



A Facility Pollution Prevention Plan (FPPP) was issued to each Maintenance facility as a result of the storm water compliance inspections conducted in Spring 1998. The FPPP identified corrective actions to enhance full compliance of each facility with the Maintenance Storm Water Protection Program (MSWPP). The FPPP is a living document, and facilitates continued improvement in the MSWPP by providing a central location for maintaining:

- Inspection reports
- Corrective action documentation
- Storm water best management practice (BMP) review/training records
- Storm water bulletins
- Routine inspections
- Other related information



BMP Review Documentation

BMPs from the Caltrans Storm Water Quality Handbooks, Maintenance Staff Guide should be reviewed with facility crews, and should include the review of BMPs that relate to the present work activities. Video tape reviews of some of the BMPs have been prepared, and showing these videos to the crews is a good method of reviewing BMPs. These videos should be available from the District Storm Water Coordinators in early 1999. BMP reviews must be documented in writing as follows:

- List the attendees/complete a sign-in sheet.
- List the topics covered (for example, "Reviewed BMP B2 for Concrete Work" or "Viewed the E Family Video").
- Include the date of the BMP review.
- The written documentation should be inserted behind the *BMP Review Documentation* tab in the FPPP.
- The documentation can be included on the Tailgate Safety Session form, but should not replace safety discussion; or as directed by your District Storm water Coordinator.

Corrective Action

Documentation

The Compliance Schedule in the FPPP identifies those actions that will enhance compliance for each facility. When a compliance action is completed, the compliance schedule requires the date of completion and a signature. Further documentation of a completed compliance action should be inserted behind the *Corrective Action Documentation* tab. These records may include: feasibility evaluations, procedural changes, training, and other corrective actions. The documentation should include a brief description of the actual action taken. Before and after photographs are a plus. Additional guidance for suggested documentation is included in the FPPPs.

How to Handle Multiple Cost Centers at the Same Facility

Since there is only one FPPP for each facility, a Maintenance superintendent or designated supervisor at the facility has been given the responsibility for maintaining this document and making it available for the entire facility. When different cost centers are located at the same facility, storm water compliance documentation must be kept in the same FPPP. Sub-dividers for each cost center should be placed behind the tabs for *Corrective Action Documentation*, *BMP Review Documentation* and *Routine Inspections*. Each cost center supervisor is responsible for maintaining their storm water documentation in the FPPP under each of these tabs.

Follow-up Reviews

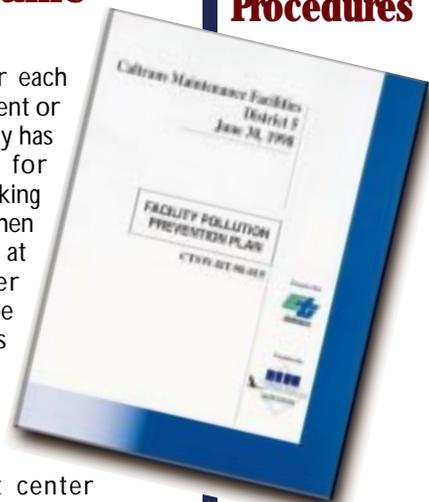
Follow-up Reviews have been conducted at many facilities and are continuing through early 1999. The results of these inspections will be reported with revised action items and schedules. Yearly inspections are planned for each facility. The results of these inspections should be included in the FPPP behind the *1998 Inspection* tab.

Routine Inspections

Routine inspections for storm water compliance conducted by Maintenance facility personnel should be documented behind the *Routine Inspections* tab in the FPPP. For example, after inspecting the facility storm drains, note the condition, necessary action, and any action actually taken to maintain the storm water drainage system.

This bulletin is published monthly by the Storm Water Compliance Review Task Force to support the Caltrans maintenance staff in its efforts to achieve and maintain compliance with storm water pollution prevention regulatory requirements.

Storm Water Compliance Documenting Procedures



Additional information is available in the Caltrans Maintenance Manual, Chapter C-6, or from your District Maintenance Storm Water Coordinator. Questions or comments may be directed to Jack Broadbent, Maintenance Storm Water Coordinator, (916) 653-0361