

CII Subcommittee Meeting
June 15, 2016 – 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, 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 March 2015 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 FY15/16, data tracking tables, Annual Report tables and updating city Agreements.</i> | 5 min. | <i>Patrick Ledesma, CEH</i> |
| 4. County Provision C.4 Audit
<i>Outcome: Obtain information on the Regional Water Board audit of the County's Provision C.4 industrial and commercial inspection program.</i> | 15 min. | <i>Patrick Ledesma, CEH</i> |
| 5. Annual Reporting
<i>Outcome: Discuss changes to Provisions C.4 and C.5 Annual Reporting forms.</i> | 10 min | <i>Kristin</i> |
| 6. Mobile Business Control Program
<i>Outcome: Discuss revised IDDE inspection form and tracking table; Draft Mobile Food Truck BMPs; approaches, successes and difficulties in developing mobile business inventories; and possible outreach activities.</i> | 15 min | <i>Kristin/ Everyone</i> |
| 7. Program Assistance for MRP 2.0
<i>Outcome: Discuss additional needs for Program assistance (e.g., ERP template revisions, BIP template revisions, outreach material updates, guidance material updates.</i> | 15 min. | <i>Kristin/ Everyone</i> |
| 8. Industrial General Permit
<i>Outcome: Discuss SMCWPPP group subscription to CASQA Industrial/Commercial BMP Handbook web portal and QISP Training.</i> | 5 min | <i>Kristin</i> |

- 9. **CII Training Workshop** 5 min *Kristin/ Everyone*
Outcome: Discuss June Workshop, evaluation summaries and topics for future training.
- 10. **Share Information on Illicit Discharge and Industrial/Commercial Inspection Problems** 10 min. *Everyone*
Outcome: Identify common problems and gain information on successful ways to resolve them.
- 11. **Agree on Next Meeting Date and Topics** 5 min. *Everyone*
Outcome: Agree on next meeting date of September 21st and topics.

DRAFT CII Subcommittee Report

Meeting Date: March 16, 2016

Subcommittee Actions:

- Agreed that the September 2015 subcommittee meeting summary was acceptable.

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

Other Information/Announcements:

- **Update on County Environmental Health (CEH) Inspections.** The CEH Stormwater Inspection data are available on SMCWPPP's flowstobay.org website under Annual Report Guidance. On the Annual Report Guidance page there is a list of the individual cities. When you click on a city name you are directed to a OneDrive folder. This folder contains an Excel workbook with a tab containing all of the inspection data and a summary tab for annual reporting. The folder also contains one or two files with the pdf inspection reports. The Excel spreadsheets and pdf files have not been updated recently. Beginning January 1, 2016 all CEH inspectors went to a paperless inspection. These inspection summaries are not yet available. The summary reports that can be exported from the database are still being developed. Patrick Ledesma will be working on getting the FY 15/16 inspection data updated. This year cities will have two summary reports they will need to combine. The summary report of the paper inspection forms and the report from the database. Patrick will let Kristin know if he needs assistance compiling the inspection summaries.

CEH has modified the facility stormwater inspection forms to eliminate the scoring and add an expanded list of pollutants of concern.

- **Regional Water Board Update.** Keith Lichten, Regional Water Board (RWB) staff, is a proponent of RWB staff attending the Countywide Program's construction and industrial inspector committee meetings. Devender Narala from the Construction/Industrial Stormwater General Permit section attended the meeting. Region 2 has approximately 2.3 RWB staff to perform inspections at all construction and industrial NOI sites. The reissued Industrial General Permit triggered more sites needing assistance to come into compliance. The RWB would like to collaborate with the city inspectors. Dale Bowyer, RWB, could not make the meeting but emailed Devender that he was concerned cities were not inspecting facilities that do not have hazardous materials but still need stormwater inspections and would discuss this at a later meeting.
- **MRP 2.0.** The MRP was adopted in November 2015 and became effective January 1, 2016. In December Kristin emailed the Subcommittee Provisions C.4 and C.5 of the adopted MRP with some of the new requirements highlighted. At the meeting the group reviewed the table in the agenda packet comparing MRP 1.0 and 2.0. Discussion of the new or modified requirements lead to some action items:



- How Cities and the County are compiling mobile business inventories will be an agenda item at the next meeting. Agencies can share their approaches, successes and difficulties. Some initial ideas were to use the business license lists and record mobile businesses found during illicit discharge investigations or routine inspections. Randy, Brisbane, will share the stormwater questionnaire he developed to be distributed with the business license application. Patrick, CEH, will share the SIC code weblink that is included as a hyperlink in their online application to make it easier for businesses to identify their SIC code.
 - The Subcommittee would like to expand the categories of mobile businesses that are targeted to include mobile food trucks. The group suggested working with CEH to provide stormwater BMPs to the mobile food trucks during the permit and inspection process required by CEH. Kristin will draft BMPs for the group to review first.
 - Update the SMCWPPP ICID inspection form and tracking table to include a field for mobile businesses. This will make it easier to track inspections and enforcement actions that will need to be reported specifically for mobile businesses in future Annual Reports.
 - Maps of the MS4s must be made publicly available and be publicized. This is not a new requirement but there are new reporting requirements in 2016 and 2019. Kristin will email the Subcommittee a link to the Oakland Museum watershed maps that were created to meet this requirement for MRP 1.0.
 - Kristin will contact SGA, C/CAG's new public outreach consultant (which works with the PIP Subcommittee) to discuss mobile business outreach activities. The Subcommittee will also consider mailing the BMP brochure to the facilities on the inventory lists submitted in the 2017 Annual Report.
- **CII Training Workshop.** A CII Training Workshop is planned for this fiscal year. The San Mateo Library was suggested as a location. Past training rooms were not dark enough to adequately see pictures in the presentations. There was no preference for dates. Ideas for training topics included:
 - Patrick Ledesma, CEH, could talk about the website he created with the individual cities' ERPs/BIPs that is available to the CEH inspectors. He could also talk about what types of facilities CEH inspectors visit and don't visit. The cities are responsible for identifying and going to those facilities CEH does not visit. Emphasizing these roles and responsibilities would address the Regional Water Board's concerns.
 - Presentation on illicit discharge inspections.
 - Have agency staff give case scenario presentations for the group exercise. Kristin will send an email to the Subcommittee asking for volunteers. Case scenarios could be for illicit discharges or facility inspections. The inspector will give a 10 minute overview with photos. The groups will be able to discuss the scenario for 10 minutes or so and then the inspector can present how they resolved the issues. If you have an interesting case but staff do not want to present please pass along the details and someone else can present.

- Previous evaluations asked for “more BMPs” so the inspector can educate and be a resource.

- **Other Information.** Kristin will have the most recent mobile business enforcement table posted on the member’s only section of the Countywide Program’s website (flowstobay.org). Municipalities should continue to forward enforcement actions related to mobile businesses to Kristin.

Subcommittee Work That Affects Other Subcommittees: Mobile business outreach activities.

Next Steps:

- Email Brisbane’s business license stormwater questionnaire and the SIC code weblink CEH uses in their online business application to the Subcommittee.
- Post the updated Mobile Business Enforcement Actions table to the flowstobay.org website.
- Draft mobile food truck stormwater BMPs.
- Update SMCWPPP ICID inspection form and tracking table to include a field for mobile businesses.
- Email the Subcommittee a link to the Oakland Museum watershed maps.
- Contact new PIP Subcommittee facilitator Megan Kang, SGA, to discuss possible mobile business outreach activities.
- Email Subcommittee for case scenarios for the workshop.

Next Meeting Date: The Subcommittee’s next meeting date will be scheduled once the Workshop date is set.

Mobile Food Trucks

Stormwater BMPs

San Mateo Countywide
Water Pollution Prevention Program

Storm Drain Pollution Prevention

In San Mateo County, all storm drains flow directly to creeks and to either San Francisco Bay or the Pacific Ocean with no treatment. Some common sources of stormwater pollution include waste or washwater containing materials such as food, oil, grease, detergents, and degreasers.

Federal, State, and local **regulations prohibit discharge of anything but rain water in the storm drain.**

All municipalities in San Mateo County have joined together to educate local residents and businesses to fight stormwater pollution. Join us by following the Best Management Practices (BMPs) described in this pamphlet.



Discuss pollution control practices with all employees.

Inform new employees about the Best Management Practices on this fact sheet.

Cleaning and Washing Activities

- ❑ Never pour wash water into a storm drain. Even biodegradable substances are harmful to wildlife and the environment.
- ❑ Clean equipment (including floor mats, garbage cans) in a designated wash area at your Commissary that prevents discharge to the storm drains.
- ❑ Wash vehicles at the Commissary designated area, a professional car wash where water is recycled, or over an unpaved surface where water won't flow to the street or storm drain.

Proper Disposal

- ❑ All liquid waste from your truck (wash water, spent cleaning solutions, and gray water from your holding tank) must be discharged to an approved sanitary sewer connection at your Commissary.
- ❑ Improper disposal of liquid waste to the storm drain system (including street, sidewalk, outdoor drain inlet, curb gutter, culvert, flood channel, creek, etc.) is a permit violation.

Grease Storage and Disposal

- ❑ Save grease for recycling. Never pour grease down the storm drain, on the ground, or into sinks.
- ❑ Collect grease in sealed containers and contact a grease removal/recycling company to haul them away or dispose properly at your Commissary. Go to <http://www.calfog.org/Hauler.html> for a list of grease haulers. Secondary containment for grease bins is recommended.
- ❑ Do not store grease waste near storm drains.

Controlling Litter

- ❑ Provide appropriately sized trash bins for your customers.
- ❑ Sweep up food, cigarette butts, and litter from the area where your customers eat.
- ❑ Garbage and rubbish from your truck must be disposed of in a sanitary manner.

Spill Cleanup

- ❑ Prevent and control spills whenever possible by storing materials and wastes with covers or in secondary containment and exercising care when transporting or handling materials.
- ❑ Use absorbent materials (e.g. cat litter) or rags to clean up spills. Dispose of absorbents in the trash, or as hazardous waste.



Storm Drain Pollution Prevention

When wash water flows into storm drains it goes straight to local creeks and the Bay without any cleaning or filtering.

If you discharge wash water or wastes to the storm drain, **you are violating municipal stormwater ordinances and may be subject to a fine.**

Maintenance Practices

- ❑ Ensure Gate valves are working and closed so that no liquid waste is draining onto the ground.
- ❑ Maintain equipment regularly. Check for leaks or stains. Fix leaks.
- ❑ Capture leaks and drips during maintenance activities with a drip pan.
- ❑ If equipment is stored outdoors, store under a roof or tarp during the rain.
- ❑ Melt water from de-icing refrigeration may be disposed of in a storm drain as long as it does not contain any pollutant or come into contact with a pollutant.

For more information about stormwater pollution prevention **visit the Program's web site at**

www.flowstobay.org

or contact local stormwater programs:

Town of Atherton	(650) 752-0541
City of Belmont	(650) 595-7425
City of Brisbane	(415) 508-2130
City of Burlingame	(650) 558-7230
Town of Colma	(650) 757-8888
City of Daly City	(650) 991-8200
City of East Palo Alto	(650) 853-3189
City of Foster City	(650) 286-3270
City of Half Moon Bay	(650) 726-8260
Town of Hillsborough	(650) 375-7411
City of Menlo Park	(650) 330-6740
City of Millbrae	(650) 259-2339
City of Pacifica	(650) 738-3767
Town of Portola Valley	(650) 851-1700
City of Redwood City	(650) 780-7464
City of San Bruno	(650) 616-7160
City of San Carlos	(650) 802-4361
City of San Mateo	(650) 522-7350
City of S. San Francisco	(650) 829-3848
Town of Woodside	(650) 851-6790
County of San Mateo	(650) 363-4305



SAN MATEO COUNTYWIDE
**Water Pollution
Prevention Program**

Clean Water. Healthy Community.

www.flowstobay.org

SMCWPPP Group Subscription to CASQA Industrial/Commercial BMP Handbook Portal<https://www.casqa.org/resources/bmp-handbooks/industrial-commercial>

	City	Representative	Email	Phone
1	Belmont	John Tallitsch	jtallitsch@belmont.gov	
2	Burlingame	Pam Boyle Rodriguez	pboylerodriguez@burlingame.org	650-558-7381
3	Colma	Louis Gotelli	LGotelli@colma.ca.gov	
4	Daly City	Ward Donnelly	wdonnelly@dalycity.org	650-991-8208
5	East Palo Alto	Michelle Daher	mdaher@cityofepa.org	650.853.3197
6	Half Moon Bay	Larry Carnahan	lcarnahan@hmbcity.com	650-726-7177
7	Menlo Park	Virginia Parks	vkfparks@menlopark.org	650-330-6752
8	Pacifica	Raymund Donguines	donguinesr@ci.pacifica.ca.us	650-738-3768
9	San Mateo	Sarah Scheidt	sscheidt@cityofsanmateo.org	650-522-7385
10	South San Francisco	Andrew Wemmer	Andrew.Wemmer@ssf.net	650-829-3840
11	County of San Mateo	Andrea Chow	achow@smcgov.org	650-363-4125
12	County of San Mateo (Environmental Health)	Patrick Ledesma	pledesma@smcgov.org	650-464-6611

The California Stormwater Industrial General Permit (IGP) glossary defines a Qualified Industrial Stormwater Practitioner (QISP) as:

“Only required once a Discharger reaches Level 1 status, a QISP is the individual assigned to ensure compliance with this General Permit or to assist New Dischargers with determining coverage eligibility for discharges to an impaired water body. A QISP’s responsibilities include implementing the SWPPP, performing the Annual Comprehensive Facility Compliance Evaluation (Annual Evaluation), assisting in the preparation of Annual Reports, performing ERAs, and training appropriate Pollution Prevention Team members. The individual must take the appropriate State-approved or sponsored training to be qualified. Dischargers shall ensure that the designated QISP is geographically located in an area where they will be able to adequately perform the permit requirements at all of the facilities they represent.”

Purposes Identified by the IGP for having QISPs

- To improve compliance and maintain consistent implementation of the IGP (Finding #49);
- To assist the Discharger and other on-site personnel with the implementation of IGP requirements (Finding #50);
- To have a high degree of technical knowledge and environmental experience in the assistance given to Dischargers (Fact Sheet p. 6);
- To improve the quality of the data submitted (Fact Sheet p. 20); and
- To avoid costly retrofits or closure of new facilities that cannot demonstrate that the facility will not cause or contribute to a 303(d) impairment (Fact Sheet p. 26).

Ten QISP Roles According to the IGP

1. May represent one or more facilities but must be able to perform the functions required by the IGP at all times (Fact Sheet p. 28).
2. Assigned to a facility that reaches Level 1 and Level 2 status (Fact Sheet p. 48).
3. More accurately identify discharge locations representative of the facility’s stormwater discharge (Fact Sheet p. 48).
4. Select and implement appropriate sampling procedures (Fact Sheet p. 48).
5. Evaluate and develop additional BMPs to reduce or prevent pollutants in industrial stormwater discharges (Fact Sheet p. 48).
6. Assist with the completion of the Level 1 Evaluation and preparation of the Level 1 ERA Report (Fact Sheet p. 61).
7. Assist with the completion of the Level 2 ERA requirements and the preparation of the Level 2 Action Plan & Level 2 Technical Reports (Fact Sheet p. 62).
8. Assist New Dischargers in preparing the Stormwater Pollution Prevention Plan (SWPPP) and monitoring program in addition to gaining coverage for New Dischargers that discharge directly to an impaired water body (Order p. 22).
9. Provide training to “appropriate team members” for Level 1 facilities (Order p. 23 & 33).
10. Be informed, responsible, and attentive to the required duties of a QISP while keeping the QISP registration in good standing with the State Water Board and the California Stormwater Quality Association (CASQA) (Fact Sheet p. 28).

Becoming a QISP

Sign up for the QISP Training Program by going to the California State University, Sacramento Office of Water Programs (OWP) website at www.owp.csus.edu.

After creating an account, click [Stormwater Certificates](#), then [IGP QISP](#). The website guides you through the process of completing the QISP Training Program.

QISP Training Program FAQs

Are there prerequisites or underlying certifications required to be a QISP?

There are no formal prerequisites to be a QISP. There is, however, a practical prerequisite. The material presented in the QISP Training Program was developed for QISP candidates who have basic knowledge of stormwater principles, working knowledge of the IGP, and experience implementing industrial stormwater compliance. This program is not designed for a “Stormwater 101” audience.

How much time is a QISP candidate allowed to complete the QISP Training Program?

The training program must be completed within one year of the initial registration date. If your registration expires before you complete all steps in the program, you would need to re-register and restart the QISP Training Program.

More QISP Training Program FAQs

How do I become a QISP?

To become a QISP, candidates must complete the online training; pass a midterm exam; attend a one-day, in-person class; and pass a final exam.

How long will the online training take?

On average it takes 16 hours to complete the self-study online training material. This consists of videos, site scenarios, readings from the IGP, information from the CASQA Industrial and Commercial BMP Online Handbook, and quizzes.

How many attempts does a QISP candidate have to pass the midterm and final exams?

The QISP candidate is allowed to take each exam twice. If the candidate does not pass the midterm exam in two attempts, the candidate must pay to re-register and retake the online training.

If the candidate does not pass the final exam in two attempts, the candidate must pay to re-register, retake the online training, complete the midterm with a passing grade, and attend another one-day, in-person class before re-attempting the final exam. A separate fee may be charged for each class attended.

How do I register for an in-person IGP Trainer of Record (ToR) class?

After passing the midterm, the QISP candidate needs to attend a one-day in-person class with a IGP ToR. Register for a class by visiting the training calendar in the Stormwater Certificates portal at www.owp.csus.edu. A separate fee is charged for this class by the IGP ToR, who will provide payment instruction. When you complete the class, the IGP ToR records your pass/fail in the system. Candidates who pass the class are eligible to take the final exam.

Note that IGP ToRs are required to verify the identity of QISP candidates and their attendance for the completion of the one-day, in-person class. QISP candidates must be attentive during class.

Do California-registered Professional Engineers and Geologists need to take this training?

California licensed professional civil, industrial, chemical, and mechanical engineers and geologists have licenses that have professional overlap with topics in the Industrial General Permit. The California Department of Consumer Affairs, Board for Professional Engineers, Land Surveyors, and Geologists (CBPELSG) provides the licensure and regulation of professional civil, industrial, chemical, and mechanical engineers and professional geologists in California. The State Water Board developed a specialized self-guided State Water Board-sponsored registration and training program specifically for these CPBELSG licensed engineers and geologists in good standing with CBPELSG. To complete the training and self-certification, create an account on the Office of Water Programs website at www.owp.csus.edu. Click [Stormwater Certificates](#) then click [IGP CBPELSG](#).

What is required to renew the QISP training registration?

The State Water Board, CASQA, and IGP Training Team have not yet determined what is required to renew the QISP training registration. More information will be provided as the date approaches.

What if a QISP Candidate has a disability, such as hearing impairment, that requires special accommodations to access online class material in the QISP Training Program?

To request online training accommodations, contact Office of Water Programs by email at wateroffice@owp.csus.edu or by phone at (916) 278-6142. Please plan ahead to give yourself adequate time to coordinate your accommodation needs with the Office of Water Programs and to complete your QISP training.

CII Subcommittee Attendance – FY 2015/16

Name	Agency	E-Mail	Sept. 16th	March 16 th	June 15 th
Steve Tyler	City of Atherton	styler@ci.atherton.ca.us			
Bozhena Palatnik	City of Belmont	Bpalatnik@Belmont.gov		✓	
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Keegan Black	City of Brisbane	kblack@ci.brisbane.ca.us		✓	
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Adrian Lee	City of Redwood City	alee@redwoodcity.org	✓		
Vicki Sherman	City of Redwood City	vsherman@redwoodcity.org			
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Mark Swenson	City of San Mateo	mswenson@cityofsanmateo.org	✓		

Name	Agency	E-Mail	Sept. 16th	March 16 th	June 15 th
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Andy Wemmer	South San Francisco	Andrew.wemmer@ssf.net	✓	✓	
Daniel Garza	South San Francisco	daniel.garza@ssf.net		✓	
	Town of Woodside				
Dermot Casey	County of San Mateo	djcasey@co.sanmateo.ca.us			
Pat Ledesma	County of San Mateo	PLedesma@smcgov.org	✓	✓	
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