

# Stormwater Pollution Prevention Plan

Bothell Operations Center and  
Northshore School District Transportation Center



Prepared January 2020



City of Bothell™

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## Introduction

The National Pollution Discharge Elimination System (NPDES), Phase-II permit (WDOE, 2019) requires the City to develop a Stormwater Pollution Prevention Plan (SWPPP) for the City's Operations Center and the Northshore School District Transportation Center. The SWPPP's goal is to reduce and eliminate polluted discharges to surface waters and stormwater. It is designed to give the reader the ability to make decisions on how best to reduce pollutants from entering surface waters and stormwater.

# **Stormwater Pollution Prevention Plan (SWPPP) for**

## **Bothell Operations Center**

21233 20<sup>th</sup> Avenue SE  
Bothell, WA 98021  
425-488-0118

## **Northshore Transportation Center**

21239 20<sup>th</sup> Avenue SE  
Bothell, WA 98021  
425-408-7990

## **SWPPP Contact(s)**

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## **SWPPP Preparation Date**

January 31, 2020

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# Section 1. Facility Description and Contact Information

## 1.1 Facility Information

### Facility Information

Name of Facility: Bothell Operations Center / Northshore Transportation Center

Street: 21233 20th Ave SE

City: Bothell State: WA ZIP Code: 98021

County: Snohomish

Permit Number: WAR045506

Latitude/Longitude

Latitude:

Longitude:

3. 47.805392<sup>o</sup> N (decimal)

3. -122.202632<sup>o</sup> W (decimal)

Estimated area of industrial activity at site exposed to stormwater: 8.3 acres

### Discharge Information

Does this facility discharge stormwater into surface waters?  Yes  No

Does this facility discharge stormwater into a municipal stormwater conveyance system?

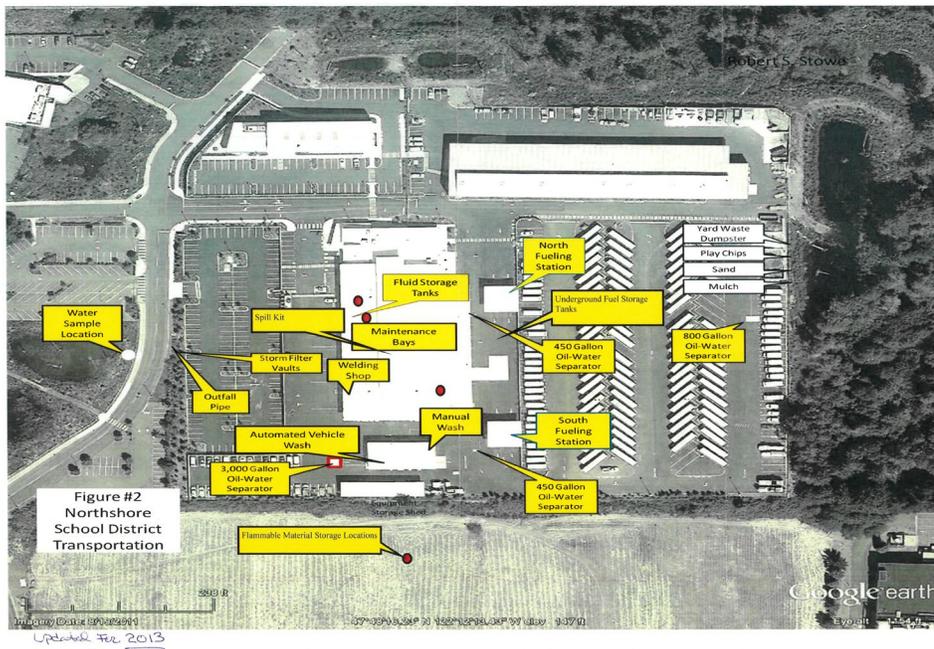
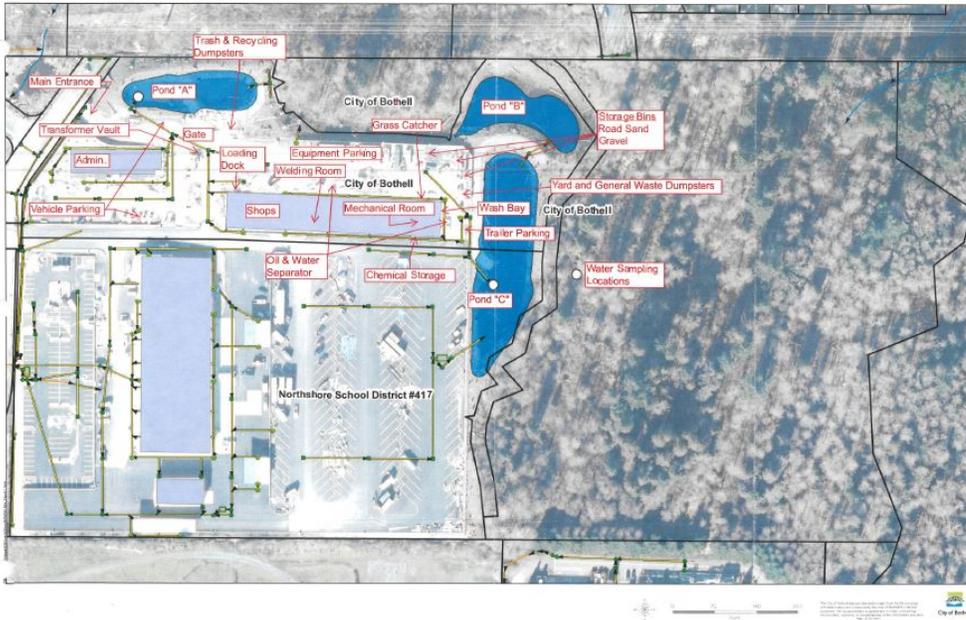
Yes  No

SIC Code(s): Transportation and Public Utilities – School Buses (4151)

## 1.2 Site Maps

See **Appendix A** for Site Maps.

See **Appendix B** for Site Plans.



## 1.3 Stormwater Pollution Prevention Team

Staff names and/or title	Individual responsibilities
Jeff Sperry	Oversight of facility operations and implementation of SWPPP.
Connie Noll	Oversight of facility operations and implementation of SWPPP.
Jeff Farquaharson	Daily operations staff. Responsible for adhering to SWPPP and reporting/responding to spills.
Chris Hall	Surface water staff responsible for facility inspections and audits.
Tony Benson	Surface water staff responsible for facility inspections and audits.
Jaclynn Brandenburg	Oversight of facility operations and implementation of SWPPP.

## Section 2. Facility Assessment

### 2.1 Facility Description

The Bothell Operations Center (BOC) consists of a 17.53-acre site which is situated on multiple tax parcels. It is surrounded on the north and east ends by wetlands and forest cover of 70.22% with 29.78% being impervious. The site primarily slopes from east to west with stormwater drainage flowing into onsite ponds. With 20<sup>th</sup> Avenue SE on the west, the Northshore School Districts Transportation Center (NSDTC) on the south, PUD power lines on the north, and forested hillside to the east.

The NSDTC is located just to the south of the BOC. The site is primarily level with 8.75 acres of primarily impervious surface bordered by 20<sup>th</sup> Avenue SE on the west, BOC on the north, and a vacant development lot on the south.

The site shares an engineered stormwater system. There are several ponds on-site to collect the storm runoff prior to entering Maltby Hill Creek. Surface/stormwater flows generally from east to west.

**Industrial activity:** Transportation facilities, maintenance, and material storage.

**Regular business hours:** Monday – Friday, 6:30 a.m. – 3:30 p.m.

## Bothell Operations Center

There is parking and material storage along the access road on the north side of the facility. These include uncovered bunkers for storage of a variety of materials, currently sand used for road sanding, and vegetation clippings/organic waste, maintenance equipment (backhoes and dump trucks). Garbage dumpsters are located at the east end for collection of organic waste. There is one dumpster that is located just past the maintenance yard entrance for garbage disposal and one for recycling.

There is maintenance building, which serves as a vehicle storage space for water/sewer, street/storm and park maintenance equipment, and workshop for facility maintenance, including light fabrication. A covered vehicle / equipment wash bay is located at the east end of the maintenance building, where all wash and water runoff is diverted to an oil/water separator that then discharges into Alderwood Water & Wastewater District (AWWD) sanitary sewer (verified with onsite test, December 2010).

There is an administrative office to serve Public Works and Parks Operations which contains a lunch room, conference rooms, and locker rooms for the crew. The facility is designated as a backup Emergency Operation Center in the event that it is needed.

## Northshore School District Transportation Center

On the NSDTC site there is parking of buses and equipment in the main yard, and covered storage of grounds equipment on the south property line and material storage along east side. These include uncovered bunkers for storage of a variety of materials currently sand, and vegetation clippings/organic waste. There is one dumpster that is located just to the west of the Transportation Center offices for garbage disposal and one for recycling. There are also two exterior wash bays for vehicles and equipment. Both wash bays are covered and drain to oil water separators and discharge to sanitary sewer.

The Northshore School District provides and maintains fueling stations for City vehicles and equipment located on the Northshore School District site. There are two fueling areas at the facility. There is an emergency shut-off switch for the fuel dispensers located on the retaining wall between the fueling areas approximately 95 feet from each. The two areas each contain four dispensers; six dispense diesel and two dispense gasoline. Both areas are covered to prevent rainwater from entering the drainage system surrounding the dispensers. Any surface liquids entering the drains in the concrete slab around the dispensers go through a 450-gallon oil water separator structure. They are located at each of the two canopy areas and are connected to the sanitary sewer system. All tanks and lines are double wall with electronic leak detection.

North Gas      6,000 gallon capacity

South Gas      6,000 gallon capacity

**Total Capacity: 12,000 gallons**

North Diesel   12,000 gallon capacity

South Diesel   15,000 gallon capacity

**Total Capacity: 27,000 gallons**

## 2.2 Industrial Activity, Materials Inventory, and Associated Pollutants

Industrial Activity / Exposed Materials	Associated Pollutants
Fueling pads	Gasoline and diesel
Vehicle and equipment washing	Soap, vehicle fluids, sediment, metals, etc.
Vehicle and equipment storage	Vehicle fluids and metals
Material storage	Sand, road salt, wood chips, galvanized shelving, and organics/yard waste
Loading dock bay 1	Vehicle fluids, metals, and loaded goods

## Section 3. Best Management Practices (BMPs)

### 3.1 Operational Source Control BMP

#### Good housekeeping

- Vacuum paved surfaces with a vacuum sweeper (or a sweeper with a vacuum attachment) to remove accumulated pollutants a minimum of once per quarter.
- Keep all dumpsters under cover or fit with a lid that must remain closed when not in use.

#### Preventive maintenance

- Clean catch basins when the depth of debris reaches 60% of the sump depth. In addition, the Permittee must keep the debris surface at least 6 inches below the outlet pipe.
- Inspect all equipment and vehicles during site inspections for leaking fluids such as oil, antifreeze, etc. Take leaking equipment and vehicles out of service or prevent leaks from spilling on the ground until repaired.
- Immediately clean up spills and leaks (e.g., using absorbents, vacuuming, etc.) to prevent the discharge of pollutants.

#### Pollutant source specific BMPs

##### ***Operational source control BMPs for fueling at dedicated stations***

- Prepare an emergency spill response and cleanup plan (per BMPs for Spills of Oil and Hazardous Substances) and have designated trained person(s) available either on-site or on call at all times to promptly and properly implement that plan and immediately cleanup all spills. Keep suitable cleanup materials, such as dry adsorbent materials, on-site to allow prompt cleanup of a spill.

- Train employees on the proper use of fuel dispensers. Post signs in accordance with the Uniform Fire Code (UFC). Post “No Topping Off” signs (topping off gas tanks causes spillage and vents gas fumes to the air). Make sure that the automatic shutoff on the fuel nozzle is functioning properly.
- The person conducting the fuel transfer must be present at the fueling pump during fuel transfer, particularly at unattended or self-serve stations.
- Keep drained oil filters in a suitable container or drum.

### ***Operational source control BMPs for landscaping and lawn/vegetation management***

#### **Landscaping**

- Install engineered soil/landscape systems to improve the infiltration and regulation of stormwater in landscaped areas.
- Do not dispose of collected vegetation into waterways or storm drainage systems.

#### **Pesticides**

- Develop and implement an Integrated Pest Management (IPM) plan and use pesticides only as a last resort. An IPM program might consist of the following steps:

**Step 1.** Correctly identify problem pests and understand their life cycle

**Step 2.** Establish tolerance thresholds for pests.

**Step 3.** Monitor to detect and prevent pest problems.

**Step 4.** Modify the maintenance program to promote healthy plants and discourage pests.

**Step 5.** Use cultural, physical, mechanical, or biological controls first if pests exceed the tolerance thresholds.

**Step 6.** Evaluate and record the effectiveness of the control and modify maintenance practices to support lawn or landscape recovery and prevent recurrence.

- Implement a pesticide-use plan and include at a minimum: a list of selected pesticides and their specific uses; brands, formulations, application methods and quantities to be used; equipment use and maintenance procedures; safety, storage, and disposal methods; and monitoring, record keeping, and public notice procedures. All procedures shall conform to the requirements of Chapter 17.21 RCW and Chapter 16-228 WAC (Appendix IV-D R.7).
- Choose the least toxic pesticide available that is capable of reducing the infestation to acceptable levels. The pesticide should readily degrade in the environment and/or have properties that strongly bind it to the soil. Any pest control used should be conducted at the life stage when the pest is most vulnerable. For example, if it is

necessary to use a *Bacillus thuringiensis* application to control tent caterpillars, it must be applied before the caterpillars cocoon or it will be ineffective. Any method used should be site-specific and not used wholesale over a wide area.

- Apply the pesticide according to label directions. Under no conditions shall pesticides be applied in quantities that exceed manufacturer's instructions.
- Mix the pesticides and clean the application equipment in an area where accidental spills will not enter surface or ground waters, and will not contaminate the soil.
- Store pesticides in enclosed areas or in covered impervious containment. Ensure that pesticide contaminated stormwater or spills/leaks of pesticides are not discharged to storm drains. Do not hose down the paved areas to a storm drain or conveyance ditch. Store and maintain appropriate spill cleanup materials in a location known to all near the storage area.
- Clean up any spilled pesticides and ensure that the pesticide contaminated waste materials are kept in designated covered and contained areas.
- The pesticide application equipment must be capable of immediate shutoff in the event of an emergency.
- Do not spray pesticides within 100 feet of open waters including wetlands, ponds, and streams, sloughs and any drainage ditch or channel that leads to open water except when approved by Ecology or the local jurisdiction. All sensitive areas including wells, creeks and wetlands must be flagged prior to spraying.
- As required by the local government or by Ecology, complete public posting of the area to be sprayed prior to the application.
- Spray applications should only be conducted during weather conditions as specified in the label direction and applicable local and state regulations. Do not apply during rain or immediately before expected rain.

## Vegetation management

- Use at least an eight-inch "topsoil" layer with at least 8 percent organic matter to provide a sufficient vegetation-growing medium. Amending existing landscapes and turf systems by increasing the percent organic matter and depth of topsoil can substantially improve the permeability of the soil, the disease and drought resistance of the vegetation, and reduce fertilizer demand. This reduces the demand for fertilizers, herbicides, and pesticides. Organic matter is the least water-soluble form of nutrients that can be added to the soil. Composted organic matter generally releases only between 2 and 10 percent of its total nitrogen annually, and this release corresponds closely to the plant growth cycle. If natural plant debris and mulch are returned to the soil, this system can continue recycling nutrients indefinitely.
- Select the appropriate turfgrass mixture for your climate and soil type. Certain tall fescues and rye grasses resist insect attack because the symbiotic endophytic fungi found naturally in their tissues repel or kill common leaf and stem-eating lawn insects. They do not, however, repel root-feeding lawn pests such as Crane Fly larvae, and are

toxic to ruminants such as cattle and sheep. The fungus causes no known adverse effects to the host plant or to humans. Endophytic grasses are commercially available and can be used in areas such as parks or golf courses where grazing does not occur. The local Cooperative Extension office can offer advice on which types of grass are best suited to the area and soil type.

- Use the following seeding and planting BMPs, or equivalent BMPs to obtain information on grass mixtures, temporary and permanent seeding procedures, maintenance of a recently planted area, and fertilizer application rates: Temporary Seeding, Mulching and Matting, Clear Plastic Covering, Permanent Seeding and Planting, and Sodding as described in Volume II).
- Selection of desired plant species can be made by adjusting the soil properties of the subject site. For example, a constructed wetland can be designed to resist the invasion of reed canary grass by layering specific strata of organic matters (e.g., compost forest product residuals) and creating a mildly acidic pH and carbon-rich soil medium. Consult a soil restoration specialist for site-specific conditions.
- Aerate lawns regularly in areas of heavy use where the soil tends to become compacted. Aeration should be conducted while the grasses in the lawn are growing most vigorously. Remove layers of thatch greater than ¾-inch deep.
- Mowing is a stress-creating activity for turfgrass. When grass is mowed too short its productivity is decreased and there is less growth of roots and rhizomes. The turf becomes less tolerant of environmental stresses, more disease prone and more reliant on outside means such as pesticides, fertilizers and irrigation to remain healthy. Set the mowing height at the highest acceptable level and mow at times and intervals designed to minimize stress on the turf. Generally mowing only 1/3 of the grass blade height will prevent stressing the turf.

## Irrigation

- The depth from which a plant normally extracts water depends on the rooting depth of the plant. Appropriately irrigated lawn grasses normally root in the top 6 to 12 inches of soil; lawns irrigated on a daily basis often root only in the top 1 inch of soil. Improper irrigation can encourage pest problems, leach nutrients, and make a lawn completely dependent on artificial watering. The amount of water applied depends on the normal rooting depth of the turfgrass species used, the available water holding capacity of the soil, and the efficiency of the irrigation system. Consult with the local water utility, Conservation District, or Cooperative Extension office to help determine optimum irrigation practices.

## Fertilizer management

- Turfgrass is most responsive to nitrogen fertilization, followed by potassium and phosphorus. Fertilization needs vary by site depending on plant, soil and climatic conditions. Evaluation of soil nutrient levels through regular testing ensures the best possible efficiency and economy of fertilization. For details on soils testing, contact the local Conservation District or Cooperative Extension Service.

- Fertilizers should be applied in amounts appropriate for the target vegetation and at the time of year that minimizes losses to surface and ground waters. Do not fertilize during a drought or when the soil is dry. Alternatively, do not apply fertilizers within three days prior to predicted rainfall. The longer the period between fertilizer application and either rainfall or irrigation, the less fertilizer runoff occurs.
- Use slow release fertilizers such as methylene urea, IDBU, or resin coated fertilizers when appropriate, generally in the spring. Use of slow release fertilizers is especially important in areas with sandy or gravelly soils.
- Time the fertilizer application to periods of maximum plant uptake. Generally fall and spring applications are recommended, although WSU turf specialists recommend four fertilizer applications per year.
- Properly trained persons should apply all fertilizers. At commercial and industrial facilities fertilizers should not be applied to grass swales, filter strips, or buffer areas that drain to sensitive water bodies unless approved by the local jurisdiction.

### ***Operational source control BMPs for loading and unloading areas for liquid or solid material***

#### **All loading/unloading areas**

- A significant amount of debris can accumulate at outside, uncovered loading/unloading areas. Sweep these surfaces frequently to remove material that could otherwise be washed off by stormwater. Sweep outside areas that are covered for a period of time by containers, logs, or other material after the areas are cleared.
- Place drip pans, or other appropriate temporary containment device, at locations where leaks or spills may occur such as hose connections, hose reels and filler nozzles. Drip pans shall always be used when making and breaking connections (see Figure 2.2). Check loading/unloading equipment such as valves, pumps, flanges, and connections regularly for leaks and repair as needed.

#### **Transfer of small quantities from tanks and containers**

- Refer to BMPs Storage of Liquids in Permanent Above-Ground Tanks, and Storage of Liquid, Food Waste, or Dangerous Waste Containers, for requirements on the transfer of small quantities from tanks and containers, respectively.

### ***Operational source control BMPs for maintenance and repair of vehicles and equipment***

- Inspect for leaks all incoming vehicles, parts, and equipment stored temporarily outside.
- Use drip pans or containers under parts or vehicles that drip or that are likely to drip liquids, such as during dismantling of liquid containing parts or removal or transfer of liquids.

- Remove batteries and liquids from vehicles and equipment in designated areas designed to prevent stormwater contamination. Store cracked batteries in a covered non-leaking secondary containment system.
- Empty oil and fuel filters before disposal. Provide for proper disposal of waste oil and fuel.
- Do not pour/convey washwater, liquid waste, or other pollutant into storm drains or to surface water. Check with the local sanitary sewer authority for approval to convey to a sanitary sewer.
- Do not connect maintenance and repair shop floor drains to storm drains or to surface water. To allow for snowmelt during the winter a drainage trench with a sump for particulate collection can be installed and used only for draining the snowmelt and not for discharging any vehicular or shop pollutants.

### ***Operational source control BMPs for maintenance of stormwater drainage and treatment systems***

- Inspect and clean treatment BMPs, conveyance systems, and catch basins as needed, and determine whether improvements in O & M are needed.
- Promptly repair any deterioration threatening the structural integrity of the facilities. These include replacement of clean-out gates, catch basin lids, and rock in emergency spillways.
- Ensure that storm sewer capacities are not exceeded and that heavy sediment discharges to the sewer system are prevented.
- Regularly remove debris and sludge from BMPs used for peak-rate control, treatment, etc. and discharge to a sanitary sewer if approved by the sewer authority, or truck to a local or state government approved disposal site.
- Clean catch basins when the depth of deposits reaches 60 percent of the sump depth as measured from the bottom of basin to the invert of the lowest pipe into or out of the basin. However, in no case should there be less than six inches clearance from the debris surface to the invert of the lowest pipe. Some catch basins (for example, WSDOT Type 1L basins) may have as little as 12 inches sediment storage below the invert. These catch basins will need more frequent inspection and cleaning to prevent scouring. Where these catch basins are part of a stormwater collection and treatment system, the system owner/operator may choose to concentrate maintenance efforts on downstream control devices as part of a systems approach.
- Clean woody debris in a catch basin as frequently as needed to ensure proper operation of the catch basin.
- Post warning signs; “Dump No Waste - Drains to Ground Water,” “Streams,” “Lakes,” or emboss on or adjacent to all storm drain inlets where practical.

- Disposal of sediments and liquids from the catch basins must comply with “Recommendations for Management of Street Wastes” described in Appendix IV-G of this volume.
- Operational Source Control BMPs for Soil Erosion and Sediment Control at Industrial Sites, Storage of Liquid, Food Waste, or Dangerous Waste Containers, Spills of Oil and Hazardous Substances, Illicit Connections to Storm Drains, Urban Streets.

### ***Operational source control BMPs for mobile fueling of vehicles and heavy equipment***

- Ensure that all mobile fueling operations are approved by the local fire department and comply with local and Washington State fire codes.
- In fueling locations that are in close proximity to sensitive aquifers, designated wetlands, wetland buffers, or other waters of the State, approval by local jurisdictions is necessary to ensure compliance with additional local requirements.
- Ensure the compliance with all 49 CFR 178 requirements for DOT 406 cargo tanker. Documentation from a Department of Transportation (DOT) Registered Inspector shall be proof of compliance.
- Ensure the presence and the constant observation/monitoring of the driver/operator at the fuel transfer location at all times during fuel transfer and ensure that the following procedures are implemented at the fuel transfer locations:
  - Locating the point of fueling at least 25 feet from the nearest storm drain or inside an impervious containment with a volumetric holding capacity equal to or greater than 110 percent of the fueling tank volume, or covering the storm drain to ensure no inflow of spilled or leaked fuel. Storm drains that convey the inflow to a spill control separator approved by the local jurisdiction and the fire department need not be covered. Potential spill/leak conveyance surfaces must be impervious and in good repair.
  - Placement of a drip pan, or an absorbent pad under each fueling location prior to and during all dispensing operations. The pan (must be liquid tight) and the absorbent pad must have a capacity of 5 gallons. Spills retained in the drip pan or the pad need not be reported.
  - The handling and operation of fuel transfer hoses and nozzle, drip pan(s), and absorbent pads as needed to prevent spills/leaks of fuel from reaching the ground, storm drains, and receiving waters.
  - Not extending the fueling hoses across a traffic lane without fluorescent traffic cones, or equivalent devices, conspicuously placed so that all traffic is blocked from crossing the fuel hose.
  - Removing the fill nozzle and cessation of filling when the automatic shut-off valve engages. Do not allow automatic shutoff fueling nozzles to be locked in the open position.

- Not “topping off” the fuel receiving equipment
- Provide the driver/operator of the fueling vehicle with:
  - Adequate flashlights or other mobile lighting to view fill openings with poor accessibility. Consult with local fire department for additional lighting requirements.
  - Two-way communication with his/her home base.
- Train the driver/operator annually in spill prevention and cleanup measures and emergency procedures. Make all employees aware of the significant liability associated with fuel spills.
- The fueling operating procedures should be properly signed and dated by the responsible manager, distributed to the operators, retained in the organization files, and made available in the event an authorized government agency requests a review.
- Ensure that the local fire department (911) and the appropriate regional office of the Department of Ecology are immediately notified in the event of any spill entering the surface or ground waters. Establish a “call down list” to ensure the rapid and proper notification of management and government officials should any significant amount of product be lost off-site. Keep the list in a protected but readily accessible location in the mobile fueling truck. The “call down list” should also pre-identify spill response contractors available in the area to ensure the rapid removal of significant product spillage into the environment.
- Maintain a minimum of the following spill clean-up materials in all fueling vehicles, that are readily available for use:
  - Non-water absorbents capable of absorbing 15 gallons of diesel fuel;
  - A storm drain plug or cover kit;
  - A non-water absorbent containment boom of a minimum 10 feet in length with a 12-gallon absorbent capacity;
  - A non-metallic shovel; and,
  - Two, five-gallon buckets with lids.
- Use automatic shutoff nozzles for dispensing the fuel. Replace automatic shut-off nozzles as recommended by the manufacturer.
- Maintain and replace equipment on fueling vehicles, particularly hoses and nozzles, at established intervals to prevent failures.

***Operational source control BMPs for parking and storage of vehicles and equipment***

- If washing of a parking lot is conducted, discharge the washwater to a sanitary sewer, if allowed by the local sewer authority, or other approved wastewater treatment system, or collect it for off-site disposal.

- Do not hose down the area to a storm drain or to a receiving water. Sweep parking lots, storage areas, and driveways, regularly to collect dirt, waste, and debris.

### ***Operational source control BMPs for spills of oil and hazardous substances***

- Prepare an Emergency Spill Control Plan (SCP), which includes:
  - A description of the facility including the owner's name and address;
  - The nature of the activity at the facility;
  - The general types of chemicals used or stored at the facility;
  - A site plan showing the location of storage areas for chemicals, the locations of storm drains, the areas draining to them, and the location and description of any devices to stop spills from leaving the site such as positive control valves;
  - Cleanup procedures;
  - Notification procedures to be used in the event of a spill, such as notifying key personnel. Agencies such as Ecology, local fire department, Washington State Patrol, and the local Sewer Authority, shall be notified;
  - The name of the designated person with overall spill cleanup and notification responsibility;
- Train key personnel in the implementation of the Emergency SCP. Prepare a summary of the plan and post it at appropriate points in the building, identifying the spill cleanup coordinators, location of cleanup kits, and phone numbers of regulatory agencies to be contacted in the event of a spill;
- Update the SCP regularly;
- Immediately notify Ecology and the local Sewer Authority if a spill may reach sanitary or storm sewers, ground water, or surface water, in accordance with federal and Ecology spill reporting requirements;
- Immediately clean up spills. Do not use emulsifiers for cleanup unless an appropriate disposal method for the resulting oily wastewater is implemented. Absorbent material shall not be washed down a floor drain or storm sewer; and,
- Locate emergency spill containment and cleanup kit(s) in high potential spill areas. The contents of the kit shall be appropriate for the type and quantities of chemical liquids stored at the facility.

### ***Operational source control BMPs for storage of liquids in permanent above-ground tanks***

- Inspect the tank containment areas regularly to identify problem components such as fittings, pipe connections, and valves, for leaks/spills, cracks, corrosion, etc.

- Place adequately sized drip pans beneath all mounted taps and drip/spill locations during filling/ unloading of tanks. Valved drain tubing may be needed in mounted drip pans.
- Sweep and clean the tank storage area regularly, if paved.
- Replace or repair tanks that are leaking, corroded, or otherwise deteriorating.
- All installations shall comply with the Uniform Fire Code and the National Electric Code.

***Operational source control BMPs for washing and steam cleaning vehicles/equipment/building structures***

- Conduct vehicle/equipment washing in one of the following locations:
  - At a commercial washing facility in which the washing occurs in an enclosure and drains to the sanitary sewer, or
  - In a building constructed specifically for washing of vehicles and equipment, which drains to a sanitary sewer.
- Conduct outside washing operation in a designated wash area with the following features:
  - In a paved area, constructed as a spill containment pad to prevent the run-on of stormwater from adjacent areas. Slope the spill containment area so that washwater is collected in a containment pad drain system with perimeter drains, trench drains or catchment drains. Size the containment pad to extend out a minimum of four feet on all sides of the vehicles and/or equipment being washed.
  - Convey the washwater to a sump (like a grit separator) and then to a sanitary sewer (if allowed by the local Sewer Authority), or other appropriate wastewater treatment or recycle system. An NPDES permit may be required for any washwater discharge to a storm drain or receiving water after treatment. Contact the Ecology regional office for NPDES Permit requirements.
  - The containment sump must have a positive control outlet valve for spill control with live containment volume, and oil/water separation. Size the minimum live storage volume to contain the maximum expected daily washwater flow plus the sludge storage volume below the outlet pipe. The outlet valve will be shut during the washing cycle to collect the washwater in the sump. The valve should remain shut for at least two hours following the washing operation to allow the oil and solids to separate before discharge to a sanitary sewer.
  - The inlet valve in the discharge pipe should be closed when washing is not occurring, thereby preventing the entry of uncontaminated stormwater into the pretreatment/ treatment system. The stormwater can then drain into the conveyance/discharge system outside of the wash pad (essentially bypasses the washwater treatment/conveyance system). Post signs to inform people of the

operation and purpose of the valve. Clean the concrete pad thoroughly until there is no foam or visible sheen in the washwater prior to closing the inlet valve and allowing uncontaminated stormwater to overflow and drain off the pad.

- Collect the washwater from building structures and convey it to appropriate treatment such as a sanitary sewer system if it contains oils, soaps, or detergents, where feasible. If the washwater does not contain oils, soaps, or detergents then it could drain to soils that have sufficient natural attenuation capacity for dust and sediment.

For more information on operational, structural, and treatment source control BMPs, see volume IV of SWMMWW:

<https://fortress.wa.gov/ecy/madcap/wq/2014SWMMWWinteractive/2014%20SWMMWW.htm>

## 3.2 Structural Source Control BMPs

### Applicable structural source control BMPs

- Use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from manufacturing, processing, and material storage areas (including loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations).
- Perform all cleaning operations indoors, under cover, or in bermed areas that prevent stormwater runoff and run-on and also that capture any overspray.
- Ensure that all washwater drains to a collection system that directs the washwater to further treatment or storage and not to the stormwater drainage system.

### Applicable structural source control BMPs from Ecology's Stormwater Management Manual for Western Washington

#### ***Structural source control BMPs for fueling At dedicated stations***

- Design the fueling island to control spills (dead-end sump or spill control separator in compliance with the UFC), and to treat collected stormwater and/or wastewater to required levels. Slope the concrete containment pad around the fueling island toward drains; either trench drains, catch basins and/or a dead-end sump. The slope of the drains shall not be less than 1 percent (Section 7901.8 of the UFC). Drains to treatment shall have a shutoff valve, which must be closed in the event of a spill. The spill control sump must be sized in compliance with Section 7901.8 of the UFC; or
- Design the fueling island as a spill containment pad with a sill or berm raised to a minimum of four inches (Section 7901.8 of the UFC) to prevent the runoff of spilled liquids and to prevent run-on of stormwater from the surrounding area. Raised sills

are not required at the open-grate trenches that connect to an approved drainage-control system.

- The fueling pad must be paved with Portland cement concrete, or equivalent. Asphalt is not considered an equivalent material.
- The fueling island must have a roof or canopy to prevent the direct entry of precipitation onto the spill containment pad (see Figure 2.1). The roof or canopy should, at a minimum, cover the spill containment pad (within the grade break or fuel dispensing area) and preferably extend several additional feet to reduce the introduction of windblown rain. Convey all roof drains to storm drains outside the fueling containment area.
- Stormwater collected on the fuel island containment pad must be conveyed to a sanitary sewer system, if approved by the sanitary authority; or to an approved treatment system such as an oil/water separator and a basic treatment BMP. (Basic treatment BMPs are listed in Volume V and include media filters and biofilters) Discharges from treatment systems to storm drains or surface water or to the ground must not display ongoing or recurring visible sheen and must not contain greater than a significant amount of oil and grease.
- Alternatively, stormwater collected on the fuel island containment pad may be collected and held for proper off-site disposal.
- Conveyance of any fuel-contaminated stormwater to a sanitary sewer must be approved by the local sewer authority and must comply with pretreatment regulations (WAC 173-216-060). These regulations prohibit discharges that could "cause fire or explosion. An explosive or flammable mixture is defined under state and federal pretreatment regulations, based on a flash point determination of the mixture. If contaminated stormwater is determined not to be explosive, then it could be conveyed to a sanitary sewer system.
- Transfer the fuel from the delivery tank trucks to the fuel storage tank in impervious contained areas and ensure that appropriate overflow protection is used. Alternatively, cover nearby storm drains during the filling process and use drip pans under all hose connections.

### ***Structural source control BMPs for loading and unloading areas for liquid or solid material***

#### **All loading/unloading areas**

- Consistent with Uniform Fire Code requirements (Appendix IV-D R.2) and to the extent practicable, conduct unloading or loading of solids and liquids in a manufacturing building, under a roof, or lean-to, or other appropriate cover.
- Berm, dike, and/or slope the loading/unloading area to prevent run-on of stormwater and to prevent the runoff or loss of any spilled material from the area.

- Large loading areas frequently are not curbed along the shoreline. As a result, stormwater passes directly off the paved surface into surface water. Place curbs along the edge, or slope the edge such that the stormwater can flow to an internal storm drain system that leads to an approved treatment BMP.
- Pave and slope loading/unloading areas to prevent the pooling of water. The use of catch basins and drain lines within the interior of the paved area must be minimized as they will frequently be covered by material, or they should be placed in designated “alleyways” that are not covered by material, containers or equipment.

### **Loading and unloading docks**

- Install/maintain overhangs, or door skirts that enclose the trailer end (see Figures 2.4 and 2.5) to prevent contact with rainwater.
- Design the loading/unloading area with berms, sloping, etc. to prevent the run-on of stormwater.
- Retain on-site the necessary materials for rapid cleanup of spills.

### ***Structural source control BMPs for maintenance and repair of vehicles and equipment***

- Conduct all maintenance and repair of vehicles and equipment in a building, or other covered impervious containment area that is sloped to prevent run-on of uncontaminated stormwater and runoff of contaminated stormwater.
- The maintenance of refrigeration engines in refrigerated trailers may be conducted in the parking area with due caution to avoid the release of engine or refrigeration fluids to storm drains or surface water.
- Park large mobile equipment, such as log stackers, in a designated contained area.
- The Structural Source Control BMPs for the following are also required: Fueling at Dedicated Stations; Washing and Steam Cleaning Vehicle/Equipment/Building Structures; Loading and Unloading Areas for Liquid or Solid Material; Storage of Liquids in Permanent Above-Ground Tanks; Storage of Liquid, Food Waste, or Dangerous Waste Containers; Storage or Transfer (Outside) of Solid Raw Materials, By-Products, or Finished Products; Spills of Oil and Hazardous Substances; Illicit Connections to Storm Drains.

### ***Structural source control BMPs for mobile fueling of vehicles and heavy equipment***

- Automatic fuel transfer shut-off nozzles; and,
- An adequate lighting system at the filling point.

### ***Structural source control BMPs for storage of liquids in permanent above-ground tanks***

- Locate permanent tanks in impervious (Portland cement concrete or equivalent) secondary containment surrounded by dike or UL Approved double-walled. The dike must be of sufficient height to provide a containment volume of either 10 percent of the total enclosed tank volume or 110 percent of the volume contained in the largest tank, whichever is greater, or, if a single tank, 110 percent of the volume of that tank.
- Slope the secondary containment to drain to a dead-end sump (optional), or equivalent, for the collection of small spills.
- Include a tank overflow protection system to minimize the risk of spillage during loading.

### ***Structural source control BMPs for storage or transfer (outside) of solid raw material, by-products, or finished products***

- Store in a building or paved and bermed covered area (include berm if needed)
- Place temporary plastic sheeting (polyethylene, polypropylene, hypalon, or equivalent) over the material.
- Pave the area and install a stormwater drainage system. Place curbs or berms along the perimeter of the area to prevent the run-on of uncontaminated stormwater and to collect and convey runoff to treatment. Slope the paved area in a manner that minimizes the contact between stormwater (e.g., pooling) and leachable materials in compost, logs, bark, wood chips, etc.
- For large stockpiles that cannot be covered, implement containment practices at the perimeter of the site and at any catch basins as needed to prevent erosion and discharge of the stockpiled material offsite or to a storm drain. Ensure that contaminated stormwater is not discharged directly to catch basins without conveying through a treatment BMP.

## **3.3 Treatment BMPs**

### **Applicable treatment BMPs**

- Employ oil/water separators, booms, skimmers or other methods to eliminate or minimize oil and grease contamination of stormwater discharges.
- Obtain Ecology approval before beginning construction/installation of all treatment BMPs that include the addition of chemicals to provide treatment.

## **Applicable treatment BMPs from Ecology's Stormwater Management Manual for Western Washington**

### ***Treatment BMPs for maintenance and repair of vehicles and equipment***

- Contaminated stormwater runoff from vehicle staging and maintenance areas must be conveyed to a sanitary sewer, if allowed by the local sewer authority, or to an API or CP oil and water separator followed by a basic treatment BMP, applicable filter, or other equivalent oil treatment system.

### ***Treatment BMPs for parking and storage of vehicles and equipment***

- An oil removal system such as an API or CP oil and water separator, catch basin filter, or equivalent BMP, approved by the local jurisdiction, is applicable for parking lots meeting the threshold vehicle traffic intensity level of a high-use site.

A high-use site is:

- Subject to an expected average daily vehicle traffic (ADT) count equal to or greater than 100 vehicles per 1,000 square feet of gross building area: or
- Is subject to storage of a fleet of 25 or more diesel vehicles that are over 10 tons gross weight (trucks, buses, trains, heavy equipment, etc.).

### ***Treatment BMPs for storage of liquids in permanent above-ground tanks***

- If the tank containment area is uncovered, equip the outlet from the spill-containment sump with a shutoff valve, which is normally closed and may be opened, manually or automatically, only to convey contaminated stormwater to approved treatment or disposal, or to convey uncontaminated stormwater to a storm drain. Evidence of contamination can include the presence of visible sheen, color, or turbidity in the runoff, or existing or historical operational problems at the facility. Simple pH measurements with litmus or pH paper can be used for areas subject to acid or alkaline contamination.
- At petroleum tank farms, convey stormwater contaminated with floating oil or debris in the contained area through an API or CP-type oil/water separator or other approved treatment prior to discharge to storm drain or surface water.

### ***Treatment BMPs for storage or transfer (outside) of solid raw materials, by-products, or finished products***

- Convey contaminated stormwater from the stockpile area to a wet pond, wet vault, settling basin, media filter, or other appropriate treatment system depending on the contamination.

### 3.4 Employee Training

City of Bothell adopted a Stormwater Policy in our staff personnel policies in 2018. It emphasizes each employee's responsibility to report spills and to use proper BMPs to reduce stormwater pollution. Our Human Resources Department presents this information to every new employee during orientation. Surface Water staff provides in-person annual IDDE training to the City's Maintenance and Operations staff. Topics typically include what the permit requires of us, the history behind the Clean Water Act, protocol for reporting a spill, what BMPs staff should implement to prevent spills, and how poor water quality affects us. Our Police and Fire departments incorporate spill awareness, prevention, and response training into their individual training programs, and provide the Surface Water Division with a roster showing who completed the training and when.

See **Appendix C** for Training Log.

### 3.5 Audits and Site-Walks

#### Annual audit (Surface Water staff)

Each year surface water staff assists Operations and Northshore School District staff with a comprehensive annual site walk looking for improvements to site conditions and recommendations. An annual audit summary is provided to SWPPP team members for Operations and NSD.

#### Quarterly site walks (on-site staff)

During each quarterly site inspection, look for signs of illicit discharges, especially during dry weather when stormwater isn't discharging from the site. Each monthly site inspection will include:

- Observations made at stormwater sampling locations and areas where stormwater associated with industrial activity is discharged off-site; or discharged to waters of the state, or to a storm sewer system that drains to waters of the state.
- Observations for the presence of floating materials, visible oil sheen, discoloration, turbidity, odor, etc. in the stormwater discharge(s).
- Observations for the presence of illicit discharges such as domestic wastewater, noncontact cooling water, or process wastewater (including leachate).
  - Notify Surface Water of any issues found.

See **Appendix D** for Site-Walk Log.

## Section 4. Spills

### 4.1 Spills and Leaks

**Areas of site where potential spills/leaks could occur**

Location	Outfalls
Parking lots	Pond A-D
Fueling stations	NSD Pond D
Bus depot	Pond C

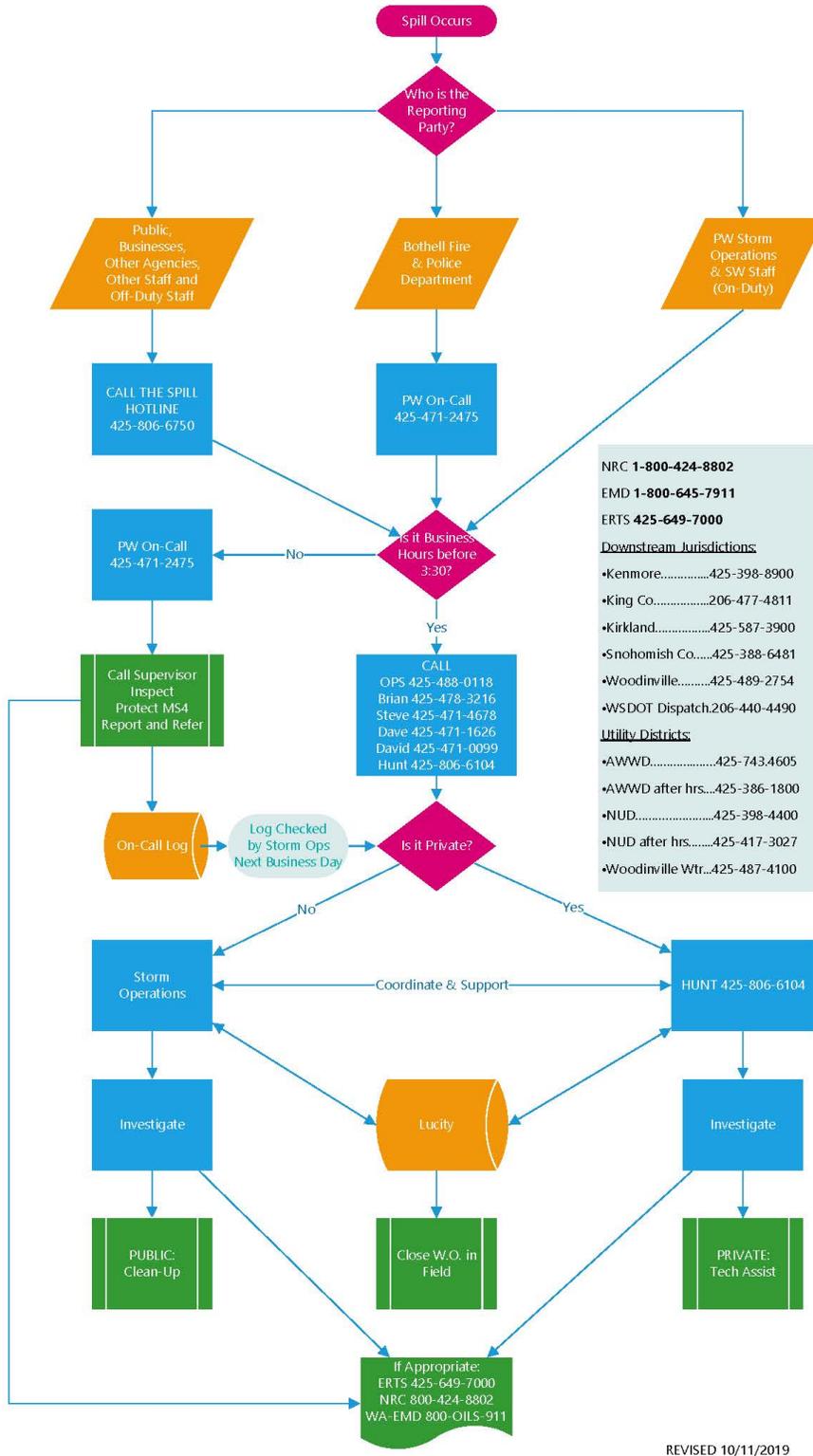
See **Appendix F** for Spill Log.

See **Appendix E** for Spill Response SOP.

### Spill prevention and emergency cleanup

- Store all chemical liquids, fluids, and petroleum products, on an impervious surface that is surrounded with a containment berm or dike that is capable of containing 10% of the total enclosed tank volume or 110% of the volume contained in the largest tank, whichever is greater.
- Prevent precipitation from accumulating in containment areas with a roof or equivalent structure or include a written plan on how it will manage and dispose of accumulated water if a containment area cover is not practical.
- Locate spill kits within 25 feet of all stationary fueling stations, fuel transfer stations, and mobile fueling units. At a minimum, spill kits shall include:
  - Oil absorbents capable of absorbing 15 gallons of fuel.
  - A storm drain plug or cover kit.
  - A non-water containment boom, a minimum of 10 feet in length with a 12 gallon absorbent capacity.
  - A non-metallic shovel.
  - Two five-gallon buckets with lids.
- Not lock shut-off fueling nozzles in the open position. Do not “topoff” tanks being refueled.
- Block, plug or cover storm drains that receive runoff from areas where fueling, during fueling.
- Use drip pans or equivalent containment measures during all petroleum transfer operations.
- Locate materials, equipment, and activities so that leaks are contained in existing containment and diversion systems (confine the storage of leaky or leak-prone vehicles and equipment awaiting maintenance to protected areas).
- Use drip pans and absorbents under or around leaky vehicles and equipment or store indoors where feasible. Drain fluids from equipment and vehicles prior to on-site storage or disposal.
- Maintain a spill log that includes the following information for chemical and petroleum spills: date, time, amount, location, and reason for spill; date/time clean-up completed, notifications made and staff involved.

## 4.2 Spill Response Flow Chart

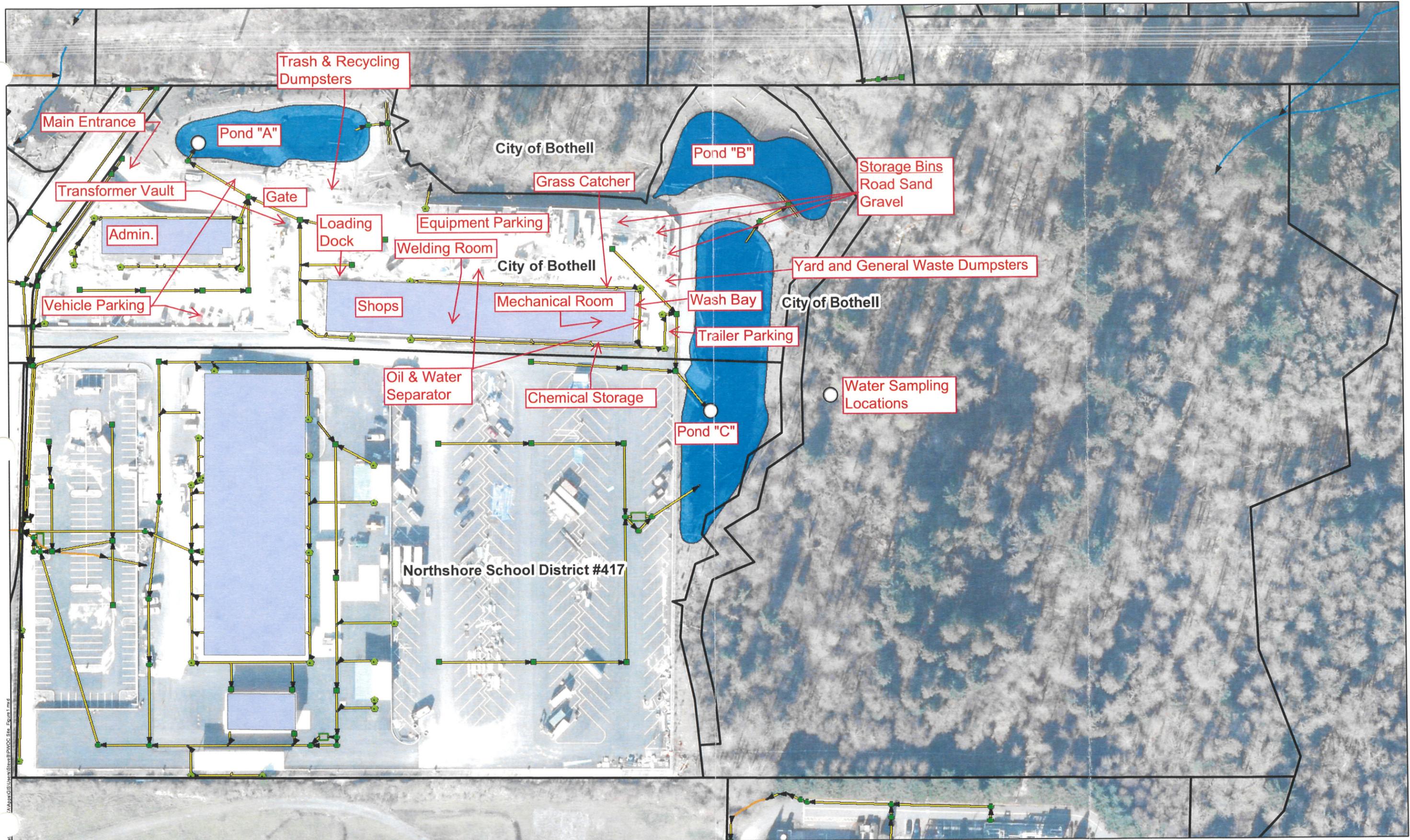


REVISED 10/11/2019

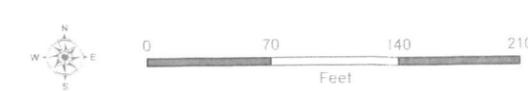
# APPENDIX A

## Site Maps

See attached.



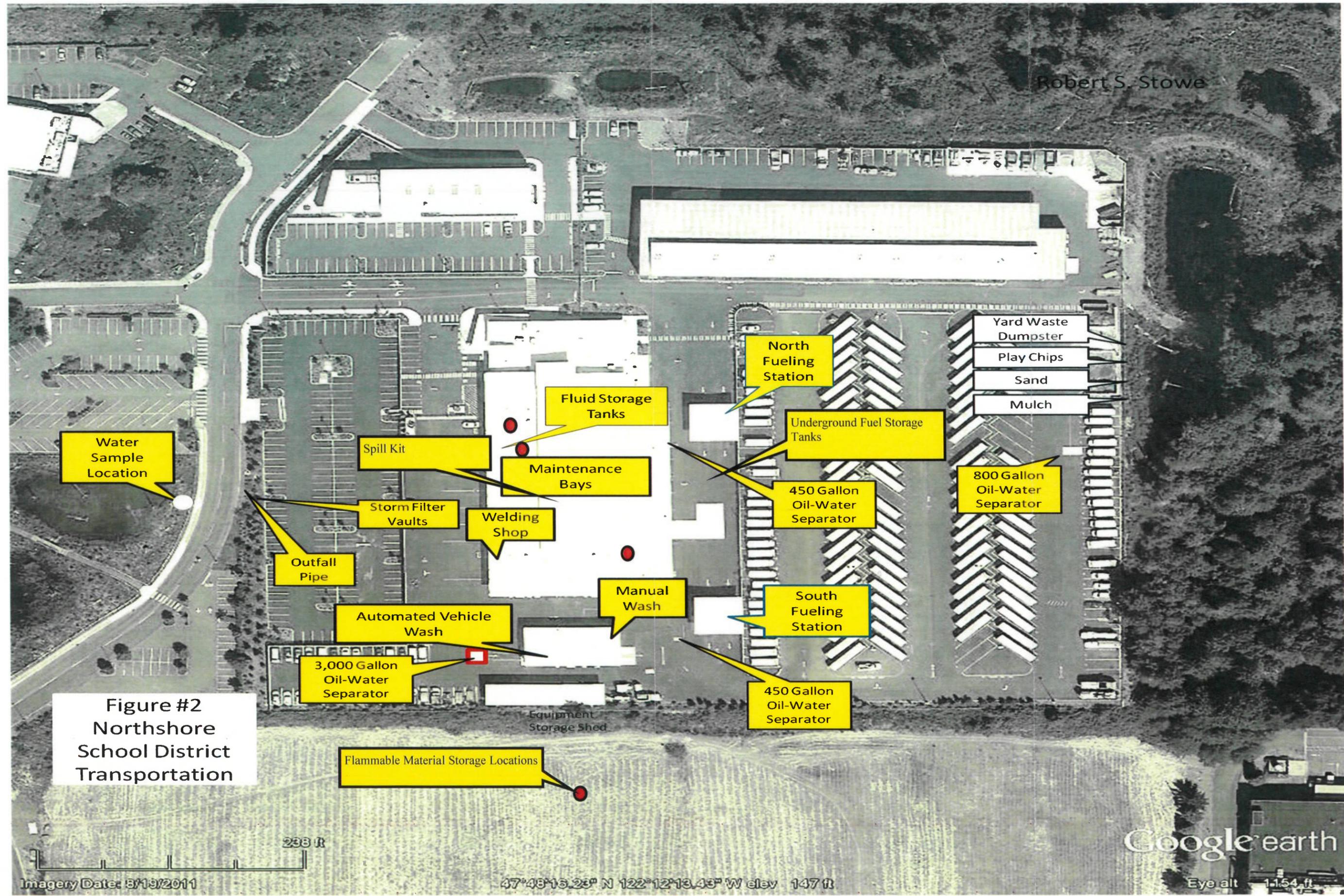
D:\MapData\GIS\Users\Steve\BPOCC\_Ste\_Figures.mxd  
 Pat



The City of Bothell delivers this data (map) in an AS-IS condition.  
 GIS data (map) are produced by the City of Bothell for internal  
 purposes. No representation or guarantee is made concerning  
 the accuracy, currency, or completeness of the information provided.  
 Date: 5-25-2011



Robert S. Stowe



Water Sample Location

Spill Kit

Fluid Storage Tanks

Maintenance Bays

North Fueling Station

Underground Fuel Storage Tanks

Yard Waste Dumpster

Play Chips

Sand

Mulch

Storm Filter Vaults

Welding Shop

450 Gallon Oil-Water Separator

800 Gallon Oil-Water Separator

Outfall Pipe

Manual Wash

South Fueling Station

Automated Vehicle Wash

450 Gallon Oil-Water Separator

3,000 Gallon Oil-Water Separator

Equipment Storage Shed

Flammable Material Storage Locations

Figure #2 Northshore School District Transportation

238 ft

Imagery Date: 8/19/2011

47°48'16.23" N 122°12'13.43" W elev 147 ft

Google earth

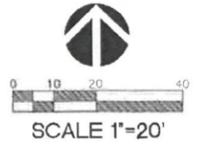
Eye alt 1154 ft

Updated Feb 2013

# APPENDIX B

## Site Plans

See attached.



**LEGEND**

	EXISTING	REMOVE	PROPOSED
ASPHALT PAVING	[Symbol]	[Symbol]	[Symbol]
ASPHALT TREATED BASE (ATB)	[Symbol]	[Symbol]	[Symbol]
CONCRETE PAVING	[Symbol]	[Symbol]	[Symbol]
BUILDINGS	[Symbol]	[Symbol]	[Symbol]
GRAVEL	[Symbol]	[Symbol]	[Symbol]
R.P. RAP CONSTRUCTION ENTRANCE	[Symbol]	[Symbol]	[Symbol]
SAWOUT LINE	[Symbol]	[Symbol]	[Symbol]
CONSTRUCTION LIMITS	[Symbol]	[Symbol]	[Symbol]
SITE FENCE	[Symbol]	[Symbol]	[Symbol]
SET FENCE	[Symbol]	[Symbol]	[Symbol]
STORV CB W/PROTECTION	[Symbol]	[Symbol]	[Symbol]
CURBING	[Symbol]	[Symbol]	[Symbol]
ROCKERY	[Symbol]	[Symbol]	[Symbol]
TREE W/PROTECTION	[Symbol]	[Symbol]	[Symbol]
CONTOUR (CHECK)	[Symbol]	[Symbol]	[Symbol]
CONTOUR	[Symbol]	[Symbol]	[Symbol]
WATER LINE	[Symbol]	[Symbol]	[Symbol]
STORV DRAINAGE LINE	[Symbol]	[Symbol]	[Symbol]
SANITARY SEWER LINE	[Symbol]	[Symbol]	[Symbol]
POWER	[Symbol]	[Symbol]	[Symbol]
TELEPHONE LINE	[Symbol]	[Symbol]	[Symbol]
GAS LINE	[Symbol]	[Symbol]	[Symbol]
WATER METER/VALVE/THRU	[Symbol]	[Symbol]	[Symbol]
STORM CB/MI	[Symbol]	[Symbol]	[Symbol]
SANITARY SEWER MI/CO	[Symbol]	[Symbol]	[Symbol]
GAS VALVE/METER	[Symbol]	[Symbol]	[Symbol]
STREET LIGHT ASSEMBLY	[Symbol]	[Symbol]	[Symbol]
TELEPHONE RISER/MI	[Symbol]	[Symbol]	[Symbol]
WETLAND AREA	[Symbol]	[Symbol]	[Symbol]
BORING LOCATIONS	[Symbol]	[Symbol]	[Symbol]
TEST PIT	[Symbol]	[Symbol]	[Symbol]
UTILITY CROSSINGS SEE SHEET WS 507	[Symbol]	[Symbol]	[Symbol]

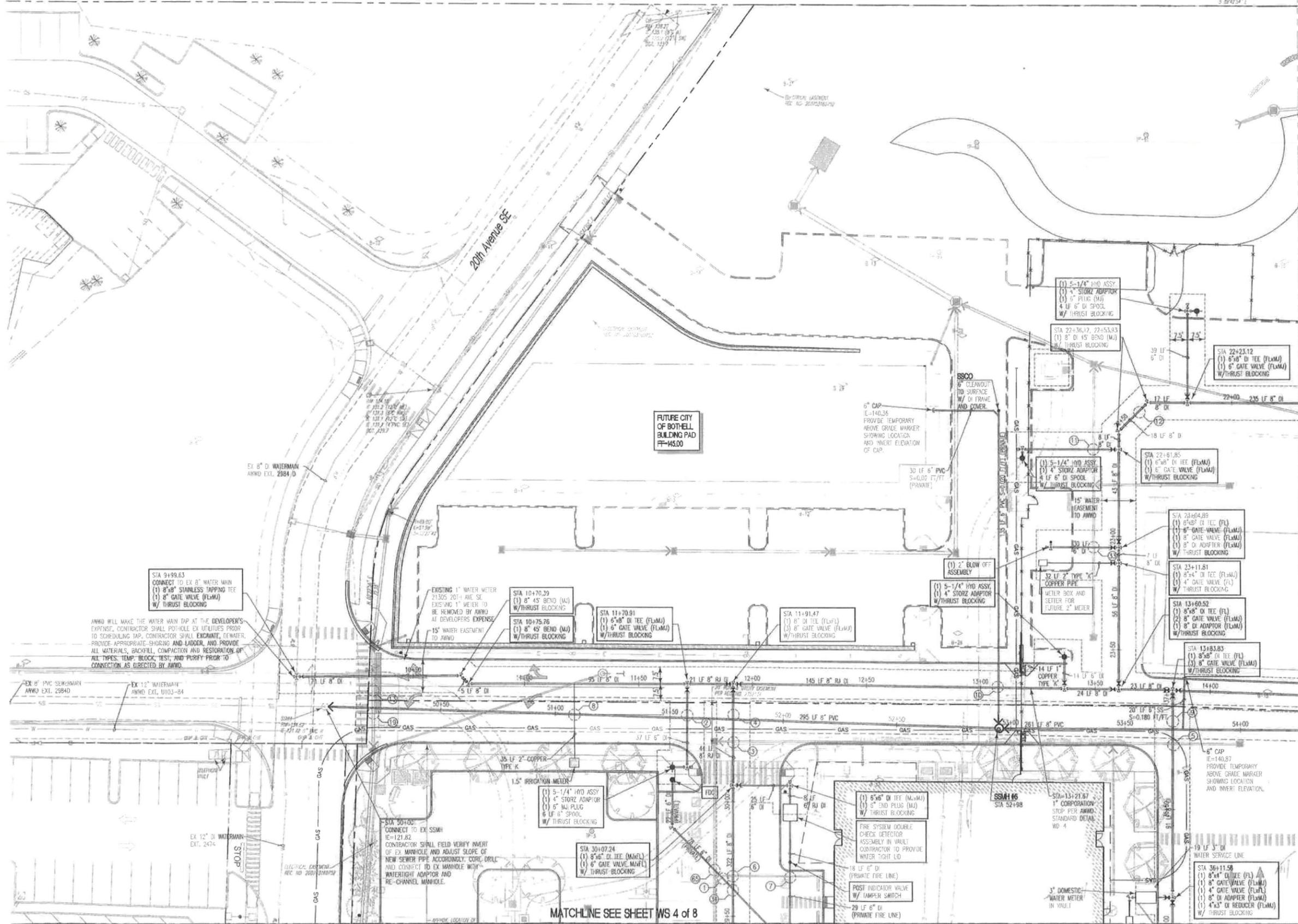
MATCHLINE SEE SHEET WS 3 OF 8

**CONSTRUCTION RECORD DRAWING**  
 THIS DRAWING IS A RECORD DRAWING AND IS NOT TO BE USED FOR CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL FIELD CONDITIONS AND TO CORRECT ANY DISCREPANCIES. THIS DRAWING IS THE PROPERTY OF THE DISTRICT AND IS TO BE KEPT ON FILE FOR FUTURE REFERENCE. ANY REVISIONS TO THIS DRAWING MUST BE APPROVED BY THE DISTRICT ENGINEER OR ASSIGNEE.

CONTRACTOR TO PROVIDE AS-BUILT INFORMATION FOR WATER AND SEWER INFORMATION AT NAVD 83 VERTICAL DATUM PER ALDERWOOD WATER AND WASTEWATER DISTRICT STANDARDS

ALDERWOOD WATER AND WASTEWATER DISTRICT  
 APPROVED FOR WATER AND SEWER CONSTRUCTION  
 EXT. No. 3070D  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DISTRICT ENGINEER OR ASSIGNEE

Call before you Dig.  
 8-1-1 or  
 1-800-424-5555  
UNDERGROUND SERVICE (USA)



AWWD WILL MAKE THE WATER MAIN TAP AT THE DEVELOPER'S EXPENSE. CONTRACTOR SHALL POT-HOLE EX UTILITIES PRIOR TO SCHEDULING TAP. CONTRACTOR SHALL EXCAVATE, DEWATER, PROVIDE APPROPRIATE SHORING AND LADDERS, AND PROVIDE ALL MATERIALS, BACKFILL, COMPACT AND RESTORATION OF ALL TYPES. TEMP. BLOCK, TEST, AND PURIFY PRIOR TO CONNECTION AS DIRECTED BY AWWD.

CONTRACTOR SHALL FIELD VERIFY INVERT OF EX MANHOLE AND ADJUST SLOPE OF NEW SEWER PIPE ACCORDINGLY. CORRECT AND CONNECT TO EX MANHOLE WITH WATER-TIGHT ADAPTOR AND RE-CHANNEL MANHOLE.

AWWD AS-BUILT DRAWINGS  
 RECORD DRAWINGS

**COUGHLIN PORTER LUNDEEN**  
 A CONSULTING STRUCTURAL AND CIVIL ENGINEERING CORPORATION  
 413 PINE STREET - SUITE 300 SEATTLE, WA 98101  
 P: 206/343-0460 F: 206/343-5691



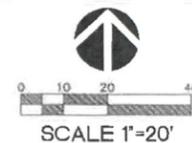
CD7-0028-02  
 DRAWN: RJR/SSN  
 DATE: JULY 23, 2010  
 PLOT DATE: JULY 23, 2010 - 1:51PM  
 SCALE: AS SHOWN

**NORTHSHORE SCHOOL DISTRICT  
 TRANSPORTATION CENTER**

WATER AND SEWER PLAN

**WS 2of7**





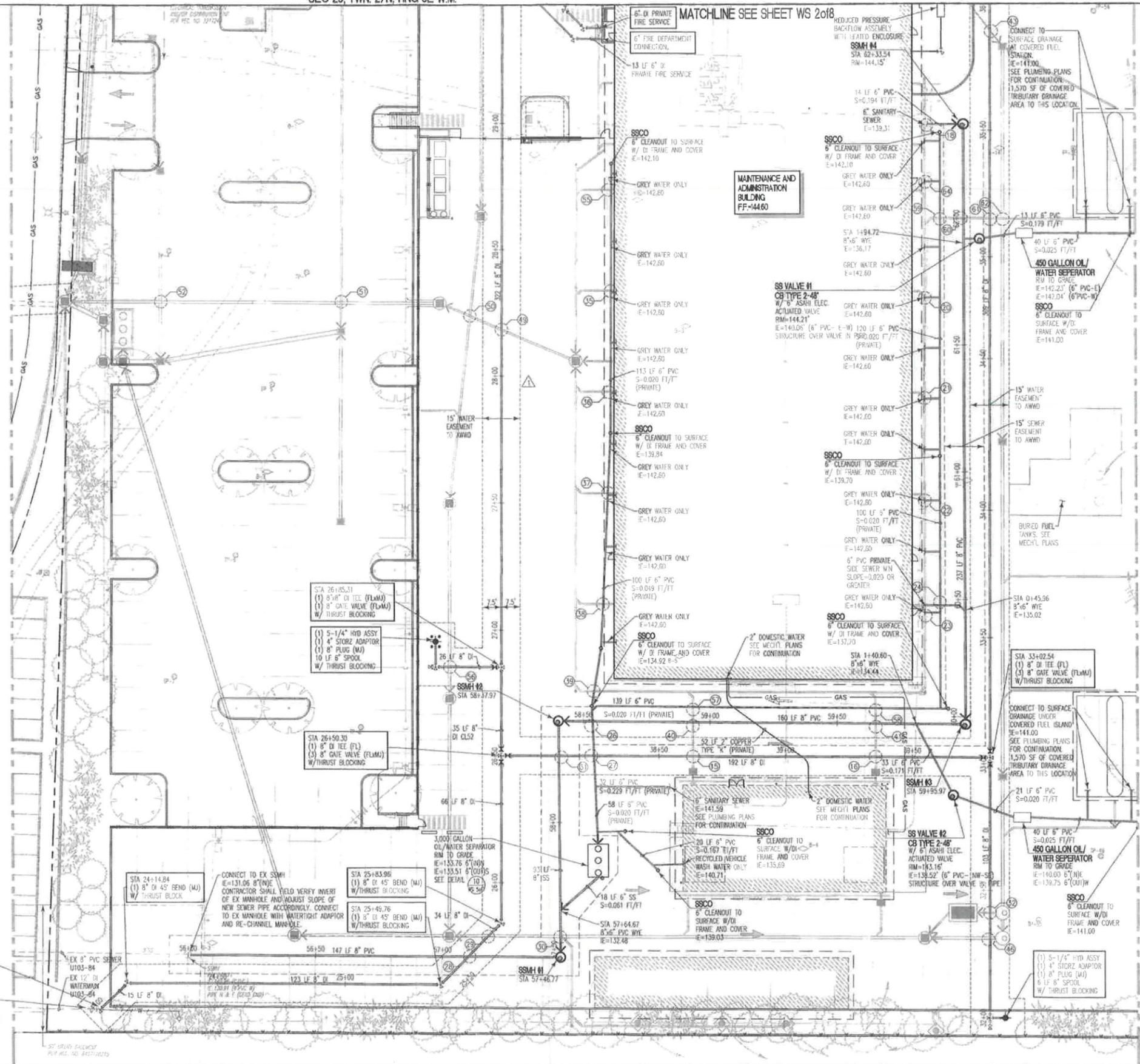
LEGEND

	EXISTING	REMOVE	PROPOSED
ASPHALT PAVING			
ASPHALT TREATED BASE (ATB)			
CONCRETE PAVING			
BUILDINGS			
GRAVEL			
RIP RAP CONSTRUCTION ENTRANCE			
SAW CUT LINE			
CONSTRUCTION LIMITS			
SITE FENCE			
SIT FENCE			
STORM CB W/PROTECTION			
CURB&G			
ROCKERY			
TREE W/PROTECTION			
CONTOUR (INDEX)			
CONTOUR			
WATER LINE			
STORM DRAINAGE LINE			
SANITARY SEWER LINE			
POWER			
TELEPHONE LINE			
GAS LINE			
WATER METER/VALVE/THRU			
STORM CB/MH			
SANITARY SEWER MH/CD			
GAS VALVE/METER			
STREET LIGHT ASSEMBLY			
TELEPHONE RISER/MH			
WETLAND AREA			
BORING LOCATIONS			
TEST PIT			
UTILITY CROSSINGS			

**CONSTRUCTION RECORD DRAWING**  
 THIS DRAWING IS A RECORD DRAWING AND IS NOT TO BE USED FOR CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL CONDITIONS IN THE FIELD AND TO CORRECT ANY DISCREPANCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF ALL INFORMATION PROVIDED TO THE ENGINEER. THIS DRAWING IS THE PROPERTY OF THE ENGINEER AND SHALL BE RETURNED TO THE ENGINEER UPON COMPLETION OF THE PROJECT.

CONTRACTOR TO PROVIDE AS-BUILT INFORMATION FOR WATER AND SEWER INFORMATION PER ALDERWOOD WATER AND WASTEWATER DISTRICT STANDARDS

ALDERWOOD WATER AND WASTEWATER DISTRICT  
 APPROVED FOR WATER AND SEWER CONSTRUCTION  
 EXT. No. 3070D  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DISTRICT ENGINEER OR ASSIGNED



STA 24+00  
 (1) 12" STAINLESS TAPPING TEE  
 (1) 8" DI GATE VALVE (FLM)  
 W/THRUST BLOCKING

AWWD WILL MAKE THE WATER MAIN OUT IN AT THE DEVELOPER'S EXPENSE. CONTRACTOR SHALL POHOLE EX UTILITIES PRIOR TO SCHEDULING CUT IN. CONTRACTOR SHALL EXCAVATE, DENATER, PROVIDE APPROPRIATE SHORING AND LAGER, AND PROVIDE ALL MATERIALS, BACKFILL, COMPACTION AND RESTORATION OF ALL TYPES, TEMP. BLOCK, TEST, AND PURRY PRIOR TO CONNECTION AS DIRECTED BY AWWD.

57' WATER EASEMENT  
 PER AWD 140-0417(2010)

REVISION  
 ) AWWD AS-BUILT DRAWINGS  
 ) RECORD DRAWINGS

**COUGHLINPORTERLUDEEN**  
 A CONSULTING STRUCTURAL AND CIVIL ENGINEERING CORPORATION  
 413 PINE STREET - SUITE 300  
 SEATTLE, WA 98101  
 P: 206/343-0460  
 F: 206/343-5691



JOB NO.  
 CO7-0028-02  
 DRAWN  
 RJR/SSN  
 CHECKED  
 JAJ  
 DATE  
 JULY 23, 2010  
 PROJECT DATE  
 JULY 23, 2010 - 1:53PM

**NORTHSHORE SCHOOL DISTRICT  
 TRANSPORTATION CENTER**

WATER AND  
 SEWER PLAN

**WS 4of7**

Call  
 before you  
 Dig.  
 8-1-1 or  
 1-800-424-5555  
 UNDERGROUND SERVICE (USA)

# APPENDIX C

## Training Log

See attached.



# APPENDIX D

## Site-Walk Log

See attached.



# APPENDIX E

## Spill Response SOP

See attached.

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## Spill Response

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**Spill response is everyone's responsibility. Public Works Operations responds to all spills on private and public property.**

### **After hours response to spills**

Respond to all public and private spills.

Duties include:

1. Containment to prevent discharge to City of Bothell storm system or surface water.
2. Contact with the business or property owner, and request that the person or business responsible clean up the spill.
3. Contact Department of Ecology if spill enters the storm system.
4. In the event that we cannot make contact with the business or property owner or there is a refusal to clean up and the spill is going to affect our storm system, you are required to contact your manager then BEGIN CONTAINMENT AND CLEAN UP. WE WILL NEED TO MAKE CONTACT WITH THE PRIVATE PROPERTY OWNER TO CLEAN UP.
5. In all cases, track all staff hours, equipment hours, and disposal costs. The City will back bill the business or person reasonable.
6. See below for **Spill Response** steps. [SpillReport@Bothellwa.gov](mailto:SpillReport@Bothellwa.gov)

### **Reporting - Nothing but rain down the drain**

You are expected to call and report to Department of Ecology any discharge to the storm system within 24 hours of the discharge. This could include catch basin, ditch, rain garden, vault, creek, wetland, stream or river.

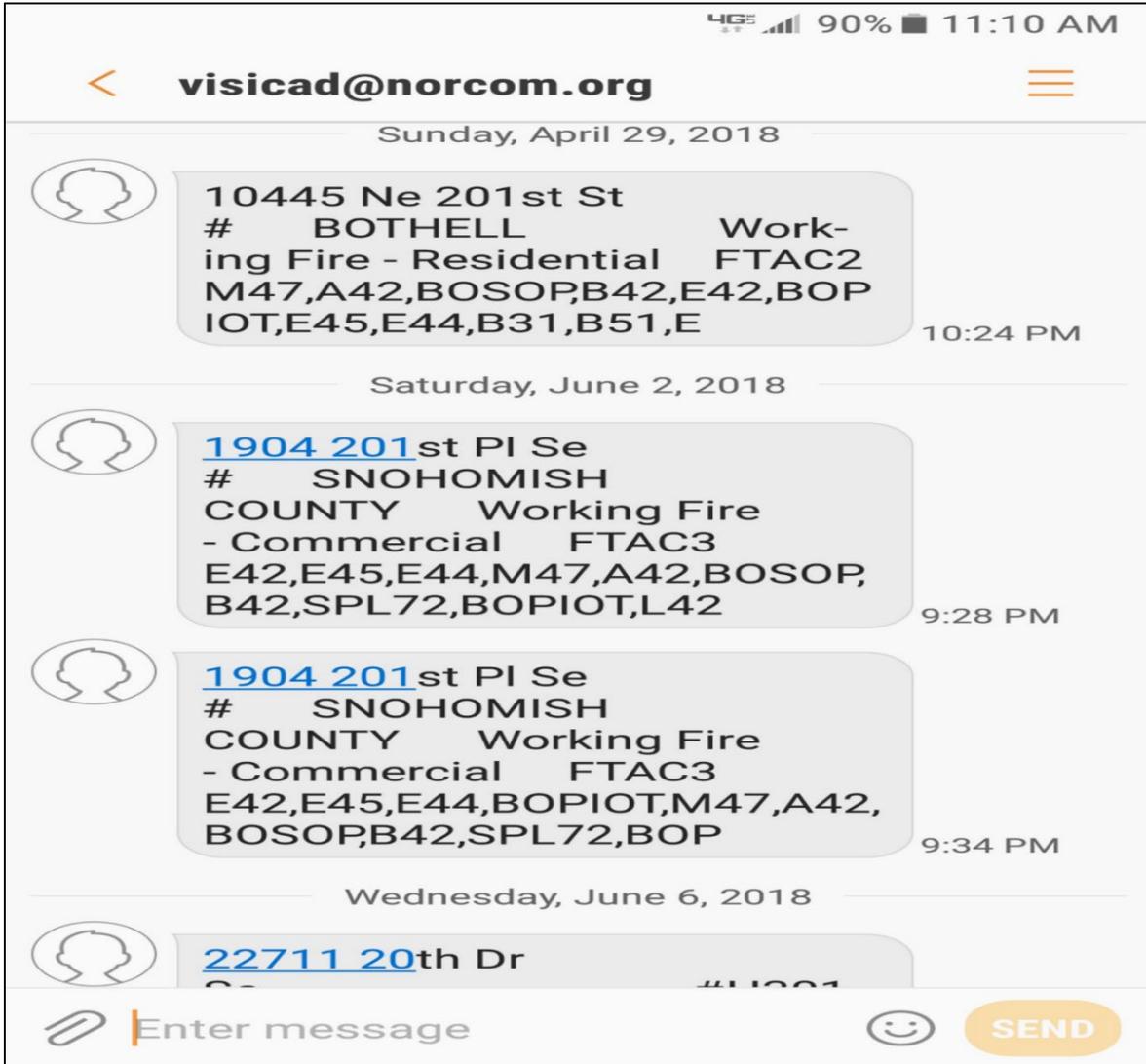
### **Fire Discharge Process**

**In the event that Fire Department discharges water or foam, the Fire Department is required to contact Surface Water or Storm in one of the following ways. In both cases, we will respond and report accordingly.**

1. Norcom dispatch will send a text from [visicad@norcom.org](mailto:visicad@norcom.org) to the 24-hour Public Works On-call 425-471-2475 for a working structure fire at residential, commercial, or multi-family.
2. Fire staff will contact the 24-hour Public Works On-call 425-471-2475 anytime they discharge class A or B foam or water to a non-structure fire. This includes car fire, brush fire or potable water discharge for training.
3. Public Works On-call staff will be responsible for assessing the storm system and notifying Ecology of the discharge.
4. Public Works Operations staff will email Spill Report to report the incident and assist as necessary with subsequent reporting to Ecology.

- 5. Public Works Operations staff will follow-up with cleaning the system per the requirements.

Below is an example of a text from [visicad@norcom.org](mailto:visicad@norcom.org) . On-Call Staff is required look up the address and, if it is within the city limits, to respond, contain and report, as needed.



**Power Pole Transformer Spills**

**DO NOT CLEAN UP TRANSFORMER LEAKS.** Some transformers can contain a chemical called polychlorinated biphenyl (PCB). The recommendation is that you close that section of roadway. The power utility provider, Puget Sound Energy (PSE) or Snohomish Public Utility District (Sno PUD) is required clean up transformer spills.

**Staff Person  
Spill Response**

1. Evaluate safety of scene and material.
2. Contain the material.
3. Call your Manager immediately.
4. During business hours, call the Surface Water Hunt Group **425-806-6104. This will notify Surface Water. If the spill is on private property, ask an inspector to assist.**
5. Clean up and properly dispose of material.
6. If spill reaches the **public storm system** contact Ecology. Ecology-ERTS 425-649-7000 (within 24-hours for all non-storm water discharges).
7. **If the spill is oil or hazardous material** and on public property or for non-responsive private property call- NRC 1-800-424-8802 and the EMD 1-800-OILS-911.
8. Does it drain to another jurisdiction? Call them (as soon as practical).
9. After-action reporting **LUCITY**. (Every IDDE needs both a Work Request and Work Order to be a complete report. The **REQUEST** triggers the email to notify Surface Water of the incident)

**All incident and ERTS numbers** are required to be documented under notes in your work order.

**All three numbers are required to have notification** including location, quantity spilled, and what was spilled is required. **See step 8 above**

**It is required Surface Water is notified** during hours of 7 am to 5 pm, Monday through Friday.

**In the event of a spill on the weekend or after hours, Surface Water must be notified the following business day.** It is your responsibility as the on call to send an email to [SpillReport@Bothellwa.gov](mailto:SpillReport@Bothellwa.gov) stating that you have responded and the spill is contained and cleaned up this will notify **your** Supervisor and Surface water

***\*Keep in mind: Cleaning the storm system in a neighborhood in the middle of the night is not recommended. HOWEVER, IF REQUIRED WE WILL DO SO.***

**In the event of a large spill** - contact additional Storm Operations staff for assistance.

### **Sound Telecom**

Sound Telecom Answering Service monitors the Spill Hotline. The answering service takes the incoming calls 24 hours a day, seven days a week, and relays the information to City of Bothell personnel.

1. The answering service is instructed to keep calling until a live person answers or responds to "Clear" a message left for them. Clearing the call means that the answering service has conveyed the information to a City of Bothell Employee on the spill report.
  - a. During office hours, they have a call list that includes nine office staff and then the On-Call number.
  - b. After office hours, weekends and holidays the call list is the On-Call number only. They keep calling until they have spoken to a person.

2. Write down all the information provided when receiving a call from the Spill Hotline Answering Service.
3. Call 1-800-452-1908 to respond to messages left by the answering service.
4. Enter all Spill Hotline calls as Work Requests in Lucity.
5. Calls that report spills outside City Limits are reported to the appropriate jurisdiction.

**On call, staff will be responsible for determining location/jurisdiction**

**On call, staff will be responsible to call jurisdiction**

### **Untreated Storm water**

City of Bothell storm drains do not connect to the sewer system, so anything that enters our storm drains can pass directly to the nearest pond, stream, or wetland without treatment. This is why it is so important to keep all pollutants out of our storm water system.







What are PCBs and why are they bad?

**PCBs** have been used as coolants and lubricants in transformers, capacitors, and other electrical equipment because **they** do not burn easily and are good insulators. The manufacture of **PCBs** was stopped in the U.S. in 1977 because of evidence **they** build up in the environment and can cause harmful health effects.

# APPENDIX F

## Spill Log

See attached.

