

Stormwater Pollution Prevention Plan

City of Bothell Operations Shop 1



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 Public Works Operations Shop 1. 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 Shop 1

17555 Brickyard Road

Bothell, WA 98011

SWPPP Contacts

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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 Public Works Shop 1

Street: 17555 Brickyard Road

City: Bothell State: WA ZIP Code: 98011

County: King

Permit Number: WAR045506

Latitude/Longitude

Latitude:

47.755655° N (decimal)

Longitude:

-122.183901° W (decimal)

Estimated area of industrial activity at site exposed to stormwater: 6 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): Sewage Treatment Facilities (4952)

1.2 Site Map

See **Appendix A** for full size map.



Figure 1. City of Bothell Shop 1 site layout map.



1.3 Stormwater Pollution Prevention Team

Staff Names and/or Title	Individual Responsibilities
Jeff Sperry	Oversight of facility operations and implementation of SWPPP.
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 6-acre site is situated on two separate tax parcels. It is dominated by forest cover of 72% with 18% being impervious (see Figure 1). The entire site slopes from south to north. Interstate-405 is on the west and Brickyard Road is on the east. The site entrance is from the east off of Brickyard Road. A paved access road bisects the site east to west.

Industrial activity: [Transportation facilities, maintenance, material storage, and waste disposal.](#)

A decant facility is located along the south side of the access road. Immediately west of the decant bays is a covered storage area for collected biosolids and street sweeping wastes. Located adjacent and 75 feet west of the covered storage decant bays are two GeoMelt (road deicer liquid product) storage silos.

See **Appendix B** for Wastewater Discharge Authorization.

2.2 Industrial Activity, Materials Inventory, and Associated Pollutants

Industrial Activity / Exposed Materials	Associated Pollutants
Decant facility	Contaminated stormwater and sewage
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

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 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 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 overfill protection system to minimize the risk of spillage during loading.

Structural source control BMPs for storage or transfer (outside) of solid raw materials, 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
- 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 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.

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

Spill Prevention and Emergency Cleanup

4.1 Spills and Leaks

Areas of site where potential spills/leaks could occur

Location	Outfalls
Roadway	MS4 to Sammamish River
Decant	Sewer
Washing station	Storm/sewer gate valve

See **Appendix F** for Spill Log.

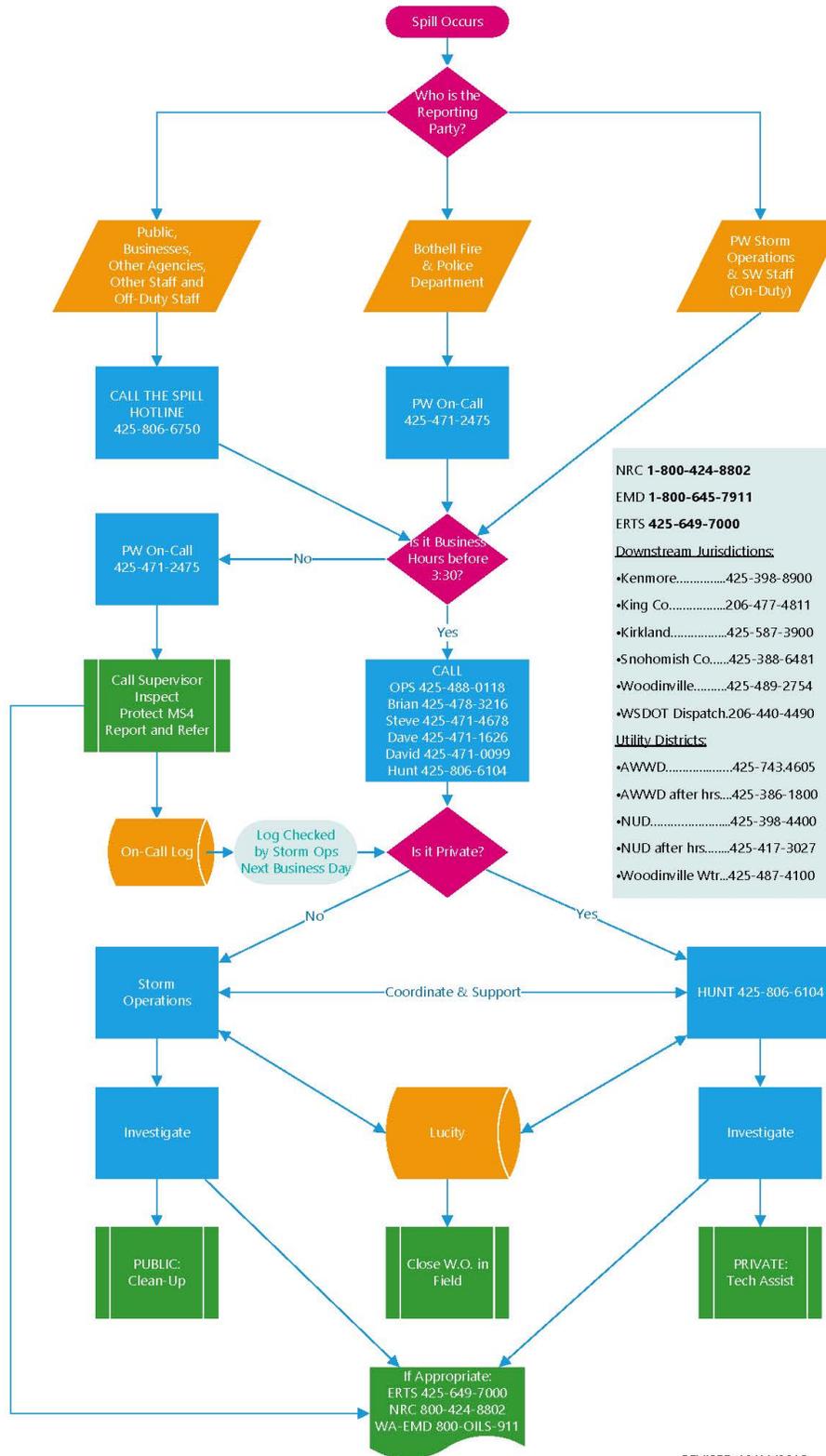
See **Appendix E** for Spill Response SOP.

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 Map

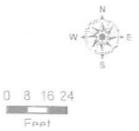
See attached.



- Bothell City Limit**
- Catch Basins**
- CBType**
- Type 1
 - Type 2
 - ◇ Cleanouts
 - ▲ Yard Drains
 - OutFalls
 - ▬ BioSwales
 - ▬ Detention Pipes
 - ▬ Ditches
 - ▬ Open Channels
 - ▬ Rivers and Streams

1. Sand
2. Rock
3. Yard Waste
4. Asphalt
5. Concrete
6. Compost

Figure 1. City of Bothell Shop 1 site layout map.



The City of Bothell delivers this data (map) in an AS-IS condition. GIS data (maps) 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.

Map Prepared by _____
 Date: _____



APPENDIX B

Wastewater Discharge Authorization

See attached.



King County

Wastewater Treatment Division

Industrial Waste Program

Department of Natural Resources and Parks

201 South Jackson Street, Suite 513

Seattle, WA 98104-3855

206-477-5300 Fax 206-263-3001

TTY Relay: 711

March 16, 2018

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Nik Stroup
City of Bothell Public Works Department
21233 20th Ave. SE
Bothell, WA 98021

Renewed Issuance of Wastewater Discharge Authorization No. 4056-05 to City of Bothell -
Decant Station

Dear Mr. Stroup:

The King County Industrial Waste Program (KCIW) has reviewed your application to discharge industrial wastewater to the sewer system from the City of Bothell - Decant Station facility located at 17555 Brickyard Road NE, Bothell, Washington, and has issued the enclosed Major Discharge Authorization. The enclosed Discharge Authorization No. 4056-05 supersedes and cancels Discharge Authorization No. 4056-04, effective April 1, 2018.

This authorization permits you to discharge limited amounts of industrial wastewater into King County's sewer system in accordance with the effluent limitations and other requirements and conditions set forth in the document and the regulations outlined in King County Code 28.84.060 (enclosed). As long as you maintain compliance with regulations and do not change the nature and volume of your discharge, KCIW will not require you to apply for an industrial wastewater discharge permit, a type of approval that would result in additional requirements and increased fees.

If you propose to increase the volume of your discharge or change the type or quantities of substances discharged, you must contact KCIW at least 60 days before making these changes.

King County Code 28.84 authorizes a fee for each Major Discharge Authorization issued by the King County Department of Natural Resources and Parks. The current fee for issuance of a Major Discharge Authorization is \$3,000. King County will send you an invoice for this amount.

Nik Stroup
March 16, 2018
Page 2

If you have any questions about this discharge authorization or your wastewater discharge, please call me at 206-477-5433 or email me at lydia.eng@kingcounty.gov. You may also wish to visit our program's Internet pages at: www.kingcounty.gov/industrialwaste.

Thank you for helping support our mission to protect public health and enhance the environment.

Sincerely,



Lydia Eng
Compliance Investigator

Enclosures

cc: Ted Stonebridge, City of Bothell
Don Fiene, City of Bothell



King County

MAJOR DISCHARGE AUTHORIZATION

King County Industrial Waste Program
201 S. Jackson Street, Suite 513
Seattle, WA 98104-3855

NUMBER 4056-05

for

City of Bothell - Decant Station

Facility address: 17555 Brickyard Road NE
Bothell, WA 98011

Mailing address: 21233 20th Avenue SE
Bothell, WA 98021

Phone: 425-488-0118 Ext. 6852

Emergency (24-hour) phone: 206-471-2475

Industry type: Decant Station

SIC code: 4953 **EPA Id. No.:** NA

Discharge to: Brightwater Treatment Plant

*Note: This authorization is valid only for the specific discharges shown below:

Discharge process: Wastewater generated by decant station operation

Effective date: April 1, 2018

Expiration date: March 31, 2023

DESCRIPTION OF SAMPLE SITES AND DISCHARGE VOLUMES

Sample Site No.	Description	Maximum Volume (gallons per day)	
		Industrial	Total
A3092	Decant station	7,200	7,200

Permission is hereby granted to discharge industrial wastewater from the above-identified facility into the King County sewer system in accordance with the effluent limitations and monitoring requirements set forth in this authorization.

If the industrial user wishes to continue to discharge after the expiration date, an application must be filed for re-issuance of this discharge authorization at least 90 days prior to the expiration date. For information concerning this King County Discharge Authorization, please call Industrial Waste Compliance Investigator Lydia Eng at 206-477-5433.

24-HOUR EMERGENCY NOTIFICATION

Brightwater Treatment Plant: 206-263-9500
Washington State Department of Ecology: 425-649-7000

SPECIAL CONDITIONS

- A. This document permits the discharge of limited amounts of decant water from street sweeping and stormwater catch basin cleaning activities into the sanitary sewer. Wastes or contaminants from sources other than permitted herein shall not be discharged to the sanitary sewer without prior approval from KCIW.
- B. All industrial wastewater shall pass through the oil/water/solids separation system before being discharged to the sewer system.
- C. The oil/water/solids separator shall be maintained in effective operation so that the effluent complies with the discharge limits specified in the *General Discharge Limitations* section of this discharge authorization.
- D. All oils and solids collected from the separation system shall be removed for disposal at an approved site and shall not be allowed to enter the sanitary sewer system.
- E. The use of the City of Bothell facility located at 17555 Brickyard Road NE, Bothell, Washington is reserved for City of Bothell trucks with limited usage by Northshore Utility District only. The City of Bothell shall contact King County prior to allowing any other eductor/vactor trucks not operated by or contracted by the City of Bothell to use the facility.
- F. An accessible sample site shall be maintained following the last treatment chamber of the oil/water/solids separator. Unobstructed access to this sample site shall be available to King County personnel during any period of facility operation. The discharge point shall be secured to prevent access by unauthorized personnel.
- G. The City of Bothell shall maintain the following maintenance records on the facility:
- Type of maintenance performed (e.g., cleaned final settling chamber);
 - Date and time maintenance was performed; and
 - Personnel performing the maintenance.
- H. The City of Bothell shall maintain the following records on discharges into the decant facility:
- Date and time of discharge;
 - Source(s) of the discharge; and
 - Discharge volumes.

These records must remain on file for three years and should be made readily available upon request by KCIW.

SELF-MONITORING REQUIREMENTS

A. The following self-monitoring requirements shall be met for this discharge authorization:

Sample Site No.	Parameter	Sample Type	Frequency
A3092	Copper, Total	Grab	Quarterly
	Lead, Total	Grab	Quarterly
	Zinc, Total	Grab	Quarterly
	Non-polar Fats, Oils, and Grease	3 Grabs ^C	Quarterly
	Settleable Solids, Volumetric	Grab (by Imhoff cone) ^B	Quarterly
	Maximum Daily Discharge Volume	Continuous	Quarterly – Record the maximum daily discharge volume of each quarter
	Total Monthly Flow	Continuous	Monthly – Record the total discharge volume of each month
	Hydrogen sulfide	Meter reading	Only if operating criteria are exceeded
	Explosivity	Meter reading	Only if operating criteria are exceeded

B. The settleable solids field test by Imhoff cone must be performed as follows:

1. Fill Imhoff cone to one-liter mark with well-mixed sample
2. Allow 45 minutes to settle
3. Gently stir sides of cone with a rod or by spinning; settle 15 minutes longer
4. Record volume of settleable matter in the cone as mL/L

C. The three nonpolar fats, oils, and grease (FOG) grab samples shall be of equal volume, collected at least five minutes apart, and analyzed separately. When using U.S. Environmental Protection Agency approved protocols specified in 40 CFR Part 136, the individual grab samples may be composited (at the laboratory) prior to analysis. The result of the composite sample or the average of the concentrations of the three grab samples may be reported as Total FOG unless the value is 100 mg/L or greater, in which case the concentration of nonpolar FOG must be reported.

D. If a violation of any discharge limits or operating criteria is detected in monitoring, you shall notify KCIW immediately upon receipt of analytical data.

E. A self-monitoring report shall be filed with KCIW no later than the 15th day of the time period following the sample collection (i.e., the 15th day of the following month for monthly, weekly, daily samples; the 15th day of the following quarter for quarterly samples). If no discharge takes place during any monitoring period, it shall be noted on the report.

- F. All self-monitoring data submitted to KCIW, which required a laboratory analysis, must have been performed by a laboratory accredited by the Washington State Department of Ecology for each parameter tested, using procedures approved by 40 CFR 136. This does not apply to field measurements performed by the industrial user such as pH, temperature, flow, atmospheric hydrogen sulfide, total dissolved sulfides, total settleable solids by Imhoff cone, or process control information.
- G. All sampling data collected by the permittee and analyzed using procedures approved by 40 CFR 136 or approved alternatives shall be submitted to KCIW whether required as part of this authorization or done voluntarily by the permittee.
- H. Self-monitoring reports shall be signed by an authorized representative of the industrial user. The authorized representative of the industrial user is defined as:
1. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation
 2. The manager of one or more manufacturing, production, or operating facilities, but only if the manager:
 - a. Is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations
 - b. Can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements and knowledgeable of King County reporting requirements
 - c. Has been assigned or delegated the authority to sign documents, in accordance with corporate procedures
 3. A general partner or proprietor if the industrial user is a partnership or proprietorship, respectively
 4. A director or highest official appointed or designated to oversee the operation and performance of the industry if the industrial user is a government agency
 5. The individuals described in one through four above may designate an authorized representative if:
 - a. The authorization is submitted to King County in writing.
 - b. The authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company or agency.

GENERAL DISCHARGE LIMITATIONS

Operating criteria

There shall be no odor of solvent, gasoline, or hydrogen sulfide (rotten egg odor), oil sheen, unusual color, or visible turbidity. The discharge must remain translucent. If any of the discharge limits are exceeded, you must stop discharging and notify KCIW at 206-477-5300.

Corrosive substances

Limits

Maximum:	pH 12.0 (s.u.)
Instantaneous minimum:	pH 5.0 (s.u.)
Daily minimum:	pH 5.5 (s.u.)

The instantaneous minimum pH limit is violated whenever any single grab sample or any instantaneous recording is less than pH 5.0. The daily minimum pH limit is violated whenever any continuous recording of 15 minutes or longer remains below pH 5.5 or when each pH value of four consecutive grab samples collected at 15-minute intervals or longer within a 24-hour period remains below pH 5.5.

Discharges of more than 50 gallons per day of caustic solutions equivalent to more than 5 percent NaOH by weight or greater than pH 12.0 are prohibited unless authorized by KCIW and subject to special conditions to protect worker safety, the collection system, and treatment works.

Fats, oils, and grease

Discharge of FOG shall not result in significant accumulations that either alone or in combination with other wastes are capable of obstructing flow or interfere with the operation or performance of sewer works or treatment facilities.

Dischargers of polar FOG (oil and grease from animal and/or vegetable origin) shall minimize free-floating polar FOG. Dischargers may not add emulsifying agents exclusively for the purpose of emulsifying free-floating FOG.

Nonpolar FOG limit: 100 mg/L

The limit for nonpolar FOG is violated when the arithmetic mean of the concentration of three grab samples, taken no more frequently than at five minute intervals, or when the results of a composite sample exceed the limitation.

Flammable or explosive materials

No person shall discharge any pollutant, as defined in 40 CFR 403.5, that creates a fire or explosion hazard in any sewer or treatment works, including, but not limited to, waste streams with a closed cup flashpoint of less than 140° Fahrenheit or 60° Centigrade using the test methods specified in 40 CFR 261.21.

At no time shall two successive readings on an explosion hazard meter, at the point of discharge into the system (or at any point in the system), be more than 5 percent nor any single reading be more than 10 percent of the lower explosive limit (LEL) of the meter.

Pollutants subject to this prohibition include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, and sulfides, and any other substances that King County, the fire department, Washington State, or the U.S. Environmental Protection Agency has notified the user are a fire hazard or a hazard to the system.

Petroleum Compounds	Maximum Concentration ppm (mg/L)
Benzene	0.07
Ethylbenzene	1.7
Toluene	1.4
Total xylenes	2.2

Heavy metals/cyanide

The industrial user shall not discharge wastes, which exceed the following limitations:

Heavy Metals & Cyanide	Instantaneous Maximum ppm (mg/L)¹	Daily Average ppm (mg/L)²
Arsenic	4.0	1.0
Cadmium	0.6	0.5
Chromium	5.0	2.75
Copper	8.0	3.0
Lead	4.0	2.0
Mercury	0.2	0.1
Nickel	5.0	2.5
Silver	3.0	1.0
Zinc	10.0	5.0
Cyanide	3.0	2.0

¹ The instantaneous maximum is violated whenever the concentration of any sample, including a grab within a series used to calculate daily average concentrations, exceeds the limitation.

² The daily average limit is violated: a) for a continuous flow system when a composite sample consisting of four or more consecutive samples collected during a 24-hour period over intervals of 15 minutes or greater exceeds the limitation, or b) for a batch system when any sample exceeds the limitation. A composite sample is defined as at least four grab samples of equal volume taken throughout the processing day from a well-mixed final effluent chamber, and analyzed as a single sample.

High temperature

The industrial user shall not discharge material with a temperature in excess of 65° C (150° F).

Hydrogen sulfide

Atmospheric hydrogen sulfide: 10.0 ppm
(As measured at a monitoring manhole designated by KCIW)

Soluble sulfide limits may be established on a case-by-case basis depending upon volume of discharge and conditions in the receiving sewer, including oxygen content and existing sulfide concentrations.

Organic compounds

No person shall discharge any organic pollutants that result in the presence of toxic gases, vapors, or fumes within a public or private sewer or treatment works in a quantity that may cause worker health and safety problems.

Organic pollutants subject to this restriction include, but are not limited to: Any organic pollutant compound listed in 40 CFR Section 433.11 (e) (total toxic organics [TTO] definition), acetone, 2-butanone (MEK), 4-methyl-2-pentanone (MIBK), and xylenes.

Settleable solids

Settleable solids concentrations: 7.0 ml/L



King County

Industrial Waste Program Quarterly Self-Monitoring Report

Send to: King County Industrial Waste Program
201 S. Jackson Street, Suite 513
Seattle, WA 98104-3855
Phone 206-477-5300 / FAX 206-263-3001
Email: info.KCIW@kingcounty.gov

Company Name: Bothell, City of - Decant Station

This form is available at www.kingcounty.gov/industrialwaste.

Please specify year: 20 QUARTER 1 Sample Site No.: A3092 Permit/DA No.: 4056-05

All units are mg/L unless otherwise noted.

Note: Write in self-monitoring parameters, if not provided, e.g. Silver (Ag); delete or ignore FOG or SS, if not required.

Month	Sample Date	Sample Type C (Composite) G (Grab) BC (Batch)	Copper (Cu)	Lead (Pb)	Zinc (Zn)	Nonpolar fats, oils & grease (FOG) (Record average only)	Settleable Solids (mL/L)	Discharge Volume on sample day (gallons)	Total Monthly Flow (gallons)
January									
	Total volume discharged for January								
February									
	Total volume discharged for February								
March									
	Total volume discharged for March								

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that all data requiring a laboratory analysis were analyzed by a Washington State Department of Ecology accredited laboratory for each parameter tested

Signature of Principal Executive or Authorized Agent _____ Date _____

—► Maximum daily flow from this quarter: _____ gallons. Date on which maximum daily flow occurred: _____

Due Date: First Quarter Report is due by April 15 each year.



King County

Industrial Waste Program Quarterly Self-Monitoring Report

Send to: King County Industrial Waste Program
201 S. Jackson Street, Suite 513
Seattle, WA 98104-3855
Phone 206-477-5300 / FAX 206-263-3001
Email: info.KCIW@kingcounty.gov

Company Name: Bothell, City of - Decant Station

This form is available at www.kingcounty.gov/industrialwaste.

Please specify year: 20 _____ QUARTER 2 Sample Site No.: A3092 Permit/DA No.: 4056-05

All units are mg/L unless otherwise noted.

Note: Write in self-monitoring parameters, if not provided, e.g. Silver (Ag); delete or ignore FOG or SS, if not required.

Month	Sample Date	Sample Type C (Composite) G (Grab) BC (Batch)	Copper (Cu)	Lead (Pb)	Zinc (Zn)	Nonpolar fats, oils & grease (FOG) (Record average only)	Settleable Solids (ml/L)	Discharge Volume on sample day (gallons)	Total Monthly Flow (gallons)
April									
	Total volume discharged for April								
May									
	Total volume discharged for May								
June									
	Total volume discharged for June								

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that all data requiring a laboratory analysis were analyzed by a Washington State Department of Ecology accredited laboratory for each parameter tested

Signature of Principal Executive or Authorized Agent

Date

—▶ Maximum daily flow from this quarter: _____ gallons. Date on which maximum daily flow occurred: _____

Due Date: Second Quarter Report is due by July 15 each year.



King County

Industrial Waste Program Quarterly Self-Monitoring Report

Send to: King County Industrial Waste Program
201 S. Jackson Street, Suite 513
Seattle, WA 98104-3855
Phone 206-477-5300 / FAX 206-263-3001
Email: info.KCIW@kingcounty.gov

Company Name: Bothell, City of - Decant Station

This form is available at www.kingcounty.gov/industrialwaste.

Please specify year: 20____ QUARTER 3 Sample Site No.: A3092 Permit/DA No.: 4056-05

All units are mg/L unless otherwise noted.

Note: Write in self-monitoring parameters, if not provided, e.g. Silver (Ag); delete or ignore FOG or SS, if not required.

Month	Sample Date	Sample Type C (Composite) G (Grab) BC (Batch)	Copper (Cu)	Lead (Pb)	Zinc (Zn)	Nonpolar fats, oils & grease (FOG) (Record average only)	Settleable Solids (ml/L)	Discharge Volume on sample day (gallons)	Total Monthly Flow (gallons)
July									
	Total volume discharged for July								
August									
	Total volume discharged for August								
September									
	Total volume discharged for September								

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that all data requiring a laboratory analysis were analyzed by a Washington State Department of Ecology accredited laboratory for each parameter tested

Signature of Principal Executive or Authorized Agent

Date

—▶ Maximum daily flow from this quarter: _____ gallons. Date on which maximum daily flow occurred: _____

Due Date: Third Quarter Report is due by October 15 each year.



King County

Industrial Waste Program Quarterly Self-Monitoring Report

Send to: King County Industrial Waste Program
201 S. Jackson Street, Suite 513
Seattle, WA 98104-3855
Phone 206-477-5300 / FAX 206-263-3001
Email: info.KCIW@kingcounty.gov

Company Name: Bothell, City of - Decant Station

This form is available at www.kingcounty.gov/industrialwaste.

Please specify year: 20 **QUARTER 4** Sample Site No.: A3092 Permit/DA No.: 4056-05

All units are mg/L unless otherwise noted.

Note: Write in self-monitoring parameters, if not provided, e.g. Silver (Ag); delete or ignore FOG or SS, if not required.

Month	Sample Date	Sample Type C (Composite) G (Grab) BC (Batch)	Copper (Cu)	Lead (Pb)	Zinc (Zn)	Nonpolar fats, oils & grease (FOG) (Record average only)	Settleable Solids (mL/L)	Discharge Volume on sample day (gallons)	Total Monthly Flow (gallons)
October									
	Total volume discharged for October								
November									
	Total volume discharged for November								
December									
	Total volume discharged for December								

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that all data requiring a laboratory analysis were analyzed by a Washington State Department of Ecology accredited laboratory for each parameter tested

Signature of Principal Executive or Authorized Agent

Date

→ Maximum daily flow from this quarter: _____ gallons. Date on which maximum daily flow occurred: _____

Due Date: Fourth Quarter Report is due by January 15 each year.

APPENDIX C

Training Log

See attached.

APPENDIX D

Site-Walk Log

See attached.

APPENDIX E

Spill Response SOP

See attached.

Spill Response

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

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.

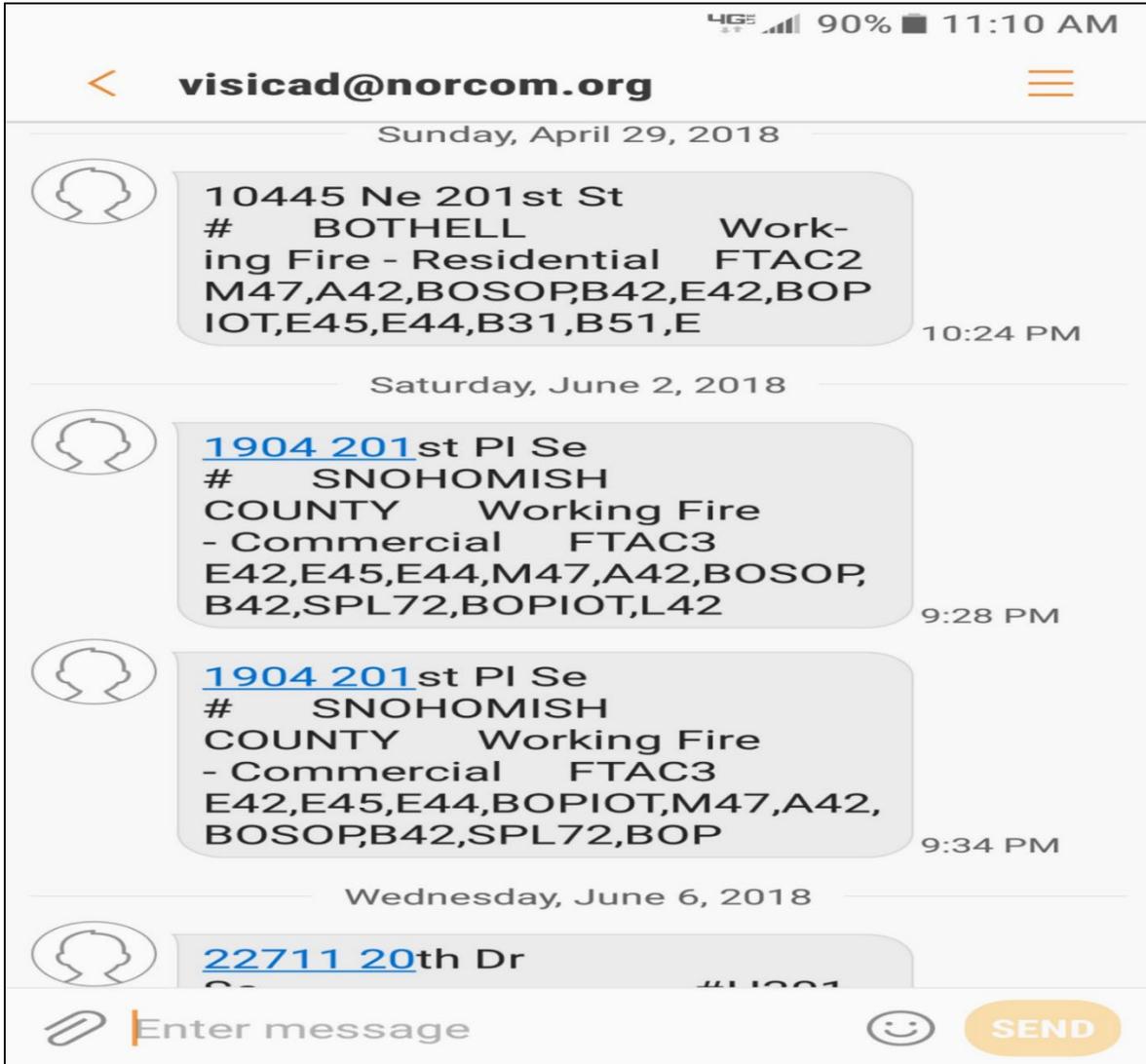
Fire Discharge Process

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 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 . 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 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.

