# Appendix B
# Assessment of Municipal Operations

This appendix provides an example assessment worksheet that can be used for evaluating fixed facilities to determine the level of BMP implementation. The results of this assessment process can then be used as the basis for BMP selection (see Appendix C).

# WORKSHEET 1

Facility Name: County yard                          Site Address: 1200 Pine Rd., Anaheim, CA  92933
Contact Name: Ron Jones                             Phone: (111) 222-3333

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**1.  ACTIVITIES** – In the table below check each activity present at the site and evaluate its **potential for pollutant discharge (PPD):**  1 = high potential, 2= medium potential, 3= low potential

**2. BMP EFFECTIVENESS** – In the table below provide an effectiveness rating using the provided scale.

| ACTIVITY AND BMP CHECKLIST | APPLICABLE ACTIVITY | | | EFFECTIVENESS RATING * | |
|---|---|---|---|---|---|
| | Yes | No | PPD | | |
| | | | | | |
| A.  VEHICLE AND EQUIPMENT FUELING<br>BMPs employed:<br>▪ Employees trained in proper fueling and cleanup procedures.<br>▪ "Shut-off" valves installed on nozzles.<br>▪ "Topping off" of fuel tanks is discouraged.<br>▪ Adsorbent materials used on spills as opposed to hosing down.<br>▪ Drains labeled within the facility boundary, by stencil to indicate whether they flow to an oil/water separator, directly to the sewer, or to a storm drain.<br>▪ Fueling area designed to prevent storm water runoff and spills.<br>▪ Fueling area covered with an overhanging roof structure. | [ x ] | [    ] | [ 1 ] | ① ② ❸ ④ ⑤ | |
| B.  VEHICLE AND EQUIPMENT WASHING/STEAM CLEANING<br>BMPs employed:<br>▪ Vehicles and equipment are washed at an off-site commercial washing location whenever possible.<br>▪ On-site washing area is clearly marked as a wash area.<br>▪ Signs are posted stating that only washing is allowed in wash area and that discharges to the storm drain are prohibited.<br>▪ Trash containers are provided in wash area.<br>▪ A map of on-site storm drain locations exists to avoid discharges to the storm drain system. | [ x ] | [    ] | [ 2 ] | ① ② ③ ❹ ⑤ | |
| C.  VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR<br>BMPs employed:<br>▪ Idle equipment is stored under cover.<br>▪ Drip pans are used for leaking vehicle/equipment.<br>▪ Vehicle maintenance area is designed to prevent storm water pollution (area contains berming and appropriate drainage routing).<br>▪ Signs are painted on storm drain inlets to indicate that they are not to receive liquid or solid wastes.<br>▪ The work area is covered to limit exposure to the rain. | [ x ] | [    ] | [ 1 ] | ① ② ❸ ④ ⑤ | |
| D.  OUTDOOR LOADING/UNLOADING OF MATERIALS<br>BMPs employed: | [    ] | [ x ] | [    ] | ① ② ③ ④ ⑤ | |
| E.  OUTDOOR CONTAINER STORAGE OF LIQUIDS<br>BMPs employed: | [    ] | [ x ] | [    ] | ① ② ③ ④ ⑤ | |
| F.  OUTDOOR PROCESS EQUIPMENT OPERATIONS AND MAINTENANCE<br>BMPs employed: | [    ] | [ x ] | [    ] | ① ② ③ ④ ⑤ | |
| G.  OUTDOOR STORAGE OF RAW MATERIALS<br>BMPs employed:<br>▪ Materials are stored inside when feasible.<br>▪ All outside storage areas are covered with a roof or enclosed to prevent stormwater contact.<br>▪ Outdoor storage containers are kept in good condition.<br>▪ Lids are secured on waste barrels and containers.<br>▪ Drums are stored in a secure area where unauthorized persons cannot gain access. | [ x ] | [    ] | [ 2 ] | ① ② ③ ❹ ⑤ | |
| H.  WASTE HANDLING AND DISPOSAL<br>BMPs employed: | [    ] | [ x ] | [ - ] | ① ② ③ ④ ⑤ | |
| I  BUILDING AND GROUNDS MAINTENANCE<br>BMPs employed: | [    ] | [ x ] | [ - ] | ① ② ③ ④ ⑤ | |
| J  PARKING/STORAGE AREA MAINTENANCE<br>BMPs employed:<br>▪ Parking and storage areas are kept clean and orderly.<br>▪ Site is designed to allow sheet runoff to flow into biofilters (vegetated strip and swale) and/or infiltration devices.<br>▪ Rooftop drains are arranged to prevent drainage directly onto paved surfaces.<br>▪ Lot is designed to include semi-permeable hardscape. | [    ] | [ x ] | [ - ] | ① ② ❸ ④ ⑤ | |
| K.  OVER WATER ACTIVITIES<br>BMPs employed: | [    ] | [ x ] | [ - ] | ① ② ③ ④ ⑤ | |
| L.  OTHER (describe): | [    ] | [ x ] | [ - ] | ① ② ③ ④ ⑤ | |

*① **No BMPs used and stormwater pollution likely**   ② **Some BMPs used but not effective**   ③ **Some BMPs used and moderately effective**
④ **Source control BMPs used and very effective/structural BMPs needed**   ⑤ **All necessary BMPs used and very effective**

## 3. TYPE AND QUANTITY OF MATERIALS USED

| Material | Typical Quantity/Frequency | Is Stored Material Likely to Generate Pollutants |
|---|---|---|
| Gasoline | 250 gal/day | yes |
| Motor oil | 90 gal/wk | yes |
| Detergents | 40 lb/wk | no |
| | | |

## 4. HISTORY OF SPILLS AND LEAKS
 a) Is there a chronic history of spills and leaks?__*no*_____
 b) Is there no evidence of leaks and drips from equipment and machinery?_*drip pans in place*_____
 c) Is there a spill prevention and response team?_*yes*_____
 d) Are appropriate spill containment and cleanup materials kept on-site and in convenient locations?_*materials present, but need to be placed near fueling areas.*
 e) Are cleanup procedures for spills followed regularly and correctly?__*yes*_____
 f) Are used absorbent materials removed and disposed of in a timely manner?_*stored spill clean up materials observed on-site, proper disposal required.*
 g) Are personnel regularly trained in the use of spill control materials?_*yes*_____

## 5. NON-STORMWATER DISCHARGES
 a) Outfall directly observed during assessment_____*no*_____
 b) Are BMPs implemented to prevent, treat, or control non-stormwater discharges?__*yes, but could use improvement (see BMP selection recommendations)*.
 c) Is there a potential for non-stormwater discharges (i.e. non-stormwater sources observed without BMPs implemented)___*yes, (see BMP selection recommendations)*_____

## 6. SIZE OF FACILTIY (incorporating the size of a facility serves as a surrogate measure for flow)
 a) Total area__*400,000 square feet.*
 b) The impervious area (including parking lot) is _*320,000 square feet (80% impervious)*

## 7. PROXIMITY TO RECEIVING WATER
Does the facility discharge directly or adjacent to a 303(d) water body or other environmentally sensitive area?___*no*_____