PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.

2. Protect the storm drain(s) if there is any chance the pollutant could enter using a tarp to cover the storm drain and sand bags to secure the tarp. This added protection of the storm drain is secondary to the containing and capturing of the wash water.

3. Before using power washing equipment: Assess if water is necessary to remove the substance(s) from the surface. Use dry clean up methods (broom or absorbent material), or mop to clean the surface whenever possible.

4. If power washing is necessary, locate high and low spots to determine the direction of flow from the work area, and where the wash water can be pooled for collection or directed into landscaped areas to seep into the ground.

5. Be certain the work area is free of all debris prior to power washing (follow all BMPs that apply).

6. Fully assess the work area and how wash water can be contained. Items to be considered include the location and size of the area, wash water containment options, wet/dry vac capabilities, and wash water disposal methods (landscaping or sewer system). For example, the work may require two staff to complete (one person to power wash; one to collect the wash water), or if done solo, the work will need to be completed in stages to completely contain and collect the wash water.

7. Place safety cones around the area to be power washed. Set up containment barriers as needed.

8. Wear all appropriate personal protective equipment (eye protection, boots).

9. During the power washing activity: Monitor the containment area continuously to ensure that wash water is contained and not allowed to enter the storm water conveyance system (including parking lots, street gutters, roads, and storm drains). Wash water from power washing **parking lots** must be captured and contained before it reaches the street gutter. Wash water from power washing **sidewalks** may be contained in the street gutter if absolutely necessary, providing no wash water overflows the containment barrier.

10. Avoid using chemicals in the power washing process.

11. Dispose of wash water into landscaped areas or through the sewer system. Wash water directed into landscaped areas must seep into the ground and not cause run off.

12. At conclusion of activity, visually inspect storm drain, clean up any debris; remove tarps, sand bags, safety cones, and containment barriers.

CHEMICAL

MAPS
Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY
Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY
Storm Water Guidelines For Power Washing In Downtown Enhancement Areas

DEPARTMENT POLICY
No written policy at this time

BEST MANAGEMENT PRACTICE
See ALL

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

Equipment Technician
Grounds Maintenance Worker
Utility Worker
(plus any site staff who may be required to power wash in an emergency situation)

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractors

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
Spill Kit
Storm Drain Protection Equipment (ex., Tarp, Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

Blower
Broom/Dustpan
Containment Barrier (ex., Additional Sand Bags, Absorbent Socks)
Filter Fabric
Mop/Bucket
Power Washing System
Safety Cone
Squeegee
Trash Bag
Wet/Dry Vac

POSSIBLE LOCATIONS OF USE/ACTIVITY	POSSIBLE SURFACES AFFECTED
Medians Parks Recreation Centers Rights-of-Way	Asphalt Concrete Dirt Gravel Sand Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Shut down power wash equipment immediately and shut off water at the source. Wet/dry vac excess water. Check containment barriers and storm drain protection; reinforce if needed.

EVALUATION CRITERIA

Following Storm Water Code Enforcement requirements.
Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE DEVELOPED BY: Park and Recreation Department Staff	BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY: Department Storm Water Advisory Group
Johnny Tully, Grounds Maintenance Manager	Div Brasted, District Manager Joy Newman, Environmental Services Margaret Ransom, Training Coordinator✦ Lisa Rini, Training Program Manager

REVISION HISTORY

2004 Joy Newman and Lisa Rini

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.

2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).

3. Prior to scraping or removing paint, complete a Work Request Form for the Asbestos and Lead Management Program (see Form). This form does not need to be completed if it is known that the base paint is latex.

4. Place drop cloth under or around object/area being painted.

5. Wear appropriate personal protective equipment.

6. Pour paint into roller tray over drop cloth.

7. Keep paint, roller tray, and brushes on drop cloth.

8. Per HazMat procedures: Roll up drop cloth and dispose of properly, wash water-based brushes in sink, dispose of paint cans.

9. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

MAPS
Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY
Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY
Administrative Regulation 75.65 (Hazardous Materials Management Plan)
Administrative Regulation 75.75 (Hazardous Materials Training)

DEPARTMENT POLICY
No written policy at this time

BEST MANAGEMENT PRACTICE
No additional reference

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK
- Golf Starter
- Grounds Maintenance Worker
- Lead Cemetery Groundskeeper
- Recreation Leader
- Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK
- Public Service Worker, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES
- Maps Indicating Storm Drain Inlets
- Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
- Spill Kit
- Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED
- Bucket
- Drop Cloth
- Label and Material Data Safety Sheet (MSDS) for Paint
- Mop
- Roller Tray
- Work Request Form for Asbestos and Lead Management Program

LOCATION OF USE/ACTIVITY	SURFACES AFFECTED
Golf Course Maintenance Buildings Repair Shops	Asphalt Concrete Dirt Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY
- Mop/wipe up spill from hardscape.
- Follow procedures listed on the paint label and Material Safety Data Sheet (MSDS).

EVALUATION CRITERIA
- Current practices satisfactory; added protection of storm drains.
- If all Department procedures are followed, no paint is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE DEVELOPED BY: Park and Recreation Department Staff	BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY: Department Storm Water Advisory Group
Francisco Castruita, Area Manager II Kevin Jiampa, Utility Supervisor John Mellein, Nursery Supervisor	Div Brasted, District Manager Joy Newman, Environmental Services ✦ Margaret Ransom, Training Coordinator Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

CITY *of* SAN DIEGO

WORK REQUEST FOR ASBESTOS & LEAD MANAGEMENT PROGRAM

Department _____ Division _____ Dept# _____

Contact Person _____ MS# ___ Phone/Fax _____

Facility Name _____ Facility # _____

Facility Address _____ Age of Facility: _____

Description of Proposed Work (explain detail of work as well as what part of facility)

_____

_____

_____

_____

_____

Plans Attached: ☐ YES ☐ NO Target Start Date _____

Please fill in accounting: _____ Fund _____ Dept _____ Org _____ Obj.Acct _____ Job Order

Send completed form to: **ASBESTOS & LEAD MANAGEMENT PROGRAM**
9601 Ridgehaven Court, Suite 320, San Diego, CA 92123 or MS 1103-B

FOR OFFICE USE ONLY

Date Received _____ Inspector _____

Records/Inspection Information _____

_____

_____

_____

Impact on Project _____

_____

_____

_____

ASBESTOS & LEAD PROGRAM INSPECTOR _____ DATE _____ ASBESTOS & LEAD PROGRAM MANAGER _____ DATE _____

Asbestos & Lead Management Program – (858) 573-1262 (FAX) (858) 492-5089

GS-2064 (2001)

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.

2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).

3. Wear appropriate personal protective equipment (minimum of gloves and eye protection).

4. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

Parts Washer Machines

5. Perform parts washing inside basin of machine.

6. Wipe up any solvent spilled during cleaning with absorbent materials and dispose of per HazMat procedures.

Cleaning Pruning Equipment

7. Mix department approved solution in bucket over landscape area.

8. Dip rag in solution, and wipe off pruning equipment.

9. Dispose of Department-approved solution per Material Safety Data Sheet (MSDS) specifications; rinse out rags in a sink and dry for reuse.

Recreation Programs/Crafts

10. Wipe up any solvent spilled during activity with absorbent materials and dispose of per HazMat procedures.

MAPS
Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY
Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY
Administrative Regulation 75.65 (Hazardous Materials Management Plan)
Administrative Regulation 75.75 (Hazardous Materials Training)

DEPARTMENT POLICY
No written policy at this time

BEST MANAGEMENT PRACTICE
No additional reference

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK
Equipment Technician
Grounds Maintenance Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK
Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES
Maps Indicating Storm Drain Inlets
Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
Spill Kit
Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED
Absorbent Material (Hydrophobic Socks, Sand or Rags)
Hazardous Waste Containers
Label and Material Safety Data Sheet (MSDS) for solvent

LOCATION OF USE/ACTIVITY	SURFACES AFFECTED
Golf Course Maintenance Buildings Mower Repair Shop Irrigation Repair Shop	Asphalt Concrete

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY
Follow HazMat procedures for spills.

EVALUATION CRITERIA
Compliance with industry standards.
If all Department procedures are followed, no solvent is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE DEVELOPED BY: Park and Recreation Department Staff	BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY: Department Storm Water Advisory Group
Steve Remley, District Manager Pat Segawa, Golf Course Manager Clay Walsten, Equipment Technician III	Div Brasted, District Manager Joy Newman, Environmental Services ✦ Margaret Ransom, Training Coordinator Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.

2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).

3. A spill kit should be available prior to beginning task.

4. Place an absorbent pad or pan under area being worked on and/or cover floor drains if they lead to storm drain.

5. Wear appropriate personal protective equipment (minimum of gloves and eye protection).

6. Remove, add or change fluid according to equipment specifications.

7. Wipe off any overflow with a rag or use absorbent materials; dispose of rag or absorbent materials per HazMat procedures (see Attachment and Form).

8. If a spill has occurred, use absorbent material to clean up and dispose of per HazMat procedures (see Attachment and Form).

9. At conclusion of activity, visually inspect storm drain, clean up any liquid debris; remove bags, socks or covers if used.

MAPS
Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY
Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY
Administrative Regulation 75.65 (Hazardous Materials Management Plan)
Administrative Regulation 75.75 (Hazardous Materials Training)

DEPARTMENT POLICY
No written policy at this time

BEST MANAGEMENT PRACTICE
See FUELING EQUIPMENT

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK
All Department Employees

NON-CITY EMPLOYEES WHO PERFORM THIS TASK
None identified

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES
Maps Indicating Storm Drain Inlets
Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
Spill Kit
Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED
Absorbent Material or Pad (Rags or Corn Cobs)
Emergency Release Follow-up Notice Reporting Form (Form 304)
Emergency Spill Response Plan Attachment
Hazardous Waste Containers
Hydrophobic Pads
Kitty Litter
Label and Material Data Safety Sheet (MSDS) for Vehicle and Equipment Fluids
O-98 (see Attachment)
Shovel
Trash Bag

POSSIBLE LOCATIONS OF USE/ACTIVITY	POSSIBLE SURFACES AFFECTED
Designated Work Areas Golf Course Maintenance Buildings Mower Repair Shop	Asphalt Concrete Dirt Gravel Sand Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY
Follow HazMat procedures for spills and Emergency Spill Response Plan (see Attachment and Form).

EVALUATION CRITERIA
Current practices satisfactory; added protection of storm drains.
If all Department procedures are followed, no vehicle fluids are expected to enter the storm drains.

BEST MANAGEMENT PRACTICE DEVELOPED BY: Park and Recreation Department Staff	BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY: Department Storm Water Advisory Group
Francisco Castruita, Area Manager II Kevin Jiampa, Utility Supervisor Pat Segawa, Golf Course Manager Joe Vissers, Utility Supervisor Clay Walsten, Equipment Technician III Becky Yzaguirre, Area Manager II	Div Brasted, District Manager Joy Newman, Environmental Services ✦ Margaret Ransom, Training Coordinator Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

Park & Recreation Emergency Spill Response Plan

Small Spills on Turf
about 1 gallon or less

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed. (Use hydrophobic pads if area is wet.)
4. Place enough absorbent pads on spill site to cover area affected. (Use hydrophobic pads if area is wet.)
5. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
6. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
7. Using personal protective equipment, place absorbent pads into trash bag.
8. Use rags to soak up any residue or oil not picked up by absorbent pads. Place used rags in trash bags.
9. When done, place personal protective equipment into trash bag.
10. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
11. Return to work once machine is repaired.
12. At end of day:
    a. Return spill kit to be restocked.
    b. Take trash bag to your Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

***Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Medium Spills on Turf

about 1 gallon to 5 gallons

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1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed. (Use hydrophobic pads if area is wet.)
4. Use spill socks to contain spill site, if oil is spreading over more area.
5. Place enough absorbent pads on spill site to cover area affected. (Use hydrophobic pads if area is wet or if more pads are needed.)
6. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
7. If more pads are needed contact your supervisor.
8. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
9. Using personal protective equipment, place absorbent pads into trash bag.
10. Use rags to soak up any residue or oil not picked up by absorbent pads. Place used rags in trash bags.
11. If oil has soaked into the soil, affected soil will need to be removed:
    a. Remove contents from a trash can and add new trash bag.
    b. Using a shovel to remove affected soil only and place into trash can.
    c. Notify supervisor that replacement soil will be needed and also notify area GMW of area.
12. When done, place personal protective equipment into trash bag.
13. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
14. Return to work once machine is repaired.
15. At end of day:
    a. Return spill kit to be restocked.
    b. Take trash bag to your Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Large Spills on Turf
over 5 gallons

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is leaking large quantities of fluid, try to stop fluid flow if possible.
4. Use spill socks to contain spill site, if oil is spreading over more area.
5. Contact other on site staff and supervisor for assistance and additional supplies, if needed.
6. Place enough absorbent pads and/or corn cob absorbent on spill site to cover area affected. (Use hydrophobic pads if area is wet or if more pads are needed.)
7. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
8. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
9. Using personal protective equipment, place absorbent pads into trash bag.
10. Use rags to soak up any residue or oil not picked up by absorbent pads. Place used rags in trash bags.
11. If oil has soaked into the soil, affected soil will need to be removed:
    a. Remove contents from a trash can and add new trash bag.
    b. Using a shovel to remove affected soil only and place into trash can.
    c. Notify supervisor that replacement soil will be needed and also notify area GMW of area.
12. When done, place personal protective equipment into trash bag.
13. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
14. Return to work once machine is repaired.
15. At end of day:
    a. Return spill kit to be restocked.
    b. Take trash bag to your Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Small Spills
on Concrete/Asphalt
about 1 gallon or less

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed. (Use hydrophobic pads if area is wet.)
4. Place enough absorbent pads and socks on spill site to cover and contain area affected. (Use hydrophobic pads if area is wet.)
5. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
6. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
7. Using personal protective equipment, place absorbent pads into trash bag.
8. Use rags to soak up any oil not picked up by absorbent pads. Place used rags in trash bags.
9. Concrete:
   a. Pour O-98 on spill area.
   b. Scrub spill area with rag.
   c. Place rags in trash bag.

   Asphalt:
   a. Wet rag with O-98.
   b. Wipe down spill area.
   c. Place rags in trash bag.
10. Sprinkle kitty litter over spill area.
11. For concrete only: Crush or rub kitty litter into concrete with your shoes.
12. Sweep up excess kitty litter and dispose of regular trash.
13. When done, place personal protective equipment into trash bag.
14. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
15. Return to work once machine is repaired.
16. At end of day:
    a. Return spill kit to be restocked.
    b. Take trash bag to your Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Medium Spills on Concrete/Asphalt
about 1 gallon to 5 gallons

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed. (Use hydrophobic pads if area is wet.)
4. Place enough absorbent pads and socks on spill site to cover and contain area affected. (Use hydrophobic pads if area is wet.)
5. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
6. If more absorbent is needed contact your supervisor or other site staff.
7. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
8. Using personal protective equipment, place absorbent into trash bag.
9. Use rags to soak up any oil not picked up by absorbent. Place used rags in trash bags.
10. Concrete:
    a. Pour O-98 on spill area.
    b. Scrub spill area with rag.
    c. Place rags in trash bag.

    Asphalt:
    a. Wet rag with O-98.
    b. Wipe down spill area.
    c. Place rags in trash bag.
11. Sprinkle kitty litter over spill area.
12. For concrete only: Crush or rub kitty litter into concrete with your shoes.
13. Sweep up excess kitty litter and dispose of regular trash.
14. When done, place personal protective equipment into trash bag.
15. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
16. Return to work once machine is repaired.
17. At end of day:
    a. Return spill kit to be restocked.
    b. Take trash bag to your Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Large Spills
on Concrete/Asphalt
over 5 gallons

1. Shut off machine.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is leaking large quantities of fluid, try to stop fluid flow if possible and place absorbent pad under leak. Add more pads as needed.(Use hydrophobic pads if area is wet.)
4. Place enough absorbent pads and socks on spill site to cover and contain area affected. (Use hydrophobic pads if area is wet.)
5. Contact supervisor or other on site staff for assistance and additional supplies, if needed.
6. Notify supervisor and owner of machine if different than supervisor, depending on machine and nature of problem.*
7. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
8. Using personal protective equipment, place absorbent into trash bag.
9. Use rags to soak up any oil not picked up by absorbent. Place used rags in trash bags.
10. Concrete:
    a. Pour O-98 on spill area.
    b. Scrub spill area with rag.
    c. Place rags in trash bag.

    Asphalt:
    a. Wet rag with O-98.
    b. Wipe down spill area.
    c. Place rags in trash bag.
11. Sprinkle kitty litter over spill area.
12. For concrete only: Crush or rub kitty litter into concrete with your shoes.
13. Sweep up excess kitty litter and dispose of regular trash.
14. When done, place personal protective equipment into trash bag.
15. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
16. Return to work once machine is repaired.
17. At end of day:
    a. Return spill kit to be restocked.
    b. Take trash bag to your Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

EMERGENCY RELEASE FOLLOWUP NOTICE REPORTING FORM (SECTION 304)

1. Business Name & Address: _____
Business Name | Subsidiary, Division, or Facility (if applicable)
Street Address | City/Community | County | Zip
Name & Phone of Emergency Contact at Facility: _____ ( ) -
Name | Phone
Location of Incident: _____
Subsidiary, Division, or Facility (if applicable) | Lot No. or Building No. (if applicable)
Street Address | City/Community | County | Zip
Date of Incident: _____ Mo Day Yr

Organizations Notified	Date & Time of Notification
☐ National Response Center	(on _____ at _____ a.m./p.m.)
☐ State Emergency Response Commission	(on _____ at _____ a.m./p.m.)
☐ Local Emergency Planning Committee	(on _____ at _____ a.m./p.m.)

2. Chemical Name (or Trade Name & CAS Number: _____
Name | CAS No.
Is the Chemical on the Extremely Hazardous Substances (302) List? ☐ Yes ☐ No
Is the Chemical Release Reportable Under CERCLA 103(a)? ☐ Yes ☐ No
Physical State Stored: ☐ Solid ☐ Liquid ☐ Gas

3.

Time of Release	Duration of Release	Physical State Released	Quantity Released
	_____ days	☐ Solid	_____ lbs.
_____ a.m./p.m.	_____ hours	☐ Liquid	_____ gal.
	_____ minutes	☐ Gas	_____ cu. ft.

4. Factors Contributing to Release
☐ Equipment Failure ☐ Training Deficiencies
☐ Operator Error ☐ Unusual Weather Conditions
☐ Faulty Process Design ☐ Other _____

5. Agencies Notified
☐ Fire Dept ☐ Hazardous Materials (HazMat) Unit
☐ Police Dept ☐ State Agency _____
☐ Health Dept ☐ Other _____

6. Actions Taken
☐ Containment ☐ Decontamination of Persons Equipment ☐ System Shut Down
☐ Dilution /Neutralization ☐ Evacuation ☐ Monitoring
☐ Hazard Removal ☐ Diversion of Release to Treatment ☐ Other

7. Known or Anticipated Health Effects of Release
Acute or immediate: _____
Chronic or Delayed: _____
Total Injuries Resulting from Release: Total Hospitalizations Resulting from Release:

8. Advice Regarding Medical Attention for Exposed Individuals
_____
_____
_____
_____

9. Additional Information about the Release (e.g., media into which chemical was released, danger to fish or wildlife)
_____
_____
_____
_____

I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted information is true, accurate, and complete.

_____ Signature of Reporting Representative ; _____ Date

Reporting Facility Representative (print or type) _____

Instructions for Completing this Form

Block 1 - Enter the name of the business, name and telephone number of the facility contact who can provide detailed information concerning the accidental release. Include the street address, city, county, and zip code where the accident occurred. Indicate the date of the incident. Place a check mark beside the organization(s) notified and indicate the time verbal notification was made.

Block 2 - Provide information about the chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Indicate whether the chemical is listed as an EPCRA Section 302 extremely hazardous substance. Check if the chemical also is reportable under Superfund. Mark the category that applies to the chemical's physical state during storage.

Block 3 - Indicate the time the release first started and its duration. Note the chemical's physical state when it was released. Provide the best available information on how much of the substance was released into the environment.

Block 4 - Mark all categories that may have contributed to the accident. Use the comments section or attach a separate sheet, if necessary.

Block 5 - Mark all categories that show which agencies were notified of the release. Use the comments section or attach a separate sheet, if necessary.

Block 6 - Check all actions taken to contain the release. Include actions taken by the facility and by emergency responders (firefighters, police, etc.)

Block 7 - List known or anticipated acute or chronic health risks associated with the release. Describe the likelihood of disease or death resulting from human exposure to a potential environmental hazard. List the number of injuries and hospitalizations that resulted from the release. Give any information available about concentrations or levels of exposure.

Block 8 - What are the consequences if people are exposed to the released substance? Include information on the type of medical attention required for individuals exposed to the chemical released. Provide information on how long the short-term health effects (those that may show up within a few weeks of the incident) will continue to be felt. Describe any long-term concerns. indicate when and how this information was made available to those exposed and to medical personnel.

Block 9 - List any additional pertinent information, including any potential danger to fish or wildlife, as well as the media into which the chemical was released.

Print or type the name of the reporting facility representative. Include the signature of the reporter and the date the report was submitted. Mail the completed form to the state emergency response commission in the state where the accident occurred and copies to all local emergency planning committees whose jurisdictions may be at risk from the release (See Right-To-Know Planning Guide p. 591:1001)

Resources

Information on toxicological potency and exposure are needed to perform risk assessments. Some resources listed below may help determine the extent of the health risk resulting from a toxic release.

State Emergency Response Commissions. Each state is required to establish a commission that serves as the link between local and federal emergency response teams. The SERC supervises the local emergency planning committee's actions by coordinating chemical information received from industry and EPA and assists understanding and communicating chemical risks.

Local Emergency Planning Committees. These local groups include representatives from many organizations including elected officials, police and fire departments, health environment, and transportation agencies. LEPCs may have meteorological, topological, hydrological, and demographic information.

State/Local Poison Control Centers. Toxicologists at poison control centers can discuss the acute and chronic health effects from exposure to hazardous chemicals and describe preventive actions and remedial measures that should be taken to minimize health problems.

American Chemical Society (ACS). This industry organization has nearly 200 local chapters across the United States. Its members are chemists and chemical engineers who can help interpret technical data. (202) 872-4600.

Agency for Toxic Substances and Disease Registry (ATSDR). Personnel from this agency, which is a component of the Centers for Disease Control, can discuss toxic substance use and associated adverse health effects. Call you EPA regional office (See Right-To-Know Planning Guide p. 591:2231).

Census Bureau. Data may be reviewed to determine the size, distribution, and demographic characteristics of a geographically defined population.

COMMENTS

(Please use this space for additional comments or information)

Call Cheryl Lester if you need help in completing this form

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.

2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).

3. Access to a spill kit is required prior to transferring of fuel.

4. Wear appropriate personal protective equipment (minimum of gloves and eye protection).

5. Pour gas/diesel using a funnel or fuel can with a spout; be careful to avoid overflow.

6. If a spill has occurred, use absorbent material to clean up and dispose of per HazMat requirements (see Attachment and Form). Extinguish all ignition sources.

7. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

Administrative Regulation 75.65 (Hazardous Materials Management Plan)
Administrative Regulation 75.75 (Hazardous Materials Training)

DEPARTMENT POLICY

No written policy at this time

BEST MANAGEMENT PRACTICE

No additional reference

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

- Area Manager
- Assistant Recreation Center Director
- Equipment Operator
- Equipment Technician
- Greenskeeper
- Greenskeeper Supervisor
- Grounds Maintenance Supervisor
- Grounds Maintenance Worker
- Nursery Gardener
- Recreation Center Director
- Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

- Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

- Maps Indicating Storm Drain Inlets
- Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
- Spill Kit
- Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

- 5 Gallon Poly Container with Lid
- Absorbent Material or Pad (Rags or Corn Cobs)
- Emergency Release Follow-up Notice Reporting Form (Section 304)
- Emergency Spill Response Plan Attachment
- Fuel Can
- Funnel
- Hydrophobic Pads
- Label and Material Data Safety Sheet (MSDS) for Gas and Diesel Fuel
- Kitty Litter
- Trash Bag

POSSIBLE LOCATIONS OF USE/ACTIVITY

- Fields
- Golf Courses
- Pump Stations
- Repair Facilities
- Special Events
- Tool Sheds

POSSIBLE SURFACES AFFECTED

- Asphalt
- Concrete
- Dirt
- Gravel
- Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow HazMat procedures for spills (see Attachment and Form).

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
If all Department procedures are followed, no fuel is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE DEVELOPED BY: Park and Recreation Department Staff	BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY: Department Storm Water Advisory Group
Francisco Castruita, Area Manager II Ben Perry, Utility Supervisor Mike Rodrigues, Area Manager II Pat Segawa, Golf Course Manager Clay Walsten, Equipment Technician III	Div Brasted, District Manager Joy Newman, Environmental Services ✦ Margaret Ransom, Training Coordinator Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

Park & Recreation Emergency Spill Response Plan

Small Spills on Turf
about 1 gallon or less

1. Shut off machine/equipment and extinguish all ignition sources.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine/equipment is still leaking, place absorbent pad under leak. Add more pads as needed.
4. Place enough absorbent pads on spill site to cover area affected.
5. Notify supervisor and owner of machine/equipment if different than supervisor, depending on machine and nature of problem.*
6. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
7. Using personal protective equipment, place absorbent pads in 5 gallon poly container with lid and label using completed hazardous waste labels.
8. Use rags to soak up any residue not picked up by absorbent pads. Place used rags with the absorbent pads in 5 gallon poly with lid container.
9. When done, place personal protective equipment in 5 gallon poly container with lid. Any uncontaminated personal protective equipment in a trash bag and dispose of in the trash.
10. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
11. Return to work once machine/equipment is repaired.
12. At end of day:
    a. Return spill kit to be restocked.
    b. Take 5 gallon poly container to appropriate Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Large Spills on Turf
more than 1 gallon

1. Shut off machine/equipment and extinguish all ignition sources.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine/equipment is still leaking, place absorbent pad under leak. Add more pads as needed.
4. Use spill socks to contain spill site, if gas/diesel is spreading over more area.
5. Place enough absorbent pads on spill site to cover area affected.
6. Notify supervisor and owner of machine/equipment if different than supervisor, depending on machine/equipment and nature of problem.*
7. If more pads are needed contact your supervisor.
8. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
9. Using personal protective equipment, place absorbent pads in 5 gallon poly with lid and label using completed hazardous waste labels.
10. Use rags to soak up any residue not picked up by absorbent pads. Place used rags with the absorbent pads in 5 gallon poly with lid container.
11. If gas/diesel has soaked into the soil, affected soil will need to be removed:
    a. Using a shovel to remove affected soil only and place in 5 gallon poly with lid container.
    b. Notify supervisor that replacement soil will be needed and also notify area GMW of area.
12. When done, place personal protective equipment in 5 gallon poly with lid container. Any uncontaminated personal protective equipment in a trash bag and dispose of in the trash.
13. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
14. Return to work once machine/equipment is repaired.
15. At end of day:
    a. Return spill kit to be restocked.
    b. Take 5 gallon poly container to appropriate Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Small Spills
on Concrete/Asphalt
about 1 gallon or less

1. Shut off machine/equipment and extinguish all ignition sources.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed.
4. Place enough absorbent pads and socks on spill site to cover and contain area affected.
5. Notify supervisor and owner of machine if different than supervisor, depending on machine/equipment and nature of problem.*
6. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
7. Using personal protective equipment, place absorbent pads in 5 gallon poly container with lid and label using completed hazardous waste labels.
8. Use rags to soak up any gas/diesel not picked up by absorbent pads. Place used rags with the absorbent pads in trash bags.
9. Sprinkle kitty litter over spill area.
10. For concrete only: Crush or rub kitty litter into concrete with your shoes.
11. Sweep up excess kitty litter and dispose of in 5 gallon poly container with lid.
12. When done, place personal protective equipment in 5 gallon poly container with lid. Any uncontaminated personal protective equipment in a trash bag and dispose of in the trash.
13. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
14. Return to work once machine/equipment is repaired.
15. At end of day:
    a. Return spill kit to be restocked.
    b. Take 5 gallon poly container to appropriate Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

Park & Recreation Emergency Spill Response Plan

Large Spills
on Concrete/Asphalt
more than 1 gallon

1. Shut off machine/equipment and extinguish all ignition sources.
2. Locate nearest storm drain and protect if there is any chance spill could reach it.
3. If machine is still leaking, place absorbent pad under leak. Add more pads as needed.
4. Place enough absorbent pads and socks on spill site to cover and contain area affected.
5. Notify supervisor and owner of machine/equipment if different than supervisor, depending on machine/equipment and nature of problem.*
6. If more absorbent is needed contact your supervisor or other site staff.
7. After leak has stopped, begin cleanup. Keep corn cob absorbent separated from other absorbent materials, it is disposed of separately.
8. Using personal protective equipment, place absorbent in 5 gallon poly container with lid and label using completed hazardous waste labels.
9. Use rags to soak up any gas/diesel not picked up by absorbent. Place used rags with the absorbent pads in 5 gallon poly container with lid.
10. Sprinkle kitty litter over spill area.
11. For concrete only: Crush or rub kitty litter into concrete with your shoes.
12. Sweep up excess kitty litter and dispose of regular trash.
13. When done, place personal protective equipment in 5 gallon poly container with lid. Any uncontaminated personal protective equipment in a trash bag and dispose of in the trash.
14. Fill out Emergency Release Follow-up Notice Reporting Form (Form 304).
15. Return to work once machine is repaired.
16. At end of day:
    a. Return spill kit to be restocked.
    b. Take 5 gallon poly container to appropriate Division facility for proper disposal, **DO NOT PUT INTO TRASH BIN!**
    c. Turn in Form 304 to supervisor.

* **Note:** If an emergency occurs such as injury or fire, **CALL 911**. If the spill reaches the storm drain, or is released to the sewer, stream, bay or waterway, contact Station 38, (619) 527-7660 and HazMat Coordinator, (858) 492-5055.

EMERGENCY RELEASE FOLLOWUP NOTICE REPORTING FORM (SECTION 304)

1. Business Name & Address: _____
Business Name | Subsidiary, Division, or Facility (if applicable)

Street Address | City/Community | County | Zip

Name & Phone of Emergency Contact at Facility: _____ ( ) -
Name | Phone

Location of Incident: _____
Subsidiary, Division, or Facility (if applicable) | Lot No. or Building No. (if applicable)

Street Address | City/Community | County | Zip

Date of Incident: _____ Mo Day Yr

Organizations Notified	Date & Time of Notification
☐ National Response Center	(on _____ at _____ a.m./p.m.)
☐ State Emergency Response Commission	(on _____ at _____ a.m./p.m.)
☐ Local Emergency Planning Committee	(on _____ at _____ a.m./p.m.)

2. Chemical Name (or Trade Name & CAS Number: _____
Name | CAS No.

Is the Chemical on the Extremely Hazardous Substances (302) List? ☐ Yes ☐ No
Is the Chemical Release Reportable Under CERCLA 103(a)? ☐ Yes ☐ No
Physical State Stored: ☐ Solid ☐ Liquid ☐ Gas

3. Time of Release	Duration of Release	Physical State Released	Quantity Released
_____ a.m./p.m.	_____ days	☐ Solid	_____ lbs.
	_____ hours	☐ Liquid	_____ gal.
	_____ minutes	☐ Gas	_____ cu. ft.

4. Factors Contributing to Release
☐ Equipment Failure ☐ Training Deficiencies
☐ Operator Error ☐ Unusual Weather Conditions
☐ Faulty Process Design ☐ Other _____

5. Agencies Notified
☐ Fire Dept ☐ Hazardous Materials (HazMat) Unit
☐ Police Dept ☐ State Agency _____
☐ Health Dept ☐ Other _____

6. Actions Taken
☐ Containment ☐ Decontamination of Persons Equipment ☐ System Shut Down
☐ Dilution /Neutralization ☐ Evacuation ☐ Monitoring
☐ Hazard Removal ☐ Diversion of Release to Treatment ☐ Other

7. Known or Anticipated Health Effects of Release
Acute or immediate: _____
Chronic or Delayed: _____
Total Injuries Resulting from Release: Total Hospitalizations Resulting from Release:

8. Advice Regarding Medical Attention for Exposed Individuals
_____
_____
_____
_____

9. Additional Information about the Release (e.g., media into which chemical was released, danger to fish or wildlife)
_____
_____
_____
_____

I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted information is true, accurate, and complete.

_____ Signature of Reporting Representative _____ Date

Reporting Facility Representative (print or type) _____

Instructions for Completing this Form

Block 1 - Enter the name of the business, name and telephone number of the facility contact who can provide detailed information concerning the accidental release. Include the street address, city, county, and zip code where the accident occurred. Indicate the date of the incident. Place a check mark beside the organization(s) notified and indicate the time verbal notification was made.

Block 2 - Provide information about the chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Indicate whether the chemical is listed as an EPCRA Section 302 extremely hazardous substance. Check if the chemical also is reportable under Superfund. Mark the category that applies to the chemical's physical state during storage.

Block 3 - Indicate the time the release first started and its duration. Note the chemical's physical state when it was released. Provide the best available information on how much of the substance was released into the environment.

Block 4 - Mark all categories that may have contributed to the accident. Use the comments section or attach a separate sheet, if necessary.

Block 5 - Mark all categories that show which agencies were notified of the release. Use the comments section or attach a separate sheet, if necessary.

Block 6 - Check all actions taken to contain the release. Include actions taken by the facility and by emergency responders (firefighters, police, etc.)

Block 7 - List known or anticipated acute or chronic health risks associated with the release. Describe the likelihood of disease or death resulting from human exposure to a potential environmental hazard. List the number of injuries and hospitalizations that resulted from the release. Give any information available about concentrations or levels of exposure.

Block 8 - What are the consequences if people are exposed to the released substance? Include information on the type of medical attention required for individuals exposed to the chemical released. Provide information on how long the short-term health effects (those that may show up within a few weeks of the incident) will continue to be felt. Describe any long-term concerns. indicate when and how this information was made available to those exposed and to medical personnel.

Block 9 - List any additional pertinent information, including any potential danger to fish or wildlife, as well as the media into which the chemical was released.

Print or type the name of the reporting facility representative. Include the signature of the reporter and the date the report was submitted. Mail the completed form to the state emergency response commission in the state where the accident occurred and copies to all local emergency planning committees whose jurisdictions may be at risk from the release (See Right-To-Know Planning Guide p. 591:1001)

Resources

Information on toxicological potency and exposure are needed to perform risk assessments. Some resources listed below may help determine the extent of the health risk resulting from a toxic release.

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Census Bureau. Data may be reviewed to determine the size, distribution, and demographic characteristics of a geographically defined population.

COMMENTS

(Please use this space for additional comments or information)

Call Cheryl Lester if you need help in completing this form

PROCEDURES

1. For indoor restroom maintenance: Follow standard Department restroom procedures.

2. For outdoor restroom maintenance: Locate storm drains; visually inspect and remove debris prior to beginning activity; pick up any solids, debris, or trash in area to be disinfected and dispose of in trash.

3. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).

4. Wear appropriate personal protective equipment (minimum of rubber gloves and eye protection).

5. Use only chemicals that have been issued by the City and follow Material Safety Data Sheet (MSDS) and label procedures; use personal protective equipment according to the label.

6. Contain or absorb any fluid to prevent spreading on porous surface (using sand or absorbent material); shovel or sweep up.

7. Disinfect the area and rinse/mop with water; use wet/dry vac if excessive liquid.

8. If hosing surfaces, use wet/dry vac or squeegee off hardscape away from storm drain.

9. Clean and disinfect all equipment used in cleanup; rinse into sewer system (ex., mop sink).

10. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

MAPS
Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY
Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY
Blood and Bodily Fluid

DEPARTMENT POLICY
Restroom Maintenance Procedure

BEST MANAGEMENT PRACTICE
See BLOOD AND BODILY FLUID, PET WASTE, HUMAN WASTE

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

- Area Manager
- Assistant Recreation Center Director
- Custodian
- Greenskeeper
- Greenskeeper Supervisor
- Grounds Maintenance Worker
- Pool Guard
- Recreation Aide
- Recreation Center Director
- Recreation Leader
- Recreation Specialist
- Supervising Custodian
- Swimming Pool Manager

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

- Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

- Maps Indicating Storm Drain Inlets
- Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
- Spill Kit
- Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

- Bucket/Mop
- Broom/Shovel/Dustpan
- Label and Material Safety Data Sheet (MSDS) for Disinfectant
- Squeegee
- Wet/Dry Vac

POSSIBLE LOCATIONS OF USE/ACTIVITY

- Restrooms
- Park Facilities
- Parks
- Pools

POSSIBLE SURFACES AFFECTED

- Asphalt
- Concrete

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow label and Material Safety Data Sheet (MSDS). If spilled, follow Hazardous Waste procedures.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
If all Department procedures are followed, no pollutant is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE DEVELOPED BY: Park and Recreation Department Staff	BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY: Department Storm Water Advisory Group
Mark Cannon, Building Supervisor Erika Ferreira, Swimming Pool Manager III Kevin Jiampa, Utility Supervisor Randy Jones, Area Manager II Pat Segawa, Golf Course Manager Phyllis Swanegan, Supervising Custodian	Div Brasted, District Manager Joy Newman, Environmental Services Margaret Ransom, Training Coordinator ✦ Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.

2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).

3. Use only nontoxic, water soluble craft supplies when possible.

4. Indoors: Clean up all craft supplies used indoors into sinks or mop sinks that are connected to the sewer system.

5. Outdoors: Position craft materials used outdoors as far away from storm drains as possible.

6. Provide adequate number of trash cans and trash bags.

7. Absorb any liquid craft supplies or spills with absorbent material (rags, paper towels, etc.) and dispose of used cleaning materials in trash.

8. Sweep up debris into trash bags or dust pan and dispose of in trash.

9. Clean up residue with soap and water using buckets, mops, and rags.

10. Empty buckets and clean out sponges and rags indoors (ex., sink or mop sink).

11. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

MAPS

Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY

Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY

No written policy at this time

DEPARTMENT POLICY

No written policy at this time

BEST MANAGEMENT PRACTICE

See LITTER, OTHER CHEMICALS, PAINT, SOLVENTS

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

- Assistant Recreation Center Director
- Recreation Aide
- Recreation Center Director
- Recreation Leader
- Recreation Specialist

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractual Staff, Volunteer

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

- Maps Indicating Storm Drain Inlets
- Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

- Bucket/Mop
- Broom/Dustpan
- Paper Towel
- Rag
- Sponge
- Trash Bag/Can

POSSIBLE LOCATIONS OF USE/ACTIVITY

- Beaches
- Fields (Multipurpose Areas)
- Parks
- Streets

POSSIBLE SURFACES AFFECTED

- Asphalt
- Concrete
- Dirt
- Gravel
- Sand
- Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

If all Department procedures are followed, no pollutant is expected to enter the storm drains.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE DEVELOPED BY: Park and Recreation Department Staff	BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY: Department Storm Water Advisory Group
Kathy Aceves, District Manager	Div Brasted, District Manager Joy Newman, Environmental Services Margaret Ransom, Training Coordinator ✦ Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity; pick up any solids, debris, or trash in area to be disinfected and dispose of in trash.

2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).

3. Use only chemicals that have been reviewed in Material Safety Data Sheet (MSDS) tailgates by supervisor.

4. Follow Material Safety Data Sheet (MSDS) and label procedures for all chemicals used; use appropriate personal protective equipment.

5. If hosing surfaces, use wet/dry vac or squeegee off hardscape away from storm drain.

6. Rinse/clean all equipment used according to the chemical label Material Safety Data Sheet (MSDS) into sewer system (ex., mop sink).

7. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.

MAPS
Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY
Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY
No written policy at this time

DEPARTMENT POLICY
No written policy at this time

BEST MANAGEMENT PRACTICE
See ALL

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

- Area Manager
- Assistant Recreation Center Director
- Custodian
- Grounds Maintenance Worker
- Pool Guard
- Recreation Aide
- Recreation Center Director
- Recreation Leader
- Recreation Specialist
- Supervising Custodian
- Swimming Pool Manager
- Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

- Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

- Maps Indicating Storm Drain Inlets
- Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
- Spill Kit
- Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

- Bucket/Mop
- Broom/Shovel/Dustpan
- Label and Material Safety Data Sheet (MSDS) for Chemical
- Squeegee
- Wet/Dry Vac

POSSIBLE LOCATIONS OF USE/ACTIVITY

- Parks
- Park Facilities

POSSIBLE SURFACES AFFECTED

- Asphalt
- Concrete
- Dirt
- Gravel
- Sand
- Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Follow label and Material Safety Data Sheet (MSDS).
If spilled, follow Hazardous Materials procedures.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
If all Department procedures are followed, no pollutant is expected to enter the storm drains.

BEST MANAGEMENT PRACTICE DEVELOPED BY: Park and Recreation Department Staff	BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY: Department Storm Water Advisory Group
Mark Cannon, Building Supervisor Ben Perry, Utility Supervisor Javier Rodriguez, Grounds Maintenance Supervisor	Div Brasted, District Manager Joy Newman, Environmental Services Margaret Ransom, Training Coordinator ✦ Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.

2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks if the pollutant is a liquid; or cover the storm drain if airborne).

3. At conclusion of demolition or pouring activities, visually inspect storm drain; remove bags, socks or covers if used.

Demolition

4. Break up or cut concrete to be removed, load into truck; take old concrete and debris to landfill for recycle.

5. Pick up dust/slurry with wet/dry vac; use shovel or broom/dustpan for sediment (if needed).

Pouring

6. Mix concrete in a contained area; handle spills by picking up dust/slurry with wet/dry vac; use shovel or broom/dustpan for sediment (if needed).

7. Contain concrete with forms or other methods during pour.

8. Clean tools (and truck chute if used) using a filter/fabric on the ground in a contained area (slight indentation in the dirt); when cleaning is finished and all the water has drained through the filter, dispose of filter and debris caught by filter in trash.

9. Sweep up any excess debris and bag/trash.

MAINTENANCE

MAPS
Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY
Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY
Use Industry Standards

DEPARTMENT POLICY
No written policy at this time

BEST MANAGEMENT PRACTICE
No additional reference

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK
- Cement Finisher
- Equipment Operator
- Grounds Maintenance Worker
- Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK
- Contractor

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES
- Maps Indicating Storm Drain Inlets
- Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED
- Broom/Shovel/Dustpan
- Concrete Tools
- Container for Mixing
- Filter for Contained Area
- Forms
- Trash Bag
- Wet/Dry Vac

LOCATION OF USE/ACTIVITY
- All Parks
- Rights-of-Way

SURFACES AFFECTED
- Asphalt
- Concrete
- Dirt
- Gravel
- Sand
- Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY
Contain and remove as described in procedures.

EVALUATION CRITERIA
Current practices satisfactory; added protection of storm drains.
Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE DEVELOPED BY: Park and Recreation Department Staff	BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY: Department Storm Water Advisory Group
Lance Allison, Recreation Center Director I Mike Benoit, Utility Supervisor Pat Segawa, Golf Course Manager Paul Sirois, Horticulturist Johnny Tully, Grounds Maintenance Manager	Div Brasted, District Manager ✦ Joy Newman, Environmental Services Margaret Ransom, Training Coordinator Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity away from storm drain inlet.

2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks or containment booms if the pollutant is a liquid; or cover the storm drain if pollutant is airborne).

3. Pile excavated or delivered dirt/soil/sand/mulch/decomposed granite on tarps, mats, wood, etc., in location away from storm drain. If pile is to stay and be used periodically, be sure storage area is away from storm drain.

4. Use sand or gravel bags, or a silt fence (if dirt over 12 inches or on slope), or other containment enclosure (k-rails, concrete block walls), and tarp to cover the pile to contain dirt/soil/sand/mulch/decomposed granite if chance of runoff into storm drains.

5. Sweep dirt/soil/sand/mulch/decomposed granite from hardscape daily to appropriate area (playground, shrub bed, turf, etc.).

6. When project is completed or pile depleted, completely clean area of all dirt/soil/sand/mulch/decomposed granite by sweeping and depositing in trash bag or bucket, or use at an alternate site.

7. Protect dirt/soil/sand/mulch/decomposed granite from blowing if transporting (use tarp or similar material).

8. When using gypsum, apply away from storm drain, sweep excess off hardscape onto the turf. If loading into hopper/spreader, sweep up spills and dispose of in trash or reuse.

9. At conclusion of activity, visually inspect storm drain, clean up debris, remove bags, socks or covers.

MAINTENANCE

MAPS
Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY
Perform this Best Management Practice (BMP) as often as needed.

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY
Follow CAL TRANS concerning covering load during transportation

DEPARTMENT POLICY
No written policy at this time

BEST MANAGEMENT PRACTICE
No additional reference

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

- Assistant Recreation Center Director
- Equipment Operator
- Equipment Technician
- Golf Course Superintendent
- Greenskeeper
- Greenskeeper Supervisor
- Grounds Maintenance Worker
- Lead Cemetery Groundskeeper
- Light Equipment Operator
- Nursery Gardener
- Park Ranger
- Recreation Center Director
- Recreation Leader
- Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Public Service Worker, Volunteer, Workfare

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

- Broom/Bucket/Shovel/Dustpan
- Concrete Block
- Hopper/Spreader, if needed
- K-Rail
- Mat or Wood
- Silt Fence
- Tarp or Plastic Cover
- Trash Bag

LOCATION OF USE/ACTIVITY

- Cemetery
- Open Space
- Parks
- Public Rights-of-Way

SURFACES AFFECTED

- Asphalt
- Concrete
- Dirt
- Gravel
- Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Repeat cleanup procedure.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE DEVELOPED BY:
Park and Recreation Department Staff

Mike Benoit, Utility Supervisor
Kevin Jiampa, Utility Supervisor
Paul Kilburg, Senior Park Ranger
John Mellein, Nursery Supervisor
Henry Mendibles, Senior Park Ranger
Donald Pio, Grounds Maintenance Manager
Kathy Puplava, Horticulturist
Mike Ruiz, Senior Park Ranger
Pat Segawa, Golf Course Manager
Paul Sirois, Horticulturist
Johnny Tully, Grounds Maintenance Manager
Becky Yzaguirre, Area Manager II

BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY:
Department Storm Water Advisory Group

Div Brasted, District Manager ✦
Joy Newman, Environmental Services
Margaret Ransom, Training Coordinator
Lisa Rini, Training Program Manager

Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.
San Diego Park and Recreation Department, Training Office
War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

PROCEDURES

1. Locate storm drains; visually inspect and remove debris prior to beginning activity. When possible, move activity from storm drain inlet.

2. Protect the storm drain(s) if there is any chance the pollutant could enter (use sand or gravel bags if the pollutant is a solid; use absorbent socks if the pollutant is a liquid; or cover the storm drain if airborne).

3. Use pick-up stick, shovel, broom, dust pan, rake, to pick up glass/aluminum/metal/paper and plastic, and put in trash bag or bucket; if handling, use appropriate personal protective equipment.

4. Dispose of debris in appropriate recycle bin or trash container.

5. Post "Do Not Litter" and "Recycle" signs in appropriate areas.

6. At conclusion of activity, visually inspect storm drain, clean up any debris from activity; remove bags, socks or covers if used.

MAPS
Map of storm drain locations must be available to staff at every work location.

MONITORING/FREQUENCY
Perform this Best Management Practice (BMP) every time picking up debris (daily).

FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES

CITY POLICY
San Diego Municipal Code

DEPARTMENT POLICY
No written policy at this time

BEST MANAGEMENT PRACTICE
See ILLEGAL DUMP

PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK

- Area Manager
- Assistant Recreation Center Director
- Custodian
- Greenskeeper
- Grounds Maintenance Manager
- Grounds Maintenance Worker
- Lead Cemetery Groundskeeper
- Nursery Gardener
- Park Ranger
- Pool Guard
- Recreation Aide
- Recreation Center Director
- Recreation Leader
- Recreation Specialist
- Supervising Recreation Specialist
- Swimming Pool Manager
- Utility Worker

NON-CITY EMPLOYEES WHO PERFORM THIS TASK

Contractor, Public Service Worker, Volunteer, Workfare

EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES

Maps Indicating Storm Drain Inlets
Personal Protective Equipment (ex., Eye Protection, Gloves, Tyvek Suit, Rubber Boots)
Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)

SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED

- Broom/Shovel/Dustpan
- Bucket
- Pick-up Stick
- Rake
- Trash Bag

POSSIBLE LOCATIONS OF USE/ACTIVITY

- All Recreation Sites
- Buildings
- Open Space Areas
- Parks
- Pools

POSSIBLE SURFACES AFFECTED

- Asphalt
- Concrete
- Dirt
- Gravel
- Sand
- Turf

PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY

Repeat cleanup procedure.

EVALUATION CRITERIA

Current practices satisfactory; added protection of storm drains.
Supervisors will conduct and document periodic visual inspections.

BEST MANAGEMENT PRACTICE DEVELOPED BY:
Park and Recreation Department Staff

Angelina Allen, Recreation Center Director II
Kevin Jiampa, Utility Supervisor
Mona Najimy, Recreation Center Director III
Mary Ngai, Area Manager II
Jake Orbin, Grounds Maintenance Manager
Bill Overstreet, Grounds Maintenance Supervisor
Mike Rodrigues, Area Manager II
Ken Rundle, Supervising Recreation Specialist
Dennis Simmons, Senior Utility Supervisor
Johnny Tully, Grounds Maintenance Manager

BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY:
Department Storm Water Advisory Group

Div Brasted, District Manager ✦
Joy Newman, Environmental Services
Margaret Ransom, Training Coordinator
Lisa Rini, Training Program Manager

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