



CII Subcommittee Meeting
December 17, 2014 – 1:00 to 2:30 pm
County Environmental Health – Conference Room
 2000 Alameda de las Pulgas – San Mateo

AGENDA

- | | | | |
|-----|--|---------|-----------------------------|
| 1. | Introductions, Announcements, and Review Agenda
<i>Outcome: Agree on agenda and receive announcements.</i> | 5 min. | <i>Ward Donnelly</i> |
| 2. | Approval of Meeting Summary
<i>Outcome: Approve September meeting summary with any needed changes.</i> | 5 min. | <i>Everyone</i> |
| 3. | Update on County Environmental Health (CEH) Inspections
<i>Outcome: Obtain status of CEH inspections for FY14/15 and feedback for data tracking tables.</i> | 10 min. | <i>Patrick Ledesma, CEH</i> |
| 4. | 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>Kristin Kerr</i> |
| 5. | Facility Stormwater Inspection Form Template Revision
<i>Outcome: Discuss the draft revised Facility Stormwater Inspection Form Template and next steps to finalize.</i> | 10 min. | <i>Kristin/ Everyone</i> |
| 7. | Paperless Inspections
<i>Outcome: Discuss interest and options for electronic inspection forms, paperless inspections and common software.</i> | 10 min | <i>Kristin/Everyone</i> |
| 8. | CII Training
<i>Outcome: Discuss training needs and options for FY14/15.</i> | 15 min | <i>Kristin/ Everyone</i> |
| 9. | Redwood City EPA Audit Report
<i>Outcome: Discuss findings in EPA's Audit Report of Redwood City's business inspection program and illicit discharge program.</i> | 10 min | <i>Adrian Lee/ Kristin</i> |
| 10. | Outreach to Tow Truck Operators
<i>Outcome: Receive update on discussions with police and fire department representatives. Discuss possible outreach to tow truck operators to call appropriate agency for car wrecks when there is a fluid leak that may or has impacted a storm drain.</i> | 5 min | <i>Randy Breault</i> |

- 11. Share Information on Illicit Discharge and Industrial/Commercial Inspection Problems** 15 min. *Everyone*
Outcome: Identify common problems and gain information on successful ways to resolve them.
- 12. Agree on Next Meeting Date and Topics** 5 min. *Everyone*
Outcome: Agree on next meeting date of March 18th and topics.

DRAFT CII Subcommittee Report

Meeting Date: September 17, 2014

Subcommittee Actions:

- Agreed that the June 2014 subcommittee meeting summary was acceptable.

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

Other Information/Announcements:

- **Update on County Environmental Health (CEH) Inspections.** Joanne Janin, CEH, spoke to the group about the County's Mobile Food Facility (MFF) permitting program. MFFs must obtain a permit every year. The MFFs come to CEH on designated days to be inspected. The permit is a sticker that is placed on the back of the vehicle on the driver's side. At this time field inspections of MFFs are complaint based. The CEH permit does collect information on the route schedule. There may be a pilot project soon that uses GPS units to track MFFs. There are approximately 183 permitted food trucks in San Mateo County. Less than fifty percent are based in San Mateo County.

The Certified Food Handler training program is implemented by the County. The County identifies on its website approved training programs for food service establishment workers that are provided by other companies. There are too many approved training programs to use this required training as an avenue to disseminate our stormwater message.

Kristin is working with CEH to develop a new CEH inspection data tracking table that is updated quarterly or more frequently for each city. Kristin will be sending cities a working draft of the table with FY 13/14 data and requesting feedback for the FY 14/15 tables.

- **Update on BASMAA's Municipal Operations Committee.** BASMAA has an approved regional project to expand the current surface cleaner training and recognition program to include automotive washing and carpet cleaning businesses and create a web-based application to share information about mobile businesses. The Subcommittee provided comments in December 2013 on the first draft of BMPs for carpet cleaners and transportation related cleaning activities. In September 2014 the Subcommittee provided comments on the second draft BMPs. BASMAA will mail these BMPs to carpet cleaners and transportation related cleaning businesses in the Bay Area. BASMAA is requesting any mobile business lists from individual cities or agencies. Kristin will email the Subcommittee for a list of mobile businesses they have knowledge of from business license data or inspector referrals.
- **Countywide Repository of Mobile Contractors in Violation.** The Subcommittee, to meet requirements in the MRP Provision C.5.d Control of Mobile Sources, compiled enforcement action information on mobile businesses in an Excel table and posted on the members only web page of the CII Subcommittee. Kristin received several updates to the table. She will email the Subcommittee for any other updates before re-posting the table to the website.

BMP Brochures Updates. A priority list for revising the BMP brochure pieces on the SMCWPPP website was developed based on Subcommittee survey results, the age of the document, ease of revisions or updates, and accessibility of editable documents. The next few pieces on the priority list are all pieces that were done by graphic design contractors. If any revisions are needed the original graphic design company would need to be hired to make the revisions or the piece would need to be redone. The pieces would require a larger level of effort to revise. There were no requests to update the posters for restaurants or vehicle service facilities. Kristin will send out an email survey to determine whether the group would like to update the last outreach piece on restaurant BMPs.

- **Paperless Inspections.** The Subcommittee discussed the possibility of conducting paperless inspections with hand held devices, tablet or tough book laptops in the field. The County is developing a remote Envision database that will allow them to perform paperless inspections. Kristin will look into this topic further.

The Subcommittee also discussed simplifying the current SMCWPPP inspection form template. The Subcommittee would like to see the rating system for “potential” and “BMP effectiveness” discontinued. The “NSW” (non-stormwater discharge) column could be relabeled actual or illicit discharge. Kristin will send a Draft revised inspection form to the Subcommittee for comment.

- **CII Training Workgroup.** This FY’s budget does not currently include a training Workshop. The Subcommittee discussed other training materials that may be useful. Patrick asked for pictures of specific BMP issues. He is compiling pictures for a CEH Inspector’s Resource webpage to assist with training. There was a 1998 Handbook for Facility and Illicit Discharge Inspectors that may have useful materials. Kristin will bring examples to the next meeting for review and discussion. Virginia Parks requested the 2006 Inspector Training Workshop Video but updated with a recording of a future workshop.
- **Other Information:** Randy Breault, Brisbane, was not available to provide an update on discussions with police and fire department representatives regarding tow truck operators cleaning up fluid leaks for car wrecks. The Subcommittee members were still interested in this topic so it will remain on the agenda for the next meeting.

Daly City received a letter from Regional Board staff regarding their Provision C.5 stormwater program audit. The Regional Board staff requested the city revise their Enforcement Response Plan (ERP) regarding percent compliance of C.6 construction inspections and more prominently display a link for the storm drain system maps and reporting illicit discharges on the web page.

Daly City staff met with Fire Department representatives to review the BMPs used during training exercises that discharge potable water. The Fire Department representatives were responsive to the city staff’s suggestions of BMPs. The Fire Department will be using dechlor mats and removing trash/debris from the flow path during training exercises. The regional Fire Department serves Daly City, Pacifica and Brisbane.

Kristin will send the group weblinks for the new State Board Small Vessel Dismantling Best Management Practices

(http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/stormwater/Industrial/docs/Vessel_Dismantling_BMP.pdf) and the State Board stormwater films (<http://www.waterboards.ca.gov/stormfilm/>).

Kristin shared with the group ideas for reorganizing the CII Members Only webpage to make it easier to find materials. Feedback on the suggested organization is welcome.

Subcommittee Work That Affects Other Subcommittees: None.

Next Steps:

- Kristin will be sending cities a working draft data tracking table with FY 13/14 data and requesting feedback.
- Kristin will email the Subcommittee for a list of mobile businesses they have knowledge of from business license data or inspector referrals.
- Kristin will email the Subcommittee for any updates of enforcement actions on mobile businesses.
- Kristin will survey the Subcommittee by email to determine if the Restaurant BMPs outreach piece should be updated.
- Kristin will email the Subcommittee a revised draft facility inspection form.
- Kristin will send the group weblinks for the new State Board Small Vessel Dismantling Best Management Practices and the State Board stormwater films.

Next Meeting Date: The Subcommittee is scheduled to meet next on Wednesday December 17, 2014 at 1:00 pm.

Stormwater Industrial General Permit 2015 Workshops



Workshop Dates

Santa Rosa

3/4/2015
4/6/2015

Oakland

2/20/2015
3/17/2015

San Luis Obispo

2/11/2015
4/8/2015

Los Angeles

2/2/2015
3/9/2015

Sacramento

1/16/2015
3/20/2015

Fresno

1/26/2015
4/14/2015

Redding

1/23/2015
4/23/2015

Tahoe

2/18/2015
3/18/2015

Victorville

2/3/2015

Palmdale

3/10/2015

Brawley

2/5/2015

Coachella

3/12/2015

Rancho Cucamonga

2/26/2015
3/26/2015

San Diego

2/6/2015
3/24/2015

What is the workshop about?

The new National Pollutant Discharge Elimination System (NPDES) Permit for storm water associated with industrial activity is effective **July 1, 2015**. Come to one of the Water Board Sponsored workshops where staff will present the new requirements in the permit that impact your industrial facility operations.

Key topics at the workshops:

- How to enroll in the new permit
- What are the changes in the new permit
- What is the schedule for the new permit
- A question and answer session

REGISTRATION IS REQUIRED due to the large number of participants we expect. For more information please visit our website:

http://www.swrcb.ca.gov/water_issues/programs/stormwater/industrial.shtml



Receive email updates on Industrial Storm Water program

go to our program page, click on [Subscribe online](#), click on **Water Quality Topics** then select **Storm Water Industrial Permitting Issues** enter your email and hit subscribe!



SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
 Clean Water. Healthy Community.

City: _____ Unincorporated

Date: _____ Food Haz Mat

Standard Stormwater Facility Inspection Report Form

Reason for Inspection: First Inspection Routine Inspection Response to Complaint Follow-up **Follow-up / Re-Inspection Due:**

NAME OF FACILITY _____ SITE ADDRESS _____

CONTACT NAME _____ PHONE _____ BUSINESS TYPE/ACTIVITY _____ SIC _____

Pollutants of Concern Used at Facility? yes no If yes, indicate which ones: PCBs Mercury Copper Other _____

Is the facility covered under any other programs or permits? (Check all that apply.) None Sanitary sewer
 Air quality Hazmat business plan Underground storage tanks Above ground storage tanks
 Fire department (hazmat storage) Hazmat waste generator Retail food facility Other _____

Is the facility covered under a storm water permit? Does not need coverage No, but may need to be (Refer to Water Board staff)
 Individual General: Does the facility have a SWPPP? yes no

N/A = Not Applicable; NSW = Non-Stormwater Discharge/ Actual Discharge/ Illicit Discharge
BMP effectiveness: 0 = BMPs are effective, 1 = BMPs are fairly/almost effective, 2 = BMPs are not effective, 3 = No BMPs are implemented

ACTIVITY AREAS	N/A	Potential Discharge	Actual Discharge	<input type="checkbox"/> Check box if educational outreach material is distributed and provide title(s) of outreach material(s): Follow-Up Action Required: If NSW is found or BMPs not effective (2 or 3) & potential for discharge is high, and Enforcement Action marked below; assign date for Follow-up / Re-Inspection Due above (goal within 10 business days or before next rain).
		BMP Effectiveness	NSW	
A. Outdoor Process/Manufacturing Areas				
B. Outdoor Material Storage Areas				
C. Outdoor Waste Storage/Disposal Areas				
D. Outdoor Vehicle and Heavy Equipment Storage, Maintenance Areas				
E. Outdoor Parking Areas and Access Roads				
F. Outdoor Wash Areas				
G. Rooftop Equipment				
H. Outdoor Drainage from Indoor Areas				
I. Other (describe):				

COMMENTS/REMARKS/REQUIREMENTS Structural control present Maintenance required in storm drain system yes no

See attached for more comments.

PRIORITY ROUTINE INSPECTION: <input type="checkbox"/> High - Annual Businesses with a follow-up/re-inspection should be assigned High	<input type="checkbox"/> Medium – every 2 yrs.	<input type="checkbox"/> Low – every 5 yrs.	<input type="checkbox"/> Referred to:
ENFORCEMENT LEVELS: <input type="checkbox"/> None	1. <input type="checkbox"/> Verbal Warning	2. <input type="checkbox"/> Warning Notice or Admin. Action	3. <input type="checkbox"/> Admin. Action with Penalty &/or Cost Recovery
			4. <input type="checkbox"/> Legal Action

Were violations corrected ≤10 days or otherwise deemed resolved in a longer, but still timely manner? N/A yes no see Follow-Up Inspection Report

Facility Representative: _____ Inspector: _____

CII Subcommittee Attendance – FY 2014/15

Name	Agency	E-Mail	Sept. 17th	Dec. 17th	March 18th	June 17th
Steve Tyler	City of Atherton	styler@ci.atherton.ca.us				
Bozhena Palatnik	City of Belmont	Bpalatnik@Belmont.gov	✓			
John Tallitsch	City of Belmont	jtallitsch@belmont.gov				
Randy Breault	City of Brisbane	rbreault@ci.brisbane.ca.us				
Eva Justimbaste	City of Burlingame	eva.justimbaste@veoliawaterna.com				
Kiley Kinnon	City of Burlingame	kiley.kinnon@veolia.com				
Louis Gotelli	City of Colma	Louis.Gotelli@colma.ca.us				
Ward Donnelly	City of Daly City	wdonnelly@dalcity.org	✓			
Cynthia Royer	City of Daly City	croyer@dalcity.org				
Michele Daher	City of East Palo Alto	mdaher@cityofepa.org				
John Doughty	City of East Palo Alto	jdoughty@cityofepa.org				
Sharon Jones	City of East Palo Alto	sjones@cityofepa.org				
Salani Wendt	City of East Palo Alto	swendt@cityofepa.org				
Norm Dorais	City of Foster City	ndorais@fostercity.org				
Allan Shu	City of Foster City	ashu@fostercity.org				
Larry Carnahan	City of Half Moon Bay	larryc@hmbcity.com	✓			
Mark Lander	City of Half Moon Bay	markl@csgengr.com				
Jen Chen	Town of Hillsborough	JChen@hillsborough.net				
Kevin Fehr	Town of Hillsborough	kfehr@hillsborough.net				
Virginia Parks	City of Menlo Park	vkfparks@menlopark.org	✓			
Ebby Sohrabi	City of Menlo Park	ebsohrabi@menlopark.org	✓			
Kevin Cesar	City of Millbrae	kcesar@ci.millbrae.ca.us	✓			
Raymund Donguines	City of Pacifica	donguinesr@ci.pacifica.ca.us	✓			
Howard Young	Town of Portola Valley	hyoung@portolavalley.net				
Terence Kyaw	City of Redwood City	TKyaw@redwoodcity.org				
Adrian Lee	City of Redwood City	alee@redwoodcity.org	✓			
Peter Vorametsanti	City of Redwood City	PVorametsanti@redwoodcity.org				
Jim Burch	City of San Bruno	JBurch@sanbruno.ca.gov				
Mike Dillon	City San Carlos	mdillon@cityofsancarlos.org				
Chris Valley	City San Carlos	cvalley@cityofsancarlos.org				
Denny Phan	City San Carlos	DPhan@cityofsancarlos.org				
Sarah Scheidt	City of San Mateo	sscheidt@cityofsanmateo.org				
Mark Swenson	City of San Mateo	mswenson@cityofsanmateo.org	✓			

Name	Agency	E-Mail	Sept. 17th	Dec. 17th	March 18th	June 17th
Kian Atkinson	City of San Mateo	katkinson@cityofsanmateo.org	✓			
Pete	City of San Mateo					
Rob Lecel	South San Francisco	rob.lecel@ssf.net				
Andy Wemmer	South San Francisco	Andrew.wemmer@ssf.net				
Kristen Font	South San Francisco					
	Town of Woodside					
Dermot Casey	County of San Mateo	djcasey@co.sanmateo.ca.us				
Pat Ledesma	County of San Mateo	PLedesma@smcgov.org	✓			
Tim Swillinger	County of San Mateo	tswillinger@smcgov.org				
Kathryn Cooke	County of San Mateo	kcooke@smcgov.org				
Mark Chow	County of San Mateo	mchow@co.sanmateo.ca.us				
Julie Casagrande	County of San Mateo	jasagrande@smcgov.org				
Matt Fabry	SMCWPPP Coordinator	mfabry@smcgov.org				
Susan Hiestand	SBSA	shiestand@sbsa.com				
Norman Domingo	SBSA	ndomingo@sbsa.org				
Kristin Kerr	EOA, Inc.	kakerr@eoainc.com	✓			
Joanne Janin	County of San Mateo	guest	✓			