
CII Subcommittee Meeting
February 18, 2010 – 1:00 to 2:30 pm
Millbrae Community Center Conference Room
 477 Lincoln Circle – Millbrae

AGENDA

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| 1. | Introductions, Announcements, Changes to Agenda, Approve December Meeting Summary <i>Outcome: Agree on agenda and meeting summary.</i> | 5 min. | <i>Ward Donnelly</i> |
| 2. | Update on Pollution Prevention Group's Activities <i>OUTCOME: Obtain update.</i> | 10 min. | <i>Whomever</i> |
| 3. | Update on Training Work Group's Activities <i>OUTCOME: Obtain update.</i> | 10 min. | <i>Dermot Casey/ Work group members/ Everyone</i> |
| 4. | Review of CII Subcommittee's FY 2009/10 Task List <i>OUTCOME: Review MRP's requirements and Countywide Program's task list to assist municipalities achieve compliance.</i> | 10 min. | <i>Fred Jarvis/ Everyone</i> |
| 5. | Update Draft Template for Industrial and Commercial Business Inspection Plan <i>OUTCOME: Obtain update on creating a business inspection plan.</i> | 10 min. | <i>Dermot/ Fred/ Everyone</i> |
| 6. | Review Final Draft Template for Enforcement Response Plan <i>OUTCOME: Agree that Enforcement Response Plan template is complete or on steps needed for its completion.</i> | 10 min. | <i>Fred/ Everyone</i> |
| 7. | Review Examples of Spill and Discharge Response Plans <i>OUTCOME: Obtain information.</i> | 10 min. | <i>Fred/ Everyone</i> |
| 8. | Draft Spreadsheet for Water Quality Spill and Discharge Complaint Tracking and Follow Up <i>OUTCOME: Obtain information and agree on how to complete.</i> | 10 min. | <i>Fred/ Everyone</i> |
| 9. | Share Information on Illicit Discharge and Industrial/Commercial Inspection Problems <i>OUTCOME: Identify common problems and gain information on successful ways to resolve them.</i> | 10 min. | <i>Everyone</i> |
| 10. | Agree on Next Meeting Date of April 15 and Topics <i>OUTCOME: Agree on next meeting date and topics.</i> | 5 min. | <i>Everyone</i> |

DRAFT CII Subcommittee Report

Meeting Date: December 17, 2009

Subcommittee Action:

- Agreed that the October subcommittee meeting summary was acceptable.
- Agreed that each of the cities that contract with County Environmental Health (County Health) for business inspections needs to receive a comprehensive list of businesses that County Health inspects as a food or hazmat facility. Dermot will prepare this list in January for cities to review. The purpose of the list will be to allow cities to identify any additional businesses that should be inspected either by city or County Health staff to meet the MRP's requirements.
- The draft template for the Enforcement Response Plan (ERP) should include templates for a Notice of Violation and Notice to Comply. Comments on the draft ERP should be submitted to EOA by January 11.

Requested Technical Advisory Committee Action or Feedback/Guidance (if any): None.

Other Information/Announcements:

- **Bay Area Pollution Prevention Group.** At the meeting Tim Potter, CCCSD, gave a presentation titled, "The Bay Area Municipal Regional Stormwater Permit (MRP): An Overview of the Permit and the Potential Impacts to Wastewater." The group is planning in FY 2010/11 to provide training for inspectors about industrial sources of cyanide and to develop a fact sheet. Cyanide is used in plating and heat treating. There will also be a full day dental training workshop on January 13, 2010.
- **Municipal Regional Stormwater Permit.** The MRP's requirements that affect staff involved with the CII Subcommittee were reviewed. It was agreed that it is important to work regionally on mobile businesses because many mobile businesses are not located within the city where they do work.
- **Inspection Plan Template.** Dermot distributed examples of information for the inspection plan for the 16 municipalities that County Health conducts inspections for. County Health conducts annually inspections of underground tanks. The cities should have input on the priorities for business inspections. If there are businesses that County Health would not typically inspect, the cities should either do the additional inspections themselves or contact County Health to see if they would be able to complete these inspections. Under the template for the Inspection Plan, higher priority businesses would be inspected at least twice during the five-year MRP term and lower priority businesses would be inspected at least once. The businesses that have a higher priority for inspection will include auto shops, restaurants, and any business that previously had a problem. Cities also need to help County Health stay informed about new businesses that have moved into or started up in each city.
- **Enforcement Response Plan.** The draft ERP template included in the agenda packet was discussed. Cities may choose to have an ERP for construction inspections and another ERP for business and illicit discharges. Ward has a Notice of Violation that could be included as an example in the ERP template. Catherine Allin reported that the City of Millbrae has a fee

schedule that sets the costs of unscheduled inspections (\$45 per inspection) that are required because of a complaint or problem at a business. Some cities also have the option of using administrative citations to help achieve enforcement.

- **TAC Meeting.** Janet Cox from the San Francisco Estuary Partnership presented information at the November TAC meeting about the \$5 million in stimulus funds that are available for municipalities to use to pay for the installation of trash control devices. Cities interested in participating will need to maintain the trash control devices for 25 years.

Subcommittee Work That Affects Other Subcommittees: The ERP affects the new development subcommittee.

Next Steps: Develop and distribute copies of the County Health list of businesses that it typically inspects for the cities that have an agreement with the county to do these inspections. Develop a revised ERP based on comments received.

Next Meeting Date: Subcommittee will meet next on February 18, 2010 at 1:00 pm.

Agenda Item No. 7

USD Collections Crews Will Only Respond to Sanitary Sewer Overflow

When USD Collection Services arrive:

- a. Locate USD Collection Services Crew Leader/On Call person to relay all information about the sanitary sewer overflow/spill
- b. Hold a tailgate meeting with EC and Collection Services to make sure plan of action is clear, that all safety issues are addressed regarding the source of spill and material that will be cleaned up.
- c. Agree on plan action and the scope of work that is needed to clean up the spill properly.
- d. Give signed USD Work Order to Collection Services Crew Leader if situation requires and possible to do so at that point.
- e. Decide between EC and Collection Services who will “sign-off” final end of USD spill response actions

Phone Numbers

USD Collection Services Planner/Scheduler – Rich Czapkay (510) 477-7548

USD Collection Services - Shawn Nesgis (510) 477-7552 office, (510) 207-4024 cell

USC Collection Services – James Schofield (510) 477 – 7553 office, (510) 432 – 3807 cell

USD Main Phone Line for after hours (510) 477-7500

Fremont – Tim Berger, Environmental Services (510) 494-4587

Fremont – Kate Shonk (Haz Mat clean-up authorization) (510) 979-5715

Union City - York Gorzolla, Environmental Programs Coordinator, (510) 675-5362

Union City - **Lorenzo Perez**, Hazardous Materials Inspector, (510) 675-5358

Union City – **Henry Louie**, City Engineer, (510) 675-5301

Newark:

Storm water issues- Holly Guire 578-4254

Mary Cisneros-Green 578-4383

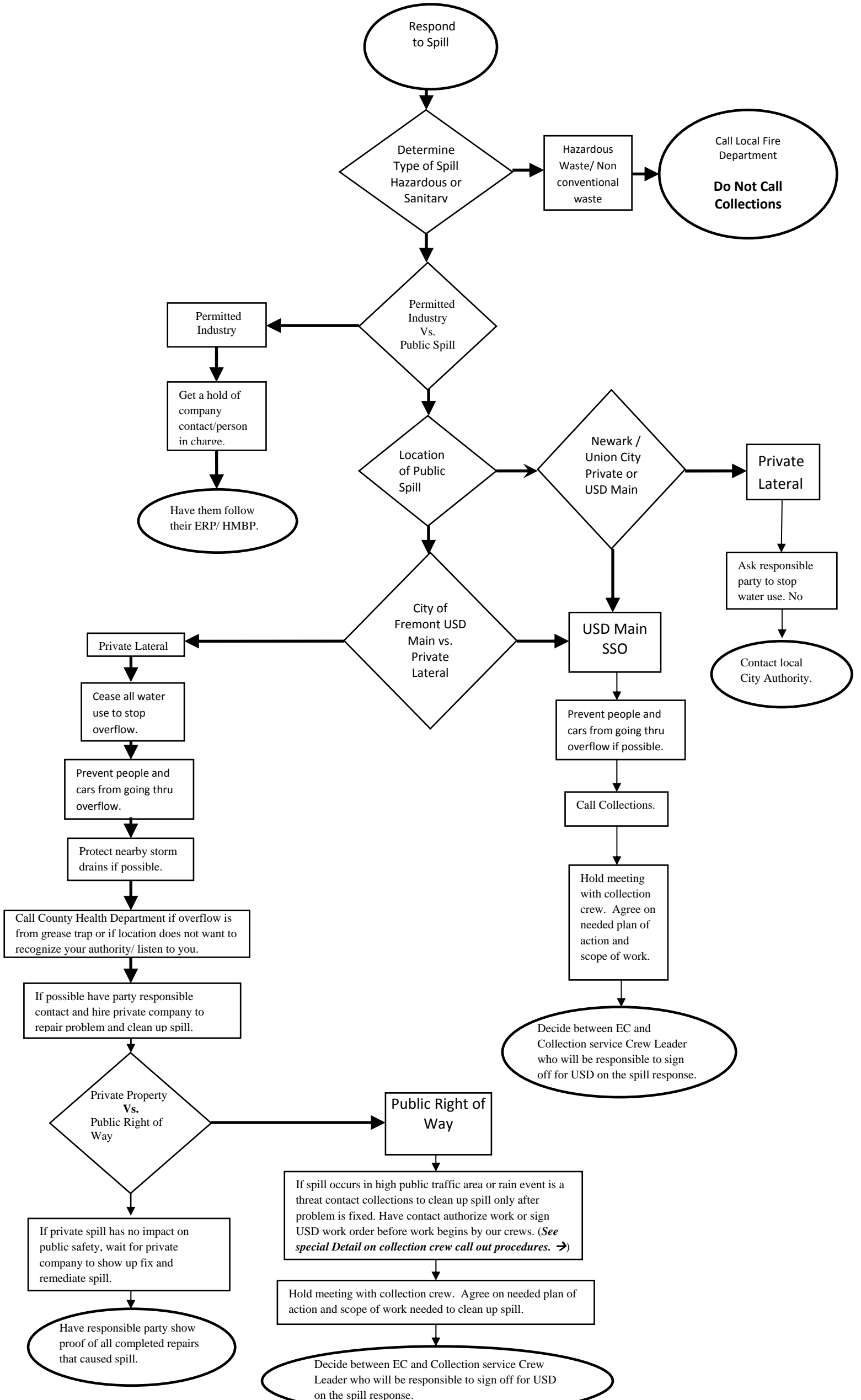
Fire Dept. Admin 578-4218

Non Emergency Dispatch- 578-4237

Emergency Dispatch- 911

Alameda County Environmental Health Department Raju Mathew (510) 567-6749

Agenda Item No. 7



Sanitary Sewer Spill Response Plan

1. Arrive at location and evaluate cause of overflow or spill.
2. Evaluate the spill and determine the type of contaminants for possibly hazardous waste material or sanitary/conventional pollutant.
3. **If the spill material is hazardous waste** or something other than sanitary waste call the local Fire Department. **Do Not** call collections crew to respond to the spill.
4. **If the spill occurs at a permitted industry** locate the proper company contact in charge and have them follow their ERP/HMBP. **Do Not** call collections crew to respond to the spill.
5. Once at the spill is determined not to be hazardous waste or at a permitted industry establish what city the spill occurred in Fremont, Union City or Newark.
6. **If the spill occurred in Newark, Fremont or Union City determine if it was caused by a blockage at USD main or at a private lateral.** Call collections crew if help is needed to determine the location of blockage.
7. **If the spill is caused by blockage determined to be at a USD main** contact collections and prevent people and cars from going thru overflowing surfacing sewage.
8. Hold meeting with collections crew and determine/agree on needed plan of action and the scope of work to clean up the area.
9. Decide between EC and Collections service crew leader who will be responsible to sign off for USD spill response completion.
10. **If the spill occurs in Newark or Union City and is from a private lateral,** ask responsible party to stop all water use to reduce the spill.
11. Contact the proper local city authority and have them take responsibility for the spill.
12. **If the spill occurs on a private lateral in the City of Fremont** ceases all water use to slow the spill.
13. Prevent people and cars from going thru overflow.
14. Protect nearby storm drains from overflowing sewage water entering them.

Agenda Item No. 7

15. Call County Health Department if overflow is from grease trap or if the location does not want to recognize your authority/listen to you.
16. If possible have party responsible contact and hire a private company to repair the problem and clean up the spill.
- 17. Determine if spill has impacted private property only or if it has also impacted public right of way.**
18. **If private spill has no impact on public safety**, wait for private company to show up fix the problem and remediate the spill.
19. Have responsible party show proof of all completed repairs that caused the spill.
20. **If spill is located in public right of way**, high traffic area or a rain event is about begin contact collections to clean up spill only after problem is fixed. Have contact authorize work or sign USD work order before work begins by our crews.
21. Hold meeting with collections crew and agree on needed plan of action and the scope of the work needed to clean up the spill.
22. Decide between EC and Collection service crew leader who will be responsible to sign off for USD spill response.

USD Collections Crews Will Only Respond to Sanitary Sewer Overflow

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- a. Locate USD Collection Services Crew Leader to relay all information about the sanitary sewer overflow/spill

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- b. Hold a tailgate meeting with EC and Collection Services to make sure plan of action is clear, that all safety issues are addressed regarding the source of spill and material that will be cleaned up.
- c. Agree on plan action and the scope of work that is needed to clean up the spill properly.
- d. Give signed USD Work Order to Collection Services Crew Leader if situation requires and possible to do so at that point.
- e. Decide between EC and Collection Services who will “sign-off” final end of USD spill response actions

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Complaint/Spill/Discharge Tracking Spreadsheet

[Enter Agency Name]

MRP

Require The MRP's Provision C.5.f requires the following: "All incidents or discharges reported to the complaint/spill system that might pose a threat to water quality shall be logged to track follow-up and response through problem resolution. The data collected shall be sufficient to demonstrate escalating responses for repeat problems, and inter/intra-agency coordination, where appropriate."

Purpose: The purpose of this spreadsheet is to provide an example "water quality spill and discharge complaint and follow up" tracking method for the ACCWP agencies to adapt for their use starting April 1, 2010.

| Complaint Information | | | | | | | | | | | | | | Investigation Information | | | | | | | | | | | Follow Up Information | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|-------------------|--|-----------------------|------------------|---|---|---|--------|------------------------|----------------|-------------|-------|----------------------|---------------------------|----------------------|----------------------------|----------------------------|----------------------------|------------|--|------------------------|----------------|-------------|-------|-----------------------|-------------------|----------------------|-------|---|------------------------|---|--|----------------|--|------------------|--------------|---------------------|----------------------|---------------|--|---|---|---|--|--|
| Date and Time of Complaint Receipt | | Source of Complaint Enter "1" for source of complaint | | | Threat to Water Quality | | Type of Pollutant(s) Enter "1" for each type reported | | | | | | | | | Date Investigation Started | | Time Investigation Started | | Type of Pollutant(s) Enter "1" for each type found | | | | | | | | | Type of Enforcement Enter "1" for each type found | | | Response Times Enter number of days | | Enter "1" if Resolved in Timely Manner | | | | | | | | | | | |
| Date of Complaint | Time of Complaint | Public | Another Public Agency | Own Agency Staff | Enter "1" if discharge reported threat to water quality | Enter "1" if no threat to water quality | Washwaters | Sewage | Construction Materials | Vehicle Fluids | Food Wastes | Paint | Sediment and/or Silt | Industrial Wastes | Litter and/or Debris | Other | Date Investigation Started | Time Investigation Started | Washwaters | Sewage | Construction Materials | Vehicle Fluids | Food Wastes | Paint | Sediment and/or Silt | Industrial Wastes | Litter and/or Debris | Other | Enter "1" if Discharge Entered Storm Drain and/or receiving water | Nothing Found to Abate | Enter "1" if there is nothing needing abatement | None | Warning Notice | Written Warning/ Notice of Violation | Notice to Comply | Legal Action | Call to Investigate | Investigate to Abate | Call to Abate | Enter "1" if Resolved in Timely Manner | | | | | |
| 2/2/10 | 1000 | 1 | | | 1 | | 1 | 1 | | | | | | | | | 2/4/10 | 900 | 1 | | 1 | | | | | | 1 | | | | | | | | | 1 | | | | 2 | 1 | 3 | 1 | | |
| 2/10/10 | 700 | | 1 | | 1 | | 1 | | | | | | | | | | 2/10/10 | 1400 | | 1 | | | | | | | | | | | | | | | | | | | | | 0 | 1 | | | |
| 2/17/10 | 1830 | 1 | | | 1 | | | | | | 1 | | | | | | 2/18/10 | 800 | | | | | | | | | | | 1 | | | 1 | | | | | | 1 | 0 | 1 | 1 | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Summary Discharge Information | |
|--|------|
| Number of discharges reported | 3 |
| Number of discharges reaching storm drains and/or receiving waters | 2 |
| Number of discharges resolved in a timely manner | 3 |
| Percentage of discharges resolved in a timely manner | 100% |

| | | Summary of Types of Pollutants Discharged | | | | | | | | | | |
|------------|--|---|--------|-------------|----------------|-------------|-------|-----------|-------------|---------------|-------|-------|
| | | Washwater | Sewage | Const. Mat. | Vehicle Fluids | Food Wastes | Paint | Sed./Silt | Ind. Wastes | Litter/Debris | Other | Total |
| Number | | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 5 |
| Percentage | | 20% | 20% | 20% | 0% | 0% | 0% | 20% | 0% | 20% | 0% | |

| | | Summary of Sources of Complaints | | | |
|------------|--|----------------------------------|-----------------------|-------------------|-------|
| | | Public | Another Public Agency | Own Public Agency | Total |
| Number | | 2 | 1 | 0 | 3 |
| Percentage | | 67% | 33% | 0% | |