

**APPENDIX D**  
City of Capitola  
Tier 2 and Tier3 Stormwater Technical Guide  
Stormwater Pollutant Sources/Source Controls Checklist

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## APPENDIX D. STORMWATER POLLUTANT SOURCES/SOURCE CONTROLS CHECKLIST

How to use this worksheet (also see instructions in Section 3.6: Source Controls of the *Stormwater Technical Guide*):

1. Review Column 1 and identify which of these potential sources of stormwater pollutants apply to your site. Check each box that applies.
2. Review Column 2 and incorporate all of the corresponding applicable BMPs in your Stormwater Control Plan drawings.
3. Review Columns 3 and 4 and incorporate all of the corresponding applicable permanent controls and operational BMPs in a table in your Stormwater Control Plan. Use the table format included in the Tier 2 and Tier 3 Stormwater Control Plan Template (Appendix A). Describe your specific BMPs in an accompanying narrative, and explain any special conditions or situations that required omitting BMPs or substituting alternative BMPs for those shown here.

IF THESE SOURCES WILL BE ON THE PROJECT SITE . . .	. . . THEN YOUR STORMWATER CONTROL PLAN SHOULD INCLUDE THESE SOURCE CONTROL BMPs		
1 Potential Sources of Runoff Pollutants	2 Structural/Permanent Controls—Show on Stormwater Control Plan Drawings	3 Structural/Permanent Controls—List in Stormwater Control Plan Table and Narrative	4 BMPs—Include in Stormwater Control Plan Table and Narrative
<input type="checkbox"/> A. On-site storm drain inlets (unauthorized non-stormwater discharges and accidental spills or leaks)	<input type="checkbox"/> Locations of inlets.	<input type="checkbox"/> Mark all inlets with the words “No Dumping! Flows to Bay” or similar.	<input type="checkbox"/> Maintain and periodically repaint or replace inlet markings. <input type="checkbox"/> Provide stormwater pollution prevention information to new site owners, lessees, or operators. <input type="checkbox"/> See applicable operational BMPs in Fact Sheet SC-44, “Drainage System Maintenance,” in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a> <input type="checkbox"/> Include the following in lease agreements: “Tenant shall not allow anyone to discharge anything to storm drains or to store or deposit materials so as to create a potential discharge to storm drains.”

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<input type="checkbox"/> B. Interior floor drains and elevator shaft sump pumps		<input type="checkbox"/> State that interior floor drains and elevator shaft sump pumps will be plumbed to sanitary sewer.	<input type="checkbox"/> Inspect and maintain drains to prevent blockages and overflow.
<input type="checkbox"/> C. Interior parking garages		<input type="checkbox"/> State that parking garage floor drains will be plumbed to the sanitary sewer.	<input type="checkbox"/> Inspect and maintain drains to prevent blockages and overflow.
<input type="checkbox"/> D1. Need for future indoor & structural pest control		<input type="checkbox"/> Note building design features that discourage entry of pests.	<input type="checkbox"/> Provide Integrated Pest Management information to owners, lessees, and operators.
<input type="checkbox"/> D2. Landscape/ Outdoor Pesticide Use/Building and Grounds Maintenance	<input type="checkbox"/> Show locations of native trees or areas of shrubs and ground cover to be undisturbed and retained. <input type="checkbox"/> Show self-retaining landscape areas, if any. <input type="checkbox"/> Show stormwater treatment and retention SCMs. (See instructions in Section 4.)	<input type="checkbox"/> State that final landscape plans will accomplish all of the following. <input type="checkbox"/> Preserve existing native trees, shrubs, and ground cover to the maximum extent possible. <input type="checkbox"/> Design landscaping to minimize irrigation and runoff, to promote surface infiltration where appropriate, and to minimize the use of fertilizers and pesticides that can contribute to stormwater pollution. <input type="checkbox"/> Where landscaped areas are used to retain or detain stormwater, specify plants that are tolerant of saturated soil conditions. <input type="checkbox"/> Consider using pest-resistant plants, especially adjacent to hardscape. <input type="checkbox"/> To insure successful establishment, select plants appropriate to site soils, slopes, climate, sun, wind, rain, land use, air movement, ecological consistency, and plant interactions.	<input type="checkbox"/> Maintain landscaping using minimum or no pesticides. <input type="checkbox"/> See applicable operational BMPs in Fact Sheet SC-41, "Building and Grounds Maintenance," in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a> <input type="checkbox"/> Provide IPM information to new owners, lessees and operators.

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<input type="checkbox"/> E. Pools, spas, ponds, decorative fountains, and other water features.	<input type="checkbox"/> Show location of water feature and a sanitary sewer cleanout in an accessible area within 10 feet.	<input type="checkbox"/> If the local municipality requires pools to be plumbed to the sanitary sewer, place a note on the plans and state in the narrative that this connection will be made according to local requirements.	<input type="checkbox"/> See applicable operational BMPs in Fact Sheet SC-72, “Fountain and Pool Maintenance,” in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a>
<input type="checkbox"/> F. Food service	<input type="checkbox"/> For restaurants, grocery stores, and other food service operations, show location (indoors or in a covered area outdoors) of a floor sink or other area for cleaning floor mats, containers, and equipment.  <input type="checkbox"/> On the drawing, show a note that this drain will be connected to a grease interceptor before discharging to the sanitary sewer.	<input type="checkbox"/> Describe the location and features of the designated cleaning area.  <input type="checkbox"/> Describe the items to be cleaned in this facility and how it has been sized to insure that the largest items can be accommodated.	
<input type="checkbox"/> G. Refuse areas	<input type="checkbox"/> Show where site refuse and recycled materials will be handled and stored for pickup. See local municipal requirements for sizes and other details of refuse areas.  <input type="checkbox"/> If dumpsters or other receptacles are outdoors, show how the designated area will be covered, graded, and paved to prevent run-on and show locations of berms to prevent runoff from the area.  <input type="checkbox"/> Any drains from dumpsters, compactors, and tallow bin areas shall be connected to a grease removal device before discharge to sanitary sewer.	<input type="checkbox"/> State how site refuse will be handled and provide supporting detail to what is shown on plans.  <input type="checkbox"/> State that signs will be posted on or near dumpsters with the words “Do not dump hazardous materials here” or similar.	<input type="checkbox"/> State how the following will be implemented:  <input type="checkbox"/> Provide adequate number of receptacles. Inspect receptacles regularly; repair or replace leaky receptacles. Keep receptacles covered. Prohibit/prevent dumping of liquid or hazardous wastes. Post “no hazardous materials” signs. Inspect and pick up litter daily and clean up spills immediately. Keep spill control materials available on-site. See Fact Sheet SC-34, “Waste Handling and Disposal” in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a>

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<input type="checkbox"/> H. Industrial processes.	<input type="checkbox"/> Show process area.	<input type="checkbox"/> If industrial processes are to be located on site, state: “All process activities to be performed indoors. No processes to drain to exterior or to storm drain system.”	<input type="checkbox"/> See Fact Sheet SC-10, “Non-Stormwater Discharges” in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a>
<input type="checkbox"/> I. Outdoor storage of equipment or materials. (See rows J and K for source control measures for vehicle cleaning, repair, and maintenance.)	<input type="checkbox"/> Show any outdoor storage areas, including how materials will be covered. Show how areas will be graded and bermed to prevent run-on or run-off from area. <input type="checkbox"/> Storage of non-hazardous liquids shall be covered by a roof and/or drain to the sanitary sewer system, and be contained by berms, dikes, liners, or vaults. <input type="checkbox"/> Storage of hazardous materials and wastes must be in compliance with the local hazardous materials ordinance and a Hazardous Materials Management Plan for the site.	<input type="checkbox"/> Include a detailed description of materials to be stored, storage areas, and structural features to prevent pollutants from entering storm drains. <input type="checkbox"/> Where appropriate, reference documentation of compliance with the requirements of programs for: <input type="checkbox"/> Hazardous Waste Generation <input type="checkbox"/> Hazardous Materials Release Response and Inventory <input type="checkbox"/> California Accidental Release (CalARP) <input type="checkbox"/> Aboveground Storage Tank <input type="checkbox"/> Uniform Fire Code Article 80 Section 103(b) & (c) 1991 <input type="checkbox"/> Underground Storage Tank	<input type="checkbox"/> See the Fact Sheets SC-31, “Outdoor Liquid Container Storage” and SC-33, “Outdoor Storage of Raw Materials ” in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a>

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<input type="checkbox"/> J. Vehicle and Equipment Cleaning	<input type="checkbox"/> Show on drawings as appropriate: <input type="checkbox"/> Commercial/industrial facilities having vehicle/ equipment cleaning needs shall either provide a covered, bermed area for washing activities or discourage vehicle/equipment washing by removing hose bibs and installing signs prohibiting such uses. <input type="checkbox"/> Multi-dwelling complexes shall have a paved, bermed, and covered car wash area (unless car washing is prohibited on-site and hoses are provided with an automatic shut-off to discourage such use). <input type="checkbox"/> Washing areas for cars, vehicles, and equipment shall be paved, designed to prevent run-on to or runoff from the area, and plumbed to drain to the sanitary sewer. <input type="checkbox"/> (4) Commercial car wash facilities shall be designed such that no runoff from the facility is discharged to the storm drain system. Wastewater from the facility shall discharge to the sanitary sewer, or a wastewater reclamation system shall be installed.	<input type="checkbox"/> If a car wash area is not provided, describe measures taken to discourage on-site car washing and explain how these will be enforced.	<input type="checkbox"/> Describe operational measures to implement the following (if applicable): <input type="checkbox"/> Washwater from vehicle and equipment washing operations shall not be discharged to the storm drain system. <input type="checkbox"/> Car dealerships and similar may rinse cars with water only. <input type="checkbox"/> See Fact Sheet SC-21, "Vehicle and Equipment Cleaning," in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a>

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<input type="checkbox"/> K. Vehicle/Equipment Repair and Maintenance	<input type="checkbox"/> Accommodate all vehicle equipment repair and maintenance indoors. Or designate an outdoor work area and design the area to prevent run-on and runoff of stormwater. <input type="checkbox"/> Show secondary containment for exterior work areas where motor oil, brake fluid, gasoline, diesel fuel, radiator fluid, acid-containing batteries or other hazardous materials or hazardous wastes are used or stored. Drains shall not be installed within the secondary containment areas. <input type="checkbox"/> Add a note on the plans that states either (1) there are no floor drains, or (2) floor drains are connected to wastewater pretreatment systems prior to discharge to the sanitary sewer and an industrial waste discharge permit will be obtained.	<input type="checkbox"/> State that no vehicle repair or maintenance will be done outdoors, or else describe the required features of the outdoor work area. <input type="checkbox"/> State that there are no floor drains or if there are floor drains, note the agency from which an industrial waste discharge permit will be obtained and that the design meets that agency's requirements. <input type="checkbox"/> State that there are no tanks, containers or sinks to be used for parts cleaning or rinsing or, if there are, note the agency from which an industrial waste discharge permit will be obtained and that the design meets that agency's requirements.	<input type="checkbox"/> In the Stormwater Control Plan, note that all of the following restrictions apply to use the site: <input type="checkbox"/> No person shall dispose of, nor permit the disposal, directly or indirectly of vehicle fluids, hazardous materials, or rinsewater from parts cleaning into storm drains. <input type="checkbox"/> No vehicle fluid removal shall be performed outside a building, or on asphalt or ground surfaces, whether inside or outside a building, except in such a manner as to ensure that any spilled fluid will be in an area of secondary containment. Leaking vehicle fluids shall be contained or drained from the vehicle immediately. <input type="checkbox"/> No person shall leave unattended drip parts or other open containers containing vehicle fluid, unless such containers are in use or in an area of secondary containment.

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<input type="checkbox"/> L. Fuel Dispensing Areas	<input type="checkbox"/> Fueling areas <sup>1</sup> shall have impermeable floors (i.e., portland cement concrete or equivalent smooth impervious surface) that are: a) graded at the minimum slope necessary to prevent ponding; and b) separated from the rest of the site by a grade break that prevents run-on of stormwater to the maximum extent practicable.  <input type="checkbox"/> Fueling areas shall be covered by a canopy that extends a minimum of ten feet in each direction from each pump. [Alternative: The fueling area must be covered and the cover’s minimum dimensions must be equal to or greater than the area within the grade break or fuel dispensing area <sup>1</sup> .] The canopy [or cover] shall not drain onto the fueling area.		<input type="checkbox"/> The property owner shall dry sweep the fueling area routinely.  <input type="checkbox"/> See the Business Guide Sheet, “Automotive Service—Service Stations” in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a>

<sup>1</sup>The fueling area shall be defined as the area extending a minimum of 6.5 feet from the corner of each fuel dispenser or the length at which the hose and nozzle assembly may be operated plus a minimum of one foot, whichever is greater.

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<input type="checkbox"/> M. Loading Docks	<input type="checkbox"/> Show a preliminary design for the loading dock area, including roofing and drainage. Loading docks shall be covered and/or graded to minimize run-on to and runoff from the loading area. Roof downspouts shall be positioned to direct stormwater away from the loading area. Water from loading dock areas shall be drained to the sanitary sewer, or diverted and collected for ultimate discharge to the sanitary sewer. <input type="checkbox"/> Loading dock areas draining directly to the sanitary sewer shall be equipped with a spill control valve or equivalent device, which shall be kept closed during periods of operation. <input type="checkbox"/> Provide a roof overhang over the loading area or install door skirts (cowling) at each bay that enclose the end of the trailer.		<input type="checkbox"/> Move loaded and unloaded items indoors as soon as possible. <input type="checkbox"/> See Fact Sheet SC-30, “Outdoor Loading and Unloading,” in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a>
<input type="checkbox"/> N. Fire Sprinkler Test Water		<input type="checkbox"/> Provide a means to drain fire sprinkler test water to the sanitary sewer.	<input type="checkbox"/> See the note in Fact Sheet SC-41, “Building and Grounds Maintenance,” in the CASQA Stormwater Quality Handbooks at <a href="http://www.cabmphandbooks.com">www.cabmphandbooks.com</a>

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<ul style="list-style-type: none"> <li><input type="checkbox"/> O. Miscellaneous Drain or Wash Water or Other Sources</li> <li><input type="checkbox"/> Boiler drain lines</li> <li><input type="checkbox"/> Condensate drain lines</li> <li><input type="checkbox"/> Rooftop equipment</li> <li><input type="checkbox"/> Drainage sumps</li> <li><input type="checkbox"/> Roofing, gutters, and trim.</li> <li><input type="checkbox"/> Other sources</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Boiler drain lines shall be directly or indirectly connected to the sanitary sewer system and may not discharge to the storm drain system.</li> <li><input type="checkbox"/> Condensate drain lines may discharge to landscaped areas if the flow is small enough that runoff will not occur. Condensate drain lines may not discharge to the storm drain system.</li> <li><input type="checkbox"/> Rooftop equipment with potential to produce pollutants shall be roofed and/or have secondary containment.</li> <li><input type="checkbox"/> Any drainage sumps on-site shall feature a sediment sump to reduce the quantity of sediment in pumped water.</li> <li><input type="checkbox"/> Avoid roofing, gutters, and trim made of copper or other unprotected metals that may leach into runoff.</li> <li><input type="checkbox"/> Include controls for other sources as specified by local reviewer.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> P. Plazas, sidewalks, and parking lots.</li> </ul>			<ul style="list-style-type: none"> <li><input type="checkbox"/> Sweep plazas, sidewalks, and parking lots regularly to prevent accumulation of litter and debris. Collect debris from pressure washing to prevent entry into the storm drain system. Collect washwater containing any cleaning agent or degreaser and discharge to the sanitary sewer not to a storm drain.</li> </ul>

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