

San Mateo County Community College District Facilities Planning, Maintenance & Operations



Storm Water Management Program

San Mateo County Community College District
Santa Mateo, California
September 2013
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Prepared By:

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Updated May – 2016: See Appendix L, Update No. 1

PURPOSE OF THE SWMP

This document has been developed to highlight San Mateo County Community College District's intent to align with the U.S. EPA Phase II NPDES requirements promulgated under the Clean Water Act, and specifically to align with the Phase II Small Municipal Separate Storm Sewer System (MS4) Program's Phase II Small MS4 Permit (Order No. 2013-0001 DWQ) (Permit) which was adopted on February 5, 2013 and became effective on July 1, 2013. A non-traditional MS4 is defined by the Permit as an entity that is operated similarly to a traditional MS4, but is operated at a separate campus or facility. Examples of non-traditional MS4s include, but are not limited to, universities, state hospitals, state prisons, military installations, school districts, and other special districts.

SMCCCD proactively develops and implements this SWMP to cover all of the facilities on the District's three campuses.

The purpose of the SWMP is to:

- Identify the various sources (pollutant and constructed facilities) that could potentially affect the quality and quantity of storm water discharges
- Provide Best Management Practices (BMPs) for municipal and construction activities and campus community education to reduce contamination in storm water
- Provide measurable goals to assess the effectiveness of BMPs that are designated to reduce discharge of pollutants into the storm drain system and associated waterways

ACKNOWLEDGEMENT

As an exempted non-traditional MS4 I hereby acknowledge that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

José D. Nuñez, LEED AP
Vice Chancellor, Facilities Planning, Maintenance and Operations

Date

1.0 INTRODUCTION

1.1 Regulatory Background

1.1.1 Phase I

In 1990, in accordance with the Federal Clean Water Act, the United States Environmental Protection Agency (U.S. EPA) promulgated rules establishing Phase I of the National Pollutant Discharge Elimination System (NPDES) storm water program. The Phase I Program for Municipal Separate Storm Sewer Systems (MS4s) requires operators of “medium” and “large” MS4s (i.e., those that generally serve populations of 100,000 or greater) to implement a storm water management program as a means to control polluted discharges from those MS4s.



In response to the Phase I Program, the nine Regional Water Quality Control Boards (RWQCB) in the State of California adopted NPDES storm water permits for medium and large municipalities in their regions. These permits are reviewed, revised and reissued as their terms expire.

1.1.2 Phase II

In 1999, the U.S. EPA Storm Water Phase II Regulations became effective, which required permit coverage under the NPDES storm water program for Small MS4s. A Small MS4 is an MS4 which is not permitted under Phase I of the NPDES storm water program.

In 2003, the California State Water Resources Control Board (SWRCB) adopted a Statewide Phase II Small MS4 General Permit in response to the 1999 Phase II Regulations. The SWRCB adopted the statewide permit to efficiently regulate discharges from numerous, qualifying, small MS4's under a single permit. Small MS4's were categorized as either “Traditional” or “Non-Traditional”. “Traditional MS4's” operate throughout a community. “Non-Traditional MS4's” are MS4's which are similar to a Traditional MS4, but operate at a separate campus or facility. Most Non-Traditional MS4's throughout California were not designated as having to comply with the statewide Phase II Small MS4 General Permit, although the SWRCB reserved the right to allow the Regional Water Quality Control Boards to designate, at any time following due process, any single Non-Traditional MS4, if it deemed necessary.

On February 5, 2013, the SWRCB adopted an updated Phase II Small MS4 General Permit in accordance with U.S. EPA Storm Water Phase II Regulations. As with the 2003 Statewide Phase II Permit, most Non-Traditional MS4's remained undesignated while the RWQCB's were retained the right to designate them to comply with the permit at any time, following due process. Additionally, the 2013 Phase II Permit included prescriptive requirements for “Designated” Non-Traditional MS4's.

1.1.3 San Mateo County Community College District

Polluted storm water runoff is often transported to MS4s and ultimately discharged into local waterways (rivers, streams, lakes, and bays) without treatment. Common storm water pollutants include oil and grease from roadways and parking lots, pesticides from lawns, sediment from construction sites, and trash. These pollutants are deposited into nearby waterways, impacting beneficial uses of the resource and interfering with the habitat for fish, other aquatic organisms, and wildlife.

San Mateo County Community College District (SMCCCD or District) recognizes the environmental and societal benefits of preparing a Storm Water Management Program (SWMP). This SWMP identifies the District's existing management strategies related to storm water. Additionally this SWMP identifies strategies to adopt and administer for environmental management and education related to storm water in order to reduce the discharge of pollutants to the "maximum extent practicable" and protect water quality.

1.2 Comparison of SMCCCD SWMP to Phase II Permit

This SWMP aligns with Section F of the Phase II Small Municipal Separate Storm Sewer System (MS4) Program's Phase II Small MS4 Permit (Order No. 2013-0001 DWQ) as follows:

Comparison of SMCCCD SWMP with Phase II Permit – Status as of Fiscal Year July 1, 2013-June 30, 2014

SMCCCD SWMP Section	SMCCCD Action	Phase II Small MS4 Permit Section F.5. Item & Heading	Phase II Small MS4 Permit Section F.5. Task
5.4	SMCCCD will have a storm water program developed within 5 years.	a. Program Management Element	Legal Authority
5.1	SMCCCD is developing an education and outreach program for the campus community.	b. Education and Outreach Program	Compliance Participation Options / Public Education and Outreach / Staff and Site Operator Training and Education specific to Illicit Discharge / Staff Pollution Prevention and Good Housekeeping
5.2	SMCCCD is developing a program of activities to involve the campus community (staff, faculty and students) in development and implementation of activities related to the program.	c. Campus community Involvement and Participation Program	Involve the public in the development and implementation of activities related to the program.
5.3	SMCCCD is mapping outfalls and developing a program for Illicit Discharge Detection and Elimination.	d. Illicit Discharge Detection and Elimination	Outfall Mapping / Field Sampling to Detect Illicit Discharges / Illicit Discharge Detection and Elimination Source Investigations and Corrective Actions
5.4	SMCCCD is developing contract language ensuring contractors comply with CGP and implement appropriate BMP's.	e. Construction Site Runoff Program	Develop and implement contract language ensuring all outside contractors comply with the CGP and implement appropriate BMP's.
5.6	SMCCCD is mapping facilities and developing a Pollution Prevention/Good Housekeeping Program.	f. Pollution Prevention / Good Housekeeping	Inventory of Permittee-Owned or Operated Facilities / Map of Permittee-Owned or Operated Facilities / Facility Assessment / Storm Water Pollution Prevention Plans / Inspections, Visual Monitoring and Remedial Action / Storm Drain System Assessment and

SMCCCD SWMP Section	SMCCCD Action	Phase II Small MS4 Permit Section F.5. Item & Heading	Phase II Small MS4 Permit Section F.5. Task
			Prioritization / Maintenance of Storm Drain / Permittee-Operations and Maintenance Activities (O&M) / Pesticide, Herbicide and Fertilizer Application and New Landscape Design and Maintenance Management
5.5	SMCCCD is continuously improving upon a Post-Construction Storm Water Management Program.	g. Post-Construction Storm Water Management Program	Site Design Measures / Low Impact Development Standards / Alternative Post-Construction Storm Water Management Program / O&M of Post-Construction Storm Water Management Measures
7.0	SMCCCD will continue to assess effectiveness of the SWMP and make adjustments, augmentations and additions where appropriate.	h. Program Effectiveness Assessment and Improvement	Program Effectiveness Assessment and Improvement Plan / Storm Water Program Modifications
2.2	SMCCCD will be knowledgeable about downstream pollutants of concern and tailor the SWMP to implement BMP's addressing potential contributions from the SMCCCD campuses.	i. Total Maximum Daily Loads Compliance Requirements	Comply with Applicable TMDL's / Waste Load Allocations, Load Allocations and Effluent Limitations / Regional Board to review TMDL-specific requirements / Permittee to report status of TMDL implementation requirements / Permittee to comply with implementation requirements in Category 4b demonstrations for 303d.
6.0	SMCCCD will retain records as indicated in the SWMP; however, Annual Reporting is not required.	j. Record Keeping	Relates to Non-Traditional who don't have to submit online (e.g. San Quentin). Use of SMARTS. Retain all Annual Report Supporting Info through the next Fiscal Year and have available for review by RWQCB. Permittee to submit detailed online or presentation to Board of the Annual report when requested. Permittees involved in regional programs deciding who submits what annual reporting information.

1.3 Storm Water Management Process

The holistic approach to storm water management is built upon the foundation of Responsibility and integrates the crucial elements of Monitoring, Protection, Planning, Education and Involvement as well as System Maintenance and Repair. Comprehensive storm water management programs and implementation policies may enter this framework at any point as it is a cyclical and evolving process over time. A storm water management program is effective when a community becomes stewards for their environment. In this SWMP, roles are designated, programs are outlined and interrelationships are developed for the following 6 elements:



1.4 Storm Water Working Group

A Storm Water Working Group (SWWG) will be defined as representatives of various SMCCCD campuses and departments who can provide input into development and implementation of the SWMP. SMCCCD's Facilities Planning, Maintenance and Operations (FPO) Office is the approving authority and will administer this SWMP. The Energy Management Coordinator will be the head of the SWWG. The SWWG will include a representative from the following campuses and offices:



- Cañada College
- College of San Mateo
- Skyline College
- District Business Services Office
- District Public Safety Office
- District and College Community Relations Office
- Civil Engineering Consultant Group

Representatives will be drawn from the following constituencies – Facilities Planning, Maintenance & Operations, Public Relations, Public Safety, Faculty, Sustainability Committee Members, as well as other Staff and Students.

1.5 Sustainability Committee

The San Mateo County Community College District Sustainability Committee is comprised of a diverse group of administrators, staff and students. The purpose of the Committee is to plan and implement sustainability projects and programs throughout the individual campuses and the District as a whole. These projects and programs are focused on providing multiple benefits across economic, ecologic and social equity. The San Mateo County Community College District Storm Water Management Program is one component of a multi-faceted, continuously improving Sustainability Plan.

1.6 Key Personnel

Key personnel within the SMCCD have provided input into development and implementation of the SWMP. Their contact information is listed below:

- José D. Nuñez, LEED AP, Vice Chancellor, Facilities Planning, Maintenance and Operations
- Karen Powell, Director of Maintenance and Operations
- John Hashizume, Facilities Manager, Cañada College
- Paula Reyes, Facilities Manager, College of San Mateo
- John Doctor, Facilities Manager, Skyline College
- Arlene Calibo, Administrative Analyst, Facilities Planning, Maintenance and Operations
- Joe Fullerton, Energy Management Coordinator, Facilities Planning, Maintenance and Operations

2.0 SITE INFORMATION

2.1 SMCCCD Overview

2.1.1 District Geographic Location and Area Climate

SMCCCD is located in San Mateo County, in California and comprises three campuses located in the northern, central and southern portions of the county. Each campus is accessed from main arterial roadways, and in close proximity to Interstate 280 which traverses San Mateo County from north to south, on the east side and parallel to the Santa Cruz mountain range at its northern tip. Each of the three campuses is situated on hilltops, also on the eastern side of the mountain range.

Over the geographic extent of San Mateo County, at an average, the area is mild during summer, when temperatures tend to be in the mid-60s, and cool during winter, when temperatures tend to be in the low-50s. The warmest months of the year are from July through September, with an average maximum temperature of 82 degrees Fahrenheit (°F) in July in San Mateo, while the coldest months of the year are December and January, with an average minimum temperature of 40°F in San Mateo.¹

The annual average precipitation in San Mateo is 20.45 inches. Winter months tend to be wetter than summer months. The wettest month of the year is February, with an average rainfall of 4.09 inches.¹

Anecdotal observations from SMCCCD employees often highlight that each campus experiences microclimatic conditions beyond the extreme ends of the average area temperature range. Being closer to the coast of the Pacific Ocean, Skyline College, for example, can be 40 degrees cooler than the College of San Mateo on a summer day.

2.1.2 Site Drainage

Storm water runoff throughout SMCCCD is conveyed through College-owned storm sewer, open channels and drainage swales located on all three campuses. The College-owned storm sewers discharge into City-owned storm sewers, open channels and drainage swales which eventually discharge into San Francisco Bay to the east.

Site drainage and storm water facilities are described in greater detail for each campus in Section 2.2.1. Maps showing the general drainage patterns and storm water conveyance systems for the three campuses are presented in Appendices D and E.

2.1.3 Facility Operation

SMCCCD's college campuses have been undergoing numerous renovations and growth as a result of Capital Improvement projects. Most of this work is being performed by outside contractors and sub-contractors. SMCCCD Facilities staff provides building systems maintenance, completion of campus work requests, daily cleaning of common buildings, grounds maintenance, small construction jobs, and various repair and maintenance activities. Both SMCCCD Facilities staff and outside contractors perform electrical work, plumbing, utility tasks, roofing, painting, and repairs to asphalt and concrete surfaces.

¹ The Weather Channel - <http://www.weather.com /weather/wxclimatology/monthly/graph/USCA1005>

The three campuses include many of the following activities/operations and facilities:

- Parking lots, recreation fields and gardens, food preparation/service facilities, grease traps, loading and unloading areas, trash compactors, science laboratories, swimming pool, auto shop, maintenance yards for vehicles, corporation yard/trash recycle. athletic stadium and athletic fields

The District's three campuses also engage in the following practices, not only for the prevention of pollution, but also with regard to resource conservation and health preservation, which mirror those promoted in the surrounding communities:

- In the planning and construction of new and redeveloped facilities, the District incorporates low impact development technologies and practices which promote watershed protection in addition to resource conservation. These technologies and practices include the incorporation of pervious surfaces, storm water treatment areas, drought-tolerant landscaping, water efficient irrigation and improved waste stream management technologies for the reduction of litter, energy cogeneration and re-use (i.e. composting and used-oil recycling).
- Areas within the campuses are designated non-smoking. At designated smoking areas at the perimeter of the campuses, enclosed receptacles are provided to collect cigarette butts. The combination of both these practices, in conjunction with regular trash pick-up reduces the number of cigarette butts entering storm water runoff discharged from the campus.

2.2 Campus-Specific Descriptions

SMCCCD has three campuses located in the cities of Redwood City, San Mateo, and San Bruno in the County of San Mateo, California. A vicinity map indicating the locations for the three campuses is presented in Appendix C.

2.2.1 Cañada College



Cañada College

14200 Farm Hill Boulevard
Redwood City, California 94061
(650) 306-3100

Facility Location and Operations

Cañada College, is located midway between San Jose and San Francisco on 131 acres at the base of the Santa Cruz Mountains in Redwood City just to the east of Interstate 280. Initially constructed in 1968, Cañada College is the southernmost campus of SMCCCD. The campus consists of 370,000 gross square feet of facilities which include administrative offices, classrooms, laboratories, maintenance facility, corporation yard, lawn and garden areas, athletic fields, parking lots and open space vegetated with grasses and trees. Cañada College provides [the community](#) with a learning-centered environment, ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view within a diverse community.

Site Drainage and Description of Storm Water Infrastructure

Situated on top of a hill within the Redwood Creek watershed, the campus drains outward in all directions toward its property boundary and is discharged from multiple locations. Runoff ultimately drains to the northeast, into Redwood City and thence into San Francisco Bay. A few outfalls which discharge to the south first discharge runoff into the Town of Woodside before entering the Redwood City MS4. Storm drain facilities include a network of pipes consisting of a combination of corrugated metal pipe (CMP), reinforced concrete pipe (RCP), polyvinyl chloride pipe (PVC) and high density polyethylene (HDPE) pipe. Older pipe networks tend to be composed of concrete and corrugated metal pipe. Newer construction utilizes more HDPE and PVC pipe.

Downstream Pollutants of Concern

Downstream pollutants of concern include trash, pesticides, invasive species, selenium and mercury.²

² State Water Resources Control Board - http://www.waterboards.ca.gov/water_issues/programs/tmdl/integrated2010.shtml

2.2.2 College of San Mateo



College of San Mateo
1700 West Hillsdale Boulevard
San Mateo, California 94402
(650) 574-6161

Facility Location and Operations

College of San Mateo is located at the northern corridor of Silicon Valley and situated on a beautiful 153-acre site in the San Mateo hills that provides a panoramic view of San Francisco Bay. Since 1922, CSM has been a gateway to higher education leading to university transfer, career preparation and advancement, and professional and personal development.

The College currently serves approximately 10,000 day, evening and weekend students. CSM students reflect the diversity of the Bay Area and have a range of educational goals. To best serve our students, the curriculum offers a wealth of programs that include traditional, semester-length and short courses in addition to distance education.

College of San Mateo campus encompasses over 800,000 gross square feet of buildings made up of a mix of administrative offices, classrooms, laboratories, maintenance facilities, corporation yards, lawn and garden areas, athletic fields, parking lots and open spaces vegetated with grasses and trees.

Site Drainage and Description of Storm Water Infrastructure

Situated on top of a hill, the campus drains outward in all directions toward the property boundary surrounding it. After leaving the campus, runoff ultimately drains to the east into San Mateo, first entering the City-owned storm drain system; thence Borel Creek and Laurel Creek before ultimately being discharged into San Francisco Bay.

Storm drain facilities include a network of pipes and structures consisting of variety of materials depending on the age of the facility and renovations since original construction of the campus. Older pipe networks tend to be composed of concrete and corrugated metal pipe. Newer construction utilizes more high density polyethylene and polyvinyl chloride pipe. Recent storm water infrastructure improvements have also included the construction of technologies such as a bioretention pond and detention pipe system.

Downstream Pollutants of Concern

Downstream pollutants of concern include trash, pesticides, invasive species, selenium and mercury.³

³ State Water Resources Control Board - http://www.waterboards.ca.gov/water_issues/programs/tmdl/integrated2010.shtml

2.2.3 Skyline College



Skyline College
3300 College Drive
San Bruno, California 94066
(650) 738-4100

Facility Location and Operations

Skyline College, located in San Bruno and initially constructed in 1969 is the northernmost campus of SMCCCD. Located west of Interstate 280, the campus resides on a hill at the tip of the Santa Cruz mountain range within the Golden Gate National Recreation Area. Skyline College is situated on 111 acres overlooking the Pacific Ocean to the west and the San Francisco Bay to the East. The campus encompasses nearly 550,000 gross square feet of facilities, including administrative offices, classrooms, laboratories, maintenance facilities, corporation yards, lawn and garden areas, athletic fields, parking lots and open space vegetated with grasses and trees.

Skyline College offers opportunities for students of all ages. Through Skyline's Guaranteed Transfer Program, many Skyline graduates transfer to a wide range of four-year colleges and universities. Other Skyline college students graduate and achieve an Associate in Arts (A.A.) or Associate in Science (A.S.). Students achieve employment and advancement in business and industry after earning certificates from Skyline's 43 Certificate programs, including; Automotive Technology, Biotechnology, Cosmetology, many areas of Business, Early Childhood Education, Respiratory Therapy, Surgical Technology, and Telecommunications & Network Information Technology.

Site Drainage and Description of Storm Water Infrastructure

Situated on top of a hill, the entire campus drains to the east, entering the City-owned storm drain system at College Drive, entering San Bruno Creek and thence flows toward San Francisco Bay.

Storm drain facilities include a network of pipes and structures consisting of variety of materials depending on the age of the facility and renovations since original construction of the campus. Older pipe networks tend to be composed of concrete and corrugated metal pipe. Newer construction utilizes more high density polyethylene and polyvinyl chloride pipe. Recent storm water infrastructure improvements and low impact development practices have also included the construction of technologies such as pervious concrete, parking lot bioswales and the incorporation of drought-tolerant landscaping.

Downstream Pollutants of Concern

Downstream pollutants of concern include trash and, pesticides, invasive species, selenium and mercury.⁴

⁴ State Water Resources Control Board - http://www.waterboards.ca.gov/water_issues/programs/tmdl/integrated2010.shtml

3.0 POTENTIAL SOURCES OF POLLUTION



To aid in the identification of activities and sources of potential pollutants of concern, the key personnel assisting in development of this SWMP utilized information on historic storm water issues as well as knowledge of day-to-day operations to identify activities and sources of potential pollutants of concern.

The BMPs to address the pollutant sources and activities described on Table 3-1 will be developed and implemented as described in Section 5.0.

Table 3-1: Pollutants of Concern and Related Activities and Sources

No.	Activity/Source	Pollutants of Concern
1	Building maintenance (floor washing, stripping, and waxing; graffiti removal; asbestos and lead abatement)	Wash water, paint chips, asbestos, cleaning products, dirt and sediment
2	Carpet cleaning waste water	Cleaning products, soap
3	Chemical spills	Various cleaning compounds, paint, vehicle fluid, diesel, hazardous materials
4	Construction activities	Asphalt, concrete, de-greasing agents, diesel, drywall, fertilizers, grease, galvanized metal, herbicides, metal fragments, oil, paint, pesticides, sediment, septic fluids, tar, trash, vehicle fluids
5	Food service operations	Wash water, food residue, oil and grease
6	Ground maintenance	Green waste, fuel, oil, pesticides, herbicides, fertilizers
7	Impervious areas	Increased flows, pollutant loading
8	Irrigation runoff	Chloramines, fertilizers, pesticides
9	Litter, debris	Litter, debris
10	Loading and unloading areas	Fertilizers, pesticides, herbicides, cleaning solutions, paint, petroleum products, litter, food residue
11	Painting (indoor)	Paint or rinse water (oil- and water-based), paint thinner
12	Pet feces	E. Coli from bacteria
13	Roof runoff	Particulate matter and associated pollutants

No.	Activity/Source	Pollutants of Concern
14	Rooftop Chiller Discharge	Particulate matter and associated pollutants
15	Sewer line blockages and seepage	Raw sewage
16	Trash storage areas	Organic material, hazardous materials
17	Utility line maintenance and repairs (water/irrigation/sewer)	Chloramines, chlorine, sediment, adhesive cements, primers
18	Wood chips (ground cover)	Organic material
19	Erosion	Sediment, organic matter
20	Outdoor storage of raw materials	Sand, asphalt, organic material,
21	Parking lot runoff	Oil/grease, litter, heavy metals
22	Vehicle maintenance	Vehicle fluids, oil, hazardous materials
23	Science laboratories	Chemicals, hazardous waste
24	Pool facilities	Acid, calcium chloride, sodium bicarbonate, soda ash, chlorinated water
25	Miscellaneous non-campus unknown debris (illegal dumping)	Refrigerators, tires, unidentified liquid containers, furniture, electronics, and miscellaneous other trash
26	Career Education and Training (CET) including art classes (photography, pottery), Theater, fire, auto and other courses that may dispose chemicals or pollutants of concern	Paints, adhesive cements, clay (fine sediment), monoammonium phosphate (fire extinguishers), chlorinated water, ash slurry, copper, metal filings, primers, petroleum chemicals, biohazard, prescription medications and medical equipment (sharps).

4.0 MINIMUM CONTROL MEASURES AND BEST MANAGEMENT PRACTICES

“Minimum Control Measures” (MCMs) is the term used by the U.S. EPA for the six MS4 program elements aimed at achieving improved water quality. This SWMP includes Best Management Practices to address the following six Minimum Control Measures which align with those MCM’s identified in the EPA’s Final Rule and California’s Phase II Permit:

Six MCMs:

1. Education and Outreach on Storm Water Impacts
2. Campus-wide Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Runoff Control
5. Post-construction Storm Water Management in New Development and Redevelopment
6. Pollution Prevention and Good Housekeeping for Facilities Operation and Maintenance

The goal of the SWMP is to reduce the discharge of pollutants and to identify activities or structural improvements that help reduce the quantity and improve the quality of the storm water runoff. BMPs have been developed for the SWMP to reduce the discharge of pollutants to the storm drain system. BMPs include treatment controls, operating procedures, and practices to control site runoff, spills and leaks, sludge or waste disposal, and/or drainage from raw material storage. BMPs will be updated as appropriate to conform to general changes in the industry for improvement of practices.

4.1 How to Use BMPs to Meet SWMP Goals

While the initial start dates vary, the BMPs described in Section 5.0 have been implemented by SMCCCD staff and outside contractors. Whenever SMCCCD staff or contractors perform work at the campuses, procedures outlined for each relevant BMP, or another proven technique that reaches the same goal, must be used for compliance with the SWMP. In some cases, the measure has not been formally documented as a written plan or program. The SWMP will document existing BMPs and outline implementation of additional BMPs. Full development and implementation of BMPs will be completed through the 5-year implementation plan, as presented in the following sections.

5.0 DEVELOPMENT AND IMPLEMENTATION OF BMPS

The Vice Chancellor for Facilities Planning, Maintenance and Operations, will oversee the implementation of this SWMP. SMCCCD students, faculty, staff, and consultants will implement the BMPs. Each BMP is associated with one or more of the campus departments and divisions. Implementation will be the responsibility of specific campus departments and divisions associated with each BMP. The following list of acronyms identifies each department and division that is referenced in the following sections:

- Facilities Planning, Maintenance and Operations (FPO)
- Sustainability Committee
- Storm Water Working Group (SWWG)

Each of the six MCMs contains a BMP table which includes implementation year, description, measurable goal, and the responsible party for each BMP. Following each BMP implementation table is an Implementation Details and Measurable Goals section, which explains how each BMP will be implemented. BMPs will be implemented with the ultimate goal of improving storm water quality entering SMCCCD's MS4s.

5.1 MCM 1: Education and Outreach on Storm Water Issues

5.1.1 Program Goal

The goal of this MCM is to promote greater awareness and compliance throughout the District's campuses for the storm water management program. Specifically, this minimum measure is intended to teach the District community (students, faculty, staff and visitors) and the District's contractors and consultants the importance of protecting storm water quality, for the benefit of both the environment and human health.

Table 5-1 presents selected BMPs for this minimum measure. The table identifies the current status of each BMP as well as the implementation details, the implementation year, measurable goals, and SMCCCD campus division or departments that will be responsible for the implementation.

5.1.2 BMP Implementation Details and Measurable Goals

5.1.2.1 Education and Outreach Program for Faculty, Staff, Students and Visitors

Implementation Details: First, SMCCCD will coordinate and integrate storm water awareness in the staff development meetings, sustainability committee meetings and site council meetings. Second, publications incorporating storm water education slogans, graphics, and issues (i.e., spills, illegal dumping, cigarette butt litter and other public awareness issues) will be developed and distributed by SMCCCD. Publications may include posters, calendars, stickers, fact sheets, and brochures. Distribution of these publications will be

through the coordination meetings, school-specific campaigns, and special events. The District will develop and post storm water-related articles annually in the Skyline Shines newsletter, Olive Press newsletter, New Employee Orientation, and other internal information media.

Measurable Goal: Document all coordination meetings that include storm water awareness issues. SMCCCD will distribute all publications to faculty and staff semiannually. Storm water awareness articles will be posted annually in the newsletter. Metrics may include number of audience members in attendance at presentations as well as number of type of collateral developed and distributed.

5.1.2.2 Education and Outreach for District-Wide Contractors

Implementation Details: SMCCCD will develop a mechanism to refer all contractors to local, state, and federal storm water education/training. The referral mechanism will include brochures and fact sheets. Distribution of these materials will be through contact packages and safety meetings.

Measurable Goal: SMCCCD will refer contractors, where appropriate, to storm water-specific training as applicable to their field.

Table 5-1. BMP Implementation: Education and Outreach on Storm Water Issues

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party	Year
5.1.2.1	Employee Awareness & Training	Currently the District administers new employee orientations and ongoing training for Faculty and Operations and Maintenance staff.	Enhance new employee and faculty orientations and ongoing training programs to provide awareness of storm water issues and the District's storm water practices and upcoming Storm Water Program. Prepare standard orientation training for Operations and Maintenance staff on the topic of storm water best management practices.	Create storm water orientation training module for Operations and Maintenance staff. Record attendance with sign off sheets at each training session. FPO to retain records of trainings for future review with regard to SWMP.	FPO/ Sustainability Committee	2
5.1.2.1	Education for Faculty, Staff and Students during Routine Meetings.	Currently the District holds staff development, safety, sustainability and college council meetings.	The District will coordinate staff development, safety, sustainability & college council meetings that will include storm water issues. Either existing publications or information distributed by local storm water programs will be shared or campus storm water related topics will be discussed and/or publications will be developed by the District to address storm water specific issues.	In addition to existing meeting documentation practices, all coordination meetings within which the agenda includes discussion of storm water-related issues will be documented and information retained by FPO for future review with regard to SWMP. Record the distribution of applicable publications during the meetings.	FPO/ Sustainability Committee	2
5.1.2.1	Student Education	Ongoing	Provide knowledge of District waste stream practices and storm water practices through Campus newspapers, flyers and/or educational signs and billboards at existing or future constructed storm water treatment areas and related devices (e.g. bioretention ponds, pervious pavement areas and capture devices for storm water reuse). Broaden knowledge of campus Environmental Clubs within the realm of storm water related issues via share of publications, flyers, guest speakers and lecture series.	Attendance at classes, lectures. Count number of articles, number of hits on website. Note changes to recycling habits or changes to waste stream from District activities.	FPO/ Sustainability Committee	2
5.1.2.1	On-Line Storm Water	Ongoing	Share links to San Mateo County and other applicable Programs. Insider articles,	Year 1	FPO/	2

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party	Year
	Education Materials		website postings, lectures series, and interviews. Disseminate information and links to online reference materials utilizing a variety of social media outlets. (District/Campus Websites, Newsletters, Blogs, Twitter, Facebook, etc).	Minimum of 1 “share” every other month on a single on-line media platform. Years 2 through 5 Maintain Year 1 strategy or increase to amount reasonably feasible with available resources.	Sustainability Committee	
5.1.2.1	Distribute Storm Water Awareness Brochures	Ongoing	First, in Year 1 review San Mateo Countywide Water Pollution Prevention Program informational brochures for storm water protection practices for community, small businesses and municipalities. As applicable to District facilities operation and maintenance and educational programs, distribute the brochures for review to compare existing District practices with those promoted for the surrounding community. If variance exists between practices promoted in the surrounding community and within the District, prepare a list of changes which may be desired to be implemented within years 2 through 5 and/or beyond. Cost analysis and additional discussion regarding feasibility may be required to determine implementation. Second, choose existing brochures for distribution at various campus events.	Preparation of a list of desired changes. Analysis of feasibility of implementing desired changes. Record the type of brochure distributed at various campus events.	FPO/ Sustainability Committee	4
5.1.2.2	Education / Outreach for District-Wide Contractors	Currently the District has storm water-specific training for on-site contractors.	The District will develop a referral mechanism for contractors to obtain storm water education through local, state or federal training. Referral mechanism may	Checklist marked for routine set of materials distributed with contact packages. Record occurrence of discussion of storm water issues	FPO	2

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party	Year
			include brochures that include upcoming training dates and locations.	during project safety meetings.		

5.2 MCM 2: Campus Community Involvement and Participation

5.2.1 Program Goal

The goal of this MCM is to foster active support for the SWMP and provide direction as to its implementation. Participation by the students, parents, faculty, and staff will assist in developing a SWMP which reflects community goals and priorities and thus has the highest potential for success.

Table 5-2 presents selected BMPs for this minimum measure. The table identifies the current status of each BMP as well as the implementation details, the implementation year, measurable goals, and SMCCCD's campus divisions or departments that will be responsible for the implementation.

5.2.2 Implementation Details and Measurable Goals

5.2.2.1 Storm Drain Labeling

Implementation Details: SMCCCD will continue its program to label all of the District's storm drains with the slogan "No Dumping, Drains to Bay." Labels and/or painted warnings have already been designed and placed on most drain inlets on all campuses.

Measurable Goals: SMCCCD will identify labeled and unlabeled inlets by the end of implementation year 1. The District will have 100 percent of all storm drains inlets labeled by the end of implementation year 1.



5.2.2.2 Adopt-a-Drain-Inlet Program

Implementation Details: SMCCCD may develop an "adopt--a-drain-inlet" program through campus-specific programs. The "adopt-a-drain-inlet" program will involve students, faculty, and campus staff coordinating in an effort to maintain school storm drains at their inlets while providing a hands-on approach to storm water education.

Measurable Goal: Adopt one storm drain inlet on the main campus by the end of implementation year 2 (pilot program). Subsequent additional inlet adoption will be contingent on activity and interest generated during the pilot program.

5.2.2.3 Engage Faculty to Create, Incorporate or Enhance Curriculum Offered within the District

Implementation Detail: Create, incorporate or enhance the curriculum of the District in the areas of environmental stewardship and fostering sustainable behavior. Investigate producing classes for general education fulfillment or continuing education in the area of Community-Based Social Marketing. Engage math, statistical, behavioral studies and other departments to prepare surveys and programs, whether

implemented or not, which are related to environmental health and human or other animal response or behavior changes.

Measurable Goal: By implementation year 2, determine feasibility. This may require assessments for potential faculty and student interest and cost analysis among other factors. If feasible, by year 4, implement 1 or 2 strategies (courses or assignments) within offered curriculum per quarter/semester. Subsequent years: Evaluate potential for growth regarding sustainability curriculum.

5.2.2.4 Storm Water Coordination Meetings

Implementation Detail: SMCCCD will coordinate and participate with the following meetings: (1) staff development meeting, (2) safety meeting, (3) college council meeting, (4) city/district liaison meetings, and (5) management team meetings. Each of these meetings will incorporate a discussion of storm water issues and practices to impede or prevent illegal dumping, and methods to promote pollution prevention practices and general storm water awareness.

The potential exists for the formation of various groups dedicated to promoting environmental awareness. The District will engage students, environmental clubs or District sustainability Committees in review and revision of this SWMP.

Measurable Goal: SMCCCD will incorporate storm water aspects into any of the above listed meetings at least two times a quarter. Coordination meetings will have, at minimum, one storm water impression annually. Discussion results from meetings shall be used in consideration of enhancement and/or revision of the District's SWMP and Storm Water Program.

5.2.2.5 Storm Water Pollution Prevention and Mitigation Awareness Surveys

Implementation Detail: SMCCCD will develop survey sheets that will target different audiences in the District. These surveys will be distributed at special school day events, environmental events and coordination meetings. The surveys will include questions on general storm water awareness; for example, the difference between storm drains and sanitary sewer drains. The surveys will also include questions on recognition of storm water low impact development (LID) practices throughout the campuses and how those surveyed became aware of their existence and purpose. The survey results will be compiled by the Facilities Planning, Maintenance & Operations Department.

Measurable Goal: SMCCCD will complete at least 200 individual surveys by implementation year 5. The surveys will be compared in groups by year to measure whether increases in awareness of storm water issues are occurring over time.

5.2.2.6 Storm Water Hotline

Implementation Detail: SMCCCD will provide the campus Facilities Maintenance phone number to track and refer storm water quality-related questions and concerns. The phone number will be posted on the web site, newsletters, and at the school front offices. SMCCCD Facilities Operations staff will be provided with a referral form to track phone calls. The referral form will include brief questions in order to refer the storm water issue to proper District and campus staff and maintain a formal tracking mechanism for phone calls.

Measurable Goal: SMCCCD will document the number of storm water-related calls per year through the referral forms and its computerized maintenance management work request system (WOLFE).

5.2.2.7 Campus-Specific Special Events, Campaigns and Activities

Implementation Detail: SMCCCD will develop storm water-related aspects into future and existing campus special events and campaigns. Special events that incorporate storm water related aspects have the ultimate goal of gaining support for reducing pollutants of concern is storm water runoff while promoting campus community involvement and participation. Surveys such as those highlighted in section 5.2.2.4 may be distributed and collected at these and other events as necessary or appropriate. Examples of existing and future campus special events campaigns and activities may include the following:

- April – Keep America Beautiful Month
- Earth Day
- Arbor Day
- Campus Clean-up Days
- Recycling Drives
- Community Open Houses

- Wellness Fairs

- Great American Smokeout

- Great California Shake Out

- Campus Riparian Habitat Creation or Restoration

- Native or other Plant Demonstration Garden incorporating Integrated Pest Management

- Construct a portable, interactive storm water issue-related diorama to share with the San Mateo County community

See Appendix H for a list of potential sources from which storm water education materials may be acquired.

Measurable Goal: At least 2 events, campaigns or activities will be implemented by year 2. SMCCCD will document the events, campaigns or activities where storm water awareness was promoted to the community. Based on anticipated resources and community interest available, and response to the previous year's events, the District community will decide how often, where and how to encourage community involvement in promoting the awareness of storm water issues.

Table 5-2. BMP Implementation: Campus Community Involvement and Participation

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party
5.2.2.1	Storm Drain Labeling	Most of the drains have been labeled with stenciling or pre-made labels.	Identify all inlets and drains, using GIS coordinates. Identify all drains that are missing labels. Label storm drains. Will begin during year one; will complete all labeling in year 1.	Digital file with GIS coordinates for all inlets and indicator for existence of labeling. FPO to retain record of fraction of drains labeled and record of inlets still required to be labeled	
5.2.2.2	Adopt-a-Drain Inlet Program	Currently there are no storm drain adoption programs.	Led by Facilities and implemented by members of the campus community.	Keep 100% of adopted drain inlets free of debris. Assist crews and District community in identifying and maintaining 100% of adopted storm drain inlets by Year 2.	Sustainability
5.2.2.3	Engage Faculty to Create, Incorporate or Enhance Curriculum Offered within District.		Create, incorporate or enhance the curriculum of the District in the areas of environmental stewardship and fostering sustainable behavior. Investigate producing classes for general education fulfillment or continuing education in the area of Community-Based Social Marketing. Engage math, statistical, behavioral studies and other departments to prepare surveys and programs, whether implemented or not, which are related to environmental health and human or other animal response or behavior changes.	By implementation year 2, determine feasibility. This may require assessments for potential faculty and student interest and cost analysis among other factors. If feasible, by year 4, implement 1 or 2 strategies (courses or assignments) within offered curriculum per quarter/semester. Subsequent years: Evaluate potential for growth regarding sustainability curriculum.	Sustainability to fac coo r
5.2.2.4	Storm Water Coordination Meetings	Currently the District holds various meetings with staff, faculty, students, and the County of San Mateo.	Coordinate & participate in the following meetings: (1) staff development meetings, (2) safety meetings, (3) site council meetings, (4) city/district liaison meetings, (5) management team meetings	Incorporate storm water aspects into meetings at least twice annually.	

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party	Year
5.2.2.4	SWMP: Campus Community Review	Component of the District and College Sustainability Committees	Online review and response. Campus feedback and revisions.	Campus review, District approval. Biannual comment period and revision.	FPO/ Sustainability	1
5.2.2.4	Student/Staff Sustainability Committee	Currently there are a limited number of people and resources committed to working on the SWMP.	Strengthen involvement within District faculty, staff and student representatives. Provide an education review process.	Increased growth and involvement in the sustainability community measured at the biannual review of the SWMP.	FPO/ Sustainability	2
5.2.2.5	District Awareness Survey	Currently there are no surveys being conducted to address storm water issues.	Develop survey sheet that will target different audiences in the District. These surveys will be distributed at special events.	Complete at least 200 individual surveys by end of implementation year 5. (minimum 40 per year)	FPO	5
5.2.2.6	Water Hotline	Currently there are no storm water specific phone numbers.	Provide the campus front desk phone number to field & refer water quality related questions. The number will be posted on the web site, newsletters, & at the campus front office. Campus front office staff will be provided a referral form to fill out while fielding phone calls.	Document the number of water-related calls annually through referral forms.	FPO	2
5.2.2.7	Campus-Specific Special Events	Currently each campus implements its own special events and campaigns. Special events include cleanup days, environmental days, & other environmental awareness	Include storm water aspects into future & existing campus-specific special events & campaigns. The District will track campus-specific special event activities.	Document that storm water aspects are incorporated into campus special events and campaigns semiannually. FPO to retain record with SWMP for future review of measurable goals.	FPO/ Sustainability	2

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party	Year
		activities.				

5.3 MCM 3: Illicit Discharge Detection and Elimination

5.3.1 Program Goal

The goal of this MCM is to reduce pollutants in storm water runoff to receiving waters. It required the development and implementation of a program to identify and eliminate sources of illicit discharge and illegal dumping.

Table 5-3 presents selected BMPs for this minimum measure. The table identifies the current status of each BMP as well as the implementation details, the implementation year, measurable goals, and SMCCCD campus division or departments that will be responsible for the implementation.

5.3.2 Implementation Details and Measurable Goals

5.3.2.1 Separate Storm Sewer System Mapping

Implementation Details: SMCCCD will have digital mapping prepared to identify storm drain locations, outfall locations and constructed storm water BMPs. A paper copy of the mapping will be augmented to include locations of discharge to adjacent MS4's, and flow direction for each of the campuses.

Measurable Goal: The storm water conveyance maps will be created by implementation year one and will be updated as necessary with major construction and changes in the storm water management program.

5.3.2.2 Storm Drain and Outfall Inspections

Implementation Detail: SMCCCD will augment the Grounds yard inspection checklists to include visual observations of the condition storm drains and outfalls. Visual observations will be conducted by identifying disrepair, excessive debris, spills or illicit discharges. The checklists are submitted to the FPO on an as-needed basis. At a minimum, inspections will occur every August in preparation for the first significant storm of the winter season.

Measurable Goal: Document at least 90 percent of all storm drain and 100 percent of outfall inspections annually. Tracking will occur through submittals of the checklists and occur at minimum annually by implementation year 2.

5.3.2.3 Hotspot -Visual Inspection Tracking for Maintenance and Corporation Yards

Implementation Details: SMCCCD will retain the inspection checklists in a binder or database. The database and/or binder will be maintained by the campus Facilities Maintenance Center. The District will track these inspections on an annual basis.

Measurable Goal: Document at least 100 percent of all yard inspections for potential hotspots are tracked annually by implementation year 2.

5.3.2.4 Non-Storm Water Discharge Program

Implementation Details: SMCCCD Grounds staff will conduct the regular inspections of the campuses and report to their campus Facilities Maintenance Center. The inspections will be augmented to incorporate the identification of the non-storm water discharges such as seeps, breakages for utility pipes associated with water (e.g. irrigation, sanitary sewer, chillers and steam), irrigation overspray and groundwater seepage. The checklist will also include the identification of the illegal discharges, debris, and potential pollutants of concern. Tracking of the checklists will be conducted by the District.

Measurable Goals: Document that at least 90 percent of all campus areas are inspected for non-storm water discharges annually.

5.3.2.5 Storm Water Training for Facilities Operations Staff

Implementation Details: SMCCCD will augment the existing training procedures and materials to include storm water pollution prevention information. The District will track the existing training meetings through agendas and sign-in sheets. Agendas and/or sign in sheets will be retained at the District FPO Office.

Measurable Goals: 25 percent of all Grounds staff will be trained annually. 100 percent of all facilities staff will be trained by implementation year 5. New hires will be made aware of the training program upon orientation. FPO will retain documentation of training attendance with SWMP for future review and discussion of measureable goals. Facility Managers and other relevant staff will be certified by the agencies and/or certification programs deemed appropriate by the District

5.3.2.6 Signage for Public Use Areas

Implementation Details: SMCCCD will develop signage to address illegal dumping, litter, and storm water protection. The signs will include the appropriate notification and reporting hotline phone number. Enforcement will be the responsibility of the FPO fielding the hotline calls. Issues will be referred to City Code Enforcement Officers at the discretion of the FPO. Public use areas may include athletic fields.

Measurable Goal: 100 percent of all public use campus areas will have signage addressing storm water protection and illegal dumping and will develop a method to address historically problematic areas by end of implementation year 2.

5.3.2.7 Storm Water Program

Implementation Details: SMCCCD will develop and maintain a storm water program. The program will address illegal discharges, illegal dumping, and identified unauthorized non-storm water discharge. The program will also identify an enforcement escalation mechanism to address situations of non-compliance. For example, the mechanism may include verbal warnings, written warnings, and referrals to City Code Enforcement.

Measurable Goal: SMCCCD will develop a comprehensive program by implementation year five.

5.3.2.8 Trash Reduction and Recycling

Implementation Details: The District currently has a full AB75 plan implemented to address trash reduction and recycling.

Measurable Goal: See annual AB75 report to the state.

5.3.2.9 Review of Pollutant Sources

Implementation Details: Currently the District conducts a review of pollutants to fulfill AB75 requirements. The pollutant sources are further addressed in the District's Hazardous Materials Business Plan. The District will continue to conduct reviews in accordance with AB75 requirements.

Measurable Goal: See annual AB75 report.

Table 5-3. BMP Implementation: Illicit Discharge Detection and Elimination

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party	Year
5.3.2.1	Separate Storm Sewer System Mapping	The current site maps need to be updated to identify storm drains, outfall locations, water of the United States locations, and flow direction.	Complete digital mapping of District MS4s. Augment mapping to identify flow directions for each campus and adjacent, offsite MS4's.	Complete mapping by implementation year 1. Update as necessary with constructed campus alterations.	FPO/ Sustainability Committee	1
5.3.2.2	Storm Drain and Outfall Inspections	Currently Facilities staff conducts daily yard inspections to identify litter, broken glass, and other safety issues.	Augment Yard inspection checklists to include inspection lists for storm drain condition and illicit discharge inspection.	Inspect 90% of storm drain annually and 100% of outfalls annually by implementation year 2.	FPO	2
5.3.2.3	Hotspot Visual Inspections Tracking for Maintenance and Corporation Yards	Currently the Facilities staffs have formalized checklist to track area inspections.	The District will augment checklists to include inspections for potential hotspots.	Document at least 100 percent of all yard inspections for potential hotspots are conducted annually by implementation year 2.	FPO	2
5.3.2.4	Non-Storm Water Discharge Program	Currently the Facilities staffs have formalized checklist to track area inspections.	The area inspection checklists will be modified to include visual observations of non-storm water discharges.	Document that at least 90 percent of all campus areas are inspected for non-storm water discharges annually.	FPO	2
5.3.2.5	Storm Water Training for Facilities Operations Staff	Currently campus Food Service, Engineers, Grounds, and Custodial maintenance staffs are required to attend safety meetings. Each safety meeting is tailored per target audience and is scheduled at various times throughout the year.	Augment existing training program for illicit discharge prevention and detection.	25percent of staff trained annually. 100 percent of existing staff trained by year 5. New hires trained upon orientation.	FPO/ Sustainability Committee	1
5.3.2.6	Posting Signage in Public Use Areas	Currently, there is no signage for addressing illegal dumping in public use areas.	Develop signage to address illegal dumping, litter and storm water concerns.	100 percent of public use campus areas will have signage and a method will be developed to address historically problematic areas.	FPO	2
5.3.2.6	Storm Water	Currently the District does not have a	Implement a Hotline at each	The Hotline will be developed	FPO	1

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party	Year
	Hotline – Phone and Email	Storm Water Hotline.	campus.	and implemented by year 1.		
5.3.2.7	Storm Water Program	In Progress	District will develop and maintain a Storm Water Program.	Storm Water Program to be developed by year 5.	FPO	5
5.3.2.8	Trash Reduction and Recycling	Full AB75 plan implemented	AB75 full requirement implementation	Annual AB75 report to the state	FPO	2
5.3.2.9	Review of pollutant sources to assess for potential BMPs to reduce the source	Currently the District conducts a review of pollutants. Hazardous Materials Business Plan	Conduct review	Annual Report	FPO/GS	3

5.4 MCM 4: Construction Site Storm Water Runoff Control

5.4.1 Program Goal

The goal of this MCM is to prevent sediment and construction waste at construction sites from entering the storm water conveyance system.

Table 5-4 presents selected BMPs for this minimum measure. The table identifies the current status of each BMP as well as the implementation details, the implementation year, measurable goals and SMCCCD offices that will be responsible for implementation.

5.4.2 Implementation Details and Measurable Goals

5.4.2.1 Construction Site Inspections

Implementation Details: SMCCCD will track construction site inspections conducted by the District's Construction Management Team. The program may consist of a database to track information such as the following:

- site name
- site owner, contract information
- site acreage
- Risk Level if site acreage exceeds 1 acre and is not exempt from submitting a SWPPP to the SWRCB
- Qualified SWPPP Developer (QSD) and Qualified SWPPP Practitioner (QSP) if site acreage exceeds 1 acre and is not exempt from submitting a SWPPP to the SWRCB
- Notice of Intent (NOI) filing date and WDID#
- inspection log
 - by Construction Management Team if less than an acre
 - by QSP and within SWPPP if greater than 1 acre and not exempt.
- Change of Information (COI) submittals
- Notice of Termination (NOT) filing date
- comments

Measurable Goal: Construction sites less than 1 acre or greater than 1 acre and exempt from Construction General Permit requirements are inspected weekly.

Construction sites, greater than 1 acre, which are not exempt from Construction General Permit requirements, will maintain compliance with the Construction General Permit requirements.

5.4.2.2 Receipt of Comments for Construction Activities

Implementation Details: SMCCCD will provide the campus Facilities Maintenance Center front office phone number as the hotline. Front office personnel will be included in storm water awareness training and will be knowledgeable in dealing with storm water calls. Front desk staff will also be equipped with referral forms indicating various issues such as illegal spills, construction waste, and issues of noncompliance. The hotline number will be posted at the construction site as well as on the web site.

Measurable Goal: SMCCCD will document the number of storm water-related calls through referral forms. The District will document 100 percent of all calls related to construction.

5.4.2.3 Construction Contract Specifications through Bid Package

Implementation Details: SMCCCD distributes storm water-specific contract language for all hired construction contractors and maintains strict design standards for new construction and major remodel/additions that requires contractors to subscribe to green buildings and sustainable design standards like those set forth in the LEED certification process. Contracts will continue to include language regarding waste materials, non-storm water discharges, illegal dumping, spill containment, erosion and sediment controls, and BMP maintenance. Contract language will also continue to include enforcement actions for occurrences of non-compliance. Contracts will be updated annually.



Measurable Goal: Contracts provided to construction contractors will contain storm water-specific language as applicable. Storm Water Pollution Prevention and Mitigation language will be augmented with construction and design standards to meet the SWMP where necessary.

5.4.2.4 Internal Inspector Training

Implementation Details: SMCCCD Construction Managers will undergo appropriate training and attain applicable certifications in order to properly identify and manage storm water construction controls, waste, spills, and other issues. Tracking will be included in the construction inspections tracking database.

Measurable Goal: SMCCCD will provide internal construction managers all inspectors' storm water training.

5.4.2.5 Construction Plan Review

Implementation Details: SMCCCD will develop a mechanism to review storm water controls and design from architect submittal prior to submittal to approving agency for final approval. The District will implement a plan review and pre-design meeting with the architect to discuss storm water issues. Plans will be reviewed for post-construction considerations, erosion and sediment control feasibility, and other storm water considerations.

Measurable Goals: SMCCCD will document 100 percent of all plans submitted and reviewed.

5.4.2.6 Storm Water Program

Implementation Detail: SMCCCD will develop a District-wide storm water program. The program will address erosion and sediment controls, waste management, spills, and unauthorized non-storm water discharges. The storm water program will also address occurrences of noncompliance, associated enforcement actions, and referral to City Code Enforcements.

Measurable Goals: The program will be developed by implementation year 5.

Table 5-4. BMP Implementation: Construction Site Storm Water Runoff Control

Section	BMP	Current Status	BMP Description	Measurable Goal	Responsible Party	Year
5.4.2.1	Construction Project Managers	Currently SMCCCD inspectors are contracted to conduct inspections for structural, erosion, and sediment controls.	Track construction site inspections conducted by the FO. The District will track the inspection checklists on a database identifying the dates inspected, ESC controls found onsite, NOI #, and contact information.	Perform weekly inspections during the dry season and weekly inspections during the rainy season.	FPO	2
5.4.2.2	Comment Receipt for Construction Activities	Currently the District has a construction comment mechanism in place consisting of: Email notification Web Posting of construction details, expected interruptions and project contact information.	Modify the phone number to contact the Campus FPO office. Front office personnel will be trained to deal with storm water calls and will be equipped with referral forms. The hotline number will be posted at the construction site as well as on the web site.	Document the number of storm water related calls through referral forms. 100% of all calls related to construction will be documented.	FPO	2
5.4.2.3	Contract Specifications through Bid Package (see Appendix G)	Currently contract language is in place. Contract language discusses ESC controls for all school construction projects.	Contract language will be in place for all contracts between the District and construction contractor. Contracts will be updated annually. Contracts will include language regarding waste materials, non-storm water discharges, illegal dumping, spill containment, erosion and sediment controls, and BMP maintenance. Contract language will include enforcement actions for occurrences of non-compliance. Bid packages will require contractor training for storm water issues as applicable for the project and the contractor.	All contracts given to construction contractors will contain, at minimum, boilerplate language regarding construction practices and enforcement actions.	FPO	2

Section	BMP	Current Status	BMP Description	Measurable Goal	Responsible Party	Year
5.4.2.4	Internal Inspector Training	SMCCCD Construction Managers have varying levels of knowledge regarding the management of storm water during construction.	SMCCCD Construction Managers will undergo appropriate training and attain applicable certifications in order to properly identify and manage storm water construction controls, waste, spills, and other issues. Tracking will be included in the construction inspections tracking database.	SMCCCD will provide internal construction managers all inspectors' storm water training.	FPO	2
5.4.2.5	Construction Plan Review	Occurs at the District level.	Develop a mechanism to review storm water controls and designs from architect submittal prior to submittal to the District for approval.	Document 100% of all plans submitted are reviewed by the District.	FPO	3
5.4.2.6	Storm Water Program	In Progress	The District will develop a storm water program. The program will address erosion and sediment controls, waste management, spills, and unauthorized non-storm water discharges.	The program will be developed by implementation year 5.	FPO	5

5.5 MCM 5: Post Construction Storm Water Management in New Development and Redevelopment



5.5.1 Program Goal

The goal for this MCM is to reduce non-point source pollution from urban runoff through planning and design, prior to development or redevelopment. Post construction runoff control focuses consideration on the site, design and ultimate project use, which are most effective when addressed in the planning and design stages of project development. Effective long-term management and maintenance are critical, so the best design opportunities are those needing the least amount of maintenance. The goal of the program is to integrate basic and practical storm water management techniques into new development to protect water quality.

Post-construction storm water management controls include permanent structural and non-structural BMPs (e.g., conservation of natural and permeable areas, permeable pavers, rooftop runoff infiltration galleries, and mechanical storm drain filters) that remain in place after the project is completed. Post-construction storm water management controls also include consideration in landscape design and accommodations for end-user practice in pollution prevention.

Table 5-5 presents selected BMPs for this minimum measure. The table identifies the current status of each BMP as well as the implementation detail, the implementation year, measurable goals, and SMCCCD offices that will be responsible for implementation.

5.5.2 BMP Implementation Details and Measurable Goals

5.5.2.1 Design Contract Specifications for Long-term Management and Maintenance

Implementation Details: SMCCCD has developed design standard language in contracts for construction sites. Until adoption of a District Storm Water Program, the language of proposed contracts will be augmented, on a case-by-case basis to include conditions requiring runoff controls and BMP's for the long term management and maintenance of storm water facilities. The District will look to the San Mateo Countywide Water Pollution Prevention Program, LEED or the Statewide Phase II MS4 Permit (Section F) for the applicable avenue to which long-term storm water protection shall be incorporated.

Measurable Goal: Within implementation year 1 and until the Districts Storm Water Program is executed, SMCCCD will include storm water language in applicable contracts for the reference of planning, design and construction professionals.

5.5.2.2 Storm Water Program

Implementation Details: SMCCCD will develop a storm water program. The program will address pollution mitigation and prevention for storm water runoff, long-term maintenance of the District's MS4s, including both the traditional conveyance components and post-construction BMPs. The program will also be structured to address campus community activities and behaviors in awareness and practice of pollution prevention. Additionally, the program will include an enforcement mechanism to address occurrences of non-compliance. Enforcement actions may include referral to the City Code Enforcements.

Measurable Goals: The District will develop the storm water program by implementation year 5.

5.5.2.2.a Peak Runoff Mitigation

As of May 2016 the following has been adopted by SMCCCD for the District's development and redevelopment projects, to protect campus storm water facilities and to mitigate potential adverse impacts to downstream areas due to increases in peak runoff flow rates:

Development and redevelopment projects shall be designed so that post-project peak runoff rates are at or below pre-project peak runoff rates. Documentation, in the form of hydrologic and hydraulic calculations, shall be provided for the District's records to show that the project is planned and designed to meet this condition.

In addition to any calculations prepared by the project civil engineer to verify the project's storm water facility design, the hydrologic and hydraulic calculations shall include the following:

- i. Description of Pre- and Post- Project Drainage Conditions including;
 - a. Location(s) for comparison of Pre- and Post-Project Peak Flows discharged from the project site;
 - b. Drainage Area for each location where peak flows are compared and whether the Drainage Area(s) are the same or different between Pre- and Post-Project Conditions;

- c. Pre- and Post-Project Topographic Conditions for the Drainage Area(s) under examination;
 - d. Pre- and Post-Project Pervious and Impervious Area Comparison
 - e. Pre- and Post-Project Storm Water Facilities
 - f. Pre-Project Peak Runoff Rate(s), Post-Project Unmitigated Peak Runoff Rate(s) and Post-Project Mitigated Peak Runoff Rate(s)
- ii. Hydraulic Calculations/Modeling for Detention Facilities using Hydrographs based on the SCS Hydrograph Method for the 2-, 25- and 50-year storm frequency events (storm event).
 - iii. Detention system overflow sizing to accommodate up to a 100-year storm event.

Projects which strive to achieve LEED credit for point SSc6.1 may replace the above criteria with the requirement to attain LEED points, as long as the LEED point results in more stringent mitigation of runoff. In every case, post-project peak flows shall be mitigated to at or below pre-project conditions for up to the 50-year storm event and the overflow shall be sized to accommodate up to a 100-year storm event. Calculations for LEED point SSc6.1 shall be provided to the District in addition to the above hydrologic and hydraulic calculations.

Projects which are larger than 1 acre and must comply with the State Water Resources Control Board Construction General Permit (CGP, Order 2009-0009-DWQ and subsequent amendments) shall also mitigate post-project peak flows to at or below pre-project peak flows for up to the 50-year storm event and the overflow shall be sized to accommodate up to a 100-year storm event. The completed CGP Post-Construction Water Balance Performance Standard Calculator results shall be provided to the District in addition to the above hydrologic and hydraulic calculations.

5.5.2.3 Continuously Improve Design Review Process

Implementation Details: SMCCCD will continuously improve the SWMP and related processes. The FPO is the authorized authority for reviewing all applicable new development and redevelopment projects for impact to water quality. Where necessary, SMCCCD conditions projects with a combination of structural and non-structural BMPs intended to prevent or minimize storm water pollution. District review and conditioning of architectural and construction site plans will be documented prior to submittal with the California Department of General Services, Division of the State Architect.

Measurable Goal: Applicable projects shall be designed appropriately to prevent or minimize water quality impacts to the maximum extent practicable and at a minimum to the least restrictive of the following: the Statewide Construction General Permit (CGP) requirements for Post Construction, the Statewide Municipal Phase II MS4 Permit or the C3 requirements for San Mateo County. Note that projects which disturb more than one acre will be subject to the Post Construction requirements of the Construction General Permit. Where possible and appropriate, natural control systems (i.e.: bio swales) will be implemented.

5.5.2.4 Enhance the Design Review Cycle to Include Other SMCCCD Departments

Implementation Details: Enhance the design review cycle to include other SMCCCD departments. By including other departments in the Design Review cycle, projects can be evaluated and planning can be

accommodated for future BMP implementation. Through a multi-department review structure, protective measures for water quality can be incorporated and be inherent in proposed project to address post-construction activities and behaviors which promote storm water protection.

Measurable Goal: By implementation year 2, for applicable projects, acquire sign off by all Departments included in the review process.

5.5.2.5 Maintenance Employee Training for Post-Construction Storm Water Management.

Implementation Details: Provide training for maintenance employees for the recognition and relevance of post-construction structural and non-structural BMPs for storm water quality and quantity management. Provide training on applicable maintenance strategies for post-construction BMP's.

Measurable Goal: 50% of maintenance employees to have training by implementation year 2. 100% of maintenance employees to have training by implementation year 4. New hires are to undergo training, as part of the District's orientation program, beginning in implementation year 5.

5.5.2.6 Track Impervious Surfaces



Implementation Details: SMCCCD will review, update and maintain a record of square footage of impervious surfaces in the construction database. SMCCCD will track the existing square footage of impervious surfaces upon alteration of the campus upon completion of applicable construction projects.

Measurable Goal: SMCCCD will update the tally of impervious surfaces upon completion of projects which alter impervious surface coverage.

Table 5-5. BMP Implementation: Post-Construction Storm Water

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party	Year
5.5.2.1	Review Storm Water-Specific Contract Specifications for Low Impact Development and Long-Term Maintenance	Contract language is in place for the District-hired architect. Recent District projects have included LID strategies with regard to storm water management.	Continue to review existing language for the architect and other consultants as applicable. The language should be modified to address LID, long-term BMP's, applicable maintenance programs and projected activities and campus community behavior. Until the Storm Water Program is adopted, the contract language will include provisions for LID and maintenance as applicable and agreed feasible between the District and consultant. Criteria shall reference San Mateo Countywide Water Pollution Prevention Program, the Statewide Construction General Permit, LEED or the Statewide Phase II MS4 Permit, Section F, in terms of long-term pollution prevention and hydromodification management.	Contract documents will include language to the effect of incorporating storm water protection in terms of Low Impact Development to architects and other consultants as applicable.	FPO	1
5.5.2.2	Storm Water Program	In development.	SMCCCD will develop a storm water program. The program will address storm water pollution prevention, long-term maintenance of post-construction BMPs, hydromodification management and anticipated public activity and behavior. Criteria shall reference San Mateo Countywide Water Pollution Prevention Program, LEED or the Statewide Phase II MS4 Permit as applicable to the type of project or activity proposed.	The program will be developed by implementation year 5.	FPO	5
5.5.2.1 and 5.5.2.2	Design Contract Specifications to refer to District's Storm Water Program	Contract language is in place for the District-hired architect, other consultants and contractors.	Review existing language for the architect, other consultants and contractors as applicable. The language should be modified to refer to adopted Storm Water Policies affecting development, routine maintenance, operations and activities.	Boilerplate contract documents will include language referring to the adherence to the District's Storm Water Program.	FPO	5
5.5.2.3	Develop a review and scoping process for the application of	SMCCCD reviews all plans for adherence to federal, state, and local	Develop and implement a process for review of architectural and construction site plans that will evaluate the potential impact to water quality	Projects designed at a minimum to the requirements of the Statewide Municipal Phase II	FPO	2

Section	BMP	Current Status	Implementation Details	Measurable Goals	Responsible Party	Year
	water quality and hydromodification management to development projects.	building and health codes.	and quantity by implementation year 2. Condition projects with hydromodification and water quality management BMPs where necessary. Anticipate review in accordance with District Storm Water Program by implementation year 5.	MS4 Permit or San Mateo County C3 criteria to prevent or minimize water quality and quantity impacts to the maximum extent practicable.		
5.5.2.4	Enhance the design review cycle to include other SMCCCD departments associated with storm water quality in evaluating and planning for the implementation of the District, the architect's or consultant's project vision.	Not all departments are always in the review process currently.	Include additional groups in the review process. Will work with all departments in program review process.	Sign off by all Departments of review process, incorporate new measures for water quality in planning and design.	FPO	2
5.5.2.5	Training of maintenance employees regarding Post-Construction Storm Water Management.	In development.	Create training for maintenance employees for the recognition and relevance of post-construction structural and non-structural BMPs for storm water quality and quantity management. Provide training on applicable maintenance strategies for post-construction BMP's.	50% of maintenance employees to have training by implementation year 2. 100% of maintenance employees to have training by implementation year 4. New hires to undergo training as part of orientation beginning implementation year 5.	FPO	2
5.5.2.6	Track Impervious Surfaces.	District currently tracks square footage of jurisdictional campus areas.	Include the review of impervious surfaces in the construction database. Track impervious surface by square foot.	SMCCCD will update the tally of impervious surfaces upon completion of projects which alter impervious surface coverage.	FPO	1

5.6 MCM 6: Pollution Prevention and Good Housekeeping for Facilities Maintenance and Operation



5.6.1 Program Goal

The goal of this MCM is to assure that SMCCCD Facilities Maintenance and Operations activities occur in a manner protective of storm water quality. SMCCCD will develop and implement a maintenance and operations program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from SMCCCD operations. SMCCCD will use training materials that are available from the U.S. EPA, State, or other organizations, include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet building maintenance, new construction and land disturbances, and storm water system maintenance.

Table 5-6 presents selected BMPs for this minimum measure. The table identifies the current status of each BMP as well as the implementation details, the implementation year, measurable goals and SMCCCD offices that will be responsible for BMP implementation.

5.6.2 Implementation Detail and Measurable Goals

5.6.2.1 Centralized District Automobile Maintenance and Vehicle Washing and Program Regarding Car Wash Fundraising

Implementation Details: SMCCCD will continue to educate District staff to wash district-owned vehicles at the designated campus Facilities Maintenance Center (FMC) locations. The designated FMC locations are equipped to prevent wash water from entering the storm drain. Additionally, the District will implement, as part of the storm water program, the practice of using soaps, cleaners and detergents that are labeled phosphate-free or biodegradable. The District will also address, as part of the storm water program, restrictions or guidelines thereof, for practices related to car washing fundraisers. The District will forward information prepared by the San Mateo Countywide Water Pollution Prevention Program regarding appropriate car-wash practices to prevent contamination of storm water runoff whether at home or at work. In preparation for any guidelines related to car-wash fundraisers, the District will review the practices of programs such as the “River-Friendly Fundraiser Carwash Program” promoted by the Sacramento Stormwater Quality Partnership. The message will be disseminated through staff newsletters, safety meetings, and mass e-mails (as appropriate).

Measurable Goal: Document 100 percent of district-owned vehicles maintenance and washing. Tracking will occur through maintenance logs.

5.6.2.2 Custodial, Operations and Maintenance Staff Training

Implementation Detail: SMCCCD will augment the existing mandatory training bulletins to address storm water controls, oil/water separators, grease trap inspections, trash bin exposure issues, trash compacting procedures, spill containment and cleanup, wash water disposal (i.e., mop water, floor cleaning water), as well as other operations and maintenance activities.

Measurable Goal: SMCCCD will include, at a minimum, storm water issues in one training meeting annually. Where possible and appropriate, maintenance staff will use non-toxic cleaning materials.

5.6.2.3 Landscape Maintenance and Integrated Pest Management Program

Implementation Detail: SMCCCD will compare its existing landscape management program to the practices promoted by the San Mateo Countywide Water Pollution Prevention Program's and other Bay-Friendly recommended landscape and maintenance practices. Additionally, SMCCCD will compare the practices of its pest management program to Integrated Pest Management strategies promoted by San Mateo County and other San Francisco Bay Area programs.

Measurable Goal: Comparison of strategies against locally promoted practices will occur by implementation year 2. If not already in practice, SMCCCD will determine Bay-Friendly and IPM techniques to adopt. SMCCCD will prepare a plan for implementation to enhance the existing landscape management program with the chosen techniques. By implementation year 4 the new strategies will be adopted.

5.6.2.4 Campus Spill Kit Campaign

Implementation Detail: SMCCCD will augment the Grounds daily yard inspection to include visual observations of storm drains and outfalls. Inspections will include identification of debris, obstructions, illegal spills or signs of illegal discharges. The daily logs will also include actions taken to clean storm drains. The daily checklists will be submitted to the FM monthly and maintained at the respective campus FMCs.

Measurable Goals: Document that at least 90 percent of all storm drains and outfalls are inspected annually. Development of a Storm Drain Inspection checklist will be completed by implementation year 4.

5.6.2.5 Storm Drain Inspections/Cleanout

Implementation Detail: SMCCCD will augment the Grounds daily yard inspection to include visual observations of storm drains and outfalls. Inspections will include identification of debris, obstructions, illegal spills or signs of illegal discharges. The daily logs will also include actions taken to clean storm drains. The daily checklists will be submitted to the FM monthly and maintained at the respective campus FMCs.

Measurable Goals: Document that at least 90 percent of all storm drains and outfalls are inspected annually. Development of a Storm Drain Inspection checklist will be completed by implementation year 4.

5.6.2.6 Compliance with the Industrial General Permit

Implementation Details: SMCCCD will update the Industrial Facility Storm Water Pollution Prevention Plan (SWPPP) annually, submit annual reports, conduct annual facility inspections, and collect two storm water samples per wet season. Although these tasks are required under the Industrial General Permit (CAS000001), SMCCCD will implement under current BMPs.

Measurable Goal: SMCCCD shall update the SWPPP as required, submit annual updates, conduct regular facility inspections, and collect two storm water samples per wet season.

5.6.2.7 Used Oil Recycling Program

Implementation Details: SMCCCD will use the existing program to track the amount of used oil recycled annually. Although the used oil program is regulated under a different program, the District will account for the indirect improvement to water quality by ensuring that the used oil is stored, hauled, and documented in the proper manner.

Measurable Goal: SMCCCD will document the total volume of oil recycled annually.

5.6.2.8 Regular SSO Inventory

Implementation Details: SMCCCD will develop and inventory all grease traps and oil/water separators located within the jurisdiction of SMCCCD. The inventory may account for inspections with county health to assess the status of the grease traps and oil/water separators.

Measurable Goal: SMCCCD will inventory 100 percent of all possible SSO (Sanitary Sewer Overflow) devices (i.e., grease traps, oil/water separators).

5.6.2.9 Campus Road/Parking Lot Sweeping

Implementation Details: SMCCCD continue with the current sweeping program. By implementation year 4, the District will have all campus roads and parking lots swept, at minimum, within the month before October 15 in preparation for the rainy season. Then again, as needed after the first wind or rain storm which produces a significant accumulation of trash and debris which could pollute runoff or impact storm drain infrastructure.

Measurable Goal: 100% of campus streets and parking lots swept yearly within the month before October 15 and as additionally needed after the first significant storm (wind or rain) which produces a large quantity of fallen leaves and debris.



on: Pollution Prevention/Good Housekeeping

Current Status	BMP Descriptions	Measurable Goal	Responsible Party	Year
Currently District vehicles and equipment are washed and stored at the FMC facility. Car Wash Fundraising...	The District will continue to educate District staff to wash District owned vehicles at the designated FMC locations. The District will compare its car wash methods and program to those promoted by San Mateo County.	Document 100% of District owned vehicles maintenance and washing. Prepare list of acceptable products to be used to wash vehicles. Determine program on Car Wash Fundraising.	FPO	1
Currently the District holds mandatory training meetings for Custodial, Food Service, and Grounds maintenance staff.	The District will augment the existing mandatory training bulletins to address storm water controls, oil/water separators; grease traps inspections, trash bin exposure, trash compacting procedures, spill containment and cleanup, wash water disposal, as well as other operations and maintenance activities.	Include storm water issues in a minimum of one safety meetings annually.	FPO	1
The District performs landscape maintenance and some pest management activities.	SMCCCD will compare its existing landscape management program to the practices promoted by local Pollution Prevention Program's. Additionally, SMCCCD will compare the practices of its pest management program to Integrated Pest Management strategies promoted by local programs.	Comparison of strategies against locally promoted practices by year 2. SMCCCD will determine Bay-Friendly and IPM techniques to adopt. By implementation year 4 the new strategies will be adopted.	FPO	2

Section	BMP	Current Status	BMP Descriptions	Measurable Goal	Responsible Party	Year
5.6.2.4	Campus Spill Kit Campaign	Currently the campus does not have any controls to address potential spills.	SMCCCD will procure small spill kit packages for each school to be used by custodial staff in spill occurrences.	Document that 100% of SMCCCD has spill kits by end of implementation year 1.	FPO	1
5.6.2.5	Storm Drain Inspections/Clean Out	Currently, Grounds staffs conduct daily yard inspections. Yard inspections to identify litter, broken glass, and other safety issues.	Modify the Grounds daily yard inspection checklists to include visual observations of storm drains and outfalls. The daily checklists are submitted to the FOM monthly.	Document at least 90% of all storm drains and outfalls will be inspected annually.	FPO	3
5.6.2.6	Compliance with Industrial General Permit	A portion of the District's activities are covered under the Industrial General Permit.	SMCCCD will continue to update the Industrial Facility SWPPP annually, submit annual reports, conduct annual facility inspections, and collect two storm water samples per wet season.	SMCCCD shall update the SWPPP as required, submit annual updates, conduct regular facility inspections, and collect two storm water samples per wet season.	FPO	1
5.6.2.7	Used Oil Recycling Program	Currently the recycling programs are conducted at the Auto Dept and FPO	The District will use the existing program to track the amount of used oil recycled.	Document the total volume of oil recycled annually.	FPO	3
5.6.2.8	Sanitary Sewer Overflow (SSO) Inventory	Currently there is an inventory for the grease traps, oil water separators, and other devices with the potential for a SSO.	Develop and inventory of all the grease traps and oil/water separators. The inventory may account for inspections with county health to assess the status of the grease traps and oil/water separators.	Inventory 100% of all possible SSO devices.	FPO	4
5.6.2.9	Campus Road/Parking Lot Sweeping	The District cleans campus roads and parking lots on a regular basis through a combination of sweeping, blowing and scraping.	SMCCCD will continue with the current parking lot and street cleaning program. By implementation year 1, the District will have all campus roads and parking lots cleaned of debris, at	100% of campus streets and parking lots cleaner yearly within the month before October 15 and as additionally needed after the first	FPO	4

Section	BMP	Current Status	BMP Descriptions	Measurable Goal	Responsible Party	Year
			<p>minimum, within 30 days of the rainy season (Which begins 10/15/13). Then again, as needed after the first wind or rain storm which produces a significant accumulation of trash and debris which could pollute runoff or impact storm drain infrastructure.</p>	<p>significant storm (wind or rain) which produces a large quantity of fallen leaves and debris.</p>		

6.0 RECORD KEEPING

6.1 SWMP Updating

The SWMP will be reviewed annually and be updated as needed by the Vice Chancellor for Facilities Planning, Maintenance & Operations, or his designee, whenever changes in activities or operations occur. SMCCCD will update the SWMP whenever there are changes in activities or operations that may significantly affect the discharge of storm water pollutants.

Annually, the SWMP will be reviewed and examined for the following:

- an assessment of the appropriateness and effectiveness of the identified BMPs
- the status of the identified measurable goals
- results of information (including monitoring data, if any) collected and analyzed during the reporting period
- a summary of the storm water activities SMCCCD plans to undertake during the next reporting cycle
- any proposed changes to the SWMP, along with justification of why the changes are necessary
- any change in the person or persons implementing and coordinating the SWMP

6.2 SWMP Public Access

This SWMP is a public document and is intended for use by SMCCCD students, faculty, and staff. Requests for copies of the SWMP can be obtained by calling the District office at (650) 574-6512.

District Website Link: <http://www.smccd.edu/accounts/smccd/default.shtml>

6.3 SWMP Record Keeping

A copy of the SWMP will be kept on file at the District upon initial implementation. Upon annual review and update as described in Section 6.1, the SWMP will be from the previous year will be discarded from the District files and replaced with the most current version.

7.0 PROGRAM EVALUATION AND MONITORING

7.1 Program Evaluation

The intent of the Program Evaluation and Monitoring Section is to evaluate the measurable goals, minimum control measures, and overall program for effectiveness. The measurable goals described in the Minimum Control Measure (MCM) section of the Storm Water Management Program (SWMP) will be used to help establish a baseline against which future progress at reducing pollutants to the Maximum Extent Practicable (MEP) can be measured.

7.2 Water Quality Monitoring Activities

Currently SMCCCD is not proposing to conduct any monitoring programs at this time. The only monitoring that will occur will be the twice annual wet season monitoring that is part of the industrial permit for the maintenance facilities.

APPENDIX

APPENDIX A

Comparison of SWMP to Phase II MS4 Permit-Non Traditional Requirements

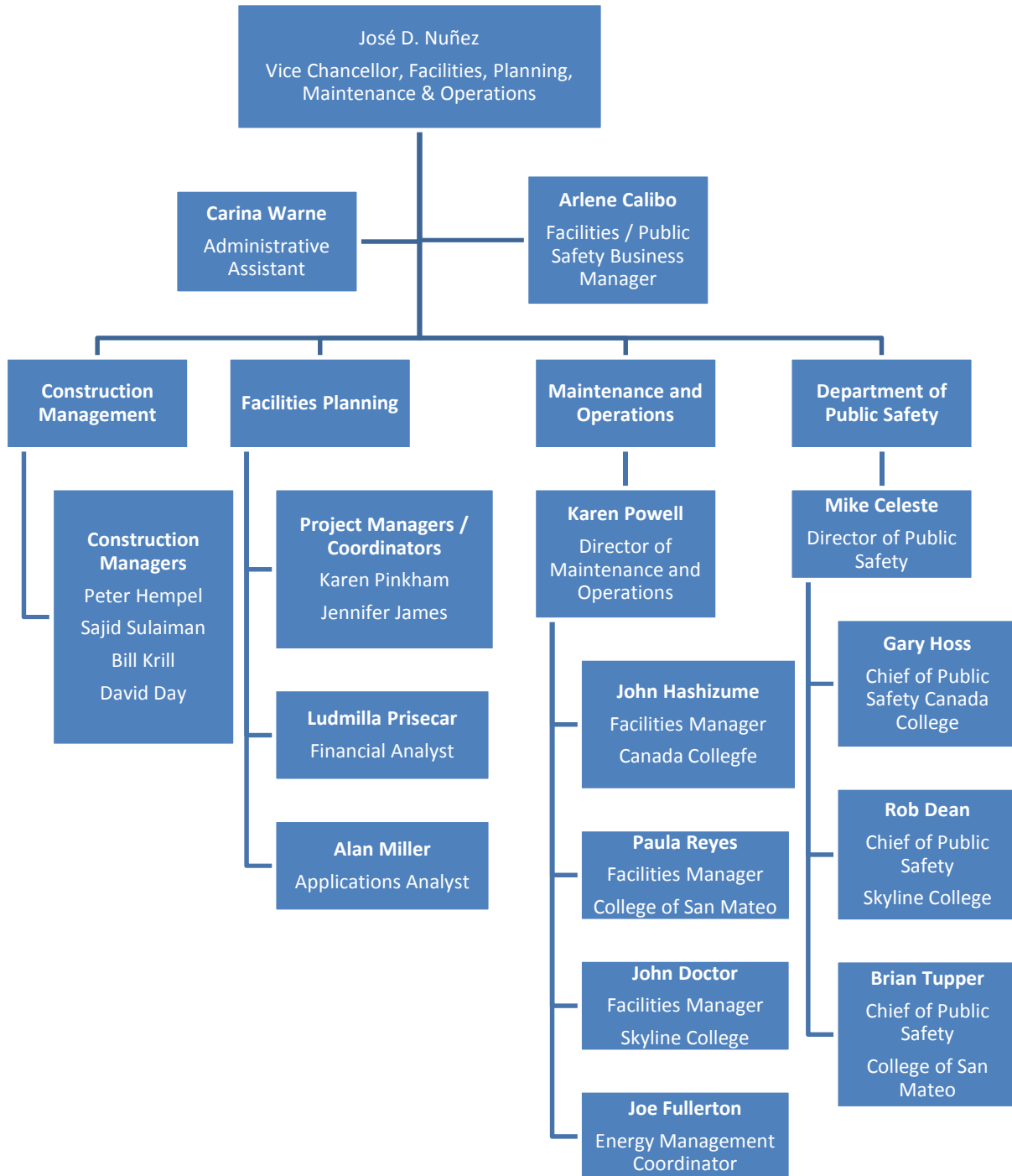
SMCCCD SWMP BMPs compared to Statewide Phase II MS4 Permit Requirements for Non-Traditional MS4's (Permit Section F)	
SMCCCD SWMP BMP's	
5.1.2.1	F.5.a Program Management
5.1.2.2	F.5.b.1 Compliance Participation Options
5.2.2.1	F.5.b.2 Public Education and Outreach
5.2.2.2	F.5.b.3 Staff and Site Operator Training and Education: Illicit Discharge Detection and Elimination Training
5.2.2.3	F.5.b.4 Staff Pollution Prevention and Good Housekeeping
5.2.2.4	F.5.c Public Involvement and Participation Program
5.2.2.5	F.5.d.1 Outfall Mapping
5.2.2.6	F.5.d.2 Field Sampling to Detect Illicit Discharges
5.2.2.7	F.5.d.3 Illicit Discharge Detection and Elimination Source Investigations and Corrective Actions
5.3.2.1	F.5.e Construction Site Runoff Control Program
5.3.2.2	F.5.f.1 Inventory of Permittee-Owned or Operated Facilities
5.3.2.3	F.5.f.2 Map of Permittee-Owned or Operated Facilities
5.3.2.4	F.5.f.3 Facility Assessment
5.3.2.5	F.5.f.4 Storm Water Pollution Prevention Plans
5.3.2.6	F.5.f.5 Inspections, Visual Monitoring and Remedial Action
5.3.2.7	F.5.f.6 Storm Drain Assessment and Prioritization
5.3.2.8	F.5.f.7 Maintenance of Storm Drain System
5.3.2.9	F.5.f.8 Permittee Operations and Maintenance Activities
5.4.2.1	F.5.f.9 Pesticide, Herbicide, and Fertilizer Application and New Landscape Design and Maintenance Management
5.4.2.2	F.5.g.1 Site Design Measures
5.4.2.3	F.5.g.2 Low Impact Development (LID) Design Standards
5.4.2.4	F.5.g.3 Alternative Post-Construction Storm Water Management Program
	F.5.g.4 O & M of Post-Construction Storm Water Management Measures
	F.5.h.1 Program Effectiveness Assessment and Improvement
	F.5.h.2 Storm Water Program Modifications
	F.5.i Total Maximum Daily Loads Compliance Requirements
	F.5.j Online Annual Reporting

SMCCCD SWMP BMPs compared to Statewide Phase II MS4 Permit Requirements for Non-Traditional MS4's (Permit Section F)

SMCCCD SWMP BMP's	F.5.a Program Management	F.5.b.1 Compliance Participation Options	F.5.b.2 Public Education and Outreach	F.5.b.3 Staff and Site Operator Training and Education: Illicit Discharge Detection and Elimination Training	F.5.b.4 Staff Pollution Prevention and Good Housekeeping	F.5.c Public Involvement and Participation Program	F.5.d.1 Outfall Mapping	F.5.d.2 Field Sampling to Detect Illicit Discharges	F.5.d.3 Illicit Discharge Detection and Elimination Source Investigations and Corrective Actions	F.5.e Construction Site Runoff Control Program	F.5.f.1 Inventory of Permittee-Owned or Operated Facilities	F.5.f.2 Map of Permittee-Owned or Operated Facilities	F.5.f.3 Facility Assessment	F.5.f.4 Storm Water Pollution Prevention Plans	F.5.f.5 Inspections, Visual Monitoring and Remedial Action	F.5.f.6 Storm Drain Assessment and Prioritization	F.5.f.7 Maintenance of Storm Drain System	F.5.f.8 Permittee Operations and Maintenance Activities	F.5.f.9 Pesticide, Herbicide, and Fertilizer Application and New Landscape Design and Maintenance Management	F.5.g.1 Site Design Measures	F.5.g.2 Low Impact Development (LID) Design Standards	F.5.g.3 Alternative Post-Construction Storm Water Management Program	F.5.g.4 O & M of Post-Construction Storm Water Management Measures	F.5.h.1 Program Effectiveness Assessment and Improvement	F.5.h.2 Storm Water Program Modifications	F.5.i Total Maximum Daily Loads Compliance Requirements	F.5.j Online Annual Reporting		
5.4.2.5						X				X																			
5.4.2.6	X																												
5.5.2.1																													
5.5.2.2	X																												
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Section 6.0																													
Section 7.0								X																					

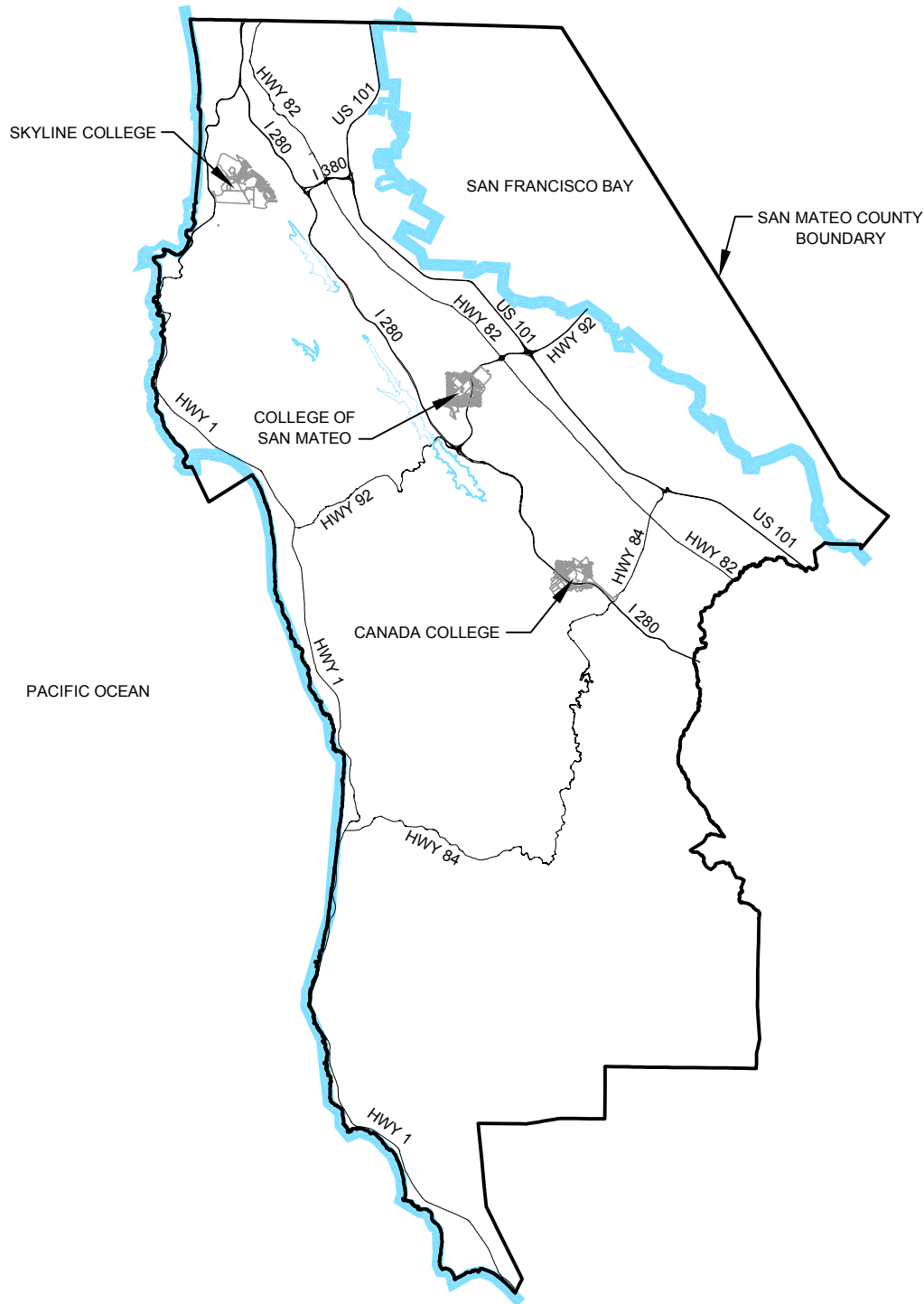
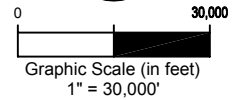
APPENDIX B
Organization Chart

San Mateo County Community College District



APPENDIX C

Vicinity Map – SMCCCD Campus Locations



CSW | ST2

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COMMUNITY COLLEGE DISTRICT
VICINITY MAP

SAN MATEO COUNTY

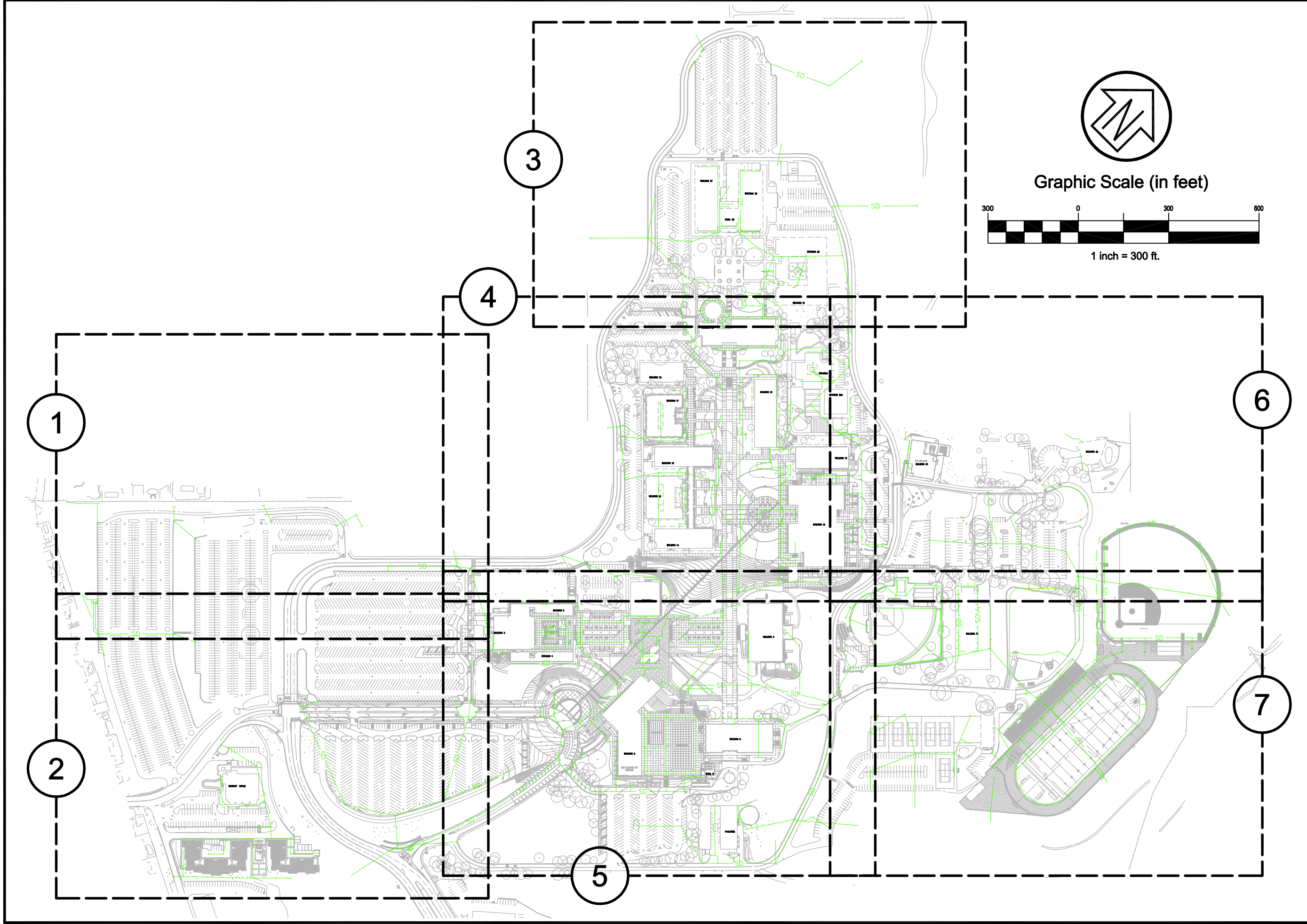
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Appendix D

Overall Drainage Patterns and Locations of Discharge to Downstream MS4's

Appendix E

Storm Drain Inlet and Outfall Location Maps



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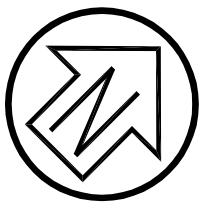
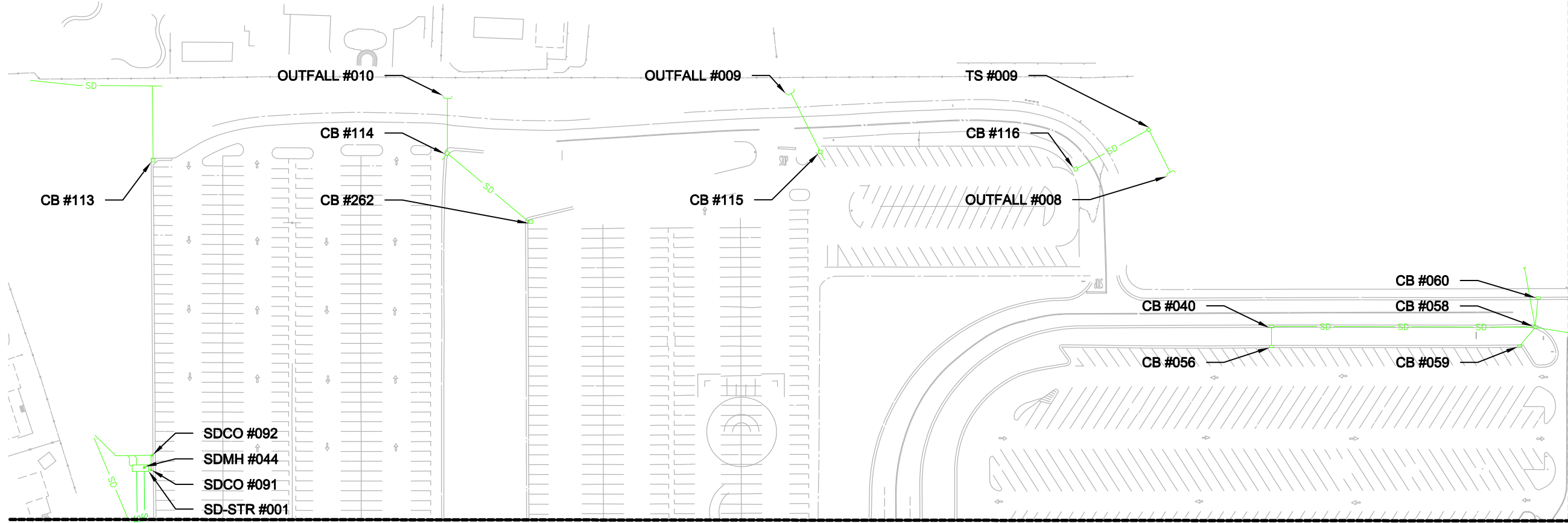
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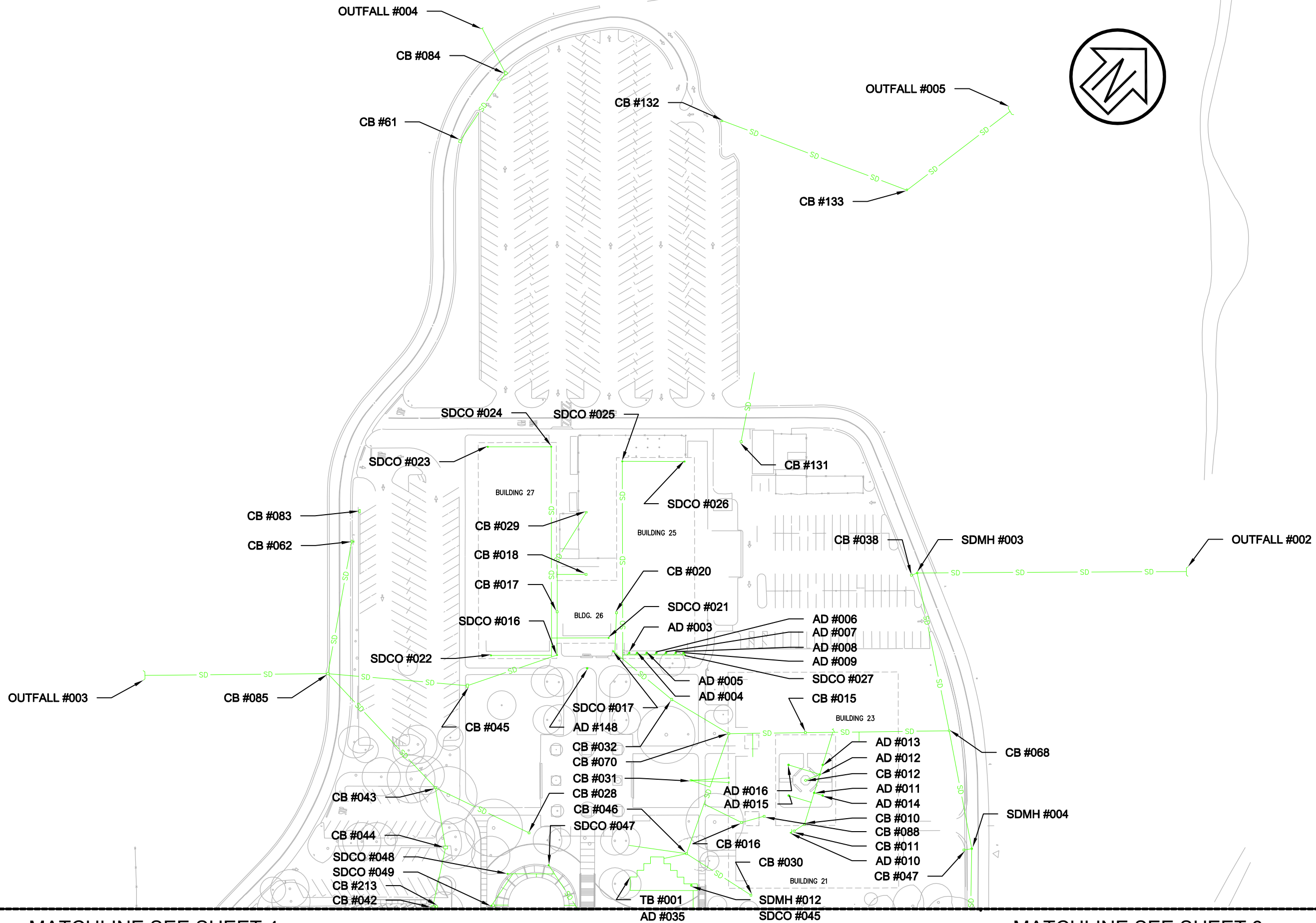
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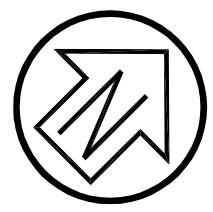
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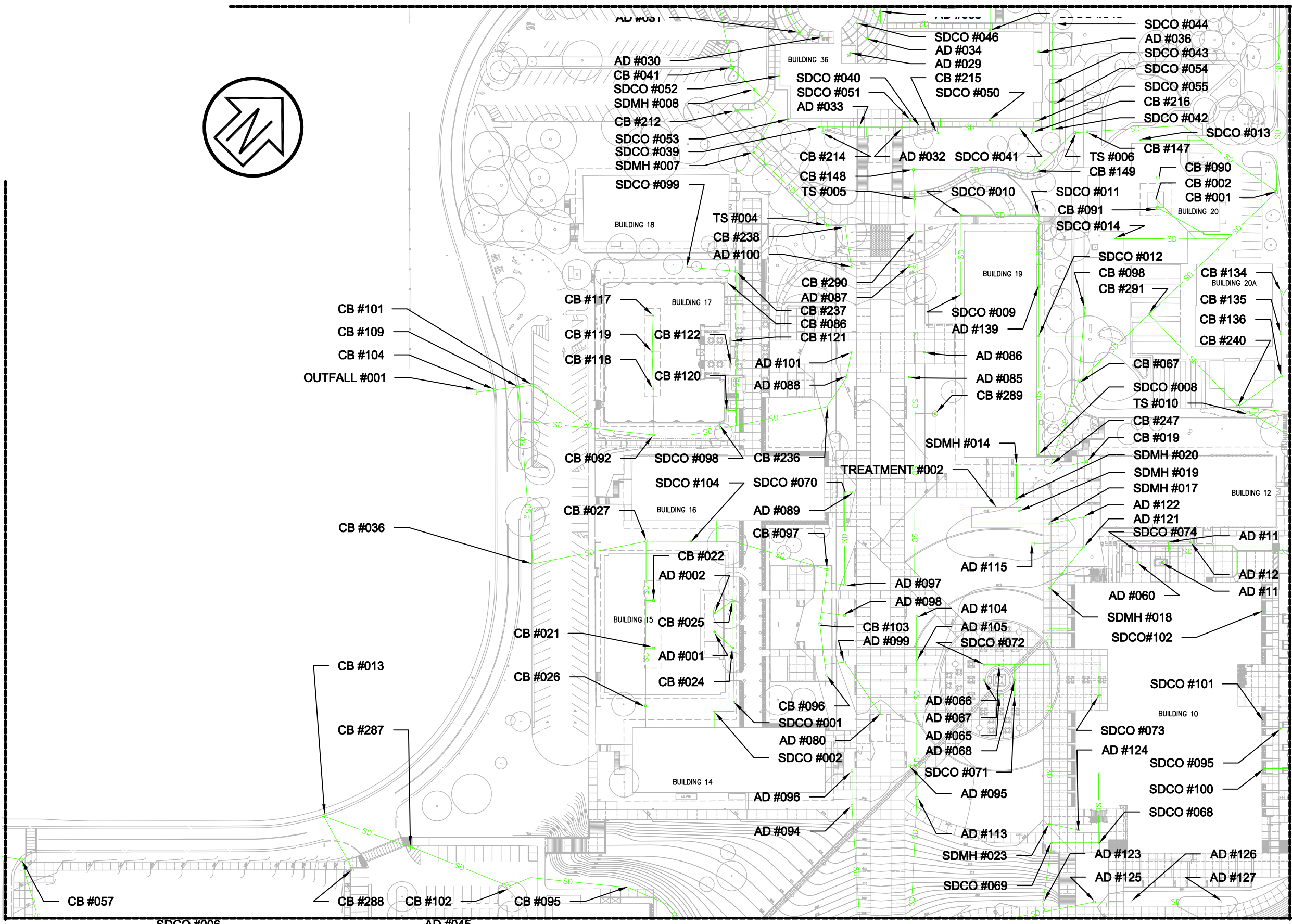
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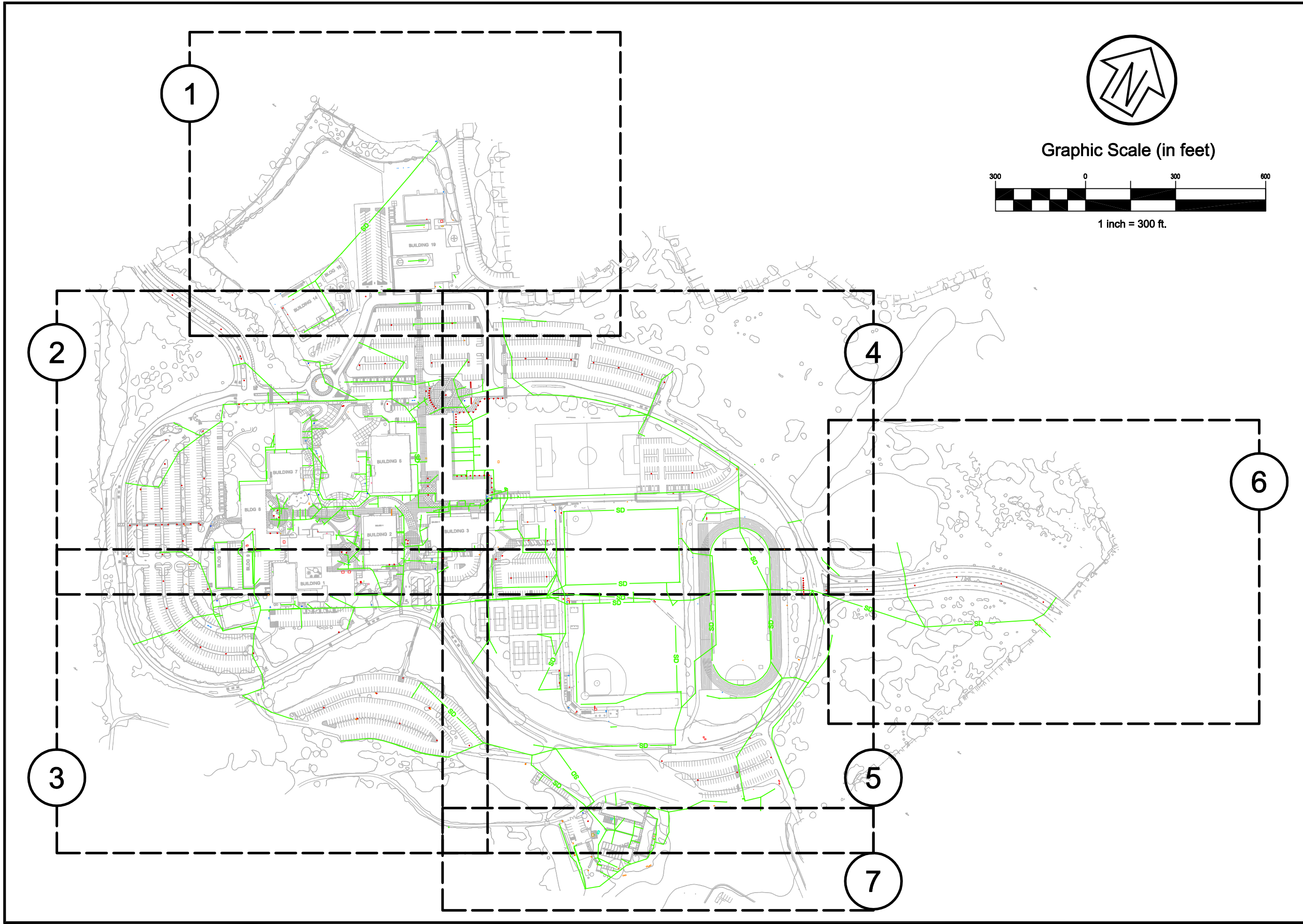
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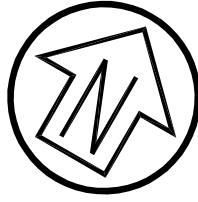
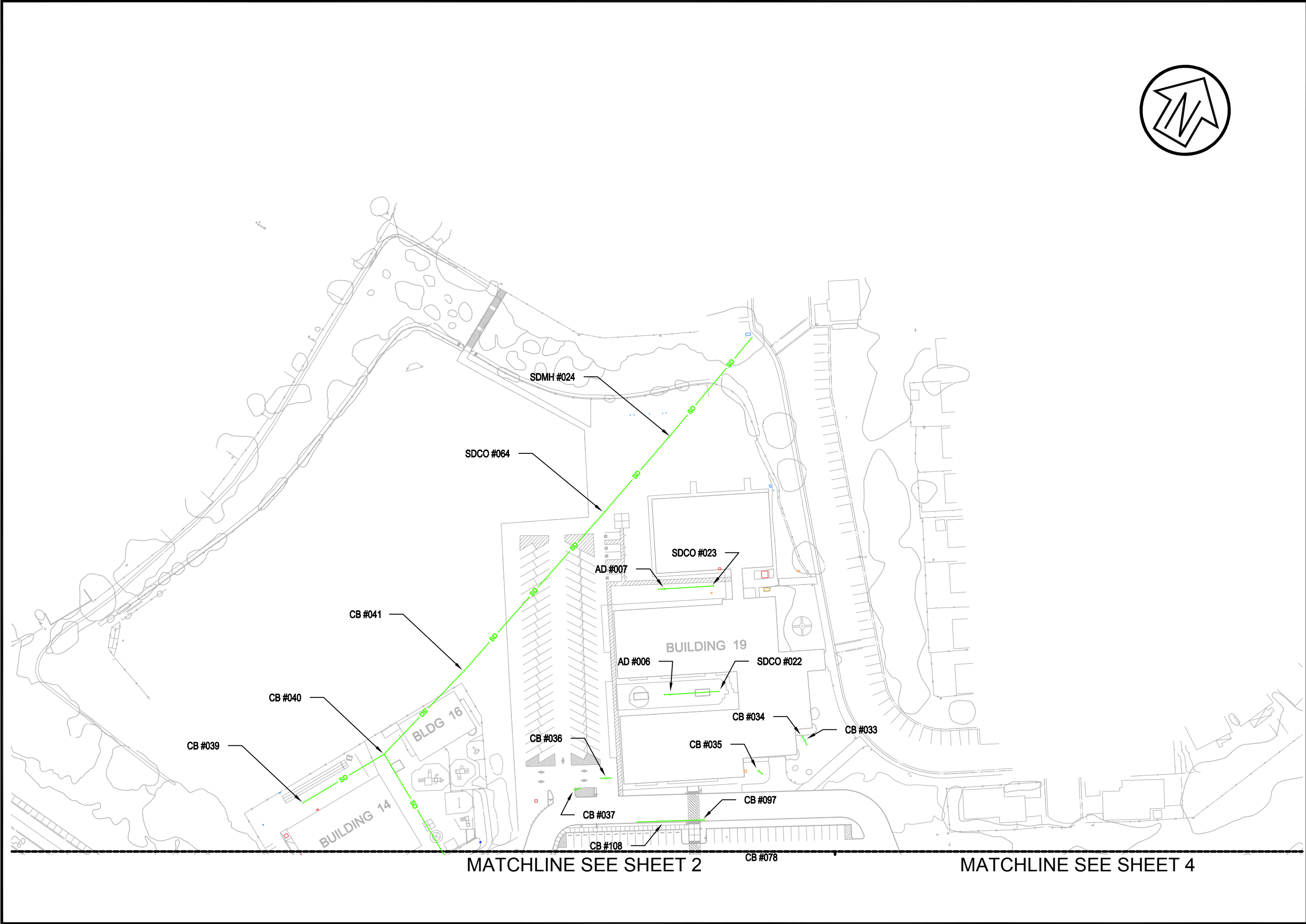
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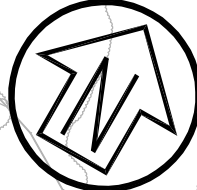
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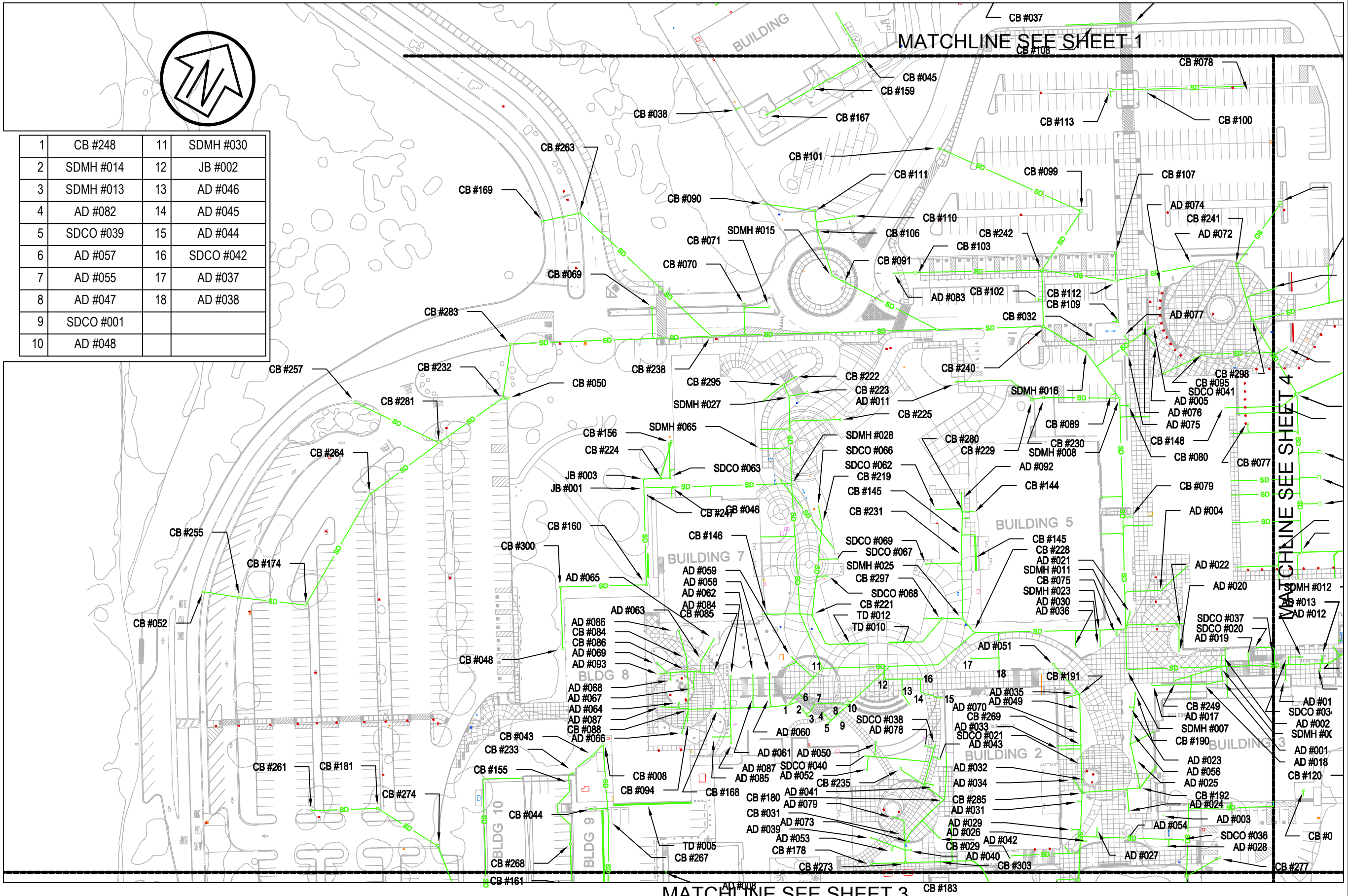
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2	SDMH #014	12	JB #002
3	SDMH #013	13	AD #046
4	AD #082	14	AD #045
5	SDCO #039	15	AD #044
6	AD #057	16	SDCO #042
7	AD #055	17	AD #037
8	AD #047	18	AD #038
9	SDCO #001		
10	AD #048		



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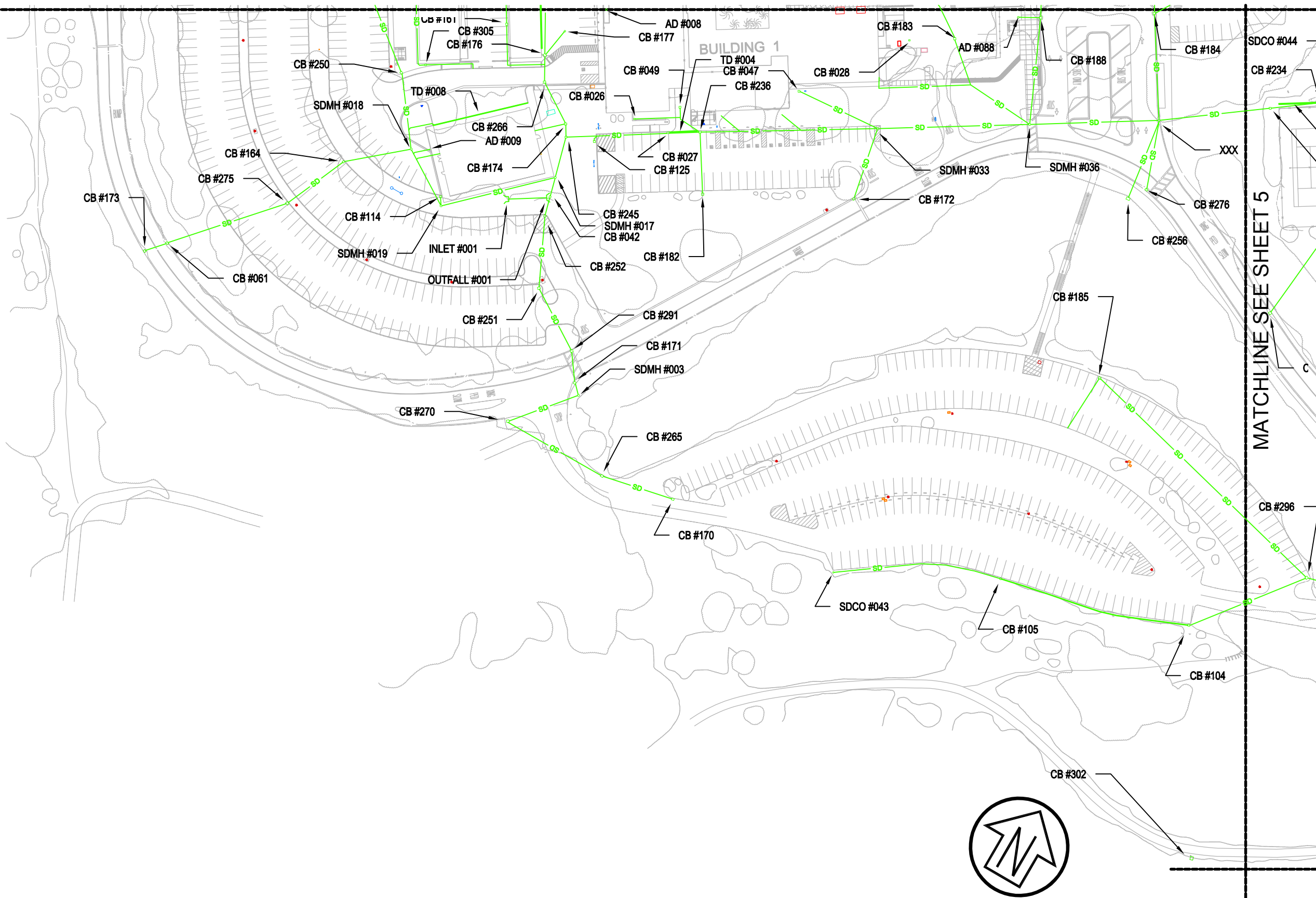
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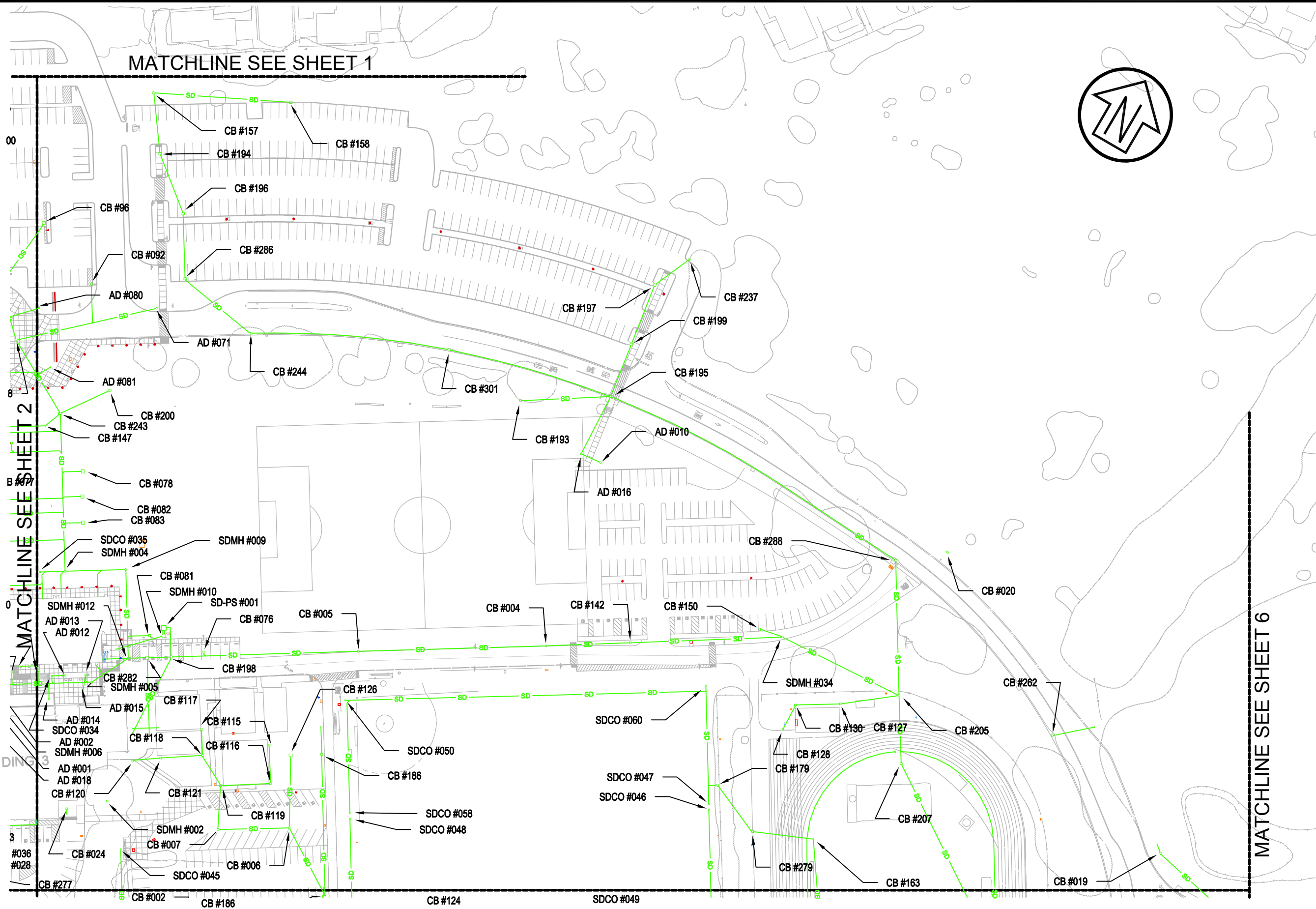
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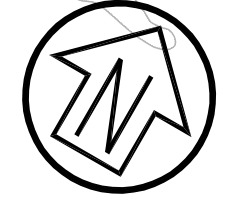


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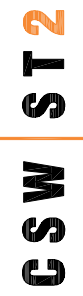
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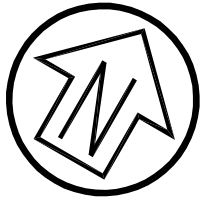
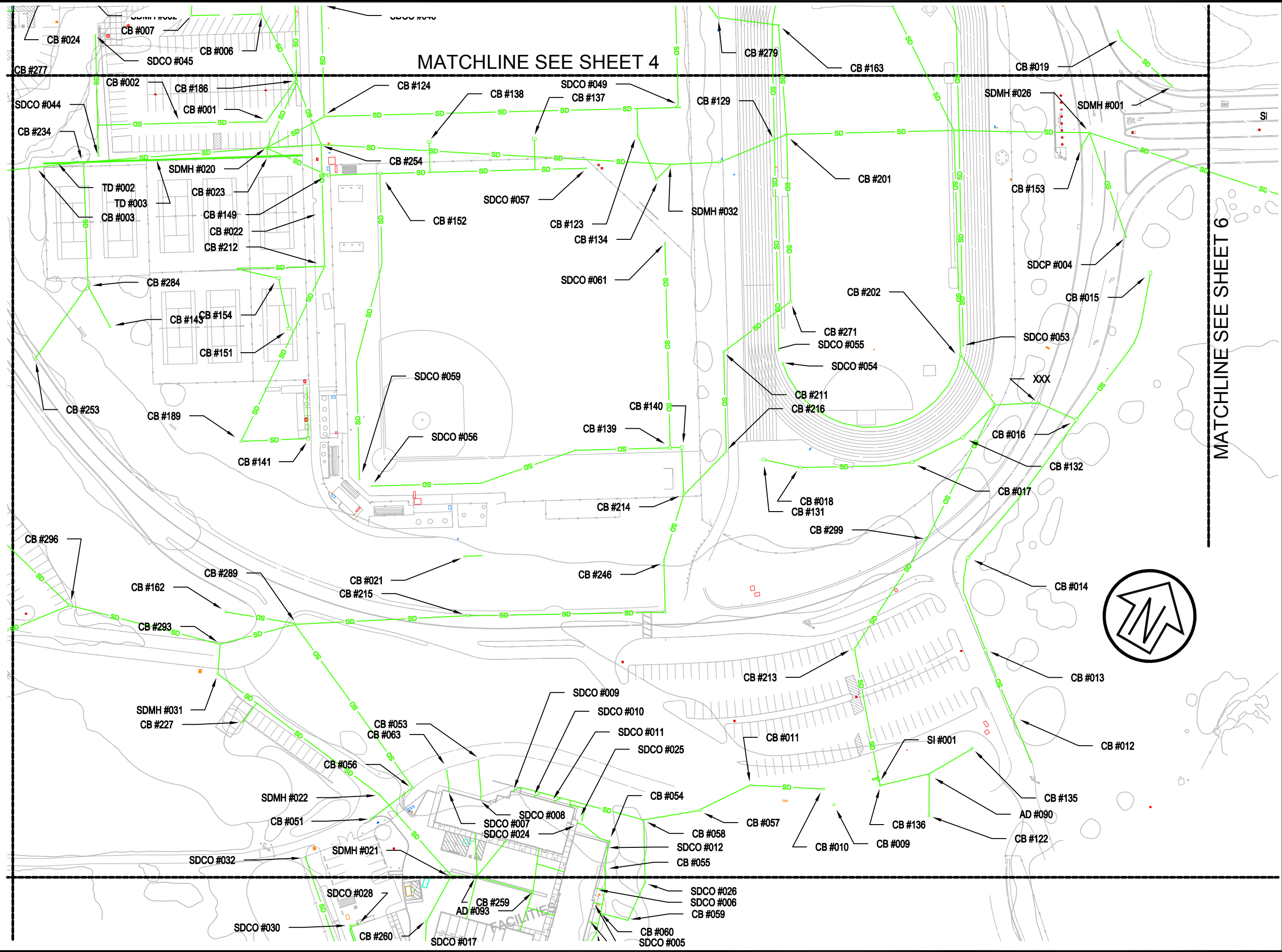


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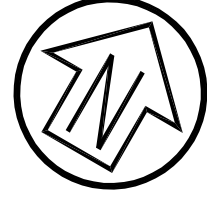
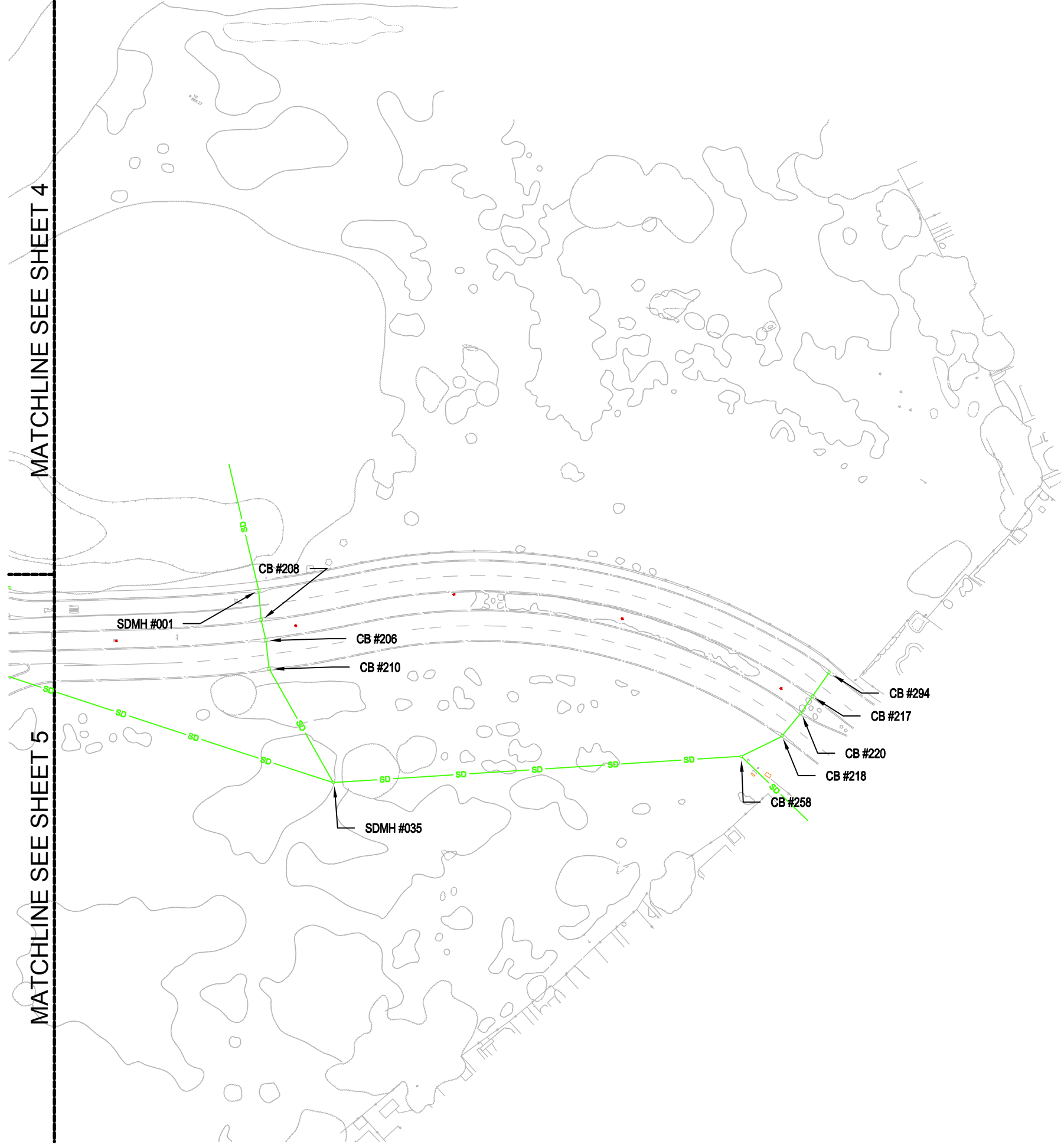
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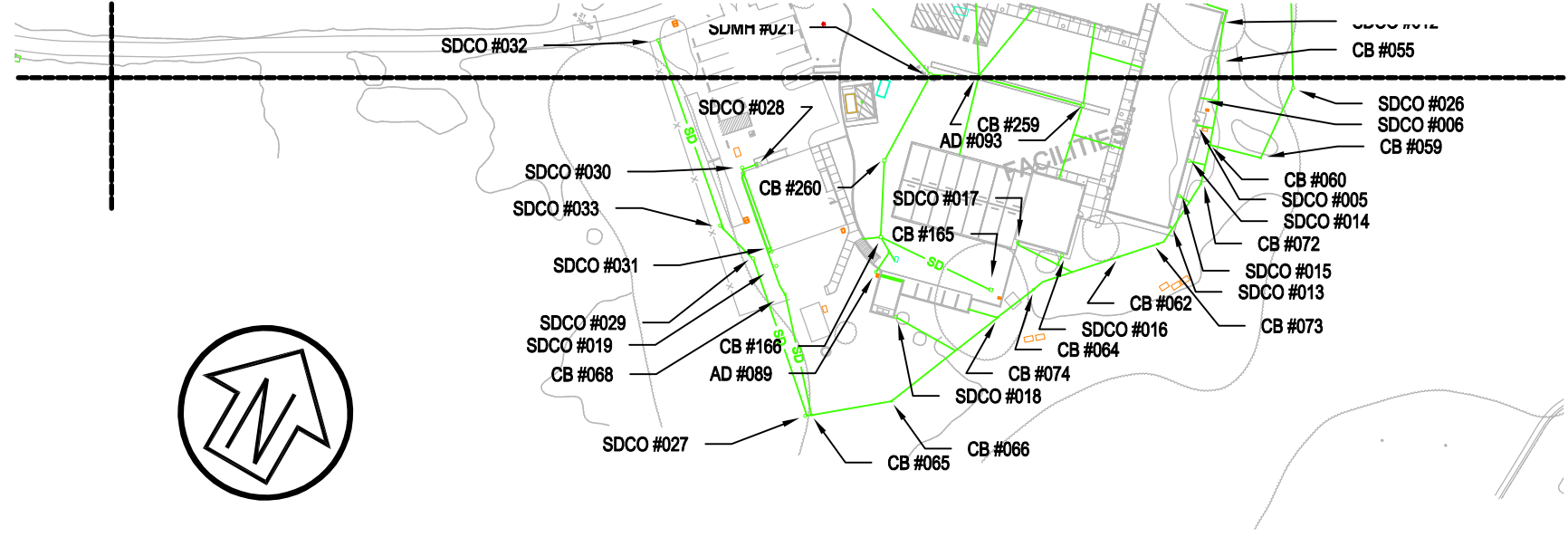
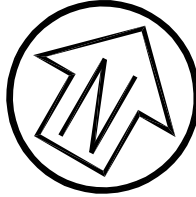
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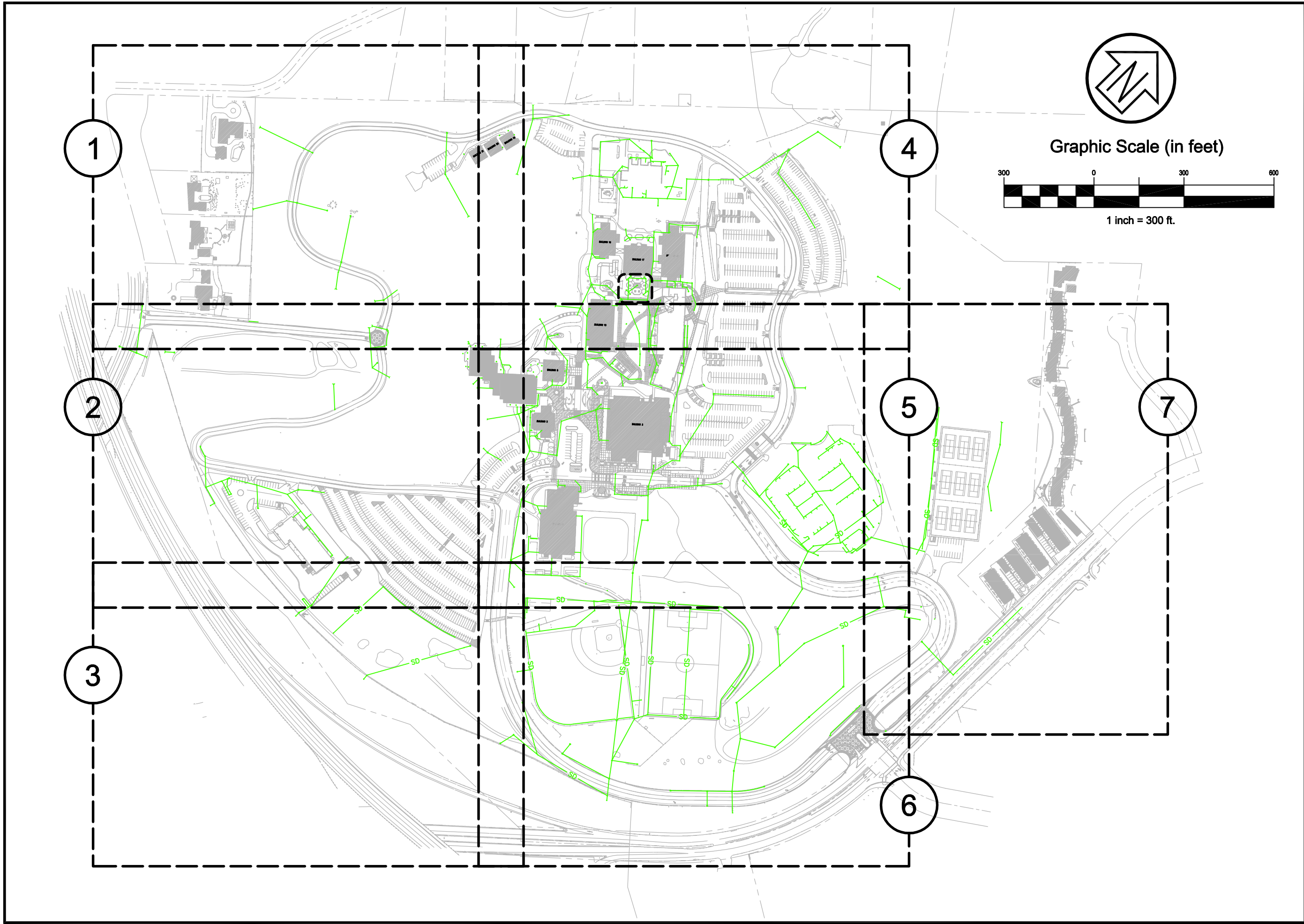
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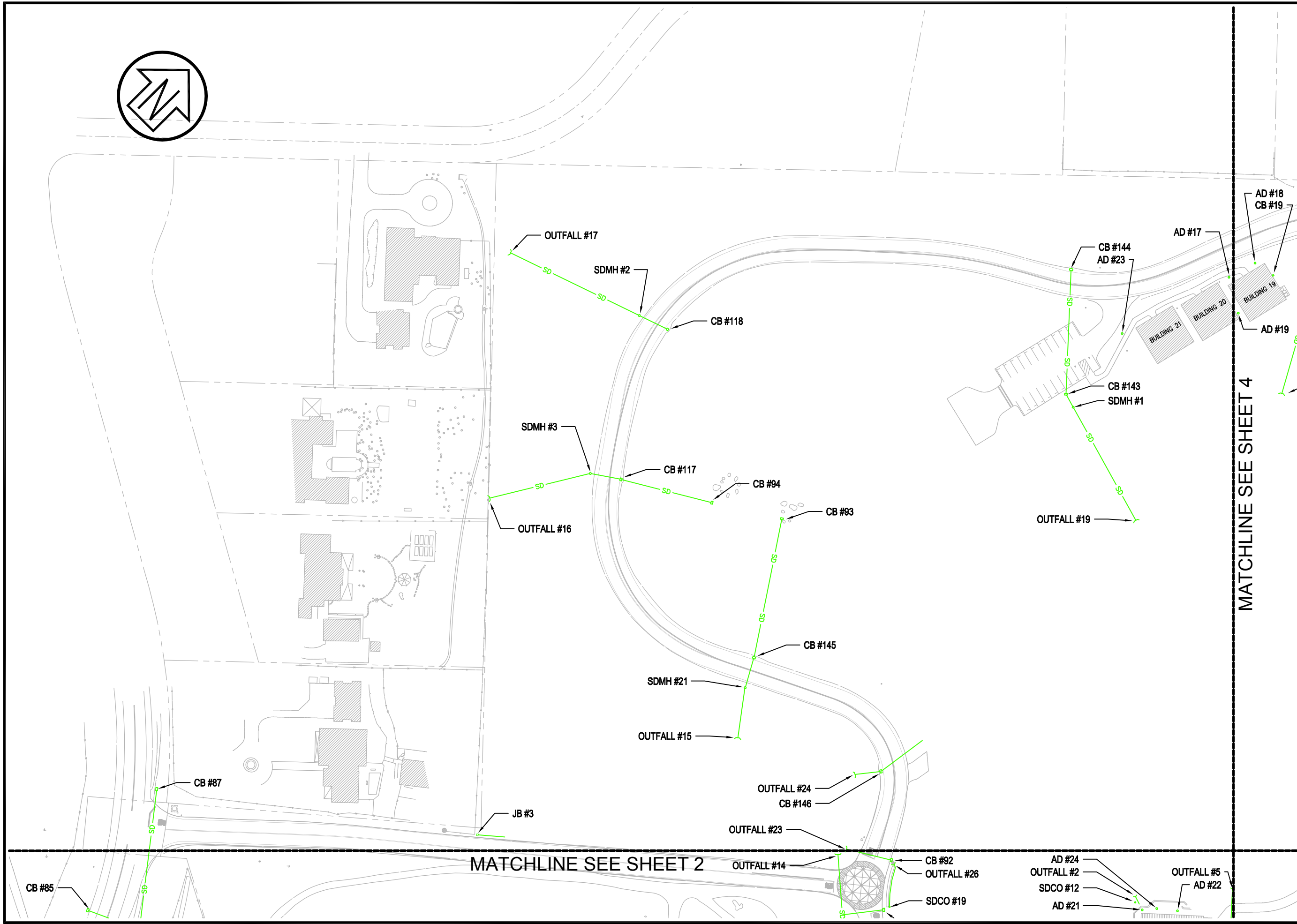
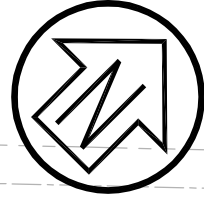
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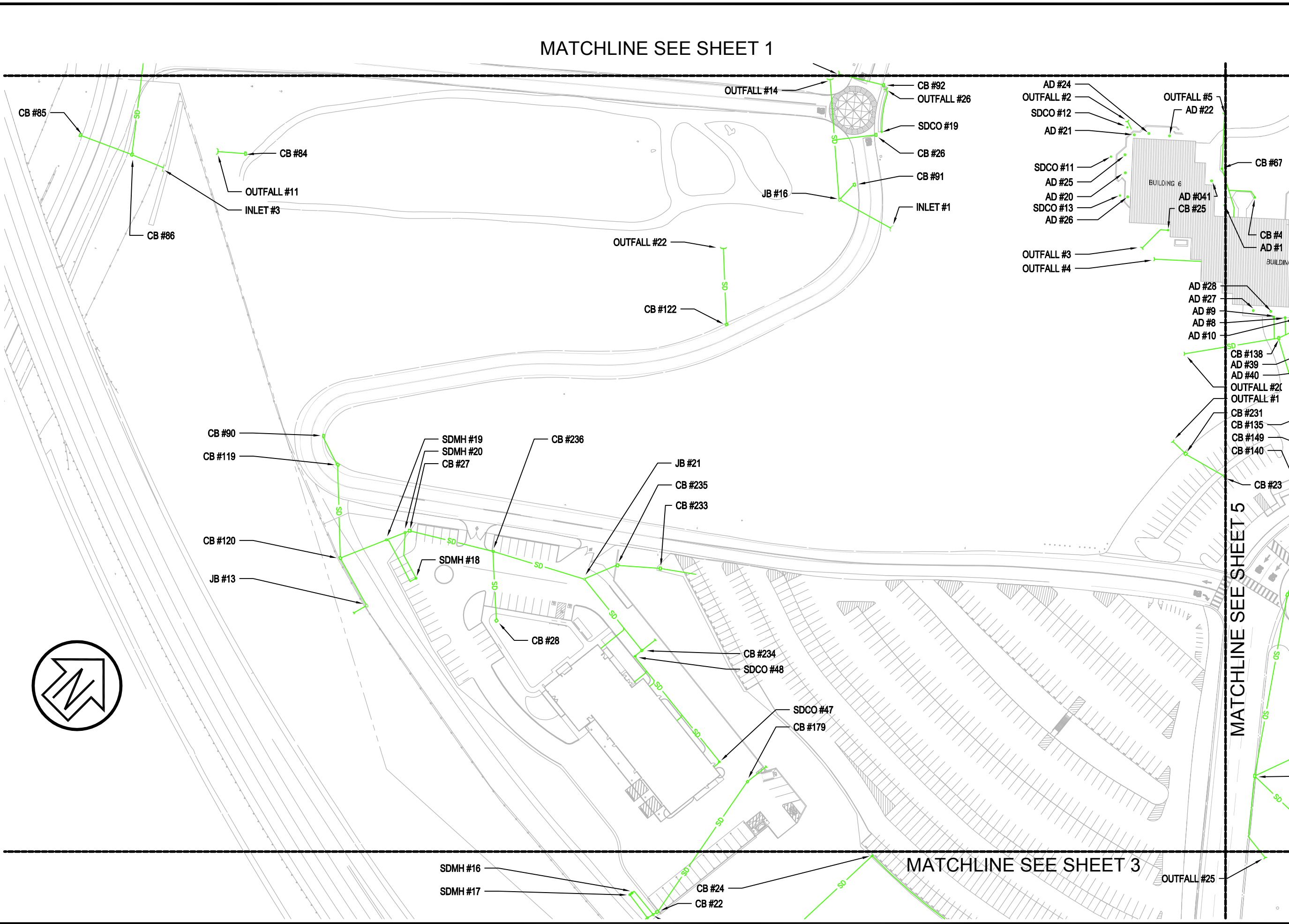


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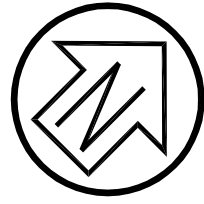
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CB #22

SDMH #15

SDMH #14

CB #116

SDCO #10

CB #23

CB #21

SDCO #9

JB #2

CB #214

CB #20

JB #12

CB #185

CB #213

CB #209

CB #211

OUTFALL #25

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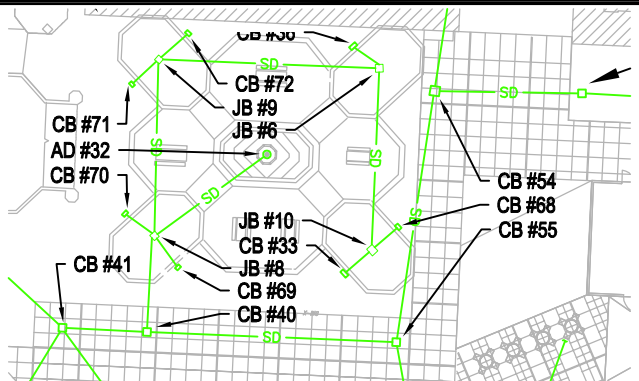
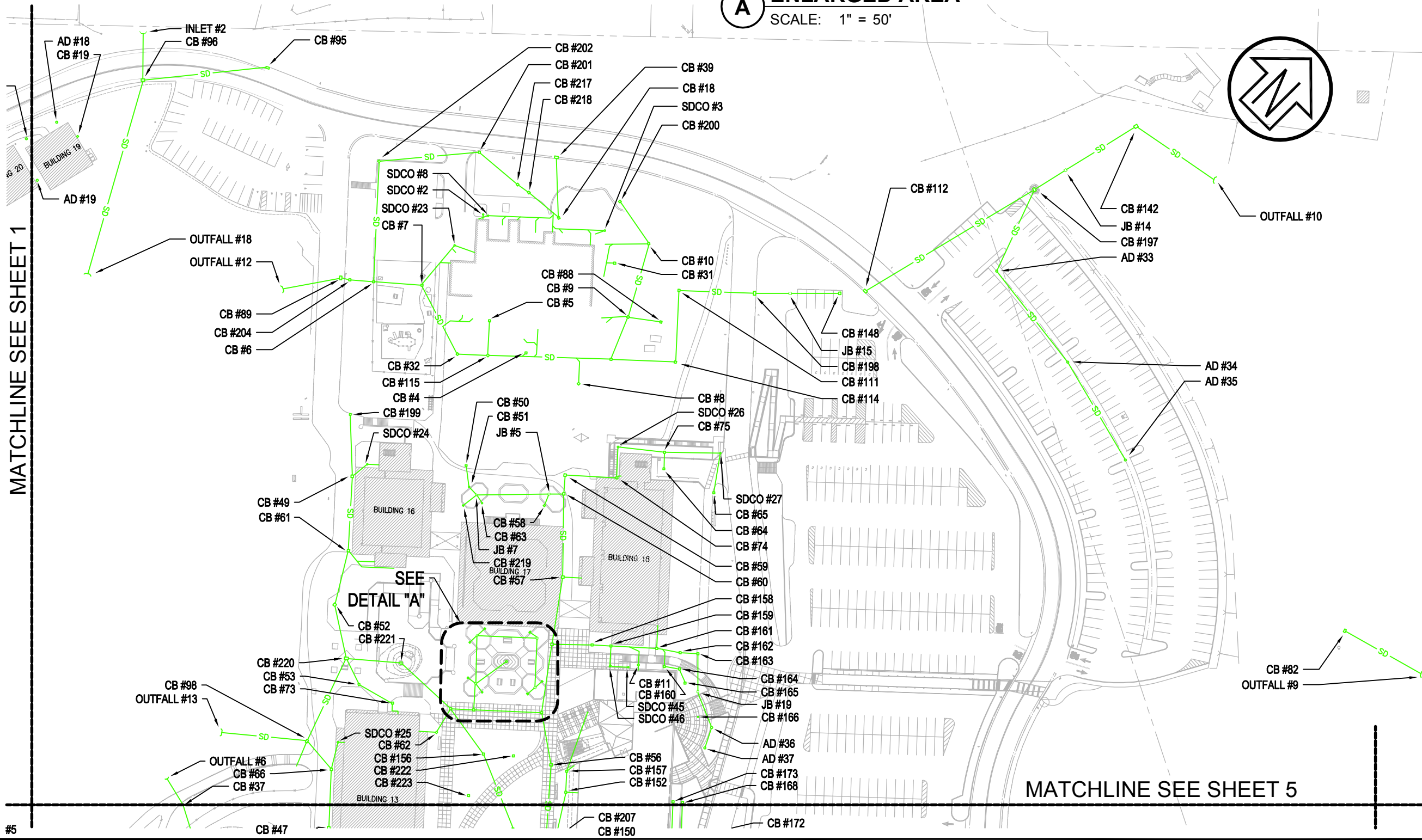
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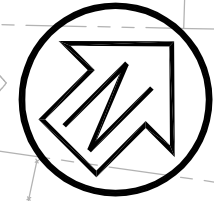
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(A) ENLARGED AREA
SCALE: 1" = 50'

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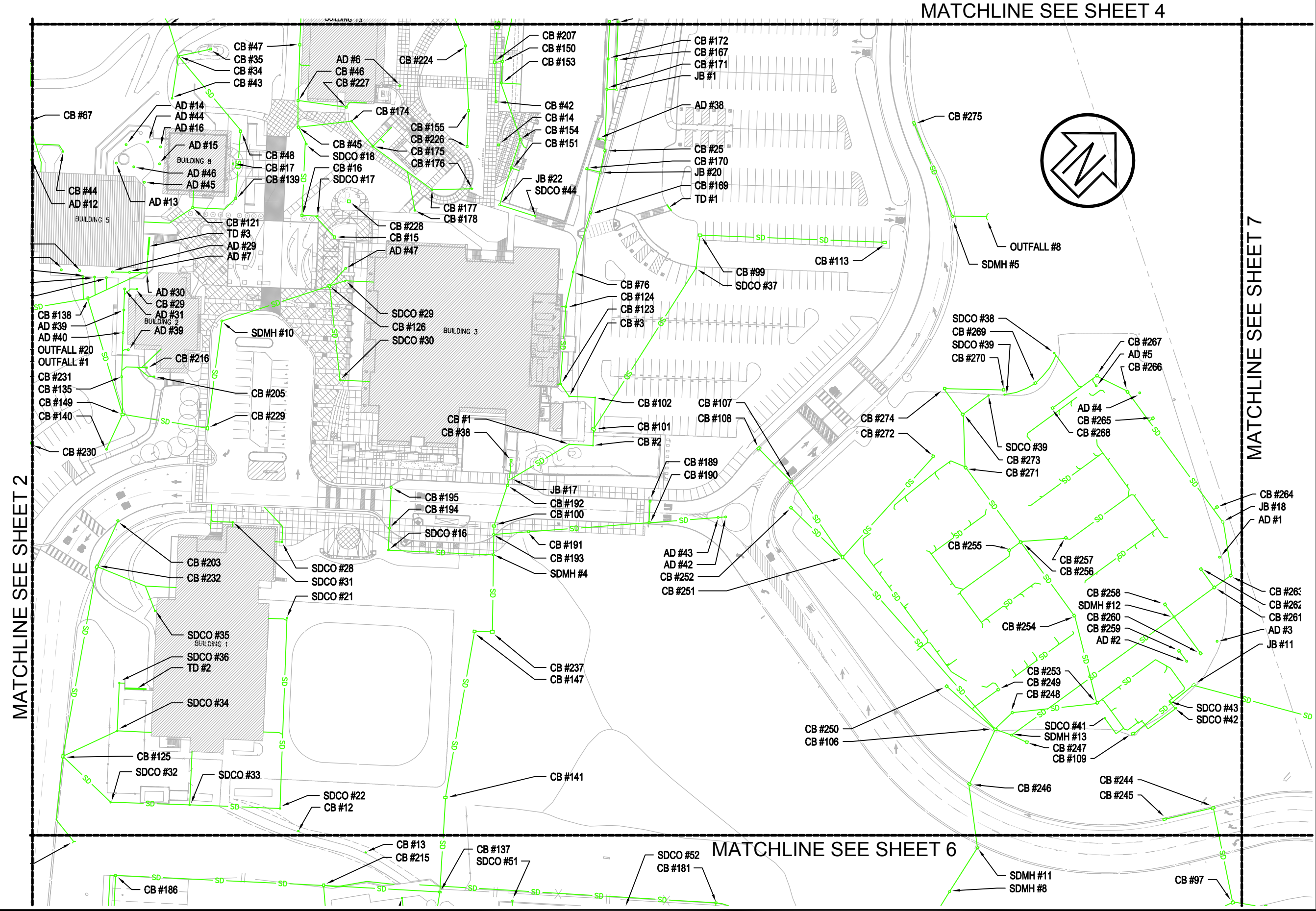
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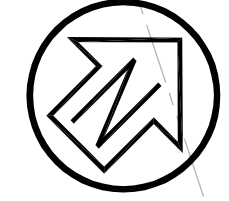
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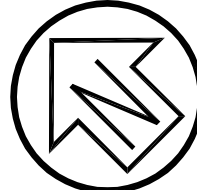
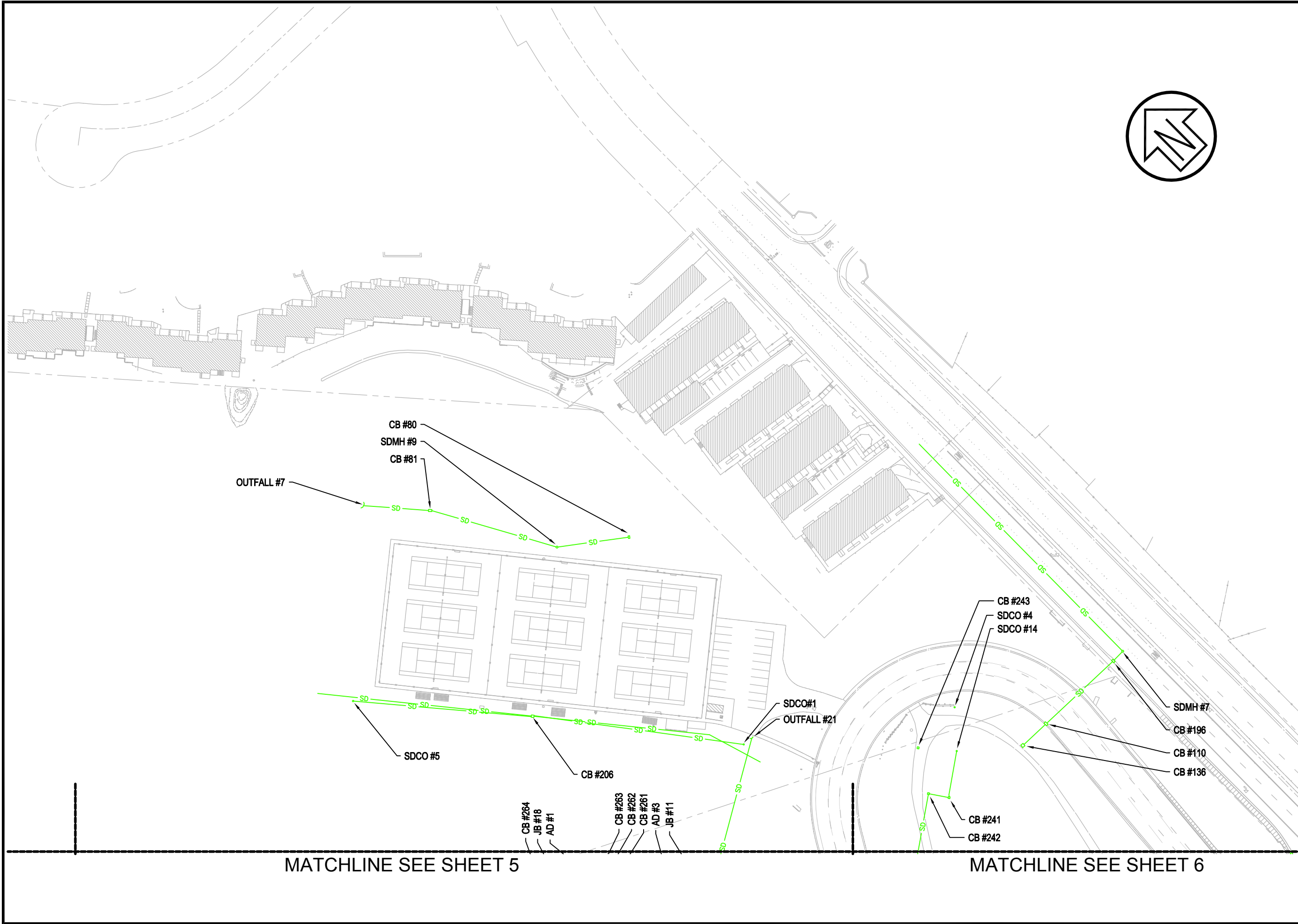
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Appendix F

Storm Drain Inlet and Outfall Inspection Sheets



**Storm Drain
Inlet / Manhole / Outfall / Discharge Location
Visual Inspection Sheet for Illicit Discharge and Condition**

Section 1: Background Data		Structure/Location Type (More than one may be checked):			
Date:	Time:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspector:					
Structure/Outfall ID:		Inlet	Manhole or Turning Structure	Outfall End of Pipe System	Connection To Offsite System

Section 2: Environmental Conditions					
Weather Condition:	<input type="checkbox"/> Clear	<input type="checkbox"/> Partly Cloudy	<input type="checkbox"/> Cloudy	<input type="checkbox"/> Foggy	
Precipitation Condition:	<input type="checkbox"/> Dry	<input type="checkbox"/> Misty	<input type="checkbox"/> Light Rain	<input type="checkbox"/> Rain	<input type="checkbox"/> Heavy Rain
				<input type="checkbox"/> Hail	<input type="checkbox"/> Snow
Recent Precipitation Condition:	Time Elapsed Since Last Storm:		Precipitation Amount from Last Storm:		inches

Section 3: Storm Drain System Conditions					
Inlet / Manhole / Turning Structure:			Outfall:		
Submerged in Water?			Submerged with Water?		
<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full
Submerged with Sediment or Debris?			Submerged with Sediment or Debris?		
<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full
Structural Condition / Condition of Surrounding Area:					
<input type="checkbox"/> Excellent Condition	<input type="checkbox"/> Curb Damage	<input type="checkbox"/> Missing Lid or Grate	<input type="checkbox"/> New Erosion	<input type="checkbox"/> Crack in Structure	<input type="checkbox"/> Structure is Sinking
<input type="checkbox"/> Pipe is Damaged	<input type="checkbox"/> Pipe is Crushed	<input type="checkbox"/> Pipe is Dislocated	<input type="checkbox"/> Holes in Pipe	<input type="checkbox"/> Pipe Bottom is Gone	<input type="checkbox"/> Pipe is Sinking
Notes:					

Section 4: Physical Indicators of Illicit Discharge for Flowing and Non-Flowing Conditions			Structure/Outfall ID:	Date:
Are Physical Indicators that are not related to flow present? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Skip this Section)				
Indicator	Check if Present	Description	Comments	
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion		
Deposits / Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:		
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited		
Poor Pool Quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:		
Pipe Benthic Growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:		

Section 5: Flow Characterization				
Flow Present?		<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Go to Section 8.)	Flow Description <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial	
Field Data for Flowing Outfalls				
Parameter		Result	Unit	Equipment
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to Fill		Seconds	Stop watch
<input type="checkbox"/> Flow #2	Flow Depth		Inches	Tape measure
	Flow Width	_____ Feet _____ Inches	Feet, Inches	Tape measure
	Measured Length	_____ Feet _____ Inches	Feet, Inches	Tape measure
	Time of Travel		Seconds	Tape measure
Temperature			°F	Thermometer
pH			pH Units	Test strip / Probe
Ammonia			mg/L	Test strip

Section 6: Physical Indicators of Illicit Discharge for Flowing Conditions Only			Structure/Outfall ID:	Date:	
Are Any Physical Indicators Present in the Flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Go to Section 8.)					
Indicator	Check if Present	Description	Relative Severity Index		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/Sour <input type="checkbox"/> Petroleum/Gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint	<input type="checkbox"/> 2 – Easily Detected	<input type="checkbox"/> 3 – Noticeable from a Distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint Colors in Sample Bottle	<input type="checkbox"/> 2 – Clearly Visible in Sample Bottle	<input type="checkbox"/> 3 – Clearly Visible in Outfall Flow
Turbidity	<input type="checkbox"/>	See Severity	<input type="checkbox"/> 1 – Slight Cloudiness	<input type="checkbox"/> 2 – Cloudy	<input type="checkbox"/> 3 – Opaque
Floatables (Does Not Include Trash)	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (Oil Sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Few/Slight; Origin Not Obvious	<input type="checkbox"/> 2 – Some; Indications of Origin (e.g., Possible Suds or Oil Sheen)	<input type="checkbox"/> 3 – Some; Origins Clear (e.g., Obvious Oil Sheen, Suds or Floating Sanitary Materials)
Section 7: Overall Characterization for Illicit Discharge					
<input type="checkbox"/> Unlikely to be an Illicit Discharge <input type="checkbox"/> Potential (presence of 2 or more indicators) <input type="checkbox"/> Suspect (one or more indicators with a Relative Severity Index of 3) <input type="checkbox"/> Obvious					
Section 8: Action					
Photos? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> No Action Necessary		<input type="checkbox"/> Next Scheduled Visit is During Yearly Inspection			
<input type="checkbox"/> Address in Scheduled Routine Maintenance		<input type="checkbox"/> Add to Schedule for Maintenance or Repair			
<input type="checkbox"/> Source of Illicit Discharge is Known		<input type="checkbox"/> Source or Type of Illicit Discharge is Unknown			
Sample for Lab? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, collected from: <input type="checkbox"/> Flow <input type="checkbox"/> Pool	Intermittent Flow Trap Set? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Caulk Dam		
Notes:					



**Storm Drain
Inlet / Manhole / Outfall / Discharge Location
Visual Inspection Sheet for Illicit Discharge and Condition**

Section 1: Background Data		Structure/Location Type (More than one may be checked):			
Date:	Time:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspector:					
Structure/Outfall ID:		Inlet	Manhole or Turning Structure	Outfall End of Pipe System	Connection To Offsite System

Section 2: Environmental Conditions							
Weather Condition:	<input type="checkbox"/> Clear	<input type="checkbox"/> Partly Cloudy	<input type="checkbox"/> Cloudy	<input type="checkbox"/> Foggy			
Precipitation Condition:	<input type="checkbox"/> Dry	<input type="checkbox"/> Misty	<input type="checkbox"/> Light Rain	<input type="checkbox"/> Rain	<input type="checkbox"/> Heavy Rain	<input type="checkbox"/> Hail	<input type="checkbox"/> Snow
Recent Precipitation Condition:	Time Elapsed Since Last Storm:			Precipitation Amount from Last Storm:		inches	

Section 3: Storm Drain System Conditions					
Inlet / Manhole / Turning Structure:			Outfall:		
Submerged in Water?			Submerged with Water?		
<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full
Submerged with Sediment or Debris?			Submerged with Sediment or Debris?		
<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full
Structural Condition / Condition of Surrounding Area:					
<input type="checkbox"/> Excellent Condition	<input type="checkbox"/> Curb Damage	<input type="checkbox"/> Missing Lid or Grate	<input type="checkbox"/> New Erosion	<input type="checkbox"/> Crack in Structure	<input type="checkbox"/> Structure is Sinking
<input type="checkbox"/> Pipe is Damaged	<input type="checkbox"/> Pipe is Crushed	<input type="checkbox"/> Pipe is Dislocated	<input type="checkbox"/> Holes in Pipe	<input type="checkbox"/> Pipe Bottom is Gone	<input type="checkbox"/> Pipe is Sinking
Notes:					



Section 4: Physical Indicators of Illicit Discharge for Flowing and Non-Flowing Conditions			Structure/Outfall ID:	Date:
Are Physical Indicators that are not related to flow present? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Skip this Section)				
Indicator	Check if Present	Description	Comments	
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion		
Deposits / Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:		
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited		
Poor Pool Quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:		
Pipe Benthic Growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:		

Section 5: Flow Characterization				
Flow Present? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Go to Section 8.)		Flow Description <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial		
Field Data for Flowing Outfalls				
Parameter		Result	Unit	Equipment
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to Fill		Seconds	Stop watch
<input type="checkbox"/> Flow #2	Flow Depth		Inches	Tape measure
	Flow Width	_____ Feet _____ Inches	Feet, Inches	Tape measure
	Measured Length	_____ Feet _____ Inches	Feet, Inches	Tape measure
	Time of Travel		Seconds	Tape measure
Temperature			°F	Thermometer
pH			pH Units	Test strip / Probe
Ammonia			mg/L	Test strip

Section 6: Physical Indicators of Illicit Discharge for Flowing Conditions Only			Structure/Outfall ID:	Date:	
Are Any Physical Indicators Present in the Flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Go to Section 8.)					
Indicator	Check if Present	Description	Relative Severity Index		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/Sour <input type="checkbox"/> Petroleum/Gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint	<input type="checkbox"/> 2 – Easily Detected	<input type="checkbox"/> 3 – Noticeable from a Distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint Colors in Sample Bottle	<input type="checkbox"/> 2 – Clearly Visible in Sample Bottle	<input type="checkbox"/> 3 – Clearly Visible in Outfall Flow
Turbidity	<input type="checkbox"/>	See Severity	<input type="checkbox"/> 1 – Slight Cloudiness	<input type="checkbox"/> 2 – Cloudy	<input type="checkbox"/> 3 – Opaque
Floatables (Does Not Include Trash)	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (Oil Sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Few/Slight; Origin Not Obvious	<input type="checkbox"/> 2 – Some; Indications of Origin (e.g., Possible Suds or Oil Sheen)	<input type="checkbox"/> 3 – Some; Origins Clear (e.g., Obvious Oil Sheen, Suds or Floating Sanitary Materials)

Section 7: Overall Characterization for Illicit Discharge			
<input type="checkbox"/> Unlikely to be an Illicit Discharge	<input type="checkbox"/> Potential (presence of 2 or more indicators)	<input type="checkbox"/> Suspect (one or more indicators with a Relative Severity Index of 3)	<input type="checkbox"/> Obvious

Section 8: Action			
Photos? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> No Action Necessary	<input type="checkbox"/> Next Scheduled Visit is During Yearly Inspection		
<input type="checkbox"/> Address in Scheduled Routine Maintenance	<input type="checkbox"/> Add to Schedule for Maintenance or Repair		
<input type="checkbox"/> Source of Illicit Discharge is Known	<input type="checkbox"/> Source or Type of Illicit Discharge is Unknown		
Sample for Lab? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, collected from: <input type="checkbox"/> Flow <input type="checkbox"/> Pool	Intermittent Flow Trap Set? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Caulk Dam

Notes:



**Storm Drain
Inlet / Manhole / Outfall / Discharge Location
Visual Inspection Sheet for Illicit Discharge and Condition**

Section 1: Background Data		Structure/Location Type (More than one may be checked):			
Date:	Time:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspector:					
Structure/Outfall ID:		Inlet	Manhole or Turning Structure	Outfall End of Pipe System	Connection To Offsite System

Section 2: Environmental Conditions							
Weather Condition:	<input type="checkbox"/> Clear	<input type="checkbox"/> Partly Cloudy	<input type="checkbox"/> Cloudy	<input type="checkbox"/> Foggy			
Precipitation Condition:	<input type="checkbox"/> Dry	<input type="checkbox"/> Misty	<input type="checkbox"/> Light Rain	<input type="checkbox"/> Rain	<input type="checkbox"/> Heavy Rain	<input type="checkbox"/> Hail	<input type="checkbox"/> Snow
Recent Precipitation Condition:	Time Elapsed Since Last Storm:			Precipitation Amount from Last Storm:		inches	

Section 3: Storm Drain System Conditions					
Inlet / Manhole / Turning Structure:			Outfall:		
Submerged in Water?			Submerged with Water?		
<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full
Submerged with Sediment or Debris?			Submerged with Sediment or Debris?		
<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Full
Structural Condition / Condition of Surrounding Area:					
<input type="checkbox"/> Excellent Condition	<input type="checkbox"/> Curb Damage	<input type="checkbox"/> Missing Lid or Grate	<input type="checkbox"/> New Erosion	<input type="checkbox"/> Crack in Structure	<input type="checkbox"/> Structure is Sinking
<input type="checkbox"/> Pipe is Damaged	<input type="checkbox"/> Pipe is Crushed	<input type="checkbox"/> Pipe is Dislocated	<input type="checkbox"/> Holes in Pipe	<input type="checkbox"/> Pipe Bottom is Gone	<input type="checkbox"/> Pipe is Sinking
Notes:					

Section 4: Physical Indicators of Illicit Discharge for Flowing and Non-Flowing Conditions			Structure/Outfall ID:	Date:
Are Physical Indicators that are not related to flow present? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Skip this Section)				
Indicator	Check if Present	Description	Comments	
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion		
Deposits / Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:		
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited		
Poor Pool Quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:		
Pipe Benthic Growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:		

Section 5: Flow Characterization				
Flow Present?		<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Go to Section 8.)	Flow Description	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial
Field Data for Flowing Outfalls				
Parameter		Result	Unit	Equipment
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to Fill		Seconds	Stop watch
<input type="checkbox"/> Flow #2	Flow Depth		Inches	Tape measure
	Flow Width	_____ Feet _____ Inches	Feet, Inches	Tape measure
	Measured Length	_____ Feet _____ Inches	Feet, Inches	Tape measure
	Time of Travel		Seconds	Tape measure
Temperature			°F	Thermometer
pH			pH Units	Test strip / Probe
Ammonia			mg/L	Test strip

Section 6: Physical Indicators of Illicit Discharge for Flowing Conditions Only			Structure/Outfall ID:	Date:	
Are Any Physical Indicators Present in the Flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Go to Section 8.)					
Indicator	Check if Present	Description	Relative Severity Index		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/Sour <input type="checkbox"/> Petroleum/Gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint	<input type="checkbox"/> 2 – Easily Detected	<input type="checkbox"/> 3 – Noticeable from a Distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint Colors in Sample Bottle	<input type="checkbox"/> 2 – Clearly Visible in Sample Bottle	<input type="checkbox"/> 3 – Clearly Visible in Outfall Flow
Turbidity	<input type="checkbox"/>	See Severity	<input type="checkbox"/> 1 – Slight Cloudiness	<input type="checkbox"/> 2 – Cloudy	<input type="checkbox"/> 3 – Opaque
Floatables (Does Not Include Trash)	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (Oil Sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 – Few/Slight; Origin Not Obvious	<input type="checkbox"/> 2 – Some; Indications of Origin (e.g., Possible Suds or Oil Sheen)	<input type="checkbox"/> 3 – Some; Origins Clear (e.g., Obvious Oil Sheen, Suds or Floating Sanitary Materials)

Section 7: Overall Characterization for Illicit Discharge			
<input type="checkbox"/> Unlikely to be an Illicit Discharge	<input type="checkbox"/> Potential (presence of 2 or more indicators)	<input type="checkbox"/> Suspect (one or more indicators with a Relative Severity Index of 3)	<input type="checkbox"/> Obvious

Section 8: Action			
Photos? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> No Action Necessary	<input type="checkbox"/> Next Scheduled Visit is During Yearly Inspection		
<input type="checkbox"/> Address in Scheduled Routine Maintenance	<input type="checkbox"/> Add to Schedule for Maintenance or Repair		
<input type="checkbox"/> Source of Illicit Discharge is Known	<input type="checkbox"/> Source or Type of Illicit Discharge is Unknown		
Sample for Lab? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, collected from: <input type="checkbox"/> Flow <input type="checkbox"/> Pool	Intermittent Flow Trap Set? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Caulk Dam

Notes:

Appendix G

Sample Contract Language

Appendix H

Resources

Resources

Low Impact / Sustainable / High Performing Development:

San Mateo Countywide Water Pollution Prevention Program (SMCWPPP)

http://www.flowstobay.org/bs_new_development.php - C.3 Stormwater Technical Guidance

California Stormwater Quality Association (CASQA)

<http://www.cabmphandbooks.com/> - Stormwater Best Management Practice (BMP) Handbook for New Development and Redevelopment

California Stormwater Quality Association (CASQA)

<http://www.casqa.org/LID/tabid/240/Default.aspx> - California LID Portal

United States Environmental Protection Agency (US EPA)

<http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm> -National Menu of Stormwater Best Management Practices

US Green Building Council – Leadership in Energy & Environmental Design

<http://www.usgbc.org/leed>

Collaborative for High Performance Schools (CHPS)

<http://www.chps.net/dev/Drupal/>

Construction:

California Stormwater Quality Association (CASQA)

<http://www.casqa.org/LeftNavigation/ConstructionBMPHandbookPortalSWPPPTemplate/tabid/200/Default.aspx> - CASQA BMP Handbooks Portal (subscription required to view)

United States Environmental Protection Agency (US EPA)

<http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm> -National Menu of Stormwater Best Management Practices

Illicit Discharge Detection and Elimination:

United States Environmental Protection Agency (US EPA)

http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm?action=min_measure&min_measure_id=3

Landscaping:

Bay-Friendly Landscaping & Gardening Coalition

<http://www.bayfriendlycoalition.org/> - non-profit program developed in Alameda County by StopWaste.Org

Resources include, not limited to:

- Bay Friendly Qualified Professional training (Including for municipal maintenance workers. Seven-session class with written exam. Need to renew every two years with 4 CEUs.
- webpage on tools and resources for Municipalities and Landscape Professionals
- sample language for RFP's
- model Policies and Ordinances
- Bay Friendly Landscape Scorecard
- Resources
- Potential Campus Event – Sponsor a Bay-Friendly Training

EcoWise

<http://www.ecowisecertified.org/index.html> - Certification program, which is a project of the Association of Bay Area Governments, funded by the **SWRCB**, focused for professionals to provide effective, prevention-based pest control, minimizing the need to use pesticides.

Resources include, not limited to:

- List of Certified IPM Service Providers
- Online Course through BIRC
- EcoWise IPM Contracting Tool Kit <http://www.ecowisecertified.org/toolkit/> For Public Agencies and Businesses.

Bio-Integral Resource Center (BIRC)

<http://www.birc.org/index.html> - specializes in finding non-toxic and least-toxic integrated pest management solutions to urban and agricultural pest problems.

Resources include, not limited to:

- journals
- EcoWise Certification

Our Water Our World

<http://www.ourwaterourworld.org/Home.aspx> - Collaboration among regional and local water agencies in the SF Bay Area, managing home and garden pests in a way that helps protect water.

Resources include, not limited to:

- ask an expert feature
- Healthy gardening workshops to educate the general public about healthy gardening. Workshops and seminars are held in various communities.
- Promotional Materials

-Potential Campus Event – Sponsor a Healthy Gardening Workshop (Marin County Stormwater Pollution Prevention Program workshop table of contents
<http://www.ourwaterourworld.org/Portals/0/documents/pdf/Healthy-GardensTOC.pdf>)

UC IPM Online

Resources include, not limited to:

<http://www.ipm.ucdavis.edu/index.html> - IPM resource

<http://www.ipm.ucdavis.edu/training/> - Free online training on IPM topics

Recycle / Disposal:

CalRecycle

<http://www.calrecycle.ca.gov/>

California's Department of Resources Recycling and Recovery

Resources include, but are not limited to:

- Recycling Information for many materials including medication waste, construction and demolition debris and electronics
- Information for recycling and waste prevention at home
- Information for Teachers and Kids

Recycle Works

<http://www.recycleworks.org/business/index.html>

San Mateo County – Public Works Department Program

Resources include, but are not limited to:

- composting workshops
- links to cooking oil recycling

StopWaste.Org

<http://www.stopwaste.org/home/index.asp?page=1> – Alameda County Waste Management

Authority and the Alameda County Source Reduction and Recycling Board operating as one public agency.

Outreach and Community-Based Social Marketing:

United States Environmental Protection Agency (US EPA)

http://cfpub.epa.gov/npdes/stormwater/menuofbmeps/index.cfm?action=min_measure&min_measure_id=1 – Public Education and Outreach on Stormwater Impacts

United States Environmental Protection Agency (US EPA)

<http://cfpub.epa.gov/npstbx/index.html> - Nonpoint Source (NPS) Outreach Toolbox

Fostering Sustainable Behavior

<http://www.cbsm.com/public/world.lasso> - Site courtesy of Doug McKenzie-Mohr, Ph.D. – Environmental Psychologist

Education and Storm Water Awareness:

SWRCB / RWQCB Videos

<http://www.waterboards.ca.gov/videos/> - approximately 20 videos regarding storm water issues. A few are produced with Spanish subtitles.

Bay Area Stormwater Management Agencies Association (BASMAA)

<http://www.basmaa.org/Portals/0/documents/pdf/Pollution%20from%20Surface%20Cleaning.pdf>
– Pollution from Surface Cleaning (Brochure in English)

<http://www.basmaa.org/LinkClick.aspx?fileticket=MoNchH7u%2fIE%3d&tabid=57> – Pollution from Surface Cleaning (Brochure in Spanish)

<http://www.basmaa.org/Training.aspx> - Pollution Prevention Training and Certificate Program for Surface Cleaners

Resources for Internal Inspector/Manager Training

San Mateo Countywide Water Pollution Prevention Program

<http://www.flowstobay.org/>

(keep an eye on San Francisco Bay Area storm water programs for free/low cost seminars, some of which offer continuing education credits/hours)

Certified Municipal Separate Storm Sewer System Specialist

<http://www.cms4s.org/>

Certified Erosion, Sediment and Storm Water Inspector (CESSWI)

<http://www.cesswi.org/>

CASQA Training and Education Program

<https://www.casqa.org/TrainingandEducation/tabid/201/Default.aspx>

StormwaterONE

<http://stormwaterone.com/>

National Stormwater Center

<https://www.npdes.com/>

Appendix I
List of Acronyms and Abbreviations

LIST OF ACRONYMS AND ABBREVIATIONS

ACOE	United States Army Corps of Engineers
ASF	Automotive Service Facility
BMP	Best Management Practice
CalEPA	California Environmental Protection Agency
CAO	County Administrator's Office
CBC	California Building Code
CEQA	California Environmental Quality Act
County	County of San Mateo
CPESC	Certified Professionals in Erosion and Sediment Control
CUPA	Certified Unified Program Agency
CURFFL	California Uniform Retail Food Facilities Law
DES	Department of Emergency Services California
DFG	Department of Fish and Game
DI	Depth-integrated
EDC	Environmental Discovery Center
EH	Department of Health Services/ Environmental Health Division
EPA	United States Environmental Protection Agency
FMC	Facilities Maintenance Center
FM	Facilities Manager
FPO	Facilities Planning and Operations
HMBP	Hazardous Materials Business Plan

LID	Low Impact Development
MS4 General Permit	General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewers
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer
MtBE	Methyl t-Butyl Ether
NMFS	National Marine Fisheries Service
NPDES	National Pollutant Discharge Elimination System
NOI	Notice of Intent
NTU	Nephelometric Turbidity Units
PPP	Pollution Prevention Program
RGO	Retail Gasoline Outlet
RMP	Regional Monitoring Program
RWQCB	Regional Water Quality Control Board (of California)
Region 2	Region Number for the San Francisco Bay Regional Water Quality Control Board
SAC	Supervised Adult Crews
SMCC	San Mateo County Code
SEMS	Standardized Emergency Management System
SFEI	San Francisco Estuary Institute
SMCCCD	San Mateo County Community College District
SSC	Suspended Sediment Concentration
State Board	California State Water Resources Control Board

SWAMP	Surface Water Ambient Monitoring Program
SWMP	Storm Water Management Program
SWPPP	Storm Water Pollution Prevention Plan
SWRCB	State Water Resources Control Board
SWWG	Storm Water Working Group
TMDL	Total Maximum Daily Load
TPW	Department of Transportation and Public Works
USGS	United States Geological Survey

Appendix J
Glossary

Glossary⁵

At the Point of Discharge(s) – At the point where runoff is discharged from the District MS4 into a municipal MS4. Also the point where runoff exits a pipe.

Beneficial Uses - The Uses of water of the State protected against degradation, such as domestic, municipal, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation and preservation of fish and wildlife, and other aquatic resources or preserves.

Benthic – An adjective used to associate an activity, an occurrence or an organism to the bottom of a body of water.

Best Management Practices (BMPs) - means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the United States. BMPs also include treatment measures, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Catch Basin - A catch basin (a.k.a., storm drain inlet) is an inlet to the storm drain system that typically includes a grate or curb inlet where storm water enters the catch basin and a sump to capture sediment, debris and associated pollutants. Catch basins act as pretreatment for other treatment practices by capturing large sediments. The performance of catch basins at removing sediment and other pollutants depends on the design of the catch basin (e.g., the size of the sump), and routine maintenance to retain the storage available in the sump to capture sediment. Commonly, the term “catch basin” also refers to those inlets which are designed to capture runoff, but not designed to capture sediment.

Clean Water Act (CWA) - means the Federal Water Pollution Control Act enacted by Public Law 92-500 as amended by Public Laws 95-217, 95-576, 96-483, and 97-117; 33 USC. 1251 et seq.

Community Based Social Marketing (CBSM) - A systematic way to change the behavior of communities to reduce their impact on the environment. Realizing that simply providing information is usually not sufficient to initiate behavior change, CBSM uses tools and findings from social psychology to discover the perceived barriers to behavior change and ways of overcoming these barriers.

Construction Site - Any project, including projects requiring coverage under the General Construction Permit, that involves soil disturbing activities including, but not limited to, clearing, grading, paving, and disturbances to ground such as stockpiling, and excavation.

⁵ Definitions in the Glossary are taken in part from documents produced by the State Water Resources Control Board for the Industrial General Permit, the Phase II Small Municipal Separate Storm Sewer System (MS4) Program and Construction Storm Water Program. Some definitions were modified to suit activities and facilities within the San Mateo County Community College District.
http://www.swrcb.ca.gov/water_issues/programs/stormwater/

Discharge of a Pollutant - The addition of any pollutant or combination of pollutants to waters of the United States from any point source.

Erosion - The physical detachment of soil due to wind or water. Often the detached fine soil fraction becomes a pollutant transported storm water runoff. Erosion occurs naturally, but can be accelerated by land disturbance and grading activities such as farming, development, road building, and timber harvesting.

Erosion Control Measures – Measures used to minimize soil detachment. These may include:
☐ Vegetation, either undisturbed or planted (e.g., grasses, wildflowers), and other materials, such as straw (applied over bare soil, crimped into soil); protective erosion control blankets; fiber (applied as mulch or hydromulch); and mulch.

Healthy Watershed - Healthy watersheds are watersheds that function well ecologically and are sustainable. They support healthy, diverse aquatic habitat, have healthy riparian areas and corridors with sufficient vegetative buffer area to minimize land pollutant runoff into surface waters, sufficient cover and canopy to maintain healthy habitat, and have near natural levels of sediment transport. Surface waters meet water quality objectives, and sediments are sufficiently low in pollutants to provide for healthy habitat. Groundwaters are near natural levels in quantity and quality, for water supply purposes and for base flow for sustaining creek habitat and migratory fish routes. A Healthy Watershed sustains these characteristics through measures that ensure the dynamics that provide these healthy factors and functions are protected. For example, watersheds must be protected, through low impact development or other forms of protection, from hydromodification that adversely affects recharge areas' function or creeks' bed or bank stability. Creek buffer/riparian areas must be protected from land disturbance activities. Healthy sustainable watersheds use less energy for imported water, have fewer greenhouse gas emissions, and a lesser carbon footprint than unhealthy watersheds.

Hotspot - Hotspots are specific operations and areas in a sub watershed that may generate high storm water pollution. Hotspots are high priority sites.

Hydromodification - Modification of hydrologic pathways (precipitation, surface runoff, infiltration, groundwater flow, return flow, surface-water storage, groundwater storage, evaporation and transpiration) that results in negative impacts to watershed health and functions.

Illicit Discharge - Any discharge to a municipal separate storm sewer (storm drain) system (MS4) that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. The term illicit discharge includes all non-storm water discharges not composed entirely of storm water. The term illicit discharge does not include discharges that are regulated by an NPDES permit.

Impaired Waterbody - A waterbody (i.e., stream reaches, lakes, waterbody segments) with chronic or recurring monitored violations of the applicable numeric and/or narrative water quality criteria. An impaired water is a water that has been listed on the California 303(d) list or has not yet been listed but otherwise meets the criteria for listing. A waterbody is a portion of a surface water of the state, including ocean, estuary, lake, river, creek, or wetland. The water currently may not be meeting state water quality standards or may be determined to be threatened and have the

potential to not meet standards in the future. The State of California's 303(d) list can be found at <http://www.swrcb.ca.gov/quality.html>.

Impervious Surface - A surface covering or pavement of a developed parcel of land that prevents the land's natural ability to absorb and infiltrate rainfall/storm water. Impervious surfaces include, but are not limited to; roof tops, walkways, patios, driveways, parking lots, storage areas, impervious concrete and asphalt, and any other continuous watertight pavement or covering. Landscaped soil and pervious pavement, including pavers with pervious openings and seams, underlain with pervious soil or pervious storage material, such as a gravel layer sufficient to hold the specified volume of rainfall runoff are not impervious surfaces.

Integrated Pest Management (IPM) – a management strategy for the growth of vegetation which incorporates strategies of plant production and less-toxic pest management suited for the available environment and to protect beneficial uses of the surrounding habitat.

Low Impact Development – A sustainable practice that benefits water supply and contributes to water quality protection. Unlike traditional storm water management, which collects and conveys storm water runoff through storm drains, pipes, or other conveyances to a centralized storm water facility, Low Impact Development (LID) takes a different approach by using site design and storm water management to maintain the site's pre-development runoff rates and volumes. The goal of LID is to mimic a site's predevelopment hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to the source of rainfall. LID has been a proven approach in other parts of the country and is seen in California as an alternative to conventional storm water management.

Maximum Extent Practicable (MEP) - The minimum required performance standard for implementation of municipal storm water management programs to reduce pollutants in storm water. MEP is the cumulative effect of implementing, evaluating, and making corresponding changes to a variety of technically appropriate and economically feasible BMPs, ensuring that the most appropriate controls are implemented in the most effective manner. This process of implementing, evaluating, revising, or adding new BMPs is commonly referred to as the iterative process.

Minimum Control Measure – Practices or behaviors related to a specific topic which can be structured and modified to guide a targeted audience to protect storm water runoff.

Municipal Separate Storm Sewer System (MS4) - The regulatory definition of an MS4 (40 CFR 122.26(b)(8)) is "a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned or operated by a state, city, town, borough, county, parish, district, association, or other public body created to or pursuant to state law.

National Pollutant Discharge Elimination System (NPDES) - A national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the CWA.

New Development - New Development means land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision on an area that has not been previously developed.

Non-Storm Water Discharge - means any discharge to storm sewer systems that is not composed entirely of storm water.

Non-Traditional Small MS4 - Federal and State operated facilities that can include universities, prisons, hospitals, military bases (e.g. State Army National Guard barracks, parks and office building complexes.)

Notice of Intent (NOI) - The application form by which dischargers seek coverage under General Permits, unless the General Permit requires otherwise.

Nuisance - Anything that meets all of the following requirements: (1) is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property; (2) affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; (3) occurs during, or as a result of, the treatment or disposal of wastes.

Open Channel - Flow within a distinct natural or modified channel, calculated as flow velocity times channel cross-sectional area.

Outfall - The point where the District municipal separate storm sewer discharges into an offsite municipal separate storm sewer system or outside of the jurisdiction of the District. Alternatively, the point where water discharges from a component of the District storm sewer system.

Parking Lot - Land area or facility for the parking or storage of motor vehicles.

Pathogen – an organism which causes disease.

Pervious Pavement - Pavement that stores and infiltrates rainfall at a rate that exceeds conventional pavement.

Pesticides – Terms Associated with;

Organophosphorous Pesticides (chlorpyrifos, diazinon, and malathion)

Pyrethroids (bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyhalothrin, permethrin, and tralomethrin)

Carbamates (carbaryl)

Fipronil

Point Source - Any discernible, confined, and discrete conveyance including, but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operations, landfill leachate collection systems, vessel, or other floating craft, from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural storm water runoff.

Pollutant - Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 *et seq.*)), heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water.

Pollutants of Concern - Pollutants of concern found in urban runoff include sediments, non-sediment solids, nutrients, pathogens, oxygen-demanding substances, petroleum hydrocarbons, heavy metals, floatables, polycyclic aromatic hydrocarbons (PAHs), trash, and pesticides and herbicides.

Pollution - An alteration of the quality of the waters of the state by waste to a degree which unreasonably affects the beneficial uses of the water or facilities which serve those beneficial uses.

Receiving Water – Surface water that receives regulated and unregulated discharges from activities on land.

Redevelopment - Land-disturbing activity that results in the creation, addition, or replacement of exterior impervious surface area on a site on which some past development has occurred. Redevelopment does not include trenching, excavation and resurfacing associated with LUPs; pavement grinding and resurfacing of existing roadways; construction of new sidewalks, pedestrian ramps, or bike lanes on existing roadways; or routine replacement of damaged pavement such as pothole repair or replacement of short, non-contiguous sections of roadway.

Riparian Areas – Plant communities contiguous to and affected by surface and subsurface hydrologic features of perennial or intermittent waterbodies. Riparian areas have one or both of the following characteristics: 1) distinctively different vegetative species than adjacent areas, and 2) species similar to adjacent areas but exhibiting more vigorous or robust growth forms. Riparian areas are usually transitional between wetland and upland.

Sediments - Solid particulate matter, both mineral and organic, that is in suspension, is being transported, or has been moved from its site of origin by air, water, gravity, or ice and has come to rest on the earth's surface either above or below sea level.

Sediment Control Measures – Measures used to trap and/or retain detached soil before discharging to receiving waters. These may include: fiber rolls (e.g., keyed-in straw wattles, compost rolls); silt fence; retention basins; and active treatment systems.

Sensitive Waterbody - Receiving waters which are a priority to protect. They include: 1) Areas of Special Biological Significance (ASBS), 2) areas providing or known to provide habitat for chinook

and coho salmon and steelhead, and 3) beaches that serve more than 50,000 people between April 1 and October 31 and are adjacent to flowing storm drains or creeks.

Small MS4 – An MS4 that is not permitted under the municipal Phase I regulations, and which is “owned or operated by the United States, a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes.

Source Control - Land use or site planning practices, or structural or nonstructural measures, that aim to prevent runoff pollution by reducing the potential for contact with rainfall runoff at the source of pollution. Source control BMPs minimize the contact between pollutants and urban runoff.

Surface Drainage - Any above-ground runoff (sheet, shallow concentrated, and open channel) that flows into the storm drain system.

State Water Resources Control Board (SWRCB) – The State Water Resources Control Board’s mission is to preserve, enhance and restore the quality of California’s water resources, and ensure their proper allocation and efficient use for the benefit of present and future generations.

http://www.waterboards.ca.gov/about_us/

Storm Drain System - The basic infrastructure in a municipal separate storm sewer system that collects and conveys storm water runoff to a treatment facility or receiving water body.

Storm Water – Storm water is generated when precipitation from rain and snowmelt events flows over land or impervious surfaces and does not percolate into the ground. As storm water flows over the land or impervious surfaces, it accumulates debris, chemicals, sediment or other pollutants that could adversely affect water quality if the storm water is discharged untreated.

Storm Water Treatment System - Any engineered system designed to remove pollutants from storm water runoff by settling, filtration, biological degradation, plant uptake, media absorption/adsorption or other physical, biological, or chemical process. This includes landscape-based systems such as grassy swales and bioretention units as well as proprietary systems.

Structural Controls - Any structural facility designed and constructed to mitigate the adverse impacts of storm water and urban runoff pollution.

Targeted Audience: Group(s) of people targeted to receive an educational message.

Time of Concentration – The time it takes the most hydraulically-remote drop of water to travel through the watershed to a specific point of interest.

Total Maximum Daily Loads (TMDLs) - The maximum amount of a pollutant that can be discharged into a waterbody from all sources (point and nonpoint) and still maintain water quality standards. Under CWA section 303(d), TMDLs must be developed for all waterbodies that do not meet water quality standards even after application of technology-based controls, more stringent effluent

limitations required by a state or local authority, and other pollution control requirements such as BMPs.

Toxicity – the degree to which a substance is toxic to animals or organisms.

Trash and Debris - Trash consists of litter and particles of litter. California Government Code Section 68055.1 (g) defines litter as all improperly discarded waste material, including, but not limited to, convenience food, beverage, and other product packages or containers constructed of steel, aluminum, glass, paper, plastic and other natural and synthetic materials, thrown or deposited on the lands and waters of the state, but not including the properly discarded waste of the primary processing of agriculture, mining, logging, sawmilling, or manufacturing.

Treatment - Any method, technique, or process designed to remove pollutants and/or solids from polluted storm water runoff, wastewater, or effluent.

Urban Rural Interface - The urban/rural interface is identified as the geographical location at which urban land use and rural land use interact.

Urbanized Area - A densely settled core of census tracts and/or census blocks that have population of at least 50,000, along with adjacent territory containing non-residential urban land uses as well as territory with low population density included to link outlying densely settled territory with the densely settled core. It is a calculation used by the Bureau of the Census to determine the geographic boundaries of the most heavily developed and dense urban areas. From the Phase II final rule (Revised June 2012) <http://www.epa.gov/npdes/pubs/fact2-2.pdf> Data utilized in this Order was derived from 2010 U.S. Census Data.

Waste - Includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Load Allocation -The portion of a receiving water's total maximum daily load that is allocated to one of its existing or future point sources of pollution. Waste load allocations constitute a type of water quality-based effluent limitation.

Water Quality Control Plan (Basin Plan) –The Regional Water Board’s master water quality control planning document. It designates beneficial uses and water quality objectives for waters of the State within each Region, including surface waters and groundwater. It also includes programs of implementation to achieve water quality objectives and discharge prohibitions. Basin Plans are adopted and approved by the State Water Board, U.S. EPA, and the Office of Administrative Law where required.

Watershed Processes – Functions that are provided by watersheds, including but not limited to, groundwater recharge, sediment supply and delivery, streamflow, and aquatic habitat.

APPENDIX L
SWMP Update Log

SWMP UPDATE LOG

Insert additional copies of blank log sheets, as needed.

Update 1
No.

Date May 2016

Section Table of Contents and Appendices

Description of Update:

1. Revised Table of Contents to include:
 - Section 5.5.2.2.a Peak Runoff Mitigation
 - Appendix L – SWMP Update Log
 - Appendix M – Training/Event Log

By: Joe Fullerton and Gwen Alldredge with assistance from CSW/ST2

Update 2
No.

Date May 2016

Section 5.5.2.2.

Description of Update:

Created Section "5.5.2.2.a Peak Runoff Mitigation": Requirements for Development/Redevelopment Projects.

By: Joe Fullerton and Gwen Alldredge with assistance from CSW/ST2

Update
No.

Date

Section Not Applicable

Description of Update:

By:

Update
No.

Date

Section

Description of Update:

By:

APPENDIX M
Training / Event Log

TRAINING / EVENT LOG

Insert additional copies of blank log sheets, as needed.

Log No.	Date	Number of Attendees and Department Description
Description of Training / Event:		

By:

Log No.	Date	Number of Attendees and Department Description
Description of Training / Event:		

By:

Log No.	Date	Number of Attendees and Department Description
Description of Training / Event:		

By:

Log No.	Date	Number of Attendees and Department Description
Description of Training / Event:		

By:

