



CII Subcommittee Meeting
June 15, 2011 – 1:00 to 2:30 pm
County Environmental Health – Conference Room
 2000 Alameda de las Pulgas – San Mateo

AGENDA

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|----|---|---------|-----------------------------------|
| 1. | Introductions, Announcements, Changes to Agenda, Approve March 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. | Work Groups’ Progress | 20 min. | |
| | A. Completion of Guidance on Annual Process for Identifying Businesses for Stormwater Inspections | | <i>Fred Jarvis/Everyone</i> |
| | B. Draft Revised Agreement with County Environmental Health | | <i>Dermot Casey /Everyone</i> |
| | C. Annual Inspector Training Guidance and Documentation
<i>Outcome: Obtain update and for draft revised agreement decide on next steps and schedule for completion.</i> | | <i>Fred/Everyone</i> |
| 4. | BASMAA’s Inspectors Ad Hoc Work Group Meeting with Water Board Staff
<i>Outcome: Obtain information about June 8 meeting to discuss business and construction inspection issues and next steps.</i> | 15 min. | <i>Rob Lecel/ Dermot/Everyone</i> |
| 5. | FY 2010/11 Annual Report Template
<i>Outcome: Obtain information about reporting template</i> | 10 min. | <i>Fred/ Everyone</i> |
| 6. | Update on BASMAA’s Municipal Operations Committee
<i>Outcome: Obtain update on BASMAA’s planned outreach to carpet cleaners and fleet washers.</i> | 5 min. | <i>Fred/ Everyone</i> |
| 7. | Recent Water Board NOVs Related to Provision C.4
<i>Outcome: Obtain information and identify ways to improve.</i> | 10 min. | <i>Fred/ Everyone</i> |

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| 8. 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> |
| 9. Agree on Next Meeting Date and Topics
<i>Outcome: Agree on next meeting date of September 21 and topics.</i> | 5 min. | <i>Everyone</i> |

DRAFT CII Subcommittee Report

Meeting Date: March 16, 2011

Subcommittee Action:

- Agreed that the December subcommittee meeting summary was acceptable.
- Agreed to provide comments by March 25 on the draft memorandum “Guidance on Annual Process for Identifying Businesses and Facilities Needing Stormwater Inspections.”
- Agreed to provide comments to Dermot on the draft MOU to continue County Environmental Health’s hazmat and food facility inspections for cities.
- Will rely on CASQA for commenting on the industrial general permit.

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

Other Information/Announcements:

- **Pollution Prevention Group’s Activities.** The Baywise.org website has been revamped and launched. The website contains information about stormwater and gardening. The Bay Area Clean Water Agencies is the main sponsor of this website. CWEA will have its annual conference on April 12-15 in Ontario. While some CWEA members wanted to remove stormwater as part of its certified training, but Catherine Allin helped to retain it.
- **Revisions to Inspection Form.** Dermot Casey and Fred Jarvis revised the Standard Stormwater Facility Inspection Report Form that the County Environmental Health’s (CEH) hazmat inspectors use to document stormwater inspection information. The form better tracks information required by the MRP. In addition, a decision was made that if the total score for “Potential for Pollutant Discharge” plus “BMP Effectiveness” was 4 or more, enforcement was needed and a follow up inspection would be done. The work group also agreed that for some minor types of violations, the business owner could submit compliance documentation following the inspection without receiving a reinspection. Kiley Kinnon recommended that inspectors use photographs to document inspections and problems found and resolved. The CEH inspectors have been trained to call city staff when they find problems in their cities.
- **New CEH Inspections and Violations Summary Form.** CEH is using a new summary form to report quarterly to the cities the results of its inspections. The revised form should simplify the process for municipalities to do the annual reporting.
- **Guidance on Annual Process for Identifying Businesses and Facilities Needing Stormwater Inspections.** A draft memo was distributed on the topic of providing guidance to municipalities about meeting the MRP’s requirements to annually update and maintain a list of industrial and commercial facilities. Annually each municipality should check its business license list against the list of businesses that CEH inspects. Table 1 in the memo should be used to decide whether there are businesses other than CEH’s hazmat and food facility businesses that merit being added to the inspection list. It is sometimes hard to determine from the business license list what businesses do. Dermot distributed a form titled “San Mateo County Environmental Health Division Building/User Permit Application” that cities should be requiring businesses to complete and send to CEH to identify new hazmat businesses. A similar form exists for new retail food facilities.

- **NOIs CEH Does Not Inspect.** Dermot reviewed the small list of facilities covered under the Industrial General Permit that CEH does not currently inspect. CEH does not inspect landfills, but the solid waste section of the county does inspect landfills. Stormwater inspections could be added to the solid waste inspectors' duties. CEH does not typically inspect wineries covered under the Industrial General Permit, but these could be added. The question was asked about whether towing yards are inspected, and Dermot replied that larger towing yards are inspected, but not the smaller ones.
- **MOU.** Dermot distributed a draft copy of the new MOU. CEH would like to have one version of the MOU that all of the cities using CEH's services agree on.
- **Draft Industrial General Permit.** The State Water Board staff has distributed a draft Industrial General Permit for public comments. The draft permit proposes a better feedback system for using the stormwater monitoring results to improve BMPs. If BMPs do not reduce pollutants below the EPA's benchmark values, termed numeric action levels in the permit, the action levels will become numeric effluent limits subject to mandatory minimum penalties if exceeded. The benchmarks for total suspended solids and specific conductance are low and will likely lead to exceedances. Businesses near the shoreline may have exceedances of specific conductance because of bay/ocean water and salt spray, and not due to industrial activities.

Subcommittee Work That Affects Other Subcommittees: The New Development Subcommittee should distribute information about CEH's forms for reporting new hazmat businesses and new retail food facilities.

Next Steps: Completion of guidance on annual update of businesses to inspect and MOU.

Next Meeting Date: Subcommittee will meet next on Weds. June 15, 2011 at 1:00 pm.

CII Subcommittee Attendance – FY 2010/11

Name	Agency	PHONE	FAX No.	E-Mail	Sept.	Dec.	March	June
	City of Atherton							
Bozhena Palatnik Gilbert Yau Leticia Alvarez Dalia Corpus	City of Belmont	659 593-7463		Bpalatnik@Belmont.gov	√	√	√	
Matt Fabry	City of Brisbane	415 508-2134	415 467-5547	mfabry@ci.brisbane.ca.	√	√	√	
Kiley Kinnon	City of Burlingame	342-3727	342-3712	kiley.kinnon@veoliawater na.com	√	√	√	
Louis Gotelli	City of Colma	757-8888	757-8890	Louis.Gotelli@colma.ca.us	√	√	√	
Ward Donnelly	City of Daly City	991-8208	991-8220	wdonnelly@dalcity.org	√	√	√	
John Latu	City of East Palo	853-3165		jlatu@cityofepa.org				
Norm Dorais	City of Foster City	286-3279	349-7204	ndorais@fostercity.org				
Gary Whelen/ Tom Jahns	City of Half Moon	726-88260						
Jen Chen	Town of Hillsborough							
Virginia Parks/ Jennifer Ng	City of Menlo Park	330-6752 330-6743		vkfparks@menlopark.org	√			
Catherine Allin	City of Millbrae	259-2470	259-2398	callin@ci.millbrae.ca.us		√	√	
Kevin Cesar	City of Millbrae	222-0545		kcesar@ci.millbrae.ca.us				
Lizzy Claycomb	City of Pacifica			jlo@ci. pacificaca.us				
Jason Lo	City of Pacifica	738-7456		loj@ci.pacificaca.us		√	√	
	Town of Portola Valley							
Marilyn Harang	City of Redwood City	780-7497	780-7445	mharang@redwoodcity.org			√	
Gary Lepori	City San Bruno	616-7020		glepori@SanBruno.ca.gov				
Mike Dillon	City San Carlos	802-4139		mdillon@cityofsancarlos.org	√	√		
Vern Bessey	City San Mateo	522-7342	522-7351	vbessey@cityofsanmateo.org		√	√	
Alan Atwater	City San Mateo	522-7343	522-7351	AAAtwater@cityofsanmateo.org	√			
Rob Lecel	City of So. San Francisco	829-3882	829-3855	rob.lecel@ssf.net	√	√		
Andy Wemmer	City of So. San Francisco	829-3883		Andrew.wemmer@ssf.net		√	√	
Gratien Etchebehere	Town of Woodside	650-851-		getchebehere@woodside town.org				
Dermot Casey	County of San Mateo	363-4957	363-7337	dicasey@co.sanmateo.ca.us	√	√	√	
Tim Swillinger	County of San Mateo	372-6245	627-8244	tswillinger@co.sanmateo.		√		
Mark Chow	County of San Mateo	599-1489		mchow@co.sanmateo.ca.		√		
Matt Fabry	SMCWPPP Coordinator	415 508-2134	415 467-5547	mfabry@ci.brisbane.ca.	√	√	√	
Michael Li/ Peter Fong	SBSA	594-8411 Ext. 139	591-7122	mli@sbsa.org				
Norm Domingo	SBSA	650 594-8411		ndomingo@sbsa.com	√	√	√	
Cecil Felix	Water Board	510 622-2343		CFelix@waterboards.ca.gov				
Fred Jarvis	EOA, Inc.	510 832-2852	510 832-2856	Fejarvis@eoainc.com	√	√	√	
No. Attending					13	16	13	

MEMORANDUM

TO: Stormwater Business Inspectors - San Mateo Countywide Water Pollution Prevention Program Stormwater

FROM: County Environmental Health – Business Inspection Work Group

DATE: March 28, 2011

SUBJECT: Guidance on Annual Process for Identifying Businesses and Facilities Needing Stormwater Inspections

The MRP requires the following: “Each Permittee shall annually [*emphasis added*] update and maintain a list of industrial and commercial facilities in the Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.” (Provision C.4.b.ii). This Business Inspection Plan inspection list is required to be included in each annual report.

In addition, the MRP has a similar sounding, but different requirement to each year provide in the annual report: “The list of facilities scheduled for inspection during the current fiscal year” (Provision C.4.b.iii.(2)). The annual inspection list should be a subset of the Business Inspection Plan inspection list.

This guidance has been developed by the CII Subcommittee’s Business Inspection Work Group to assist municipalities to comply with the requirement to annually update their Business Inspection Plan inspection list. The Business Inspection Work Group is comprised of Dermot Casey and Bill Lent, County Environmental Health (CEH); Matt Fabry, City of Brisbane and San Mateo Countywide Water Pollution Prevention Program Coordinator; Bozhena Palatnik, City of Belmont; Virginia Parks, City of Menlo Park; and Fred Jarvis, EOA, Inc. The recommendations contained in this memorandum have been reviewed by the CII Subcommittee, which includes business inspectors from several cities. Business inspectors from these cities either supplement the stormwater inspections conducted by CEH (Burlingame and Millbrae) or conduct their own inspections (Daly City, San Mateo, and South San Francisco) because they do not have a contract with CEH to conduct stormwater inspections.

This memo first describes the types of non-hazmat and non-retail food businesses and governmental facilities that should be included in each municipality’s Business Inspection Plan as part of preparing annual plan updates. Next the memo will describe a process each municipality may follow to update annually a list of businesses and facilities for stormwater inspection.

Municipalities may choose to comply with the MRP’s requirements for annually updating their lists of businesses and facilities for stormwater inspections by using methods different from those described in this guidance.

Businesses and Non-Business Facilities For Inspection Not Covered by CEH

The hazmat and retail food facilities that CEH inspects do not include all of the facilities or businesses that could reasonably be considered to contribute pollutants to stormwater. The Business Inspection Work Group has identified categories of businesses and facilities that often

pose a risk of contributing pollutants to stormwater or may have non-stormwater discharges disallowed by the MRP, and which are not always inspected by CEH. Nonetheless, within the categories listed in Table 1 below, some of the facilities or businesses are inspected by CEH and some, depending on site-specific circumstances, may not merit stormwater inspections.

The categories of facilities included in the following list were selected because they may be expected to contribute pollutants to stormwater runoff at higher rates than streets, parking lots, and rooftops, or because some of the businesses in the category are likely to have non-stormwater discharges disallowed by the NPDES permit.

Types of Businesses & Governmental Facilities That CEH May Not Inspect, But Which Have a Reasonable Potential to Contribute to Pollution of Stormwater Runoff
Table 1

Type of Business/Facility	County Environmental Health (CEH) Involvement	Types of Stormwater Issues
Stone, Tile, Marble, and Granite Fabricators/Cutters	CEH inspects larger facilities. ¹	Often a source of cutting wastewaters or silt/sand discharge. Cutting & grinding often occurs near roll up doors.
<u>Wholesale</u> Food Facilities, such as food preparers & suppliers for airlines	None	Site-specific depending on level of use of housekeeping and other BMPs.
Limousine Services	CEH inspects larger fleets only ² .	May allow washwaters to reach storm drain system.
Building Materials and Nursery Retailers	CEH inspects large retailers ³	Potential for soil, rock, sand, etc. and breakage from products to reach storm drain system.
Wholesale Greenhouses and Nurseries	None	Potential for pesticides and fertilizers to reach storm drain system.
Kennels/Stables	CEH will respond to complaints.	Disposal of animal wastes or washwaters where they reach storm drain system.
Non-city Corporation Yards	CEH inspects school district corporation yards ⁴	Potential for pollutant mobilization from product and waste handling activities
Mobile Businesses Carpet Cleaners	None	Carpet cleaning businesses may dispose of washwaters to storm drain system.
Automotive Detailers/Fleet	None ⁵	May allow washwaters to

¹ Check with Dermot Casey about which stone, tile, marble, and granite fabricators/cutters CEH inspects or check against CEH list that is provided annually.

² Check with Dermot Casey about whether the limousine service is one CEH inspects or check against CEH list that is provided annually.

³ Check with Dermot Casey about whether the building material or nursery retailer is one CEH inspects or check against CEH list that is provided annually.

⁴ CEH does not inspect special district corporation yards or other maintenance yards unless they store or use hazardous materials or generate hazardous wastes.

⁵ CEH inspects most stationary carwashes because they sell gas or service vehicles.

Type of Business/Facility	County Environmental Health (CEH) Involvement	Types of Stormwater Issues
Washers		reach storm drain system.
Surface Cleaners	None	May not follow BASMAA's agreed upon BMPs for doing this work.
Demolition Contractors	None	Pollutants, including PCBs in older caulk and sealants, may be aurally deposited where they can become mobilized by rainfall runoff.
Pet Grooming	None	Pet grooming businesses may dispose of washwaters to storm drain system.
Other -There may be very site and operation specific businesses or facilities that merit stormwater inspections. ⁶	Check with CEH that specific businesses or governmental operations are not inspected for stormwater.	Issues would be site and operation specific.

Specific Steps to Annually Update and Maintain a List of Businesses and Facilities in the Business Inspection Plan

The following suggested steps should help each municipality to prepare its annual update of a list of businesses and facilities for inspection.

1. Obtain a copy of your municipality's current business license list and a copy of the list of businesses and governmental facilities inspected by CEH.

In order to meet the MRP's requirement to "add and remove sites as businesses open and close" (Provision C.4.b.i), obtain annually a current copy of your municipality's business license list. In addition, CEH will provide each of its contracted municipalities with a list of the businesses and facilities that it inspects for stormwater.

Aside from adding new businesses or removing ones no longer operating, the annual update provides an opportunity to improve the accuracy and completeness of the Business Inspection Plan inspection list. At the same time that the list is being updated, it would be opportune to update the inspection frequencies for facilities based on performance (Provision C.4.b.i), the results of the most recent inspection, and other factors.

2. Identify businesses on business license list that CEH should be inspecting, but is not.

It is possible that there may be hazmat businesses or retail food facilities that have been overlooked or not yet been included on CEH's list. It is a good practice to compare annually your municipality's business license list against the list of businesses and facilities that CEH inspects to identify any discrepancies.

⁶ For example, businesses that use copper, such as plumbing contractors or supply warehouses that cut a lot of copper pipe; pool contractors that use copper based algaecides; and concrete contractors that create antique looking concrete driveways or other concrete surfaces.

In order to reduce the number of businesses that may be missed by CEH's hazmat inspectors, at the time a new hazmat business is being opened, CEH is encouraging municipal staff to use and submit to CEH a completed hazmat business reporting form. This form is available on the Countywide Program's website. It is anticipated that very few hazmat facilities would be overlooked by CEH because all hazmat facilities need to obtain EPA ID numbers in order to ship hazardous wastes.

Contact the CEH Stormwater Business Inspector for your city to resolve any discrepancies found between your city's business license list and CEH's inspection list. A current list of CEH inspectors is posted at:
http://www.flowtoby.org/stormwater_inspectors.php.

3. Identify new, non-retail food and non-hazmat businesses that merit business inspections and add to your city's Business Inspection Plan inspection list.

Based on comparing the business license list with CEH's list of retail food facilities and Table 1 above, identify any additional businesses that merit inspection. Use the process for prioritizing inspections and frequency of inspections described in the Business Inspection Plan to assign a priority for inspecting each new business. Each new business that merits inspection needs to be added to the Business Inspection Plan inspection list. Note that a new business does not necessarily need to be inspected in the year added to the list if it is part of a business category that is inspected less frequently than annually.

4. Implement the needed business and facility inspections.

CEH is willing in 2011 under a separate agreement with interested cities to conduct inspections of facilities that are not hazmat or retail food facilities for a cost of \$155/hour. Another option would be to use municipal staff to conduct the needed inspections, educational outreach, and any appropriate follow up activities of businesses and facilities not typically inspected by CEH.

If municipalities would like CEH to adopt a fee to conduct stormwater inspections of non-hazmat and non-retail food facilities, CEH is willing to bring a fee proposal to the County Board of Supervisors in early 2012. If such a fee is adopted, it would eliminate the need to charge municipalities \$155/hour for inspections once the new fee would be implemented in July 2012. Municipal staff desiring to have non-hazmat or non-retail food facility stormwater inspections paid with a new fee should express their support for this additional CEH service.

**Guidance to Stormwater Inspectors on Meeting MRP's Annual Training Requirements (Provision C.4.d)
as Self-Training in FY 2010/11**

For Inspectors Who Are New to Stormwater		
CII¹ Recommended MRP-Related Training	Estimated Amount of Time Training²	Countywide Program's Training Materials
1. View DVD from March 30, 2006 training on How to Conduct Stormwater Inspections of Businesses.	1. Approx. 3 hours	1. DVD is available on the Countywide Program's website under Trainings and Workshops, and Dermot Casey has copies of DVD.
2. Study BASMAA's PCBs, mercury, and copper training materials	2. Approx. 2 hours	2. BASMAA's POC Training Manual (PCBs, Mercury, and Copper Training materials) are available on the Countywide Program's website under FY 2009-2010 Annual Report Guidance, Section 4 Provision C.4 Industrial and Commercial Site Controls. http://www.flowstobay.org/documents/municipalities/cii/Forms/BASMAA%20POC%20Transmittal%20Memo%20Draft%20&%20Attachments%20A-C.pdf http://www.flowstobay.org/documents/municipalities/cii/Forms/BASMAA%20POC%20Presentation%20Draft%20Attachment%20D.ppt
3. Review Introduction to the San Mateo Countywide Water Pollution Prevention Program requirements <u>Section 4 Industrial & Commercial Site Controls, Illicit Discharge Detection and Elimination</u> , and Pollutants of Concern from 1-25-11 training.	3. Approx. ½ hour	3. Orientation training materials are available on the Countywide Program's website under Trainings and Workshops. http://www.flowstobay.org/documents/municipalities/trainings/2011%20Orientation%20Binder.pdf
4. Study BASMAA's surface cleaner recognition program training materials	4. Approx. ½ hour	4. Study BASMAA's online Pollution Prevention Training for Surface Cleaners and review related BMP materials. http://basmaa.org.dnmax.com/Training/tabid/57/language/en-US/Default.aspx

¹ Commercial, Industrial, and Illicit Discharge Control Subcommittee of the San Mateo Countywide Water Pollution Prevention Program

² The amounts of time are estimated for planning purposes. Staff doing the studying and reviewing of materials should report the actual amount of time it took them to complete their reading and studying of the materials.

For Inspectors Who Are New to Stormwater		
CII¹ Recommended MRP-Related Training	Estimated Amount of Time Training²	Countywide Program's Training Materials
Optional: Consider enrolling in Sacramento State's Office of Water Programs Stormwater BMP Course 614D: Stormwater Best Management Practice (BMP) Handbook: Industrial and Commercial – 20 contact hours ³	Optional: Approx. 20 hours	None – need a copy of CASQA's Handbook: Industrial and Commercial. http://www.cabmphandbooks.com/industrial.asp http://www.owp.csus.edu/courses/stormwater-bmp.php

For Experienced Stormwater Inspectors		
CII Recommended MRP-Related Training	Estimated Amount of Time Training⁴	Countywide Program's Training Materials
1. Study BASMAA's PCBs, mercury, and copper training materials	1. If attended PCBs, mercury, and copper training hosted by County Environmental Health in Aug, 2010, spend at least one hour reviewing these training materials – otherwise plan on needing at least 2 hours	1. see no. 2 above
2. Review/study any other materials listed above or other relevant materials.	2. Spend approximately 1 hour or more studying other materials.	Depends on which materials are selected for review.

³ <http://www.owp.csus.edu/courses/stormwater-bmp.php>

⁴ The amounts of time are estimated for planning purposes. Staff doing the studying and reviewing of materials should report the actual amount of time it took them to complete their reading and studying of the materials.

Additional Training Resources

U.S. EPA Technology Innovation and Field Services Division Contaminated Site Clean-Up Information: <http://clu-in.org/>

U.S. EPA National Enforcement Training Institute. NETI Online Library: <https://www.netionline.com/library/>

U.S. EPA NPDES Training Courses and Workshops: http://cfpub2.epa.gov/npdes/outreach.cfm?program_id=0&otype=1

TRAINEX The Training Exchange Website: http://www.trainex.org/searchresults.cfm?search_term=stormwater

Western Sustainability and Pollution Prevention Network: <http://www.wsppn.org/>

Brown and Caldwell California Water News Classes and Seminars: http://www.bcwaternews.com/CAWaterNews/WN_Classes.html

California Water Environment Association: <http://www.cwea.org/>

