March 2006

Storm Water Pollution Control Plan – Users Guide
Windward Baseyard

Develop an Environmental Management Program for the State of Hawaii, Department of Transportation, Highways Division Facilities, Hawaii

Prepared For:

State of Hawaii
Department of Transportation
Highways Division

Prepared By:

U.S. Army Corps of Engineers
Honolulu Engineer District

Environet, Inc.

PRESERVING EARTH'S RESOURCES FOR THE FUTURE

This page intentionally left blank

Site Description and Site Drainage

The Windward Baseyard is located on the windward side of Oahu. The baseyard is entirely paved except for landscaped areas along the southern, eastern, and western boundaries of the facility. These landscaped areas are graded towards the pavement in the center of the property, where storm drain inlets are located. There are four storm drain inlets in the center portion of the paved area and one storm drain inlet in the grassy swale near the eastern boundary. The paved areas are used for parking and storage of vehicles and supplies. The paved area is also used to store raw materials such as gravel, sand, and asphalt. An administration building and vehicle shed are located on the southeastern end of the site.

A site plan of the Windward Baseyard is shown on attached Figure 2-1.

Facility Supervisor: Clarence Preston
Facility Address: 45-889 Pookela Street
Kaneohe, HI 96744
Telephone Number: (808) 233-5458

The site is graded towards the center of the property, where storm drain inlets are located. There are four storm drain inlets in the center portion of the paved area and one storm drain inlet in the grassy swale near the eastern boundary (Figure 2-1). The drain inlets are interconnected and drain by gravity to the northern most inlet within the baseyard. This last inlet is connected to the storm drain system in Pookela Street.

There is a drain pipe that outlets into the Windward Baseyard property at the southeast corner behind the Administration Building. It appears to collect runoff from the existing driveway to the State Hospital and the lot adjacent to the baseyard on the south. This flow drains via a grassed swale to the inlet behind the Vehicle Shed.

The nearest water body is the Kupunahala Stream, which is located approximately 1,300 feet to the east of the facility, across Kahekili Highway. Kupunahala Stream feeds into Kaneohe Stream which empties into the Pacific Ocean.

Potential Pollutants

The predominant activities at the facility include parking, limited maintenance of HDOT Highways vehicles and equipment, limited fueling of equipment, and storage of limited quantities of chemicals and raw materials. Potential pollutants derived from these activities include various petroleum products, herbicides, traces of heavy metals (cadmium, chromium and lead), and solid waste debris.

A list of potential pollutant sources has been provided below:

- One (1) 50-gallon capacity diesel fuel truck with dispenser, which is parked under the vehicle shed.
- Small quantities of petroleum products (gasoline, motor oil, hydraulic oil), stored in either the original manufacturer's containers or <5-gallon containers, and secured within flammable storage lockers in the vehicle shed.
- Small quantities of herbicides (Roundup ®) stored in the original manufacturer's containers, and secured within flammable storage lockers in the vehicle shed.
- Raw materials, such as sand, gravel, and asphalt that are stored on-site.
- Solid waste debris picked up from HDOT right-of-ways.

Best Management Practices

By using proper management techniques and practices it is possible to improve control of the identified potential sources of pollutants and reduce the number of spills/releases to the storm water system. Best management practices (BMPs) applicable to the Windward Baseyard are attached to this Users Guide as Appendix A1 through A6. The following table summarizes potential sources that may affect runoff and the BMPs to be utilized to minimize affected runoff from the Windward Baseyard:

Summary of Best Management Practices

Potential Sources of Affected Runoff	Potential Pollutants	BMP
Facility washing	cold asphalt mix, diesel, gasoline, hydraulic fluid, grease, oil, solvents, lubricants, herbicides, traces of heavy metals (cadmium, chromium and lead), and debris	• A1: Housekeeping Practices • A4: Material Storage
Rubbish storage containers	debris	• A1: Housekeeping Practices
Equipment washing and maintenance	diesel, gasoline, hydraulic fluid, grease, oil, solvents, lubricants, herbicides, and traces of heavy metals (cadmium, chromium and lead)	• A2: Vehicle and Equipment Washing, Maintenance and Repair • A1: Housekeeping Practices
Fueling of equipment	diesel, gasoline, hydraulic fluid, grease, oil, and traces of heavy metals (cadmium, chromium and lead)	• A3: Vehicle and Equipment Fueling • A1: Housekeeping Practices
Improper disposal of chemicals	diesel, gasoline, hydraulic fluid, grease, oil, solvents, lubricants, herbicides, and traces of heavy metals (cadmium, chromium and lead)	• A6: Hazardous Waste Management • A1: Housekeeping Practices
Chemical storage container failure	diesel, gasoline, hydraulic fluid, grease, oil, solvents, lubricants, herbicides, and traces of heavy metals (cadmium, chromium and lead)	• A4: Material Storage • A5: Spill Prevention and Response • A1: Housekeeping Practices

Potential Sources of Affected Runoff	Potential Pollutants	BMP
Improper storage of chemicals (i.e. container deterioration, exposure to rain, no secondary containment)	cold asphalt mix, diesel, gasoline, hydraulic fluid, grease, oil, solvents, lubricants, herbicides, and traces of heavy metals (cadmium, chromium and lead)	• A4: Material Storage • A5: Spill Prevention and Response • A1: Housekeeping Practices
Application and use of chemicals	grease, oil, solvents, lubricants, herbicides, and traces of heavy metals (cadmium, chromium and lead)	• A1: Housekeeping Practices • A5: Spill Prevention and Response
Major equipment leaks	diesel, gasoline, hydraulic fluid, oil and traces of heavy metals (cadmium, chromium and lead)	• A5: Spill Prevention and Response • A1: Housekeeping Practices

Spill Containment and Remediation

Small spills of oil (less than 25 gallons) which are capable of being cleaned up within 72 hours and do not threaten ground or surface waters will be cleaned up using absorbent materials or other acceptable practices, without disrupting facility operations. Daily inspections of the facility will identify any small spills, which will be addressed immediately.

In the event of a large or uncontrolled release, the Supervisor shall act as the Emergency Coordinator (EC) until relieved by the appropriate HDOT Highways personnel.

In the event of any spill, employees should follow the guidelines listed below and in the Spill Prevention and Response BMP (Appendix A5), where practicable.

Step 1: STOP WORK

- Shut down pumps and equipment and secure valves and work operations.
- Shut down any nearby propane/fuel/compressed gas tanks.
- Move away from the affected area.

Step 2: ASSESS THE SITUATION

- Check the scene for safety.
- Determine what happened and the hazards.
- Determine the number of victims and their condition.

Step 3: CALL THE AUTHORITIES

- Call H3 Tunnel dispatch at 485-6200.
- If H3 Tunnel dispatch is not available, call 911 for emergency situations.
- Notify supervisor and alert others in the baseyard of the incident via:

- Voice;
- Hand-held radios; and/or
- Other effective means.

Step 4: CONTROL THE SCENE

- Keep non-essential employees away from the spill area.
- Evaluate the situation and decide whether to implement a "fight or flight" (stay and contain the hazard or evacuate for personal safety) response. This should be done by the EC or other appropriate HDOT Highways personnel by gathering the following information, if it can be done safely:
  - Your name, location, and how you may be reached.
  - Location of the release.
  - Type, quantity, and description of the release.
  - Hazards of the release.
  - Type of media affected (soil, asphalt, concrete, etc.).
  - Rate of the release.
  - Migratory direction of the release.
  - Potential for fire or explosion.
  - Potential for human exposure.
  - Potential for migration to surface water (ocean, storm drains, etc.).
  - Never subject yourself or other personnel to unreasonable risk of illness or injury.
  - Remove all injured persons from the area of danger and render first aid.
- If the decision is to "fight," personnel are to don the appropriate personal protective equipment (PPE).
- Eliminate all possible sources of ignition/detonation such as vehicle engines, welding and grinding operations, and smoking.
- Remove or isolate ignitable and incompatible materials from the area of the release if the spill is of a flammable substance.
- Locate, stop, and contain the source of the release by:
  a. Closing, checking, repairing, plugging valves.
  b. Plugging and patching holes.
- Confine the release to prevent further migration by:
  - Diking and berming using sand, soil, or other inert material;
  - Sealing storm drains with plastic and sandbags;
  - Placing granular sorbent or absorbent pads and booms;

- Diverting the chemicals from entering drains, manholes, streams, etc.; or
- Implementing retention techniques.

- Call the facility spill response contractor for cleanup and removal of accumulated product resulting from the release. The contractor will remove spilled product and properly dispose of the material in accordance with applicable state and federal regulations.
- If the release is not readily and easily controlled, evacuation may be necessary.
- If the decision is the "flight" option, the EC or other appropriate HDOT Highways personnel is to immediately alert and evacuate all personnel.
- Evacuate all personnel along the nearest evacuation route to the designated assembly area as shown on Figure 2-1.
- Implement proper decontamination procedures on vehicles, affected media, PPE, and equipment.
- Package all used decontamination solution, disposable PPE, and affected media in U.S. Department of Transportation (U.S. DOT) - specified containers.
- Label, transport, and dispose of hazardous materials/waste in accordance with applicable government regulations.

A Spill Response Documentation Form (Appendix B) that should be completed is discussed in detail below and attached to this Users Guide.

Employee Training

Training for maintenance personnel shall include the following topics and shall be completed at the following frequency.

Summary of Employee Training Program

Training Topic	Trainee	Responsibility	Frequency
Potential Pollutants	Maintenance Staff	Facility Supervisor	Annually
Best Management Practices	Maintenance Staff	Facility Supervisor	Annually
Past Releases and Causes	Maintenance Staff	Facility Supervisor	Annually
Spill Prevention and Response Plan	Maintenance Staff	Facility Supervisor	Annually
Site Inspections	Maintenance Staff	Facility Supervisor	Annually

Documentation Procedures

When the facility supervisor or other trainer trains maintenance personnel, they are to have all individuals attending the training sign in on a Training Log. At the top of the Training Log is a checklist of possible items to be covered during the training; the trainer is to check of the topics

covered and sign the top of the log, as appropriate. The facility supervisor is to keep an annual Training Binder to document all training activities performed each year.

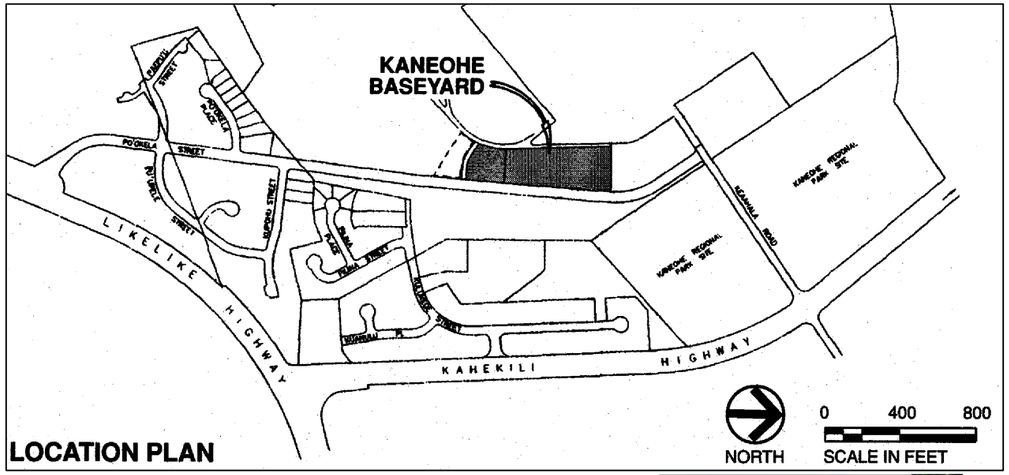
Records shall be kept that document all spills, leaks and other discharges, including hazardous substances in reportable quantities that occur at the facility. A copy of the Spill Response Documentation Form is attached (Appendix B).

The facility will be inspected quarterly by a HDOT Highways third-part inspector (someone not assigned to the facility being inspected). Reports of all inspections performed at the site shall be retained at the facility. The inspector shall use the Third-Party Site-Specific SWPCP Facility Inspection form (Appendix C) to document all observations, particularly the effectiveness of site BMPs. Inspection records shall be analyzed to determine if BMPs are effective, and if not, what needs to be done to improve the methods used at the site.

Attachments

The following items are attached to this SWPCP Users Guide for reference:

- Figure 2-1: Site Plan
- Appendix A1: Housekeeping Practices BMP
- Appendix A2: Vehicle and Equipment Washing, Maintenance and Repair BMP
- Appendix A3: Vehicle and Equipment Fueling BMP
- Appendix A4: Material Storage BMP
- Appendix A5: Spill Prevention and Response BMP
- Appendix A6: Hazardous Waste Management BMP
- Appendix B: Spill Response Documentation Form
- Appendix C: Third-Party Site-Specific SWPCP Facility Inspection Form



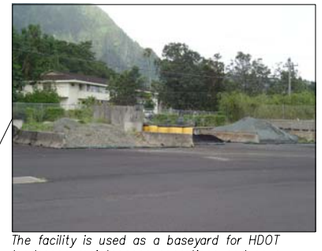
LOCATION PLAN

An administration building and vehicle shed are located on the south-eastern corner of the site.

Washing is done on the asphalt pad located between the two structures.

There are four storm drain inlets in the center portion of the paved area and one storm drain inlet in the grassy swale near the eastern boundary.

The baseyard is entirely paved except for landscaped areas along the eastern and western boundaries of the facility. These landscaped areas are graded towards the pavement in the center of the property, where storm drain inlets are located.



The facility is used as a baseyard for HDOT landscape maintenance operations and as a storage area for HDOT maintenance supplies.

TRUE NORTH
1" = 80'

STATE HOSPITAL

WINDWARD COMMUNITY COLLEGE

BANYAN DRIVE

EXISTING DRIVEWAY

EXISTING FIELD OFFICES FOR HDOT CONSTRUCTION PROJECTS

BOTTOM OF BANK

PARKING

OFFICE TRAILER

RAW MATERIAL STORAGE AREA

SOLID WASTE DEBRIS STORAGE AREA

STORAGE OF CONCRETE BARRICADES

D24

D30

ASPHALT BERM

STORM DRAIN INLET (TYP.)

ADMINISTRATION BUILDING

VEHICLE SHED

D18

FENCE AND TOP OF BANK

GRASSED AREA

GATE

GROUTED RIP-RAP

POOKELA STREET

EVACUATION ASSEMBLY AREA

D36

LEGEND:

- APPROXIMATE EXTENT OF PAVED AREA
- DIRECTION OF RUNOFF FLOW
- EVACUATION ASSEMBLY AREA
- D18 — DRAINLINE WITH SIZE OF PIPE IN INCHES (NO NUMBER INDICATES PIPE SIZE IS UNKNOWN)

80' 40' 0 80' 160'

SCALE: 1" = 80'

REFERENCES: STATE DOT, HIGHWAYS DIVISION

\FY04\104-019 State DOT EMP\Drawing\Kaneohe Baseyard.dwg\062005

STORM WATER POLLUTION CONTROL PLAN – KANEOHE BASEYARD

ENVIRONET, INC.
PRESERVING EARTH'S RESOURCES FOR THE FUTURE

SITE PLAN

FIGURE 2-1

This page intentionally left blank

APPENDIX A1

HOUSEKEEPING PRACTICES BEST MANAGEMENT PRACTICE

Description

Daily activities performed by HDOT require the use of materials and products that are potential contaminants in storm water. Good housekeeping practices at the facilities where these materials are used and/or stored are intended to maintain a clean, safe, and orderly working environment. A clean and orderly work area reduces the possibility of accidental spills caused by mishandling of equipment and should reduce safety hazards to personnel.

Limitations

There are no major limitations to the implementation of this BMP. This BMP of good housekeeping practices is to be followed by all HDOT personnel performing activities at the HDOT baseyards.

#	Approach	Check
A1-1	Train HDOT employees in good housekeeping practices on an annual basis.	☐
A1-2	Minimize water use in washing activities.	☐
A1-3	Sweep or vacuum maintenance facility floors regularly to prevent tracking materials.	☐
A1-4	Do not overfill trash receptacles or leave trash outside of containers.	☐
A1-5	Keep trash receptacles of all sizes covered.	☐
A1-6	Pickup and properly dispose of litter and debris on a regular basis.	☐
A1-7	Use absorbent materials in work areas rather than hosing them down whenever possible.	☐
A1-8	Maintain an ample supply of spill cleanup materials that are in good condition.	☐
A1-9	Promptly clean spills with rags or absorbent material, and properly dispose of cleaning materials.	☐
A1-10	Inspect facility storm drain inlets regularly for clogging and debris. Clean as necessary.	☐
A1-11	Clean storm drain inlets by either shoveling or using of a vacuum truck.	☐
A1-12	Material in storm drain inlets is not to be flushed downstream.	☐
A1-13	Maintain accurate inventory of stored products and materials.	☐
A1-14	Label products and material properly.	☐
A1-15	Use up existing products and materials before purchasing or using additional ones of the same kind.	☐
A1-16	Avoid excessive watering of landscaped areas to minimize runoff.	☐
A1-17	Store materials removed from HDOT's rights-of-way in covered areas to the extent practicable. Do not store in areas where storm water runoff flows to drain inlets.	☐
A1-18	Dispose of materials removed from HDOT's rights-of-way in a timely manner.	☐
A1-19	Identify all chemical substances present in the workplace, compile Material Safety Data Sheets (MSDS), and store MSDS in an area where all employees have access.	☐
A1-20	Perform facility inspections on a regular basis to ensure good housekeeping practices are being followed by facility personnel.	☐

APPENDIX A2

VEHICLE AND EQUIPMENT WASHING, MAINTENANCE AND REPAIR BEST MANAGEMENT PRACTICE

Description

Routine maintenance of vehicles and equipment must be done to maintain their proper operation. In addition to washing, maintenance may include vehicle and equipment fluids removal, engine and parts cleaning, or tire repair and replacement. This BMP is intended to reduce the impact of these activities on storm water runoff.

Limitations

There are no major limitations to the implementation of this BMP.

#	Approach	Check
A2-1	Wash vehicles and equipment in designated areas away from storm drain inlets.	☐
A2-2	Use vehicle wash racks whenever practical. Ensure that rinse water from wash racks and sinks does not drain to the storm drainage system. Connect all sinks to the sanitary sewer system.	☐
A2-3	Prohibit washing and repair of personal vehicles at HDOT facilities.	☐
A2-4	Maintain HDOT vehicles in good operating condition.	☐
A2-5	Inspect damaged vehicles for fluid leaks as soon as possible. Use drip pans as necessary.	☐
A2-6	Transfer removed vehicle fluids to designated storage container(s) as soon as possible.	☐
A2-7	Use drip pans whenever changing vehicle fluids.	☐
A2-8	Store exposed drums/containers of liquid material or wastes on secondary containment pallets when in use.	☐
A2-9	Remove drip pan promptly after vehicle plugs have been tightened and checked to assure no leakage.	☐
A2-10	Check degreasing solvent tank for leaks regularly. Repair as necessary.	☐
A2-11	Allow parts to drain over solvent tank or drip pan. Do not allow solvent to drip or spill onto the floor.	☐
A2-12	Designate areas in service bays for parts cleaning. Do not wash or rinse parts outdoors.	☐
A2-13	Use a vacuum to cleanup dust from sanding.	☐
A2-14	Use damp cloths, brooms, and absorbent material for cleaning. Do not hose or blow the area to remove dust.	☐
A2-15	Maintain an ample supply of absorbent material near maintenance areas.	☐
A2-16	Store materials for constructing temporary berms to protect storm drain inlets in the event of a spill.	☐
A2-17	Install “No Dumping” placards on all storm drains at HDOT facilities to educate personnel that non-storm water is not to be discharged to the storm drainage system.	☐

APPENDIX A3

VEHICLE AND EQUIPMENT FUELING BEST MANAGEMENT PRACTICE

Description

During fueling of vehicles and equipment, there is the potential for leaked or spilled fuel to contaminate storm water. The procedures outlined in this BMP are intended to prevent fuel spills and leaks and reduce their impact on storm water.

Limitations

There are no major limitations to the implementation of this BMP.

#	Approach	Check
A3-1	Perform fueling of vehicles and equipment in designated areas, away from drain inlets, drainage channels, or receiving waters.	☐
A3-2	Maintain an ample supply of spill cleanup materials and spill control equipment near fueling areas.	☐
A3-3	Equip fuel trucks and mobile tanks with spill cleanup materials.	☐
A3-4	Discourage topping off and unattended fueling.	☐
A3-5	Post proper fueling and cleanup instructions in fueling areas.	☐
A3-6	Avoid hosing off fueling area.	☐
A3-7	Inspect portable fueling tanks along with hoses and dispensing nozzles regularly for cracks and leaks. Repair as needed.	☐
A3-8	Check for proper operation of automatic shut off controls on fuel dispensing nozzles. Repair as needed.	☐

APPENDIX A4

MATERIALS STORAGE BEST MANAGEMENT PRACTICE

Description

A variety of products and materials that may adversely affect water quality are stored at HDOT baseyards. This BMP is intended to reduce the potential for the contamination of storm water by minimizing exposure of such products and materials to storm water.

Limitations

There are no major limitations to the implementation of this BMP.

#	Approach	Check
A4-1	Store materials in appropriate containers as recommended by the manufacturer.	☐
A4-2	Ensure that all containers are closed, securely fastened, stored neatly, and properly labeled.	☐
A4-3	Maintain accurate inventory of stored supplies. Periodically review inventory and storage areas to evaluate the need to keep stored materials. Supplies that are past their expiration date should be evaluated to see if they are still suitable for use. Supplies that are deteriorating or in bad condition should be discarded regardless of their expiration date. Properly dispose of materials that do not need to be kept.	☐
A4-4	Store materials and containers indoors or in covered areas whenever practical.	☐
A4-5	Place containers atop pallets when storing containers outdoors, to minimize contact with run off/run-on.	☐
A4-6	Cover containers and materials with a tarp when storing them outdoors, wherever practical.	☐
A4-7	Store materials that must be stored in the open away from drain inlets and natural waterways to minimize their contact with storm water. Berm uncovered areas where stockpile erosion or contaminated runoff can occur. Direct collected runoff from within the berms to a sump or low area for removal by pumping or vacuuming. Dispose of collected water in the sanitary sewer.	☐
A4-8	Maintain an ample supply of spill clean-up materials near storage areas.	☐
A4-9	Clean small spills with rags or absorbent material. For larger spills, contact spill response personnel immediately.	☐
A4-10	Sweep or vacuum up spilled materials that can be conveyed in storm water flows.	☐
A4-11	Inspect storage areas regularly. Look for leaking or corroded containers, chemical discoloration, or other changes in the containers or contents that may indicate a potentially hazardous condition or chemical deterioration.	☐

APPENDIX A5

SPILL PREVENTION AND RESPONSE BEST MANAGEMENT PRACTICE

Description

Spills of materials used and stored at HDOT baseyards can contaminate storm water runoff. The guidelines outlined in this BMP are intended to prevent spills from occurring and to outline procedures to be followed in the event of a spill.

Small spills of oil (less than 25 gallons) which are capable of being cleaned up within 72 hours and do not threaten ground or surface waters will be cleaned up using absorbent materials or other acceptable practices, without disrupting facility operations. Daily inspections of the facility will identify any small spills, which will be addressed immediately.

In the event of a large or uncontrolled release, the Supervisor shall act as the Emergency Coordinator (EC) until relieved by the appropriate HDOT personnel. Employees should follow the guidelines listed below where practicable.

Limitations

HDOT does not have legal responsibility for cleanup outside of the right-of-way in cases where a third party generates the spill. The Honolulu Fire Department (HFD) is typically the lead agency for emergency response to hazardous spills on all non-military lands of Oahu. Highways Division assists the HFD with spill response for spills within Highways Division's rights-of-way. Once the emergency is stabilized, the release response may be turned over to DOH. In certain situations, DOH may be the lead agency. The Military Fire Department is the lead agency for emergency response to hazardous spills on military lands.

#	Approach	Check
A5-1	Stop work.	☐
A5-2	Shut down pumps and equipment and secure valves and work operations.	☐
A5-3	Shut down any nearby propane tanks.	☐
A5-4	Move away from the affected area.	☐
A5-5	Notify and alert others of the incident via: (1) Voice; (2) Hand-held radios; and/or (3) Other effective means.	☐
A5-6	Keep non-essential employees away from the spill area.	☐
A5-7	Notify the EC.	☐
A5-8	The EC shall evaluate the situation and decide whether to implement a "fight or flight" (stay and contain the hazard or evacuate for personal safety) response by gathering the following information, if it can be done safely: 1. Your name, location, and how you may be reached. 2. Location of the release. 3. Type, quantity, and description of the release. 4. Hazards of the release. 5. Type of media affected (soil, asphalt, concrete, etc.). 6. Rate of the release. 7. Migratory direction of the release. 8. Potential for fire or explosion. 9. Potential for human exposure. 10. Potential for migration to surface water (ocean, storm drains, etc.).	☐

APPENDIX A5

SPILL PREVENTION AND RESPONSE BEST MANAGEMENT PRACTICE (Continued)

#	Approach	Check
A5-9	Never subject yourself or other personnel to unreasonable risk of illness or injury.	☐
A5-10	Remove all injured persons from the immediate area of danger and render first aid. If injuries are severe, call 911 for emergency medical assistance.	☐
A5-11	If the decision is to "fight," personnel are to don the appropriate personal protective equipment (PPE).	☐
A5-12	Eliminate all possible sources of ignition/detonation such as vehicle engines, welding and grinding operations, and smoking.	☐
A5-13	If the spill is of a flammable substance, remove or isolate ignitable and incompatible materials from the area of the release.	☐
A5-14	Locate, stop, and contain the source of the release by: 1. Closing, checking, repairing, plugging valves; and/or 2. Plugging and patching holes.	☐
A5-15	Confine the release to prevent further migration by: 1. Diking and berming using sand, soil, or other inert material; 2. Sealing storm drains with plastic and sandbags; 3. Placing granular sorbent or absorbent pads and booms; 4. Diverting the chemicals from entering drains, manholes, streams, etc.; or 5. Implementing retention techniques.	☐
A5-16	Call the facility spill response contractor for cleanup and removal of accumulated product resulting from the release. The contractor will remove spilled product and properly dispose of the material in accordance with applicable state and federal regulations.	☐
A5-17	If the release is not readily and easily controlled, evacuation may be necessary.	☐
A5-18	If the EC decides on the "flight" option, the EC is to immediately alert and evacuate all personnel.	☐
A5-19	Call H3 tunnel dispatch at 485-6200 and notify them of the spill. If H3 Tunnel dispatch is not available, call 911 for emergency situations (Refer to SWPCP Table 4-2)	☐
A5-20	Personnel are to proceed along the nearest evacuation route to the designated assembly area as shown on Figure 2-1.	☐
A5-21	Implement proper decontamination procedures on vehicles, affected media, PPE, and equipment.	☐
A5-22	All used decontamination solution, disposable PPE and affected media must be properly packaged in U.S. Department of Transportation (U.S. DOT) - specified containers.	☐
A5-23	Labeling, transportation and subsequent disposal of hazardous materials/waste must be in accordance with applicable government regulations.	☐
A5-24	Complete the Spill Response Documentation form provided in Appendix B.	☐

APPENDIX A6

HAZARDOUS WASTE MANAGEMENT BEST MANAGEMENT PRACTICE

Description

Many of the chemicals used on-site are hazardous materials, which become hazardous waste upon disposal. These wastes may include:

- Paints and solvents;
- Petroleum products such as oils, fuels, and grease;
- Herbicides and pesticides;
- Acids from lead/acid batteries; and
- Other compounds.

The procedures outlined in this BMP are intended to prevent or reduce the discharge of pollutants to storm water *and to the land* from hazardous waste through proper material use, waste disposal, and training of employees and subcontractors.

Limitations

Hazardous waste that cannot be reused or recycled must be disposed of by a licensed hazardous waste transporter.

#	Approach	Check
A6-1	Use the entire product before disposing of the container.	☐
A6-2	Do not remove the original product label; it contains important safety and disposal information.	☐
A6-3	Do not over-apply herbicides and pesticides. Prepare only the amount needed. Follow the recommended usage instructions. Over-application is expensive and environmentally harmful. Apply surface dressings in several smaller applications, as opposed to one large application, to allow time for infiltration and to avoid excess material being carried off-site by runoff. Do not apply these chemicals just before it rains. Follow HDOT's Chemical Application Plan.	☐
A6-4	Do not clean out brushes or rinse paint containers into the dirt, street, gutter, storm drain, or stream. "Paint out" brushes as much as possible. Rinse water-based paints to the sanitary sewer. Filter and re-use thinners and solvents. Dispose of excess oil based paints and sludge as hazardous waste.	☐
A6-5	Only purchase and store reasonable quantities of hazardous materials.	☐
A6-6	Select designated hazardous waste collection areas on-site.	☐
A6-7	Hazardous materials and wastes should be stored in covered containers and protected from vandalism.	☐
A6-8	Place hazardous waste containers in secondary containment.	☐
A6-9	Do not mix wastes, this can cause chemical reactions, make recycling impossible, and complicates disposal.	☐
A6-10	Recycle any useful material such as used oil or water-based paint.	☐

APPENDIX A6

HAZARDOUS WASTE MANAGEMENT BEST MANAGEMENT PRACTICE (Continued)

#	Approach	Check
A6-11	Make sure that toxic liquid wastes (used oils, solvents, and paints) and chemicals (acids, pesticides, additives, curing compounds) are not disposed of in dumpsters designated for construction debris.	☐
A6-12	Arrange for regular waste collection before containers overflow.	☐
A6-13	Make sure that hazardous waste (e.g. excess oil-based paints and sludges) is collected, removed, and disposed of only at authorized disposal areas by a licensed hazardous waste transporter.	☐
A6-14	Place a stockpile of spill cleanup materials where it will be readily accessible.	☐
A6-15	If a container does spill, clean up immediately.	☐

APPENDIX B

SPILL RESPONSE DOCUMENTATION FORM

Date:	Completed By:
Date of Spill:	
Material Spilled:	Quantity of Material Spilled:
Describe Location of Spill:	
Ground surface on which material was spilled:	
Describe how the spill occurred:	
Duration before spill response action was implemented:	Duration before spill response action was completed:
Describe how the source of the release was stopped or contained:	
Describe measures taken to prevent further migration of spilled material:	
Describe the material used to remediate the spill:	
Describe how the material used to remediate the spill was stored and disposed:	
Describe measures taken to prevent this type of spill in the future:	
Provide other relevant information:	

This page intentionally left blank

APPENDIX C

THIRD-PARTY SITE-SPECIFIC SWPCP FACILITY INSPECTION FORM

Facility Name:	
Inspector's Name & Title:	
Date & Time of Inspection:	
Weather:	☐ Raining ☐ Sunny ☐ Cloudy ☐ High Wind ☐ Moderate Wind ☐ Calm Precipitation in last 24 hours? ☐ Yes ☐ No

SITE OBSERVATIONS / MANAGEMENT CONTROLS / BMPs

Issue Being Evaluated	Yes	No	N/A	Comments and Corrective Actions
Are preventive maintenance and housekeeping activities being implemented and documented?				
Are all work areas and storage areas neat and clean?	☐	☐	☐	
Are the loading and unloading areas clean?	☐	☐	☐	
Is the drainage area clean of debris (paper, leaves)?	☐	☐	☐	
Catch basins cleaned	☐	☐	☐	
Regular removal/disposal of trash and waste products	☐	☐	☐	
Are dumpsters and recycle bins kept closed when not in use?	☐	☐	☐	
Are potential pollutants stored under covered areas?	☐	☐	☐	
Are drums stored within secondary structures / containment?	☐	☐	☐	

APPENDIX C

THIRD-PARTY SITE-SPECIFIC SWPCP FACILITY INSPECTION FORM (Continued)

Issue Being Evaluated	Yes	No	N/A	Comments and Corrective Actions
Are any material storage containers, equipment, etc. leaking?	☐	☐	☐	
Are oily parts and/or chemical containers exposed to storm water contact?	☐	☐	☐	
Are materials properly labeled?	☐	☐	☐	
Identification of all chemicals (MSDSs)	☐	☐	☐	
Prevention of chemical accumulation on ground in building	☐	☐	☐	
Vehicles are serviced in covered areas	☐	☐	☐	
Is any equipment maintenance being performed outdoors?	☐	☐	☐	
Is equipment or vehicles being washed in designated areas?	☐	☐	☐	
Are drip pans placed under equipment and vehicles?	☐	☐	☐	
Are drip pans clean and in good condition (not leaking)?	☐	☐	☐	
Petroleum products recycled	☐	☐	☐	
Is there dirt and grease buildup in the parking lot?	☐	☐	☐	

APPENDIX C

THIRD-PARTY SITE-SPECIFIC SWPCP FACILITY INSPECTION FORM (Continued)

Issue Being Evaluated	Yes	No	N/A	Comments and Corrective Actions
Are there stains on the paved areas?	☐	☐	☐	
Any water flowing into outfall/off-site? (if yes, identify source)	☐	☐	☐	
Visual inspection of facility	☐	☐	☐	
Maintenance of inspection log (documented and current)	☐	☐	☐	
Proper training of employees	☐	☐	☐	
Restrict access to area and equipment	☐	☐	☐	
Other	☐	☐	☐	
Have spill prevention and response procedures been implemented and is spill prevention equipment operational and ready?				
Visual inspection of paved areas for spills and leaks	☐	☐	☐	
Prompt removal of any spills or leaks using spill kits	☐	☐	☐	
Spill response equipment stocked and inspected	☐	☐	☐	
Other	☐	☐	☐	

APPENDIX C

THIRD-PARTY SITE-SPECIFIC SWPCP FACILITY INSPECTION FORM (Continued)

REVIEW OF STROM WATER POLLUTION CONTROL PLAN (SWPCP)

Issue Being Evaluated	Yes	No	Comments
Are there changes to the site description?	☐	☐	
Are there changes to storm water control features?	☐	☐	
Are there changes to potential pollutant sources or activities?	☐	☐	
Are there changes to storm water program personnel?	☐	☐	
Have there been any spills or releases?	☐	☐	
Are corrective actions necessary?	☐	☐	
Are there changes in employee responsibilities regarding storm water protection?	☐	☐	

Question	Yes	No
If yes to any of the above, have revisions to the SWPCP Plan been made?	☐	☐
Are additional revisions recommended?	☐	☐
If revisions have not been made or are not recommended, indicate reason:		
Do the existing management controls/best management practices appear to be effective in reducing the potential for storm water pollution? If no, indicate reason:	☐	☐
Are there any additional management controls/best management practices recommended as a result of the site inspection? If yes, describe new storm water management/best management control needed to address sources of pollutants and a time schedule for implementation:	☐	☐

APPENDIX C

THIRD-PARTY SITE-SPECIFIC SWPCP FACILITY INSPECTION FORM (Continued)

REVIEW OF TRAINING

Issue Being Evaluated	Yes	No	Comments
Have employees been informed and trained of revisions?	☐	☐	
Is annual employee training current?	☐	☐	
Are employee training records documented?	☐	☐	
If no to any of the above, indicate reason for discrepancy and what corrective actions will be taken:			

REVISIONS OF STORM WATER POLLUTION CONTROL PLAN

Question	Yes	No
Have all revisions been made to the SWPCP, re-signed, nd submitted to the Hawaii State Department of Health within 30 days of the revision (if applicable)?	☐	☐
If no, indicate reason:		

STORM WATER POLLUTION CONTROL PLAN COMPLIANCE

Based on site observations and review of facility records conducted as part of this inspection report, this facility is determined to be in compliance with the facility's SWPCP.

Facility: _____

Printed Name: _____

Signature: _____

Title: _____

Date: _____

This page intentionally left blank