

## Appendix

Protocols for Dry-Weather Screening of Outfalls (FSO)

Pool & Spa Owners (Flyer)

Spill Response Program

Map of Field Screen Outfalls

Compliance Process

Stormwater Industrial Inspection Summary





## Stormwater Management Protocols for Dry-Weather Field Screening of Outfalls (FSO)

The City of Tucson developed this set of protocols based on requirements of 40CFR 122.26(d)(1)(iv)(D) for preventing, detecting and eliminating illicit discharges to the stormdrain system. There are 500 field screening locations throughout the City for periodic evaluation in accordance with these procedures. These locations were determined by placing a ¼ mile grid over a map of the stormdrain system and finding a suitable outfall near each grid space. In Tucson's stormwater system the outfall (field screen point) selected can be a drainpipe outlet, culvert, tributary wash, road dip section, or in areas where no suitable outlet structure could be identified the section of the watercourse within the grid was designated. Each year the program inspects 20% (100 sites) of these locations. During fiscal year 2011-2012, priority outfalls will be identified for annual inspection. These include:

1. Any MS4 outfalls to Atterbury Wash, upstream of Lakeside Lake, which is considered an impaired water.
2. All outfalls that have been a source of unresolved illicit discharges in the past five years. Note: no such outfalls are known to exist at this time, as the City has eliminated illicit discharges identified in the past, or has determined that the dry weather flow is not a significant source of pollutants.
3. Any other outfalls identified by the City as priority. Note: the City has not designated any additional outfalls as priority at this time.

### Qualifying Discharges

- Discharges associated with operation and maintenance of the potable or reclaimed water systems, well development, or well monitoring,
- Residential dechlorinated swimming pool discharges,
- Discharges from residential coolers and air conditioning condensate,
- Discharges from residential or charity exterior car washing where only water or biodegradable soaps are used,
- Building or street wash water where only water or biodegradable soaps are used.

The protocol for conducting these inspections is outlined below.

## Prior to Inspections

1. Inspections should **not** be conducted within 72 hours of a measurable rainfall to avoid confusing accumulated stormwater from rain events with true dry-weather discharges.
2. The outfalls to be inspected for the current fiscal year should be identified in the existing database. The past inspections should be reviewed so the inspector can be aware of the previously noted conditions.
3. Blank inspection sheets should be prepared for the upcoming activities (see attached).
4. The Storm Water Test Kit should be collected from the laboratory and checked to ensure that the instructions, required glassware, and a full stock of reagents are present. Any missing elements should be ordered and replaced by the laboratory well in advance of the scheduled time for performing the inspections. Test and calibrate the pH meter to be used.
5. Any necessary safety equipment should be collected prior to going into the field for the inspection efforts.
6. Organize the outfall locations to be inspected on a given day into a logical sequence to minimize travel time between sites and backtracking across town.
7. Bring the following equipment, at a minimum, to the field when performing the field screening activities:
  - Inspection forms
  - Outreach/Guidance Material
  - Safety Equipment
  - Clean Glass Beaker or Bottle
  - Cell Phone
  - Flashlight
  - Stormwater Test Kit
  - pH Meter
  - Camera
  - Pens/Pencils

## Inspections

1. Travel to and locate the outfall to be inspected.
2. Safely access the outfall location. Bear in mind that access to certain sites may be hazardous and require the use of safety equipment or a less direct route.
3. If the outfall is located in a densely vegetated wash, extra care should be taken during entry - note that itinerant people and wildlife often live in such locations.
4. Fill out the general information part of the inspection sheet (date, time, inspector, outfall identifier, etc.).
5. If a particular outfall has been changed from its original location, the description of the outfall should be updated on the inspection report. This might include areas where development has occurred and a former dirt channel has been replaced by a drainpipe or riprap channel. If a particular outfall has been completely destroyed or removed, this should be noted on the inspection report and the Stormwater Manager notified. An alternate outfall location may need to be established.
6. Identifying dry weather discharges: Once at the outfall, the inspector should look for any indication of dry-weather flow or illicit discharges. Such indications include, but are not limited to:
  - Flowing water
  - Ponding water or dampness
  - Lush vegetation not characteristic of the surrounding area
  - Unusual Staining
  - Deposits of evaporative products (salts)
  - Oil sheen or discoloration
7. Observe and record the condition of the outfall and note any indications that maintenance is needed, such as the presence of significant garbage/refuse, flow obstructions, structural or erosion damage, overgrowth of vegetation, etc.
8. Take at least one photograph at each outfall.
9. If evidence of recent flow is observed, the inspection should be repeated within three days to attempt to inspect during a dry weather flow incident.
10. If flowing water is present, the inspector should estimate the flow rate and record observations with brief descriptions of color, odor, turbidity of the water; oil sheen or surface scum. If there is enough flow to collect a discrete sample, field tests should be conducted and results recorded for: pH; chlorine, detergents, and phenols. If any of the field tests indicate the presence of contamination, indicated by unusually low or

high pH (normal range is between 7.0 - 8.6), positive for chlorine (indicating a pool discharge or a potable water discharge), detergents (any positive test result indicates wash water or waste water) and phenols (any positive result indicates a potential industrial discharge) then a grab sample should be obtained and submitted to the analytical lab under contract to the City. The parameters to be tested at the lab will be determined by the Stormwater Manager. The inspector should collect another grab sample for analysis within a 24-hour period, with a minimum period of four hours between samples.

11. If flowing or ponded water is present, *immediately* investigate to determine the source of the water. This may include searching upgradient in the drainage (inlet grates, catch basins, etc.) for inflows and/or illicit connections, reviewing stormdrain maps and records of the area, and interviewing persons who work at possible sources of inflow.
12. If the source of the discharge can be established, the inspector should determine if the discharge could qualify for the AZPDES De Minimus General Permit. Qualifying Discharges include:
  - Discharges associated with operation and maintenance of the potable or reclaimed water systems, well development, or well monitoring,
  - Residential dechlorinated swimming pool discharges,
  - Discharges from residential coolers and air conditioning condensate,
  - Discharges from residential or charity exterior car washing where only water or biodegradable soaps are used,
  - Building or street-wash water where only water or biodegradable soaps are used.
13. If the source of the discharge qualifies for the De Minimus General Permit, and if the results of the field tests are negative, then the discharge is not considered to be a significant source of pollutants. Please note, however, that swimming pool (and spa) discharges should follow Stormwater Management Section guidelines. If the source qualifies for the De Minimus General Permit and field test results indicate the presence of pollutants, ADEQ should be notified.
14. If the source is determined to be irrigation overflow, or a potable or reclaimed line leak, Tucson Water should be notified. Tucson Water's Water Cop will investigate wasting of potable or reclaimed water under the City's Water Waste and Theft Ordinance.
15. If the source is determined to be residential gray water, notify the discharger that under ADEQ rules, gray water must remain on the discharger's property. Advise the discharger that if the discharge off their property continues, they could be cited under Tucson City Code and reported to ADEQ for possible further enforcement.
16. If the source can be determined and has the potential to be a source of pollutants, as evidenced by field or laboratory testing, it should be considered illicit, and the

following steps should be taken to cease the discharge to the stormdrain system: discussion with responsible parties, distribution of guidance materials, issuance of a compliance status letter, notice of violation, enforcement action, and notification of regulatory authorities.

17. If the source of a dry weather flow cannot be determined, and test results indicate the presence of a pollutant, the inspector should report their findings to the Stormwater Manager for further investigation. Further investigation may include: researching stormdrain maps and contributing drainage areas, conducting more extensive field surveys, performing a confined space entry into the stormdrain, or performing dye tests and other tests to be determined on a case by case basis.
18. Any outfall that exhibited flowing or standing water during an inspection should be revisited within at least two weeks from the original inspection date to see if the discharge is continuing or if corrective actions have been effective. Follow-up monitoring of the outfall should be continued on an as needed basis until the dry weather discharge has been eliminated, or until further investigations conclude that the discharge is not a significant source of pollutants.

#### **After Inspections**

1. Enter the results of each inspection into the Field Screen Outfall (FSO) database for the current fiscal year, and file electronic copies of photos in the FSO directory and inspection sheets in the FSO file folder.
2. Notify Streets and Traffic Maintenance Division of any field screening location requiring maintenance including areas with significant garbage/refuse, flow obstructions, structural or erosion damage, overgrowth of vegetation, etc.
3. Prepare a brief report for any illicit discharges detected, provide flow observations, test results, identify the source (if it can be determined), and list actions taken to stop the discharge. This report will be used to notify appropriate authorities if the discharge continues, or will be summarized in the Annual Report.
4. Prepare a table of findings and a summary of field screen activities for the annual report.
5. Identify outfalls that have been eliminated. Work with Stormwater Manager to identify replacement outfalls.

**FIELD SCREENING**

DATE: \_\_\_\_\_ CELL DESIGNATION: \_\_\_\_\_  
TIME: \_\_\_\_\_ TOWNSHIP, RANGE, SECTION: \_\_\_\_\_  
INSPECTOR: \_\_\_\_\_ OUTFALL NUMBER: \_\_\_\_\_  
LOCATION OF OUTFALL: in \_\_\_\_\_ wash at: \_\_\_\_\_  
\_\_\_\_\_  
OUTFALL TYPE: \_\_\_\_\_  
DRY WEATHER CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_

**SAMPLE NO. 1**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
COLOR: \_\_\_\_\_ (Describe) \_\_\_\_\_ (Describe)  
FLOW: \_\_\_\_\_ (gals/min.) \_\_\_\_\_ (Describe)  
pH: \_\_\_\_\_ (SU) TEMPERATURE: \_\_\_\_\_ (°C)  
SURFACE SCUM AND OIL SHEEN: \_\_\_\_\_ (Describe)  
CHLORINE: \_\_\_\_\_ (ppm) COPPER: \_\_\_\_\_ (ppm)  
PHENOL: \_\_\_\_\_ (ppm) SURFACTANTS: \_\_\_\_\_ (ppm)  
COMMENTS: \_\_\_\_\_

**SAMPLE NO. 2**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
COLOR: \_\_\_\_\_ (Describe) \_\_\_\_\_ (Describe)  
FLOW: \_\_\_\_\_ (gals/min.) \_\_\_\_\_ (Describe)  
pH: \_\_\_\_\_ (SU) TEMPERATURE: \_\_\_\_\_ (°C)  
SURFACE SCUM AND OIL SHEEN: \_\_\_\_\_ (Describe)  
CHLORINE: \_\_\_\_\_ (ppm) COPPER: \_\_\_\_\_ (ppm)  
PHENOL: \_\_\_\_\_ (ppm) SURFACTANTS: \_\_\_\_\_ (ppm)  
COMMENTS: \_\_\_\_\_





# DISCHARGE GUIDELINES FOR POOL & SPA WATER

*A Message from the City of Tucson, Department of Transportation*

**Sanitary Sewer Discharge of Water from Swimming Pools:** Pima County's Regional Wastewater Reclamation Department has approved swimming pool water discharge into the public sewer (sanitary sewer) collection system using the following guidelines:

- Plan discharge for low-use times of sewer flow such as afternoon or late night hours.
- Use small volume pump and control discharge so it doesn't spill out.
- Discharge with hose into access "cap" of the private property sewer cleanout. DO NOT use public manholes or cleanouts.

Sanitary sewer discharge is a preferred method to manage this water. Pima County treats what is collected in the sewer system, and much of this water can be reclaimed for irrigation use.

**Irrigation Use of Backwash Water:** Filter backwashing results in frequent, small quantity release (approx. 75 gallons) of impure water from a pool or spa. Backwash water commonly contains elevated levels of chlorine, pathogens and other potential contaminants that should not be released off-site. In most cases, the amount of backwash water generated by pools and spas can be readily absorbed into soil around the pool area. This water can be used to irrigate salt-tolerant plants (see the back of this flyer for further information). Remember to move the drain hose frequently, since backwash water discharge to one location can create stagnant water areas that can produce mosquitoes. Surface flow of filter backwash off of your property is not allowed under state and local discharge permit requirements.

**Emptying Pools & Spas by Drainage to Street, Stormdrain, or Wash Only When No Other Disposal Option is Available:** It is still wise to use pool drainage water for landscape irrigation on your property whenever possible. And, wherever available, the sanitary sewer should be used to accept pool water you need to drain. If no other alternative exists, follow the guidelines below:

**In the City of Tucson, you may drain your pool or spa using off-site surface flow only if you meet ALL of the following conditions from state and local regulations:**

- You do not have access to a private sewer cleanout.
- Owner shall allow the pool or spa to remain untreated for at least 72 hours (3 days) after the last chlorine addition. This waiting period meets the requirement to de-chlorinate prior to the discharge.
- The pH level of the water must be monitored by the owner and must fall in the range of 7-8. The owner or service company shall measure pH prior to discharge and adjust it to the acceptable range with standard pool chemicals. Monitor pH throughout the discharge and adjust it, as necessary. Easy to use pH kits are available at stores that sell pool chemicals.
- If a pool or spa has been acid washed, this highly acidic water cannot be discharged off-site.
- Discharged water shall be clear (not cloudy or discolored) and free of algae and any contaminants.
- Discharge should be directed by means of a temporary flexible hose, to a stormdrain, drainage channel, or along the curblin gutter of a paved street. Pool or spa discharge may not drain into unpaved/strip-paved alleys or streets where it can cause erosion or contribute to ruts as vehicles drive on wet muddy surfaces.
- Discharge shall be monitored and controlled to ensure that it does not transport sediment or cause erosion of the banks or bottoms of the affected drainage channels or washes.
- Discharge shall not run onto other private property, across a sidewalk, or impair street access.

**ONLY when all of these conditions are met, may the pool or spa be drained to surface drainage. Under no circumstances will a pool or spa be allowed to be permanently connected to a stormdrain or wash.**

To learn more about the state's De Minimus General Permit, which allows this type of discharge, visit the ADEQ website at: <http://www.azdeq.gov/environ/water/permits/gen.html#demi> If you have any questions regarding this notice, please contact the City of Tucson, Department of Transportation, Stormwater Management Section at 791-4251.

# Where should I use my pool/spa drain or backwash water?

Swimming pool and spa backwash water contains chemicals used to control microorganisms and the pH level of the water. Many species of plants are sensitive to these chemicals. However, water from swimming pools and spas can be used to irrigate several salt tolerant plants.

The following lists of sensitive, moderately sensitive, and salt tolerant plants provided below are derived from various publications provided by the University of Arizona Cooperative Extension Service.

<b>Plants sensitive to salt:</b> <i>Do not use backwash water</i>	<b>Moderately sensitive plants:</b> <i>Limited use of backwash water</i>	<b>Salt-tolerant plants:</b> <i>Can use backwash water</i>
Fruit Trees	Glossy Privet	Oleander
Star Jasmine	Pyracantha	Evergreen Euonymas
Roses	Lantana	Rosemary
Algerian Ivy	Xylosma	Bougainvillea
Fraser's Photinia	Juniper	Natal Plum
Chinese Hibiscus	Bottlebrush	Texas Ranger
Willow	Most Acacia Species	Olive
Hopbush	Palo Verde	Native Mesquite
Jojoba	Yucca	Desert Broom
		Saltbush
		Aloe
		Deer Grass
		Bear Grass
		Ice Plant
		Japanese Honeysuckle


When using backwash water, observe the plants and soil for symptoms of salt accumulation:

**For the soil**, watch for a dense, hard, cracked appearance or grayish-white color indicating a possible salt accumulation. A common symptom of salt accumulation is slower water infiltration.

**For the plants**, look for dry, dead areas on the edges and tips of the leaves or a blotched appearance. These symptoms may indicate salt accumulation in the soil. However, symptoms can also be caused by a variety of other factors including disease, herbicides, or insects.

**To avoid salt buildup**, remember to move the discharge hose frequently.

A good source of further information on salt tolerance and related issues is your local Cooperative Extension Agent (626-5161). Feel free to contact the City of Tucson, Department of Transportation, Stormwater Management Section at 791-4251 or [stormwater@tucsonaz.gov](mailto:stormwater@tucsonaz.gov).

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		Effective Date: July 12, 2002
	<b>Spill Response Program</b>	Reviewed/ Revised: January 1, 2011

## 1.0 PURPOSE

The purpose of this policy is to minimize hazards to health, safety, and the environment at sites or facilities where regulated or potentially hazardous substances and chemicals are used, stored and handled and to provide direction when regulated or hazardous materials are spilled.

The majority of these spill incidents will relate to fuel, hydraulic fluid, or anti-freeze spills that occur in the field.

Where applicable, this program shall be used in conjunction with the Environmental Management Program (EMP) Policy and Incident Notification Procedure (<http://intranet.ci.tucson.az.us/docs/ad/8-01-1.pdf>), Emergency Response Guidebook and the electronic MSDS system.

## 2.0 SCOPE

The policies and procedures contained in this section are intended to assist in identifying and complying with the regulations and rules set forth by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), Arizona Department of Environmental Quality (ADEQ), the Department of Transportation (DOT), the Tucson Fire Code (TFC), as well as other applicable local, state, and federal regulations. In all cases where there is a conflict between information contained in this program and/or regulatory requirements, the stricter policy shall apply.

## 3.0 DEFINITIONS

**Absorbent:** a biodegradable substance that is applied to mitigate an uncontrolled release or incidental release of a regulated or potentially hazardous substance. Trade names may include Dri-sorb, Magic-Sorb or MicroBlaze or similar. Contaminated dry-type absorbents (Dri-sorb and Magic-Sorb) shall be recovered to the best practicable manner and disposed of in a manner appropriate for the spilled or released material.

**Emergency Uncontrolled Release:** means an occurrence which results, or is likely to result, in an uncontrolled release of a regulated or potentially hazardous substance that may cause a safety, health, or environmental hazard (e.g., fire, explosion, chemical exposure, leak into sewers and/or storm drains or other drainage conveyance systems including washes) or that impacts (contaminates) public property and may result in a liability claim against the City of Tucson. An Emergency Uncontrolled Release cannot be controlled or contained with the contents of a Spill Kit. An Emergency uncontrolled release of a regulated or potentially hazardous substance shall require immediate 911 and supervision notification.

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**Facility:** means any building, structure, installation, equipment, pipe, or pipeline, well, pit, pond, lagoon, impoundment, ditch, storage, container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been stored, disposed of, or placed, or otherwise come to be located.

**Hazardous Substance:** means any biologic or chemical agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly or indirectly from the environment or ingestion through food chains, will or may reasonably be anticipated to cause injury or death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such persons or their offspring. A typical example would be gasoline.

**Incidental Release:** means a release of hazardous substances *other than* fluid droplets that are normally associated with parked or normally operating mechanical equipment, that are absorbed, neutralized, or otherwise controlled and contained at the time of release by employees in the immediate release area, or by maintenance personnel. An Incidental Release of a regulated or potentially hazardous substance shall require notification to supervision and may require 911 notification after evaluation of the incident by supervision.

**Notification:** Contact made to 911 and/or Supervision in the event of an Emergency Uncontrolled Release or Incidental (Controlled) Release of a regulated or potentially Hazardous Substance.

**Mitigation:** The control and cleanup of any Hazardous Materials substance resulting from an emergency spill or incident release.

**Reporting:** All Emergency and Incidental Releases of regulated or potentially Hazardous Substances shall be reported to the Tucson Fire Department, Fire Prevention Captain, Stormwater Management, and the Environmental Services EMP Coordinator via the Spill Incident Reporting Form (Appendix B).

**Ribbon Spill:** A trail of potentially Hazardous Material/substance released from a moving vehicle. A Ribbon Spill release on the public right-of-way or public (private) property will require 911 notification, the completion of a Spill Incident Report, and may require completion of Form 103 – Property Damage Report.

**Spill Kit:** A combination of absorbent pads and personal protective equipment normally provided to department Supervisors that will contain and control minor hazardous material spills (less than 5 gallons or less than 5' x 5' - 25sq') preventing "puddle" liquid spread and further contamination of public or private property, sanitary sewers, storm sewers or washes.

**Spray Release:** A release of a regulated or potentially hazardous substance, (typically hydraulic fluid), from a pressurized hose or line. A Spray Release will normally require completion of a Spill Incident Report and mitigation and may require the Completion of Form 103 – Property Damage Report.

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#### 4.0 RESPONSIBILITIES

##### **A. Department Director/Administrator**

1. The Director and/or Administrator of each department/division where employees work with regulated, potentially, or know hazardous substances shall be responsible for the following:
  - a. Assigning one individual and one alternate, as an Emergency Control Officer (ECO)/Safety Officer, responsible for implementation of the Spill Response Program in their department. These individuals shall be afforded adequate time, resources, and authority to implement the requirements of this program including implementing policies that encourage waste minimization and minimizing the amount of hazardous material/waste in the workplace.
  - b. Compliance with the Spill program.

##### **B. Emergency Control Officer/Safety Officer – Department and Division**

1. The person responsible for spill control in each department shall be responsible for the following:
  - a. Evaluate every spill incident and make immediate and proper notifications as defined in this Program.
  - b. Ensure that where applicable, a Facility Emergency Response Plan (FERP) plan has been developed in direct consultation with Environmental Services – Engineering and Technical Support Division, for all sites utilizing and/or storing hazardous
  - c. Providing a facility diagram for all work areas where hazardous substances are used, stored, or handled. These diagrams shall be in the FERP, ensuring that all items listed in the example form are clearly identified (exit doors, sprinkler control valves, etc.) and provide safe and orderly emergency evacuation of occupants.
  - d. Documenting each incident, whether it is an emergency or an incidental release of hazardous materials via the Spill Incident Reporting Form (Appendix B).
  - e. Reviewing this program with each new employee to ensure familiarization with evacuation routes and safe zones. Annual training on Employee Evacuation is available from Central Safety Services through the Annual OSHA Refresher and is posted on the City Intranet <http://intranet.ci.tucson.az.us/css/page.php?path=evacuation/evacuatiomain.html>
  - f. Reviewing this program periodically to determine relevance to departmental activities with existing conditions and regulatory rules.

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### **C. Tucson Fire Department**

1. The Tucson Fire Department (TFD) is responsible for providing the technical expertise, trained and equipped personnel, for the prevention, mitigation, and resolution of incidents involving hazardous substances and wastes. TFD shall:
  - a. **NOTIFY ENVIRONMENTAL MANAGEMENT PROGRAM (EMP) COORDINATOR OF ALL SPILL INCIDENTS AS SOON AS POSSIBLE. Business Hours: 520-791-5414; 24 Hour Cell Phone 520-403-0295.**
  - b. Provide emergency response personnel to control and mitigate workplace hazardous substance spills. These personnel are assigned to the Fire suppression Division, Hazardous Materials Team, and are available for emergency response 24 hours per day.
  - c. Provide an inspector knowledgeable in hazardous materials. This individual responds to emergency scenes at which his/her knowledge of the fire code or other pertinent regulations including NPDES Stormwater regulations as required.
  - d. The Inspector shall contact EMP and Tucson Stormwater personnel as needed. Large spills or releases of regulated or potentially hazardous materials shall be evaluated by the TFD and EMP to develop a mitigation or remediation plan.
  - e. The Inspector shall act as the contact person to access the Tucson Fire Department's Hazardous Waste Disposal Program after normal business hours. The On Call Inspector may be reached by notifying City Communications at 791-4144 and requesting the "On Call" Inspector.
  - f. Provide Hazardous Materials Disposal Technicians. These personnel are available to assist with the proper handling, storage, and disposal of hazardous substances and wastes found in the work place.
  - g. Provide a supervisor to evaluate and supervise cleanup of accidental spills which are the result of City operations or are discovered on City property or rights of way and are determined to be a threat to the city's storm drains or washes. This supervisor or his/her designee shall be available 24 hours per day. This supervisor shall be a Fire Captain assigned to the Fire Prevention Division. He/she can be reached at 791-4502 during normal working hours or through City Communications (791-4144) after hours. This individual shall work closely with EMP Coordinator to ensure that all required notifications both internal and external are made in a timely manner. All City

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caused spills reported to the Fire Department will be forwarded to EMP Coordinator or Environmental Services (ES) Deputy Director.

- h. The Captain assigned to the Compliance Assistance Unit of the Fire Prevention Section shall coordinate, debrief and review the spill incident with all affected departments to ensure proper and timely notifications are made including the filing of all required reports and notice.
- i. The Captain assigned to the Compliance Assistance Unit of the Fire Prevention Section shall be responsible for replacement of Spill Kits, absorbent or other mitigation materials and shall require a written Spill Incident Report prior to replacement of used and/or contaminated materials.(See the Spill Incident Reporting Form - Appendix B).

**D. Environmental Management Program**

- 1. Environmental Management Program (EMP) is responsible for assisting with the City's compliance to applicable environmental regulations. EMP is responsible for the following:
  - a. EMP will notify the City Manager of incidents when appropriate. EMP and Stormwater Management shall receive a copy of ALL incident reports within 48 hours from the Captain assigned to the Assistance Unit of the Fire Prevention Section.
  - b. EMP shall notify Stormwater Management Section of any spills that threaten washes or the storm drain system.

**E. Central Safety Services (CSS)**

- 1. CSS Shall:
  - a. Assist all departments in the development and review of work practices, procedures, and the evaluation of exposure control strategies for employees working with hazardous substances.
  - b. Assist departments/divisions/sections in determining appropriate training requirements and Personal Protective Equipment selection for employees assigned to duties involving work with hazardous substances and waste. CSS shall produce, provide, coordinate and fund this training.
  - c. Coordinate and conduct periodic review of this program in conjunction with affected departments, TFD, EMP and Stormwater.

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**F. Stormwater Management**

1. Tucson Stormwater shall respond to spills of hazardous materials that may enter the storm water system through storm drains, washes, arroyos or similar, and document these incidents in their permit's annual report.

**G. Employees**

1. City of Tucson employees shall be responsible for following the policies and procedures outlined in this program.

**5.0 TRAINING**

1. Central Safety Services shall coordinate training for all Emergency Control Officers, Supervisors and employees. The training shall include but not be limited to:
  - a. Spill characterization – Emergency Release and Incidental Release.
  - b. Notification procedures
  - c. Control and Mitigation strategies.
  - d. Documentation requirements specified in this program.

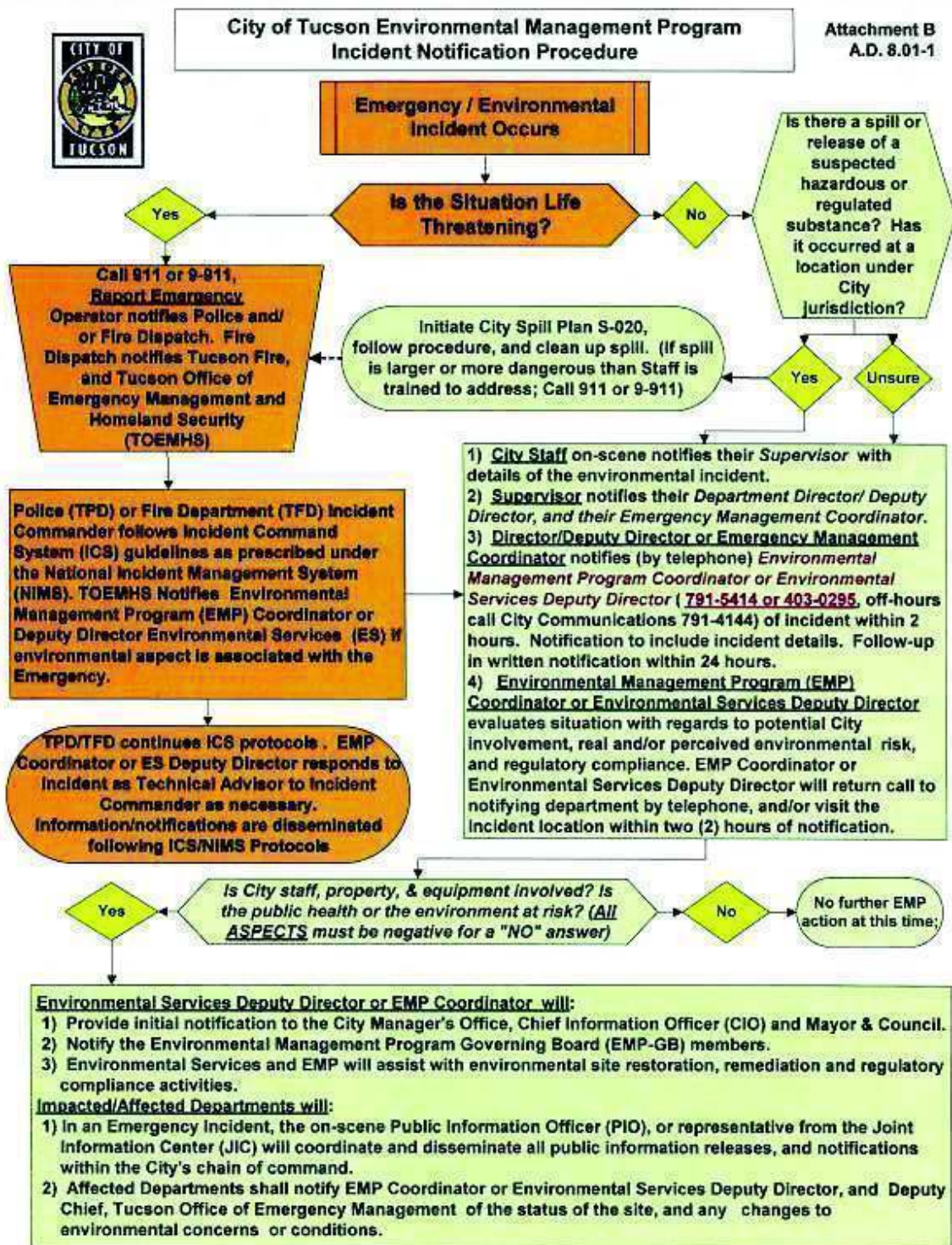
**6.0 GENERAL**

Refer to Page 7 – City of Tucson Environmental Management Program Policy and Notification Procedure (<http://intranet.ci.tucson.az.us/docs/ad/8-01-1.pdf>.)

**7.0 ADVICE AND COUNSEL**

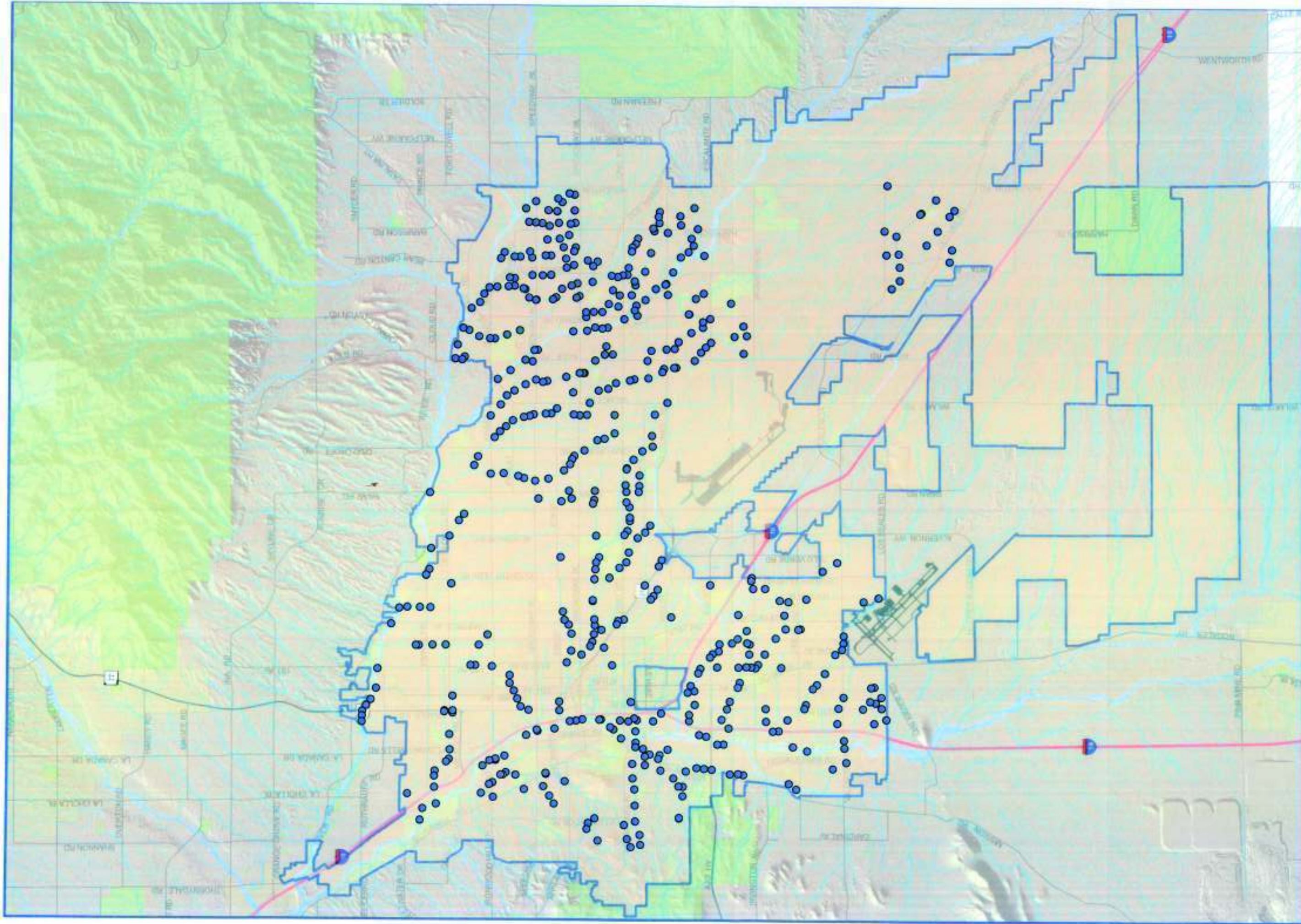
Central Safety Services, Tucson Fire Department, Environmental Services, Environmental Management Program, and Tucson Stormwater shall review this program at least annually, when responsibilities for reporting or program management change and when a hazardous materials spill incident indicates a change in the program is warranted.





### Environmental Spill Incident/Release Form

A. General Information	
1. Location of Incident: _____ _____	
2. City of Tucson Department involved? <input type="checkbox"/> Yes <input type="checkbox"/> No Vehicle Number _____ Name of Department: _____ Division: _____	
3. Non-City Party Involved? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Phone Number: _____ Address: _____	
Weather Conditions: <input type="checkbox"/> Wet, <input type="checkbox"/> Dry, <input type="checkbox"/> Hot, <input type="checkbox"/> Cool, <input type="checkbox"/> Cold, <input type="checkbox"/> Sunny, <input type="checkbox"/> Rainy	
B. Incident Description	
1. Date: __/__/__	2. Time Started: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM, Ended _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
3. Type(Name) of Material Released:	4. Amount of Material Released:
5. Enter Storm Drain? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Quantity Entered Storm Drain: _____
7. Nearest Wash or Stream: _____	
8. Describe Incident: _____ _____ <input type="checkbox"/> Spill, <input type="checkbox"/> Container Failure, <input type="checkbox"/> Hose Failure	
C. Corrective Action (CA)	
1. Incident Corrected? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Date/Time of CA: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
3. Corrected By: <input type="checkbox"/> TFD, <input type="checkbox"/> COT Department _____ <input type="checkbox"/> Contractor (Name/Phone _____)	
4. Describe CA: _____ _____	
5. Magic Sorb Used: _____ (bags/lbs)	6. Dry Sorb Used: _____ (bags/lbs)
Incident Reporter's Information	
1. Last Name: _____	2. First Name: _____
3. Employee Number: _____	4. Phone Numbers: _____
5. Contacted: <input type="checkbox"/> 911, <input type="checkbox"/> TFD (791-4014), <input type="checkbox"/> EMP (403-0295), <input type="checkbox"/> Supervisor _____, <input type="checkbox"/> Stormwater (791-4251), <input type="checkbox"/> Central Safety (837-4308), <input type="checkbox"/> Other _____ Date/Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
6. Photos Taken of Incident? <input type="checkbox"/> Yes <input type="checkbox"/> No....Attach to Report	
7. Waste Disposal Method: _____	
8 Signature: _____ Date: ____/____/____	



Date: 6/15/2012

# CITY OF TUCSON FIELD SCREEN OUTFALLS

## LEGEND

- Inspection Locations
- ▭ City of Tucson



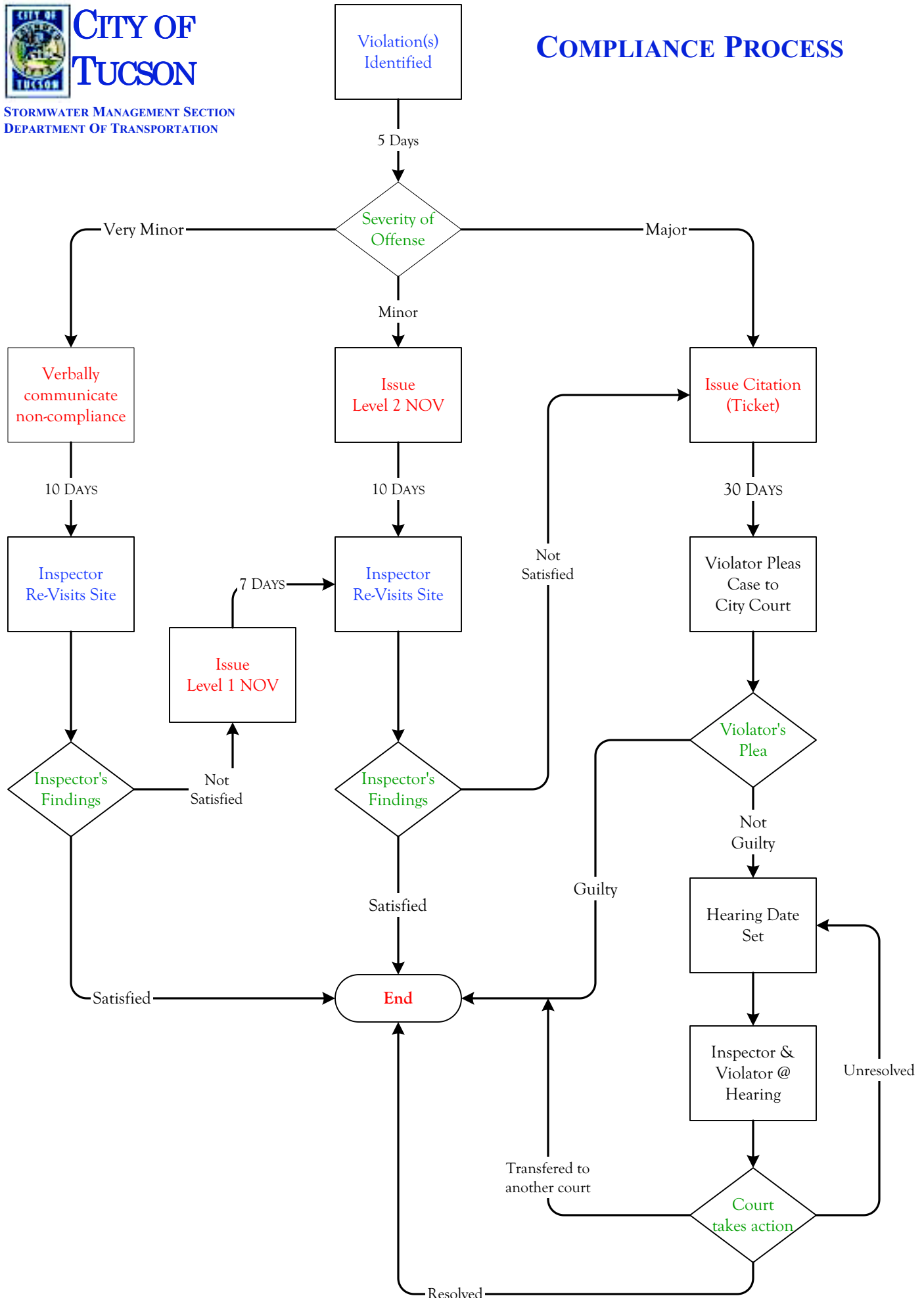
1 in = 2 miles



# CITY OF TUCSON

STORMWATER MANAGEMENT SECTION  
DEPARTMENT OF TRANSPORTATION

# COMPLIANCE PROCESS







# STORMWATER INDUSTRIAL INSPECTION SUMMARY

## FACILITY INFORMATION

NAME: _____	LATITUDE: _____
ADDRESS: _____	LONGITUDE: _____
BUSINESS TYPE/ACTIVITY: _____	
STANDARD INDUSTRIAL CODE (SIC): _____	NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS): _____

## FACILITY CONTACT INFORMATION:

NAME: _____	PHONE: _____	FAX: _____
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## OWNER INFORMATION:

NAME: _____	PHONE: _____	FAX: _____
ADDRESS: _____		

## INSPECTION INFORMATION:

INSPECTED BY: _____	INSPECTION DATE: _____
PHONE: _____	FOLLOW UP INSPECTION: _____
ACCOMPANIED BY: _____	
ENFORCEMENT ACTIONS: _____	

## INSPECTION RESULTS:

PERMIT TYPE: Multi-Sector		NOI FILED: Yes		No
PERMIT #:		AUTHORIZED: Yes		No
PRIORITY INDUSTRY: Yes	No	SWPPP IN PLACE: Yes		No
SARA III: Yes	No	SWPPP COMPLETE: Yes		No

## SWPPP EVALUATION:

REVIEW		YES	NO	IMPLEMENTATION		YES	NO
WORKPLACE NARRATIVE				EMPLOYEE TRAINING			
POLLUTION PREVENTION TEAM				POLLUTANT SOURCE IDENTIFICATION ACCURACY			
POLLUTANT SOURCES IDENTIFIED				SITE MAP VS ACTUAL FIELD CONDITION			
SITE MAP				COMPREHENSIVE SITE EVALUATION			
INVENTORY OF EXPOSED MATERIALS				SPILL PREVENTION COUNTER CONTROL			
MONITORING REQUIREMENTS				MONITORING PLAN FOLLOWED			
RECORDKEEPING REQUIREMENTS				RECORDS REVIEW			
SPILL INVENTORY / CONTROL PLAN				SPILL RESPONSE PROCEDURE			
SIGNED CERTIFICATION				EMPLOYEE TRAINING			
BMP'S IDENTIFIED				BMPs EMPLOYED			

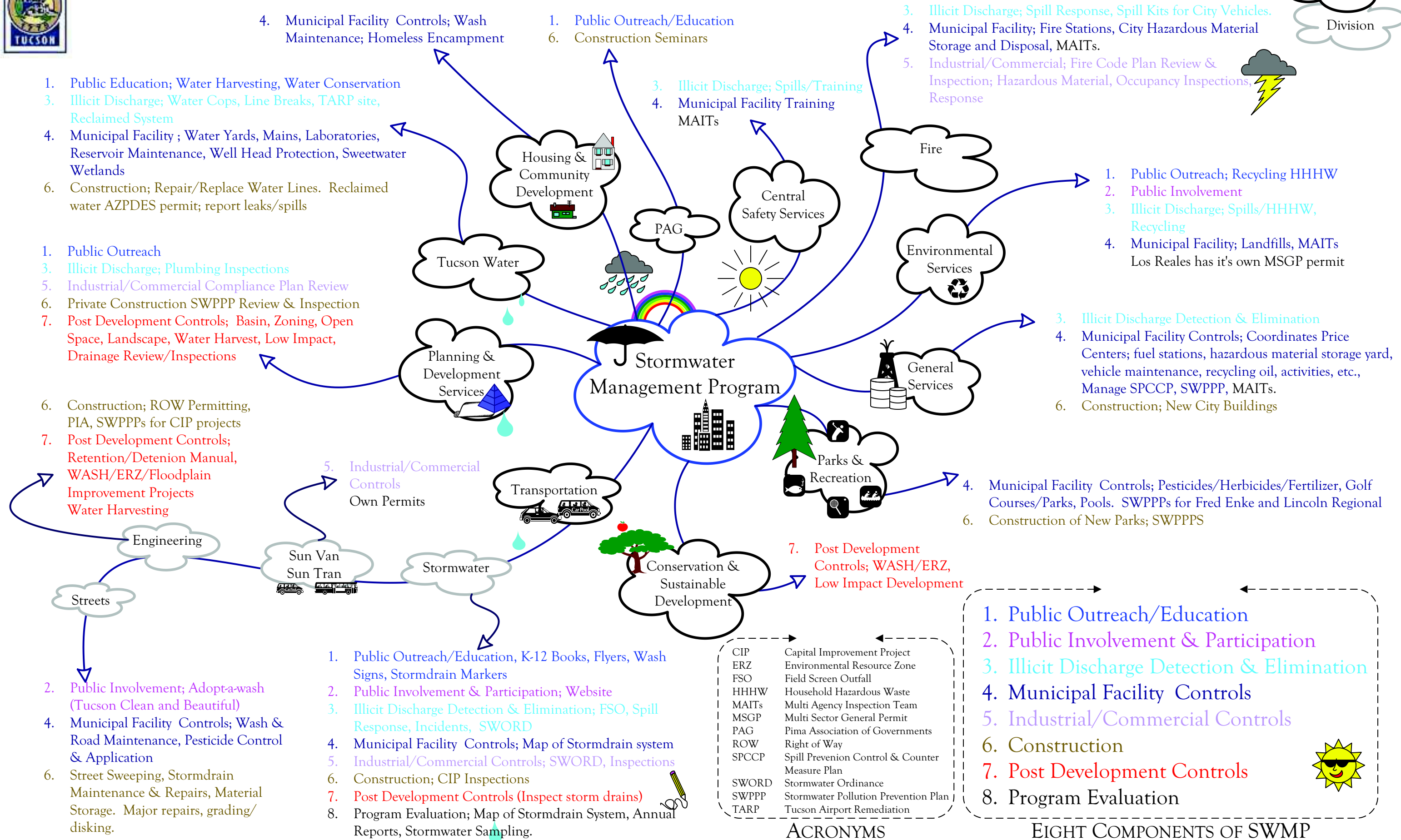
**BMPs:**

ACTIVITY		DESCRIPTION AND EFFECTIVENESS
<b>OUTDOOR</b>	<b>PROCESS/MANUFACTURING AREAS</b>	
	<b>MATERIAL STORAGE AREAS</b>	
	<b>WASTE STORAGE/DISPOSAL AREAS</b>	
	<b>VEHICLE AND HEAVY EQUIPMENT STORAGE/MAINTENANCE AREAS</b>	
	<b>WASH AREAS</b>	
	<b>OUTDOOR DRAINAGE FROM INDOOR ACTIVITIES</b>	
	<b>OTHER (DESCRIBE)</b>	

**COMMENTS:****INSPECTOR**\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
PRINTED NAME\_\_\_\_\_  
DATE



# OVERVIEW OF THE CITY OF TUCSON'S STORMWATER MANAGEMENT PROGRAM (SWMP)



**ACRONYMS**

CIP	Capital Improvement Project
ERZ	Environmental Resource Zone
FSO	Field Screen Outfall
HHHW	Household Hazardous Waste
MAITs	Multi Agency Inspection Team
MSGP	Multi Sector General Permit
PAG	Pima Association of Governments
ROW	Right of Way
SPCCP	Spill Prevention Control & Counter Measure Plan
SWORD	Stormwater Ordinance
SWPPP	Stormwater Pollution Prevention Plan
TARP	Tucson Airport Remediation

- EIGHT COMPONENTS OF SWMP**
1. Public Outreach/Education
  2. Public Involvement & Participation
  3. Illicit Discharge Detection & Elimination
  4. Municipal Facility Controls
  5. Industrial/Commercial Controls
  6. Construction
  7. Post Development Controls
  8. Program Evaluation

