

Municipal Operations BMP Reporting

Step 1: Enter Site

Best Management Practices - County

User: **Accounting**

First Name:

Last Name:

Department Select:

District Select:

Unit Select:

Building Select:

Address Select:

Location ID:

Step 2 See List of Applicable BMP Fact Sheets

Location ID:

Best Management Practices

Alternative Safety Practices	Applicable
BMP Employees	Applicable
Building Maintenance and Repair	Applicable
Employee Training	Applicable
Housekeeping	Applicable
Kitchen Restroom and Deck	Applicable
Landscaping and Undeveloped Areas	Applicable
Loading and Unloading	Applicable
Oil, Mineral and Hazardous Waste	Applicable
Spill, Wood, Paint and Paint Shop	Applicable
Paving Lots and Garages	Applicable
Spill Prevention and Cleanup	Applicable
Storm Drains and Catch Basins	Applicable
Trucks	Applicable
Trash and Dumpster Management	Applicable
Vehicle and Equipment Parking	Applicable
Vehicle Equipment Maintenance/Repairs	Applicable
Vehicle and Equipment Washing and Storm Cleaning	Applicable

Step 3: Select Applicable BMP Fact Sheet. In this example, Housekeeping is selected. The full Fact Sheet is presented. At the end is the prompt, “Start Survey”.

Housekeeping



Make sure that outdoor areas are regularly cleaned to prevent trash and other debris from polluting our creeks and ocean.

Santa Barbara County

[www.countyofsb.org/
project_cleanwater](http://www.countyofsb.org/project_cleanwater)

Goal / Purpose

Reduce the discharge of dust, dirt, grease, grime and floating trash into the storm water system from all County facilities.

Selection of Best Management Practices

In order to comply with Santa Barbara County's Municipal Storm Water Permit, Best Management Practices (BMPs) must be employed at municipal facilities. BMPs may be selected from the options listed below or developed on a case-by-case basis as appropriate. Facilities with a Water Quality Protection Protocol (WQPP) should follow the BMPs stated in that protocol.

Practices

1. Never dispose of wash-water to storm drain, pavement or other storm water conveyances. Use the sanitary sewer to dispose of wash-water. Wash-water includes any liquid with cleaner or residual dirt and grime; examples include mop-water, floor-mat wash-water, window cleaning water, and all rinse water.
2. Clean floor mats, filters and trash containers in a designated area with a connection to the sanitary sewer such as mop sink or floor drain.
3. Rinse patio furniture, picnic tables and benches without cleaning agents, so flows can drain to areas where the water can soak into the soil and leave little residue. Use a bucket and rag to clean tables with cleaners. Always use a rag to remove cleaners, do not hose down area. Avoid getting

runoff into storm drains or waterways that lead to creeks or the ocean.

4. Schedule regular cleaning to eliminate particulate and residue buildup of in both interior and exterior areas that collect debris. Keeping interior areas clean prevents the tracking of contaminants outdoors. Provide trash containers, when appropriate, to minimize littering.
5. Keep brooms, dusters and trash cans readily accessible. For example place cleaning equipment near delivery locations and trash bins.
6. Provide designated smoking areas with cigarette butt containers. Clean containers as needed to encourage their use.
7. Promptly clean up any spill of liquid or solid wastes. Do not hose down an area to clean or handle a spill, unless the liquid will be completely contained, cleaned up and disposed of the sewer or offsite as appropriate for the waste type. There should be no discharge to storm drains, landscape or to pavement.
8. Store equipment and supplies under cover whenever possible.
9. Cabinets and containers exposed to the weather must be made for exterior use; interior grade cabinets and containers will rust or deteriorate and contribute contaminants to storm water runoff, when exposed to weather.
10. Schedule regular cleaning of outside storage areas and yards, preferably before the start of the rain season. At least once a year, review the stock-piled equipment and supplies (materials). Often there are unusable materials at the back of the storage area. Usable materials should be stored to indicate possible use and to minimize contact with the storm water. Unused or unusable material should be removed as soon as possible. Develop a plan to regularly dispose of unneeded materials.
11. Do not use drains without knowing whether they flow to the sanitary sewer, storm system or self-contained internal sump. Confirm before using drains to ensure proper disposal.

Contractor Requirements

12. Include specific contract language to inform the contractor that they must comply with federal, state and local storm water rules and regulations as required by the Clean Water Act. Amend existing contracts to include this language, if not already included.
13. Ensure that contractors provide the County with a copy of their storm water awareness training and procedures for protecting the storm water system. These procedures should cover activities from cleaning windows to painting an entire building.

Employee Training

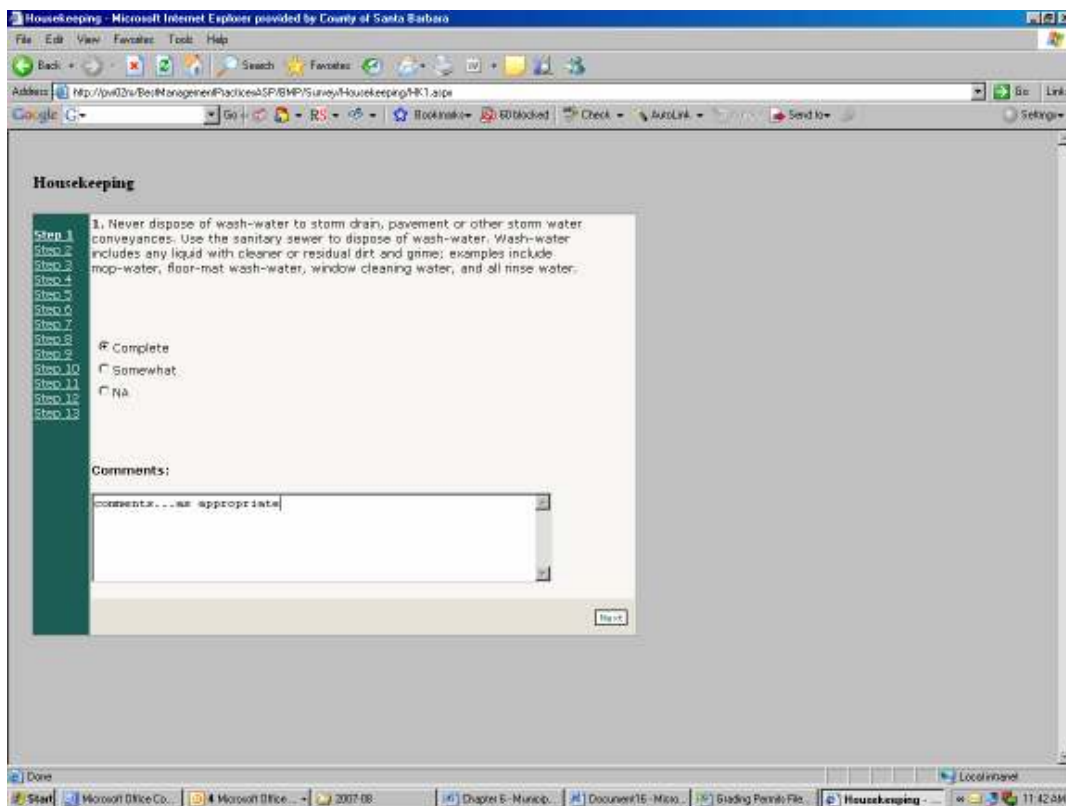
Training may include regular tailgate sessions with staff responsible for maintaining or managing a facility. Tailgate sessions should provide information on the selected storm water BMPs and methods for preventing discharge of pollutants into the storm drain system. Encourage employees to suggest modifications for existing BMPs and to create new BMPs; their suggestions will likely reduce labor and increase stormwater runoff protection. If the above suggested BMPs require some modification to work for you or do not cover some aspect of your operations or facility, call PCW at 568-3440 for assistance.

Storm water BMP training may be incorporated with other training sessions such as safety training. Facilities with a Storm Water Plan should follow the training requirements stated in that Plan. Records of the training sessions must be kept for at least three years. These records should include who conducted the training, who attended, subjects discussed, and the date(s) of the training.

For additional information on this and other BMPs, or the County's responsibilities under the NPDES Phase II federal regulations for storm water discharges, see www.countyofsb.org/project_cleanwater or contact Project Clean Water staff at 568-3440.

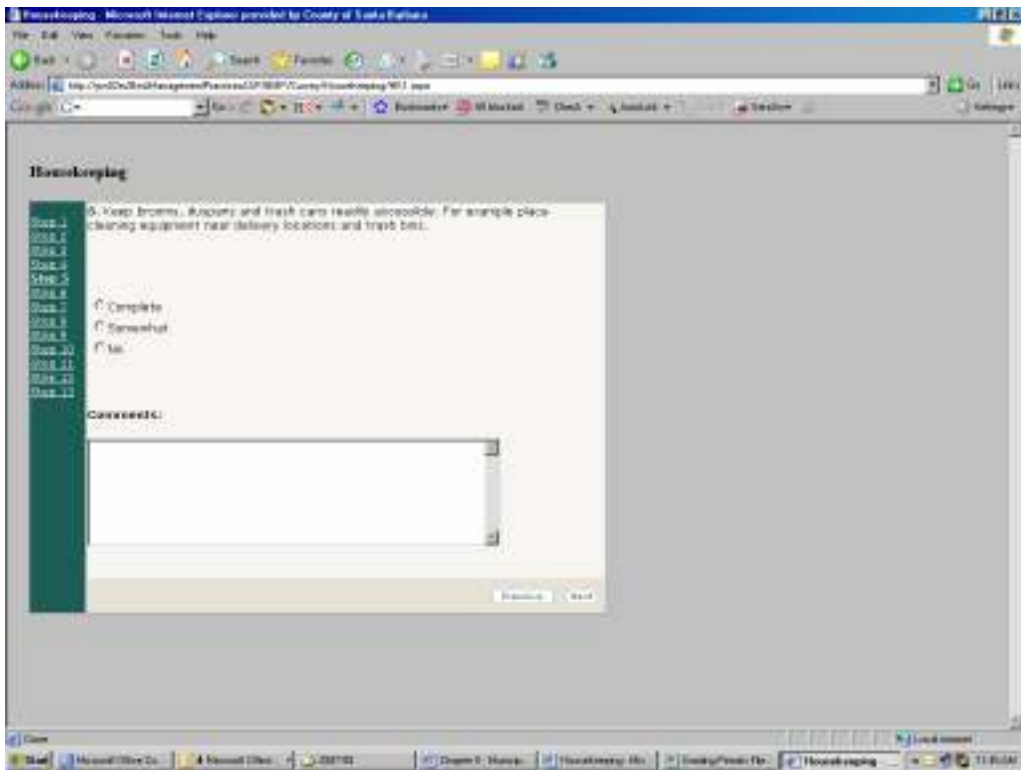
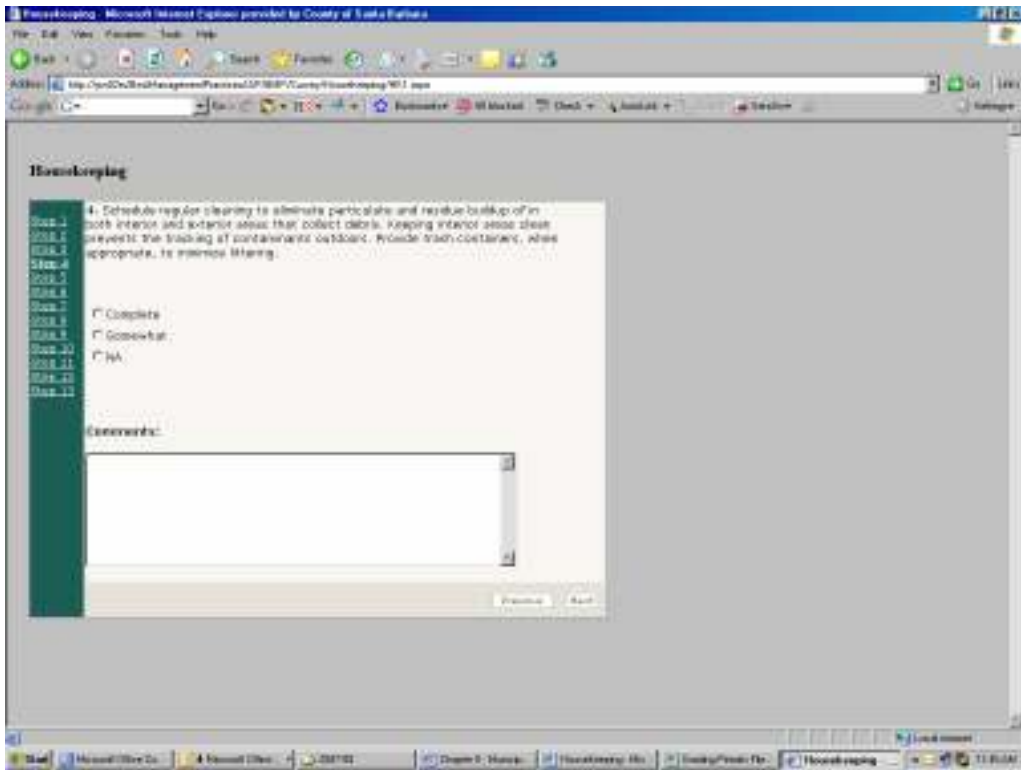
Start Survey

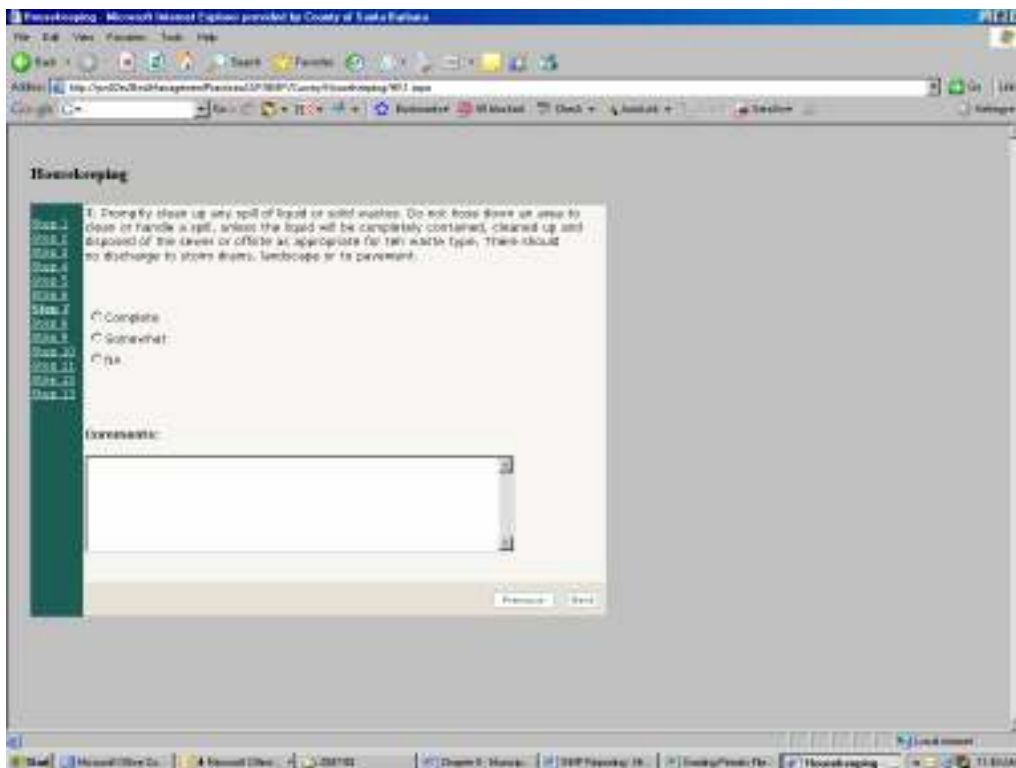
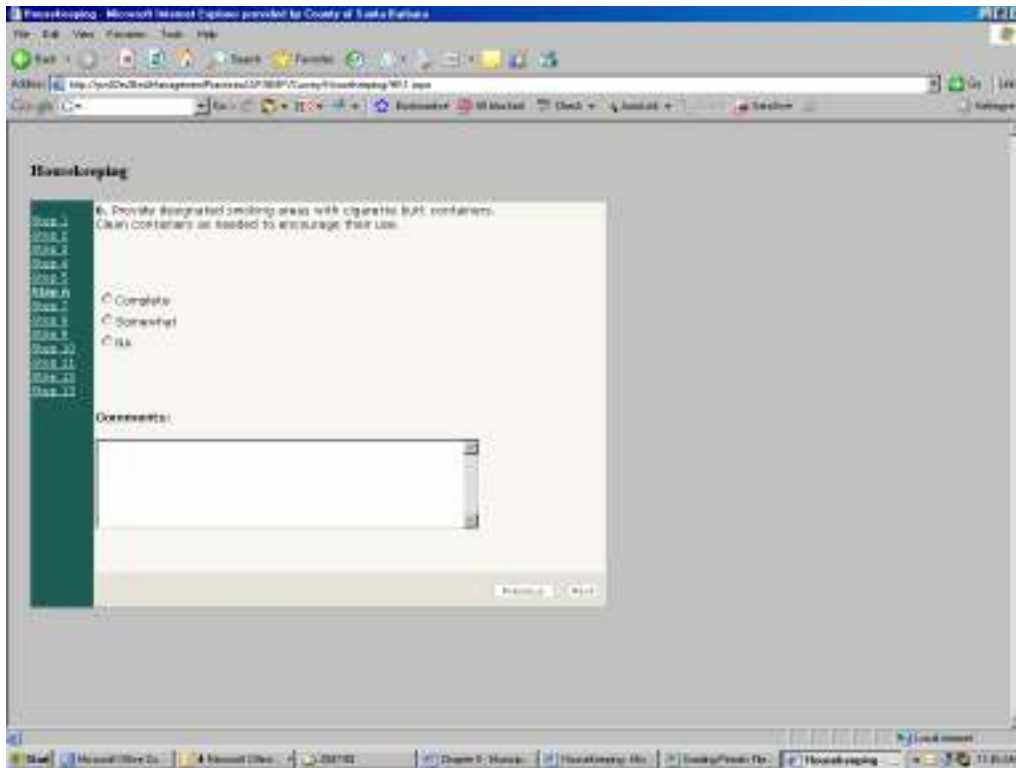
Step 4: Start Survey. BMP#1 is highlighted. Select “Complete” “Somewhat” or “N/A”. Comments can be entered.

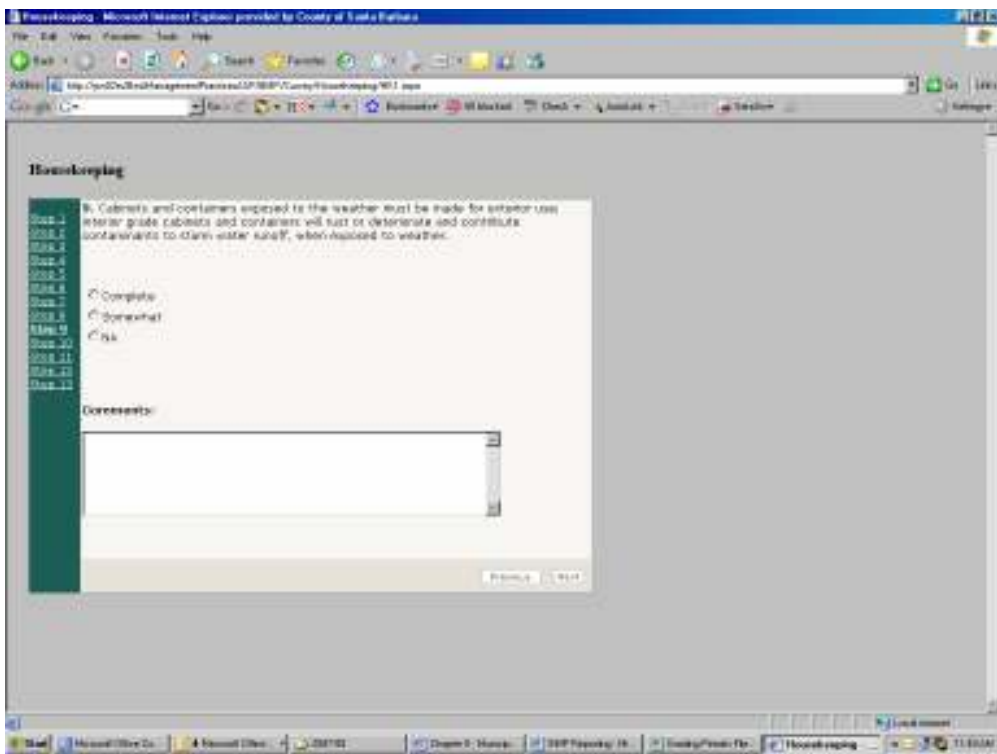
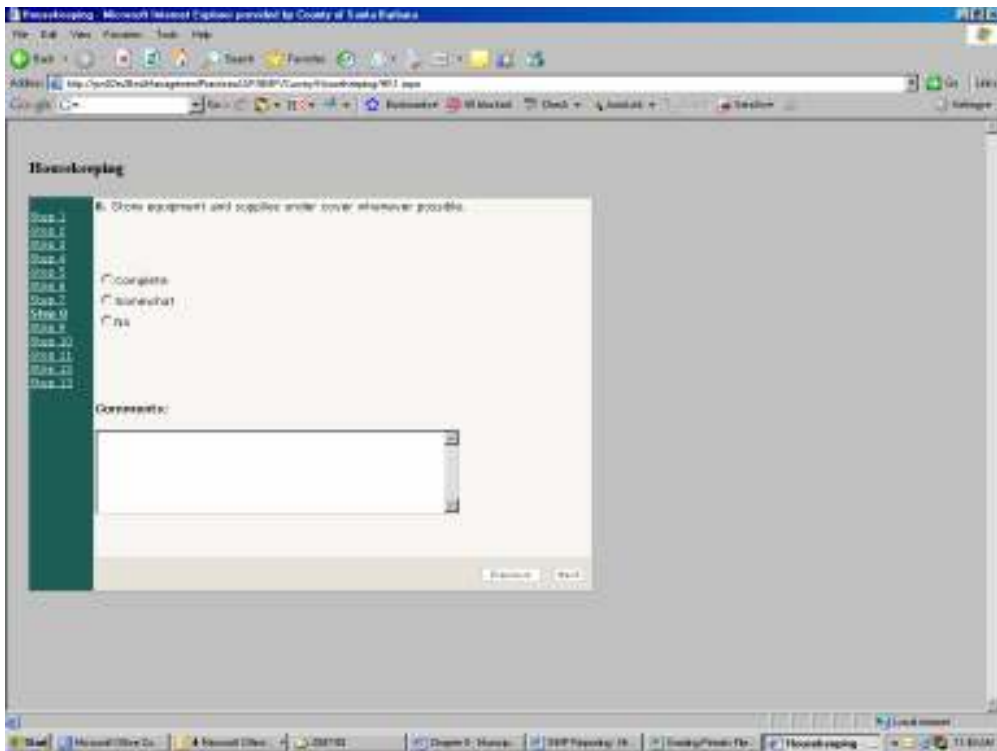


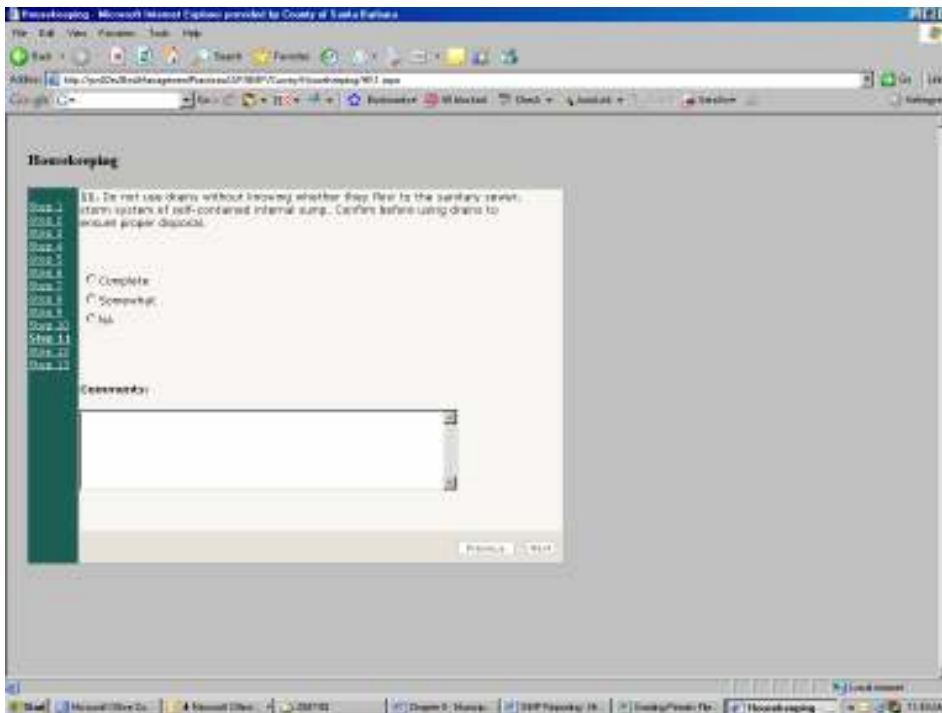
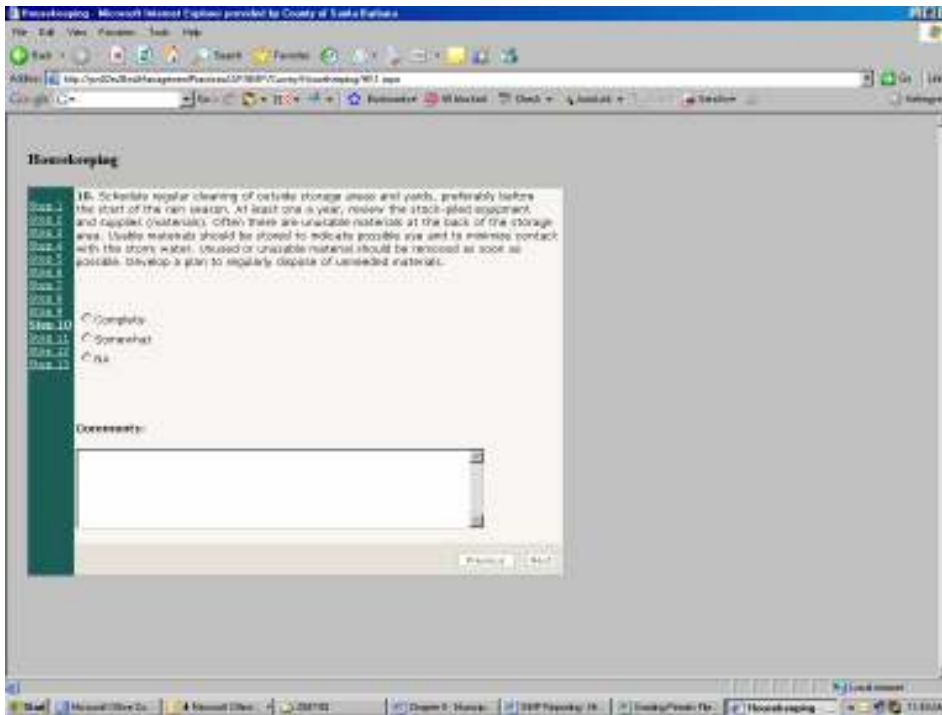
The screenshot shows a Microsoft Internet Explorer browser window displaying a survey form titled "Housekeeping". The browser's address bar shows the URL: <http://www02n/BestManagementPractices4SP/BMP/Survey/Housekeeping/HK1.asp>. The survey form has a sidebar on the left with a list of steps from Step 1 to Step 13. Step 1 is highlighted in green. The main content area for Step 1 contains the following text: "1. Never dispose of wash-water to storm drain, pavement or other storm water conveyances. Use the sanitary sewer to dispose of wash-water. Wash-water includes any liquid with cleaner or residual dirt and grime; examples include mop-water, floor-mat wash-water, window cleaning water, and all rinse water." Below this text are three radio button options: "Complete" (which is selected), "Somewhat", and "NA". At the bottom of the form is a text input field labeled "Comments:" with the placeholder text "comments... as appropriate". The browser's taskbar at the bottom shows several open applications, including Microsoft Office Word and Excel, and the system clock indicates the time is 11:42 AM on 2007-08-08.

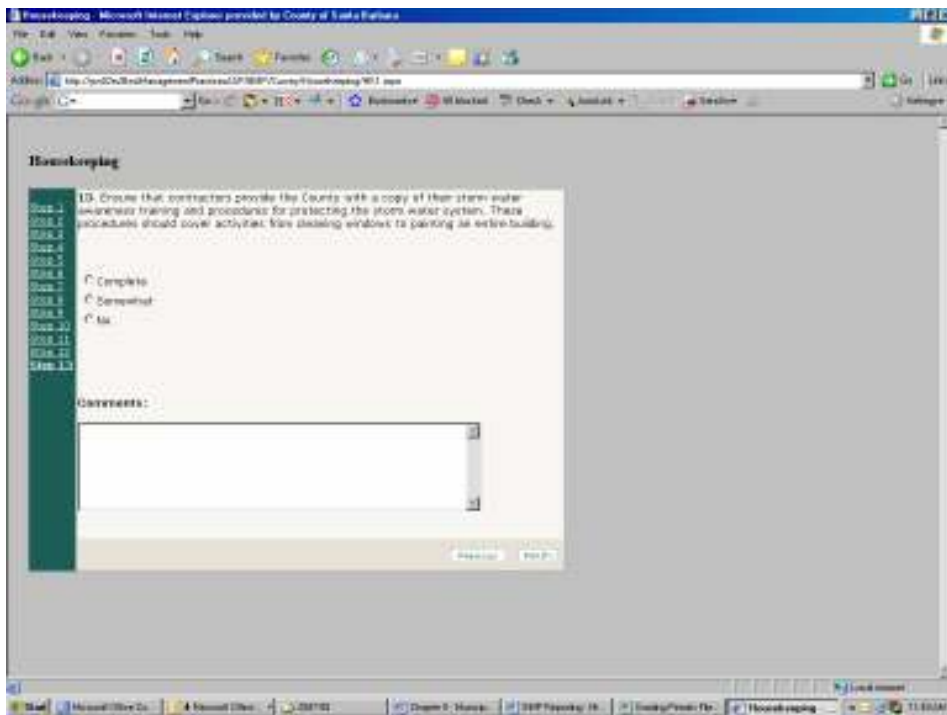
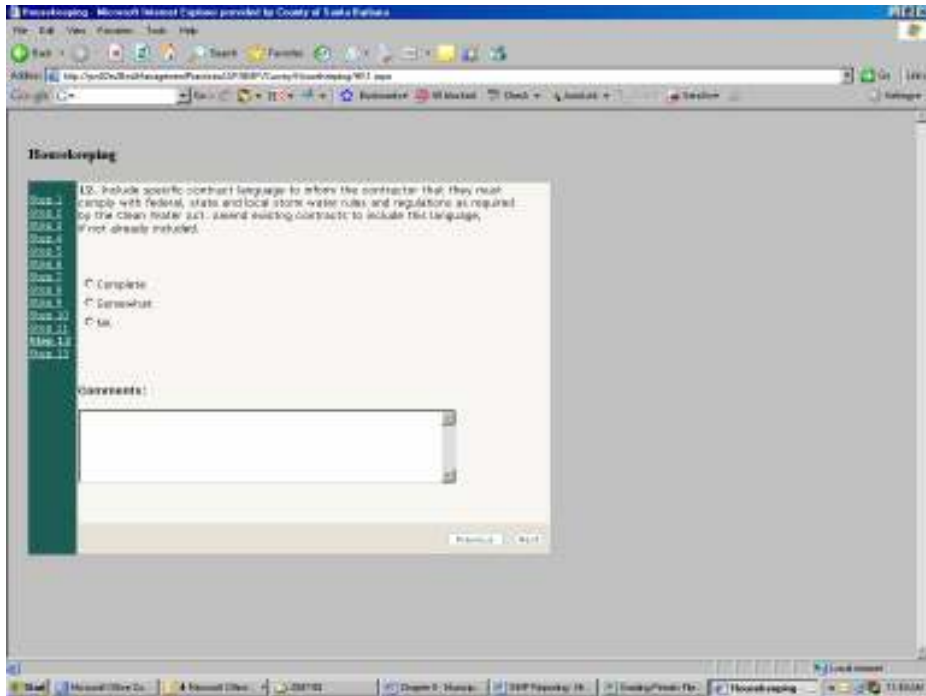
Step 5: Continue through BMP Fact Sheet until all answers are entered.

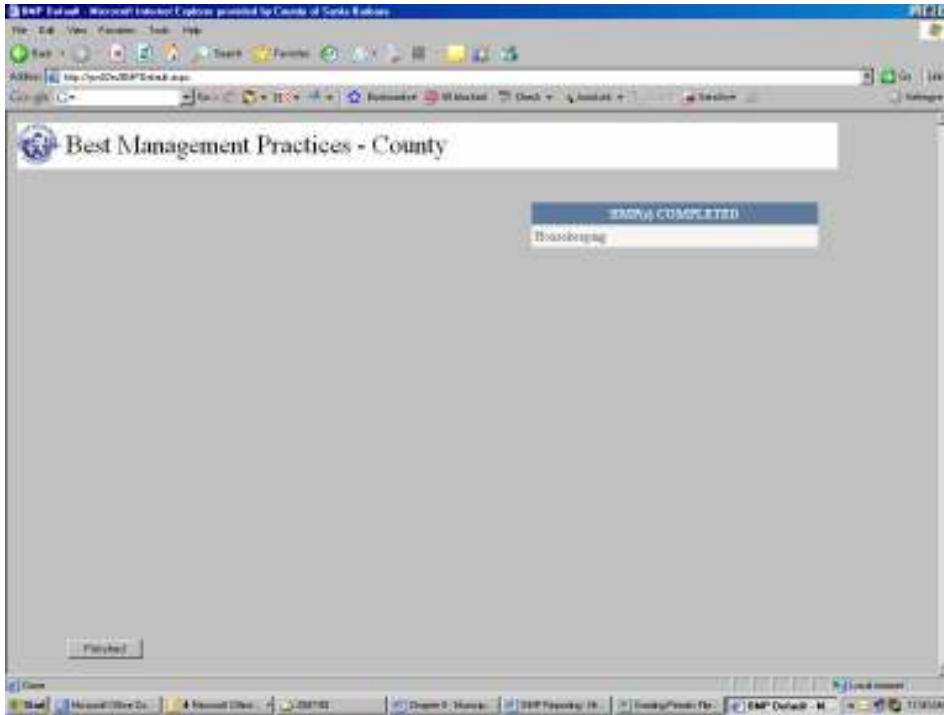












Step 6: After all Fact Sheets are completed, the data can be viewed as a results report.

An example of a results report follows.

COURT

N/A

08-6746901

Garnand, Cathleen

COURT N/A N/A SM COURT COMPLEX 312A E. COOK STREET

BMP Employees

BMPE1	Complete	
BMPE2	Complete	
BMPE3	Complete	
BMPE4	Complete	
BMPE5	Complete	
BMPE6	Complete	
BMPE7	Complete	Staff are informed this is illegal.
BMPE8	Complete	
BMPE9	Complete	

Employee Training

ET1	NA
-----	----

ET2 NA

ET3 NA

ET4 NA

ET5 NA

ET6 NA

ET7 NA

ET8 NA

Housekeeping

HK1 Complete

HK2 NA

HK3 Complete

HK4 Complete

HK5 Complete

HK6	Complete
HK7	Complete
HK8	Complete
HK9	Complete
HK10	Complete
HK11	Complete
HK12	NA
HK13	NA

Trash Dumpster Management

TDM1	Somewhat	The trash service provider, Waste Management, typically places the dumpsters in such a way that lids cannot be closed. The empty dumpsters are returned to the contained trash area with lids open. The dumpsters are adjacent which makes closing the lids impossible.
TDM2	Complete	
TDM3	NA	
TDM4	Complete	

TDM5	Complete	There is loose trash in dumpster area, although the loose trash is mostly contained by berm.
TDM6	Complete	
TDM7	Complete	
TDM8	NA	
TDM9	NA	
TDM10	Complete	
TDM11	Complete	
TDM12	NA	
TDM13	NA	