

Source Control Inspection Program Guidance Manual and Training Update

Presented by

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HERRERA



Outline

- Project overview
- Source Control Inspection Program Guidance Manual update
- Education and outreach materials
- Training update

Project Overview

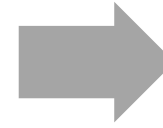
Information Search

- ✓ 4 interviews (summary report)
- ✓ BIG report information gap summary (tech memo)
- ✓ Online resource directory



Online Guidance Manual

- ✓ Communication Plan
- ✓ Manual outline
- ✓ 3 priority sections (Chapters 1-3)
- ✓ Draft Manual
- ✓ Final Manual



Business Inspection Training

- ✓ Training outline/agenda
- ✓ Training curriculum
 - Online training module
- ✓ In-person training
 - Training video

Manual Updates

Chapter Number	Chapter Name	Updates
Chapter 1	Background and Regulatory Requirements	Minor updates posted in Apr. 2022
Chapter 2	Developing Source Control Code/ Ordinances and Enforcement Policies	Minor updates posted in Apr. 2022
Chapter 3	Source Control Inventory Development, Updates, and Prioritization	Minor updates posted in Apr. 2022

Manual Updates

Chapter Number	Chapter Name	Updates
Chapter 4	Developing a Business/Site Inspection Program	Business letter templates posted in Nov. 2022
Chapter 5	Conducting Business/Site Inspections	Example inspection form (Survey123) posted in July 2022; Word version posted in Nov. 2022
Chapter 6	Data Management and Recordkeeping	
Chapter 7	Education and Outreach Materials	Additional spill plan resources posted in July 2022
Chapter 8	Training	Training resources posted in Nov. 2022

Chapter 4 Update

Additional supplemental resources for **Chapter 4** include:

Source Control Online Resource Library (SCORL)

Supplemental resources developed for this project related to Chapter 4 include:

- **Business letter example (program introduction)**
- **Business letter example (in compliance)**
- **Business letter example (action required)**

Developed for this project

Resource	Author
Stormwater Capacity Grants	Ecology
Water Quality Combined Funding Program	Ecology
Inspection SOP Example 1	Unknown (part of original BIG Report)
Inspection SOP Example 2	Santa Barbara County
Business Letter Examples 1-5	Multiple (part of original BIG Report)
Inspector Job Description Example	Unknown (part of original BIG Report)

From project research

From original BIG Report

From project research

From original BIG Report

Chapter 5 Update

Source Control Online Resource Library (SCORL)

Supplemental resources developed for this project related to **Chapter 5** include:

- **Source Control Inspection Form Template (Survey123) (Excel)**
- **Guide to Implementing the Source Control Inspection Form Template in Survey123 (PDF)**
- **Source Control Inspection Form Example (Word)**

Developed for this project

Additional supplemental resources for **Chapter 5** include:

Resource	Author
Inspection Form Examples 1-4	Unknown (part of original BIG Report)
Inspection Form Example 5	Santa Barbara County
Inspection Form Example 6	Sacramento County
Inspection Form Example 7	City of Seattle
Stormwater Management Manual for Western Washington	Ecology
Water Quality Permitting and Reporting Information System (PARIS)	Ecology
King County Surface Water Design Manual	King County
King County Stormwater Pollution Prevention Manual	King County

From original BIG Report

From project research

Chapter 7 Update

Source Control Online Resource Library (SCORL)

Supplemental resources developed for this project related to **Chapter 7** will be posted in November 2022.

Additional supplemental resources for **Chapter 7** are categorized in the **Business Education and Outreach Materials Online Resource Library (Table 7B.1)**. General information applicable to all business sectors was categorized into:

- General information
- Dumpsters
- Spills
- Storm drainage system maintenance
- Wash-water

Additional spill plan resources posted in July 2022

Resource	Author(s)
General Information	
Examples booklets, brochures, flyers, and posters	Snohomish County, ECOSS, Clark County, Kitsap County, Think Blue Massachusetts, City of Oakland (CA) Alameda County (CA), Sacramento County (CA), Contra Costa (CA)
General Business Incentive Program Web Page	Clark County
Stormwater Education and Outreach Web Page	Clark County
Pollution Prevention for Businesses Web Page	Orange County, CA
Example radio commercial (Member Accessible PDF)	Oregon Association of Clean Water Agencies

From original BIG Report and supplemental research

Chapter 8 Update

Source Control Online Resource Library (SCORL)

Supplemental resources developed for this project related to

Chapter 8 include:

- **Training Agenda**
- **Training Outline**
- *Training slides:*
 - 1 slide per page format**
 - 3 slides per page format**
- *Team exercises:*
 - Group activity 1**
 - Group activity 2**
- Handouts/worksheets
 - Business letter template examples:*
 - **Program introduction**
 - **In compliance**
 - **Action required**
 - Spill plan templates**
 - Inspector training plan example**

**Developed for
this project**

Education and Outreach Materials

- Technical Assistance
 - Spill Plan Template
(available in multiple languages)

SPILL PREVENTION AND CLEANUP PLAN



유출방지과 청소

Business Name (가게이름)		Phone (전화번호)	
Site Address (가게주소)			
Runoff from this site drains to: 현배수로에서 흘러가는곳		Date (날짜)	

SPILL PLANNING AND PREVENTION 유출대처상황과 예방

- Take inventory of and materials on site – *use less toxic materials where available*
가게에있는 모든 화학물질에 대한 제고 관리-(가능하면 독성이 적은 물질을사용)
- Obtain appropriate spill response materials and personal protective equipment (PPE)
적절한 유출 대응 자료 및 개인 보호 장비를 구비합니다.
- Designate and train spill cleanup coordinator
유출에 대비한 관리자 선정.
- Train staff and document your training at least once annually
매년 직원 훈련과 관리 서류구비

Source: ECOSS
 Category: Spills
 Resources: 7D3 through 7D10
 Languages: English, Cambodian, Chinese,
 Korean, Somali, Spanish, and Vietnamese



New

Education and Outreach Materials

Resources developed for this project

- Automotive Source Control BMPs
 - 1-page flyer for business owners
 - Four half-page sheets for employee education
- Restaurant Source Control BMPs
 - 1-page flyer for business owners
- Secondary Containment
 - 1-page flyer for business owners



Education and Outreach Materials

Resources developed for this project

- Business Letter Templates
 - Inspection Program Introduction/Overview
 - In Compliance
 - Action Required

Template: Program Introduction/ Initial Contact

For use on jurisdiction-specific letterhead

[Date MM DD, YYYY]

Insert [Business Name (if applicable)]
 Attn: [Business Owner/Contact Name]
 [Site Address]
 [City, WA Zip]

Business/Site ID: [XXXX]
 Parcel PIN: [XXXX]
 Contact Phone: [XXXX]

Dear Business Owner:

We want to partner with you.

By working together, [Jurisdiction + Department] and businesses in [Jurisdiction] can improve the water quality of our streams, lakes, and [Puget Sound]. This letter is an introduction to the [Jurisdiction + Department Source Control Business Inspection Program]. Source control practices are intended to prevent pollutants (trash, sediment, grease, oil, paint, detergent, etc.) from coming into contact with stormwater *before* they enter the stormwater drainage system, which flows downstream into streams, lakes, groundwater, and [Puget Sound].

The Washington State Department of Ecology requires [Jurisdiction] to conduct routine inspections of commercial and industrial facilities throughout the [city/county] for proper implementation of source control best management practices (BMPs) that prevent pollutants from coming into contact with stormwater. BMPs may include operational procedures and structural actions. Examples include proper storage and containment of chemicals, spill cleanup, and maintaining clean dumpster areas. A full list of source control BMPs based on potential pollutant-generating activities can be found in the [Stormwater Management Manual for Western Washington, Volume IV] (available online).

Reminder: Only rainwater should enter the storm drain.

This letter is an informational notice to raise awareness that [Jurisdiction] staff may arrive to inspect your site, learn about your business activities, and determine if any actions are needed to prevent stormwater pollution.



Education and Outreach Materials

Resources transcreated for this project

- List of common actions required following an inspection

Operational Actions Required Following a Source Control Inspection

Action Category (English)	[Action Category] (Spanish)	Description of Action (English)	[Description of Action] (Spanish)
Illicit discharge		Check site plans for illicit connections	
Routine maintenance		Perform routine maintenance of storm drainage system	
Preventive maintenance		Perform preventive maintenance	
Proper disposal		Properly collect and dispose of fluids, washwater, and wastes	
Proper storage		Properly store solid wastes	
Spill plan		Develop a spill plan	
Posted spill plan		Post spill plan in appropriate locations	

Training Update

- In-person training sessions
 - October 6: Bremerton – 38 attendees
 - October 11: Centralia – 26 attendees
 - October 19: Skagit County – 32 attendees
 - October 25: Federal Way – 52 attendees



Training Update



Training Update

- Next steps
 - Develop online training module (Thinkific)
 - Record video segments for online training
 - Classroom content
 - Field content
 - Integrate interactive exercises

Acknowledgements

- Stormwater Action Monitoring (project funding)
- Washington Stormwater Center (project lead)
- Department of Ecology
- Technical Advisory Committee (TAC)
- Business Inspection Group (BIG)
- Pollution Prevention Assistance (PPA)

Questions?



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