

**Storm Water Pollution Prevention Program – Best Management Practices – Annual Review**

**Supervisors' Instructions**

- This outline is meant as a guide to providing an Annual Review of the Storm Water Pollution Prevention Program (SWPPP) and the Department's Best Management Practices (BMPs).
- The content may be revised to include any additional information specific to your areas of responsibility.
- This outline refers to the SWPPP binder provided to all supervisors in 2002. You will need to reference the binder or disc as you prepare for and present this Annual Review to your staff.
- Plan to complete in 1 hour this Annual Review and the 5 BMPs that are required for ALL job classifications.

**Goals**

- The Department's goals include ensuring that storm water pollution prevention is incorporated into every aspect of our work and that employees have the information they need to perform their jobs safely, effectively, and with an awareness of the relevant environmental issues.
- As City employees who work in areas of high public visibility, we must do all we can to ensure that our actions are legal and responsible and serve as a model for the communities we serve.

**Background**

- In 2001, all City Departments were required by Federal, State, and City Storm Water Permit Regulations to identify potential pollutants in the workplace and to develop management practices to keep the pollutants out of the storm drains.
- Park and Recreation used employee focus groups to research, gather, and compile this information.
- In June 2002, Department supervisors were updated on the status of the project.
- In September 2002, Department supervisors attended a formal "train-the-trainer" session, at which time they received a complete SWPPP manual.
- Supervisors were required to provide site-specific tailgate training to all employees by December 31, 2002, and to include storm water in the training provided to all new employees.

**City/Department Commitment**

- In addition to complying with legal responsibilities, the goal of the Storm Water Pollution Prevention Program is to clean up San Diego's oceans and bays, to reduce beach postings and closures due to contamination, and to meet the requirements of the Municipal Storm Water Discharge Permit.
- Conducting an Annual Review of the Storm Water program and the Best Management Practices developed by Department staff is just one element in our ongoing effort to embrace the principles and demonstrate our commitment to preventing storm drain pollution and keep our waterways clean.

**Best Management Practices (BMPs)**

- **Categories:** Organic, Chemical, Maintenance, Administrative
- **Job Specific:** Every person in every job classification is impacted by the BMPs and has specific responsibilities. Refer to the "Job Specific Classifications" list (in the SWPPP Manual or disc) to determine the specific BMPs applicable to each job class that you supervise.
- **Site Specific:** Ensure that you have walked the facility and grounds with your employees to locate and identify all storm drain inlets.
- **Storm Drain Maps:** Jim Winter, Asset Management, maintains the Department's storm drain maps. Call Jim (619/23-55257) to update or obtain copies of existing maps and to ensure that maps are included for all new park facilities.

**Specific BMP Review**

- Review the following five BMPs with all staff in all job classifications:
  - (a) *Removing, Adding or Changing Vehicle/Equipment Fluids* (begins on Page BMP 36),
  - (b) *Disposal of Hypodermic Needles* (begins on Page BMP 73)
  - (c) *Enforcing the Storm Water Pollution Prevention Program* (begins on Page BMP 87),
  - (d) *Promote Storm Water Pollution Prevention to All Park and Recreation Department Customers* (begins on Page BMP 92)
  - (e) *Implementing the Training Plan* (begins on Page BMP 94)

## Spill Kits

- Complete spill kits, as well as replacement supplies, are available from City Stores.
- Kits may be customized for specific worksites.
- Reminder: A spill kit must be in every City vehicle and available at every City facility.

## Forms

- The SWPPP Manual and disc contains copies of various forms associated with the implementation of the BMPs.
- Review applicable forms with staff.
- Keep applicable forms on hand.
- Ensure forms are filled out completely and accurately and that, when necessary, they are submitted to the appropriate agency/department in a timely manner.

## Park Use Permit Addendum/Good Housekeeping Guidelines

- Review the Park Use Permit Addendum/Good Housekeeping Guidelines form with appropriate staff.
- It may be appropriate to post the 2-page document on employee bulletin boards as a reminder.
- The form may be found in the "Forms" section of the SWPPP Manual.

## New Hire Training

- Conduct the 1-hour Storm Water Pollution Prevention Program training with all new employees. (All materials needed to provide this training are in the "New Hires" section of the SWPPP Manual.)
- Conduct the required Job Specific BMP Reviews.
  - (a) Locate the new employee's job class in the "Job Class Requirements" section of the SWPPP Manual or disc and train the new employee in each BMP listed for his/her job classification.
  - (b) Review the storm drain map for the new employee's worksite and walk the site with him/her to locate and identify the storm drain inlets.
  - (c) Issue an "Employee Workbook" to the new employee. (Use the master set in the gray envelope inside the SWPPP Manual if you need copies for new staff or copy from the disc.)
  - (d) Complete the tailgate sign-in form provided in the "BMP Tailgate" section of the SWPPP Manual or disc to document all specific BMP training.
  - (e) Submit a copy of all completed tailgate sign-in forms to the Training Office within two weeks of the training (Fax: 619/52-59251; MS 33). Keep the original for your files.



## Resources for Questions

- Transportation and Storm Water, Storm Water Pollution Prevention Program, MS 1900, 858/54-14354
- Environmental Services, Hazardous Materials Management Program, MS 1103-A, 858/49-25004
- Parks and Recreation Department, Training Office, MS 33, 619/52-58245
- Parks and Recreation Department, Asset Management, Jim Winter, MS 35, 619/23-55257

## References

- **Supervisor's Manual:** The Storm Water Pollution Prevention Program Manual includes the Best Management Practices (BMPs). Supervisors are responsible for ensuring that the manual, including the individual BMPs, is kept current.
- **Supervisor's Disc:** The Storm Water Pollution Prevention Program Disc includes the Best Management Practices (BMPs) and some additional training material.
- **Employee Workbook:** Each employee should have a complete set of the BMPs. (Use the master set in the gray envelope inside the SWPPP Manual if you need copies for new staff.)
- **Videotape:** Copies of a 10-minute videotape "Storm Water and You," were provided to all district managers and office managers in September 2002. If you wish to review the tape and/or show it to your staff during new hire training, but are unable to locate your division's copies, contact the Training Office to arrange to borrow a copy (619/52-58245).

***THANK YOU – AND REMEMBER TO THINK BLUE!***

<p style="text-align: center;"><b>City of San Diego</b> <b>PARKS AND RECREATION DEPARTMENT</b></p>  	<p><b>CATEGORY</b> CHEMICAL</p>	<p><b>PAGE</b> 1 of 10</p>	<p><b>DATE</b> SEPTEMBER 2019 Supersedes September 2002</p>
	<p><b>BEST MANAGEMENT PRACTICE (BMP)</b> REMOVING, ADDING OR CHANGING VEHICLE/EQUIPMENT FLUIDS (Includes Attachment and Form)</p>		

**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.

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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> Administrative Regulation 75.65 (Hazardous Materials Management Plan) Administrative Regulation 75.75 (Hazardous Materials Training)</p> <p><b>DEPARTMENT POLICY</b> No written policy at this time</p> <p><b>BEST MANAGEMENT PRACTICE</b> See GAS/DIESEL</p>

**PARKS 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 Safety Data Sheet (MSDS) for Vehicle and Equipment Fluids
- O-98 (see Attachment)
- Shovel
- Trash Bag

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

- Designated Work Areas
- Golf Course Maintenance Buildings
- Mower Repair Shop

**POSSIBLE SURFACES AFFECTED**

- 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:**

**Parks and Recreation Department Staff**

- 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

**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 Parks 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 at 619/527-7660, and the HazMat Coordinator at 858/492-5055.

# Parks & Recreation Emergency Spill Response Plan

Medium Spills  
on Turf  
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. 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. Use 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.
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.

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# Parks & 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.
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# Parks & 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 degreaser on spill area.
  - b. Scrub spill area with rag(s).
  - c. Place rag(s) in trash bag.Asphalt:
  - a. Wet rag(s) with degreaser.
  - b. Wipe down spill area.
  - c. Place rag(s) 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 in 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 at 619/527-7660, and the HazMat Coordinator at 858/492-5055.



# Parks & 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.
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  - a. Pour degreaser on spill area.
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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 at 619/527-7660, and the HazMat Coordinator at 858/492-5055.

# Parks & 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.
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## CHEMICAL RELEASE REPORTING FORM (FORM 304)

<b>Section 1</b>	Facility Name: _____ Division: _____ Facility Address: _____ Name and Phone of Emergency Contact at Facility: _____ Phone: _____ Location of Incident: _____ Address: _____ Date of Incident: _____ Chemical Name (or Trade Name): _____ CAS Number _____ Physical State Stored: <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas    Physical State Released: <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>Time of Release</u></td> <td style="border: none;"><u>Duration of Release</u></td> <td style="border: none;"><u>Quantity Released</u></td> <td style="border: none;"><u>Location Released</u></td> </tr> <tr> <td style="border: none;">_____ am/pm</td> <td style="border: none;">_____ days</td> <td style="border: none;">_____ pounds</td> <td style="border: none;"><input type="checkbox"/> Secondary Containment</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">_____ hours</td> <td style="border: none;">_____ gallons</td> <td style="border: none;"><input type="checkbox"/> Storm Drain</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">_____ minutes</td> <td style="border: none;">_____ cu. ft.</td> <td style="border: none;"><input type="checkbox"/> Pavement <input type="checkbox"/> Other _____</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Soil/dirt</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Sewer</td> </tr> </table>	<u>Time of Release</u>	<u>Duration of Release</u>	<u>Quantity Released</u>	<u>Location Released</u>	_____ am/pm	_____ days	_____ pounds	<input type="checkbox"/> Secondary Containment		_____ hours	_____ gallons	<input type="checkbox"/> Storm Drain		_____ minutes	_____ cu. ft.	<input type="checkbox"/> Pavement <input type="checkbox"/> Other _____				<input type="checkbox"/> Soil/dirt				<input type="checkbox"/> Sewer												
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<b>Section 2</b>	<table style="width: 100%; border: none;"> <thead> <tr> <th style="border: none;"><u>Initial Notifications</u></th> <th style="border: none;"><u>Date</u></th> <th style="border: none;"><u>Time</u></th> <th style="border: none;"><u>Contact Name</u></th> <th style="border: none;"><u>Incident Control #</u></th> </tr> </thead> <tbody> <tr> <td style="border: none;">Cal OES (formerly EMA) (800) 852-7550</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Cnty Dept Enviro Health (858) 505-6657</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Cnty Dept after hours (858) 565-5255</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Fed. NRC (800) 424-8802</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">City Fire Dept HIRT (619) 533-4380</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </tbody> </table> <p><b>Other Agencies Notified</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> ESD HazMat (858) 573-1204</td> <td style="border: none;"><input type="checkbox"/> Regional Water Quality Control Board Fax (619) 516-1994</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> City Storm Water (619) 235-1000</td> <td style="border: none;"><input type="checkbox"/> Ca. Dept Fish and Game (858) 467-4201</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> US Coast Guard (619) 278-7032</td> <td style="border: none;"><input type="checkbox"/> Other _____</td> </tr> </table>	<u>Initial Notifications</u>	<u>Date</u>	<u>Time</u>	<u>Contact Name</u>	<u>Incident Control #</u>	Cal OES (formerly EMA) (800) 852-7550	_____	_____	_____	_____	Cnty Dept Enviro Health (858) 505-6657	_____	_____	_____	_____	Cnty Dept after hours (858) 565-5255	_____	_____	_____	_____	Fed. NRC (800) 424-8802	_____	_____	_____	_____	City Fire Dept HIRT (619) 533-4380	_____	_____	_____	_____	<input type="checkbox"/> ESD HazMat (858) 573-1204	<input type="checkbox"/> Regional Water Quality Control Board Fax (619) 516-1994	<input type="checkbox"/> City Storm Water (619) 235-1000	<input type="checkbox"/> Ca. Dept Fish and Game (858) 467-4201	<input type="checkbox"/> US Coast Guard (619) 278-7032	<input type="checkbox"/> Other _____
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Cal OES (formerly EMA) (800) 852-7550	_____	_____	_____	_____																																	
Cnty Dept Enviro Health (858) 505-6657	_____	_____	_____	_____																																	
Cnty Dept after hours (858) 565-5255	_____	_____	_____	_____																																	
Fed. NRC (800) 424-8802	_____	_____	_____	_____																																	
City Fire Dept HIRT (619) 533-4380	_____	_____	_____	_____																																	
<input type="checkbox"/> ESD HazMat (858) 573-1204	<input type="checkbox"/> Regional Water Quality Control Board Fax (619) 516-1994																																				
<input type="checkbox"/> City Storm Water (619) 235-1000	<input type="checkbox"/> Ca. Dept Fish and Game (858) 467-4201																																				
<input type="checkbox"/> US Coast Guard (619) 278-7032	<input type="checkbox"/> Other _____																																				
<b>Section 3</b>	<p><b>Factors Contributing to Release</b> (Check all factors involved)</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> Equipment Failure</td> <td style="border: none;"><input type="checkbox"/> Unusual Weather Conditions</td> <td style="border: none;"><input type="checkbox"/> Operator Error</td> <td style="border: none;"><input type="checkbox"/> Training Deficiencies</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Faulty Process Design</td> <td style="border: none;"><input type="checkbox"/> Accident</td> <td colspan="2" style="border: none;"><input type="checkbox"/> Other _____</td> </tr> </table> <p><b>Actions Taken</b> (Check all actions taken)</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> Containment</td> <td style="border: none;"><input type="checkbox"/> Decontamination of Persons/Equipment</td> <td style="border: none;"><input type="checkbox"/> System Shut Down</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Dilution/Neutralization</td> <td style="border: none;"><input type="checkbox"/> Evacuation</td> <td style="border: none;"><input type="checkbox"/> Monitoring</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Hazard Removal</td> <td style="border: none;"><input type="checkbox"/> Stored for Disposal</td> <td style="border: none;"><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Equipment Failure	<input type="checkbox"/> Unusual Weather Conditions	<input type="checkbox"/> Operator Error	<input type="checkbox"/> Training Deficiencies	<input type="checkbox"/> Faulty Process Design	<input type="checkbox"/> Accident	<input type="checkbox"/> Other _____		<input type="checkbox"/> Containment	<input type="checkbox"/> Decontamination of Persons/Equipment	<input type="checkbox"/> System Shut Down	<input type="checkbox"/> Dilution/Neutralization	<input type="checkbox"/> Evacuation	<input type="checkbox"/> Monitoring	<input type="checkbox"/> Hazard Removal	<input type="checkbox"/> Stored for Disposal	<input type="checkbox"/> Other _____																			
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<input type="checkbox"/> Hazard Removal	<input type="checkbox"/> Stored for Disposal	<input type="checkbox"/> Other _____																																			
<b>Section 4</b>	<p><b>Known or Anticipated Health Effects of Release</b> (Refer to SDS)</p> (a) Acute or Immediate: _____ (b) Chronic or Delayed: _____ (c) Did an employee receive a chemical exposure above the OSHA PEL? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, must make notifications to regulatory agencies in Section 2. (d) Total number of employee and public injuries resulting from release: _____ (e) Total number of people hospitalized resulting from release: _____																																				
<b>Section 5</b>	<p><b>Additional Information about the Release</b></p> _____ _____ _____ _____																																				

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.

Print Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refer to back side for form instructions.

**INSTRUCTIONS AND REFERENCE INFORMATION TO COMPLETE FORM 304**

Section 1
Section 2
Section 3
Section 4
Section 5

**Complete section with facility/contact information and basic incident information as follows:**

**List Facility Name, Address and Emergency Contact Information:**

The Emergency Contact person is the person officially in charge of the facility.

**List Name of Location of Incident, Address, and Incident Date**

**List Chemical Name or Trade Names** (common or manufacturer’s name for the product):

NOTE: If chemical is a mixture, list percentage of chemical in solution (ex. 12% Sodium Hypochlorite)

**List Chemical’s CAS Number:** Refer to SDS sheet.

**Check box for Physical State Stored and Physical State Released**

**Time of Release:** Enter time of the day release was discovered.

**Duration of Release:** The length of time from the start of the release to when the release was stopped.

**Quantity Released:** Enter the total amount of chemical released. If the released chemical is a solution, calculate the amount of actual chemical released and note this amount released in pounds in Section 5.

**Location Released:** Check all boxes that describe where the released chemical reached.

**Initial Notifications:** Make Regulatory Notifications IMMEDIATELY if answer “YES” to any of the following:

1. Is Fire Department assistance needed due to an injury, OR due to the amount, location, or type of chemical released?
2. Has an employee or the public been injured (i.e., sent to a medical provider)?
3. Did the chemical release cause damage to public or private property?
4. Did the chemical release extend into any sewer, surface waters, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, soil, or off site?
5. Did anyone, other than employees in the immediate area of the release, evacuate?
6. Did a release escape secondary containment?
7. Was there an uncontrolled or un-permitted release to the air from a chemical reaction or containerized gas?
8. Is the incident an imminent threat of release where a condition creating a substantial probability of harm requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment?
9. Is the incident an imminent threat of release due to an increased potential for fire, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the public, or the environment?
10. Does the spill or threatened release involve an unknown material or contain an unknown hazardous constituent?
11. Did the chemical release exceed the federal reportable quantity? (Estimate the total quantity released or amount evaporating.) See list on back side of the Assessment form for reportable quantities for some common chemicals used by staff. For other reportable quantities, refer to the SDS, 40 Code of Federal Regulations, Section 304, or website <http://homer.ornl.gov/rq/>.

**Notification Assistance:** When asked, Public Works Dispatch (formerly Station 38) (619) 527-7500 can assist in contacting regulatory agencies. Provide Public Works Dispatch staff with agency phone numbers, location of spill, and other important information known at the time of the call. Call Public Works Dispatch staff after release is cleaned up to obtain each agency’s incident control number (as applicable). If you do not request Public Works Dispatch assistance, then you are responsible to call the agencies.

**Other Agencies Notified:** Check the box if any other agencies were notified.

**Factors Contributing to Release:** Check all boxes that describe why the release occurred.

**Actions Taken:** Check all boxes that describe actions taken during the incident.

**Known or Anticipated Health Effects of Release:**



Refer to the chemical SDS for information on immediate or long term health affects when exposed to the chemical. Check the box if an employee received an exposure above the CALOSHA PEL (PEL listed on SDS when applicable). Note the number of employees or the public that were injured or required hospitalization.

**Additional Information about the Release:**

Document other pertinent details about the chemical release. If the supervisor in charge determines the release does not meet the Initial Notification criteria, write the incident specific details for each criterion to support that finding.

**Signature:** Print and sign your name, job title and date.

**Required Copies:** Keep the original form, and make copies for your chain-of-command. If the Emergency Contact is not in your chain-of-command, also send a copy to him/her. If any notifications were made, fax a copy to Environmental Services Department/HazMat Management Program – Fax (858) 492-5089. Revised 8/9/2016

<p>City of San Diego <b>PARKS AND RECREATION DEPARTMENT</b></p>  	<p><b>CATEGORY</b> MAINTENANCE</p>	<p><b>PAGE</b> 1 of 3</p>	<p><b>DATE</b> SEPTEMBER 2002</p>
	<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 the P-2 Sharps Shuttle Isolyzer Method for transport and disposal protocol.</p> <p><b>DEPARTMENT POLICY</b> Use Citywide Procedure</p> <p><b>BEST MANAGEMENT PRACTICE</b> No additional reference</p>

**PARKS AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

All Department Employees

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

Contractor, Contractual Staff, 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**

Blood and Bodily Fluid Contact Report  
 Cones  
 Isolyzer Container  
 P-2 Sharps Shuttle  
 Pick-up Stick

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Can be at any location

**POSSIBLE SURFACES AFFECTED**

Asphalt  
 Concrete  
 Dirt  
 Gravel  
 Sand  
 Turf

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

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.

**EVALUATION CRITERIA**

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.

**BEST MANAGEMENT PRACTICE**

**DEVELOPED BY:**

**Parks and Recreation Department Staff**

Mike Ruiz, Senior Park Ranger  
 Johnny Tully, Grounds Maintenance Manager  
 Tom Wood, 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 Parks and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

### 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 mucous 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: \_\_\_\_\_

<p>City of San Diego <b>PARKS AND RECREATION DEPARTMENT</b></p>  	<b>CATEGORY</b> ADMINISTRATIVE	<b>PAGE</b> 1 of 3	<b>DATE</b> SEPTEMBER 2002
	<b>BEST MANAGEMENT PRACTICE (BMP)</b> ENFORCING THE STORM WATER POLLUTION PREVENTION PROGRAM (Includes Form)		

**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 Storm Water Pollution Prevention Program, 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, call the Storm Water Program at 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, Storm Water Pollution Prevention Program, 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>



<p><b>PARKS AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK</b></p> <p>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></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                  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></p> <p><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></p> <p>Can be at any location</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/MISHANDLED PRODUCT/ACTIVITY</b></p> <p>Follow specific BMP.</p>
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<p><b>EVALUATION CRITERIA</b></p> <p>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>  <b>Parks and Recreation Department Staff</b></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>  <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>
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Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245.  
 San Diego Parks and Recreation Department, Training Office  
 War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101

<p>City of San Diego <b>PARKS AND RECREATION DEPARTMENT</b></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>

**PARKS AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

All Department Employees

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

All Non-City Employees

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

None specified

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

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)

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Brochure Racks  
Facility Information Counters  
Public Counters in Administration Buildings

**POSSIBLE SURFACES AFFECTED**

None affected



**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

External education not impacted.

**EVALUATION CRITERIA**

Following the directive of Storm Water Division in General Services.  
Evaluated by summarizing reports of coverage on an annual basis.

<p align="center"><b>BEST MANAGEMENT PRACTICE DEVELOPED BY: Parks and Recreation Department Staff</b></p> <p>Carol Drummond, Senior Public Information Officer</p>	<p align="center"><b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED (◆) BY: 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 align="center">Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245. San Diego Parks and Recreation Department, Training Office War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101</p>	

<p>City of San Diego PARKS 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> IMPLEMENTING THE TRAINING PLAN</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>  <b>CITY POLICY</b> General training for all employees; job specific for staff as indicated in BMP's  <b>DEPARTMENT POLICY</b> Follow City Policy and BMP requirements for training  <b>BEST MANAGEMENT PRACTICE</b> See ALL</p>

**PARKS AND RECREATION JOB CLASSIFICATIONS THAT PERFORM THIS TASK**

All Department Employees

**NON-CITY EMPLOYEES WHO PERFORM THIS TASK**

All Non-City Employees

**EQUIPMENT/SUPPLIES NEEDED FOR ALL SITES**

For General Training: Attendance Sheet, Pre and Post-tests, Video, Supervisory Script, Handouts for Staff (identified in script), TV/VCR, pens

**SITE SPECIFIC EQUIPMENT/SUPPLIES NEEDED**

For Job Specific Training: 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

**POSSIBLE LOCATIONS OF USE/ACTIVITY**

Classroom for the general training  
Onsite for the job specific training

**POSSIBLE SURFACES AFFECTED**

None affected

**PROCEDURES FOR SPILLED/DUMPED/MISHANDLED PRODUCT/ACTIVITY**

Training not impacted (unless mishap occurs during training – then follow specific BMP).

**EVALUATION CRITERIA**

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 align="center"><b>BEST MANAGEMENT PRACTICE DEVELOPED BY: Parks and Recreation Department Staff</b></p> <p align="center">Lisa Rini, Training Program Manager</p>	<p align="center"><b>BEST MANAGEMENT PRACTICE REVIEWED/COMPILED (◆) BY: Department Storm Water Advisory Group</b></p> <p align="center">Div Brasted, District Manager Joy Newman, Environmental Services Margaret Ransom, Training Coordinator Lisa Rini, Training Program Manager ◆</p>
<p align="center">Please notify the Training Program Manager of the need for corrections and/or revisions, 619/525-8245. San Diego Parks and Recreation Department, Training Office War Memorial Building, 3325 Zoo Drive, MS #33, San Diego, California 92101</p>	