

Pollution Prevention/Good Housekeeping for Municipal Operations

BMP GH-1: Facility Maintenance

i. General Summary

Conduct random inspections, using in house inspection forms, of contractors working on city projects to determine potential storm water problems.

Status of Measurable Goals

GH 1: *Beginning in Year 2, randomly conduct inspections, twice yearly, to verify contractor adherence to City technical specifications for landscape maintenance, street sweeping, litter control, etc.*

The City has greatly reduced the number of maintenance contracts due to budget reasons. Three inspections were conducted on contractors while performing maintenance services, fertilizer application, turf maintenance and rehabilitation of pumps at three wastewater lift stations. There were no corrective actions noted during the inspections. See Appendix F for contractor evaluations.

ii. Appropriateness

The General Permit requires the city to examine its own activities.

iii. Effectiveness

The City is currently at CASQA Level 1: Documenting if the program is being implemented.

iv. Proposed Modifications

No modifications are proposed.

vi. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle.

The City will continue to inspect maintenance activities conducted by contractors.

BMP GH-2: Integrated Waste Management Association

i. General Summary

The City supports and promotes the SLO County Integrated Waste Management Authority (IWMA) Recycling and Household Hazardous Waste Programs through brochures, fact sheets and training.

ii. Status of Measurable Goals

GH-2: *By Year 3, increase the awareness about waste management by including IWMA's website in City brochures and fact sheets and in training programs for City employees.*

The City developed the brochure "Help Stop Storm Water Pollution!" this reporting

period. This brochure lists IWMA's web site and their phone number for information on the proper disposal of chemical, paints, car fluids and fertilizers at a household hazardous waste facility. See Appendix A for a copy of this brochure. A link to IWMA's web site has also been placed on the City's storm water web page.

iii. Appropriateness

Integrated Waste Management Authority is an appropriate resource for the City to promote because the goals are complimentary to storm water system awareness.

iv. Effectiveness

The City is currently at CASQA Level 1: Documenting if the program is being implemented. Although the City promotes IWMA website, it is not possible to document that this BMP is effective in increasing awareness of the programs ran by IWMA.

v. Proposed Modifications

No modifications are proposed.

vi. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle.

A brochure for City employees will be developed which will include IWMA's web site and information on the proper disposal of household hazardous waste.

BMP GH-3: Facility Surveys

i. General Summary

The City operates a wide variety of facilities such as offices, community centers, parks, public pools and maintenance yards. The facilities are inspected to determine if existing practices need to be revised to eliminate storm water pollution or non-storm water discharges.

ii. Status of Measurable Goals

GH-3: *In Year 2, develop a Facility and Maintenance Inspection form and conduct 2 facility inspections and evaluate two maintenance activities. Beginning in Year 3, inspect each City facility annually and evaluate two maintenance activities per year.*

The Facility and Maintenance form was developed in Year 2 as required. This form was revised this reporting period to be more applicable to the City's facilities. 14 City facilities were inspected in March 21, 2008. Table 14 lists the facilities inspected See Appendix F for examples of facility inspections.

Three maintenance activities performed by City staff were evaluated to determine if staff used the proper precautions to prevent storm water pollution or non-storm water discharges. Operations evaluated were turf maintenance, tree trimming and a water leak repair. City staff followed procedures to prevent storm water pollution. See Appendix F for examples of maintenance activity evaluations.

iii. Appropriateness

Inspecting city facilities to determine if existing practices need to be revised to eliminate impacts to receiving waters is consistent with the General Permit requirements to examine the City's own activities and develop a program to prevent the discharge of pollutants from these activities.

iv. Effectiveness

Facility inspections can raise awareness levels of facility staff and reduce loads from sources (CASQA level 2: raising awareness).

v. Proposed Modifications

No modifications are proposed.

vi. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle.

City facilities will be inspected prior to the wet season to allow adequate time to take appropriate measure prior to the rainy season.

Table 14 Facility Inspections

	<i>Facility</i>	<i>Location</i>	<i>Deficiencies Noted</i>
1.	Administrative Services	Pine St.	No
2.	Barney Schwartz Park	Union Rd.	Yes
3.	Centennial Park (Pools)	Nickerson Dr.	Yes
4.	City Hall	Spring St.	No
5.	Fleet Maintenance	Riverside Ave.	No
6.	Larry Moore Park	RiverbankLn.	No
7.	Municipal Pool	28 th St.	No
8.	Oak Creek Park	Cedarwood Dr.	Yes
9.	Pioneer Park	Riverside Ave..	No
10.	Senior Center	Scott St.	No
11.	Sherwood Park	Creston Rd.	Yes
12.	Streets Department	Paso Robles St.	Yes
13.	Turtle Creek Park	Brookhill Dr	No
14.	Water Yard	Paso Robles St.	No

BMP GH-4: Development of BMP Fact Sheets

i. General Summary

Develop BMP Fact Sheet to address treatment control.

ii. Status of Measurable Goals

GH-4: *By Year 2, one fact sheet will address treatment control, or structural control BMPs. City staff will assess the number and percentage of the targeted City facilities that are implementing the local treatment BMPs annually.*

BMP Fact Sheets were developed during reporting Year 2 as required.

Staff use temporary devices such as waddles or sand bags to protect drain inlets and using dechlorination devices when testing fire hydrants in order to protect water quality.

Plans have been approved to construct a Decant Station at the Wastewater Treatment Plant to wash out the street sweeper and the Wastewater's Combination Sewer truck. The station will be a concrete pad that drains to the headworks of the plant. Construction is to begin in September 2008.

iii. Appropriateness

Ensuring that City staff implement BMPs in municipal operations is important in preventing non-storm water discharges and preventing storm water pollution.

iv. Effectiveness

City staff implementing BMPs is consistent with CASQA Level 4: Reducing Loads from Sources.

v. Proposed Modifications

No modifications are proposed.

vi. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle.

City staff will continue to implement the appropriate BMPs to prevent storm water pollution.

BMP GH-5: Employee Training by City Departments

i. General Summary

Annual training provides staff a reminder of the importance of the City's Storm Water Program and how to implement the appropriate BMPs that will protect water quality.

ii. Status of Measurable Goals

GH-5: *Beginning in Year 3, storm water training will occur either quarterly or annually, depending on the personnel involved.*

Thirty-eight Public Works staff were shown the power point presentation on the City's storm water program on May 23, 2008.

Thirty-five Public Works staff received training on the City's Storm Water Program in June 6, 2008. Table 15 shows the breakdown of the different divisions that received

training. Pre and post test were given to staff. Results indicate that attendees learned retained the information provided. Managers and Supervisors included: the Director of Public Works, Supervisor of Streets and Parks, Supervisor of Fleet and Building Maintenance, Events and Project Manager, Capital Improvements Engineer, Wastewater Supervisor, and the Superintendent of Maintenance Services. See Appendix B for examples of Pre and Post Tests.

Table 15. Storm Water Training

Department Division	# of Staff
Buildings Maintenance	1
Fleet Maintenance	1
Streets	4
Parks	4
Water	5
Wastewater	10
Administrative Assistants	3
Managers/Supervisors	7
Total	35

Additionally, City staff with greater responsibilities in the storm water program received additional training as shown in Table 16 below. The City's CIP Engineer completed a Pervious Concrete Certification Program. See Appendix B for a copy of the Certification.

iii. Appropriateness

Training staff from each department at appropriate levels benefits all departments in understanding the importance of storm water and the requirements of the City to comply with the General Permit.

iv. Effectiveness

Raising awareness level of City Staff (CASQA Level 2: raising awareness) based on comparison of pre and post training tests.

v. Proposed Modifications

No modifications are proposed.

vi. Briefly summarize the storm water activities you plan to undertake during the next reporting cycle.

A brochure will be made up for City staff on how to prevent storm water pollution in the work place.

Table 16. Additional Staff Training

Staff Person	Position/Responsibility	Training
Patti Gwathmey	Industrial Waste Manager (Storm Water Program Administrator)	<ul style="list-style-type: none"> • Reining in the Rain – LID Workshop (April 2008) • EPA Webcast: Assessing the Effectiveness of your Storm Water Program • EPA Webcast: The Art & Science of Storm Water Retrofitting (April 2008)
John Falkenstien	City Engineer	<ul style="list-style-type: none"> • Reining in the Rain – LID Workshop (April 2008)
Ditas Esperanza	Capital Projects Engineer	<ul style="list-style-type: none"> • Reining in the Rain – LID Workshop (April 2008) • Completed training to be a certified as a pervious Concrete Technician. • EPA Webcast: The Art & Science of Storm Water Retrofitting (April 2008)
Mike Bruce	Water Resource Specialist (Storm Water Inspector)	<ul style="list-style-type: none"> • 24 hour, Construction Water Pollution Control training • StormCon, Preventing Storm Water Pollution on Construction Sites

Table 17. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	Description	Measurable Goal						Status				
		Implemented	On Schedule	Exceeded	Modified	Effective	Not Effective	Unknown				
GH1	Facility Maintenance	GH-1: Develop a form and randomly conduct inspections of maintenance activities and facilities, twice per year to verify contractor adherence to City technical specifications for landscape maintenance, street sweeping, litter control, etc. (Begin in Year 2, twice annually)	Yes	No				X				
GH2	Integrated Waste Management Association	GH-2: Increase the awareness about waste management by including IWMA's website in City brochures and fact sheets and in training programs for City employees. (Year 3)	Yes	Yes								X
GH3	Facility Surveys	GH-3: Develop Facility and Maintenance inspection forms and inspect 2 facilities (Year 2) Begin inspecting all City facilities and 2 maintenance activities per Year. (Year 3, then annually)	Yes	Yes					X			
GH4	Development of BMP Fact Sheets	GH-4: By Year 2, one fact sheet will be developed to address treatment control, or structural control, BMPs.	Yes	Yes						X		
GH5	Employee Training by City Depts.	GH-5: storm water training will occur either quarterly or annually, depending on personnel involved. In addition, managers will be given specific guidance on their departmental and contractual responsibilities for storm water management, while facilities with SWPPPs will have very specific training requirements as directed by the Plan.	Yes	Yes						X		