

Stormwater Pollution Prevention Plan (SWPPP)

Permit WAR010866

for:

**Kelso School Dist 458
Maintenance / Transportation Facility
612 Ash St
Kelso, WA 98626
360-501-1340**

SWPPP Contact(s):

**Supervisor – Facilities and Transportation
Paul Richie
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SWPPP Preparation Date:

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Section 1. Facility Description and Contact Information

1.1 Facility Information

Facility Information

Name of Facility: Kelso School Dist 458 Maintenance / Transportation Facility

Street: 612 Ash St, Kelso, WA 98626 County: Cowlitz

Permit Number: WAR010866

Latitude: 1.46 ° 08 ' 30" N

Longitude: 122 ° 54 ' 34" W

Estimated area of industrial activity at site exposed to stormwater: 1.6 acres

Discharge Information

Does this facility discharge stormwater into surface waters? Yes No

Does this facility discharge stormwater into a municipal storm water conveyance system? Yes No

SIC Code(s): 4151 – Bus Terminal Facilities

1.2. Contact Information/Responsible Parties

Facility Operator (s):

Name: [Paul Richie, Supervisor – Maintenance and Facilities](#)

Address: [612 Ash St](#)

City, State, Zip Code: [Kelso, WA 98626](#)

Telephone Number: [360-501-1340](#)

Cell Phone Number: [360-957-8934](#)

Email address: paul.richie@kelsosd.org

Fax number: [360-501-1349](#)

Facility Owner (s):

Name: [Kelso School District #458](#)

Address: [601 Crawford St](#)

City, State, Zip Code: [Kelso, WA 98626](#)

Telephone Number: [360-501-1903](#)

Email address: paul.richie@kelsosd.org

Fax number: [360-501-1902](#)

SWPPP Contact:

Name: [Paul Richie Supervisor – Maintenance and Facilities](#)

Office number: [360-501-1340](#)

Cell Phone Number: [360-957-8934](#)

Email address: paul.richie@kelsosd.org

Fax number: [360-501-1349](#)

1.3. Site Map

A copy of the site map for this facility in is Appendix A.

1.4. Stormwater Pollution Prevention Team

Staff Names and/or Title	Individual Responsibilities
Paul Richie Supervisor – Maintenance and Facilities	Signatory authority; coordinate all stages of plan development and implementation; coordinate employee training program; keep all records and ensure reports are submitted. Coordinate spill response management; oversee “good housekeeping” practices.
David McDaniel Supervisor – Transportation	Assist with employee training program and monitor “good housekeeping” practices. Perform monthly inspections and quarterly sampling.
Transportation Department Mechanics	Monitor “good housekeeping” practices; clean up hazardous materials.
Maintenance Department Personnel	Monitor “good housekeeping” practices; clean up hazardous materials.

Section 2. Facility Assessment

2.1. Facility Description

Industrial Activity: Bus Fleet parking and vehicle maintenance

Regular Business Hours: Monday through Friday; 6:00am to 5:00pm

General Layout: see Site Map in Appendix A

The Kelso School District Maintenance and Transportation compound is located at the corner of Ash Street and Grade Street:

SUB:CENTRAL TO KELSO BLK:4 LOT:3A,4,5 DESC: CENTRAL TO KELSO LOT 3A,4,5,6,7,8 BLK 4 EXC LOT 4A FEE 839539 EXC LOT 8A SECT,TWN,RNG:26-8N-2W PARCEL: 21101

The Kelso School District's fleet of school buses is maintained and repaired at the Ash Street facility. The Standard Industrial Classification (SIC) for this activity is 4151: "School Buses". Bus repair and maintenance activities are performed under cover with no exposure to rainfall or stormwater runoff. Vehicle fueling is performed off site.

The Transportation and Maintenance facility consists of the main building with the vehicle service shop, maintenance shops, storage areas and offices. The warehouse building consists of food supplies, school materials and equipment which are transferred in and out daily. An on-site storage container stores pesticides and fertilizers.

The Kelso School District has a fleet of approximately 60 buses. The buses are parked, maintained, and repaired at the compound. Vehicles are washed off the permitted site. When school is in session and for other District activities, buses enter and leave the compound through a gate located at the northeast corner of the site on Grade Street. The buses are parked in the yard on either asphalt pavement and/or gravel.

Maintenance and repairs are performed in a covered garage. Solvents, degreasers, engine oil, and other fluids and materials typically associated with vehicle repair and maintenance are kept in the garage. Should any of these materials spill, they pool on the floor with no opportunity to drain out of the building. Spills are cleaned up in accordance with good housekeeping measures and the approved Spill

2.2. Industrial Activity, Materials Inventory, and Associated Pollutants

Loading and Unloading of Bulk Materials and Liquids

- Fertilizers and ice melt products are loaded and unloaded into/from an undercover storage facility that has no floor drains.
 - Potential source of pollutants.
- Used motor oil is loaded and unloaded into/from a 250-gallon tank located inside the vehicle repair shop building, along with a 300-gallon tank for new bulk motor oil
 - Potential source of petroleum
- Antifreeze is stored in a 100-gallon double-walled tank located in the vehicle repair shop building
 - Potential source of pollutants

On-Site Dust or Particulate

- Sawdust is stored undercover in the carpentry shop
 - Potential source of turbidity

Vehicle and Equipment Fueling, Maintenance and Cleaning

- Maintenance and repair of vehicles is performed within closed structures
 - Potential source of turbidity and petroleum pollutants.
- Cleaning is conducted off site

Parking area

- Gravel parking area
 - Potential source of sediment and turbidity.
- Brake dust and tire dirt from buses
 - Potential source of zinc and turbidity

2.3. Spills and Leaks

Areas of Site Where Potential Spills/Leaks Could Occur

Location	Outfalls
Shop bay	Catch Basin #1
Parking lot	Catch Basin #1

Section 3. Best Management Practices (BMPs)

3.1 Operational Source Control BMP

Good Housekeeping

Mandatory Operational Source Control BMPs required by condition S3. of the Industrial Stormwater General Permit:

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 month.
- Identify and control all on-site sources of dust to minimize stormwater contamination from the deposition of dust on areas exposed to precipitation.
- 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 monthly 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.

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.

Employee Training

Employee training will be conducted and documented annually.

The Maintenance Supervisor will instruct the Maintenance Department personnel and Transportation Department Mechanics on the following topics:

- An overview of what is in the SWPPP.
 - How employees make a difference in complying with the SWPPP and preventing contamination of stormwater.
 - Spill response procedures, good housekeeping, maintenance requirements, and material management practices.
- A log of the dates and specific employees trained will be kept in Appendix G.

Inspections, Reporting, and Recordkeeping

Inspections of the permitted area will be conducted monthly by the Maintenance Supervisor. The Maintenance Supervisor possesses the knowledge and skills to assess conditions and activities that could impact stormwater quality at the facility, and evaluate the effectiveness of best management practices required by this permit. The Maintenance Supervisor has been given the signatory authority to certify compliance with the inspection reporting.

The monthly inspection reports will be recorded and placed in Appendix F. Follow up actions in response to inspection results will be documented and tracked through the school district online work order system.

Illicit Discharges

Water from washing vehicles or equipment, steam cleaning and/or pressure washing is considered process wastewater. Personnel must not allow this process wastewater to comeingle with stormwater or enter storm drains; and must collect in a tank for off-site disposal, or discharge it to a sanitary sewer, with written approval from the local sewage authority.

During each monthly 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).
 - If an illicit discharge is discovered, the Permittee shall notify Ecology within seven days.
 - The Permittee shall eliminate the illicit discharge within 30 days.

View Additional Operational BMP's in Appendix E.

3.2. Structural Source Control BMPs

Mandatory Structural Source Control BMPs required by condition S3. of the Industrial Stormwater General Permit:

- 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.

3.3. Treatment BMPs

<u>Structure:</u>	Multiple Catch Basins with drain insert and absorbent socks and pads	
<u>Date of Implementation:</u>	6/1/2010	
<u>Discharge Point:</u>	Catch Basin #1	
<u>Area(s) Treated:</u>	All catch basins	
<u>Pollutants Removed:</u>	Dust, debris, residual oils	
<u>Maintenance Requirement(s):</u>	Inspect weekly, clean inserts monthly, change absorbants as necessary	<u>Frequency:</u> As necessary

Mandatory Treatment BMPs required by condition S3. of the Industrial Stormwater General Permit:

- 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.

3.4. Erosion and Sediment Control BMPs

<u>Structure:</u>	Multiple Catch Basins with drain insert and absorbent socks and pads	
<u>Date of Implementation:</u>	6/1/2010	
<u>Discharge Point:</u>	Catch Basin #1	
<u>Area(s) Treated:</u>	All catch basins	
<u>Pollutants Removed:</u>	Dust, debris, residual oils	
<u>Maintenance Requirement(s):</u>		<u>Frequency:</u>
Inspect weekly, clean inserts monthly, change absorbants as necessary		As necessary

Mandatory Erosion and Sediment Control BMPs required by condition S3. of the Industrial Stormwater General Permit:

- Sediment control BMPs such as detention or retention ponds or traps, vegetated filter strips, bioswales, or other permanent sediment control BMPs to minimize sediment loads in stormwater discharges.
- Filtration BMPs to remove solids from catch basins, sumps or other stormwater collection and conveyance system components (filter socks, modular canisters, sand filtration, centrifugal separators, etc.).

Section 4. Sampling Plan

1) Discharge Location

Catch Basin #1 outfalls into the City of Kelso stormwater drain system which drains into the Coweeman River. All other catch basins in the permitted area drains to Catch Basin #1 before the outfall into the stormwater drain system.

2) Identify each sampling location by its unique identifying number on the site map.

Stormwater samples will be drawn from Catch Basin #1 (CB1)

3) Staff Responsible for Sampling.

Maintenance Supervisor

4) Sample Collection and Handling.

Samples will be collected quarterly (at a minimum) by dipping a container into Catch Basin #1 and pouring the water into sample bottles supplied by the analytical laboratory. The samples bottles will be delivered to the laboratory immediately.

5) Submitting Sample Results to Ecology.

- The Permittee shall submit sampling data obtained during each reporting period on a Discharge Monitoring Report (DMR) form provided, or otherwise approved, by *Ecology*.
- The Permittee shall submit sampling results within 45 days of the end of each reporting period.
- The first reporting period shall begin on the effective date of permit coverage.
- Upon permit coverage, the Permittee shall ensure that DMRs are postmarked or received by *Ecology* by the DMR Due Dates below:

Reporting Dates and DMR Due Dates

Reporting Period	Months	DMR Due Date
1 st	January-March	May 15
2 nd	April-June	August 14
3 rd	July-Sept	November 14
4 th	October-December	February 14

- DMRs shall be submitted using *Ecology's* WebDMR system or by mail to the following address:

Department of Ecology, Water Quality Program – Industrial Stormwater
 PO Box 47696, Olympia, Washington 98504-7696

- Upon permit coverage, the Permittee shall submit a DMR each reporting period, whether or not the *facility* has discharged *stormwater* from the site.
- If discharge(s) occurred during normal working hours, and during safe conditions; but no sample was collected during the entire quarter, the Permittee shall submit a DMR form indicating "no sample obtained". If no discharge(s) occurred during the entire quarter or the discharges during the quarter occurred outside normal working hours or during unsafe conditions, the Permittee shall submit a DMR indicating "no discharge".
- If a Permittee has suspended sampling for a parameter due to consistent attainment, the Permittee shall submit a DMR and indicate that it has achieved Consistent Attainment for that parameter(s).

6) Sampling Parameters

The following table lists the parameters that apply to all facilities

Benchmarks and Sampling Requirements Applicable to All Facilities

Parameter	Units	Benchmark Value	Analytical Method	Laboratory Quantitation Level ^a	Minimum Sampling Frequency ^b
Turbidity	NTU	25	EPA 180.1 Meter	0.5	1/quarter
pH	Standard Units	Between 5.0 and 9.0	Meter/Paper ^c	±0.5	1/quarter
Oil Sheen	Yes/No	No Visible Oil Sheen	N/A	N/A	1/quarter
Copper, Total	µg/L	Western WA: 14 Eastern WA: 32	EPA 200.8	2.0	1/quarter
Zinc, Total	µg/L	117	EPA 200.8	2.5	1/quarter

- ^a The Permittee shall ensure laboratory results comply with the *quantitation level* specified in the table. However, if a Permittee knows that an alternate, less sensitive method (higher detection level and *quantitation level*) from 40 CFR Part 136 is sufficient to produce measurable results in its effluent, it may use that method for analysis.
- ^b 1/quarter means 1 sample taken each quarter, year-round.
- ^c Permittees shall use either a calibrated pH meter or narrow-range pH indicator paper with a resolution not greater than ± 0.5 SU.

Section 5. SWPPP Certification

Appendix D. SWPPP Certification Form

The Permittee shall use this form to sign and certify that the Stormwater Pollution Prevention Plan (SWPPP) is complete, accurate and in compliance with Conditions S3 and S8 of the Industrial Stormwater General Permit.

- A SWPPP certification form needs to be completed and attached to all SWPPPs.
- Each time a Level 1, 2, or 3 Corrective Action is required, this form needs to be re-signed and re-certified by the Permittee, and attached to the SWPPP.

Is this SWPPP certification in response to a Level 1, 2 or 3 Corrective Action? Yes No

If Yes:

- Type of Corrective Action?: Level 1 Level 2 Level 3
- Date SWPPP update/revision completed: 12-2-22

"I certify under penalty of law that this SWPPP 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 information to determine compliance with the Industrial Stormwater General Permit. Based on my inquiry of the person or persons who are responsible for stormwater management at my facility, this SWPPP is, to the best of my knowledge and belief, true, accurate, and complete, and in full compliance with Permit Conditions S3 and S8, including the correct Best Management Practices from the applicable Stormwater Management Manual. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Paul Richter
Operator's Printed Name *

[Signature]
Operator's Signature *

Maintenance Supervisor
Title

12/2/2022
Date

* Federal regulations require this document to be signed as follows:

- For a corporation, by a principal executive officer of at least the level of vice president;
- For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.

This document shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:

1. The authorization is made in writing by a person described above and submitted to the Ecology.
2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility, such as the position of plant manager, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters.

Changes to authorization. If an authorization under number 2 above is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of number 2 above shall be submitted to Ecology prior to, or together with, any reports, information, or applications to be signed by an authorized representative.