

April 2006

*Storm Water Pollution Control Plan
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



State of Hawaii
Department of Transportation
Highways Division



Storm Water Pollution Control Plan 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., Honolulu, Hawaii

April 2006

This page intentionally left blank

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
SECTION 1. INTRODUCTION.....	1-1
1.1 Background.....	1-1
1.2 Purpose.....	1-2
SECTION 2. SITE DESCRIPTION.....	2-1
2.1 Facility Operations.....	2-1
2.2 Site Drainage.....	2-2
SECTION 3. POTENTIAL POLLUTANTS AND SITE RUNOFF	3-1
3.1 Potential Pollutants	3-1
3.2 Routine Runoff.....	3-1
3.3 Non-Routine Runoff	3-1
3.4 Historical Pollution Sources	3-2
SECTION 4. POLLUTANT CONTROL STRATEGIES.....	4-1
4.1 Best Management Practices	4-1
4.2 Spill Prevention and Response Plan	4-2
4.2.1 Safety Measures	4-3
4.2.2 Responsible Personnel and Emergency Contact Procedures	4-3
4.2.3 Spill Containment and Remediation	4-3
SECTION 5. SWPCP IMPLEMENTATION	5-1
5.1 Employee Training.....	5-1
5.2 Protocol for Site Inspections.....	5-2
5.3 Documentation Procedures	5-2
5.4 Revisions to the SWPCP.....	5-3
SECTION 6. REFERENCES.....	6-1

LIST OF FIGURES

<u>Figure</u>	<u>Title</u>	<u>Page</u>
2-1	Site Plan	2-3

LIST OF TABLES

<u>Table</u>	<u>Title</u>	<u>Page</u>
4-1	Summary of Best Management Practices	4-2
4-2	Emergency Contact Information.....	4-3
5-1	Summary of Employee Training Program.....	5-2

LIST OF APPENDICES

<u>Appendix</u>	<u>Title</u>
A	Best Management Practices <ul style="list-style-type: none">• A1: Housekeeping Practices• A2: Vehicle and Equipment Washing, Maintenance and Repair• A3: Vehicle and Equipment Fueling• A4: Material Storage• A5: Spill Prevention and Response• A6: Hazardous Waste Management
B	Spill Response Documentation Form
C	Third-Party Site-Specific SWPCP Facility Inspection Form
D	Site-Specific SWPCP Training Log
E	Revision Logs <ul style="list-style-type: none">• E1: SWPCP Revision Log• E2: SWPCP Revision History

LIST OF ACRONYMS

<u>Acronym</u>	<u>Meaning</u>
BMP	Best Management Practice
CFR	Code of Federal Regulations
CWA	Clean Water Act
EC	Emergency Coordinator
EMP	Environmental Management Plan
EPA	U.S. Environmental Protection Agency
FWPCA	Federal Water Pollution Control Act
HAR	Hawaii Administrative Rules
HDOH	State of Hawaii, Department of Health
HDOT	State of Hawaii, Department of Transportation
HEER	Hazard Evaluation and Emergency Response
Highways	Highways Division
MSDS	Material Safety Data Sheet
NPDES	National Pollutant Discharge Elimination System
NRC	National Response Center
NRS	National Response System
PPE	Personal Protective Equipment
SWMP	Storm Water Management Program
SWPCP	Storm Water Pollution Control Plan

This page intentionally left blank.

Section 1.

Introduction

Environet, Inc. (EI) has been contracted to develop a site-specific Storm Water Pollution Control Plan (SWPCP) as part of the Storm Water Management Program (SWMP) and Storm Water Pollution Control Program (SWPCP) portion of the Environmental Management Program (EMP) for State of Hawaii, Department of Transportation (HDOT), Highways Division (Highways) baseyard facilities. This SWPCP has been prepared for the HDOT Highways Windward Baseyard located at 45-889 Pookela Street in Kaneohe, Oahu, Hawaii.

1.1 Background

In 1972, Congress passed legislation under the Federal Water Pollution Control Act (FWPCA) creating the National Pollutant Discharge Elimination System (NPDES), which set the direction of water pollution control in the United States. The NPDES program established permitting requirements for anyone wishing to discharge pollutants to the waters of the United States. The discharge permits set limits on the composition of discharge and the concentration of pollutants in the discharge.

According to studies on water quality, storm water discharges were identified as being a significant source of water pollution. To address this problem, the FWPCA was amended by the Clean Water Act (CWA) of 1977 to restore and maintain the chemical, physical, and biological integrity of the Nation's waters. The CWA provided the United States Environmental Protection Agency (EPA) with the authority to control point-source storm water discharges that convey pollutants to the waters of the United States, and also required each State to establish water quality standards for its surface waters. In 1987, the CWA was amended by the Water Quality Act which gave the EPA authority to issue permits for storm water discharges associated with industrial activities, and discharges from large and medium municipal separate storm sewer systems. On November 16, 1990, the EPA issued regulations (contained in 40 Code of Federal Regulations [CFR] Parts 122, 123, and 124) establishing permit application requirements for these storm water discharges. HDOT Highways has facilities that engage in industrial activities, and therefore, is required to comply with the regulations covering storm water discharges associated with industrial activities and municipal separate storm sewer systems.

The State of Hawaii has been delegated NPDES permitting authority by the EPA. Through such delegation, the State of Hawaii Department of Health (HDOH) is responsible for administering the NPDES program throughout Hawaii in the same manner that the EPA's regional offices administer the program in non-NPDES States. On October 29, 1992, the HDOH put rules into effect to implement the storm water program in the Hawaii Administrative Rules (HAR) Title 11, Chapter 55, Water Pollution Control (Chapter 11-55), which includes NPDES permit requirements.

The NPDES program requires HDOT Highways to have a permit for discharge of storm water from the municipal separate storm sewer system (MS4) to State waters. The HDOH reissued NPDES Permit No. HI 0021245 (hereinafter HDOT Highways’s NPDES permit) on June 20, 2000, effective July 20, 2000 and expiring at midnight, September 8, 2004. This permit establishes discharge limitations, receiving water limitations, and specific provisions, including the requirement for HDOT Highways to complete development and implementation of the SWMP outlined in the permit application, dated November 15, 1999, and subsequently detailed in a series of SWMP planning documents, or program plans. These latter program plans were specifically required by an Order for Compliance issued to HDOT Highways by the EPA in September 1999 (SWMPP, December 2003).

In order to effectively maintain the highway system and rights-of-way, HDOT Highways operates eight (8) baseyards at various locations around Oahu. These baseyards are used to store and maintain HDOT Highways’ equipment and vehicles and to store materials and products used for upkeep and maintenance activities (SWMPP, December 2003).

1.2 Purpose

The primary objective of this SWPCP is to minimize the discharge of pollutants in storm water runoff from the Windward Baseyard and to maintain compliance with the NPDES permit conditions. This SWPCP was developed in accordance with the State’s General Permit Authorizing Discharges of Storm Water Associated with Industrial Activities (HAR Chapter 11-55, Appendix B); as defined in 40 CFR §122.26(b)(14)(i) through §122.26(b)(14)(ix) and §122.26(b)(14)(xi). This SWPCP is designed to: (1) characterize the site; (2) describe measures that shall be taken to prevent pollution of storm water discharge; and (3) implement and evaluate mitigation measures.

Section 2.

Site Description

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 Figure 2-1.

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

2.1 Facility Operations

The facility is used as a baseyard for HDOT Highways landscape maintenance operations and as a storage area for HDOT Highways maintenance supplies. Specifically, the Windward Baseyard is used to store vehicles, landscape maintenance equipment such as mowers, weed eaters, and a chipper, and traffic barricades for HDOT Highways construction projects.

Chemicals used and stored at the facility include small quantities of herbicide, gasoline, motor oil, and 2-cycle oil. These chemicals are stored under cover, in storage lockers in the vehicle shed. In addition, a 50-gallon capacity tank truck used to store diesel fuel is stored at the site. A 100-gallon capacity herbicide tank trailer is also stored at the site. Spill response materials are located in the vehicle shed.

Washing of vehicles and equipment at the Windward Baseyard is done only on the paved and bermed area, which is adjacent to the southern end of the vehicle shed. Wash water generated from the washing activities in this area is contained within the bermed asphalt and naturally evaporated. Special care is given to prevent wash water from flowing off-site or into any storm drains or natural waterways.

Any required maintenance of HDOT Highways equipment is performed off-site, at the HDOT Highways' Kakoi Street facility. However, minor repairs of equipment are occasionally performed in the vehicle shed. This area is covered and is not exposed to rainfall or storm water runoff. Cleanup of this area is performed using absorbent materials, rather than by washing, to prevent the discharge of wash water from the site. Fueling of vehicles is not performed at the

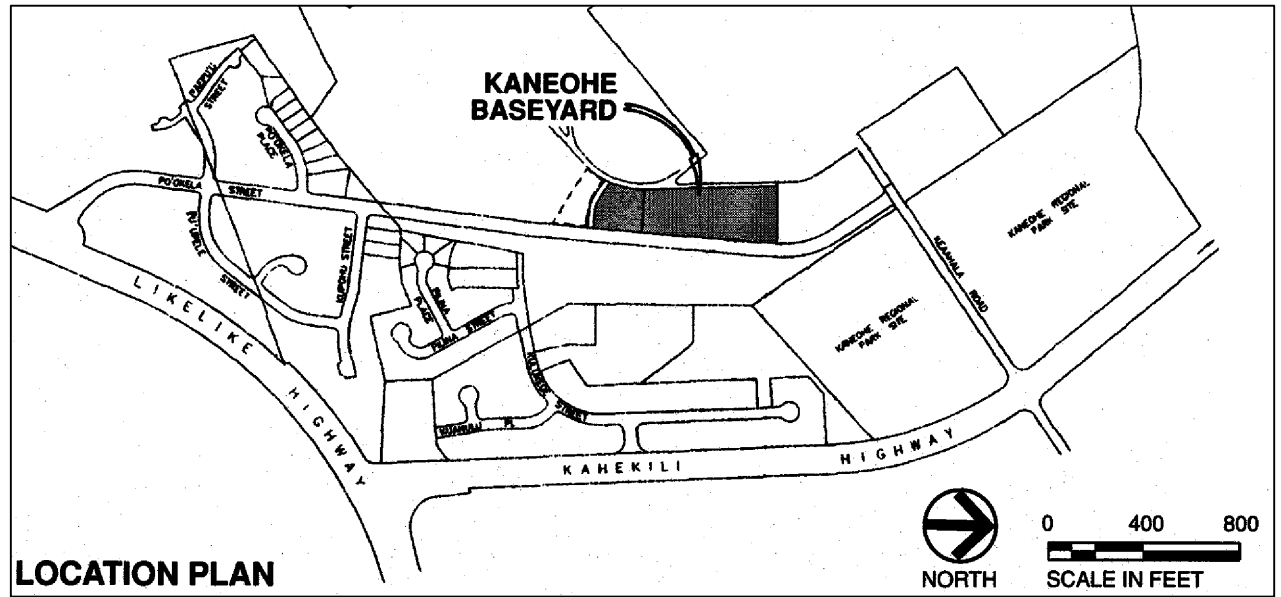
site, however, fueling of equipment such as the mowers, bobcat and weed eaters is performed at the site.

2.2 Site Drainage

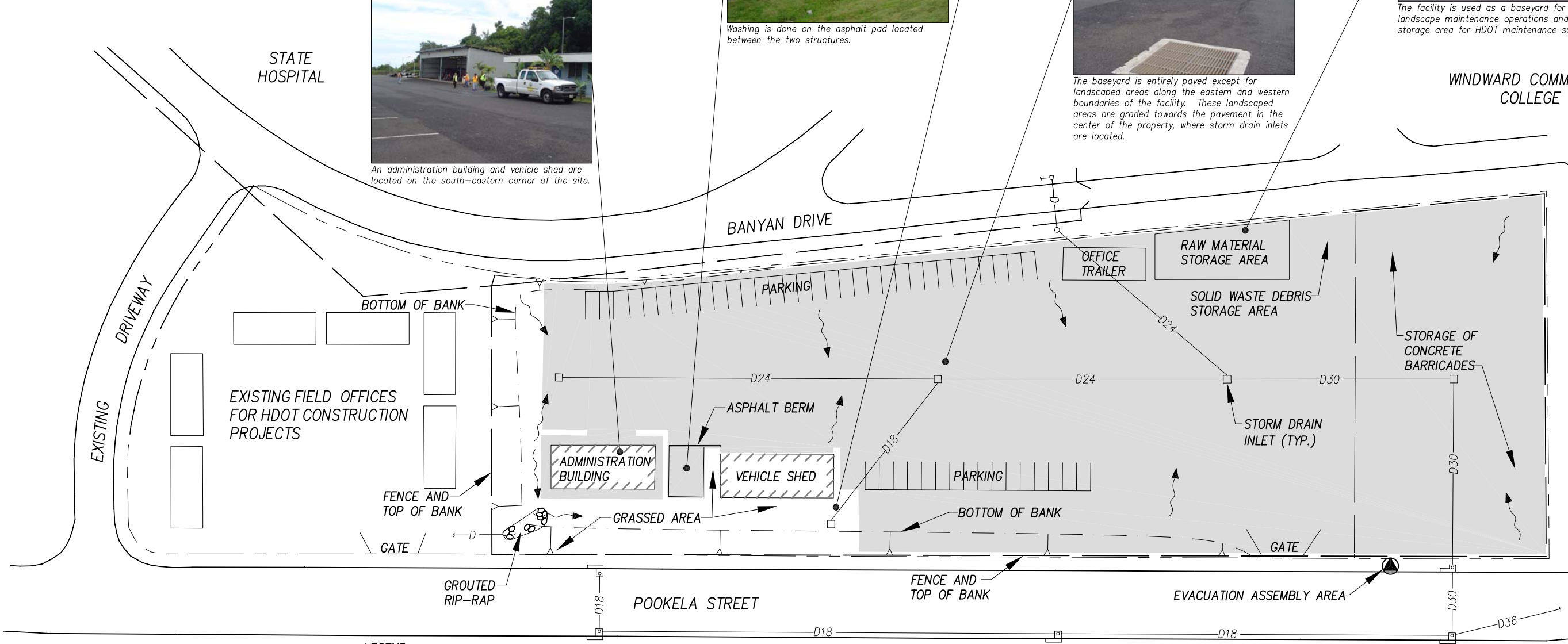
The site is graded towards the center of the property, where storm drain inlets are located. There are four storm drain inlets in the center portion of the paved area and one storm drain inlet in the grassy swale near the eastern boundary (Figure 2-1). The drain inlets are interconnected and drain by 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.



TRUE NORTH
1" = 80'



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

ENVIRONET, INC. <small>PRESERVING EARTH'S RESOURCES FOR THE FUTURE</small>		STORM WATER POLLUTION CONTROL PLAN – KANEOHE BASEYARD SITE PLAN	FIGURE 2-1
--	--	--	-------------------

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

REFERENCES: STATE DOT, HIGHWAYS DIVISION

This page intentionally left blank

Section 3.

Potential Pollutants and Site Runoff

Potential pollutant activities/sources from the facility include minor leaks (drips) of oils and lubricants associated with vehicular traffic, maintenance of HDOT Highways equipment, and on-site storage of materials used for the maintenance of HDOT Highways equipment and vehicles. These activities/sources have the potential to release pollutants off-site and ultimately into receiving water bodies.

3.1 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.

3.2 Routine Runoff

Generally, routine runoff from the facility may consist of dust and silt that may have been deposited either by the wind or from vehicular traffic. Dust and silt may affect water quality parameters such as total suspended solids and turbidity. As is expected from areas with vehicular activity, potential for minor amounts of petroleum to enter runoff also exists.

3.3 Non-Routine Runoff

Non-routine runoff may be a result of spillage, leaks, fuel dispensing, routine maintenance operations, or other emergency conditions (i.e., major equipment leaks). However, such

incidents will be addressed immediately as described in the Spill Prevention and Response Plan (see Section 4.2).

Potential non-routine runoff may result from the following sources:

- Fueling of equipment (e.g. topping off motor oil, fueling of weed eaters and mowers)
- Equipment washing
- Facility washing
- Rubbish and litter
- Improper disposal of chemicals
- Chemical storage container failure
- Improper storage of chemicals (i.e. container deterioration, exposure to rain, no secondary containment)
- Improper storage of raw materials
- Application and use of chemicals
- Major equipment leaks
- Poor spill response management

3.4 Historical Pollution Sources

There are no historical pollution sources identified for the site.

Section 4.

Pollutant Control Strategies

The most cost-effective method to reduce or eliminate pollutants in storm water runoff is utilization of proper management practices, which promote pollution prevention. However, in cases where a release does occur, the implementation of sound spill response procedures can preclude discharge of chemical constituents to storm water and ultimately to surface water bodies. This section presents the best management practices that should be implemented at the Windward Baseyard along with spill response procedures should a release occur.

4.1 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 have been attached as Appendix A. The BMPs have been adapted from HDOT Highway's December 2003 Storm Water Management Program Plan and the City & County of Honolulu, Department of Environmental Services, "*Best Management Practices Manual for Construction Sites in Honolulu*," May 1999.

The following table summarizes potential sources that may affect runoff and the BMPs to be utilized to minimize affected runoff from the Windward Baseyard:

Table 4-1 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	<ul style="list-style-type: none"> • A1: Housekeeping Practices • A4: Material Storage
Rubbish storage containers	debris	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • A4: Material Storage • A5: Spill Prevention and Response • A1: Housekeeping Practices
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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • A5: Spill Prevention and Response • A1: Housekeeping Practices

4.2 Spill Prevention and Response Plan

Spill prevention and control practices are developed to provide site-specific information as well as prevention controls to eliminate the release and spread of pollutants handled and/or stored on-site. Site-specific practices include:

- Specification of material handling procedures and storage requirements;
- Specification of fueling procedures to minimize risk of spillage;
- Implementation of proper spill response procedures (included in this SWPCP below);
- Visual inspection of paved areas for spills and leaks on a timely basis;

- Provide spill-response supplies and equipment near the fueling area and in areas where vehicle and equipment maintenance is performed; and
- Prompt removal of any spills or leaks.

4.2.1 Safety Measures

Safety measures include those specific to environmental issues, such as spill prevention, and general safety practices that may lead to prevention of accidents that could result in a release. General safety measures include traffic safety, vehicle/equipment maintenance practices, and fueling practices.

Minor spills, leaks and releases associated with maintenance activities shall be cleaned promptly. Any spill, leak or release of hazardous substances greater than their reportable quantity as defined in HAR Chapter 11-451-6 (i.e., any spill, leak or release of petroleum products greater than 25 gallons and any spill, leak or release of petroleum products less than 25 gallons that is not remedied or contained within 72 hours, or any sheen observed on surface waters) must be reported to the HDOH Hazard Evaluation and Emergency Response (HEER) Office. This requirement is established in the *Hawaii Administrative Rules 11-45, State Contingency Plan*

Emergency contact information is provided in Table 4-2.

4.2.2 Responsible Personnel and Emergency Contact Procedures

The Facility Supervisor will be responsible for training all facility personnel on spill response procedures and the use of spill kit components. The responsible parties will implement the plan, and following a spill, evaluate whether the plan was successful or unsuccessful in responding and how it can be improved. Toxic releases are not expected at the facility; therefore this plan will address only spills of material associated with the storage and routine maintenance of HDOT Highways-owned vehicles and equipment.

Table 4-2: Emergency Contact Information

Contact	Telephone Number
Emergency (Medical Assistance, Fire Department, Police Department) • If it an emergency or life-threatening situation 911 should be called first.	911
Facility Supervisor/Contact • The Facility/Supervisor should be notified immediately of all spills, leaks and releases that occur at the site.	(808) 233-5458
H3 Tunnel Control • The H3 Tunnel dispatch office should be notified immediately of all spills, leaks and release that occur at the site so that they can assist in response and notify other entities, if required.	(808) 485-6200

4.2.3 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 Control Center at 485-6200.
- If H3 tunnel Control Center 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.

Appendix B provides a Spill Response Documentation form that will be completed in accordance with Section 5.3 of this SWPCP.

Section 5.

SWPCP Implementation

Implementation steps for this SWPCP include: (1) the training of employees; (2) annual site inspections; and (3) completion of documentation.

5.1 Employee Training

Employee training programs are used to inform personnel, at all levels of responsibility, of the processes and materials with which they are working, the health and safety hazards, the best management practices for preventing spills, and the procedures for responding properly and rapidly to spills of potential pollutants. The important aspects of this control measure include the following:

- Training and retraining sessions held at least on an annual basis to assure adequate understanding of training goals and objectives may be conducted as a part of routine staff meetings. New employees will be trained on procedures of the SWPCP as part of their safety orientation.
- Training for regular employees will vary from monthly to annually and is the responsibility of the facility supervisors. At a minimum, the following topics will be reviewed with regular employees at least annually.
 - Potential pollutants (Section 3.1),
 - Past spills or releases and their causes,
 - all BMPs (Appendix A),
 - spill prevention and response (Section 4.2.3),
 - spill documentation (Appendix B),
 - spill reporting (Section 4.2.2 and Table 4-2), and
 - site inspections (Section 5.2).
- Making employees aware of BMPs for material handling, fueling, washing, equipment operation, visual inspection, preventative maintenance, and good housekeeping.
- Making employees aware of the concept of separation of process waste and storm water.
- Learning from information compiled on past releases and causes.
- Adequate training in release reporting procedures and spill cleanup measures.

A summary of the employee training program is provided in Table 5-1. The training program presented below is consistent with Training Schedule ‘B’ of the overall Environmental Management Program Plan.

Table 5-1 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

An example copy of the Training Log is provided in Appendix D. Training logs for documenting trainings are included in the Training Binder. The various BMPs to be utilized in the training are provided in Appendix A.

5.2 Protocol for Site Inspections

The Division Environmental Engineer or designee appointed by HDOT Highways will perform quarterly inspections to ensure that BMPs are in place and in proper working order. Using the Third-Party Site-Specific SWPCP Facility Inspection Form (Appendix C), the inspector will assess all areas of the facilities, and if deficiencies are noted, shall suggest solutions.

Plan reviews shall be performed periodically or as needed to assess the effectiveness of the BMPs and to implement appropriate revisions due to:

- Changes to facilities on-site;
- Changes to activities conducted on-site;
- Changes in materials used on-site;
- Changes in the materials handling/maintenance/fueling procedures; and/or
- Changes in management practices.

Revisions may also be made if BMPs in the SWPCP do not achieve the general objectives of controlling pollutants in storm water discharges and/or the facility is found to be in violation of any storm water management practices. Plan review and revisions will take no longer than 30 days to be completed. All personnel at the facility will be informed during staff meetings of any changes made to the SWPCP, and will be trained on new or modified procedures, if necessary.

5.3 Documentation Procedures

An example of the Training Log that should be completed by the Facility Supervisor to document all employee training with regards to this SWPCP is provided in Appendix D; actual Training Logs are available in the Training Binder.

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 provided in Appendix B.

Reports of all inspections performed at the site shall be retained at the facility. The inspector shall document all observations, particularly the effectiveness of site BMPs. A copy of the General Facility Inspection form is provided in Appendix C. Inspection records shall be analyzed annually (to correspond with annual inspections) to determine if BMPs are effective, and if not, what needs to be done to improve the methods used at the site.

All documentation shall be kept on-site for a minimum of five (5) years. A copy of the SWPCP shall also be made available to personnel as a reference in the same location that MSDS and other safety information are maintained.

5.4 Revisions to the SWPCP

This subsection describes the procedure for incorporating revisions into the SWPCP. Revisions will typically occur immediately after a site inspection. The Division Environmental Engineer first determines the revisions needed based on the observations made during the site inspection. Revisions are then incorporated into the SWPCP as follows:

1. The revision(s) are incorporated into the current digital file(s).
2. The *Revision Log* provided in Appendix E1 that describes the revision(s) is completed.
3. The revision date in the revised section(s) footer is updated.
4. The *Updated Revision History* provided in Appendix E2 is updated.
5. Copies of the revised section(s), *Revision Log*, and *Updated Revision History* are distributed to the Facility Supervisor.

Upon distribution, the Division Environmental Engineer will brief the Facility Supervisor on the revision(s). After the briefing, the Facility Supervisor is responsible for informing the baseyard personnel of the revision(s) and providing supplemental training on any revised BMPs.

This page intentionally left blank.

Section 6.

References

City & County of Honolulu, Department of Environmental Services, “*Best Management Practices Manual for Construction Sites in Honolulu*,” May 1999.

Hawaii Administrative Rules (HAR) Title 11, Chapter 55, Water Pollution Control and Chapter 451, State Contingency Plan.

Hawaii Revised Statutes, “Chapter 342E, Non-point Source Pollution Management and Control”.

State of Hawaii Department of Transportation, Highways Division “*Storm Water Management Program Plan, Oahu District, Pre-Final Compilation*” December 2003.

U.S. Environmental Protection Agency, 33 CFR 153, Control of Pollution By Oil and Hazardous Substances, Discharge Removal, 40 CFR 110, Discharge of Oil, 40 CFR 116, Designation of Hazardous Substances, 40 CFR 122 EPA Administered Permit Programs: The National Pollutant Discharge Elimination System, and 40 CFR 300, National Oil and Hazardous Substances Pollution Contingency Plan.

This page intentionally left blank.

APPENDIX A

BEST MANAGEMENT PRACTICES

- A1: Housekeeping Practices
- A2: Vehicle and Equipment Washing, Maintenance and Repair
- A3: Vehicle and Equipment Fueling
- A4: Material Storage
- A5: Spill Prevention and Response
- A6: Hazardous Waste Management

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.	<input type="checkbox"/>
A1-2	Minimize water use in washing activities.	<input type="checkbox"/>
A1-3	Sweep or vacuum maintenance facility floors regularly to prevent tracking materials.	<input type="checkbox"/>
A1-4	Do not overfill trash receptacles or leave trash outside of containers.	<input type="checkbox"/>
A1-5	Keep trash receptacles of all sizes covered.	<input type="checkbox"/>
A1-6	Pickup and properly dispose of litter and debris on a regular basis.	<input type="checkbox"/>
A1-7	Use absorbent materials in work areas rather than hosing them down whenever possible.	<input type="checkbox"/>
A1-8	Maintain an ample supply of spill cleanup materials that are in good condition.	<input type="checkbox"/>
A1-9	Promptly clean spills with rags or absorbent material, and properly dispose of cleaning materials.	<input type="checkbox"/>
A1-10	Inspect facility storm drain inlets regularly for clogging and debris. Clean as necessary.	<input type="checkbox"/>
A1-11	Clean storm drain inlets by either shoveling or using of a vacuum truck.	<input type="checkbox"/>
A1-12	Material in storm drain inlets is not to be flushed downstream.	<input type="checkbox"/>
A1-13	Maintain accurate inventory of stored products and materials.	<input type="checkbox"/>
A1-14	Label products and material properly.	<input type="checkbox"/>
A1-15	Use up existing products and materials before purchasing or using additional ones of the same kind.	<input type="checkbox"/>
A1-16	Avoid excessive watering of landscaped areas to minimize runoff.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A1-18	Dispose of materials removed from HDOT's rights-of-way in a timely manner.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A1-20	Perform facility inspections on a regular basis to ensure good housekeeping practices are being followed by facility personnel.	<input type="checkbox"/>

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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A2-3	Prohibit washing and repair of personal vehicles at HDOT facilities.	<input type="checkbox"/>
A2-4	Maintain HDOT vehicles in good operating condition.	<input type="checkbox"/>
A2-5	Inspect damaged vehicles for fluid leaks as soon as possible. Use drip pans as necessary.	<input type="checkbox"/>
A2-6	Transfer removed vehicle fluids to designated storage container(s) as soon as possible.	<input type="checkbox"/>
A2-7	Use drip pans whenever changing vehicle fluids.	<input type="checkbox"/>
A2-8	Store exposed drums/containers of liquid material or wastes on secondary containment pallets when in use.	<input type="checkbox"/>
A2-9	Remove drip pan promptly after vehicle plugs have been tightened and checked to assure no leakage.	<input type="checkbox"/>
A2-10	Check degreasing solvent tank for leaks regularly. Repair as necessary.	<input type="checkbox"/>
A2-11	Allow parts to drain over solvent tank or drip pan. Do not allow solvent to drip or spill onto the floor.	<input type="checkbox"/>
A2-12	Designate areas in service bays for parts cleaning. Do not wash or rinse parts outdoors.	<input type="checkbox"/>
A2-13	Use a vacuum to cleanup dust from sanding.	<input type="checkbox"/>
A2-14	Use damp cloths, brooms, and absorbent material for cleaning. Do not hose or blow the area to remove dust.	<input type="checkbox"/>
A2-15	Maintain an ample supply of absorbent material near maintenance areas.	<input type="checkbox"/>
A2-16	Store materials for constructing temporary berms to protect storm drain inlets in the event of a spill.	<input type="checkbox"/>
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.	<input type="checkbox"/>

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.	<input type="checkbox"/>
A3-2	Maintain an ample supply of spill cleanup materials and spill control equipment near fueling areas.	<input type="checkbox"/>
A3-3	Equip fuel trucks and mobile tanks with spill cleanup materials.	<input type="checkbox"/>
A3-4	Discourage topping off and unattended fueling.	<input type="checkbox"/>
A3-5	Post proper fueling and cleanup instructions in fueling areas.	<input type="checkbox"/>
A3-6	Avoid hosing off fueling area.	<input type="checkbox"/>
A3-7	Inspect portable fueling tanks along with hoses and dispensing nozzles regularly for cracks and leaks. Repair as needed.	<input type="checkbox"/>
A3-8	Check for proper operation of automatic shut off controls on fuel dispensing nozzles. Repair as needed.	<input type="checkbox"/>

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.	<input type="checkbox"/>
A4-2	Ensure that all containers are closed, securely fastened, stored neatly, and properly labeled.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A4-4	Store materials and containers indoors or in covered areas whenever practical.	<input type="checkbox"/>
A4-5	Place containers atop pallets when storing containers outdoors, to minimize contact with run off/run-on.	<input type="checkbox"/>
A4-6	Cover containers and materials with a tarp when storing them outdoors, wherever practical.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A4-8	Maintain an ample supply of spill clean-up materials near storage areas.	<input type="checkbox"/>
A4-9	Clean small spills with rags or absorbent material. For larger spills, contact spill response personnel immediately.	<input type="checkbox"/>
A4-10	Sweep or vacuum up spilled materials that can be conveyed in storm water flows.	<input type="checkbox"/>
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.	<input type="checkbox"/>

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.	<input type="checkbox"/>
A5-2	Shut down pumps and equipment and secure valves and work operations.	<input type="checkbox"/>
A5-3	Shut down any nearby propane tanks.	<input type="checkbox"/>
A5-4	Move away from the affected area.	<input type="checkbox"/>
A5-5	Notify and alert others of the incident via: (1) Voice; (2) Hand-held radios; and/or (3) Other effective means.	<input type="checkbox"/>
A5-6	Keep non-essential employees away from the spill area.	<input type="checkbox"/>
A5-7	Notify the EC.	<input type="checkbox"/>
A5-8	<p>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:</p> <ol style="list-style-type: none"> 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.). 	<input type="checkbox"/>

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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A5-11	If the decision is to "fight," personnel are to don the appropriate personal protective equipment (PPE).	<input type="checkbox"/>
A5-12	Eliminate all possible sources of ignition/detonation such as vehicle engines, welding and grinding operations, and smoking.	<input type="checkbox"/>
A5-13	If the spill is of a flammable substance, remove or isolate ignitable and incompatible materials from the area of the release.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A5-17	If the release is not readily and easily controlled, evacuation may be necessary.	<input type="checkbox"/>
A5-18	If the EC decides on the "flight" option, the EC is to immediately alert and evacuate all personnel.	<input type="checkbox"/>
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)	<input type="checkbox"/>
A5-20	Personnel are to proceed along the nearest evacuation route to the designated assembly area as shown on Figure 2-1.	<input type="checkbox"/>
A5-21	Implement proper decontamination procedures on vehicles, affected media, PPE, and equipment.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A5-23	Labeling, transportation and subsequent disposal of hazardous materials/waste must be in accordance with applicable government regulations.	<input type="checkbox"/>
A5-24	Complete the Spill Response Documentation form provided in Appendix B.	<input type="checkbox"/>

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.	<input type="checkbox"/>
A6-2	Do not remove the original product label; it contains important safety and disposal information.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A6-5	Only purchase and store reasonable quantities of hazardous materials.	<input type="checkbox"/>
A6-6	Select designated hazardous waste collection areas on-site.	<input type="checkbox"/>
A6-7	Hazardous materials and wastes should be stored in covered containers and protected from vandalism.	<input type="checkbox"/>
A6-8	Place hazardous waste containers in secondary containment.	<input type="checkbox"/>
A6-9	Do not mix wastes, this can cause chemical reactions, make recycling impossible, and complicates disposal.	<input type="checkbox"/>
A6-10	Recycle any useful material such as used oil or water-based paint.	<input type="checkbox"/>

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.	<input type="checkbox"/>
A6-12	Arrange for regular waste collection before containers overflow.	<input type="checkbox"/>
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.	<input type="checkbox"/>
A6-14	Place a stockpile of spill cleanup materials where it will be readily accessible.	<input type="checkbox"/>
A6-15	If a container does spill, clean up immediately.	<input type="checkbox"/>

APPENDIX B

**SPILL RESPONSE DOCUMENTATION
FORM**

This page intentionally left blank

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

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:	<input type="checkbox"/> Raining <input type="checkbox"/> Sunny <input type="checkbox"/> Cloudy <input type="checkbox"/> High Wind <input type="checkbox"/> Moderate Wind <input type="checkbox"/> Calm Precipitation in last 24 hours? <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the loading and unloading areas clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the drainage area clean of debris (paper, leaves)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Catch basins cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regular removal/disposal of trash and waste products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are dumpsters and recycle bins kept closed when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are potential pollutants stored under covered areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are drums stored within secondary structures / containment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are oily parts and/or chemical containers exposed to storm water contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identification of all chemicals (MSDSs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prevention of chemical accumulation on ground in building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicles are serviced in covered areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is any equipment maintenance being performed outdoors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is equipment or vehicles being washed in designated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are drip pans placed under equipment and vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are drip pans clean and in good condition (not leaking)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Petroleum products recycled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there dirt and grease buildup in the parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any water flowing into outfall/off-site? (if yes, identify source)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual inspection of facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance of inspection log (documented and current)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper training of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restrict access to area and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prompt removal of any spills or leaks using spill kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill response equipment stocked and inspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there changes to storm water control features?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there changes to potential pollutant sources or activities?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there changes to storm water program personnel?	<input type="checkbox"/>	<input type="checkbox"/>	
Have there been any spills or releases?	<input type="checkbox"/>	<input type="checkbox"/>	
Are corrective actions necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there changes in employee responsibilities regarding storm water protection?	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No
If yes to any of the above, have revisions to the SWPCP Plan been made?	<input type="checkbox"/>	<input type="checkbox"/>
Are additional revisions recommended?	<input type="checkbox"/>	<input type="checkbox"/>
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:	<input type="checkbox"/>	<input type="checkbox"/>
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:	<input type="checkbox"/>	<input type="checkbox"/>

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?	<input type="checkbox"/>	<input type="checkbox"/>	
Is annual employee training current?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employee training records documented?	<input type="checkbox"/>	<input type="checkbox"/>	
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, and submitted to the Hawaii State Department of Health within 30 days of the revision (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
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

APPENDIX D

SITE-SPECIFIC SWPCP TRAINING LOG

This page intentionally left blank

This page intentionally left blank

APPENDIX E

REVISION LOGS

- E1: SWPCP Revision Log
- E2: SWPCP Revision History

This page intentionally left blank

This page intentionally left blank

APPENDIX E2

SWPCP Revision History

Section	Title	Current Revision Date
	Table of Contents/List of Figures/List of Tables/List of Appendices	01-Apr-06
1	Introduction	01-Apr-06
1.1	Background	01-Apr-06
1.2	Purpose	01-Apr-06
2	Site Description	01-Apr-06
2.1	Facility Operations	01-Apr-06
2.2	Site Drainage	01-Apr-06
3	Potential Pollutants and Site Runoff	01-Apr-06
3.1	Potential Pollutants	01-Apr-06
3.2	Routine Runoff	01-Apr-06
3.3	Non-Routine Runoff	01-Apr-06
3.4	Historical Pollution Sources	01-Apr-06
4	Pollutant Control Strategies	01-Apr-06
4.1	Best Management Practices	01-Apr-06
4.2	Spill Prevention and Response Plan	01-Apr-06
4.2.1	Safety Measures	01-Apr-06
4.2.2	Responsible Personnel and Emergency Contact Procedures	01-Apr-06
4.2.3	Spill Containment and Remediation	01-Apr-06
5	SWPCP Implementation	01-Apr-06
5.1	Employee Training	01-Apr-06
5.2	Protocol for Site Inspections	01-Apr-06
5.3	Documentation Procedures	01-Apr-06
5.4	Revisions to the SWPCP	01-Apr-06
6	References	01-Apr-06
Fig. 2-1	Site Plan	01-Apr-06
Table 4-1	Summary of Best Management Practices, Windward Baseyard	01-Apr-06
Table 4-2	Emergency Contact Information	01-Apr-06
Table 5-1	Summary of Employee Training Program	01-Apr-06
App. A1	Housekeeping Practices – BMP	01-Apr-06
App. A2	Vehicle and Equipment Washing, Maintenance and Repair – BMP	01-Apr-06
App. A3	Vehicle and Equipment Fueling – BMP	01-Apr-06
App. A4	Material Storage – BMP	01-Apr-06
App. A5	Spill Prevention and Response – BMP	01-Apr-06
App. A6	Hazardous Waste Management – BMP	01-Apr-06
App. B	Spill Response Documentation Form	01-Apr-06
App. C	General Facility Inspection Form	01-Apr-06
App. D	SWPCP Training Log	01-Apr-06
App. E1	SWPCP Revision Log	01-Apr-06
App. E2	SWPCP Revision History	01-Apr-06