

MUNICIPAL OPERATIONS

Best Management Practices

Best Management Practices Manual for the
City's Storm Water Management Program



Public Works Department
420 Capitola Avenue, Capitola, CA 95010
831.475.7300

July 2013

Municipal Code Chapter 13.16

In the City of Capitola, water in streets, gutters, and storm drains flows directly to local creeks and Monterey Bay without any treatment. If proper control measures are not taken, daily municipal operations can generate wastewater and runoff that carry debris and other harmful pollutants into our storm drain system. These pollutants can clog storm drain inlets and pipes, damage sensitive creek habitats, and pollute our bay and ocean.

In order to reduce the amount of pollutants reaching local storm drains and waterways, the City developed "Best Management Practices" (BMPs) for various types of municipal operations. The BMPs listed below are mandatory for painting work for both commercial and residential projects:

Street Sweeping and Cleaning

- Operate one street sweeper 24 hours/week average (Week A=28.5 hrs. Week B=19.5 hrs.)
- Clean streets using sweepers equipped with a dust sprinkler. Streets are never "wet" cleaned or flushed.
- Deposit debris collected by sweepers at the city corporation yard.
- Remove weeds from the street curbs to increase the street sweepers' effectiveness.
- Clean street sweepers at the city corporation yard wash rack (which drains to a pretreatment system)

Storm Drain System Inspection & Cleaning

- Inspect all storm water catch basins and inlets annually.
- Inspect and clean storm water pipelines as needed.
- Clean all pump stations annually.
- Remove leaves, weeds and debris from gutters and open channels prior to the rainy season.
- Analyze sediment removed from an inlet cleaning if it is suspected of being contaminated with a hazardous material, prior to disposal. Sediment or materials determined to be hazardous waste will be disposed of accordingly.

Litter Control

- Maintain existing "No Littering" signs and post additional signs as needed.
- Provide litter and recycling receptacles in areas of high pedestrian use.
- Empty litter and recycling receptacles in parks, parking lots, along the Esplanade and the beach daily to prevent spillage and leakage.

Outside Paved Areas Cleaning

- Driveways, parking lots, sidewalks, gutters, alleyways, steps, and other outside areas should be cleaned by sweeping. If water is used to clean or rinse, all the wastewater must be collected and disposed of in the sanitary sewer. The wastewater may not runoff into the street or be discharged into the storm drain system. If any cleaning chemicals will be used, contact Santa Cruz County Sanitation at 831.477.3907 in advance of the cleaning event for discharge approval.
- Loading dock and delivery areas must be kept clean and free of debris at all times. When cleaning loading docks and delivery area, the wash water from these areas must be discharged to the sanitary sewer.

- Require all contractors to abide by the above cleaning methods.

Windows, Walls & Building Cleaning

- The wastewater from cleaning windows, walls, and building exteriors may not be discharged to a street or the storm drain system. Be sure that employees or hired cleaning services take measures to prevent the discharge of these wastes to the storm drain.
- If cleaning building exteriors or surfaces painted with lead-based or mercury-additive paint, contact Environmental Health Services at 831.454.2022, regarding the proper disposal method in advance of the cleaning event. If blasting or sanding is used to remove paint or graffiti, the paint particles, blasting material, sand or dust may not be allowed to reach the storm drain system.

Refuse & Recycling Containers & Trash Enclosures

- Leaking containers or garbage bags may not be placed into a dumpster.
- Dumpster and garbage container lids must be kept on securely. Do not allow trash to spill out or overflow the dumpster or garbage container.
- When cleaning trash enclosures, individual cans, containers, and dumpsters, the wastewater must be collected and discharged to the sanitary sewer. This applies to all types of cleaning methods using water or fluids including: pressure washing, steam cleaning, rinsing with water, mopping, scrubbing, etc. If cleaning chemicals are used, then wastewater shall be disposed of as contaminated or hazardous waste.
- Leakage from dumpsters or refuse and recycling containers may not be discharged to or allowed to reach the storm drain system. Clean up all such leaks as soon as possible with absorbents, wet vacuum or mopping. If you have a leaking dumpster or refuse/recycling container, please contact Green Waste Customer Service Division at 1.800.665.2209 to get it repaired or replaced.

Medians, Parks & Other Landscaped Areas

Erosion Control

- ◇ Maintain vegetative cover on medians and embankments to prevent soil erosion. Apply mulch or leave clippings to serve as additional cover.
- ◇ Do not use disking as a means of vegetation management.
- ◇ Provide energy dissipaters below culvert outfalls.

Vegetation Management & Irrigation

- ◇ When conducting vegetation pruning or removal, do not discard clipped or pruned vegetation in the gutter, on a paved shoulder or near a storm drain inlet.
- ◇ When conducting mechanical or manual weed control, avoid loosening the soil that might cause erosion into the stream or storm drain.
- ◇ Inspect irrigation systems periodically to ensure that the tight amount of water is being applied and that excessive runoff is not occurring. Minimize excess watering, and repair leaks in the irrigation system as soon as they are observed.
- ◇ When bailing out muddy water, do not discharge or dump it in the storm drain. Instead, pour the water over landscaped areas.
- ◇ Plant native species to reduce the need for water and herbicides.

Pesticide Use (Diazinon, Chlorpyrifos, & other similar products)

- ◇ Use non-pesticide alternatives whenever possible.
- ◇ Use pesticides only if there is an actual pest problem (not on a regular preventative schedule).
- ◇ Use the least toxic and minimal amount of pesticide for the job.
- ◇ Do not mix or prepare pesticides for application near storm drains.

- ◇ Do not use pesticides if rain is expected.
- ◇ Check inventory and use up pesticides in stock prior to purchasing more. Rinse containers and use the rinse water as product. Dispose of unused pesticide as hazardous waste.
- ◇ Follow federal, state, and local laws governing the use, storage, and disposal of pesticides.
- ◇ Use the minimum amount of pesticide(s) needed for the job.
- ◇ Do not mix or prepare pesticides for application near storm drains.
- ◇ Do not use pesticides if rain is expected.
- ◇ Follow federal, state, and local laws governing the use, storage, and disposal of pesticides.

Herbicide Use (Roundup, Rodeo & other similar products)

- ◇ Use the least toxic and minimal amount of pesticide for the job.
- ◇ Do not use herbicides if rain is expected.
- ◇ Reduce the need for herbicides by planting native species, whenever possible.
- ◇ Follow federal, state, and local laws governing the use, storage, and disposal of herbicides.

Fertilizers

- ◇ Minimize use of chemical fertilizers. Use only as needed.
- ◇ Use plant and flower "food" instead of chemical fertilizers.
- ◇ Check the nitrogen/phosphorus/potassium concentrations of fertilizers and calibrate the distributor to avoid excessive application.
- ◇ If fertilizer is spilled on either the pavement or sidewalk, clean up before applying irrigation water.

Repair & Maintenance of Streets, Roads, Sidewalks

Asphalt/Concrete Removal

- ◇ Conduct asphalt and concrete removal activities during dry weather whenever possible.
- ◇ Protect nearby storm drain inlets and adjacent water bodies prior to breaking up asphalt or concrete. If rain is forecast, then place sandbags around inlets or work areas.
- ◇ Dry cut whenever possible. Sweep by hand or using street sweeping equipment as appropriate.
- ◇ During saw cutting and grading operations, use as little water as possible. Protect nearby catch basins or gutters, and use materials to contain the slurry. If slurry enters the storm drain system, remove material immediately.
- ◇ Remove saw-cut slurry from the work area with a shovel, vacuum or by sweeping as soon as it is dry.
- ◇ When the job is completed, be sure that all particles and debris are collected and removed from the site. Sweep the area by hand or with the City's street sweeping equipment. Be sure that nothing has drifted towards the street, gutter, or catch basin.
- ◇ Require all City contractors to follow these BMPs.

Concrete Installation & Repair

- ◇ Avoid mixing excess amounts of fresh concrete or cement mortar on-site.
- ◇ Store dry and wet materials under cover, protected from rainfall and runoff.
- ◇ Wash out concrete mixers only in designated wash out areas where the water will flow either 1) into drums or settling ponds or 2) onto dirt, stockpiles of aggregate base, or sand. Whenever possible, pump washout back into mixers for transport and disposal at the concrete batch plant.
- ◇ Never dispose of washout into the street, storm drains, drainage ditches or creeks.
- ◇ Require all City contractors to follow these BMPs.

Patching, Resurfacing & Surface Sealing

- ◇ Schedule patching, resurfacing and surface sealing during dry weather.
- ◇ Preheat, transfer, or load hot bituminous material away from drainage systems or watercourses.
- ◇ Cover and seal nearby storm drain inlets and manholes before applying seal coat, slurry seal, etc. Leave covers in place until job is complete and until all water from emulsified oil sealant has drained or evaporated. Collect waste materials for proper disposal.

- ◇ Use only as much water as necessary for dust control to avoid runoff.
- ◇ If it rains unexpectedly, take appropriate action to prevent pollution of storm water runoff. Divert runoff around work areas and cover materials.
- ◇ Stockpile materials away from street, gutter areas, storm drain inlets or watercourses. During wet weather, cover stockpiles with tarps or use berms to prevent runoff.
- ◇ Remove stockpiles, sweep up excess material, and dispose of properly.
- ◇ Sweep up as much excess material as possible and dispose of properly. Only wash down streets if runoff can be controlled or contained
- ◇ Require all City contractors to follow these BMPs.

Equipment Cleaning, Maintenance & Storage

- ◇ Inspect equipment daily and repair any leaks as soon as possible.
- ◇ Make equipment repairs at the corporation yard if possible. If emergency repairs must be done on a street, use BMPs to prevent discharge to the storm drain system.
- ◇ If the refueling or repair of vehicles and equipment must be done on-site, use a location away from storm drain vehicle inlets and creeks.
- ◇ Use dry methods for cleaning leakage and spillage.
- ◇ Recycle used motor oil, diesel oil, and other vehicle fluids, and vehicle parts.
- ◇ Require all City contractors to follow these BMPs.

Painting, Paint Removal, Building Cleaning & Graffiti Removal

Painting

- ◇ Paint, paint thinner, and rinse water containing these fluids may never be discharged into the storm drain system. Wastewater or runoff containing paint or paint thinner may never be discharged into the storm drain system.
- ◇ When there is a risk of a spill reaching the storm drain, nearby storm drain inlets must be protected prior to starting painting.
- ◇ When work is conducted on a bridge or wharf, take precautions to prevent runoff from reaching the water body below.
- ◇ Clean up spills immediately.
- ◇ Paintbrushes and containers may never be cleaned or rinsed into a street, gutter, creek or storm drain.
- ◇ Clean excess paint out onto newspaper or cardboard. If using latex paints, the brush or roller may be rinsed in a sink that is plumbed to the sanitary sewer. If using oil-based paints, the brush or roller will require cleaning with paint thinner. Paint thinners cannot be discharged to the sanitary sewer and must be disposed of as hazardous waste.
- ◇ Recycle, return to supplier or donate unwanted water-based (latex) paint. Dried latex paint and empty paint cans may be disposed of in the garbage. Leftover oil-based paint may be recycled or disposed of as hazardous waste. Paint thinners must be disposed of as hazardous waste.
- ◇ Require all City contractors to follow these BMPs.

Paint Removal

- ◇ When removing old paint, protect nearby storm drains with booms or sandbags.
- ◇ Grind old paint off instead of sand blasting. Sweep up paint particles and other debris, and dispose of the materials properly. Ensure that no particles are left on the ground or in the street.
- ◇ If blasting is necessary, use a baking soda blaster instead of a sand blaster. Protect storm drain inlets. Sweep up the particles and dust, and dispose of properly. Particles and dust may not be left on the ground or allowed to reach the storm drain system.
- ◇ If water is used to remove paint or graffiti, the wastewater and paint particles may not be discharged to the street or storm drain system.
- ◇ Require all City contractors to follow these BMPs.

Graffiti Removal

- ◆ Typically remove graffiti by painting over. Use power washing in special cases.
- ◆ The wastewater and paint particles from power washing may not be discharged to the street or storm drain system. Protect nearby storm drains by placing sand bags, booms or barriers around drain inlets or by making an enclosure around the wash area.
- ◆ Do not use soap or cleaners for graffiti removal unless necessary. If soap or cleansers are used, the soapy water must be either diverted to a dirt area of sufficient size or collected for sanitary sewer disposal. Nearby storm drain inlets must be protected from accidental runoff.
- ◆ Avoid graffiti abatement activities during rain.
- ◆ Require all City contractors to follow these BMPs.