STORMWATER CONTROL PLAN - TECHNICAL REPORT TEMPLATES

This template can be used to complete the BMP Inspection Schedule section of the Stormwater Control Plan (SCP).

SECTION 5: BMP INSPECTION SCHEDULE

The Final BMP Inspection Schedules(s) will be recorded with the Maintenance Agreement.

Develop an Inspection Schedule for each BMP type using the template below. A separate BMP Inspection Schedule is required for each BMP type. This Schedule will be used by the owner or the owner's representative for the annual self-certification inspection. Refer to the typical inspection activities in the SMR *Appendix A: BMP Fact Sheets* for recommended activities and frequency. Edit the recommended activities provided in the Fact Sheets to reflect the specific proposed design.

_____ _____

BMP type (e.g. Swale, etc.) *BMP ID(s) (e.g. SW-01, or SW-01 to SW-04)*

INSPECTION SCHEDULE

Inspection activity(ies)	Schedule

STORMWATER CONTROL PLAN - TECHNICAL REPORT TEMPLATES

This template can be used to complete the BMP Maintenance Schedule section of the Stormwater Control Plan (SCP).

SECTION 6: BMP MAINTENANCE SCHEDULE

The Final BMP Maintenance Schedule(s) will be recorded with the Maintenance Agreement.

Develop a Maintenance Schedule for each BMP type using the template below . A separate BMP Maintenance Schedule is required for each BMP type. Refer to the typical maintenance activities in the SMR *Appendix A: BMP Fact Sheets* for recommended activities and frequency. Edit the recommended activities provided in the Fact Sheets to reflect the specific proposed design.

_____ _____

BMP type (e.g. Swale, etc.) *BMP ID(s) (e.g. SW-01, or SW-01 to SW-04)*

MAINTENANCE SCHEDULE

Maintenance activity(ies)	Schedule

STORMWATER CONTROL PLAN - TECHNICAL REPORT TEMPLATES

This template can be used to complete the Source Control section of the Stormwater Control Plan (SCP).

SECTION 7: SOURCE CONTROL CHECKLIST

This checklist serves as a tool for project proponents to report the structural and operational source control best management practices (BMPs) that will be implemented during construction and continued through the lifespan of the project. To complete this checklist, all pollutant sources present at the project site must be checked to indicate that their corresponding source control BMPs will be implemented to the maximum extent practicable. If a pollutant source is not present at the project, it need not be checked. For more information and additional resources on source control, refer to *Appendix A: BMP Fact Sheets*. *(Note: Source control BMPs are not post-construction BMPs and do not have any inspection or maintenance requirements. The SMR team does not review plans for Source Control BMPs and they only need to be reported on within this section of the report – they do not need to be included in the SMP or Maintenance Agreement.)*

	Structural BMPs	Operational BMPs
☐ **Accidental spills or leaks**	• Post emergency hotline telephone numbers in appropriate locations to contact in case of accidental spills. • Ensure double containment of hazardous chemicals.	• Keep appropriate spill control kits and clean-up equipment readily available. • Have procedures in place to direct employees in proper handling and disposal of all chemicals. • Immediately notify the appropriate agency of any unauthorized discharge or threat of discharge[i].
☐ **Interior floor drains**	• Avoid installation of interior floor drains if not required. • In separate sewer areas, plumb interior floor drains to the sanitary sewer. Note: Interior floor drains should be avoided to discourage the hosing of hardscapes and conserve water.	• Inspect and maintain drains to prevent blockages and overflow.
☐ **Parking/storage areas and maintenance**	• Recommend connecting interior parking garage floor drains to an interceptor or oil separator, prior to discharge to the sanitary sewer.	• Inspect and maintain drains to prevent blockages and overflow. • Power washing these areas may require completion of an SFPUC Batch Wastewater Discharge Permit[ii].
☐ **Indoor and structural pest control**	• Design structures to discourage the occurrence and entry of pests into buildings (e.g., locate dumpster areas away from occupied buildings, cover foundation vents with screens).	• Distribute educational materials on proper pest management to maintenance staff and future site residents or tenants.

SAN FRANCISCO stormwater management requirements and design guidelines

San Francisco Water Power Sewer

Structural BMPs	Operational BMPs

☐ Landscape/outdoor pesticide use

- Design landscaping to minimize water use, runoff, and the use of fertilizers and pesticides.[iii]
- Design for surface infiltration where appropriate.
- Design grading and drainage systems such that drain inlets can be located outside lawn areas, if possible, or include non-turf buffers around inlets.
- To the maximum extent possible, retain existing native trees, shrubs, and ground cover and incorporate in the landscape plan.
- Select pest-resistant plant species, if practicable.
- In steep hillside areas, select plant species for erosion control.
- Select plant species that meet site characteristics to ensure successful establishment.

- Use pesticides only after monitoring indicates a need.
- Include proper maintenance of landscaping, with minimal pesticide use.
- Distribute educational materials on proper pest management to maintenance staff and future site residents or tenants.
- Do not dispose of plant waste into combined or separate sewer.

☐ Pools, spas, ponds, decorative fountains, and other water features

- Locate the clean-out in a readily accessible area from the pool.

- Direct discharges from water features to the sanitary sewer. Complete an SFPUC Batch Wastewater Discharge Permit[ii] if necessary. Note: Minimal discharges may be directed to landscaped areas.
- Maintain discharge flows to the low levels typically possible through a garden hose.

☐ Restaurants, grocery stores, and other food service operations

- Connect sinks and cleaning areas to a grease interceptor prior to discharge to the sanitary sewer system[iv].
- Control the discharge of fats, oils, and grease[i v].

- Locate cleaning area indoors or in a covered area outdoors[i].
- Ensure cleaning area is large enough to clean the largest floor mat, compost bin, container, hood filter, or other equipment that needs cleaning.

☐ Refuse areas

- Provide a covered, enclosed area for compactors and trash, compost bins, and recycling containers that prevent water run-on and run-off from the enclosed area.
- Connect refuse/recyclable/compost storage areas to the sanitary sewer system and equip with a water quality inlet to trap solids and surface-floating oil.
- Construct the storage area base with a material impervious to leaks and spills.
- Provide adequate number of receptacles.
- Install a screen or wall around trash storage area to prevent offsite transport of loose trash.
- Use lined bins or dumpsters to reduce leaking of liquid wastes.
- Berm or grade the waste handling area to prevent run-on of stormwater.
- Do not locate storm drains in immediate vicinity of the trash storage area.
- Post signs on all dumpsters informing users that hazardous materials are not to be disposed of therein.
- Post signs prohibiting the washing of compost/recycle/waste receptacles.
- Direct runoff from roof downspouts away from the waste area.

- Use dry clean-up methods for spills within the storage areas.
- If the area must be cleaned with water or pressure washed, trap and collect wash water for discharge to the sanitary sewer.
- Maintain the integrity of structural elements that are subject to damage (e.g., screens, covers, and signs).
- Routinely inspect and maintain grease interceptors and receptacles regularly – repair or replace leaky receptacles.
- Inspect and pick up litter daily and clean up spills immediately.
- Complete Industrial User Wastewater Discharge Permit[ii], if necessary.
- Do not dispose of any garbage, debris, or liquid waste into combined or separate sewer.

Structural BMPs	Operational BMPs
☐ Industrial processes	
• Cover or enclose areas that contain a significant source of pollutants. • Utilize berms and site grading to slope process equipment areas toward a dead-end sump, onsite recycling or pretreatment device, or discharge to the sanitary sewer system[vi]. Discharge to the stormwater conveyance system is prohibited in separate sewer areas. • Apply for an SFPUC Industrial User Wastewater Discharge Permit[ii].	• Perform process activities indoors if possible. If performed outdoors, cover the area and design to prevent run-on and run-off from the process activity site. • Dispose of accumulated stormwater and non-stormwater and comply with industrial discharge, permitting, and reporting requirements[i]. • Handling and disposal of hazardous materials, including permitting of storage tanks, must be in compliance with San Francisco Health Code[vii viii]. • Storage, treatment, and disposal of medical wastes must be in compliance with San Francisco Health Code[ix].
☐ Outdoor storage of equipment or materials	
• Cover all outdoor equipment and materials storage areas with a cover that extends beyond the storage area, or use a manufactured storage shed for small containers. • Hydraulically isolate the area by using berms or perimeter curbing to prevent the runoff and run-on of storm water. • Construct the storage area base with a material impervious to leaks and spills. • Minimize the storage area. • Slope the storage area towards a dead-end sump to contain spills.	• Create material management plan to handle and dispose of hazardous materials in accordance with applicable laws. • Ensure proper handling and disposal of potential contaminants or hazardous materials. • Dispose of accumulated stormwater and non-stormwater and comply with industrial discharge, permitting, and reporting requirements[i]. • Power washing these areas may require completion of an SFPUC Batch Wastewater Discharge Permit[ii].
☐ Vehicle and equipment cleaning	
• All vehicle wash discharge to the combined sewer system shall flow through an oil-water separator or be performed at a permitted car wash[i]. Vehicle wash discharge to the stormwater conveyance system is prohibited in separate sewer areas. • Discourage vehicle/equipment washing in unauthorized areas by removing hose bibs and installing signs prohibiting such use. • Provide secondary containment for exterior work areas where motor oil, brake fluid, gasoline, diesel fuel, radiator fluid, acid-containing batteries, or other hazardous materials or hazardous wastes are used or stored. • Construct the vehicle/equipment wash area floors with impervious cement concrete. • Provide a cover that extends over the entire wash area. • Slope paved areas towards sumps or gratings[vi]. • Utilize berms and site grading to slope paved areas toward a dead-end sump, onsite recycling or pretreatment, or discharge to the sanitary sewer[vi]. Discharge to the stormwater conveyance system is prohibited in separate sewer areas. • Direct runoff from downspouts/roofs away from wash areas. • Do not locate drains to the stormwater conveyance system in the immediate vicinity of the wash area.	• Perform vehicle/equipment repair and maintenance in a designated area indoors, if possible, or in an area designed to prevent run-on and runoff of storm water. • Dispose of vehicle fluids, hazardous materials, or rinse water from parts cleaning operations in accordance with San Francisco Health Code[vii viii i]. • Perform vehicle fluid removal in an area with secondary containment. • Contain leaking vehicle fluids or transfer vehicle to a secondary containment area immediately. • Dispose of accumulated stormwater and non-stormwater and comply with industrial discharge, permitting, and reporting requirements[i]. • Handling and disposal of hazardous materials, including permitting of storage tanks, must be in compliance with San Francisco Health Code[vii viii]. • Post signs that indicate prohibited uses. • Power washing these areas may require completion of an SFPUC Batch Wastewater Discharge Permit[ii].

Structural BMPs	Operational BMPs

☐ Vehicle and equipment repair and maintenance

- Construct the vehicle maintenance/repair floor area with impervious cement concrete.
- Cover or enclose all vehicle maintenance/repair areas.
- Utilize berms and site grading to slope paved areas toward a dead-end sump, onsite recycling or pretreatment, or discharge to the sanitary sewer[vi]. Discharge to the stormwater conveyance system is prohibited in separate sewer areas.
- Direct runoff from downspouts/roofs away from maintenance/repair areas.
- Berm or grade the maintenance/repair area to prevent run-on and runoff of stormwater or spills and drain to a dead-end sump for collection and disposal.
- Provide secondary containment structures where wet material processing occurs, to contain any spills or unplanned discharge.
- Avoid locating floor drains in the maintenance/repair area.

- Discharge wastewater from vehicle and equipment washing operations to the sanitary sewer or on-site water reclamation system.
- Dispose of accumulated stormwater and non-stormwater and comply with industrial discharge, permitting, and reporting requirements[i].
- Power washing these areas may require completion of and SFPUC Batch Wastewater Discharge Permit[ii].
- Handling and disposal of hazardous materials, including permitting of storage tanks, must be in compliance with San Francisco Health Code[vii viii].

☐ Fuel dispensing areas

- Use impermeable floors graded at the minimum slope to prevent ponding.
- Do not use asphalt in fuel dispensing areas or fuel transfer areas.
- Use asphalt sealant to protect asphalt paved areas surrounding the fueling area.
- Locate drains around the perimeter of the pad; drain water to an onsite containment system or to the sanitary sewer in separate sewer areas.
- Utilize berms and site grading to slope paved areas toward a dead-end sump, onsite recycling or pretreatment, or discharge to the sanitary sewer[vi]. Discharge to the stormwater conveyance system is prohibited in separate sewer areas.
- Provide means, such as isolation valves, drain plugs, or drain covers, to prevent spills or contaminated stormwater from entering the stormwater conveyance system.
- Design canopy to drain away from the fuel dispensing area.

- Routinely dry sweep the fueling area.
- Dispose of accumulated stormwater and non-stormwater and comply with industrial discharge, permitting, and reporting requirements[i].
- Power washing these areas may require completion of an SFPUC Batch Wastewater Discharge Permit[ii].
- Handling and disposal of hazardous materials must be in compliance with San Francisco Health Code[vii viii].

Structural BMPs	Operational BMPs
☐ Loading docks	
• Pave loading area with an impervious paving material compatible with materials being loaded/unloaded. • Cover and grade loading docks to minimize run-on and runoff from the loading area. • Position roof downspouts to direct storm water away from the loading area. • Equip loading dock areas draining directly to the sanitary sewer with a spill control valve or equivalent device, and keep closed during periods of operation. Post signage locating the valve and explaining operation. • Install door skirts between the trailers and the building to prevent exposure of loading activities to rain. • Use paved berms or grade breaks to prevent run-on from surrounding areas. • Locate storm drains outside the loading dock area. Direct connections to the stormwater conveyance system from depressed loading docks are prohibited in separate sewer areas.	• Dispose of accumulated stormwater and non-stormwater and comply with industrial discharge, permitting, and reporting requirements[i]. Move loaded and unloaded items indoors as soon as possible.
☐ Fire sprinkler test water	
• Provide sanitary sewer connections to drain fire sprinkler test water in separate sewer areas.	• Contain discharges from operational maintenance of sprinkler systems
☐ Drain or wash water from boiler drain lines, condensate drain lines, rooftop equipment, drainage sumps, and other sources	
• Direct boiler drain lines, condensate from air conditioning units, and/or building roof drains to the sanitary sewer[vi] or to vegetated areas, such that runoff does not occur. • For any onsite drainage sumps, include a sediment sump to reduce the quantity of sediment in pumped water.	• Dispose of accumulated stormwater and non-stormwater and comply with industrial discharge, permitting, and reporting requirements[i].
☐ Unauthorized non-storm water discharges	
(This field intentionally left blank)	• Provide stormwater pollution prevention information to new site owners, lessees, or operators[x]. • Include specific language about stormwater discharge in lease agreement. • Do not throw, deposit, leave, abandon, maintain or keep materials or wastes on public or private lands in a manner and place where they may result in an illicit discharge. • Dispose of accumulated stormwater and non-stormwater and comply with industrial discharge, permitting, and reporting requirements[i]. • Handling and disposal of hazardous materials, including permitting of storage tanks, must be in compliance with San Francisco Health Code[vii viii]. • Storage, treatment, and disposal of medical wastes must be in compliance with San Francisco Health Code[ix].

Structural BMPs	Operational BMPs

☐ Building and grounds maintenance

- Provide pet waste collection dispensers where applicable.
- Provide trash receptacles in areas of high pedestrian traffic.

- Trap and collect debris resulting from pressure washing to prevent entry into the stormwater conveyance system.
- Prepare and implement a plan for street sweeping of paved private roads and parking lots and cleaning of all storm drain inlets.
- Do not dispose of any garbage, debris, or liquid waste into stormwater conveyance system in accordance with Public Works Code, Article 4.1[i].

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[i] Public Works Code, Article 4.1

[ii] Batch Discharge Permit and Industrial User Wastewater Discharge Permit

[iii] San Francisco Municipal Code, Chapter 63

[iv] San Francisco Plumbing Code, Chapters 10

[v] Food Service Establishment General Wastewater Discharge Permit

[vi] San Francisco Plumbing Code, Chapters 11

[vii] San Francisco Health Code, Article 21

[viii] San Francisco Health Code, Article 22

[ix] San Francisco Health Code, Article 25

[x] Water Pollution Prevention