission for Europe to be dangerous goods

## 15. REGULATORY INFORMATION

**UNITED STATES REGULATIONS:**

**U.S. SARA REPORTING REQUIREMENTS:** The components of these products are not subject to the reporting requirements of Sections 302, 304, and 313 of Title III of the Superfund Amendments and Reauthorization Act.

**U.S. SARA THRESHOLD PLANNING QUANTITY:** There are no specific Threshold Planning Quantities for any component of these products. The default Federal MSDS submission and inventory requirement filing threshold of 10,000 lb (4,540 kg) therefore applies, per 40 CFR 370.20.

**U.S. CERCLA REPORTABLE QUANTITY (RQ):** Not applicable.

**U.S. TSCA INVENTORY STATUS:** The components of these products are listed in the TSCA Inventory.

**CALIFORNIA SAFE DRINKING WATER AND TOXIC ENFORCEMENT ACT (PROPOSITION 65):** A component of this products is on the CA Proposition 65 Lists.

**COMPONENT ANALYSIS - STATE**

The following components appear on one or more of the following state hazardous substances lists:

<u>COMPONENT</u>	<u>CA</u>	<u>MA</u>	<u>MN</u>	<u>NJ</u>	<u>PA</u>	<u>RI</u>
Asphalt	Yes	Yes	Yes	Yes	Yes	Yes
Proprietary Mixture	No	Yes	No	Yes	Yes	No

**CANADIAN REGULATIONS:**

**CANADIAN DSL/NDL INVENTORY STATUS:** The components of this product are on the DSL Inventory, or are exempted from listing.

No components are listed in the WHMIS IDL.

**CANADIAN ENVIRONMENTAL PROTECTION ACT (CEPA) PRIORITIES SUBSTANCES LISTS:** No component of this product is on the CEPA First Priorities Substance Lists.

**CANADIAN WHMIS CLASSIFICATION and SYMBOLS:** Not Classified

# MATERIAL SAFETY DATA SHEET

## **EUROPEAN ECONOMIC COMMUNITY INFORMATION:**

**EU LABELING AND CLASSIFICATION:** This product meets the definition of the following hazard class as defined by the European Economic Community Guidelines.

**Classification:** [Xi] Irritant

**Risk Phrases:** R20/21: Harmful by inhalation and in contact with skin.

**Safety Phrases:** S23: Do not breath gas/fumes/vapors/spray

**Symbol:**



## **AUSTRALIAN INFORMATION FOR PRODUCT:**

**AUSTRALIAN INVENTORY OF CHEMICAL SUBSTANCES (AICS) STATUS:** The components of this product are listed on the AICS.

**HAZARDOUS SUBSTANCES INFORMATION SYSTEM:** None of the substances are listed by the Hazardous Substances Information System as a Hazardous Substance.

**STANDARD FOR THE UNIFORM SCHEDULING OF DRUGS AND POISONS:** Not applicable.

## **JAPANESE INFORMATION FOR PRODUCT:**

**JAPANESE MINISTER OF INTERNATIONAL TRADE AND INDUSTRY (MITI) STATUS:** The components of this product are not listed as Class I Specified Chemical Substances, Class II Specified Chemical Substances, or Designated Chemical Substances by the Japanese MITI.

**JAPANESE ENCS INVENTORY:** The components of this product are on the ENCS Inventory as indicated in the section on International Chemical Inventories, below.

**POISONOUS AND DELETERIOUS SUBSTANCES CONTROL LAW:** No component of this product is a listed Specified Poisonous Substance under the Poisonous and Deleterious Substances Control Law.

## **INTERNATIONAL CHEMICAL INVENTORIES:**

Listing of the components on individual country Chemical Inventories is as follows:

Asia-Pac: Listed

Australian Inventory of Chemical Substances (AICS): Listed

Korean Existing Chemicals List (ECL): Listed

Japanese Existing National Inventory of Chemical Substances (ENCS): Listed

Philippines Inventory of Chemicals and Chemical Substances (PICCS): Listed

Swiss Giftliste List of Toxic Substances: Listed

U.S. TSCA: Listed

## **16. OTHER INFORMATION**

**PREPARED BY:** Paul Eigbrett

MSDS Authoring Services

**DATE OF PRINTING:** June 2, 2010

Although the information set forth herein is presented in good faith and believed to be correct as of the date of issuance, it has been furnished by our suppliers; consequently, Seaboard Asphalt Products makes no representations or warranties, express or implied, with respect to information herein presented. The information set forth herein is supplied upon the condition that the persons receiving same will make their own determination as to suitability for their purposes prior to use and relates only to the specific product described and not to such product in combination with any other product. In no event will Seaboard Asphalt Products be responsible for damages of any nature resulting from the use of or reliance upon this information.

Exhibit 6  
Relevant Excerpts from the *Guidelines for Protecting Aquatic  
Habitat and Salmon Fisheries for County Road Maintenance*  
(FishNet 4C Manual)

**GUIDELINES**  
*for*  
**PROTECTING AQUATIC HABITAT  
AND SALMON FISHERIES**  
*for*  
**COUNTY ROAD MAINTENANCE**

**DECEMBER 2004**

*Developed by:*

**FishNet 4C**  
8276 Old Redwood Highway  
Cotati, CA 94931  
(707) 792-0682

**MFG, Inc.**  
180 Howard Street, Suite 200  
San Francisco, CA 94105

**Prunuske Chatham Inc.**  
P.O. Box 8328  
Occidental, CA 95465

**Pacific Watershed Associates**  
P.O. Box 4433  
Arcata, CA 95518

*Funded by:*

**FishNet 4C Counties**  
**California Department of Fish and Game**  
**National Marine Fisheries Service**  
**California Resources Agency**

## ACKNOWLEDGEMENTS

Development of these guidelines has been a goal of the FishNet 4C Program from the outset, although we never intended to reinvent the wheel. When this project got underway, San Mateo and Santa Cruz Counties were already developing maintenance manuals and training crews on-the-ground to implement BMPs for fisheries protection: *San Mateo County Maintenance Standards*, February 2001; and *Santa Cruz County Erosion Control Manual*, 2001. This manual builds on that work to develop a comprehensive set of guidelines for aquatic habitat protection that can be used by Public Works, Parks and Open Space departments in our FishNet Counties.

These guidelines incorporate materials derived from a number of very good existing manuals, including:

- *Road Maintenance Manual*, Oregon Department of Transportation (2001).
- *A Water Quality and Stream Habitat Protection Manual for County Road Maintenance in Northwestern California Watersheds*, Northern Five Counties Salmon Conservation Group (June 2002).
- *Regional Road Maintenance Endangered Species Act Program Guidelines*, developed for the counties in Washington State (January 2002).
- *Highway Design Manual*, Caltrans (Sept. 2001).
- Regional Water Quality Control Boards' erosion control manuals.
- *California Salmonid Stream Habitat Restoration Manual*, California Department of Fish and Game; Flosi et al.(2002).
- *Flood Control Facility Maintenance Manual*, Bay Area Stormwater Management Agencies Association (BASMAA) (June 2000).

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**Culvert Criteria for Fish Passage-** California Salmonid Stream Habitat Restoration Manual. Appendix IX-A. CDFG Flosi et al; 2002.

**Guidelines for Salmonid Passage at Stream Crossings- NOAA Fisheries;** from California Salmonid Stream Habitat Restoration Manual. Appendix IX-B. CDFG Flosi et al; 2002.

**Water Drafting Specifications**

- NOAA Fisheries Water Drafting Specifications; Southwest Region, August 2001
- CDFG Guidelines for Temporary Water Drafting; CDFG Timber and Resources Program; DRAFT 2001

**Dust Palliative Application Guidelines-** San Francisco Regional Water Quality Control Board; Erosion and Sediment Control Manual 2002.



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## 9.1 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:
  - o Remove any spilled oil or other hazardous liquid using dry sweep or rags to absorb the spill before mopping.
  - o 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.
  - o 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**

<b>9.1 BUILDING AND GROUNDS MAINTENANCE</b>	
<b>Activity or Condition</b>	<b>Required permit or limitation</b>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and comply with a Spill Prevention, Control and Countermeasures Plan</li> </ul>
<ul style="list-style-type: none"> <li>• County maintenance facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Must apply with the 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</li> </ul>



<b>9.1 BUILDING AND GROUNDS MAINTENANCE</b>	
<b>Activity or Condition</b>	<b>Required permit or limitation</b>
<ul style="list-style-type: none"> <li>• County maintenance facilities handling 55 gallons or more of hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>• Must file a Hazardous Materials Business Plan with their Certified Unified Program Agency (CUPA).</li> </ul>
<ul style="list-style-type: none"> <li>• Hazardous material (e.g., fuel or waste oil) underground storage tanks</li> </ul>	<ul style="list-style-type: none"> <li>• Register with the CUPA and comply with storage tank construction and leak detection monitoring regulations of the SWRCB</li> </ul>
<ul style="list-style-type: none"> <li>• Above-ground hazardous material storage tanks</li> </ul>	<ul style="list-style-type: none"> <li>• File an inventory statement for any with the SWRCB</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicle fueling systems</li> </ul>	<ul style="list-style-type: none"> <li>• Permits to construct and permits to operate must be obtained from the local Air Quality Management District for. Compliance requirements vary by jurisdiction</li> </ul>
<ul style="list-style-type: none"> <li>• Discharges of vehicle or equipment wash water to the sewer system</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>



## 9.2 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:
  - o If using solvents to clean parts, perform the work in self-contained solvent sinks or tanks.
  - o After cleaning, allow parts to drain over the solvent sink or tank. Prevent dripping of solvent, onto the floor.
  - o Allow parts to dry over the hot tank, if available. If rinsing is required, rinse over the hot tank.
  - o 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. Collect wash water and discharge to sewer via an oil water separator as discussed in *MY01 Building and Grounds Maintenance*. Do not pour wash water down storm drains or sewers connected to septic systems.
- 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**

9.2 VEHICLE AND EQUIPMENT MAINTENANCE	
Activity or Condition	Required permit or limitation
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and comply with a Spill Prevention, Control and Countermeasures Plan</li> </ul>
<ul style="list-style-type: none"> <li>• County maintenance facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Must apply with the 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</li> </ul>
<ul style="list-style-type: none"> <li>• County maintenance facilities handling 55 gallons or more of hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>• Must file a Hazardous Materials Business Plan with their Certified Unified Program Agency (CUPA).</li> </ul>
<ul style="list-style-type: none"> <li>• Hazardous material (e.g., fuel or waste oil) underground storage tanks</li> </ul>	<ul style="list-style-type: none"> <li>• Register with the CUPA and comply with storage tank construction and leak detection monitoring regulations of the SWRCB</li> </ul>
<ul style="list-style-type: none"> <li>• Above-ground hazardous material storage tanks</li> </ul>	<ul style="list-style-type: none"> <li>• File an inventory statement for any with the SWRCB</li> </ul>



<b>9.2 VEHICLE AND EQUIPMENT MAINTENANCE</b>	
<b>Activity or Condition</b>	<b>Required permit or limitation</b>
<ul style="list-style-type: none"> <li>• Vehicle fueling systems</li> </ul>	<ul style="list-style-type: none"> <li>• Permits to construct and permits to operate must be obtained from the local Air Quality Management District for. Compliance requirements vary by jurisdiction</li> </ul>
<ul style="list-style-type: none"> <li>• Discharges of vehicle or equipment wash water to the sewer system</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Compliance requirements may include pollutant discharge limits, discharge volume restrictions and discharge volume and pollutant monitoring and reporting.</li> </ul>



## 9.3 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 to a sewer system. Discharge of water from these sources to a septic system is not permitted under any circumstances, even if an oil water separator has been installed.
- 2) Remove accumulated oil and grit frequently to maintain effective performance of the separator. Designate frequency of cleaning oil/water separators based on size and use of the facility.
- 3) Recycle oil or dispose of oil according to hazardous waste disposal standards (See *Chapter 9.5- Hazardous Materials*).
- 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 (See *See Chapter 9.5 Hazardous Materials*). 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 BMPs

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

**PERMITS**

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



## 9.4 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 and are discussed in *MY05 – Storage of Hazardous Materials*. 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**

9.4 WASTE HANDLING, STORAGE AND DISPOSAL	
Activity or Condition	Required permit or limitation
	<ul style="list-style-type: none"> <li>• Comply with the Storm Water Pollution Prevention Plan for the site.</li> </ul>



## 9.5 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 State Office of Emergency Services (OES) at 800-852-7550 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).
- Install safeguards to prevent accidental releases such as: overflow protection devices; automatic shutdown interlocks on transfer pumps; and traffic protection guards (bollards) around tanks and piping to prevent vehicle or forklift damage.

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**

<b>9.5 STORAGE OF HAZARDOUS MATERIALS</b>	
<b>Activity or Condition</b>	<b>Required permit or limitation</b>
<ul style="list-style-type: none"> <li>Total above-ground petroleum product storage at the facility exceeds 1,320 gallons</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and comply with a Spill Prevention, Control and Countermeasures Plan</li> </ul>
<ul style="list-style-type: none"> <li>County maintenance facilities</li> </ul>	<ul style="list-style-type: none"> <li>Must apply with the 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</li> </ul>
<ul style="list-style-type: none"> <li>County maintenance facilities handling 55 gallons or more of hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>Must file a Hazardous Materials Business Plan with their Certified Unified Program Agency (CUPA).</li> </ul>
<ul style="list-style-type: none"> <li>Above-ground hazardous material storage tanks</li> </ul>	<ul style="list-style-type: none"> <li>File an inventory statement for any with the SWRCB.</li> </ul>
<ul style="list-style-type: none"> <li>Hazardous material (e.g., fuel or waste oil) underground storage tanks</li> </ul>	<ul style="list-style-type: none"> <li>Register with the CUPA and comply with storage tank construction and leak detection monitoring regulations of the SWRCB</li> </ul>
<ul style="list-style-type: none"> <li>Facilities generating hazardous waste</li> </ul>	<ul style="list-style-type: none"> <li>Must obtain a Generator Identification Number from U.S. EPA or the California Department of Toxic Substances Control</li> </ul>
<ul style="list-style-type: none"> <li>Transport and disposal of contaminated material and hazardous waste</li> </ul>	<ul style="list-style-type: none"> <li>Must be in accordance with the rules and regulations of the following agencies:                             <ul style="list-style-type: none"> <li>U.S. Department of Transportation (</li> <li>U.S. Environmental Protection Agency</li> <li>California Environmental Protection Agency (CAL-EPA).</li> <li>California Department of Toxic Substances Control (DTSC).</li> <li>California Division of Occupational Safety and Health Administration (CAL-OSHA).</li> <li>Local Regulatory Agencies (e.g., County Department of Public Health).</li> </ul> </li> </ul>



## 9.6 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 State Office of Emergency Services (OES) at 800-852-7550. 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:
  - 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) 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, or if underground petroleum product storage exceeds 42,000 gallons. 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 clean-up materials monthly and restock as needed. Restock immediately following significant spills.
- 8) Contain and clean-up small spills immediately.
  - o Assess the type of material spilled and use appropriate personal protective equipment (e.g., rubber boots, gloves and safety glasses).
  - o Block all storm drain inlets and contain the spill using spill "pigs" and absorbent pillows.
  - o Soak up wet spills using an absorbent material or dry mop.
  - o Place wastes and absorbents in a waste container and dispose of the contents according to approved waste disposal procedures (see *Chapter 9.4- Waste Handling, Storage, and Disposal*; and *Chapter 9.5- Hazardous Material Storage*).



**BMP TOOLBOX**

Planning and Prevention BMPs

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

**PERMITS**

<b>9.6 SPILL PREVENTION AND CONTROL</b>	
<b>Activity or Condition</b>	<b>Required Permit or Limitation</b>
<ul style="list-style-type: none"><li>• Total above-ground petroleum product storage at the facility exceeds 1,320 gallons in aggregate or 660 gallons in any individual container, or if underground petroleum product storage exceeds 42,000 gallons.</li></ul>	<ul style="list-style-type: none"><li>• Prepare and comply with a Spill Prevention, Control and Countermeasures Plan</li></ul>
<ul style="list-style-type: none"><li>• County maintenance facilities</li></ul>	<ul style="list-style-type: none"><li>• Must apply with the 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</li></ul>
<ul style="list-style-type: none"><li>• County maintenance facilities handling 55 gallons or more of hazardous materials</li></ul>	<ul style="list-style-type: none"><li>• Must file a Hazardous Materials Business Plan with their Certified Unified Program Agency (CUPA).</li></ul>
<ul style="list-style-type: none"><li>• Hazardous material (e.g., fuel or waste oil) underground storage tanks</li></ul>	<ul style="list-style-type: none"><li>• Register with the CUPA and comply with storage tank construction and leak detection monitoring regulations of the SWRCB</li></ul>
<ul style="list-style-type: none"><li>• Above-ground hazardous material storage tanks</li></ul>	<ul style="list-style-type: none"><li>• File an inventory statement with the SWRCB.</li></ul>



**9.6 SPILL PREVENTION AND CONTROL**

Activity or Condition	Required Permit or Limitation
<ul style="list-style-type: none"> <li>• In the case of a hazardous spill</li> </ul>	<ul style="list-style-type: none"> <li>◆ Ensure the following agencies are contacted related to the listed conditions:                             <ul style="list-style-type: none"> <li>○ County Sheriff – for dispatch and if substance is off-highway in unincorporated area.</li> <li>○ County Division of Environmental Health – for all incidents.</li> <li>○ CDF&amp;G – if substance is in or near a waterway or affects wildlife.</li> <li>○ RWQCB – if substance is in or near a waterway (County Environmental Health is responsible for notifying).</li> <li>○ Local Hazardous Material Response Team (HMRT) – in the event of a significant hazardous material incident, Level II or greater, the HMRT shall be requested immediately by on-scene personnel.</li> <li>○ State Office of Emergency Services Warning Center – for all incidents – (800) 852-7550.</li> <li>○ California Highway Patrol – if substance is on a road way or State Highway.</li> <li>○ Coast Guard Marine Safety Office – if spill is near coast, offshore, or in a bay.</li> <li>○ US EPA, if substance is in other than navigable waters and response is beyond capabilities of local and state resources – (800) 424-8802 National Response Center.</li> <li>○ Landowners where spill occurred if adjacent to county road</li> </ul> </li> </ul>



Exhibit 7  
Sonoma County Non-Storm Water Discharge Response Plan  
Routing Flowchart

2/28/12  
5/12

## Response Annex 2

# Sonoma County Non-Stormwater Discharge Response Plan

Note the following department name changes:

Department of Emergency Services (DES) =>  
Fire & Emergency Services (County Fire)

Governor's Office of Emergency Services (OES) =>  
California Emergency Management Agency (CalEMA)

## ***Non-Stormwater Discharge Response Plan for the County of Sonoma***

### **PURPOSE**

To delineate responsibilities, actions, and appropriate levels of response to incidents involving non-stormwater discharges reported to the County of Sonoma in order to minimize adverse effects to public health, water quality, the environment, and public and private property.

### **GENERAL**

#### **A. Non-Stormwater Discharges**

Non-stormwater discharges are flows or spills of materials other than stormwater. Discharges vary by substance, severity, and location. Some discharges may pose a threat to public safety, property, water quality, and the environment. Due to their variable nature, discharges reported to the County of Sonoma shall be appropriately evaluated and investigated. The following are examples of the different types of discharges reported to the County:

- Soil, dirt & sediment
- Paints & solvents
- Pesticides & Herbicides
- Fertilizers
- Detergents
- Plaster or related products
  - Concrete compounds
- Asphalt compounds
- Petroleum products fuel, oil & grease
- Hazardous chemicals
- Acids, lime, glues & curing compounds
- Pool & Spa discharges
- Animal/Human Waste

#### **B. Participating Organizations**

Since non-stormwater discharges occur in a variety of locations and under multiple jurisdictions, the following organizations shall participate in response efforts:

1. Fire and Emergency Services Department (County Fire)
2. Department of Transportation and Public Works (DTPW)
3. Department of Health Services/Environmental Health Division (EH)
4. Permit and Resource Management Department (PRMD)
5. Regional Parks Department (RP)
6. Sonoma County Water Agency (SCWA)

## PROCEDURE

Each participating organization has its own established methods for responding to discharges and conducting investigations within its area of responsibility and expertise. Each discharge will vary depending on its particular set of circumstances. Given these principles, this document does **not** detail every possible response to every possible discharge but rather provides a set of fundamental guidelines necessary for a prompt and adequate level of response in the absence of a more thorough response plan. See **Page O-8** for a flowchart of the response process.

### A. Receiving Non-Stormwater Discharge Reports

The public may report non-stormwater discharges by the following methods:

1. Calling the County's emergency dispatch contractor, REDCOM, at (707) 576-1365.
2. Contacting a staff person directly. Staff should either proceed to steps B and C or refer the caller to REDCOM as mentioned above.

In either case, REDCOM personnel or a staff person shall record the date and time a discharge is reported.

### B. Collecting Information on Non-Stormwater Discharge Reports

REDCOM personnel are dispatchers trained in assessing emergency phone calls; their priority is to dispatch emergency and medical response units to life threatening situations as soon as possible. When REDCOM personnel receives discharge reports, they ask the caller a series of questions similar to their established hazardous materials spill protocol to gather information and determine the nature and severity of the reported event.

Each participating organization shall designate a contact number and representative. Discharge reports shall be forwarded and routed to the contact number. The representative shall be the contact person responsible for implementing this discharge response plan within their respective organizations. See **Page O-7** for contact information.

Staff shall collect the following information when receiving discharge reports:

1. Type of substance discharged such as:
  - a. Sewage, septic discharge, or animal waste
  - b. Sediment, soil, or dirt
  - c. Oil, gas, or diesel

- d. Concrete or concrete by-products
  - e. Dirty or soapy wash water
  - f. Unknown chemicals, waste, or liquids
  - g. Potable water
2. Description of substance discharged such as:
    - a. Color
    - b. Odor
    - c. Amount released
    - d. Rate of release (stopped or continued)
  3. General location of discharge such as:
    - a. On public roads or right-of-ways including roadside ditches and culverts
    - b. Within a stream or channel
    - c. Near a creek or river
    - d. On private property
  4. Specific location of discharge such as:
    - a. An address
    - b. A street name with the nearest cross street
    - c. The travel direction of a discharging vehicle
    - d. The proximity to a landmark
  5. Time and date of discharge
  6. Activity related to discharge such as:
    - a. Agricultural operation discharging waste water
    - b. Construction site discharging sediment
    - c. Food service facility washing equipment outdoors
    - d. Industrial/commercial business dumping waste into a storm drain
  7. Information of the discharging party such as:
    - a. Owner's name, address, and phone number
    - b. Vehicle license plate number
  8. Information of the reporting party including:
    - a. Name
    - b. Address
    - c. Phone number

The reporting party information may be kept confidential and used to assist an investigation or to contact the reporting party of an investigation's status.

### **C. Routing Non-Stormwater Discharge Reports**

Since REDCOM is an emergency dispatch, their role is to quickly route discharge reports to the appropriate participating organizations by using **Page O-9, the Discharge Report Routing Flowchart**, and the information subsequently collected.

Staff shall forward or route discharge reports by:

1. Using **Page O-10, the Routing Table for Discharge Reports**, and the information collected in **Step B** to determine which participating organization to contact, then...
2. Calling the appropriate contact number, and...
3. Providing a designated representative with the information collected in step B. See **Page O-7** for contact information.

### **D. Verifying Responsible Organization to Initiate Response**

Upon receiving a discharge report, a designated representative shall review available information to verify whether or not their respective organization is responsible for initiating a response.

If a designated representative determines their respective organization *is not* responsible for initiating a response, then the representative shall proceed to **Step C** and route the discharge report to the appropriate organization.

If a designated representative determines their respective organization *is* responsible for initiating a response, then the representative shall proceed to **Step E** and initiate a response.

### **E. Assessing and Classifying Non-Stormwater Discharges**

In order to ensure an adequate level of response, a designated representative shall use his/her own discretion or rely on qualified staff judgment to assess and classify the discharge report as:

1. Severe – Discharges posing an immediate or imminent threat to life, property, or the environment.
2. Moderate – All discharges not meeting the criteria for minor or severe discharges.
3. Minor – Discharges posing little or no threat to life, property, or the environment.

See **Page O-11** for examples of discharge classifications.

#### **F. Investigating Non-Stormwater Discharge Reports**

1. Upon receiving a discharge report and verifying responsibility, each participating organization shall begin an investigation as soon as possible and deploy a response unit according to the policies of the responsible organization. If no policies exist then the following guidelines may be used:
  - a. Severe discharges investigated immediately.
  - b. Moderate discharges investigated within 24 hours.
  - c. Minor discharges investigated within 48 hours.
2. Once at the location of the alleged discharge, the response unit shall verify the reported discharge by visually inspecting the scene, reviewing available evidence, or interviewing witnesses.
3. The response unit shall use their own experience and discretion to evaluate the discharge and to determine what action may be needed. The following questions are suggested considerations to assist a response unit with evaluation:
  - a. Is the discharge something other than initially reported?
  - b. Is the discharge actually a hazardous material?
  - c. Is the discharge a danger to public health or safety?
  - d. What or where is the source of the discharge?
  - e. Does the discharge need to be stopped immediately?
  - f. Should other organizations be notified?
4. The response unit shall consider public safety, its own safety and abilities, appropriate use of public resources, and impacts to the environment and water quality to determine and implement an appropriate course of action for the given situation. Potential courses of action may include:
  - a. Stopping the discharge if safely able and equipped to do so.
  - b. Containing, cleaning and/or properly disposing the discharge.
  - c. Contacting another organization to assist or to take over the investigation.
  - d. Protecting public health and safety by posting warnings to alert the public of potential risks or by evacuating the population in the immediate area of the discharge.
  - e. Educating the responsible party of the issues and consequences associated with non-storm water discharges.

- f. Requiring the responsible party to abate or clean up the discharge to comply with applicable regulatory requirements or to take appropriate remedial action as identified by an enforcement authority.

**G. Concluding Non-Stormwater Discharge Responses**

The response unit shall document and record the actions taken to obtain resolution of a reported discharge. Reporting parties that request to be notified of an investigation’s status shall be contacted and given a summary of the resolution achieved.

**ATTACHMENTS**

<b>Attachment</b>	<b>Page</b>
Contact Information	O-7
Discharge Response Process Flowchart	O-8
Discharge Report Routing Flowchart for REDCOM Personnel	O-9
Routing Table for Discharge Reports	O-10
Discharge Classification Examples	O-11

## CONTACT INFORMATION

### Sonoma County's Participating Organizations

Organizations	Contact Numbers	Organization's Representatives	Representative's Phone Number
County Fire	(707) 565-1152	Andrew Parsons	(707) 565-1152
DTPW	(707) 565-5100	Rob Silva	(707) 565-5100
EHS	(707) 565-6565	Jim Tyler	(707) 565-6562
PRMD	(707) 565-1900	Reg Cullen	(707) 565-2502
RP	(707) 565-2594	Corbin Johnson	(707) 565-2261
SCWA	(707) 523-1070	Hody Wilson	(707) 975-5199
County Ag	(707) 565-2371	Lisa Correia	(707) 565-3837

Table A.1 – Contact Information Table

Sheriff's Department.....(707) 565-2121  
 REDCOM .....(707) 576-1365

#### Local Cities' Public Works Departments

Cloverdale.....(707) 894-1701  
 Cotati.....(707) 792-4685  
 Healdsburg.....(707) 431-3346  
 Petaluma.....(707) 778-4303  
 Rohnert Park .....(707) 588-3300  
 Santa Rosa.....(707) 543-3881  
 Sebastopol.....(707) 823-5331  
 Sonoma .....(707) 938-3332  
 Windsor.....(707) 838-1006

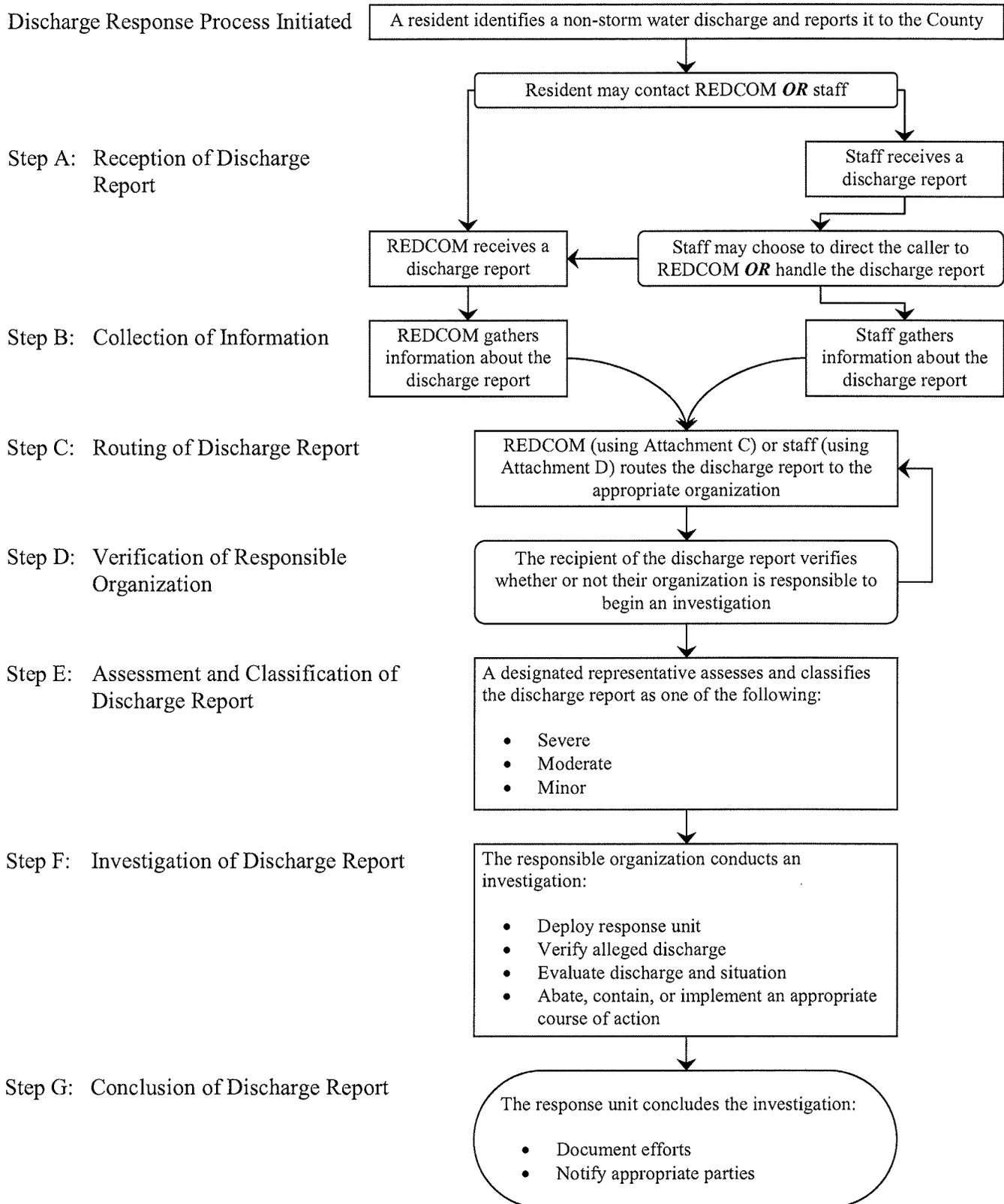
#### Adjacent Counties' Public Works Departments

County of Marin.....(415) 499-6583  
 County of Mendocino .....(707) 463-4363  
 County of Napa.....(707) 253-4351

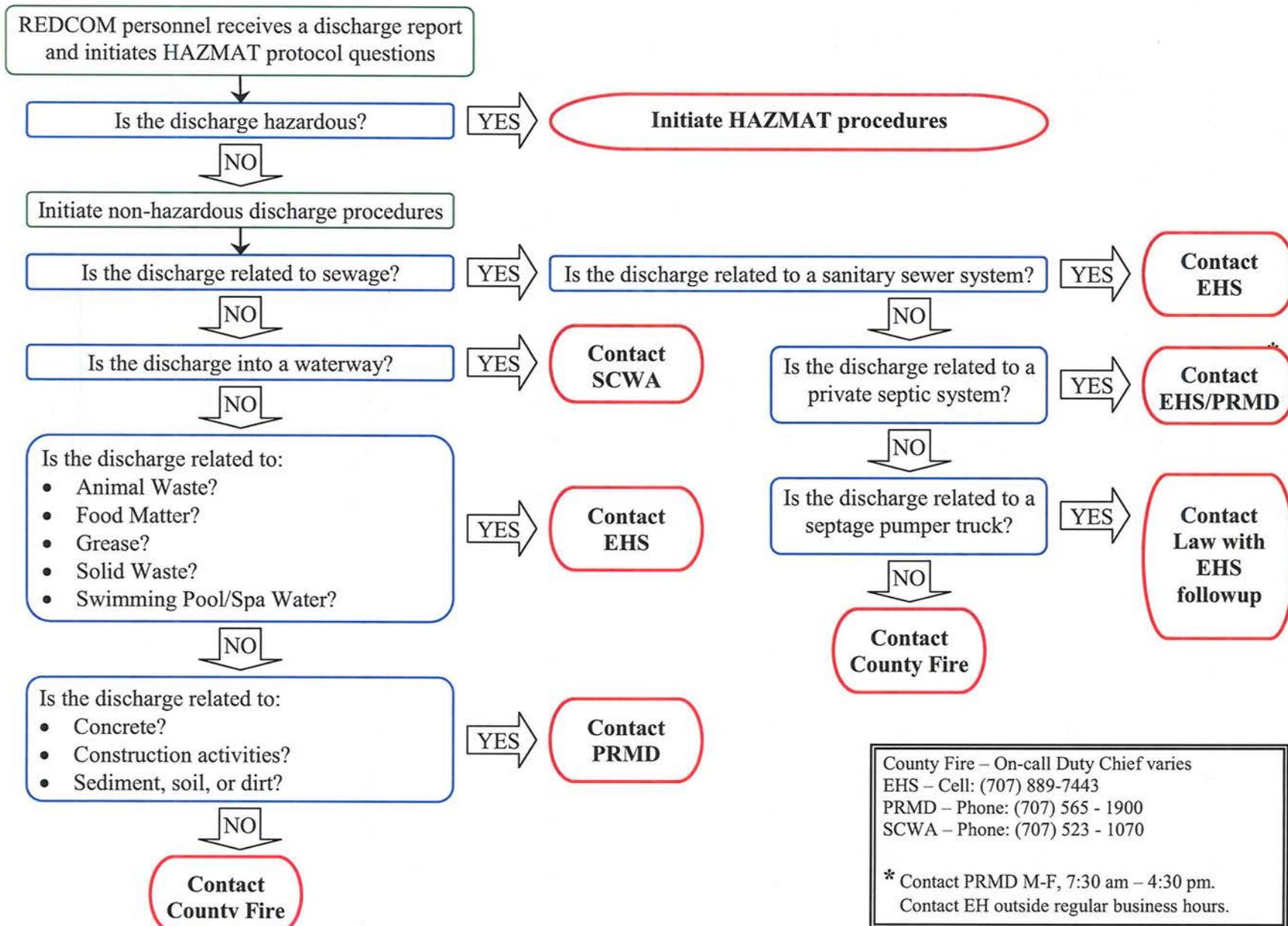
#### State Agencies

California Department of Transportation (CalTrans).....(510) 286-6359  
 California Fish and Game Department.....(707) 944-5512  
 North Coast Regional Water Quality Control Board.....(707) 576-2220  
 San Francisco Bay Regional Water Quality Control Board.....(510) 622-2413

## DISCHARGE RESPONSE PROCESS FLOWCHART



## DISCHARGE REPORT ROUTING FLOWCHART FOR REDCOM PERSONNEL



## ROUTING TABLE FOR DISCHARGE REPORTS

SUBSTANCE \ LOCATION	Business/ Commercial Property	City's Limits	Construction Site	County Property	County Roads/ Right-of-Ways/ Roadside Ditch	Flood Control Channel	Unincorporated Private Property	State Highway	Waterway (General)
Hazardous Materials	911	911	911	911	911	911	911	911	911
Abandoned Vehicles & Junk	PRMD	**	PRMD	PRMD	Sheriff	PRMD	PRMD	CalTrans	PRMD
Animal Waste	EHS	EHS	EHS	EHS	EHS	EHS	EHS	EHS	EHS
Cleaning Products	County Fire	**	PRMD	County Fire	County Fire	County Fire	County Fire	CalTrans	County Fire
Concrete	PRMD	**	PRMD	County Fire	DTPW	County Fire	County Fire	CalTrans	County Fire
Construction Site Waste	PRMD	**	PRMD	PRMD	PRMD	PRMD	PRMD	CalTrans	PRMD
Food Matter, Grease	EHS	EHS	EHS	EHS	EHS	EHS	EHS	EHS	EHS
Fuel, Gas, Diesel & Oil	County Fire	**	County Fire	County Fire	DTPW	County Fire	County Fire	CalTrans	County Fire
Landscaping Waste	EHS	**	PRMD	RP	DTPW	SCWA	EHS	CalTrans	EHS
Non-hazardous Liquids	County Fire	**	PRMD	County Fire	County Fire	SCWA	County Fire	CalTrans	County Fire
Paint	County Fire	**	PRMD	County Fire	DTPW	SCWA	County Fire	CalTrans	County Fire
Sediment, Soil or Dirt	PRMD	**	PRMD	PRMD	DTPW	SCWA	PRMD	CalTrans	PRMD
Sewage from Private Septic System*	PRMD	PRMD	PRMD	PRMD	PRMD	PRMD	PRMD	PRMD	PRMD
Sewage from Sanitary Sewer System	EHS	EHS	EHS	EHS	EHS	EHS	EHS	EHS	EHS
Sewage from Septage Pumper Truck	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	CHP	Sheriff
Sewage from Vehicle	Sheriff	**	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	CalTrans	Sheriff
Soapy Water	County Fire	**	PRMD	County Fire	County Fire	SCWA	County Fire	CalTrans	County Fire
Soil Actively Eroding	PRMD	**	PRMD	RP	DTPW	SCWA	PRMD	CalTrans	PRMD
Solid Waste	EHS	EHS	EHS	EHS	EHS	EHS	EHS	CalTrans	EHS
Swimming Pool & Spa Water	EHS	EHS	EHS	EHS	EHS	EHS	EHS	CalTrans	EHS
Unknown Material	County Fire	**	County Fire	County Fire	County Fire	County Fire	County Fire	CalTrans	County Fire

Table D.1 – Routing Table for Discharge Reports

\* Contact EH outside regular business hours (M-F, 7:30 am – 4:30 pm)

\*\* See Attachment A for contact information.

## DISCHARGE CLASSIFICATION EXAMPLES

Below are examples of discharge classifications which are intended to assist agency and department representatives in determining how to assess discharge reports. Assessment and classification of discharge reports are left to the discretion of the agency and department representatives.

**Severe discharges** are defined as posing an immediate or imminent threat to life, property, or the environment and may include:

- Hazardous materials
- Sewage spills or discharges
- Animal waste or products
- Tanker-truck overturns
- Mudslides or large soil erosion
- Chlorinated water such as from swimming pools or spas

**Moderate discharges** are defined as all discharges not meeting the criteria for minor or severe discharges and may include:

- Sediment from construction sites
- Concrete wash water
- Food or grease from a restaurant
- Abandoned items such as appliances or scrap metal
- Organic material such as landscaping waste
- Soapy water runoff such as from washing cars

**Minor discharges** are defined as posing little or no threat to life, property, or the environment and may include:

- Non-hazardous materials
- Trash and litter
- Minor soil erosion
- Over-irrigation from residential or commercial areas
- Home repair and remodeling waste