

<p style="text-align: center;">City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p><b>CATEGORY</b> MAINTENANCE</p>	<p><b>PAGE</b> 1 of 7</p>	<p><b>DATE</b> SEPTEMBER 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> REMOVAL OF HAZARDOUS AND NONHAZARDOUS ILLEGAL DUMPS (Includes Attachment and Forms)</p>		

**PROCEDURES**

1. Locate storm drains; visually inspect and remove debris prior to beginning activity.
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. Call Station 38 Dispatch Center at (619) 527-7660 and request that they contact the Fire Department. Fire Department will request HIRT (Hazardous Identification Response Team).
4. Secure area with barricades and caution tape; wear appropriate personal protective equipment; contain liquids with absorbent materials until hazard is determined.
5. If hazardous material or other identified liquid waste Follow procedure identified in the Emergency Response Procedures for Abandoned Hazardous Waste published by the City Hazardous Materials Program (see Attachment).
6. For nonhazardous solid waste small items Use pick-up stick, shovel, broom, dust pan, or rake to pick up; put in trash bag or bucket; wear appropriate personal protective equipment; dispose of debris in recycle bin or trash container.
7. For nonhazardous solid waste larger items Contact Environmental Services (858/492-5005) and turn in a 999A (Work Request) for pick up, or if a Department vehicle is available, contact Environmental Services for drop-off site.
8. Post "Do Not Litter" and "Recycle" signs in appropriate areas.
9. At conclusion of activity, visually inspect storm drain, clean up any debris from activity; remove bags, socks or covers if used.

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<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) every time picking up illegal dump.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b></p> <p><b>CITY POLICY</b> Administrative Regulation 75.65 (Hazardous Materials Management Plan) Administrative Regulation 75.75 (Hazardous Materials Training) Emergency Response Procedures for Abandoned Hazardous Materials</p> <p><b>DEPARTMENT POLICY</b> No written policy at this time</p> <p><b>BEST MANAGEMENT PRACTICE</b> See LITTER</p>

<b>PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b>	
Area Manager	Lead Cemetery Groundskeeper
Assistant Recreation Center Director	Nursery Gardener
Custodian	Park Ranger
Equipment Technician	Pool Guard
Golf Course Superintendent	Recreation Aide
Greenskeeper	Recreation Center Director
Greenskeeper Supervisor	Recreation Leader
Grounds Maintenance Manager	Swimming Pool Manager
Grounds Maintenance Supervisor	Utility Supervisor
Grounds Maintenance Worker	Utility Worker
<b>NON-CITY EMPLOYEES WHO PERFORM THIS TASK</b>	
Contractor, Public Service Worker, Volunteer, Workfare	

<b>EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES</b>	
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)	
<b>SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED</b>	
Barricades	Phone/Radio Access
Broom/Shovel/Dustpan	Rake
Bucket	Recyclable Waste Transfer Receipt
Caution Tape	Trash Bag/Can
Pick-up Stick	Work Request Form 999A
<b>POSSIBLE LOCATIONS OF USE/ACTIVITY</b>	<b>POSSIBLE SURFACES AFFECTED</b>
Beaches	Asphalt
Open Space Areas	Concrete
Parks	Dirt
Recreation Sites	Gravel
Rights-of-Way	Sand
	Turf
<b>PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY</b>	
Repeat cleanup procedure.	
<b>EVALUATION CRITERIA</b>	
Current practices satisfactory; added protection of storm drains.	
Supervisors will conduct and document periodic visual inspections.	

<b>BEST MANAGEMENT PRACTICE DEVELOPED BY:</b> <b>Park and Recreation Department Staff</b>  Mary Ngai, Area Manager II Mari Jo Ricanor, Recreation Center Director II Dennis Simmons, Senior Utility Supervisor Byron Wishnek, Grounds Maintenance Manager	<b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(♦) BY:</b> <b>Department Storm Water Advisory Group</b>  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	

## Emergency Response Procedures For Abandoned Hazardous Waste

### Public Rights-of-Way

Abandoned hazardous waste on **public rights-of-way** such as City streets, sidewalks, alleyways:

1. Contact Station 38 who will call Fire Dispatch.
2. Fire Dispatch will call out an Engine Company to investigate.
3. Depending on the incident, the HIRT or ERT group will be called to manage disposal of the abandoned waste.

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### City Property

Abandoned hazardous waste on **City Property** such as Park and Recreation Open Space, beach or park areas, City facilities or City job site:

1. Contact Station 38 who will call Fire Dispatch.
2. Fire Dispatch will call out an Engine Company to investigate.
3. Depending on the incident, the HIRT or ERT group will be called to determine the hazardous nature of the waste.

If their Findings are:

#### Waste Oil

With confirmation from spot testing done by the HIRT or ERT, City crews may transport up to four, 5 gallon containers to their main City facility to store the waste oil until the Citywide Waste Oil Vendor can accept the waste. Use a Recyclable Waste Transfer Receipt (ES-064) to document the disposal activity.

#### Contaminated Waste Oil

If the waste oil is not recyclable per spot testing results, City crews may NOT transport any contaminated waste oil. If the waste oil can be secured ON SITE, the Citywide Hazardous Waste Disposal Vendor can accept the waste. If the waste oil CANNOT be secured ON SITE, follow the procedure for activating the Citywide Emergency Response Disposal Vendor.

#### Oil Filters

City crews may transport up to a 55 gallon drum of waste oil filters to their main City facility until the Citywide Used Oil Filter Vendor can accept the waste. Use a Recyclable Waste Transfer Receipt (ES-064) to document the disposal activity.

#### Antifreeze

With confirmation from spot testing done by the HIRT or ERT, City crews may transport up to a 55 gallon container to their main City facility to store the antifreeze until the Citywide Waste Hazardous Waste Disposal Vendor can accept the waste. Use a Recyclable Waste Transfer Receipt (ES-064) to document the disposal activity.

## Emergency Response Procedures For Abandoned Hazardous Waste

### Automotive Batteries

City crews may transport up to ten automotive batteries to their main City facility to store until the citywide battery recycling vendor can accept the waste. Use a Recyclable Waste Transfer Receipt (ES-064) to document the disposal activity.

### Needles/syringes

If there are fewer than 10 needles and no markings identifying generator of the waste, utilize a Sharp Shuttle and/or Isolizer disinfection system to dispose of the waste.

If greater than 10 needles and/or information identifying the generator is found, contact Station 38 to call County Department of Environmental Health (619-338-2284) for an inspector to investigate.

### Cooking Oil/grease

Once identified by HIRT or ERT that the waste is cooking oil or grease, if it is still in liquid form, the waste may be disposed of at Darling International. Approval for acceptance of cooking oil or grease must first be obtained by contacting Darlington International at (858) 566-8600. Once approved, the waste can be transported to Darling International, 8096 Miramar Road, (858) 566-8600, Monday thru Friday, 8 a.m. to 5 p.m. Disposal is free of charge. If quantities greater than 30 gallons exist, call Darling International to see if a pick up may be arranged for a fee of \$25 - \$55 depending on location and other site specific factors .

### **On Site Storage**

If the abandoned waste is at a established City facility and has a location where the waste can be secured, the following is the most cost effective way to deal with the situation:

1. Store the waste in a LOCKED area.
2. Contact Cheryl Lester, Hazardous Materials Program Supervisor, (858) 492-5004 to schedule a ROUTINE hazardous waste disposal.

### **EMERGENCY RESPONSE DISPOSAL**

If there is no on-site storage available for the abandoned hazardous waste, follow the procedure below.

If emergency response (same day) pick up is needed, contact Safety Kleen directly at:  
Weekdays, from 8:00 a.m. - 4:30 p.m. call **(858) 547-3135**  
Weekdays from 4:30 p.m. to 8:00 a.m. and on weekends call the staff pager at  
**(619) 506-4631 and leave a return call number.**

To ensure all reporting is accomplished, also call Cheryl Lester, Hazardous Materials Program Supervisor, at (858) 492-5004 (leave a message if unavailable).

**It is vital to provide the dispatcher with the following information:**

- a. Callers name, department name, and phone number
- b. Location of the hazardous waste pickup and EPA identification number
- c. Detailed description of the nature of callers' request.

## Emergency Response Procedures For Abandoned Hazardous Waste

### EPA Identification Number

If the abandoned waste is located at a City facility with an established EPA Identification number, that number will be used on the Hazardous Waste Manifest. If the abandoned waste is at a City facility, worksite, or other location which does not have an existing EPA Identification number, Safety Kleen has an authorized number that will be used on the Hazardous Waste Manifest.

### Pick up Procedure

Safety-Kleen's Emergency Response Staff will contact the Department staff to arrange the time of pick up (typically within two hours of the return call from Safety Kleen). A City department representative must be on site at the time of pick up to sign the Hazardous Waste Manifest.

Safety-Kleen will pick up the hazardous waste. The driver will leave two (2) copies of the manifest with the department representative. The Department will send one (1) copy to the State of California Environmental Protection Agency, Department of Toxic Substance Control, and retain one (1) copy for their records for a minimum of three (3) years.

### Payment for Service

The Department will complete the green copy only of **PA-2610** Form referencing the manifest number. (Manifest number will be annotated directly in the item description block.) The Department will send the completed form to Central Stores, MS-82B **with a copy of the manifest and service work order**. Utilize the price sheets at the time of the pick up to estimate the cost for service for your own information.

Safety-Kleen will send all original invoices to Central Stores. The invoices will include one (1) copy of the manifest and one (1) copy of the work order. (**NOTE:** The Department will not receive the original invoice. If the Department requires a copy of the invoice, they may call Central Stores (858) 573-1481 for a faxed version.) Central Stores will match the PA-2610 form to the invoice and initiate payment one (1) time per month.

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	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> DISPOSAL OF HYPODERMIC NEEDLES (Includes Form)</p>		

**PROCEDURES**

1. Secure the affected area using cones if needed.
2. Locate storm drains. When possible, move activity away from storm drain inlet.
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 gloves and eye protection).
5. Pick up the needle/syringe using the P-2 Sharps Shuttle Isolyzer Method (or use a pick-up stick if in an inaccessible area) and then place in Sharps Shuttle for transport.
6. At conclusion of activity, visually inspect storm drain, clean up any debris; remove bags, socks or covers if used.
7. Dispose of the needle/syringe using the P-2 Sharps Shuttle Isolyzer Method.
8. Recommend documentation of incident and report to Risk Management (using the Blood and Bodily Fluid Contact Report).

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<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b></p> <p><b>CITY POLICY</b> Follow P-2 Shuttle for transport and Isolyzer for disposal protocol.</p> <p><b>DEPARTMENT POLICY</b> Use Citywide Procedure</p> <p><b>BEST MANAGEMENT PRACTICE</b> No additional reference</p>

<p><b>PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b> All Department Employees</p> <p><b>NON-CITY EMPLOYEES WHO PERFORM THIS TASK</b> Contractor, Contractural Staff, Public Service Worker, Volunteer, Workfare</p>
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<p><b>EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES</b> 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)</p> <p><b>SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED</b> Blood and Bodily Fluid Contact Report Cones Isolyzer Container P-2 Sharps Shuttle Pick-up Stick</p>
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<p><b>POSSIBLE LOCATIONS OF USE/ACTIVITY</b> Can be at any location</p>	<p><b>POSSIBLE SURFACES AFFECTED</b> Asphalt Concrete Dirt Gravel Sand Turf</p>
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<p><b>PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY</b> If employee exposed (stuck by the needle), follow accident procedure and go to specified industrial medical facility (currently Sharp); complete Blood and Bodily Fluid Contact Report.</p>
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<p><b>EVALUATION CRITERIA</b> Following Citywide procedures for hypodermic needle disposal; added protection of storm drains. If all Department procedures are followed, no needles are expected to enter the storm drains.</p>
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<p><b>BEST MANAGEMENT PRACTICE DEVELOPED BY:</b> Park and Recreation Department Staff</p> <p>Mike Ruiz, Senior Park Ranger Johnny Tully, Grounds Maintenance Manager Tom Wood, Area Manager II</p>	<p><b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(♦) BY:</b> Department Storm Water Advisory Group</p> <p>Div Brasted, District Manager Joy Newman, Environmental Services Margaret Ransom, Training Coordinator Lisa Rini, Training Program Manager ♦</p>
<p>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</p>	

# City of San Diego BLOOD/BODILY FLUID CONTACT REPORT

The City of San Diego needs some valuable information from its employees regarding occupational contact with blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the previously mentioned fluids in the workplace. As we receive this information we will be better able to determine the best course of action to ensure a safe working environment.

Please provide the following information, by the end of your workshift, whenever you contact blood, semen, vaginal secretions, other bodily fluids that visibly contain blood, hypodermic needles or other sharp objects contaminated with the fluids listed above in the workplace. Submit the form to your supervisor for review. Supervisors should forward completed form to Risk Management, Safety & Environmental Health Division, MS #51B.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_ PHONE \_\_\_\_\_

DEPT. \_\_\_\_\_ DIV. \_\_\_\_\_ SHIFT \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_  
(Please be as specific as possible)

OPERATION YOU WERE PERFORMING: \_\_\_\_\_

SUBSTANCE and/or OBJECT: \_\_\_\_\_

QUANTITY: Small \_\_\_\_\_ Moderate \_\_\_\_\_ Large \_\_\_\_\_  
(1 to 3 sharps/a few drops) (4 to 9 sharps/up to 1 cup) (10 or more sharps/over 1 cup)

IN YOUR OPINION, HOW OFTEN DO THESE CONTACTS OCCUR?

Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Frequently \_\_\_\_\_ Infrequently \_\_\_\_\_ Rarely \_\_\_\_\_

Did this substance contact your eyes, mouth or other mucus membrane, open cut or non-contact skin; or was your skin penetrated by a contaminated sharp object? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, inform your supervisor and seek medical attention immediately.

SUPERVISOR'S NAME (PRINT) \_\_\_\_\_ PHONE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

Comments \_\_\_\_\_

SAFETY REPRESENTATIVE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Comments \_\_\_\_\_

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	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> CLEAN AREA OF CHARCOAL/ASH</p>		

**PROCEDURES**

1. Locate storm drains; visually inspect and remove debris prior to beginning activity.
2. Protect the storm drain(s) if there is any chance the pollutant could enter it (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).

**For BBQ's and Hot Coal Containers:**

3. Remove charcoal/ash by shoveling or sweeping; sweep surrounding area if hardscape; place charcoal/ash in trash bag and deposit in dumpster.
4. At conclusion of activity, visually inspect storm drain, clean up any debris from activity; remove bags, socks or covers if used.

**For Fire Rings:**

5. Scoop debris with front loader and deposit into dump truck; shovel any missed debris into loader or deposit into dump truck.
6. Transport debris to Fiesta Island, separate sand/dirt from debris, transport debris to landfill, transport sand back to beach (loads must be covered during transportation).
7. At conclusion of activity, visually inspect the surrounding area; repeat procedure if necessary.

**MAINTENANCE**

<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b></p> <p><b>CITY POLICY</b> No written policy at this time</p> <p><b>DEPARTMENT POLICY</b> No written policy at this time</p> <p><b>BEST MANAGEMENT PRACTICE</b> See LITTER, FOOD PRODUCTS</p>

<b>PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b>	
Assistant Recreation Center Director	Recreation Aide
Equipment Operator	Recreation Center Director
Grounds Maintenance Worker	Recreation Leader
Laborer	Recreation Specialist
Park Ranger	Utility Worker
<b>NON-CITY EMPLOYEES WHO PERFORM THIS TASK</b>	
Public Service Worker, Volunteer, Workfare	

<b>EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES</b>	
Maps Indicating Storm Drain Inlets Storm Drain Protection Equipment (ex., Sand or Gravel Bags, Absorbent Socks, Cover)	
<b>SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED</b>	
<u>BBQ's/Hot Coal Container:</u>	<u>Fire Ring:</u>
Broom	Dump Truck
Dust Pan	Front Loader
Shovel	Sand Sifter
Trash Bag	Shovel
<b>POSSIBLE LOCATIONS OF USE/ACTIVITY</b>	<b>POSSIBLE SURFACES AFFECTED</b>
Beaches Campgrounds Park Picnic Areas	Asphalt Concrete Dirt Gravel Sand Turf
<b>PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY</b>	
Repeat procedure.	
<b>EVALUATION CRITERIA</b>	
Current practices satisfactory; added protection of storm drains. Supervisors will conduct and document periodic visual inspections.	

<b>BEST MANAGEMENT PRACTICE DEVELOPED BY:</b> Park and Recreation Department Staff  Dennis Simmons, Senior Utility Supervisor Isabel Vargas, District Manager	<b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(✦) BY:</b> 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	

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	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> INSPECTING STORM DRAINS (Includes Form)</p>		

**PROCEDURES**

**Onsite Supervisors or Their Designee Will:**

1. Visually inspect every storm drain inlet in or adjacent to parks they are responsible for, on a monthly basis, and within 24 hours before and after rain.
2. Insure all potential pollutants are removed from on or near the drain and that the drain is free of debris that may clog it (ex., in the event of rain).
3. Instruct employees to not lift/remove/open storm drain grates; if debris is observed inside the drain, contact the appropriate vendor (approved through Purchasing) to clean the inside of the drain.
4. Submit annual Municipal Facility Site Compliance Inspection Checklist to the Storm Water Division of General Services (see Form).

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<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) (in the event of rain), monthly, and/or as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b>  <b>CITY POLICY</b>  Urban Runoff Management Program  <b>DEPARTMENT POLICY</b>  No written policy at this time  <b>BEST MANAGEMENT PRACTICE</b>  See ALL</p>

<b>PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b>	
Area Manager	Lead Cemetery Groundskeeper
Assistant Recreation Center Director	Nursery Gardener
Custodian	Park Ranger
Equipment Operator	Pool Guard
Equipment Technician	Recreation Aide
Golf Course Superintendent	Recreation Center Director
Greenskeeper	Recreation Leader
Greenskeeper Supervisor	Swimming Pool Manager
Grounds Maintenance Manager	Utility Supervisor
Grounds Maintenance Supervisor	Utility Worker
Grounds Maintenance Worker	
<b>NON-CITY EMPLOYEES WHO PERFORM THIS TASK</b>	
None identified	

<b>EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES</b>	
Maps Indicating Storm Drain Inlets	
<b>SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED</b>	
See appropriate BMP (depending on the pollutant found)	
Municipal Facility Site Compliance Inspection Checklist	
<b>POSSIBLE LOCATIONS OF USE/ACTIVITY</b>	<b>POSSIBLE SURFACES AFFECTED</b>
Open Spaces	Asphalt
Parks	Concrete
Rights-of-Way	Dirt
	Gravel
	Sand
	Turf
<b>PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY</b>	
Follow appropriate Best Management Practice (BMP).	
<b>EVALUATION CRITERIA</b>	
No inspection requirements currently exist. New policy: perform monthly scheduled visual inspections (in addition to the visual inspection for other BMP's) and submit annual Municipal Facility Site Compliance Inspection Checklist to the Storm Water Division of General Services.	

<b>BEST MANAGEMENT PRACTICE DEVELOPED BY:</b> Park and Recreation Department Staff  Div Brasted, District Manager	<b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(♦) BY:</b> 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	

**MUNICIPAL FACILITY SITE COMPLIANCE INSPECTION CHECKLIST**

Updated June 2003



*This form has been modified specifically for use by San Diego Park and Recreation Department personnel.*

Inspector: _____
Site Supervisor: _____
Phone Number: _____
Date/Time: _____

**Directions:** Complete a site inspection checklist for every facility; each maintenance assessment district; each joint use site; and open space areas (that have a facility or where maintenance activity has occurred). If not certain if an area needs to be inspected, contact Div Brasted at 619/23-51124. Note: regional parks require only one site inspection checklist.

**I. Facility Information**

Facility Name	
Street Address	Zip Code
Facility Contact Person	Phone

**II. Shared Facility Information**

Is there more than one City department and/or division sharing this facility?  
 \_\_\_\_\_ No (skip this section) \_\_\_\_\_ Yes (complete this section)

Name of City Departments and/or Divisions Sharing Facility	Contact Person and Phone Number	Covered by this Inspection?

**III. General Site Conditions and Runoff Management Practices Review**

		Yes	No	N/A*	Comments
<b>General</b>	Employees trained in storm water pollution prevention practices?				
	Common areas of yard reasonably clean and free of litter and debris?				
	Are parking areas generally clean and swept as needed?				
	Are storm drain inlets reasonably clean and free of debris?				
	Is there evidence of discharges, spills, and or leaks in any areas?				
<b>Trash storage areas</b>	Is area reasonably clean and uncluttered?				
	Are trash cans and garbage bins kept covered?				
<b>Fueling areas**</b>	Is there a roof on fueling area?				
	Is there a mechanism in place for spill overflow protection?				
<b>Vehicle/equipment maintenance area**</b>	Area reasonably clean and free of spills, leaks, or any other deleterious materials?				
	Is area covered overhead?				
	Dry clean up methods implemented?				
	Are there drip pans readily available for use?				
	Spill containment and cleanup kits readily available?				
	Storage areas covered and properly maintained?				

\*N/A = Not Applicable; \*\* Use N/A if no fueling areas and/or no vehicle/equipment maintenance area.

**III. General Site Conditions and Runoff Management Practices Review (Continued)**

		Yes	No	N/A*	Comments
<b>Vehicle/equipment washing areas**</b>	Are related activities contained within designated area?				
	Hazardous materials/liquids stored above ground?				
	Are there containment mechanisms in place?				
<b>Materials loading and storage areas</b>	Area reasonably clean and free of litter and debris?				
	Designated area covered overhead?				
<b>Chemical handling areas</b>	Areas reasonably clean and organized?				
	Is area indoors or properly covered?				
	Spill containment cleanup kits readily available?				
	If outdoors, is water from surrounding areas prevented from reaching chemical handling areas?				
	Hazardous materials/liquids stored above ground?				
	Dry clean up methods implemented?				

**IV. Water Quality Management Plan (WQMP) Review**

		Yes	No	N/A*	Comments
<b>Facility site map</b>	Identifies drainage areas and direction of flow				
	Identifies location of storm water conveyance system including ditches, inlets and storm drains				
	Identifies location of any existing storm water controls (e.g., berms, filters, grass swales, etc.)				
	Identifies location of building(s) and activity areas (e.g., fueling islands, hazardous materials storage areas, washing areas, etc.)				
<b>Materials/activities used on site</b>	List materials stored and handled on site, including storage location and typical quantities				
	Includes a narrative description of activities conducted on site which have the potential to result in discharges to storm drain system				
<b>Potential Pollutants</b>	Identifies potential pollutants which could be discharged from site given activities conducted at facility				
<b>Best Management Practices (BMP's)</b>	Describes BMP's implemented at facility to deal with each potential pollutant source identified				
	Minimum Department BMP's listed				
	Storm water system regularly inspected/monitored				
<b>Supervisor Recordkeeping</b>	Employee training records				
	Inspection records				

N/A = Not Applicable; \*\* Use N/A if no vehicle/equipment washing areas.

**V. Additional Comments**

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**Site Supervisor:** Submit this checklist to your District Manager by **September 2, 2003**.  
**District Managers:** Forward this checklist to Div Brasted at MS 39 by **September 8, 2003**.

**NOTE:** Div Brasted is the Park and Recreation Department Liaison to the Citywide Storm Water Pollution Prevention Program. Div will submit all Park & Recreation site compliance checklists to the Storm Water Division in September. If you have any questions, contact Div at 619/23-51124 or the Training Office.

<p style="text-align: center;">City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<b>CATEGORY</b> ADMINISTRATIVE	<b>PAGE</b> 1 of 5	<b>DATE</b> SEPTEMBER 2002
	<b>BEST MANAGEMENT PRACTICE (BMP)</b> APPLYING BMP'S TO JOINT USE AGREEMENTS, PARK USE PERMITS, AND LANDSCAPE MAINTENANCE CONTRACTS (Includes Forms)		

**PROCEDURES**

**Joint Use Agreements**

1. Review agreements and revise to include the requirement to follow all appropriate BMP's for storm water pollution prevention.
2. Copy and distribute storm drain maps and all appropriate BMP's to school staff utilizing the joint use site, and City staff maintaining the joint use site.
3. Follow the BMP's in all maintenance procedures at joint use sites.

3. Provide permittee with the BMP's for all potential pollutants identified in permit.
4. Inform permittee that absolutely no pollutant may enter storm drains as a result of the permitted activity, that protection of storm drains is required by the permittee (follow BMP's), and that sites will be inspected after their permitted activity (see Form).

**Park Use Permits (Including Special Use Permits and Filming Permits)**

1. Use the Addendum to the Park Use Permits. It includes the requirement to follow all appropriate BMP's for storm water pollution prevention (see Form).
2. If the permitted activity could impact the storm drain, provide the General Development Plan/GDP (or comparable plan) with storm drain inlet locations indicated, to the permittee.

**Landscape Maintenance Contracts and General Contracts**

1. Review contracts and revise to include the requirement to follow all appropriate BMP's for storm water pollution prevention.
2. Provide landscape contractor and general contractor with all relevant BMP's.
3. Inform landscape contractor and general contractor that no pollutant may enter storm drains as a result of maintenance activities; and that protection of storm drains is required by the landscape contractor (follow BMP's).
4. For Maintenance Assessment Districts: Supplement the language on BMP's to meet specific Assessment District needs (if needed).

<p><b>MAPS</b></p> <p>Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b></p> <p>Perform one time update of contract. Inspect Park sites per Department standards.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b></p> <p><b>CITY POLICY</b> Storm Water Pollution Prevention Program Urban Runoff Management Plan</p> <p><b>DEPARTMENT POLICY</b> Follow BMP's developed by Focus Groups</p> <p><b>BEST MANAGEMENT PRACTICE</b> See ALL</p>

<p><b>PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b></p> <p>All supervisors who supervise or manage Joint Use Agreements, Park Use Agreements, and Landscape Maintenance Contracts</p> <p>All Grounds Maintenance Workers that maintain Joint Use Sites</p> <p>All administrative staff that handle permits (Administrative Aide, Associate Management Analyst, Clerical Assistant, Public Information Clerk, Word Processing Operator) and Area Manager, Assistant Recreation Center Director, Golf Starter Supervisor, Grounds Maintenance Manager, Grounds Maintenance Supervisor, Park Ranger, Recreation Center Director, Senior Park Ranger, Utility Supervisor</p> <p><b>NON-CITY EMPLOYEES WHO PERFORM THIS TASK</b></p> <p>None identified</p>
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<p><b>EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES</b></p> <p>Maps Indicating Storm Drain Inlets</p> <p><b>SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED</b></p> <p><u>Joint Use Agreements:</u> Agreements, BMP's, BMP equipment/supply list</p> <p><u>Park Use Permits:</u> Permit, Addendum/Good Housekeeping Guidelines, Incident Report Form, General Development Plan (GDP) or comparable, BMP's</p> <p><u>Landscape Maintenance Contracts:</u> Contracts, BMP's, BMP equipment/supply list</p>
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<p><b>POSSIBLE LOCATIONS OF USE/ACTIVITY</b></p> <p>Assessment Districts Medians Parks Rights-of-Way Schools</p>	<p><b>POSSIBLE SURFACES AFFECTED</b></p> <p>Asphalt Concrete Dirt Gravel Sand Turf</p>
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<p><b>PROCEDURES FOR SPILLED/DUMPED/MISHANDLES PRODUCT/ACTIVITY</b></p> <p>Follow specific BMP.</p>
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<p><b>EVALUATION CRITERIA</b></p> <p>Following Storm Water Pollution Prevention Program requirements.</p> <p><u>Joint Use Agreements:</u> If Department BMP's are applied at joint use sites, no pollutants are expected to enter storm drain; evaluated by periodic inspections of storm drains by supervisors.</p> <p><u>Park Use Permits:</u> Evaluated by number of incident reports or memos documenting compliance violations (after each event).</p> <p><u>Landscape Maintenance Contacts:</u> Evaluated by inspections of storm drains by Department supervisors.</p>
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<p><b>BEST MANAGEMENT PRACTICE DEVELOPED BY:</b></p> <p><b>Park and Recreation Department Staff</b></p> <p>Joe Brown, Grounds Maintenance Manager Elsa Marquez, Area Manager II Allan Morrow, Grounds Maintenance Manager Mary Ngai, Area Manager II Cory Peterson, Grounds Maintenance Manager Tom Wood, Area Manager II</p>	<p><b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(♦) BY:</b></p> <p><b>Department Storm Water Advisory Group</b></p> <p>Div Brasted, District Manager Joy Newman, Environmental Services Margaret Ransom, Training Coordinator Lisa Rini, Training Program Manager ♦</p>
<p>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</p>	

**San Diego Park and Recreation Department**  
**STORM WATER POLLUTION PREVENTION PROGRAM**  
**BEST MANAGEMENT PRACTICES**

**PARK USE PERMIT ADDENDUM**

The permittee shall comply with San Diego Municipal Code Section 43.0301, Storm Water Management and Discharge Control, in performing or delivering services at City-owned, leased or managed property, or in performance of services and activities on behalf of the City of San Diego, regardless of the location.

1. A mandatory cleaning/security deposit (minimum \$100.00) will be required for all permits of 75 individuals or more. Any violation of rules or regulations related to the permit or storm water Best Management Practices (BMP's) attributable to permittee, sponsors or any other party associated with this event will result in forfeiture of all or part of your refundable cleaning/security deposit.
2. The permittee shall be responsible for all cleanup associated with the event.
3. The permittee must have available at the event a copy of the following items:
  - the permit and the rules and regulations related to the scheduled event,
  - a general development plan with the storm drain inlets indicated for the permitted area,
  - all applicable Park and Recreation Department BMP's, and
  - the addendum and good housekeeping guidelines to the park permit.

**GOOD HOUSEKEEPING GUIDELINES**

*The following guidelines are provided to assist you in preventing pollutants from entering the storm drains due to your permitted activity.*

1. Familiarize yourself with park grounds. Prior to your event, locate park amenities, parking lots, restrooms, picnic tables, drinking fountains, barbecues, hot coal receptacles and, most importantly, storm drain inlets. For the location of park/site facilities, amenities, and storm drain inlets, please refer to the general development plan (GDP).
2. Use each permitted area and the amenities associated with the area for its intended use only.
3. If at a facility where staff are present, notify staff immediately of any problems associated with the area (ex., excessive trash, no trash cans, standing water, etc.).
4. Respect all park rules and regulations. If unclear, please ask staff for assistance.
5. All motor vehicles are restricted to roadways. Vehicles are not permitted on sidewalks or lawn areas at any time. Drop-off of equipment must be done from parking lots or street curbing and walked onto park grounds.
6. The delivery date/time, placement, and pickup date/time of portable toilets and/or dumpsters must be approved prior to permit issuance.

San Diego Park and Recreation Department  
 Storm Water Pollution Prevention Program Best Management Practices  
 Park Use Permit Addendum and Good Housekeeping Guidelines

7. Do not dispose of, discard or place any items, debris or objects in or around storm drain inlets as per the general development plan (GDP).
8. Please leave the facility and equipment in a reasonable and clean condition. Litter pickup and removal is the responsibility of the permittee. Trash is not to be left in the park. As a reminder, please bring additional trash liners to aid in the removal. ***Noncompliance may result in the forfeiture of your cleaning deposit.***
9. Ice must not be placed in the storm drains. Ice, in small quantities, may be left on lawns or removed from the park site by the permittee.
10. Do not dispose of hot coals/ashes in any trash receptacles, lawn areas or tree wells. Please use the hot coal receptacles located in the park. If hot coal receptacles are not available, the permittee is required to remove coal/ashes from park property.
11. Only rainwater is allowed in the storm drains! A copy of all "Best Management Practices" relating to the Storm Water Pollution Prevention Program associated with your event will be made available upon request.

TO BE COMPLETED BY PARK AND RECREATION STAFF ONLY			
- CHECK [✓] ALL BMP'S GIVEN TO PERMITTEE -			
ORGANIC	CHEMICAL	MAINTENANCE	ADMINISTRATIVE
<input type="checkbox"/> PET WASTE <input type="checkbox"/> HUMAN WASTE <input type="checkbox"/> PLANT MATERIALS/HAY BALES <input type="checkbox"/> GRASS <input type="checkbox"/> FOOD PRODUCTS/SNACK BARS <input type="checkbox"/> BLOOD AND BODILY FLUID <input type="checkbox"/> DEAD ANIMALS	<input type="checkbox"/> HORTICULTURAL PESTICIDES <input type="checkbox"/> FERTILIZERS <input type="checkbox"/> TREATED WATER-IRRIGATION <input type="checkbox"/> TREATED WATER-POOL <input type="checkbox"/> TREATED WATER-POWER WASHING <input type="checkbox"/> PAINT/WHITEWASH <input type="checkbox"/> SOLVENTS <input type="checkbox"/> VEHICLE FLUIDS/OIL <input type="checkbox"/> GAS/DIESEL <input type="checkbox"/> DISINFECTANTS <input type="checkbox"/> CRAFT MATERIALS <input type="checkbox"/> OTHER CHEMICALS (EX., SOAP)	<input type="checkbox"/> CONCRETE <input type="checkbox"/> DIRT/SOIL/SAND/MULCH/DECOMPOSED GRANITE/GYPSUM <input type="checkbox"/> GLASS/ALUMINUM/METALS/PAPER/PLASTICS (LITTER) <input type="checkbox"/> TRASH/ILLEGAL DUMP <input type="checkbox"/> NEEDLES <input type="checkbox"/> COAL/ASH <input type="checkbox"/> STORM DRAIN INSPECTION	<input type="checkbox"/> JOINT USE AGREEMENTS/PARK USE PERMITS/CONTRACTS <input type="checkbox"/> PROCEDURES FOR ENFORCEMENT <input type="checkbox"/> PLANNING AND DESIGN <input type="checkbox"/> EXTERNAL EDUCATION <input type="checkbox"/> TRAINING

I, \_\_\_\_\_, understand all Good Housekeeping Guidelines associated with San Diego Municipal Code Section 43.0301, Storm Water Management and Discharge Control, and agree to follow all standards specified related to the permit process. I certify that I am duly qualified and the authorized representative of the person or group to whom this document is issued.

Signed \_\_\_\_\_ Date Signed \_\_\_\_\_

Title of Event \_\_\_\_\_

Location \_\_\_\_\_ Date of Event \_\_\_\_\_



THE CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT  
"We Enrich Lives Through Quality Parks and Programs"

# CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT INCIDENT REPORT

*(Do not use this report for accidents.)*

- A. This report should be completed when documenting problems encountered at pools, parks and recreation facilities (i.e. complaints, confrontations or patron discipline, police contacts, damage or destruction of equipment and/or facilities).
- B. Print or type report in ink completely, accurately and immediately.
- C. Immediately notify your supervisor that the report is forthcoming and submit completed report to Division Headquarters within 24 hours following the incident.

Site: \_\_\_\_\_ Date of incident: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ am/pm  
 Location (gym, field, etc.): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Employee: \_\_\_\_\_

**1. PERSON(S) INVOLVED\***

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  M  F  
 Parent/Guardian: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ If called, time: \_\_\_\_:\_\_\_\_ am/pm  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Car/Bicycle License # (if applicable) \_\_\_\_\_ Driver's License/ID # \_\_\_\_\_

**2. WITNESS OR PERSON INVOLVED\***

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  M  F  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*If more than one person complete the information on the back of this sheet and label by number of item.

3. NATURE OF PROBLEM/OFFENSE: \_\_\_\_\_

4. STAFF COMMENT REGARDING INCIDENT (Be specific.): \_\_\_\_\_

5. ACTION TAKEN BY STAFF TO DATE (Be specific.): \_\_\_\_\_

6. STAFF RECOMMENDATION(S): \_\_\_\_\_

Date report is completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employee's Signature: \_\_\_\_\_

7. SUPERVISOR'S COMMENT(S) AND RECOMMENDATION(S): \_\_\_\_\_

Date report is received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

8. ACTION(S) RECOMMENDED BY DISTRICT MANAGER/DEPUTY DIRECTOR: \_\_\_\_\_

9. FOLLOW UP (999'S, ETC.): \_\_\_\_\_

If more information, complete on the back of this sheet and label continued information by number of item.

REV. 1/2000

<p style="text-align: center;">City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p><b>CATEGORY</b> ADMINISTRATIVE</p>	<p><b>PAGE</b> 1 of 3</p>	<p><b>DATE</b> SEPTEMBER 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> ENFORCING THE STORM WATER POLLUTION PREVENTION PROGRAM (Includes Form)</p>		

**PROCEDURES**

**Park Rangers Are Required To:**

1. Include storm water pollution prevention information and the Department's BMP's (as they apply to recreational uses of the parks) in the educational opportunities designed for park patrons.
2. If witnessing a violation, use interpretive methods of enforcement and the lowest level of enforcement to gain compliance (education, warning, issuance of violation).
3. If arriving after the violation has occurred (and park patron has left the scene), have available resources (spill kit, personal protective equipment, cell phone, cones) in the event of mishap/dump/spill to respond to instance according to Department BMP's.

**Department Supervisors Are Required To:**

1. Insure their employees receive the training they need to meet the Urban Runoff Management Plan requirements for both general and job specific training (identified per the BMP's).
2. Locate and provide as needed, maps of storm drain inlet locations to staff, park patrons, contractors, etc.
3. Verify that staff are practicing the BMP's in the field outlined by the focus groups for the job specific training. Document periodic inspections (per the BMP's).
4. Follow appropriate disciplinary procedures for staff failing to comply with the BMP's.

**All Department Employees Are Expected To:**

1. Report violations using the Storm Water Pollution Report Pad, or call the Storm Water Program (619/235-1000), or report it to their supervisor.

<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b>  <b>CITY POLICY</b>  Dimensions in Discipline Manual, San Diego Municipal Code, Urban Runoff Management Plan  <b>DEPARTMENT POLICY</b>  Department Instruction 7.24 (Park Ranger Policy), BMP Requirements  <b>BEST MANAGEMENT PRACTICE</b>  See ALL</p>

ADMINISTRATIVE

<p><b>PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b>                  Park Ranger, Senior Park Ranger (re: Park Patrons)                  All Supervisory Classifications (re: Following the Department Identified BMP's)                  All Department Employees (re: Reporting Incidents/Activities to Storm Water Division)</p> <p><b>NON-CITY EMPLOYEES WHO PERFORM THIS TASK</b>                  None identified</p>
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<p><b>EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES</b>                  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)</p> <p><b>SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED</b>  <u>For Park Rangers:</u> Cell phone, cones, equipment and supplies needed to complete the activities;                  paperwork to submit if required  <u>For Department Supervisors:</u> General and job specific training materials  <u>For All Department Employees:</u> Storm Water Pollution Report Pad</p>
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<p><b>POSSIBLE LOCATIONS OF USE/ACTIVITY</b>                  Can be at any location</p>	<p><b>POSSIBLE SURFACES AFFECTED</b>                  Asphalt                  Concrete                  Dirt                  Gravel                  Sand                  Turf</p>
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<p><b>PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY</b>                  Follow specific BMP.</p>
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<p><b>EVALUATION CRITERIA</b>                  Following Department Policy (for Park Rangers); and Directive of City Manager and the Storm Water Pollution Prevention Program requirements for training and reporting.                  Evaluated by the number of violations recorded annually (given to park patrons, or discipline procedures to Department staff, or reports made to the Storm Water Program of illegal discharges).</p>
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<p><b>BEST MANAGEMENT PRACTICE DEVELOPED BY:</b>                  Park and Recreation Department Staff</p> <p>Carla Frogner, Senior Park Ranger                  Paul Kilburg, Senior Park Ranger                  Henry Mendibles, Senior Park Ranger                  Mike Ruiz, Senior Park Ranger</p>	<p><b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(↔) BY:</b>                  Department Storm Water Advisory Group</p> <p>Div Brasted, District Manager                  Joy Newman, Environmental Services                  Margaret Ransom, Training Coordinator                  Lisa Rini, Training Program Manager ♦</p>
<p>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</p>	

### Storm Water Pollution Report Pad

Your Name: \_\_\_\_\_

Your Phone: \_\_\_\_\_

#### DISCHARGE INFORMATION

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Address: \_\_\_\_\_

Lic.#: \_\_\_\_\_

Discharge description to help with investigation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To report an illegal discharge or for more program information, call (619) 533-3793 or, if you are outside the City of San Diego, call (888) THINK-BLue.

You can also send this, via inter-office mail, to the mail stop posted on the back of this report.

BACK

# MS-27A



THE CITY OF SAN DIEGO

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(7/01 2001/12.700)

<p style="text-align: center;">City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p><b>CATEGORY</b> ADMINISTRATIVE</p>	<p><b>PAGE</b> 1 of 2</p>	<p><b>DATE</b> SEPTEMBER 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> APPLYING BMP'S TO PLANNING AND DESIGN</p>		

**PROCEDURES**

**Re: Natural Resource Management Plans for Open Space and Natural Parks and Preserves**

1. Review existing (and require all new) Natural Resource Management Plans to include the requirement; follow all identified Best Management Practices for Storm Water Pollution Prevention.
2. Locate maps of storm drain inlet locations and include in plan.
3. Incorporate appropriate BMP's in the Natural Resource Management Plan maintenance, development and usage guidelines.

**Re: Park Design Consultant Guide, Consultant Agreements, Project Design and Construction Documents Review**

1. Locate and distribute (to consultants and site staff) maps of the relevant storm drain locations and appropriate Department BMP's.

2. Consultant Guide: Revise and distribute the Consultant's Guide to Park Design and Development to include Department BMP's and specific direction to follow the Storm Water Pollution Prevention Program.
3. Consultant Agreements: Develop agreement language requiring consultant to prepare Storm Water Pollution Prevention Plan appropriate for general development (concept design).
4. Project Design Review: Direct consultant to include standard Department design details for appropriate BMP's and insure careful review by park design staff.
5. Construction Documents Review: Insure Storm Water Prevention Pollution Plan details are included in construction documents submitted for Citywide plan check review as part of the bidding process.
6. Conduct an annual review of the Consultant Guide, Consultant Agreements, and design and construction review process to insure the Storm Water Pollution Prevention Program is considered throughout the processes (utilizing the BMP's).

<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Update Consultant Guide, Consultant Agreement, Project Design Review process and Construction Documents Review process annually to insure utilizing the current BMP's.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b></p> <p><b>CITY POLICY</b> Storm Water Pollution Prevention Program Urban Runoff Management Plan</p> <p><b>DEPARTMENT POLICY</b> Utilize BMP's developed by Focus Groups</p> <p><b>BEST MANAGEMENT PRACTICE</b> See ALL</p>

ADMINISTRATIVE

<p><b>PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b>                  Park Designer                  Project Officer                  Senior Planner</p> <p><b>NON-CITY EMPLOYEES WHO PERFORM THIS TASK</b>                  None identified</p>
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<p><b>EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES</b>                  Maps Indicating Storm Drain Inlets</p> <p><b>SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED</b>  <u>Natural Resource Management Plan</u>: Copy of the plans and BMP's  <u>Design Process</u>: BMP's, Consultant Guide, Consultant Agreements, Project Design Review and Construction Documents Review</p>
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<p><b>POSSIBLE LOCATIONS OF USE/ACTIVITY</b>                  Can be at any location</p>	<p><b>POSSIBLE SURFACES AFFECTED</b>                  Asphalt                  Concrete                  Dirt                  Gravel                  Sand                  Turf</p>
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<p><b>PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY</b>                  Not applicable to this BMP</p>
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<p><b>EVALUATION CRITERIA</b>                  Adding the Department BMP's in the planning and design phase of the Park Design and Natural Resource Management Plan processes. Evaluated by annual review and feedback from staff and consultants.</p>
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<p><b>BEST MANAGEMENT PRACTICE                  DEVELOPED BY:</b>                  Park and Recreation Department Staff</p> <p>Clark Ritter, Park Designer                  Robin Stribley, Senior Planner                  Denise Weems, Park Designer</p>	<p><b>BEST MANAGEMENT PRACTICE                  REVIEWED/COMPILED(◆) BY:</b>                  Department Storm Water Advisory Group</p> <p>Div Brasted, District Manager                  Joy Newman, Environmental Services                  Margaret Ransom, Training Coordinator                  Lisa Rini, Training Program Manager ◆</p>
<p>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</p>	

<p style="text-align: center;">City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p><b>CATEGORY</b> ADMINISTRATIVE</p>	<p><b>PAGE</b> 1 of 2</p>	<p><b>DATE</b> SEPTEMBER 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> PROMOTE STORM WATER POLLUTION PREVENTION TO ALL PARK AND RECREATION DEPARTMENT CUSTOMERS</p>		

**PROCEDURES**

**The Public Information Officer Will:**

1. Send all promotional materials directly to recreation centers, pools, and Department information counters as available.
2. Share updates regarding storm water pollution prevention practices from the Storm Water Pollution Prevention Program staff as distributed.
3. Include an article on Storm Water Pollution Prevention practices in each edition of the Covering Ground bimonthly employee newsletter.
4. Promote cleanup events at Park and Recreation facilities through the use of public service announcements, etc.
5. Conduct annual assessment, reporting on all external education efforts.

**Site Staff Will:**

1. Display Storm Water Pollution Prevention materials in all lobbies or entry ways to recreation facilities and pools.
2. Share Storm Water Pollution Prevention Program information/video with community groups (ex., Recreation Councils).

**All Department Employees and Non-City Employees Will:**

3. Promote storm water pollution prevention to all Park and Recreation Department customers encouraging good housekeeping behaviors in all activities.

<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b>  <b>CITY POLICY</b>  Storm Water Pollution Prevention Program  <b>DEPARTMENT POLICY</b>  Department Instruction 7.23 (Department Communication Plan)  <b>BEST MANAGEMENT PRACTICE</b>  See ALL (as references to the public)</p>

<p><b>PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b> All Department Employees</p> <p><b>NON-CITY EMPLOYEES WHO PERFORM THIS TASK</b> All Non-City Employees</p>	
<p><b>EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES</b> None specified</p> <p><b>SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED</b> Covering Ground (Department Bimonthly Newsletter) Storm Water Pollution Prevention Program video for Recreation Council meetings Storm Water Pollution Prevention Program materials as available from Storm Water staff (including the brochure and the 3C's card)</p>	
<p><b>POSSIBLE LOCATIONS OF USE/ACTIVITY</b> Brochure Racks Facility Information Counters Public Counters in Administration Buildings</p>	<p><b>POSSIBLE SURFACES AFFECTED</b> None affected</p>
<p><b>PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY</b> External education not impacted.</p>	
<p><b>EVALUATION CRITERIA</b> Following the directive of Storm Water Division in General Services. Evaluated by summarizing reports of coverage on an annual basis.</p>	

<p><b>BEST MANAGEMENT PRACTICE DEVELOPED BY:</b> Park and Recreation Department Staff</p> <p>Carol Drummond, Senior Public Information Officer</p>	<p><b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED(♦) BY:</b> Department Storm Water Advisory Group</p> <p>Div Brasted, District Manager Joy Newman, Environmental Services Margaret Ransom, Training Coordinator Lisa Rini, Training Program Manager ♦</p>
<p>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</p>	

<p style="text-align: center;">City of San Diego PARK AND RECREATION DEPARTMENT</p>  	<p>CATEGORY ADMINISTRATIVE</p>	<p>PAGE 1 of 2</p>	<p>DATE SEPTEMBER 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP) IMPLEMENTING THE TRAINING PLAN</b></p>		

**PROCEDURES**

**Note: Park and Recreation Department supervisors are required to insure their employees receive the training they need to meet the Storm Water Pollution Prevention Plan requirements for both general and job specific training (identified per the BMP's).**

**Therefore, Supervisors Will:**

1. Complete the one hour general overview training with all their employees regarding Storm Water Pollution Prevention Program.
2. Complete the job specific training with all staff who have job specific training needs according to the Best Management Practices.
3. Conduct all job specific training onsite where the activity is performed.
4. Complete the training according to the timeline established by the Department (based on City mandate).
5. Utilize the Best Management Practices outlined by the Focus Groups for the job specific training.
6. Insure new hires and employees who return to payroll (following a leave) complete the required general training within 90 days of hire or within 30 days of returning to work; and all employees complete job specific training within 6 months of hire or returning to work; this applies to all employees (full-time, part-time and seasonal).

7. Locate all storm drain inlets under their purview and insure the maps or location descriptions are available for staff, contractors, vendors, and permittees upon request (and include this information in all job specific training).
8. Insure job specific training directs staff to protect the storm drain(s) if there is any chance the pollutant could enter it using sand or gravel bags if the pollutant is a solid; using absorbent socks or containment booms if the pollutant is a liquid; or covering the storm drain if the pollutant is airborne.
9. Insure job specific training directs staff to visually inspect storm drains before (if appropriate) and always at the conclusion of any work activity, to clean up any debris that collected during the activity and to remove bags, socks or covers if used.
10. Submit copies of completed training attendance records to the Department Training Office within 2 weeks of the training date.

**Department Employees and Non-City Employees Will:**

1. Successfully complete a one hour general overview training regarding the Storm Water Pollution Prevention Program.
2. Successfully complete all site specific BMP tailgates identified as required for their job classifications. (Exception: Contractors may be given BMP in lieu of site specific training.)

<p><b>MAPS</b> Map of storm drain locations must be available to staff at every work location.</p>
<p><b>MONITORING/FREQUENCY</b> Perform this Best Management Practice (BMP) as often as needed.</p>
<p><b>FOR ADDITIONAL INFORMATION, REFER TO THE FOLLOWING RESOURCES</b></p> <p><b>CITY POLICY</b> General training for all employees; job specific for staff as indicated in BMP's</p> <p><b>DEPARTMENT POLICY</b> Follow City Policy and BMP requirements for training</p> <p><b>BEST MANAGEMENT PRACTICE</b> See ALL</p>

<p><b>PARK AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b> All Department Employees</p> <p><b>NON-CITY EMPLOYEES WHO PERFORM THIS TASK</b> All Non-City Employees</p>
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<p><b>EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES</b> <u>For General Training:</u> Attendance Sheet, Pre and Post-tests, Video, Supervisory Script, Handouts for Staff (identified in script), TV/VCR, pens</p> <p><b>SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED</b> <u>For Job Specific Training:</u> Maps of storm drain inlets for site, samples of the equipment and supplies needed for the job specific training including personal protective equipment, equipment to complete the activity, sample paperwork to submit if required, and storm drain protection equipment</p>	
<p><b>POSSIBLE LOCATIONS OF USE/ACTIVITY</b> Classroom for the general training Onsite for the job specific training</p>	<p><b>POSSIBLE SURFACES AFFECTED</b> None affected</p>
<p><b>PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY</b> Training not impacted (unless mishap occurs during training – then follow specific BMP).</p>	
<p><b>EVALUATION CRITERIA</b> Following directive of City Manager to complete the training. Timeline determined by Storm Water Division of General Services, and feasibility for completion based on number of job specific trainings needed per work group. Evaluated by running reports on status of training across the Department (both for general and job specific trainings).</p>	

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