

# Storm Water Pollution Control Plan Windward Baseyard



**PROTECT  
OUR WATER**

**MĀLAMA I KA WAI**

STATE OF HAWAII DEPARTMENT OF TRANSPORTATION

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Hawaii State Department of Transportation  
Highways Division, Oahu District  
Storm Water Management Program  
NPDES Permit No. HI S000001

## RECORD OF REVISION

<b>Revision No.</b>	<b>Revision Date</b>	<b>Description</b>	<b>Sections Affected</b>
1	May 2006	Version 1.0 – Initial Release	All
2	January 2014	Version 2.0 – Structural Changes and Formatting Revision	All
3	September 2015	Version 2.1 – Sampling parameters updated	Appendix A: Checklist Questions; Appendix B: Table 3-1, Section 4.2, and Estimated Flow Rate Calculations and Field Parameters
4	October 2016	Version 3.0	1.1.2 – Inspections; Figures 2-1 and 2-2; Figure 3-10; Appendix A – Inspection Checklist; Appendix B – Storm Water Monitoring Plan
5	June 2017	SWPCP Figure Updates	Figures 2-1 and 2-2; Appendix B – Figure 2-1
6	December 2017	Signature Page; SWPCP Figure Updates	Signature Page; Figures 2-1 and 2-2; Appendix B – Figure 2-1
7	June 2018	SWPCP Figure Updates	Figures 2-1 and 2-2; Appendix B – Figure 2-1
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11	May 2020	SWPCP Figure Updates; Appendix B	Figures 2-1 and 2-2; Appendix B – Figure 2-1; Appendix B – Table 3-1
12	October 2020	Version 5.0	All

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

*MK Medeiros*

Oct 23, 2020

FOR Sergio George G. Abcede  
Oahu District Engineer  
State of Hawaii  
Department of Transportation

Date

**SWPCP Responsible Party:** Windward Baseyard Supervisor

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APPENDIX A BASEYARD SWPCP INSPECTION CHECKLIST

## LIST OF ACRONYMS

<u>Acronym</u>	<u>Meaning</u>
AMS	Asset Management System
BMP	Best Management Practice
CFR	Code of Federal Regulations
CWB	Clean Water Branch
DA	Drainage Area
DOH	State of Hawaii, Department of Health
EPA	U.S. Environmental Protection Agency
HDOT	State of Hawaii, Department of Transportation
HEER	Hazard Evaluation and Emergency Response
HWY-O	Highways Division, Oahu District
LEPC	Local Emergency Planning Committee
MSW	Multi-Skilled Workers
NPDES	National Pollutant Discharge Elimination System
NRC	National Response Center
Permit	NPDES Individual Permit No. HI S000001
SWPCP	Storm Water Pollution Control Plan

## **1.0 INTRODUCTION**

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Federal regulations administered by the State of Hawaii, Department of Health (DOH) through State of Hawaii, Department of Transportation (HDOT), Highways Division National Pollutant Discharge Elimination System (NPDES) Individual Permit No. HI S000001 (Permit) requires that the Windward Baseyard implement its latest Storm Water Pollution Control Plan (SWPCP). The SWPCP is designed to protect water quality by minimizing the discharge of pollutants in storm water runoff from activities at the baseyard.

### **1.1 SWPCP Implementation**

The storm water management controls described in this plan will be implemented by HDOT, Highways Division, Oahu District (HWY-O) as required by the Permit, effective September 1, 2020, Part E DOT-HWYS Baseyard Facilities and Part F.2 Storm Water Associated with Baseyards.

#### ***1.1.1 Training***

Management, staff, and maintenance personnel will be provided with training on the SWPCP initially upon implementation and at least annually thereafter. Additionally, training will be conducted following any major revision to the SWPCP and will also be provided to new hires. This training will include, a discussion of potential pollutants, best management practices (BMPs), spill response procedures, and past spills. Training records will be documented and retained for five years. Baseyard personnel will be responsible for implementing controls detailed in the SWPCP and training courses.

#### ***1.1.2 Inspections***

Baseyard inspections will be conducted at least semiannually to ensure the pollutant control strategies (Section 3.0) and spill prevention and response plan (Section 4.0) are being effectively carried out. All inspections will be documented on the Baseyard SWPCP Inspection Checklist (Appendix A) and retained in the Maximo Asset Management System (AMS) for five years. Corrective actions for deficiencies noted during inspections will be documented, tracked, and closed-out in the AMS.

### **1.2 SWPCP Revisions**

The SWPCP will be reviewed as often as needed to comply with the conditions of the Permit. In the event the plan is modified, a copy of the updated SWPCP will be provided to the baseyard.

## **2.0 SITE DESCRIPTION**

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The Windward Baseyard is located on the windward side of Oahu at 45-889 Pookela Street, Kaneohe, Hawaii 96744 (Figure 2-1). The baseyard is utilized as a staging area for landscape maintenance operations and minor repair activities by multi-skilled workers (MSW) on HDOT roadways on the eastern portion of the island of Oahu. The MSW repairs may include masonry, carpentry, signs and markings, potholes, guardrails, crash attenuators, chain link fence, and graffiti removal.

Access to the baseyard is available through a gate on the northeast end of the property that connects to Pookela Street. The baseyard is entirely paved except for landscaped areas along the southern, eastern, and western boundaries of the facility. The paved areas are used for parking and storage of vehicles and supplies. An administration building and vehicle shed are located on the southeastern end of the site, and two enclosed storage units are located within the paved area of the facility. The baseyard is outfitted with a wash rack that serves as a washing location for vehicles and small equipment. The wash water is captured in a sump and is subsequently processed in an oil/water separator prior to being discharged into the City and County's sanitary sewer system. No wash water flows offsite or into any storm drains or natural waterways.

### **2.1 Site Drainage**

The site is graded towards the center of the property, including the landscaped areas, where storm drain inlets are located. There are seven storm drain inlets, three of which are covered to prevent in-flow, in the center portion of the paved area and two storm drain inlets in the grassy swale near the eastern boundary (Figure 2-1). The drain inlets are interconnected and flow by gravity to the northernmost inlet within the baseyard. This last inlet is connected to the storm drain system on Pookela Street.

There is a drain pipe that discharges runoff from the HWY-O Kaneohe Field Office property into the Windward Baseyard property at the southeast corner behind the Administration Building. This flow drains via a grassy swale to the storm drain inlet behind the Vehicle Shed.

The Hawaii State Hospital drainage network connects into the baseyard storm drain system. Additionally, there is a curb cut drain inlet located along Banyan Drive on the west edge of the facility that collects runoff from the roadway leading to the Hawaii State Hospital. Flow from this drain inlet connects into the baseyard storm drain system.

The nearest water body receiving flow is an unnamed drainage ditch approximately 350 feet north of the northernmost baseyard storm drain. The ditch water flows through the Kaneohe District Park under Kea'ahala Road and under Kahekili Highway via a series of box and culvert drains to an unnamed ditch which flows downstream and connects into the Kea'ahala Stream. The Kea'ahala Stream empties into Kaneohe Bay and the Pacific Ocean.

### **2.2 Drainage Areas**

The Windward Baseyard is divided into two drainage areas (Figure 2-2). Drainage Area 1 (DA-1) is located in the southeastern corner of the baseyard and includes the vegetated areas



surrounding the wash rack, vehicle shed and administrative buildings. Drainage Area 2 (DA-2) makes up the remainder of the baseyard and includes the paved areas of the facility.

### ***2.2.1 Drainage Area 1***

DA-1 includes the Administration Building, the wash rack, the vehicle storage shed, and the vegetated area to the east of these structures. DA-1 receives significant run-on from the adjacent HWY-O Kaneohe Field Office property located south of the baseyard. Storm water in this area flows from south to north in a prominent drainage swale and discharges into storm drains located just south of the parking area. As indicated in Figure 2-2, all storm water from the vegetated areas flow to the storm drain before being routed to the interconnected storm drain that runs down the center of the facility parking lot.

Potential pollutants in this drainage area include:

- Small quantities of petroleum (gasoline, motor oil, hydraulic oil) are secured within flammable storage lockers in the vehicle shed.
- Small quantities of herbicides are secured within storage lockers in the vehicle shed.
- Soaps, detergents, and wash waters associated with washing activities at the wash rack. Soaps and detergents are kept at the administration building. Wash waters are contained by the wash rack system, pass through an oil water separator, and exit into the sanitary sewer.

#### ***Routine Runoff***

Generally, routine runoff from this drainage area may consist of dirt, silt, and vegetation that may be carried away in storm water. These components may affect water quality parameters such as total suspended solids and turbidity and may result in floatables in storm water runoff.

#### ***Non-Routine Runoff***

Non-routine runoff may be a result of spillage, leaks, fuel dispensing, routine maintenance operations, overflow from the wash rack, failure of BMPs, or other emergency conditions (i.e., major equipment leaks). Such incidents will be addressed immediately as described in the Spill Prevention and Response Plan (see Section 4.0). The grade of the facility is such that spills in the operational portions of the vehicle shed and surrounding paved areas would migrate towards the center of the parking lot (DA-2). However, there is still the potential for spilled materials to impact DA-1.

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

- Spills and leaks from chemicals and equipment
- Fueling of equipment (i.e. topping off motor oil, fueling of weed eaters and mowers)
- Equipment washing resulting in overflow

- Facility washing
- Rubbish and litter
- Improper disposal of chemicals
- Application and use of chemicals
- Major equipment leaks
- Poor spill response management

### ***2.2.2 Drainage Area 2***

DA-2 encompasses the entirety of the baseyard's paved area and includes equipment and vehicle parking, enclosed equipment and storage units, and outdoor bulk material storage. As indicated in Figure 2-2, storm water in DA-2 flows from south to north and from the sides of the parking lot towards the center of the parking lot. Storm water then enters one of two storm drain inlets located along the north end of the parking lot.

Potential pollutants in this drainage area include:

- Small quantities of petroleum (gasoline, motor oil, hydraulic oil) are secured within flammable storage lockers in the vehicle shed or the hazardous material storage container.
- Small quantities of herbicides are secured within storage lockers in the vehicle shed.
- Soaps, detergents, and wash waters associated with washing activities at the wash rack. Soaps and detergents are kept at the administration building. Wash waters are contained by the wash rack system, pass through an oil water separator, and exit into the sanitary sewer.
- Metals from equipment parking and outdoor material storage areas (vehicles, equipment, guardrails, signposts, and metal culverts).
- Small quantities of petroleum products from equipment and vehicles in the parking lot.

### ***Routine Runoff***

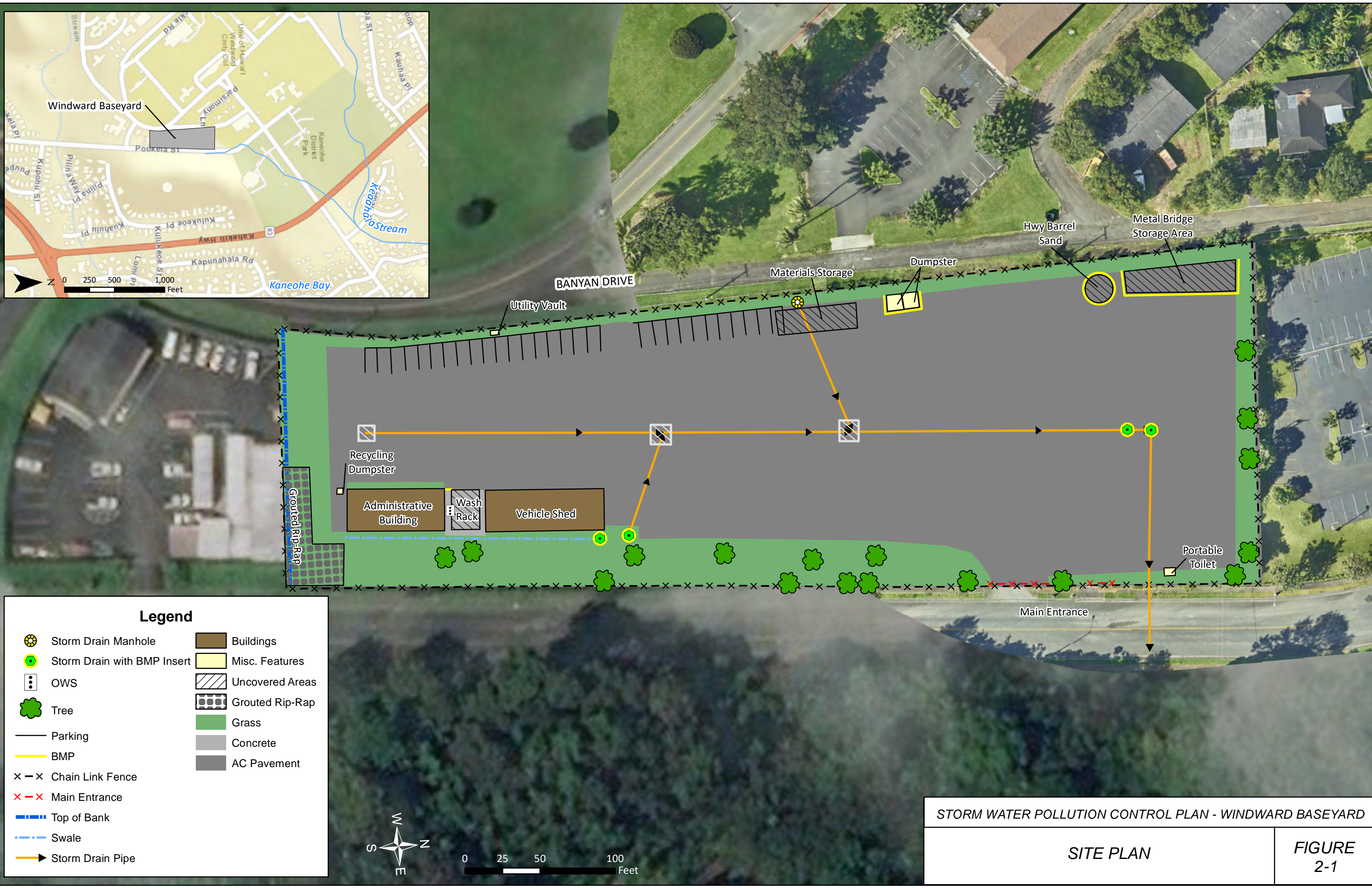
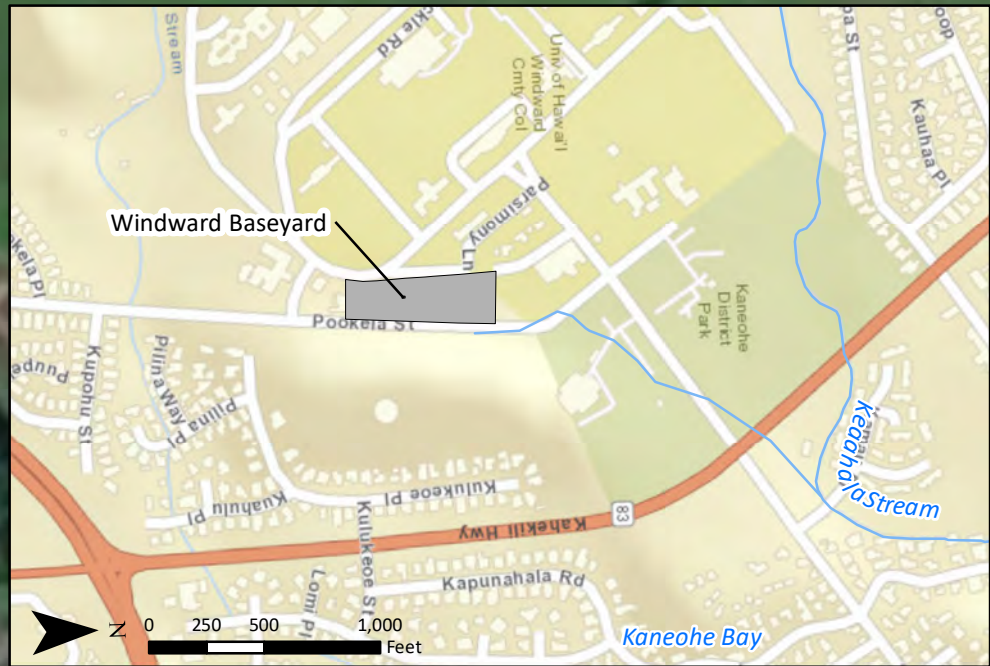
Generally, routine runoff from this drainage area may consist of dust and silt that may have been deposited from wind, or from vehicular traffic. These components may affect water quality parameters such as total suspended solids and turbidity. As is expected from areas with vehicle traffic, the potential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

### Non-Routine Runoff

Non-routine runoff may be a result of spillage, leaks, fuel dispensing, routine maintenance operations, overflow from the wash rack, failure of BMPs, or other emergency conditions (i.e., major equipment leaks). Such incidents will be addressed immediately as described in the Spill Prevention and Response Plan (see Section 4.0). However, such incidents will be addressed immediately as described in the Spill Prevention and Response Plan (see Section 4.0).

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

- Fueling of equipment (i.e. topping off motor oil, fueling of weed eaters and mowers)
- Equipment washing
- Facility washing
- Rubbish and litter
- Improper disposal of chemicals
- Hazardous material 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

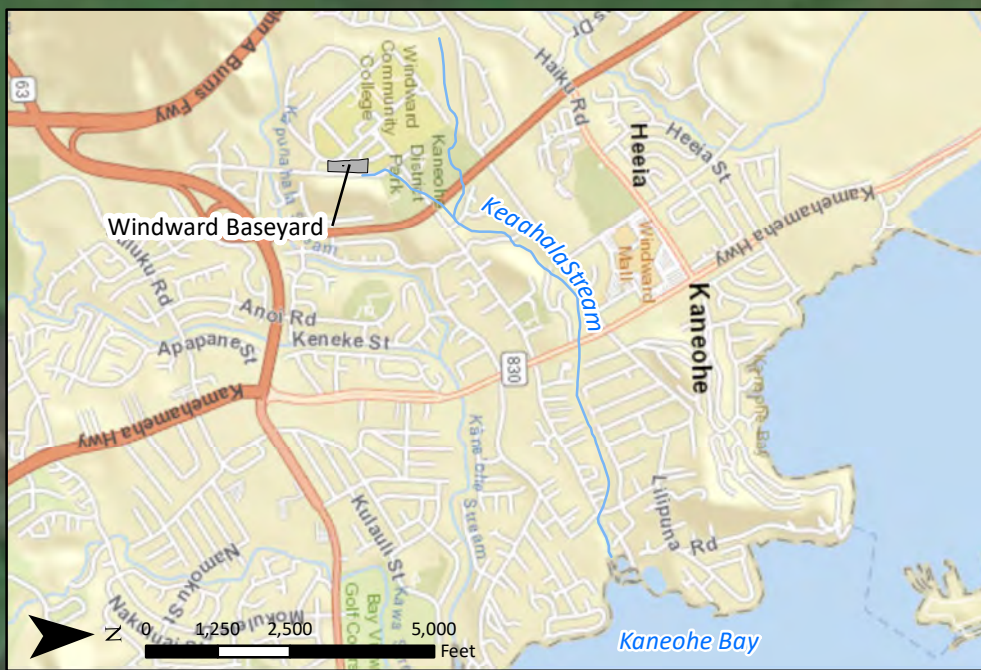


Legend			
	Storm Drain Manhole		Buildings
	Storm Drain with BMP Insert		Misc. Features
	OWS		Uncovered Areas
	Tree		Grouted Rip-Rap
	Parking		Grass
	BMP		Concrete
	Chain Link Fence		AC Pavement
	Main Entrance		
	Top of Bank		
	Swale		
	Storm Drain Pipe		









STORM WATER POLLUTION CONTROL PLAN - WINDWARD BASEYARD

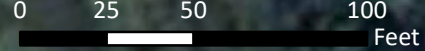
SITE PLAN

FIGURE 2-1



**Legend**

-  Storm Drain Manhole
-  Storm Drain with BMP Insert
-  Storm Drain Pipe
-  Swale
-  Flow
-  Drainage Area 1
-  Drainage Area 2
-  Covered



STORM WATER POLLUTION CONTROL PLAN - WINDWARD BASEYARD

DRAINAGE PLAN

FIGURE 2 - 2

### **3.0 POLLUTION CONTROL STRATEGIES**

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#### **3.1 General Operating Conditions**

The Windward Baseyard has been divided into eight functional areas:

- Administrative Building
- Wash Rack
- Parking Lot
- Vehicle Shed
- Storage Containers
- Outdoor Storage

Figures 3-1 to 3-6 present photographs of each functional area of the baseyard taken in their ideal operating condition. These photographs can be used for baseyard crews and inspection teams as a quick reference of how each functional area of the baseyard should appear. Deficiencies identified in the field should be corrected immediately to minimize the potential for pollution of storm water runoff.

**FIGURE 3-1: BASEYARD FUNCTIONAL AREAS – ADMINISTRATIVE BUILDING**



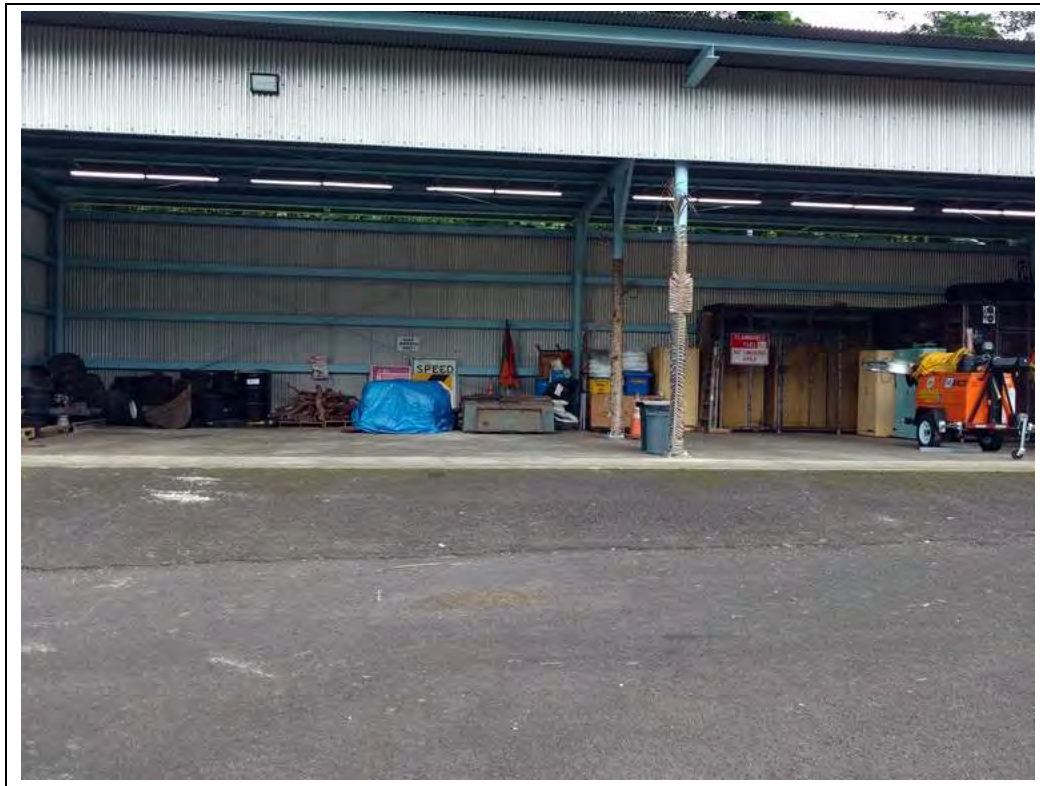
**FIGURE 3-2: BASEYARD FUNCTIONAL AREAS – WASH RACK**



**FIGURE 3-3: BASEYARD FUNCTIONAL AREAS – PARKING LOT**



**FIGURE 3-4: BASEYARD FUNCTIONAL AREAS – VEHICLE SHED**





**FIGURE 3-5: BASEYARD FUNCTIONAL AREAS – STORAGE CONTAINERS**



**FIGURE 3-6: BASEYARD FUNCTIONAL AREAS – OUTDOOR STORAGE**



### **3.2 Best Management Practices**

BMPs will be utilized at the baseyard to minimize and control potential pollutants from baseyard activities. Figures 3-7 to 3-14 include a list of activities associated with the baseyard and photos of BMPs that may be implemented at the Windward Baseyard; this list may not include all specific activities that are conducted.

**FIGURE 3-7: GOOD HOUSEKEEPING**

<p><b>1. Baseyard Sweeping</b></p> 	<p>Sweep baseyard areas at least once per week and additionally as needed to remove accumulated sediment and debris and to prevent tracking.</p> <p><b>Potential Pollutant–</b> Sediment, Metals, Rubbish</p>
<p><b>2. Rubbish Disposal</b></p> 	<p>Keep rubbish in a covered container. Close at the end of business day.</p> <p>Do not overfill waste containers.</p> <p>If waste bins are not feasible for bulk items, ensure that waste is maintained to avoid mobilization in storm water (i.e. tarpaulin, filter devices, etc.).</p> <p><b>Potential Pollutant–</b> Sediment, Metals, Rubbish</p>
<p><b>3. Storm Drainage Area Maintenance</b></p> 	<p>Visually inspect the storm drain inlets for accumulation of rubbish, vegetation, and sediment. Clean the storm drains inlets and areas around storm water drainage as needed and at least semi-annually.</p> <p>Remove and properly dispose of accumulated rubbish, vegetation, and sediment.</p> <p><b>Potential Pollutant–</b> Sediment, Metals, Rubbish</p>

**FIGURE 3-7: GOOD HOUSEKEEPING**

**4. Parking Lot Maintenance**



Clean any parking area oil stains that produce a sheen when wet.

**Potential Pollutant–**  
Petroleum, Oil, Lubricants

**5. Spill Kits**






Ensure that spill kits are located in easily accessible locations (i.e. main office) so that personnel can respond to spills.

Replenish spill kits when used, or as needed.




Ensure that spill materials are cleaned up following use and properly disposed.

**Potential Pollutant–**  
Various used absorbents

**FIGURE 3-8: BASEYARD OPERATIONS**

<b>1. Motor Vehicle Servicing</b>	
	<p>Utilize spill containment materials whenever there is the potential for fluid leaks or spills (i.e., topping off fluids, long term storage of vehicles, etc.).</p>
<b>Potential Pollutant–</b> Vehicle fluids	
<b>2. Herbicide Usage</b>	
	<p>Ensure that herbicides are mixed and managed to minimize contact with storm water.</p>
<p>Store herbicide in covered storage and/or secondary containment.</p>	
<p>Follow the HDOT Chemical Application Plan for herbicide usage guidelines.</p>	
<b>Potential Pollutant–</b> Herbicides	
<b>3. Painting</b>	
	<p>Do not paint in the rain or when rainfall is anticipated.</p>
<p>Ensure that wet paints are not mobilized to drainage areas or storm drains.</p>	
<p>Clean brushes and dispose of paint waste in accordance with product label. Ensure that paint is not cleaned out in the dirt, street, storm drain, or other drainage way.</p>	
<b>Potential Pollutant–</b> Paints, Solvents	

**FIGURE 3-9: WASHING**

<b>1. Motor Vehicle Washing</b>	
	<p>Wash all vehicles and equipment in the designated wash rack.</p> <p>Ensure that containers and materials utilized for washing activities are properly stored according to the product label or disposed following washing.</p> <p><b>Potential Pollutant–</b> Surfactants, Sediment, Fuel, Oils, Metals</p>
	
<b>2. Facility/Other Washing</b>	
	<p>Ensure that all water utilized for washing activities is contained. Containment can include connecting to the sanitary sewer.</p> <p>Do not discharge wash-water into storm drains or onto the ground.</p> <p><b>Potential Pollutant–</b> Surfactants and other pollutants that may be on hands and other surfaces</p>

**FIGURE 3-10: FUELING**

**1. Equipment Fueling**



Visually inspect portable fuel transfer tanks and hoses for cracks and leaks.

Store fuel containers within secondary containment (i.e. flammable storage lockers).

Ensure that hand-held equipment fueling activities are conducted within secondary containment.

Cleanup spilled fuels immediately. Ensure that fuels are not mobilized to drainage areas or storm drains.

**Potential Pollutant–**  
Gasoline, Diesel

**FIGURE 3-11: VEHICLE AND EQUIPMENT STORAGE**

**1. Parking (HDOT and Employee Vehicles)**



Visually inspect vehicles for leaks and use drip pans or pads where necessary. Ensure that drip pan is not overfilled with leaking materials or storm water.

**Potential Pollutant–**

Oil, Gasoline, Diesel, Coolant, Hydraulic Fluid, Metals, Sediment

**2. Handheld Equipment Storage**



Ensure that handheld equipment is managed to minimize contact with storm water.

Store handheld equipment within drip pans or on absorbent pads when not in use.

**Potential Pollutant–**

Oil, Gasoline



**FIGURE 3-12: MATERIAL STORAGE**

**1. Material Storage**



Store materials in compatible containers that are in good condition (i.e. not rusting, leaking, or deteriorating) and closed when not in use.

Store liquid materials under cover.

**Potential Pollutant–**

Various hazardous materials (i.e., Petroleum, Oil, and Lubricants; Herbicides; Paint)



**2. Metal Storage**



Ensure that metals are managed to minimize contact with falling rain and storm water flowing on the ground.

Store metals in a covered area or with a tarpaulin, if metals are rusting.

Place metals on pallets or wood blocks to elevate materials off the ground.

**Potential Pollutant–**

Rusting Metal

**FIGURE 3-12: MATERIAL STORAGE**

**3. Stockpile Storage**



Ensure that stockpile contact with storm water is minimized.

Contact may be prevented with berms, jersey barriers, walls, tarpaulins, or another effective method.

Ensure that stockpiled material does not have the potential to wash away and enter baseyard storm drains.

**Potential Pollutant–**

Sand, Dirt, Gravel, Sweeper Waste, Green Waste, Asphalt

**FIGURE 3-13: WASTE MANAGEMENT**

**1. Managing Wastes Generated On-Site and Obtained from Highways Right-of-Ways**



Separate wastes into categories and do not mix:

- Solid waste (i.e. general rubbish)
- Green waste
- Bulk items (i.e. mattresses, tires, etc.)
- Hazardous waste
- Universal waste

Ensure that wastes are managed to minimize contact with storm water.

Ensure that wastes are transported to Keehi Baseyard for disposal as soon as possible.

**Potential Pollutant–**

Rubbish, Green Waste, Miscellaneous Waste

**FIGURE 3-14: STRUCTURAL BMPs**

**1. Vehicle Wash Rack**



Perform routine maintenance of wash rack system, including oil water separator, to ensure proper functioning.

Visually inspect the wash rack sump and oil water separator filtration system. Remove and dispose of accumulated sediment and debris from the sump properly.

**Potential Pollutant–**  
Surfactants, Sediment, Petroleum, Oils, Lubricants, Metals



#### 4.0 SPILL PREVENTION AND RESPONSE

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Spills of materials used and stored at the Windward Baseyard can discharge to storm drains and State waters and contaminate storm water runoff. A Spill Prevention Response Plan is provided here to address that risk.

##### Spill Prevention and Response Plan

<b>Purpose</b>	Provide procedures to follow in the event a spill occurs
<b>Personnel-In-Charge of Implementation</b>	Windward Baseyard Supervisor
<b>Resources</b>	Table 4-1: Checklist of Procedures Table 4-2: Pertinent Contact Numbers Table 4-3: Spill Response Documentation Form (spills in excess of 25 gallons or more)
<b>Documents to Maintain</b>	Spill Response Documentation Forms (kept by HWY-O)
<b>Recent (within 5 years) spills of toxic or hazardous pollutants</b>	None
<b>Discharges of storm water resulting in reportable quantity triggering notification under 40 Code of Federal Regulations (CFR) 110.6 since 11-16-1987</b>	None

**TABLE 4-1: SPILL RESPONSE PROCEDURE**

	<b>SPILL RESPONSE PROCEDURE</b>	✓
1	Stop work.	
2	<p>Assess the situation:</p> <ul style="list-style-type: none"> <li>▪ Source of Release (Stop the source of the spill, if it can be done safely)</li> <li>▪ Notify Others. <ul style="list-style-type: none"> <li>▪ Call 911 if an emergency situation occurs.</li> <li>▪ Inform the Baseyard Supervisor of all spills.</li> </ul> </li> <li>▪ Type of Material Spilled and Associated Hazards. <ul style="list-style-type: none"> <li>▪ If the material is flammable, ensure that all sources of ignition are removed (i.e. turn off vehicles, prohibit smoking, evacuate unnecessary personnel)</li> <li>▪ Evacuate unnecessary personnel if there is potential for fire, explosion, or other</li> </ul> </li> <li>▪ Location of Release (i.e. HDOT right of way? pavement vs. soil?).</li> <li>▪ Total Amount and Rate of Release.</li> <li>▪ Potential for Surface Water Impacts. <ul style="list-style-type: none"> <li>▪ Deploy BMPs to protect storm drains and other surface water bodies.</li> </ul> </li> </ul>	
3	Can the spill be cleaned up with baseyard staff and supplies? If yes – <i>continue to Step 4</i> . If no – <i>skip to Step 10</i> .	
4	Assign personnel to clean the spill and don appropriate personal protective equipment.	
5	Remove any incompatible materials from the area. This may include prohibiting smoking and the starting of vehicle engines.	
6	Begin spill clean-up efforts by ensuring that the source of the spill has been stopped. This may include closing valves, repairing equipment, or plugging holes.	
7	Confine the spill perimeter using absorbent material such as clay granules, sand, and/or soil. Ensure that drainage ways are blocked.	
8	Clean the remainder of the spill using absorbent material and a broom or vacuum. <b>*Important: Never use a water source for cleaning unless the water is contained.</b>	
9	Dispose of cleaning materials and personal protective equipment properly. <i>Skip to Step 13.</i>	
10	Evacuate all personnel from the spill vicinity and move to the evacuation assembly area near the entrance gate on the outside of the facility fence-line. See Figure 2-1 for location.	
11	Call the Emergency Coordinator who will notify or designate someone to notify the Spill Response Contractor from Table 4-2, if needed.	
12	Take note of spill clean-up actions performed by baseyard personnel and/or the Spill Response Contractor.	

<b>SPILL RESPONSE PROCEDURE</b>		✓
13	The Emergency Coordinator or designee will notify the appropriate authorities from Table 4-2, if required.	
14	The Emergency Coordinator or designee completes Table 4-3, Spill Response Documentation Form.	

**TABLE 4-2: EMERGENCY SPILL CONTACT INFORMATION**

**Note:** The reportable quantity for oil and fuel products is a spill of 25 gallons or more, a spill not cleaned within 72 hours, or a spill that threatens ground or surface waters. Notification of the National Response Center (NRC) is NOT required for releases of oil – only notification of State and County agencies are required for these substances.

<b>Contact</b>	<b>Telephone Number</b>
<p><b>Emergency (Medical Assistance, Fire Department, Police Department)</b> If there is an emergency or life-threatening situation, 911 should be called first.</p>	911
<p><b>Baseyard Supervisor</b> The Baseyard Supervisor or designee should be notified of all spills so that they can contact the Emergency Coordinator.</p>	(808) 233-5458 or (808) 256-4271
<p><b>Maintenance Superintendent, Emergency Coordinator</b> The Maintenance Superintendent or designee should be notified of all spills so that they can act as the Emergency Coordinator for response efforts, which includes coordinating clean-up response, notifying the appropriate parties, and completing relevant forms.</p>	(808) 837-8058 or (808) 258-3269
<p><b>Spill Response Contractor</b> The current spill response contractor (<b>Pacific Commercial Services</b>) should be notified by the Emergency Coordinator or designee for assistance when a spill is beyond the baseyard’s capacity for removal or to dispose of spent absorbents.</p>	(808) 545-4599
<p><b>National Response Center (NRC)</b> The Emergency Coordinator or designee should call the NRC to report any spill of hazardous materials of a reportable quantity. The NRC will notify the appropriate Federal On-Scene Coordinator (Environmental Protection Agency - EPA) and various state agencies. [Note: <b>Notification of the NRC is NOT required for releases of oil– only notification of State/County agencies are required for these substances.</b>]</p>	(800) 424-8802
<p><b>DOH Hazard Evaluation and Emergency Response (HEER) Office (Oahu)</b> The Emergency Coordinator or designee should notify the HEER office of any chemical spill of a reportable quantity. [Note: <b>Reportable quantity for oil and fuel products is a spill of 25 gallons or more, a spill not cleaned within 72</b></p>	(808) 586-4249 (808) 247-2191 (after hours)



<p><b>hours, or a spill that threatens ground or surface waters.]</b>  A written notification must also be submitted no later than thirty (30) days after the initial release.</p>	
<p><b>DOH Clean Water Branch (CWB) (Oahu)</b>  The Emergency Coordinator or designee should notify the CWB of any spills of any chemical of a reportable quantity immediately by telephone. A written notification must also be submitted no later than thirty (30) days after the initial release.</p>	<p>(808) 586-4309</p>
<p><b>U.S. Coast Guard Marine Safety Office (Oahu)</b>  The Emergency Coordinator or designee should notify the U.S. Coast Guard of any quantity spill that reaches the ocean.</p>	<p>(808) 522-8260</p>
<p><b>Local Emergency Planning Committee (LEPC)</b>  The Emergency Coordinator or designee should notify the LEPC of any reportable quantity spill. After business hours, leave a message including name, phone number, time of spill, what was spilled, and quantity of spill.</p>	<p>(808) 723-8960</p>

**TABLE 4-3: SPILL RESPONSE DOCUMENTATION FORM**

<b>Date of Incident:</b>	<b>Time:</b>
<b>Reported by:</b>	
<b>Location of Incident:</b>	
<b>Description of Incident:</b>	
<b>Nature of Release (Paint, herbicide, oil/grease, concrete, etc.):</b>	
<b>Cause/Source of Release:</b>	
<b>Quantity of Release:</b>	
<b>Immediate response measures taken:</b>	
<b>Regulatory Agency Notifications:</b>	

Copies of the completed Spill Response Documentation Form shall be kept in the Windward Baseyard SWPCP binder and with the Environmental Management Section Head

## 5.0 REFERENCES

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- State of Hawaii, Department of Transportation, Highways Division. February 2013. *Environmental Management System Manual*.
- State of Hawaii, Department of Transportation, Highways Division. September 1, 2020. *National Pollutant Discharge Elimination System, Permit Number HI S000001*, expires August 31, 2025.
- State of Hawaii, Department of Transportation, Highways Division. April 2015. *Storm Water Management Program Plan*.

# **APPENDIX A**

## **BASEYARD SWPCP INSPECTION CHECKLIST**

## BASEYARD SWPCP INSPECTION CHECKLIST

Facility Name:	Windward Baseyard, Highways Division, Department of Transportation
Inspector's Name & Title:	
Date & Time of Inspection:	
Weather:	<input type="checkbox"/> Raining <input type="checkbox"/> Cloudy <input type="checkbox"/> Sunny                              Rain in 24 hrs? <input type="checkbox"/> Yes <input type="checkbox"/> No

ISSUE BEING EVALUATED	YES	NO	N/A	COMMENTS
<b>SWPCP AND DOCUMENTATION</b>				
Is the SWPCP onsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the SWPCP map been updated to reflect current baseyard conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any changes needed to the SWPCP based on the current observed baseyard conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the inspection reports onsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the National Pollutant Discharge Elimination System NPDES permit onsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employee training current and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have any spills of a reportable quantity (25-gallons or more) been reported and/or documented since last inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>GOOD HOUSEKEEPING</b>				
Are paved areas that are potentially exposed to storm water generally free and clear of accumulated sediment and debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the rubbish bins covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is rubbish managed to prevent overflowing of waste storage containers and/or prevention of contact with storm water, if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ISSUE BEING EVALUATED	YES	NO	N/A	COMMENTS
Are the drainage areas (culvert, diversion channel, downspouts) clear of debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any oil stains present that produce a sheen when wet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are spill kits available and stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are spent spill cleanup materials properly disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BASEYARD OPERATIONS</b>				
Are drip pans or hydrocarbon absorbing pads utilized whenever there is the potential for fluid leaks or spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are herbicides mixed and managed to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are painting activities and cleanup conducted to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WASHING</b>				
Are all vehicles and equipment washed at the wash rack?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are containers and materials utilized for washing activities properly stored according to the product label or disposed following washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the wash area (including trench drain and sump, if applicable) free of rubbish, sediment, oils and grease, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FUELING</b>				
Are portable fuel transfer containers and hoses cracked or leaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ISSUE BEING EVALUATED	YES	NO	N/A	COMMENTS
Are fuel containers managed to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fuel spills present that are exposed to storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>VEHICLE AND EQUIPMENT STORAGE</b>				
Are salvage equipment leaking fluids and if so, managed to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If necessary, are drip pans utilized and in good condition and placed properly under equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are drip pans filled or overflowing with rainwater and/or petroleum products (oil and grease, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is handheld and/or portable equipment (i.e. chainsaw, weed whacker, generator, tamper, etc.) managed to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MATERIAL STORAGE</b>				
Are materials managed to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are rusting metal pieces managed to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are highway construction and maintenance related items managed to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are green wastes, gravel, sand stockpiles managed to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are BMPs that are utilized for material containment in good condition and working effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ISSUE BEING EVALUATED	YES	NO	N/A	COMMENTS
<b>WASTE MANAGEMENT</b>				
Are wastes appropriately separated according to operational disposal requirements and managed to minimize contact with storm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does waste need to be transferred to the Keehi Baseyard for final disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>STRUCTURAL BMPs</b>				
Is the wash rack properly maintained (per posted standard operating procedures and signage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	