PALOMAR COMMUNITY COLLEGE DISTRICT

STORM WATER MANAGEMENT PLAN

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authorized non-storm water discharges	Certain categories of discharges that are not composed entirely of storm water but are not found to pose a threat to water quality. They include: water line flushing; landscape irrigation; diverted stream flows; rising ground waters; uncontaminated ground water infiltration (as defined at 40 CFR § 35.2005(20)) to separate storm sewers; uncontaminated pumped ground water; discharges from potable water sources; foundation drains; air conditioning condensate; irrigation water; springs; water from crawl space pumps; footing drains; lawn watering; individual residential car washing; flows from riparian habitats and wetlands; dechlorinated swimming pool discharges; and discharges or flows from emergency firefighting activities. If any of the above authorized non-storm water discharges (except flows from firefighting activities) are found to cause or contribute to an exceedance of water quality standards or cause or threaten to cause a condition of nuisance or pollution, the category of discharge must be prohibited.
BMP	Best Management Practice. Schedule of activities, prohibition of practices, maintenance procedure, and other management practice to prevent or reduce storm water pollution. BMPs may include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.
BMP, Source Control	Any BMP that aims to prevent or reduce storm water pollution by reducing the potential for contamination at the source of pollution.
BMP, Structural	Any structural facility designed and constructed to mitigate the adverse impacts of storm water and urban runoff pollution (e.g. canopy, structural enclosure). The category may include both Treatment Control BMPs and Source Control BMPs.
BMP, Treatment Control	Any engineered system designed to remove pollutants by simple gravity settling of particulate pollutants, filtration, biological uptake, media adsorption or any other physical, biological, or chemical process.
C	Centigrade
CFR	Code of Federal Regulations
City	The city that has jurisdiction over the MS4 that receives urban runoff from Palomar Community College District facilities
County	San Diego County
CWA	Federal Clean Water Act (also known as Federal Water Pollution Control Act)
DCIA	Directly connected impervious area. The area covered by a building, impermeable pavement, and/or other impervious surfaces, which drains directly into the storm drain without first flowing across permeable land area (e.g., lawns).
EPA	United States Environmental Protection Agency
F	Fahrenheit
General Construction Permit	Water Quality Order No. 2009-0009-DWQ NPDES General Permit No. CAS000002 Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction Activity, effective July 1, 2010.
General Industrial Permit	Water Quality Order No. 2014-0057-DWQ NPDES General Permit No. CAS000001 Waste Discharge Requirements for Discharges of Storm Water

	Associated with Industrial Activities.
Small MS4 General Permit	Water Quality Order No. 2013-0001-DWQ NPDES General Permit No. CAS000004 Waste Discharge Requirements from Small Municipal Separate Storm Sewer Systems, effective July 1, 2015.
illicit non-storm water discharge	Any discharge to the MS4 or a receiving waterbody that is not composed entirely of storm water, except discharges pursuant to a separate NPDES permit and authorized non-storm water discharges.
Integrated Pest Management (IPM)	As defined by the Healthy Schools Act of 2000, IPM is a "pest management strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using non-chemical practices to make the habitat less conducive to pest development, improving sanitation, and using mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds."
JPA	Joint Powers Agreement
local storm water agency	Local agency (e.g., San Diego County or local city) that receives storm runoff from Palomar Community College District facilities.
MEP	Maximum Extent Practicable. The technology-based standard for reducing pollutants in storm water that Small MS4 operators must meet. MEP is generally the result of emphasizing pollution prevention and source control BMPs as the first line of defense in combination with structural and treatment control BMPs, where appropriate, to provide additional lines of defense.
mg/L	milligrams per liter
Minimum Control Measure	A storm water program area that must be addressed by all regulated Small MS4s. The six minimum control measures are addressed in Sections 3 through 6.
MS4	Municipal separate storm sewer system. Conveyance system or system of conveyances (including roads, culverts and other drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels or storm drains).
MS4, small	A MS4 that is not permitted under the federal Phase I storm water regulations, which is owned or operated by the United States, a state, city, county, district, or other public body. Small MS4s include storm sewer systems at school, college and university campuses. Small MS4s do not include separate storm sewer systems in very discrete areas, such as individual buildings.
MS4, small non-traditional	A MS4 that is operated at a separate campus or institution (e.g., school site, hospital or prison).
MS4, small regulated	A Small MS4 that discharges to a water of the United States or another MS4 regulated by an NPDES permit.
MS4, small traditional	A MS4 that is operated throughout a community (e.g., city or county).
new development	Land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision.
NOI	Notice of Intent

NPDES	National Pollutant Discharge Elimination System
O&G	Oil and grease
O&M	Operations and maintenance
Outdoor Material Storage Areas	Outdoor material storage areas refer to storage areas or storage facilities solely for the storage of materials. Improper storage of materials outdoors may provide an opportunity for toxic compounds, oil and grease, heavy metals, nutrients, suspended solids, and other pollutants to enter the storm water conveyance system.
outfall	A point where a MS4 discharges to waters of the United States and does not include open conveyances connecting two municipal storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other waters of the United States and are used to convey waters of the United States (40 CFR § 122.26(b)(9)).
point source	Any discernible, confined, and discrete conveyance, including, but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural storm water runoff (40 CFR § 122.2).
pollutant	Any substance introduced into the environment that adversely affects the usefulness of a resource.
pollution prevention	Practices and actions that reduce or eliminate the generation of pollutants.
redevelopment	The creation or addition of at least 5,000 square feet of impervious area on an already developed site. Redevelopment includes, but is not limited to: the expansion of a building footprint or addition of a structure; structural development including an increase in gross floor area and/or exterior construction or remodeling; and land disturbing activities related with structural or impervious surfaces.
RWQCB	California Regional Water Quality Control Board, San Diego Region
SDCOE	San Diego County Office of Education
SIC	Standard industrial classification
Small MS4 JPA	Joint Powers Agreement with the San Diego County Office of Education
Storm Event	A rainfall event that produces more than 0.1 inch of precipitation and that is separated from the previous storm event by at least 72 hours of dry weather.
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
SWRCB	State Water Resources Control Board
Trash Storage Areas	A trash storage area refers to an area where a trash receptacle or receptacles (dumpsters) are located for use as a repository for solid wastes. Loose trash and debris can be easily transported by the forces of water or wind into nearby storm drain inlets, channels, and/or creeks.

Treatment	The application of engineered systems that use physical, chemical, or biological processes to remove pollutants. Such processes include, but are not limited to, filtration, gravity settling, media adsorption, biodegradation, biological uptake, and chemical oxidation.
TSS	Total suspended solids
U.S.	United States
U. S. EPA	United States Environmental Protection Agency
WDID	Waste Discharge Identification
WQS	Water quality standards

1 EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Palomar Community College District (District) is located in Southern California. Urban runoff from District facilities is discharged to San Marcos Creek, Escondido Creek, San Luis Rey River (Lower), and Lake Hodges, or tributaries thereto.

The United States Environmental Protection Agency (U. S. EPA) has established the following two-phased program to address storm water discharges from municipal separate storm sewer systems (MS4s), industrial and construction activities:

- The Phase I regulations require that storm water management programs be developed and implemented by Large MS4s (serving populations of 100,000 people or more), certain industrial activities, and construction activities disturbing five acres or more.
- The Phase II regulations require that storm water management programs be developed and implemented by Small MS4s (serving populations of less than 100,000) and construction activities disturbing one acre or more.

In California, the federal storm water regulations for Small MS4s are currently being implemented through the State Water Resources Control Board (SWRCB) Order No. 2013-0001-DWQ National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000004 Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (Small MS4 General Permit), which became effective July 1, 2013.

School districts have not been designated under the Small MS4 General Permit by the SWRCB, however the SWRCB may choose to designate school districts in the future. In light of the possibility of designation, the approach of the District's storm water program is designed to integrate the fundamental requirements of the Small MS4 General Permit, wherever applicable, in order to better transition into compliance with this permit should it become necessary.

The main goal of the Small MS4 General Permit is to protect water quality from urban runoff pollution. This is to be accomplished by the District through addressing the various ways storm water quality can be impacted by District activities. Achievement of this goal will require a coordinated effort by all staff (administration, facilities planning, teachers, and operation and maintenance) to implement appropriate Best Management Practices.

In San Diego County, a number of school districts, including, Palomar Community College District, have entered into a Joint Powers Agreement with the San Diego County Office of Education (Small MS4 JPA) to coordinate the establishment, revision, direction and implementation of storm water management plans and associated BMPs. The implementation of Palomar Community College District's storm water management program is outlined in the following sections of this Storm Water Management Plan.

1.2 BMP SUMMARY

The BMPs are organized by the type of control measure, and are summarized below and listed in Table 1.1. The BMPs applicable to each control measure (e.g., Public Education and Outreach) are addressed in greater detail in Sections 3 through 8.

Public Education and Outreach

- **BMP PE-1. Develop Educational Program.** Develop a plan for educating students, staff consultants and contractors, and members of the public that use Palomar Community College District facilities.
- **BMP PE-2. Educate Students.** Inform students using educational materials and events.
- **BMP PE-3. Train Employees and Other Facility Users.** Train Palomar Community College District employees (including maintenance and operations, administration and teachers) and other facility users (e.g., clubs, organizations, etc.) using educational materials and training sessions.
- **BMP PE-4. Inform Consultants and Contractors.** Inform consultants and contractors, (including architects and engineers) using educational materials and contract language.

Public Involvement/Participation

- **BMP PI-1. Public Notice.** Provide notice, as required, regarding the public meeting at which the Palomar Community College District Board will consider adoption of a resolution authorizing the Superintendent to implement and enforce the SWMP.
- **BMP PI-2. Storm Drain Marking Program.** Enlist volunteers and implement a phased program to add labels at drainage inlets (e.g. *Discharges to Creek*) to indicate that the inlets drain to the creek, bay, etc.
- **BMP PI-3. Local Watershed Input.** Identify organizations and individuals interested in the local watershed(s). Meet with representatives to obtain input as applicable.
- **BMP PI-4. Community Activity.** Support activities that would allow students and staff to be involved in watershed improvement.

Illicit Discharge Detection and Elimination

- **BMP ID-1. Legal Authority.** Revise Palomar Community College District policy, as needed, to prohibit illicit non- storm water discharges to the Palomar Community College District MS4s.
- **BMP ID-2. Map Preparation.** Develop drainage system maps that show the location of all drainage inlets, conveyance facilities (e.g. pipes and open channels or ditches) and outfalls, and the waters of the United States or permitted MS4s that receive discharges from those outfalls.
- **BMP ID-3. Illicit Discharge Elimination.** Develop and implement a program that will lead to the detection and elimination of illicit non-storm water discharges to the Palomar Community College District storm drainage system.

Construction Site Storm Water Runoff Control

- **BMP CS-1. Legal Authority.** Revise Palomar Community College District policy, as needed, to require construction site operators to install and maintain adequate erosion and sediment controls to reduce pollutants in storm water runoff.
- **BMP CS-2. Construction Plan Review.** Modify existing Palomar Community College District procedures, as needed, to assure construction plans and specifications are adequately reviewed to verify that erosion, sedimentation, and construction material and waste controls are adequate to reduce pollutants in storm water runoff.
- **BMP CS-3. Construction Site Inspection.** Modify existing Palomar Community College District procedures, as needed, to assure that site conditions are adequately inspected by Palomar Community College District staff to assure erosion, sediment, and construction material and waste controls are adequately in place and maintained in order to reduce pollutants in storm water runoff.
- **BMP CS-4. Construction Site - Public Inquiries/Complaints.** Develop Palomar Community College District procedures for receipt, tracking and response to inquiries or complaints regarding construction site runoff.

Post-Construction Storm Water Management in New Development and Redevelopment

- **BMP PC-1. Legal Authority.** Revise Palomar Community College District policy, as needed, to require that post- construction BMPs be considered during the planning and design process for new and remodeled Palomar Community College District improvements that involve the disturbance of one-acre or more.
- **BMP PC-2. Design Standards.** Develop Palomar Community College District post construction facility design standards that are suitable and effective for preventing post-construction storm runoff pollution from Palomar Community College District facilities.
- **BMP PC-3. BMP Inspection.** Inspect structural or treatment control BMPs to verify proper maintenance and operation.

Pollution Prevention/Good Housekeeping

- **BMP PP-1. Source Control – General.** Evaluate existing housekeeping, material storage, waste disposal, and equipment cleaning procedures. Develop and implement modifications necessary to prevent pollution.
- **BMP PP-2. Spill Prevention/Response.** Evaluate existing procedures. Develop and implement modifications necessary to address spill response at all Palomar Community College District facilities.
- **BMP PP-3. Environmentally Preferable Products.** Develop and implement plan to minimize the use of products containing hazardous ingredients or toxic chemicals.

1.3 BMPS APPLICABLE TO SPECIFIC DEPARTMENTS OR ACTIVITIES

In order to facilitate implementation, the BMPs that apply to specific school district departments (e.g., Facility Maintenance and Operations) or activities (special events) are also presented in the appendices:

- Appendix A: Facility Planning BMPs.
- Appendix B: Maintenance and Operations BMPs.
- Appendix C: Grounds Maintenance BMPs.
- Appendix D: Teacher/Administration BMPs.
- Appendix E: Special Event BMPs.

The intent of the appendices is to provide convenient handouts that describe the storm water BMP responsibilities for each group, class or activity.

Table 1-1. BMP Summary

Control Measure	BMP No.	BMP Description	SWMP Section
1. Public Education and Outreach on Storm Water Impacts	PE-1	Develop Educational Program	3
	PE-2	Educate Students	3
	PE-3	Train Employees and Other Facility Users	3
	PE-4	Inform Consultants and Contractors	3
2. Public Involvement/Participation	PI-1	Public Notice	4
	PI-2	Storm Drain Marking Program	4
	PI-3	Local Watershed Input	4
	PI-4	Community Activity	4
3. Illicit Discharge Detection and Elimination	ID-1	Legal Authority	5
	ID-2	Map Preparation	5
	ID-3	Illicit Discharge Elimination	5
4. Construction Site Storm Water Runoff Control	CS-1	Legal Authority	6
	CS-2	Construction Plan Review	6
	CS-3	Construction Site Inspection	6
	CS-4	Construction Site - Public Inquiries/ Complaints	6
5. Post-Construction Storm Water Management in New Development and	PC-1	Legal Authority	7
	PC-2	Design Standards	7

Control Measure	BMP No.	BMP Description	SWMP Section
Redevelopment	PC-3	BMP Inspection	7
6. Pollution Prevention/ Good Housekeeping	PP-1	Source Control – General	8
	PP-2	Spill Prevention/Response	8
	PP-3	Environmentally Preferable Products	8

2 INTRODUCTION

2.1 BACKGROUND

2.1.1 Palomar Community College District Sites

Palomar Community College District is located within the jurisdiction of the California Regional Water Quality Control Board, San Diego Region (9) (RWQCB). The District serves undergraduate students.

The District owns and operates storm drainage systems at four sites in California, within the County of San Diego (County) or the cities of San Diego, Escondido, San Marcos, and Fallbrook which are shown in Figure 2-1. The sites are listed below and are shown in Figures 2-2 through 2-7 (the numbers correspond to the site numbers on the figures):

1. Overview of Palomar Community College District Sites
2. San Marcos Campus
3. Escondido Education Center
4. Fallbrook Education Site
5. Rancho Bernardo Education Center

Potential sources of pollutants that could affect storm water runoff quality include:

- Facility maintenance activities (sediment, nutrients, metals, pesticides, bacteria [sanitary sewer overflows or septic tank system failure] and trash).
- Grounds maintenance activities (sediment, nutrients, herbicides, and trash).
- Vehicle and equipment maintenance activities (oil and grease and solvents).
- Outdoor eating areas (nutrients and trash).
- Outdoor material storage and parking areas (oil and grease and metals).

Figure 2-1. Overview of Palomar Community College District Sites

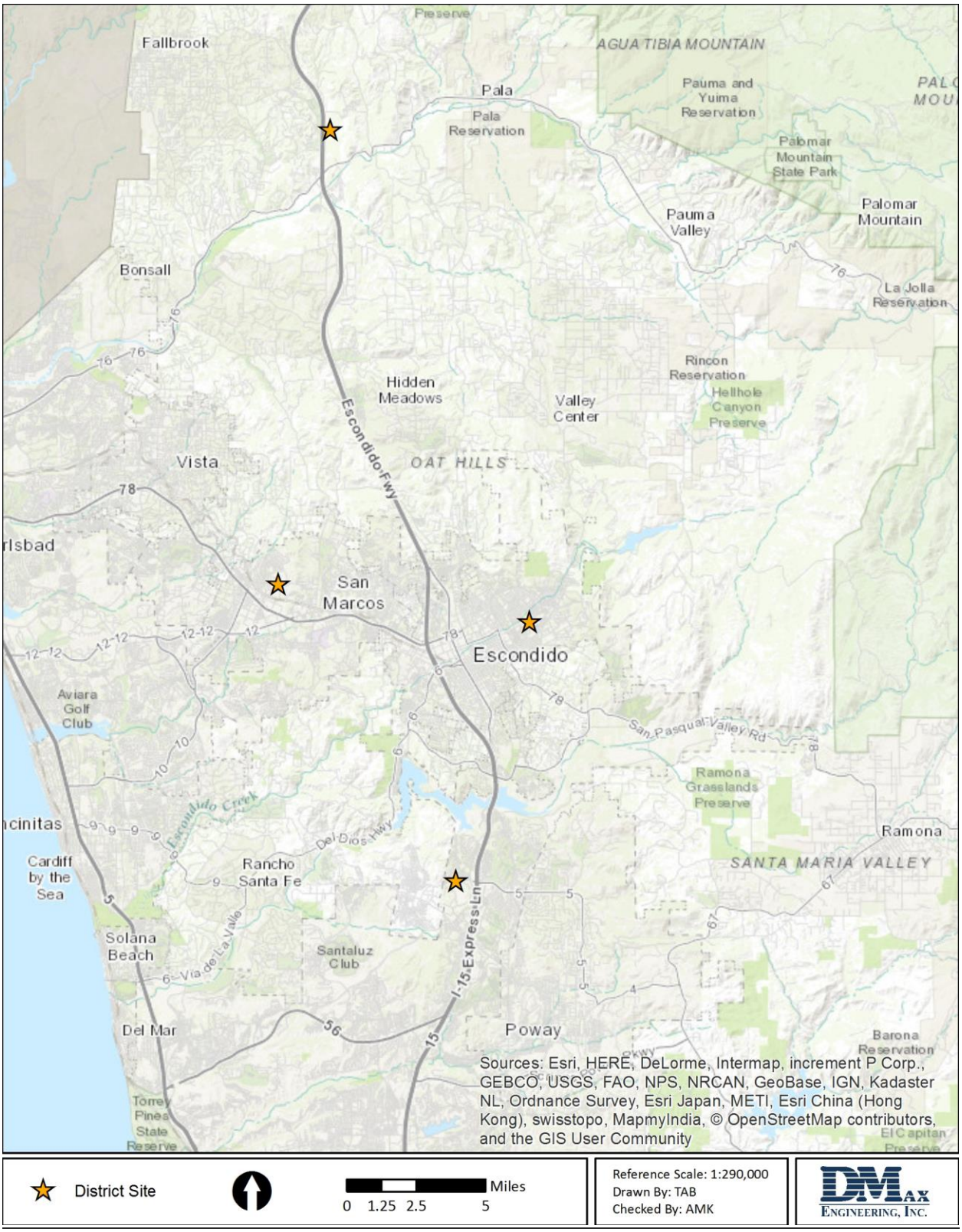

Figure 2-2. Palomar Community College District – San Marcos Campus

Figure 2-3. Palomar Community College District – Escondido Education Center

Figure 2-4. Palomar Community College District – Fallbrook Education Site

Figure 2-5. Palomar Community College District – Rancho Bernardo Education Center

Affected Watersheds

Palomar Community College District facilities are tributary to San Marcos Creek, Escondido Creek, San Luis Rey River (Lower), and Lake Hodges, or tributaries thereto. Each watercourse is included on the list of water quality limited segments (California 2010 Section 303(d) List), which was approved by the State Water Resources Control Board on August 4, 2010. The California 2010 Section 303(d) List indicates that the following watercourses do not meet water quality standards, even after point sources of pollution (e.g. discharges from wastewater treatment plants) have installed minimum required levels of pollution control.

- San Marcos Creek (DDE, Phosphorus, Sediment Toxicity, and Selenium)
- Escondido Creek (DDT, Enterococcus, Fecal Coliform, Manganese, Phosphate, Selenium, Sulfates, Total Dissolved Solids, Total Nitrogen as N, and toxicity)
- San Luis Rey River, Lower (Chloride, Enterococcus, Fecal Coliform, Phosphorus, TDS, Total Nitrogen as N, and toxicity)
- Lake Hodges (Color, Manganese, Mercury, Nitrogen, Phosphorus, Turbidity, pH)

2.1.2 Small MS4 JPA

Palomar Community College District has entered into a Joint Powers Agreement with the San Diego County Office of Education (Small MS4 JPA) to coordinate the establishment, revision, direction and implementation of storm water management plans and associated best management practices (BMPs). . Assistance to Palomar Community College District in preparation of this SWMP is provided through the Small MS4 JPA.

2.2 REGULATORY BACKGROUND

Section 402(p) of the Clean Water Act requires that the United States Environmental Protection Agency (U. S. EPA) establish a phased program to regulate storm water discharges from municipal separate storm sewer systems (MS4s) and industrial activities. A MS4 is a conveyance system or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) designed or used for collecting or conveying storm water.

The United States Environmental Protection Agency (U. S. EPA) has established the following two-phased program to address storm water discharges from municipal separate storm sewer systems (MS4s), industrial and construction activities:

- The Phase I regulations require that storm water management programs be developed and implemented by Large MS4s (serving populations of 100,000 people or more), certain industrial activities, and construction activities disturbing five acres or more.
- The Phase II regulations require that storm water management programs be developed and implemented by Small MS4s (serving populations of less than 100,000) and construction activities disturbing one acre or more.

In California, the federal storm water regulations for Small MS4s are currently being implemented through the State Water Resources Control Board (SWRCB) Order No. 2013-0001-DWQ National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000004 Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (Small MS4 General Permit), which became effective July 1, 2013. A copy of the Small MS4 General Permit is provided in Appendix G.

School districts have not been designated under the Small MS4 General Permit by the SWRCB, however the SWRCB may choose to designate school districts in the future. In light of the possibility of designation, the approach of Palomar Community College District's storm water program is designed to mirror the fundamental requirements of the Small MS4 General Permit, wherever applicable, in order to better transition into compliance with this permit should it become necessary.

The federal storm water regulations for Small MS4s, industrial activities and construction activities are being implemented in California through three statewide general permits adopted by the State Water Resources Control Board (SWRCB) and enforced by local California Regional Water Quality Control Boards. A summary of the permits whose requirements are either directly applicable to the District, or were taken into consideration in the development of the District's storm water management program, is provided below:

- Water Quality Order No. 2013-0001-DWQ National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000004 Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, which was adopted on February 5, 2013 (Small MS4 General Permit). The Small MS4 General Permit is applicable to the operators of two types of MS4s that are not permitted under the federal Phase I storm water regulations:
  - ✓ Traditional Small MS4s. Designated in Attachment A to the Small MS4 General Permit: MS4s serving small urbanized cities and counties and areas of special concern to the SWRCB or a California Regional Water Quality Control Board due to high population density, high growth potential, significant contributor of pollutants to an interconnected permitted city or county, or the discharge storm runoff to a sensitive water body.
  - ✓ Non-traditional Small MS4s. May be designated by a RWQCB: MS4s that serve public campuses (including schools and community colleges), military bases, prisons, and hospital complexes.
- Water Quality Order No. 2014-0057-DWQ NPDES General Permit No. CAS000001 Waste Discharge Requirements for Discharges of Storm Water Associated with Industrial Activities Excluding Construction Activities (General Industrial Permit). The General Industrial Permit applies to certain identified industrial activities (e.g. school bus maintenance facilities).
- Water Quality Order No. 2012-0006-DWQ NPDES General Permit No. CAS000002 Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction Activity, which was adopted on July 17, 2012 (General Construction Permit). The General Construction Permit applies to construction projects that result in land disturbance of one acre or more.

The main goal of the storm water permits described above is to protect water quality from urban runoff pollution. This is to be accomplished by Palomar Community College District through addressing the various ways storm water quality can be impacted District activities. Achievement of this goal will require a

coordinated effort by all staff (administration, facilities planning, teachers, and operation and maintenance) to implement appropriate Best Management Practices (BMPs).

In San Diego County, a number of school districts, including, Palomar Community College District, have entered into a Joint Powers Agreement with the San Diego County Office of Education (Small MS4 JPA) to coordinate the establishment, revision, direction and implementation of storm water management plans and associated BMPs. The implementation of Palomar Community College District's storm water management program is outlined in the following sections of this Storm Water Management Plan.

2.3 PROGRAM BENEFITS

The benefits of the Palomar Community College District's storm water management program include:

- Improved water quality in streams, lakes, rivers and the Pacific Ocean;
- Improved understanding for students and staff (and their families) regarding how storm water runoff quality can be affected by Palomar Community College District operations and activities; and
- Reduced discharges of pollutants, including sediment, nutrients, bacteria and viruses, oil and grease, metals, organics and pesticides into the local and regional storm drain systems and related surface waters.

3 PUBLIC EDUCATION AND OUTREACH

3.1 DESCRIPTION

Public education and outreach is important for success of the storm water management program because it will allow Palomar Community College District to:

- Enlist cooperation from the local community;
- Increase public awareness regarding:
  - ✓ Storm water pollution;
  - ✓ The need for storm water management; and
  - ✓ Storm runoff impacts on local surface waters (i.e., rivers, creeks, bays, and/or the ocean).
- Help the public understand what they can do to reduce storm water pollution; and
- Ensure Palomar Community College District employees understand the purpose of the District's storm water management program.

Palomar Community College District will implement a program to inform the public, defined for the District as its students, staff, and visitors, about the storm runoff impacts on surface waters and enlist public support in SWMP implementation. The BMPs listed below include identification of suitable educational materials and methods, and educating students and training staff. The overall objective is to educate the students and staff regarding storm water issues and to obtain their cooperation.

3.2 BMPS

The four Public Education and Outreach BMPs are as follows:

- **BMP PE-1. Develop Educational Program.**
- **BMP PE-2. Educate Students.**
- **BMP PE-3. Train Employees and Facility Users.**
- **BMP PE-4. Inform Consultants and Contractors.**

The Public Education and Outreach BMPs are described in Table 3.1 along with:

- Measurable goals and dates for implementation.
- The person responsible for implementation.

In addition, the Public Education and Outreach BMPs that apply to specific District staff or activities are also described in the appendices.

Table 3-1. Minimum Control Measure – Public Education and Outreach

BMP	Measurable Goal	Date	Responsible Individual
Program Development			
BMP PE-1. Develop Educational Program. Identify existing and develop new educational and training materials (e.g., brochures, checklists, inspection forms, etc.) that can be used to effectively educate students and facility users, train staff and inform consultants and contractors regarding storm water runoff controls. Identify target audiences. Develop strategy. Confer with San Diego County and/or other related storm water agencies and school districts in compiling existing resources and guidance materials. The educational and training materials shall address: • Measures that can be taken to prevent storm water pollution; • The need to eliminate illicit non-storm water discharges, and implement new construction plan review and construction inspection procedures, new design standards and source control requirements; and • Consider use of school newspaper articles; special events; distribution of storm water brochures and magnets; storm water displays; and/or use of the Palomar Community College District web page to address urban runoff issues.	Identify educational materials and target audiences and develop education strategy.	2014-15 (Complete)	Supervisor, Environmental Health & Safety
Program Implementation			
BMP PE-2. Educate the Students. Use the educational materials developed in BMP PE-1. Subtasks include: • Distributing educational materials; and • Discussing storm water quality issues during special events.	Initiate student education program.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety
BMP PE-3. Train Employees and Facility Users. Use the educational materials developed in BMP PE-1. Target groups include Maintenance and Operations, Facility Planning, Facilities and Grounds staff administration and teachers, and other non- employee facility users (clubs, volunteer organizations, etc.). Subtasks include: • Distributing educational materials; and • Conducting training sessions.	Initiate employee training program.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
BMP PE-4. Inform Consultants and Contractors. Distribute educational materials developed in BMP PE-1. Subtasks include: • Distribute educational materials; and • Conduct workshops for consultants and contractors.	Initiate program to educate consultants and contractors.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

4 PUBLIC INVOLVEMENT/PARTICIPATION

4.1 DESCRIPTION

Public involvement/participation is important to obtain broader public support, incorporate public expertise, and take advantage of other related programs. The potential BMPs include public meetings, volunteer water quality monitoring, volunteer educators and speakers, storm drain stenciling, community clean-ups, incentive programs for students to participate on Palomar Community College District facility litter cleanup days, and "adopt a storm drain" programs. In addition, Palomar Community College District could consider round table discussions by student, staff and/or teacher groups to identify additional BMPS for improving storm water runoff quality.

The BMPs listed below include notifying the public regarding Palomar Community College District's plan for SWMP implementation, enlisting volunteers, and reaching out to individuals, agencies and organizations interested in the local watershed. The overall objective is to involve the public in SWMP development and implementation.

4.2 BMPS

The four Public Involvement/Participation BMPs are as follows:

- **BMP PI-1. Public Notice.**
- **BMP PI-2. Storm Drain Marking Program.**
- **BMP PI-3. Local Watershed Input.**
- **BMP PI-4. Community Activity.**

The Public Involvement/Participation BMPs are described in Table 4.1 along with:

- Measurable Goals and dates for implementation.
- The person responsible for implementation.

In addition, the Public Involvement/Participation BMPs that apply to specific District staff or activities are also described in the appendices.

Table 4-1. Minimum Control Measure – Public Involvement/Participation

BMP	Measurable Goal	Date	Responsible Individual
Notify Public			
BMP PI-1. Public Notice. Provide requisite notice regarding public meetings at which the Palomar Community College District Board will consider adoption of a resolution directing the Superintendent to implement and enforce the SWMP.	Post requisite notice.	2015-16	Superintendent / President
Involve Public			
BMP PI-2. Storm Drain Marking Program. Develop program. Enlist staff or volunteers and implement program to label the Palomar Community College District's storm drain inlets.	Enlist volunteers. Stencil or otherwise label drainage inlets.	2015-16	Supervisor, Environmental Health & Safety
BMP PI-3. Local Watershed Input. Identify organizations and individuals interested in the local watersheds and meet with representatives at least annually to obtain input.	Meet with watershed organizations and other interested parties, at least annually, to obtain input.	2015-16	Supervisor, Environmental Health & Safety
BMP PI-4. Community Activity. • Support student and staff involvement in watershed improvement activities. • Consider incentive programs for students or staff to develop site- specific BMPs that could be implemented to improve storm runoff quality (e.g. reduce litter).	Support Arboretum Club workshops and identify opportunities for onsite projects	2015-16	Supervisor, Environmental Health & Safety

5 ILLICIT DISCHARGE, DETECTION, AND ELIMINATION

5.1 DESCRIPTION

Illicit non-storm water discharges can significantly degrade surface water quality and threaten aquatic life, wildlife, and human health. They consist of discharges to the storm drainage system that are not composed entirely of storm water (excluding authorized non-storm water discharges). Illicit non-storm water discharges can include direct connections to the storm drainage system (e.g., cross-connections with a sanitary sewer system) and discharges that enter drainage inlets (e.g., wash water, paint residue and used oil).

The BMPs listed below include amendments to existing District policy, development of a map showing storm drainage patterns, facilities and outfalls at each of the sites, periodic surveillance for non-storm water discharges during dry weather, and corrective actions to eliminate illicit discharges. The overall objective is to assure that illicit non-storm water is not discharged into the District MS4. However, certain categories of non-storm water discharges are “authorized” unless they are identified by the RWQCB as significant contributors of pollutants to the MS4. Accordingly, the District will allow the following “authorized” non-storm water discharges, which will be considered exempt from SWMP requirements:

1. water line flushing;
2. individual residential car washing;
3. diverted stream flows;
4. rising ground waters;
5. uncontaminated ground water infiltration (as defined at 40 C.F.R. §35.2005(20)) to separate storm sewers;
6. uncontaminated pumped ground water;
7. discharges from potable water sources;
8. foundation drains;
9. air conditioning condensation;
10. springs;
11. water from crawl space pumps;
12. footing drains;
13. flows from riparian habitats and wetlands;
14. dechlorinated swimming pool discharges; and incidental runoff from landscaped areas (as defined and in accordance with Section B.4 of the Small MS4 General Permit).

Discharges or flows from fire-fighting activities are excluded from the effective prohibition against non-storm water and need only be addressed where they are identified as significant sources of pollutants to waters of the U.S.

5.2 BMPS

The three Illicit Discharge Detection and Elimination BMPs are as follows:

- **BMP ID-1. Legal Authority.**
- **BMP ID-2. Map Preparation.**
- **BMP ID-3. Illicit Discharge Elimination.**

The Illicit Discharge Detection and Elimination BMPs are described in Table 5.1 along with:

- Measurable goals and dates for implementation.
- The person responsible for implementation.

In addition, the Illicit Discharge Detection and Elimination BMPs that apply to specific District staff or activities are also described in the appendices.

Table 5-1. Minimum Control Measure – Illicit Discharge Detection and Elimination

BMP	Measurable Goal	Date	Responsible Individual
Amend Palomar Community College District Policy			
BMP ID-1. Legal Authority. Review existing Palomar Community College District policy. • Identify if any Palomar Community College District policy must be revised or augmented to effectively prohibit illicit non-storm water discharges into the Palomar Community College District MS4s. • Adopt required policy and/or amendments, including amendments requiring the elimination of illicit discharges.	Review existing Palomar Community College District policy.	2015-16	Superintendent / President
	Adopt required policy and/or amendments to Palomar Community College District policy.	2015-16	
Locate Outfalls			
BMP ID-2. Map Preparation. Develop and implement plan for mapping of Palomar Community College District outfalls. • Show known outfalls and receiving streams based on existing records. • Identify data gaps. • Field locate existing outfalls.	Develop plan. Update existing drainage maps.	2015-16	Supervisor, Environmental Health & Safety

Eliminate Non-Storm Water Discharges			
BMP ID-3. Illicit Discharge Elimination. • Develop and implement plan to detect and eliminate illicit non-storm water discharges (including custodial wash water disposal, wash-down of outdoor eating areas, building wash-down and vehicle/equipment washing) to Palomar Community College District drainage systems and illegal dumping. • Identify priority sites for inspection (e.g. sites where evidence of illicit discharges has been observed and sites where sewer system overflows or failures have occurred, or illicit discharges may result from facility or equipment wash-down). • Establish procedures for receiving reports regarding illicit discharges from the public. • Evaluate alternative wash water disposal practices (e.g. use of custodial mop sinks). • Evaluate the effectiveness of current measures taken to prevent and respond to spills (sewage, chemical, oil, etc.). See BMP PP-2. • Establish a system for tracking elimination of illicit discharges, including monitoring for sewage spills from on-site septic tanks (if any), and oil or chemical spills. • Train Palomar Community College District employees involved in the program annually. Develop inspection procedures/inspection checklists for inspectors. Utilize a tiered approach to training.	Develop plan	2015-16	Supervisor, Environmental Health & Safety
	Implement plan	2015-16 (Ongoing program)	

6 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

6.1 DESCRIPTION

Construction sites can be a significant source of polluted storm water runoff. Sediment is usually the primary pollutant of concern. However, storm water runoff can also be polluted by construction wastes (e.g. concrete truck washout, spilled petroleum products, paint, etc.).

The BMPs listed below include evaluation of, and revisions to, existing District policy (as needed to implement the SWMP), and evaluation of and revision to existing District procedures for review of construction plans, inspection of construction sites to verify BMPs are in place and effective and establishment of procedures for response to inquiries and complaints regarding construction site runoff. The overall objective of these BMPs is to assure that all land disturbance projects comply with the General Construction Permit.

6.2 BMPS

The four Construction Site Storm Water Runoff Control BMPs are as follows:

- **BMP CS-1. Legal Authority.**
- **BMP CS-2. Construction Plan Review.**
- **BMP CS-3. Construction Site Inspection.**
- **BMP CS-4. Construction Site - Public Inquiries/Complaints.**

The Construction Site Storm Water Runoff Control BMPs are described in Table 6.1 along with:

- Measurable goals and dates for implementation.
- The person responsible for implementation.

In addition, typical construction site BMPs are listed in Table 6.2 for consideration by Palomar Community College District. The Construction Site Storm Water Runoff Control BMPs that apply to specific Palomar Community College District staff are also described in the appendices.

6.3 REFERENCES

The following references are available to assist with BMP selection:

1. California Stormwater Quality Association (CASQA), “Construction Handbook,” dated January 2015. Available by subscription on-line at: https://www.casqa.org/resources/bmp-handbooks/construction
2. CalTrans, “Stormwater Pollution Prevention Plan (SWPPP) and Water Pollution Control Program (WPCP) Preparation Manual” dated June 2011. Available on-line at: http://www.dot.ca.gov/hq/construc/stormwater/documents/SWPPP_Prep_ManualJune2011.pdf
3. The City of San Diego, “Think Blue San Diego” website. Fact sheets available on-line at: http://www.sandiego.gov/thinkblue/public-education/info-for-businesses.shtml

Table 6-1. Control Measure – Construction Site Storm Water Runoff Control

BMP	Measurable Goal	Date	Responsible Individual
Amend Palomar Community College District Policy			
BMP CS-1. Legal Authority. • Review relevant sections of Palomar Community College District policy and construction contract and vendor requirements: ✔ Identify amendments needed to assure Palomar Community College District has adequate legal authority to: − Require the construction site controls necessary to reduce pollutants in storm water runoff, including implementation of effective erosion and sediment BMPs; and − Prohibit non-storm water discharges and requiring compliance with environmental regulations. ✔ Develop tiered approach for enforcement of violations of Palomar Community College District policy regarding construction site controls (e.g., verbal warning, notice of violation with time schedule, Stop Work Orders, etc.). ✔ Adopt required amendments. • Include adequate language in bid documents to require erosion and sediment control and construction waste management.	Identify necessary amendments to Palomar Community College District policy. Revise Palomar Community College District policy, as required.	2015-16 2015-16	Superintendent /President

BMP	Measurable Goal	Date	Responsible Individual
Evaluate Palomar Community College District Procedures			
BMP CS-2. Construction Plan Review. • Increase awareness regarding the need for construction site storm water management. • Review existing procedures. Identify procedures that should be revised or augmented to assure construction plans include effective BMPs, and Construction SWPPPs are prepared (where applicable). • Identify effective construction site BMPs suitable for Palomar Community College District. • Train Palomar Community College District employees (see BMP PE-3) regarding revised plan review procedures. • Inform architects and contractors (see BMP PE-4) regarding the revised plan review procedures.	Increase public, contractor and Palomar Community College District employee awareness of the construction storm water management program.	2014-15 (Complete)	Supervisor, Environmental Health & Safety
	Develop revised Palomar Community College District plan review procedures.	2014-15 (Complete)	
	Revise Palomar Community College District construction plan review procedures and requirements and implement.	2014-15 (Complete)	

BMP	Measurable Goal	Date	Responsible Individual
BMP CS-3. Construction Site Inspection. • Review existing procedures. Identify procedures that should be revised or augmented to assure effective BMPs are both in-place and are maintained on construction sites in accordance with the approved construction plans and Construction SWPPPs (where applicable). • Develop procedures for site inspection. • Develop checklists for inspectors. • Establish criteria for identification of priority sites (e.g. sites that are large or steep with substantial potential for erosion and sites located near storm drain inlets or surface waters). • Develop plan to assure that construction sites greater than 1 acre are inspected twice during the dry season and that during the wet season: ✔ Priority sites are inspected weekly; and ✔ Other sites are inspected every two weeks. • Establish a system for tracking and correction of BMP deficiencies. • Provide annual training for Palomar Community College District employees and inform consultants and contractors regarding revised Palomar Community College District site inspection procedures.	Review existing Palomar Community College District site inspection procedures.	2015-16	Supervisor, Environmental Health & Safety
	Revise Palomar Community College District construction site inspection procedures as necessary.	2015-16	
	Implement revised construction site inspection procedures.	2015-16 (Ongoing program)	
BMP CS-4. Construction Site - Public Inquiries/Complaints. • Develop Palomar Community College District procedures for receipt, tracking, and response to public inquiries or complaints regarding construction site runoff.	Develop revised response procedures.	2015-16	Supervisor, Environmental Health & Safety
	Implement revised public response procedures.	2015-16 (Ongoing program)	

Table 6-2. Typical Construction Site BMPs

Table 6.2. Typical Construction Site BMPs.

Best Management Practices	Typical Construction Activities										
	Demolish Pavement/ Structures	Clear and Grub	Construct Access Roads	Grading (including cut and fill slopes)	Excavate and Backfill	Prepare subgrade	Construct Bridges/ Culverts	Construct AC/ Concrete Paving	Construct Structures	Construct Retaining Walls	Plant and Irrigate
Temporary Soil Stabilization											
Scheduling	x	x	x	x	x	x		x	x	x	x
Preservation of Existing Vegetation		x	x	x			x			x	
Hydraulic Mulch	x	x		x	x				x		x
Hydroseeding	x	x		x	x				x		x
Soil Binders	x	x		x	x						
Straw Mulch	x	x		x	x				x		x
Geotextiles, Mats/Plastic Covers and Erosion Control Blankets	x	x	x	x	x	x			x		x
Temporary Sediment Control											
Silt Fence	x	x	x	x	x	x			x		x
Fiber Rolls	x	x	x	x	x				x		x
Gravel Bag Berm	x	x	x	x	x				x		x
Check Dam	x	x		x	x						
Desilting Basin	x	x	x	x	x				x		x
Sediment Trap	x	x	x	x	x	x			x		x
Sediment Basin		x		x	x						x
Temporary Runoff Controls											
Earth Dikes/Drainage Swales and Lined Ditches		x	x	x					x		
Outlet Protection/ Velocity Dissipation Devices		x	x	x					x		

Table 6.2. Typical Construction Site BMPs.

Best Management Practices	Typical Construction Activities										
	Demolish Pavement/ Structures	Clear and Grub	Construct Access Roads	Grading (including cut and fill slopes)	Excavate and Backfill	Prepare Subgrade	Construct Bridges/ Culverts	Construct AC/ Concrete Paving	Construct Structures	Construct Retaining Walls	Plant and Irrigate
Slope Drains				x					x		
Temporary Stream Crossing			x		x		x		x		
Clear Water Diversion	x		x		x		x		x	x	
Wind Erosion Control		x	x	x	x	x		x			x
Sediment Tracking Control	x	x	x	x	x	x		x	x	x	x
Street Sweeping and Vacuuming	x	x	x	x	x	x		x	x	x	x
Stabilized Construction Roadway		x	x	x							
Entrance/Outlet Tire Wash		x	x	x							x
Waste and Material Management											
Stockpile management	x		x					x			
Spill Prevention and Control	x	x	x	x	x	x	x	x	x	x	x
Solid Waste Management	x	x	x	x	x	x	x	x	x	x	x
Hazardous Waste Management	x	x	x	x	x	x	x	x	x	x	x
Containment Soil Management	x	x		x			x				
Concrete Waste Management	x		x						x	x	x

7 POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

7.1 DESCRIPTION

Studies have indicated that prior planning and facility design is the most cost-effective approach to mitigating the storm water quality degradation that can result from new urban development and redevelopment. After construction is completed, storm runoff can be impacted by both a) the types of pollutants in storm runoff (e.g. sediment, oil and grease, nutrients, pesticides and heavy metals) and b) the increased quantity of runoff (e.g. resulting in downstream stream bank scouring and flooding).

The BMPs listed below include amendments to existing Palomar Community College District policy, evaluation, and revision of existing District requirements for the design of new facilities, and verification that Palomar Community College District provides for O&M of post-construction BMPs. The overall objective is to assure that impacts to storm runoff are adequately considered when designing District facility improvements.

7.2 BMPS

The three Post-Construction Storm water Management in New Development and Redevelopment BMPs are as follows:

- **BMP PC-1. Legal Authority.**
- **BMP PC-2. Design Standards.**
- **BMP PC-3. BMP Inspection.**

The Post-Construction Storm Water Management in New Development and Redevelopment BMPs are described in Table 7.1 along with:

- Measurable goals and dates for implementation.
- The person responsible for implementation.

In addition, the Post-Construction Storm Water Management in New Development and Redevelopment BMPs that apply to specific Palomar Community College District staff are also described in the appendices.

Table 7-1. Minimum Control Measure – Post-Construction Storm Water Management in New Development and Redevelopment

BMP	Measurable Goal	Date	Responsible Individual
Amend Palomar Community College District Policy			
BMP PC-1. Legal Authority. Review existing Palomar Community College District policy and identify amendments needed to assure Palomar Community College District has	Review existing Palomar Community College District policy.	2015-16	Superintendent / President

BMP	Measurable Goal	Date	Responsible Individual
adequate legal authority to require that: • Post-construction BMPs be considered for all construction projects that disturb one acre or more; and • Post-construction BMPs are adequately maintained (e.g., require long-term maintenance agreements).	Revise Palomar Community College District policy as required.	2015-16	
Develop Design Standards			
BMP PC-2. Design Standards. • Review existing standards that are being implemented by the surrounding Phase 1 municipalities, identify requirements or standards that are appropriate for Palomar Community College District and should be added regarding post-construction BMPs for new development or redevelopment. • Adopt mandatory standards (Tables 10.1 and 10.2). • Develop a program to inspect the quality of storm water runoff after a major event in areas where post-construction runoff controls are utilized. Evaluate effectiveness of post-construction BMPs. • Train employees and designers (see BMP PE-4) regarding post-construction BMP design standards.	Review existing design standards. Identify suitable post-construction BMPs.	2015-16	Supervisor, Environmental Health & Safety
	Revise Palomar Community College District design requirements as necessary to implement post-construction BMPs.	2015-16	
	Implement revised design standards, train employees and inform designers.	2015-16	
Evaluate Palomar Community College District Procedures			
BMP PC-3. BMP Inspection. Conduct inspections to verify that post-construction controls (e.g. storm water detention basins, vegetated swales, etc.) are operating properly and adequately maintained. Evaluate post-construction effectiveness.	Implement program.	2015-16	Supervisor, Environmental Health & Safety

8 POLLUTION PREVENTION/GOOD HOUSEKEEPING

8.1 DESCRIPTION

Pollution prevention/good housekeeping for municipal operations requires that Palomar Community College District examine municipal operations to identify source control measures that can be taken to mitigate storm runoff pollution. This control measure includes maintenance activities, maintenance and inspection schedules, inspection procedures, and material storage and disposal procedures.

In order to comply with the Small MS4 General Permit, the District must maintain work areas in a neat and clean condition and implement pollution prevention practices. The BMPs listed below include good housekeeping, and spill prevention and response. The overall objective is to prevent storm runoff pollution at District facilities through source control.

8.2 BMPS

The four Pollution Prevention/Good Housekeeping BMPs are as follows:

- **BMP PP-1. Pollution Prevention/Good Housekeeping – General.**
- **BMP PP-2. Spill Prevention/Response.**
- **BMP PP-3. Environmentally Preferable Products.**

The Pollution Prevention/Good Housekeeping BMPs are described in Table 8.1 along with:

- Measurable goals and dates for implementation.
- Responsible person for implementation.

In addition, the Pollution Prevention/Good Housekeeping BMPs that apply to specific Palomar Community College District staff or activities are also described in the appendices.

Table 8-1. Minimum Control Measure – Pollution Prevention/Good Housekeeping

BMP	Measurable Goal	Date	Responsible Individual
Evaluate Palomar Community College District Procedures			
BMP PP-1. Pollution Prevention/Good Housekeeping. Review existing Palomar Community College District housekeeping, material storage, waste disposal, equipment and facility cleaning, and street and municipal parking lot sweeping procedures. Identify procedures that should be revised or augmented to assure reduction of pollutants in storm water to the maximum extent practicable. Train Palomar Community College District employees (see BMP PE-3) regarding revised procedures. As a minimum, implement the following practices: • General. ✔ Clean outdoor work areas daily to prevent potential pollutants and debris from contact with storm runoff. Work areas shall not be hosed down, but vacuumed, swept or mopped; ✔ Place drip trays or pans beneath vehicles and equipment that are leaking while awaiting servicing or during servicing; ✔ Inspect work areas periodically to verify that facilities are clean and uncluttered; and ✔ Continue implementing IPM program. • Material Storage. Place materials (e.g. fertilizer, etc.) indoors, under a structural cover or tarp; and place materials that could leak or spill (oil, etc.) on or within secondary containment. • O&M. Clean out catch basins at least annually to remove accumulated debris and litter. Install screens or use other methods to prevent litter from entering catch basins at drainage inlets. Keep dumpster lids closed, and sweep up dumpster area regularly (do not hose down). Remove debris and trash from grates at drainage inlets before and after storm events and verify that waste materials and wash water (e.g., paintbrushes and rollers) are properly disposed of. • Erosion. Divert upstream runoff away from or across slopes (pipe, concrete chute) to prevent slope erosion and Identify drainage areas subject to erosion. Determine source/cause. Evaluate feasible alternatives for reducing erosion. • Parking Lots. Identify drainage inlets and other points of concentration where runoff leaves parking lots. Monitor during storm events to identify priority locations based on drainage magnitude, parking lot use, and storm water appearance and evaluate treatment alternatives (e.g., diversion to vegetated swales, catch basin inserts, etc.). • Feedback. Develop a procedure to obtain employee feedback regarding BMP effectiveness.	Review existing Palomar Community College District procedures and activities. Implement revised Palomar Community College District procedures.	2015-16 2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
BMP PP-2. Spill Prevention/Response. • Review existing Palomar Community College District spill/leak prevention, response, and cleanup procedures, and equipment. • Identify procedures that should be revised or augmented to assure reduction of pollutants in storm water to the maximum extent practicable. • Provide additional equipment, if needed. • Train Palomar Community College District employees (see BMP PE-3) regarding revised procedures.	Review existing Palomar Community College District spill/leak response and clean up procedures and equipment.	2015-16	Supervisor, Environmental Health & Safety
	Revise Palomar Community College District procedures as necessary to implement spill prevention/ response BMPs.	2015-16	
BMP PP-3. Environmentally Preferable Products. Develop and implement a plan to minimize the use of products that contain hazardous ingredients or toxic chemicals for pest control, and facility, fleet maintenance, or grounds maintenance in favor of alternative environmentally preferable products that pose a lower risk to employees, the public and the environment.	Develop Plan.	2014-15 (Complete)	Supervisor, Environmental Health & Safety
	Implement Plan.	2015-16 (Ongoing program)	

9 MONITORING AND REPORTING

9.1 MONITORING

In summary, the BMPs described in Sections 3 through 8 will be verified as implemented appropriately by Palomar Community College District through the completion of following monitoring activities.

9.1.1 Construction Site Inspections (BMP CS-3)

Inspect construction activities that result in land disturbance to verify that adequate BMPs are in place and are properly maintained.

9.1.2 Surveillance for Illicit Non-Storm Water Discharges (BMP ID-3)

Conduct periodic surveillance to detect and address illicit non-storm water discharges, including illegal dumping.

9.1.3 Structural or Treatment Control BMP Inspections (BMP PC-3)

Conduct periodic inspections (on at least an annual basis) to verify proper maintenance and operation of structural BMPs (e.g. containment structures) and treatment BMPs (e.g. sand/oil separators, absorbent pillows, etc.).

9.2 REPORTING

9.2.1 Annual Reports

An annual report detailing the District's progress on SWMP goals is prepared for the Palomar Community College District, as part of the services provided through the Small MS4 Joint Powers Agreement.

9.2.2 Record Retention

Palomar Community College District retains records related to the implementation of its SWMP for at least five years.

10 CERTIFICATION

10.1 CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

_____

Date

Superintendent / President

APPENDIX A

FACILITY PLANNING BMPS

Palomar Community College District is implementing a SWMP. The SWMP includes a number of BMPs to prevent storm water pollution. The below-listed BMPs are applicable to facility planning activities.

A.1 OBJECTIVE

Minimize storm water pollution.

A.2 BMPs

The Facility Planning BMPs are as follows:

- **BMP PE-1. Develop Educational Program.**
- **BMP PE-4. Inform Consultants and Contractors.**
- **BMP PI-1. Public Notice.**
- **BMP PI-3. Local Watershed Input.**
- **BMP PI-4. Community Activity.**
- **BMP CS-2. Plan Review.**
- **BMP CS-3. Site Inspection.**
- **BMP CS-4. Public Inquiries/Complaints.**
- **BMP PC-2. Design Standards.**

The Facility Planning BMPs are described in Table A.1 along with:

- Measurable goals and dates for implementation.
- The person responsible for implementation.

Table A-1. Facility Planning BMPs

BMP	Measurable Goal	Date	Responsible Individual
BMP PE-1. Develop Educational Program. Identify existing and develop new educational and training materials (e.g., brochures, checklists, inspection forms, etc.) that can be used to effectively educate students and facility users, train staff and inform consultants and contractors regarding storm water runoff controls. Identify target audiences. Develop strategy. Confer with San Diego County and/or other related storm water agencies and school districts in compiling existing resources and guidance materials. The educational and training materials shall address: • Measures that can be taken to prevent storm water pollution; • The need to eliminate illicit non-storm water discharges, and implement new construction plan review and construction inspection procedures, new design standards and source control requirements; and • Consider use of school newspaper articles; special events; distribution of storm water brochures and magnets; storm water displays; and/or use of the Palomar Community College District web page to address urban runoff issues.	Identify educational materials and target audiences and develop education strategy.	2014-15 (Complete)	Supervisor, Environmental Health & Safety
BMP PE-4. Inform Consultants and Contractors. Distribute educational materials developed in BMP PE-1. Subtasks include: • Distribute educational materials; and • Conduct workshops for consultants and contractors.	Initiate program to educate consultants and contractors.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety
BMP PE-4. Inform Consultants and Contractors. Distribute educational materials developed in BMP PE-1. Subtasks include: • Distribute educational materials; and Conduct workshops for consultants and contractors.	Initiate program to educate consultants and contractors.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety
BMP PI-3. Local Watershed Input. Identify organizations and individuals interested in the local watersheds and meet with representatives at least annually to obtain input.	Meet with watershed organizations and other interested parties, at least annually, to obtain input.	2015-16	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
BMP PI-4. Community Activity. • Support student and staff involvement in watershed improvement activities. • Consider incentive programs for students or staff to develop site- specific BMPs that could be implemented to improve storm runoff quality (e.g. reduce litter).	Support Arboretum Club workshops and identify opportunities for onsite projects	2015-16	Supervisor, Environmental Health & Safety
BMPs ID-1, CS-I and PC-I. Legal Authority. Review existing Palomar Community College District policy: • Identify if any Palomar Community College District policy must be revised or augmented to effectively prohibit illicit non- storm water discharges into Palomar Community College District MS4s; require adequate erosion and sediment controls during construction, and require that post – construction BMPs be considered during the planning and design process for new or remodeled improvements. • Adopt required policy amendments. The amendments must include elimination of illicit non-storm water discharges.	Review existing Palomar Community College District policy.	2015-16	Superintendent/ President
	Adopt required amendments to Palomar Community College District policy.	2015-16	
BMP CS-2. Construction Plan Review. • Increase awareness regarding the need for construction site storm water management. • Review existing procedures. Identify procedures that should be revised or augmented to assure construction plans include effective BMPs, and Construction SWPPPs are prepared (where applicable). • Identify effective construction site BMPs suitable for Palomar Community College District. • Train Palomar Community College District employees (see BMP PE-3) regarding revised plan review procedures. • Inform architects and contractors (see BMP PE-4) regarding the revised plan review procedures.	Increase public, contractor and Palomar Community College District employee awareness of the construction storm water management program.	2014-15 (Complete)	Supervisor, Environmental Health & Safety
	Develop revised Palomar Community College District plan review procedures. Identify effective construction site BMPs suitable for Palomar Community College District.	2014-15 (Complete)	
	Revise Palomar Community College District construction plan review procedures and requirements as necessary.	2014-15 (Complete)	

BMP	Measurable Goal	Date	Responsible Individual
BMP CS-3. Construction Site Inspection. • Review existing procedures. Identify procedures that should be revised or augmented to assure effective BMPs are both in-place and are maintained on construction sites in accordance with the approved construction plans and Construction SWPPPs (where applicable). • Develop procedures for site inspection. • Develop checklists for inspectors. • Establish criteria for identification of priority sites (e.g. sites that are large or steep with substantial potential for erosion and sites located near storm drain inlets or surface waters). • Develop plan to assure that construction sites greater than 1 acre are inspected twice during the dry season and that during the wet season: ✔ Priority sites are inspected weekly; and ✔ Other sites are inspected every two weeks. • Establish a system for tracking and correction of BMP deficiencies. • Provide annual training for Palomar Community College District employees and inform consultants and contractors regarding revised Palomar Community College District site inspection procedures.	Review existing Palomar Community College District site inspection procedures.	2015-16	Supervisor, Environmental Health & Safety
	Revise Palomar Community College District construction site inspection procedures as necessary.	2015-16	
	Implement revised construction site inspection procedures.	2015-16 (Ongoing program)	
BMP CS-4. Construction Site - Public Inquiries/Complaints. • Develop Palomar Community College District procedures for receipt, tracking, and response to public inquiries or complaints regarding construction site runoff.	Develop revised response procedures.	2015-16	Supervisor, Environmental Health & Safety
	Implement revised public response procedures.	2015-16 (Ongoing program)	

BMP	Measurable Goal	Date	Responsible Individual
BMP PC-2. Design Standards. • Review existing standards that are being implemented by the surrounding Phase 1 municipalities, identify requirements or standards that are appropriate for Palomar Community College District and should be added regarding post-construction BMPs for new development or redevelopment. • Adopt mandatory standards (Tables 10.1 and 10.2). • Develop a program to inspect the quality of storm water runoff after a major event in areas where post-construction runoff controls are utilized. Evaluate effectiveness of post-construction BMPs. • Train employees and designers (see BMP PE-4) regarding post-construction BMP design standards.	Review existing design standards. Identify suitable post-construction BMPs.	2015-16	Supervisor, Environmental Health & Safety
	Revise Palomar Community College District design requirements as necessary to implement post-construction BMPs.	2015-16	
	Implement revised design standards, train employees and inform designers.	2015-16	

APPENDIX B

MAINTENANCE AND OPERATIONS BMPS

The Palomar Community College District is implementing a SWMP. The SWMP includes a number of BMPs to prevent storm water pollution. The below-listed BMPs are applicable to maintenance and operations activities.

B.1 OBJECTIVE

Minimize storm water pollution.

B.2 BMPs

The Maintenance and Operations BMPs are as follows:

- **BMP PE-3. Train Employees and Facility Users.**
- **BMP PP-1. Pollution Prevention/Good Housekeeping.**
- **BMP PP-2. Spill Prevention/Response.**
- **BMP PP-3. Environmentally Preferable Products.**
- **BMP PP-4. Bus Maintenance Facility.**
- **BMP ID-2. Map Preparation.**
- **BMP ID-3. Illicit Discharge Elimination.**
- **BMP CS-3. Construction Site Inspection.**
- **BMP CS-4. Public Inquiries/Complaints.**
- **BMP PC-3. BMP Inspection.**

The Maintenance and Operations BMPs are described in Table B.1 along with:

- Measurable goals and dates for implementation.
- The person responsible for implementation.

Table B-1. Maintenance and Operations BMPs

BMP	Measurable Goal	Date	Responsible Individual
BMP PP-1. Pollution Prevention/Good Housekeeping. Review existing Palomar Community College District housekeeping, material storage, waste disposal, equipment and facility cleaning, and street and municipal parking lot sweeping procedures. Identify procedures that should be revised or augmented to assure reduction of pollutants in storm water to the maximum extent practicable. Train Palomar Community College District employees (see BMP PE-3) regarding revised procedures. As a minimum, implement the following practices: • General. ✔ Clean outdoor work areas daily to prevent potential pollutants and debris from contact with storm runoff. Work areas shall not be hosed down, but vacuumed, swept or mopped; ✔ Place drip trays or pans beneath vehicles and equipment that are leaking while awaiting servicing or during servicing; ✔ Inspect work areas periodically to verify that facilities are clean and uncluttered; and ✔ Continue implementing IPM program. • Material Storage. Place materials (e.g. fertilizer, etc.) indoors, under a structural cover or tarp; and place materials that could leak or spill (oil, etc.) on or within secondary containment. • O&M. Clean out catch basins at least annually to remove accumulated debris and litter. Install screens or use other methods to prevent litter from entering catch basins at drainage inlets. Keep dumpster lids closed, and sweep up dumpster area regularly (do not hose down). Remove debris and trash from grates at drainage inlets before and after storm events and verify that waste materials and wash water (e.g., paintbrushes and rollers) are properly disposed of. • Erosion. Divert upstream runoff away from or across slopes (pipe, concrete chute) to prevent slope erosion and Identify drainage areas subject to erosion. Determine source/cause. Evaluate feasible alternatives for reducing erosion. • Parking Lots. Identify drainage inlets and other points of concentration where runoff leaves parking lots. Monitor during storm events to identify priority locations based on drainage magnitude, parking lot use, and storm water appearance and evaluate treatment alternatives (e.g., diversion to vegetated swales, catch basin inserts, etc.). • Feedback. Develop a procedure to obtain employee feedback regarding BMP effectiveness.	Review existing Palomar Community College District procedures and activities. Implement revised Palomar Community College District procedures.	2015-16 2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
BMP PE-3. Train Employees and Facility Users. Use the educational materials developed in BMP PE-1. Target groups include Maintenance and Operations, Facility Planning, Facilities and Grounds staff administration and teachers, and other non- employee facility users (clubs, volunteer organizations, etc.). Subtasks include: • Distributing educational materials; and • Conducting training sessions.	Initiate employee training program.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety
BMP PP-2. Spill Prevention/Response. • Review existing Palomar Community College District spill/leak prevention, response, and cleanup procedures, and equipment. • Identify procedures that should be revised or augmented to assure reduction of pollutants in storm water to the maximum extent practicable. • Provide additional equipment, if needed. • Train Palomar Community College District employees regarding revised procedures.	Review existing Palomar Community College District spill/leak response and clean up procedures and equipment.	2015-16	Supervisor, Environmental Health & Safety
	Develop and implement revised Palomar Community College District procedures as necessary.	2015-16	
BMP PP-3. Environmentally Preferable Products. Develop and implement a plan to minimize the use of products that contain hazardous ingredients or toxic chemicals for pest control, and facility, fleet maintenance, or grounds maintenance in favor of alternative environmentally preferable products that pose a lower risk to employees, the public and the environment.	Develop Plan	2014-15 (Complete)	Supervisor, Environmental Health & Safety
	Implement Plan	2015-16 (Ongoing program)	

BMP	Measurable Goal	Date	Responsible Individual
BMP ID-2. Map Preparation. Develop and implement plan for mapping of Palomar Community College District outfalls. • Show known outfalls and receiving streams based on existing records. • Identify data gaps. • Field locate existing outfalls.	Develop plan. Update existing drainage maps.	2015-16	Supervisor, Environmental Health & Safety
BMP ID-3. Illicit Discharge Elimination. • Develop and implement plan to detect and eliminate illicit non-storm water discharges (including custodial wash water disposal, wash-down of outdoor eating areas, building wash-down and vehicle/equipment washing) to Palomar Community College District drainage systems and illegal dumping. • Identify priority sites for inspection (e.g. sites where evidence of illicit discharges has been observed and sites where sewer system overflows or failures have occurred, or illicit discharges may result from facility or equipment wash-down). • Establish procedures for receiving reports regarding illicit discharges from the public. • Evaluate alternative wash water disposal practices (e.g. use of custodial mop sinks). • Evaluate the effectiveness of current measures taken to prevent and respond to spills (sewage, chemical, oil, etc.). See BMP PP-2. • Establish a system for tracking elimination of illicit discharges, including monitoring for sewage spills from on-site septic tanks (if any), and oil or chemical spills. • Train Palomar Community College District employees involved in the program annually. Develop inspection procedures/inspection checklists for inspectors. Utilize a tiered approach to training.	Develop plan	2015-16	Supervisor, Environmental Health & Safety
	Implement plan	2015-16 (Ongoing program)	
BMP CS-3. Construction Site Inspection. • Review existing procedures. Identify procedures that should be revised or augmented to assure effective BMPs are both in-place and are maintained on construction sites in accordance with the approved construction plans and Construction SWPPPs (where applicable). • Develop procedures for site inspection.	Review existing Palomar Community College District site inspection procedures.	2014-15 (Complete)	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
• Develop checklists for inspectors. • Establish criteria for identification of priority sites (e.g. sites that are large or steep with substantial potential for erosion and sites located near storm drain inlets or surface waters). • Develop plan to assure that construction sites greater than 1 acre are inspected twice during the dry season and that during the wet season: ✔ Priority sites are inspected weekly; and ✔ Other sites are inspected every two weeks. • Establish a system for tracking and correction of BMP deficiencies. • Provide annual training for Palomar Community College District employees and inform consultants and contractors regarding revised Palomar Community College District site inspection procedures.	Revise Palomar Community College District construction site inspection procedures as necessary.	2014-15 (Complete)	
BMP CS-4. Construction Site - Public Inquiries/Complaints. • Develop Palomar Community College District procedures for receipt, tracking, and response to public inquiries or complaints regarding construction site runoff.	Develop revised response procedures.	2015-16	Supervisor, Environmental Health & Safety
	Implement revised public response procedures.	2015-16 (Ongoing program)	
BMP PC-3. BMP Inspection. Conduct inspections to verify that post-construction controls (e.g. storm water detention basins, vegetated swales, etc.) are operating properly and adequately maintained. Evaluate post-construction effectiveness.	Implement program.	2015-16	Supervisor, Environmental Health & Safety

APPENDIX C

GROUNDS MAINTENANCE BMPS

Palomar Community College District is implementing a SWMP. The SWMP includes a number of BMPs to prevent storm water pollution. The below-listed BMPs are applicable to grounds maintenance activities.

C.1 OBJECTIVE

Minimize storm water pollution.

C.2 BMPs

The Grounds Maintenance BMPs are as follows:

- **BMP PE-3. Train Palomar Community College District Employees.**
- **BMP PP-1. Pollution Prevention/Good Housekeeping.**
- **BMP PP-3. Environmentally Preferable Products.**
- **BMP ID-3. Illicit Discharge Elimination.**

The Grounds Maintenance BMPs are described in Table C.1 along with:

- Measurable goals and dates for implementation.
- The person responsible for implementation.

Table C-1. Grounds Maintenance BMPs

BMP	Measurable Goal	Date	Responsible Individual
BMP PP-1. Pollution Prevention/Good Housekeeping. Review existing Palomar Community College District housekeeping, material storage, waste disposal, equipment and facility cleaning, and street and municipal parking lot sweeping procedures. Identify procedures that should be revised or augmented to assure reduction of pollutants in storm water to the maximum extent practicable. Train Palomar Community College District employees (see BMP PE-3) regarding revised procedures. As a minimum, implement the following practices: • General. ✔ Clean outdoor work areas daily to prevent potential pollutants and debris from contact with storm runoff. Work areas shall not be hosed down, but vacuumed, swept or mopped; ✔ Place drip trays or pans beneath vehicles and equipment that are leaking while awaiting servicing or during servicing; ✔ Inspect work areas periodically to verify that facilities are clean and uncluttered; and ✔ Continue implementing IPM program. • Material Storage. Place materials (e.g. fertilizer, etc.) indoors, under a structural cover or tarp; and place materials that could leak or spill (oil, etc.) on or within secondary containment. • O&M. Clean out catch basins at least annually to remove accumulated debris and litter. Install screens or use other methods to prevent litter from entering catch basins at drainage inlets. Keep dumpster lids closed, and sweep up dumpster area regularly (do not hose down). Remove debris and trash from grates at drainage inlets before and after storm events and verify that waste materials and wash water (e.g., paintbrushes and rollers) are properly disposed of. • Erosion. Divert upstream runoff away from or across slopes (pipe, concrete chute) to prevent slope erosion and Identify drainage areas subject to erosion. Determine source/cause. Evaluate feasible alternatives for reducing erosion. • Parking Lots. Identify drainage inlets and other points of concentration where runoff leaves parking lots. Monitor during storm events to identify priority locations based on drainage magnitude, parking lot use, and storm water appearance and evaluate treatment alternatives (e.g., diversion to vegetated swales, catch basin inserts, etc.). • Feedback. Develop a procedure to obtain employee feedback regarding BMP effectiveness.	Review existing Palomar Community College District procedures and activities. Implement revised Palomar Community College District procedures.	2015-16 2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
BMP PP-2. Spill Prevention/Response. • Review existing Palomar Community College District spill/leak prevention, response, and cleanup procedures, and equipment. • Identify procedures that should be revised or augmented to assure reduction of pollutants in storm water to the maximum extent practicable. • Provide additional equipment, if needed. • Train Palomar Community College District employees (see BMP PE-3) regarding revised procedures.	Review existing Palomar Community College District spill/leak response and clean up procedures and equipment.	2015-16	Supervisor, Environmental Health & Safety
	Revise Palomar Community College District procedures as necessary to implement spill prevention/ response BMPs.	2015-16	
BMP PE-3. Train Employees and Facility Users. Use the educational materials developed in BMP PE-1. Target groups include Maintenance and Operations, Facility Planning, Facilities and Grounds staff administration and teachers, and other non- employee facility users (clubs, volunteer organizations, etc.). Subtasks include: • Distributing educational materials; and • Conducting training sessions.	Initiate employee training program.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety
BMP PP-3. Environmentally Preferable Products. Develop and implement a plan to minimize the use of products that contain hazardous ingredients or toxic chemicals for pest control, and facility, fleet maintenance, or grounds maintenance in favor of alternative environmentally preferable products that pose a lower risk to employees, the public and the environment.	Develop Plan	2014-15 (Complete)	Supervisor, Environmental Health & Safety
	Implement Plan	2015-16 (Ongoing program)	

BMP	Measurable Goal	Date	Responsible Individual
BMP ID-3. Illicit Discharge Elimination • Develop and implement plan to detect and eliminate illicit non-storm water discharges (including custodial wash water disposal, wash-down of outdoor eating areas, building wash-down and vehicle/equipment washing) to Palomar Community College District drainage systems and illegal dumping. • Identify priority sites for inspection (e.g. sites where evidence of illicit discharges has been observed and sites where sewer system overflows or failures have occurred, or illicit discharges may result from facility or equipment wash-down). • Establish procedures for receiving reports regarding illicit discharges from the public.	Develop plan.	2015-16	Supervisor, Environmental Health & Safety
• Evaluate alternative wash water disposal practices (e.g. use of custodial mop sinks). • Evaluate the effectiveness of current measures taken to prevent and respond to spills (sewage, chemical, oil, etc.). See BMP PP-2. • Establish a system for tracking elimination of illicit discharges, including monitoring for sewage spills from on-site septic tanks (if any), and oil or chemical spills. • Train Palomar Community College District employees involved in the program annually. Develop inspection procedures/inspection checklists for inspectors. Utilize a tiered approach to training.	Implement plan	2015-16 (Ongoing program)	

APPENDIX D

TEACHER/ADMINISTRATION BMPS

Palomar Community College District is implementing a SWMP. The SWMP includes a number of BMPs to prevent storm water pollution. The below-listed BMPs are applicable to teacher/administration activities.

D.1 OBJECTIVE

Minimize storm water pollution.

D.2 BMPs

The Teacher/Administration BMPs are as follows:

- **BMP PE-2. Educate Students.**
- **BMP PE-3. Train Employees.**
- **BMP PP-1. Pollution Prevention/Good Housekeeping.**
- **BMP PI-2. Storm Drain Marking Program.**
- **BMP ID-3. Illicit Discharge Elimination.**

The Teacher/Administration BMPs are described in Table D.1 along with:

- Measurable goals and dates for implementation.
- The person responsible for implementation.

Table D-1. Teacher/Administration BMPs

BMP	Measurable Goal	Date	Responsible Individual
BMP PE-2. Educate the Students. Use the educational materials developed in BMP PE-1. Subtasks include: • Distributing educational materials; and • Discussing storm water quality issues during special events.	Initiate student education program.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety
BMP PE-3. Train Employees and Facility Users. Use the educational materials developed in BMP PE-1. Target groups include Maintenance and Operations, Facility Planning, Facilities and Grounds staff administration and teachers, and other non- employee facility users (clubs, volunteer organizations, etc.). Subtasks include: • Distributing educational materials; and • Conducting training sessions.	Initiate employee training program.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
BMP PP-1. Pollution Prevention/Good Housekeeping. Review existing Palomar Community College District housekeeping, material storage, waste disposal, equipment and facility cleaning, and street and municipal parking lot sweeping procedures. Identify procedures that should be revised or augmented to assure reduction of pollutants in storm water to the maximum extent practicable. Train Palomar Community College District employees (see BMP PE-3) regarding revised procedures. As a minimum, implement the following practices: • General. ✔ Clean outdoor work areas daily to prevent potential pollutants and debris from contact with storm runoff. Work areas shall not be hosed down, but vacuumed, swept or mopped; ✔ Place drip trays or pans beneath vehicles and equipment that are leaking while awaiting servicing or during servicing; ✔ Inspect work areas periodically to verify that facilities are clean and uncluttered; and ✔ Continue implementing IPM program. • Material Storage. Place materials (e.g. fertilizer, etc.) indoors, under a structural cover or tarp; and place materials that could leak or spill (oil, etc.) on or within secondary containment. • O&M. Clean out catch basins at least annually to remove accumulated debris and litter. Install screens or use other methods to prevent litter from entering catch basins at drainage inlets. Keep dumpster lids closed, and sweep up dumpster area regularly (do not hose down). Remove debris and trash from grates at drainage inlets before and after storm events and verify that waste materials and wash water (e.g., paintbrushes and rollers) are properly disposed of. • Erosion. Divert upstream runoff away from or across slopes (pipe, concrete chute) to prevent slope erosion and Identify drainage areas subject to erosion. Determine source/cause. Evaluate feasible alternatives for reducing erosion. • Parking Lots. Identify drainage inlets and other points of concentration where runoff leaves parking lots. Monitor during storm events to identify priority locations based on drainage magnitude, parking lot use, and storm water appearance and evaluate treatment alternatives (e.g., diversion to vegetated swales, catch basin inserts, etc.). • Feedback. Develop a procedure to obtain employee feedback regarding BMP effectiveness.	Review existing Palomar Community College District procedures and activities. Implement revised Palomar Community College District procedures.	2015-16 2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
BMP PI-2. Storm Drain Marking Program. Develop program. Enlist staff or volunteers and implement program to label the Palomar Community College District's storm drain inlets.	Enlist volunteers. Stencil or otherwise label drainage inlets.	2015-16	Supervisor, Environmental Health & Safety
BMP ID-3. Illicit Discharge Elimination. • Develop and implement plan to detect and eliminate illicit non-storm water discharges (including custodial wash water disposal, wash-down of outdoor eating areas, building wash-down and vehicle/equipment washing) to Palomar Community College District drainage systems and illegal dumping. • Identify priority sites for inspection (e.g. sites where evidence of illicit discharges has been observed and sites where sewer system overflows or failures have occurred, or illicit discharges may result from facility or equipment wash-down). • Establish procedures for receiving reports regarding illicit discharges from the public. • Evaluate alternative wash water disposal practices (e.g. use of custodial mop sinks). • Evaluate the effectiveness of current measures taken to prevent and respond to spills (sewage, chemical, oil, etc). See BMP PP-2. • Establish a system for tracking elimination of illicit discharges, including monitoring for sewage spills from on-site septic tanks (if any), and oil or chemical spills. • Train Palomar Community College District employees involved in the program annually. Develop inspection procedures/inspection checklists for inspectors. Utilize a tiered approach to training.	Develop plan Implement plan	2015-16 2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

APPENDIX E

SPECIAL EVENT BMPS

Palomar Community College District is implementing a SWMP. The SWMP includes a number of BMPs to prevent storm water pollution. The below-listed BMPs are applicable to special event activities.

E.1 OBJECTIVE

Minimize storm water pollution.

E.2 BMPs

The three Special Event BMPs are as follows:

- **BMP PE-3. Educate Other Facility Users.**
- **BMP PP-1. Pollution Prevention/Good Housekeeping.**
- **BMP ID-3. Illicit Discharge Elimination.**

The Special Event BMPs are described in Table E.1 along with:

- Measurable goals and dates for implementation.
- The person responsible for implementation.

Table E-1. Special Event BMPs

BMP	Measurable Goal	Date	Responsible Individual
BMP PE-3. Train Employees and Facility Users. Use the educational materials developed in BMP PE-1. Target groups include Maintenance and Operations, Facility Planning, Facilities and Grounds staff administration and teachers, and other non- employee facility users (clubs, volunteer organizations, etc.). Subtasks include: • Distributing educational materials; and • Conducting training sessions.	Initiate employee training program.	2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
BMP PP-1. Pollution Prevention/Good Housekeeping. Review existing Palomar Community College District housekeeping, material storage, waste disposal, equipment and facility cleaning, and street and municipal parking lot sweeping procedures. Identify procedures that should be revised or augmented to assure reduction of pollutants in storm water to the maximum extent practicable. Train Palomar Community College District employees (see BMP PE-3) regarding revised procedures. As a minimum, implement the following practices: • General. ✔ Clean outdoor work areas daily to prevent potential pollutants and debris from contact with storm runoff. Work areas shall not be hosed down, but vacuumed, swept or mopped; ✔ Place drip trays or pans beneath vehicles and equipment that are leaking while awaiting servicing or during servicing; ✔ Inspect work areas periodically to verify that facilities are clean and uncluttered; and ✔ Continue implementing IPM program. • Material Storage. Place materials (e.g. fertilizer, etc.) indoors, under a structural cover or tarp; and place materials that could leak or spill (oil, etc.) on or within secondary containment. • O&M. Clean out catch basins at least annually to remove accumulated debris and litter. Install screens or use other methods to prevent litter from entering catch basins at drainage inlets. Keep dumpster lids closed, and sweep up dumpster area regularly (do not hose down). Remove debris and trash from grates at drainage inlets before and after storm events and verify that waste materials and wash water (e.g., paintbrushes and rollers) are properly disposed of. • Erosion. Divert upstream runoff away from or across slopes (pipe, concrete chute) to prevent slope erosion and Identify drainage areas subject to erosion. Determine source/cause. Evaluate feasible alternatives for reducing erosion. • Parking Lots. Identify drainage inlets and other points of concentration where runoff leaves parking lots. Monitor during storm events to identify priority locations based on drainage magnitude, parking lot use, and storm water appearance and evaluate treatment alternatives (e.g., diversion to vegetated swales, catch basin inserts, etc.). • Feedback. Develop a procedure to obtain employee feedback regarding BMP effectiveness.	Review existing Palomar Community College District procedures and activities. Implement revised Palomar Community College District procedures.	2015-16 2015-16 (Ongoing program)	Supervisor, Environmental Health & Safety

BMP	Measurable Goal	Date	Responsible Individual
BMP ID-3. Illicit Discharge Elimination. • Develop and implement plan to detect and eliminate illicit non-storm water discharges (including custodial wash water disposal, wash-down of outdoor eating areas, building wash-down and vehicle/equipment washing) to Palomar Community College District drainage systems and illegal dumping. • Identify priority sites for inspection (e.g. sites where evidence of illicit discharges has been observed and sites where sewer system overflows or failures have occurred, or illicit discharges may result from facility or equipment wash-down). • Establish procedures for receiving reports regarding illicit discharges from the public. • Evaluate alternative wash water disposal practices (e.g. use of custodial mop sinks). • Evaluate the effectiveness of current measures taken to prevent and respond to spills (sewage, chemical, oil, etc). See BMP PP-2. • Establish a system for tracking elimination of illicit discharges, including monitoring for sewage spills from on-site septic tanks (if any), and oil or chemical spills. • Train Palomar Community College District employees involved in the program annually. Develop inspection procedures/inspection checklists for inspectors. Utilize a tiered approach to training.	Develop plan Implement plan	2015-16 2015-16 (Initiate Ongoing Program)	Supervisor, Environmental Health & Safety

APPENDIX F

SMALL MS4 GENERAL PERMIT