Bainbridge Island School District

Stormwater/Surface Water Management System

Operations and Maintenance Plan Manual

To comply with:

National Pollutant Discharge Elimination System (NPDES) and
State of Washington Department of Ecology,
Western Washington Phase II Municipal Stormwater Permit
Secondary Permittee Permit

March 2010

Revised 06/30/21

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Foreword

In 1987, Congress adopted the Clean Water Act to regulate stormwater and surface water runoff. The Department of Ecology (DOE) issued a Western Washington Phase II Municipal Stormwater National Pollution Discharge Elimination System (NPDES) permit, to the City of Bainbridge Island for the development and implementation of an island wide stormwater management program to reduce discharge of pollutants, protect water quality and satisfy requirements established by the Clean Water Act At the request of the City of Bainbridge Island, the Bainbridge Island School District applied for and received from DOE a Western Washington Phase II Municipal Stormwater Permit for secondary permittees.

The Bainbridge Island School District's ***Stormwater and Surface Water Management Operations and Maintenance Plan Manual (SWMP)*** was created to meet the DOE requirements and comply with regulations set forth in the Western Washington Phase II Municipal Stormwater Permit for Secondary Permittees as mandated by DOE under the National Pollutant Discharge Elimination System (NPDES) program. The district's plan details and explains the elements of our commitment to fully comply with the regulatory requirements of the permit.

As a Phase II secondary permittee the district recognizes that DOE holds the school district responsible for the quality of stormwater and non-stormwater discharge from school facilities serving at least 1,000 people per day for the purpose of protecting the waters of Bainbridge Island and the surrounding Puget Sound. In this case two campus complexes in the District fall within this definition and are specifically addressed in this manual:

- The large campus/complex made up of Bainbridge Island High School, Ordway Elementary, Commodore, Facilities Maintenance and the Transportation facility, between New Brooklyn Road on the north and High School Road on the south, and
- The campus comprised of the Woodward Middle School and Sakai Intermediate School properties.

Though the two campus/complexes named above are specifically monitored in this permit, the best management practices outlined in the District's SWMP Manual are applied at all district properties.

This SWMP is intended to be a living document and will be updated on a regular basis.

Bainbridge Island School District

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Overview

The *BISD Stormwater/Surface Water Management Operations and Maintenance Plan Manual* (SWMP) practices and procedures have been established to comply with relevant ordinances, rules, and regulations of the local jurisdiction(s) in which BISD is located. These practices govern stormwater and non-stormwater/surface water, discharges *to the maximum extent practical* given that these actions are in many cases, above and beyond routine work responsibilities and are an unfunded mandate for a school district

The *BISD Stormwater/Surface Water Management Operations and Maintenance Plan Manual* (SWMP) that follows has been organized in response to the minimum control measures outlined in the National Pollutant Discharge Elimination System (NPDES) program permit:

- education and outreach,
- illicit discharge detection and elimination,
- construction site runoff control and post-construction runoff control, and
- pollution prevention and good housekeeping maintenance practices.

This manual details and summarizes actions being taken to protect the quality of stormwater and non-stormwater/surface water discharges specifically from BISD's two campus/complex areas, serving over 1,000 people per day:

- the BISD properties bordered by High School Road on the south and NE Brooklyn Road on the north, and
- the Woodward/Sakai campus complex.

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I. Public Education and Outreach

BISD Shall:

A. Clearly and permanently label storm drain inlets owned and operated by BISD located on Bainbridge High School, Sakai Intermediate School, and Woodward Middle School properties with the message “No Dumping Drains to Sound,” indicating the point of discharge as a Bainbridge Island storm system.

B. As identified during visual inspection and regular maintenance of storm drain inlets, or as otherwise reported to the district, re-label inlets when no longer clearly visible or easily readable.

C. Each year BISD shall distribute educational information on the impact of stormwater discharges on receiving waters, and steps that can be taken to reduce pollutants in stormwater runoff. Different combinations of topics shall be addressed each year, where relevant, staff and students of BISD shall receive educational information about the following topics:

   i. How stormwater runoff affects local water bodies

   ii. Proper use and application of pesticides and fertilizers

   iii. Benefits of using well-adapted vegetation

   iv. Alternative equipment washing practices including cars and trucks that minimize pollutants in stormwater.

   v. Benefits of proper vehicle maintenance and alternative transportation choices, proper handling and disposal of vehicle wastes, including the location of hazardous waste collection facilities in the area

   vi. Hazards associated with illicit connections

   vii. Benefits of litter control and proper disposal of pet waste

D. Academic Curriculum/Programs:

Specific programs by class level, elementary through high school curriculums, are detailed in the Academic Overview in the Appendix. They include programs such as:

- Trace a Raindrop, Bainbridge Island Water Resource investigation,
- Woodward Creek Studies,
- Earth Day Tours,
- World Water Quality Monitoring Day,
- Bainbridge Home and Garden Show demonstrations,
- You Can Make a Difference-Tips of the Month,
- Public service announcements for BITV,
- Scoop the Poop,
- Community door hangers on “Healthy Habits for Clean Water”
- Monitoring of Nearshore Habitats,
- Bainbridge Island High School tours of the new storm drainage system incorporated with the new 200 Building project.

II. Public Involvement and Participation

A. For the purpose of soliciting public input and awareness of stormwater management, BISD shall post the SWMP on the BISD website, publish a notice in local newspapers, and by other means as possible solicit public review of the BISD SWMP.

B. The District shall keep stormwater management activities posted on the BISD website as possible to educate and heighten awareness of sound practices in community and for staff.

C. Student curriculum, programs have been developed to involve students and increase public and island resident understanding and practices regarding storm drainage and water management issues and the need to protect our waterways. Specific programs detailed in the Appendix involving student/faculty efforts include actions such as: Bainbridge Home and Garden Show demonstrations on BMPs, information provided through the District's website and Public Service Announcements on BITV, community door hangers distributed to neighborhoods on "Healthy Habits", student lead community tours of the new Bainbridge High School stormwater management system, featuring interpretive signage to educate the public on the innovative storm drainage measures that have been incorporated with the new building's construction.

III. Inventory/Mapping of Stormwater Management System & Monitoring and Tracking of Maintenance Activities:

A. Mapping of the Stormwater Management System: Permit Section S.6.D.3.c

An Index of Civil Plans showing the storm drainage system for all District sites is included in the appendix.

1. This shows all known storm inlets, and drain outfalls on the BHS, Ordway, Commodore, Facilities Maintenance and Transportation Facility Campus, the Woodward/Sakai complex.

2. All storm drain inlets have been labeled with buttons stating “No Dumping, Drains to Sound.” These labels should be replaced as necessary when damaged or lost.

3. The information in this index must be updated when facility changes are made. The map (or completed portions of the map) must be available on request to Ecology and/or to other Permittees or Secondary Permittees.

4. The information should be available in an electronic format to the degree possible.

B. Monitoring and Tracking of Maintenance Activities:

- For the two campus properties covered by this permit conduct annual field inspections at one third of all known outfalls to storm drain/surface waters. Visually inspect for illicit discharges, record and document findings, inspections and follow-up activities.

  See Appendix 2, Table 1

- Document other inspections and maintenance of the storm drainage system elements to track maintenance of the system and adherence to the District’s plan.

  See Appendix 2, Table 1

IV. Illicit Discharge Detection and Elimination

Illicit discharges, illegal dumping of potential contaminants, non-stormwater discharges, spilling, or improperly disposing of hazardous materials, pet waste, and litter are prohibited. Discharge of any substance other than stormwater into the storm drainage system is prohibited unless stated conditions noted below are present or met.

Each year BISD will conduct visual field inspections for illicit discharges annually at one third of all known outfalls that discharge to surface waters on the two campus properties covered by this permit, Sakai/Woodward, and the larger campus from High School Road to New Brooklyn. Inspections will be documented to identify, remove, properly handle, and record any illicit discharges, and track follow-up actions. Records of inspections and follow-up activities must be tracked and documented, see Appendix; Table 1 of this document.

A. Allowed Discharges:

- **Non-stormwater discharges covered by another NPDES permit and discharges from emergency fire fighting activities are allowed** in the Municipal Separate Storm Sewer System (MS4) in accordance with Section 2, (S2) *Authorized Discharges,* of the Western Washington Phase II Permit.

- **The following categories of non-stormwater discharge are not prohibited unless the discharge is identified as a significant source of pollutants to the waters of the State.**

    - Diverted stream flows
    - Rising ground waters
    - Uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20))
    - Uncontaminated pumped ground water
    - Foundation drains
    - Air conditioning condensation
    - Irrigation water from agricultural sources that is commingled with urban stormwater
    - Springs
    - Water from crawl space pumps
    - Footing drains
    - Flows from riparian habitats and wetlands

B. Prohibited non-stormwater discharges

The following discharges **are not permitted to stormwater unless the stated conditions are met:**

- Discharges from potable water sources, including water line flushing, hyper chlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water: Discharges must be planned in advance, coordinated with the district, and shall be de-chlorinated to a concentration of 0.1 ppm or less, pH-adjusted if necessary, and volumetrically and velocity controlled to prevent re-suspension of sediments in the Municipal Separate Storm Sewer System (MS4).

- Discharges from lawn watering and other irrigation runoff: These discharges shall be minimized through, at a minimum, public education activities and water conservation efforts conducted by the district
- Dechlorinated swimming pool discharges. Discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted and reoxygenated if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the stormwater drainage system. Swimming pool cleaning wastewater and filter backwash shall not be discharged to stormwater.
- Street and sidewalk wash water, water used to control dust, and routine external building wash down shall not use detergents and shall be kept to a minimum to avoid washing pollutants in to the stormwater system. Reduction of wash waters shall be achieved through public education activities and/or water conservation efforts conducted by BISD and/or the local jurisdiction. At active construction sites, street sweeping shall be performed prior to washing the street.

C Tracking & Enforcement of Illicit Discharges:

- It is critical to appropriately handle and report any category of illicit discharges observed or found or any accidental spills that may harm storm or surface water flowing from school property.

- Immediately report any illicit discharges observed to Custodial, Maintenance, and Capital Projects staff to handle and obtain help in dealing with potentially harmful discharges.

- ***Immediately call*** Capital Projects (206 855-0547), Maintenance, and Custodial staff. Follow up with an email when time permits including the site, location, date, time, and persons involved to the extent possible.

- Re-educate offenders regarding standards, proper procedures and practices to use event to improve future practices.

- Identified responsible third party offenders will be required to compensate the district for the district cost, including staff time to deal with cleanup, and removal of pollutants.
- Track Illicit Discharges detected, see Appendix, Table 1

D. Spill Response

If a harmful discharge is due to an accidental spill or condition that may pollute groundwater or storm drainage water on school sites ***immediate spill response actions may be required.***

Spill Response kits are located in the Custodial office at each school and should be immediately used to capture and contain any potentially toxic substance and to keep it out of surface /storm drainage water system.

- ***Immediately report spills to Custodians, Maintenance and Capital Projects staff***, ***(206-780-1590) to inform them of the event and to obtain help in dealing with the situation***.

- In the event of a sewage spill or overflow from a district operated lift station and or sewage line infrastructure including but not limited to: lift stations, oil/water separators,

etc., Capital Projects and Maintenance staff will facilitate Department of Ecology Reporting Requirements by by contacting the Washington State Emergency Management Division at 1-800-258-5990, during business hours, or through the Department of Ecology ERTS report form online:

https://ecology.wa.gov/Footer/Report-an-environmental-issue/statewide-issue-reporting-form

In addition to submitting the ERTS report form, Maintenance staff are required to follow the all applicable procedures contained in attachment A of the Kitsap Public Health District Sewage Spill Reporting and Response Procedures listed below and located under the emergency tab at the back of your O&M binder.

ATTACHMENT A

(a) Kitsap Public Health District

(2) ***SUMMARY OF SEWAGE SPILL REPORTING AND RESPONSE PROCEDURES***

The following procedures will apply in most circumstances. However, wastewater personnel will contact Kitsap 911 anytime a sewage spill exceeds their response capability or represents an imminent threat to public health or safety.

Wastewater treatment plant operators or collection system personnel shall report all spills or combined sewer overflows to Kitsap Public Health IMMEDIATELY.

- **Report the spill to Kitsap Public Health at (360) 728-2235** (call 24/7)

Spills can be reported to this number at any time. If you call outside normal business hours (M-F 8-4:30), and select **9**, your call will be routed to an answering service that will contact Health District staff. Staff will then call you back for further information.

If you are not able to reach the Health District office or answering service, contact staff directly:

	Office	Work Cell	Personal
Grant Holdcroft	(360) 728-2228	(360) 633-9023	(360) 621-2129
Ian Rork	(360) 728-2244	(360)633-9021	(360) 620-9818
Tobbi Stewart	(360) 728-2249	(360) 900-9136	(864) 556-9547

Please provide the following information with the report, or when it becomes available:

- Your name, title, employer, and phone number;
- Location and cause of spill (e.g., broken sewer line, malfunctioning lift station, etc.);
- Duration of spill (start and stop dates and times);
- Estimated number of gallons spilled (or relative size of spill until actual volume known);
- Public or private properties potentially impacted by spill;
- Surface/groundwater bodies impacted or potentially impacted by spill (even if remote)
- Estimated date and time of completion of repair; and
- Steps taken to contain or decontaminate the spill.

Spill Clean Up and Notification

- Isolate the spill area, vactor and/or rake up as much of the spill as possible. Apply hydrated lime to reduce pH and pathogen levels, and help absorb remaining liquid (with limited application near surface water, see Section 5.1.4 for additional detail);
- Notify property owners or residents that are directly impacted by the spill, or that live in the immediate vicinity of the spill. Document these contacts to include in report.

- ***In the event of a spill beyond the District's and/or local jurisdiction's capability to respond to a major or significant spill National Response Corporation Environmental Services (NRCES) are available to support BISD. Immediately Contact Capital Projects to contact NRCES at 1 800 337- 7455 for support.***

- ***Follow-up with an email to: dfenwick@bisd303.org when time permits to document details including*** the site, date, time, and persons involved to the extent possible.

- Re-educate staff and others as necessary on standards, proper procedures and practices to use the event to improve future practices.

V. Construction Site Stormwater Runoff Control

The District shall:

A. Comply with all relevant ordinances, rules, and regulations of the local jurisdiction(s) in which BISD is located that govern construction phase stormwater pollution prevention measures.

B. For all construction projects under the control of BISD that require a construction stormwater permit, BISD shall obtain coverage under the NPDES General Permit for stormwater discharges associated with construction activities ***or*** require contractors to obtain an alternative individual NPDES permit prior to discharging construction related stormwater.

C. Coordinate with the local jurisdiction regarding projects owned and operated by other entities which discharge into the BISD's MS4, to assist the local jurisdiction with achieving compliance with all relevant ordinances, rules, and regulations of the local jurisdiction(s).

D. Provide training or coordinate with existing training efforts to educate relevant staff in erosion and sediment control BMPs and requirements. Require contractors to have a Certified Erosion Control lead for major construction projects on BISD sites.

E. Coordinate as requested with the Department of Ecology or the local jurisdiction to provide access for inspection of construction sites or other land disturbances, which are under the control of the District during the active grading and/or construction period.

F. Comply with post-construction stormwater pollution prevention measures, ordinances, rules and regulations for new development and redevelopment.

G. Coordinate with the local jurisdiction regarding projects owned and operated by other entities which discharge into the District's MS4, to assist the local jurisdiction with achieving compliance with all relevant ordinance, rules and regulations of the local jurisdiction.

VI. Best Management Practices, Pollution Prevention and Good Housekeeping Measures for BISD

The operations practices and maintenance activities in this section are required to minimize stormwater pollution from facilities owned and operated by BISD or from activities conducted by the district that may generate pollutants. They include the appropriate pollution prevention and good housekeeping measures to operate and maintain BISD's stormwater infrastructure

A. **Inspection and maintenance of stormwater collection and conveyance systems, including catch basins, stormwater sewer pipes, open channels, culverts, structural stormwater controls, and structural runoff treatment and/or flow control facilities:** Inspections, and maintenance will be scheduled to properly maintain stormwater collection and conveyance systems including, cleaning and proper disposal of waste removed from the system, and inspection and maintenance of all structural post-construction stormwater BMPs to ensure facility function. (See Appendix Table 1)

1. Catch Basins

Most catch basins have a storage area at the bottom to trap sediments, debris, and other particles that can settle out of stormwater, thereby preventing clogging of downstream piping and washing of these solids into the surface water ultimately receiving drainage water.

When the catch basin is approximately 60 percent full of sediment, sediment can begin to wash into stormwater piping. Oils and grease, petroleum hydrocarbons, debris, metals, sediment, and contaminated water collect in catch basins, oil/water separators, and settling basins. Outlet traps (downturned elbows) are required to trap oil and other floatables and must be replaced or repaired when damaged or missing.

Clean catch basins when they are half full or when the sediment and debris is within 18 inches of the bottom of the outlet pipe. Follow additional manufacturer guidance and requirements on catch basin inspection and maintenance.

2. Stormwater Piping

Stormwater piping will be inspected and repaired as needed.

3. Other Stormwater Facilities

Other facilities such as green stormwater infrastructure elements including, vegetation, swales, and gardens will be inspected and maintained as needed to ensure functionality is maintained. Frequency and level of maintenance will vary based on the facility location, function, and exposure to impacts to:

- Repair and replace as necessary to prevent any deterioration that threatens the design function of the facilities.
- Inspect and clean stormwater treatment facilities, conveyance systems, and catch basins as needed.
- Ensure that storm drain capacities are not exceeded and that heavy sediment discharges to the drainage system are prevented.
- Properly remove debris and sludge from facilities used for treatment.

B. Conduct spot checks of stormwater treatment and flow control facilities following a 24-hour storm event with a 10-year or greater recurrence interval.

C. Follow accepted Best Management Practices (BMP's) for deicing, anti-icing, and snow removal practices; snow disposal areas; material (e.g. salt, sand, or other chemical) storage areas; use all-season BMPs to reduce road and parking lot debris and other pollutants from entering the MS4.

1. Snow Removal

Snow removal is preferred to de-icing with chemicals.

2. Selecting Deicers

Select deicers and anti-icers that result in the least adverse environmental impact. Unitied Laboratories, "Earth Smarties" in accordance with Federal Regulations 29 CFR 1910.1200 is the current accepted product used by the District. Apply only as needed using minimum quantities.

D. Conduct all BISD vehicle and equipment storage, washing, and fueling and maintenance activities and operate all vehicle/equipment facilities using accepted BMPs in designated wash and/or maintenance areas,

E. Operate material storage areas, heavy equipment storage areas, maintenance areas, and any other areas that may reasonably be expected to discharge contaminated runoff using BMP's specifically developed for maintenance work areas. These BMP's shall be used in daily operations and maintenance of material storage areas, equipment storage areas, and maintenance areas.

Pollutants released while washing vehicles and equipment such as surfactants, petroleum hydrocarbons, toxic organic compounds, oils and greases, nutrients, metals, and suspended solids must not be discharged to the storm drainage system or directly into receiving waters.

1. Vehicle and Equipment Storage & Washing

Ensure that stored vehicles are not leaking oil or other fluids into storm drains.

Conduct vehicle and equipment washing in a designated wash area that drains to a sump (like a grit separator) with an appropriate treatment system.

2. Vehicle and Equipment Maintenance

The following BMPs or equivalent measures are required of all staff engaged in automotive repair and maintenance activities:

- Employees will be provided with informational materials during annual in service training to educate and inform them about the need for careful handling of automotive fluids. New employees will be required to review and adopt these practices upon hiring. Employees that routinely change or handle these fluids will be educated in spill prevention and cleanup.
- Maintenance activities must properly capture and dispose of potential contaminants to the maximum extent possible whether indoors or outside. When work must be performed outdoors or at a mobile location such as a construction site, drip pans or other

containment devices must be used beneath the vehicle or equipment to capture all spills and drips.

- Store and dispose of fluids properly.
- Make sure all outside materials that have the potential to leach or spill to the drainage system are covered, contained, or moved to an indoor location.
- Spill cleanup materials, such as rags and absorbent materials, must always be kept close at hand when changing oil and other fluids. Soiled rags and other cleanup material must be properly disposed of or professionally cleaned and reused.
- Maintenance and repair areas cannot be hosed down. Instead, they must be swept as needed to collect dirt, and spills must be wiped up with rags and other absorbent materials. If pressure washing is necessary, the wastewater must be collected and disposed of properly so ***pollutants can not enter the stormwater drainage system***.
- If floatable components are present, use an oil/water separator or other appropriate treatment to treat all runoff from the fluid changing area prior to discharge to the sanitary sewer.
- If staining and oily sheen is present, absorbent pillows or booms must be used in or around catch basins and properly maintained to prevent oil from entering the stormwater drainage system.

3. <u>Washing and Cleaning of Food Service Equipment</u>

Washing and cleaning of commercial cooking equipment, such as vent filters, grills, floor mats, and grease and pretreatment devices should always occur indoors with discharges to the building sanitary sewer or to a holding tank for shipment to an offsite disposal facility or approved treatment system. If the washing activity cannot be done indoors or contained in a tub, the washing area must drain to a sanitary sewer, holding tank, or process treatment system. Provisions must be made to prevent the flow of stormwater onto the washing area.

Wash water must be discharged into a sanitary sewer drain. It is illegal to discharge the dirty wash water to the stormwater drainage system. In addition:

- Wipe off the equipment before washing to remove fats, oil, grease and food waste.
- Do not pour cooking grease down the drain. Collect and dispose of all grease properly.
- If roof equipment or hood vents are cleaned, ensure that no wastewater or process water is discharge to the roof drains or storm water system.

F. <u>External building maintenance</u>. Building exterior cleaning and maintenance including cleaning, washing, painting and other maintenance activities shall follow BMPs for these types of activities.

1. Pressure Washing

   Eliminate or minimize building exterior pressure washing whenever possible.

   Avoid soap when pressure washing; use heat, steam and/or water pressure instead.

If pressure washing with cold water and the building exterior is not coated with lead-containing paint or other hazardous material, it is okay to discharge the wash water to a storm drain. Otherwise, collect all wash water for appropriate disposal in the local sanitary sewer or offsite as a hazardous waste. Install berms to keep contaminated wash water from entering storm drains. Consult with Capital Projects on whether sampling is needed to determine if the wash water is hazardous waste.

If the job generates a lot of sediment or debris, lay filter fabric on the ground or install a commercial catch basin insert in the drain to catch the debris. Dispose of this fabric and its contents appropriately. Contact Capital Projects or Maintenance for filter fabric or catch basin inserts.

2. Use of Solvents or Cleaners

   Avoid the use of acids, solvents, soap or detergents whenever possible. Even products that are labeled “biodegradable” are not allowed to enter storm drains and must be collected to be disposed of properly.

   If soap or detergents must be used, collect your wash water using berms, plastic and other means. Dispose of wash water into a sanitary sewer unless the building is coated in lead paint. If you are washing surfaces coated with lead paint, collect and take a sample of the wash water. If the lead concentration exceeds 3 ppm, the wash water cannot be disposed into the sanitary sewer. It must be managed as hazardous waste.

G. Follow BMP’s and BISD’s Integrated Pest Management Plan (IMP) for proper application of fertilizers, pesticides, and herbicides; sediment and erosion control, landscape maintenance, vegetation disposal; and trash management... (see Appendix)

H. Implement spill response actions should accident occur during routine maintenance. See Spill Response page 9.

VII. Informational/Educational Training for Staff, Faculty, Students, Contractors and Others Using District Properties/Facilities

A. Provide information and educational materials to custodians, maintenance staff, and other relevant staff using District facilities. Require staff to review, understand, adopt and use accepted BMPs and good housekeeping measures, illicit discharge prevention actions, and the spill response plan contained in BISD's O & M Manual during routine work activities. Provide information and educational materials, and BISD's O & M Manual to other groups using, or leasing, district property, and contractors whose construction, operations, or maintenance job functions may impact stormwater quality. The information and educational materials will include:

1. The importance of protecting water quality
2. The requirements of this Permit
3. Operation and maintenance requirement
4. Inspection procedures
5. Ways to perform their job activities to prevent or minimize impacts to water quality
6. Procedures for reporting water quality concerns, including potential illicit discharges

B. To the extent possible involve and encourage teachers to include within existing curriculum, information on the importance of protecting water quality. The educational components of this effort are included in Section I and specific details are included in the Appendix.

Involve students in the Surface/Stormwater Management Plan (SWMP) activities and actions to extent possible through curriculum, Senior Projects, class instruction, and Earth Service Corps activities.

C. Require contractors to provide a certified Erosion Control Specialist on major construction projects

D. Document educational/training activities for: staff, students, and non district staff who use or lease district properties.

- See Appendix, Table 3: Staff Training
- See Appendix: Student Curriculum
- Require other non district users and lease representatives to educate, and inform their program participants of the O & M Plan requirements, Table 3

APPENDIX

1, Maintenance, Inspections, Monitoring Documentation:

Tables, Plans/Maps and forms showing an inventory of existing facility storm drain system elements at each site for required ongoing inspections, maintenance and monitoring activities are available upon request through Capital Projects or are available on-line. Examples are included here.

Table 1: Catch Basin, Outfall and other storm drain system structure Inspections, and follow-up (including illicit discharge investigation)

BISD SWMP O & M Plan				
Table 1				
Catch basin, outfall and other storm drainage structure inspections				
site & location (use identification number from plan)	date	Outfall or catch basin #	Other: Outfalls & other structures (note type)	Observations/ findings (use form as needed note any illicit discharges detected)

Table 2: Example Inventory/Mapping of Stormwater Conveyance System (Work Copies available upon request at Capital Projects Office or on-line)

TABLE 2								
STEM INVENTORY: SAKAI SCHOOL								
LOCATION: SCHOOL/PR	NUMBER OF INLET/CATCH BASIN	F INLET/CATCH BASIN		OTHER SWM STRUCTURES (type and number)			DATE CLEANED	CONDITION/COMMENTS
		FIELD/GRASS OR LANDSCAPE AREAS	PAVED AREA	PONDS	SWALES	Other		
SAKAI: CATCH BASINS	1		X					
	3		X					
	4		X					
	4A yard drain	X						
	4B yard drain	X						
	4C yard drain		X					
	4D yard drain		X					
	5		X					
	6*		X					
	8		X					
	9	X						
	10	X						
	11		X					
	12	X						
	12A yard drain	X						
	12B yard drain	X						
	13	X						
	14	X						
	15	X						
	16	X						
	17	X						
	18	X						
Sakai: north field perimeter	19	X						
	20	X						
	21	X						
	22	X						
	23	X						
	24	X						
Flow splitter near CB #9	25		X					
Maintenance Manhole	26	X						
Maintenance Manhole	27	X						
Three cell detention pond	cell 1	X						
	cell 2	X						
	cell 3	X						
Bioswale behind school, NW corner of site		X						

***note: missing numbers intentionally omitted CBs don't exist**

Reference Materials Available in Capital Projects Office for Inspection, Monitoring Activities:

- Table 1 above blank copies
- Stormwater drainage system plans/maps for:
    - BHS Campus, Commodore, Ordway, Administration, Maintenance, Transportation Complex
    - Sakai Campus
    - Woodward Campus
- Table 2 (above) for use at each site showing the storm drainage inlet/structure inventory for
    1. Sakai
    2. Woodward
    3. BHS
    4. Ordway
    5. Administration
    6. Maintenance & Transportation

2. Integrated Vegetation and Pest Management Policy & Procedures (IPM)

Policy 6522: INTEGRATED VEGETATION AND PEST MANAGEMENT

In accordance with Policy 6520*:* HAZARDOUS MATERIALS, Bainbridge Island School District follows an Integrated Pest Management program for managing vegetation and pests. Integrated Pest Management (IPM) is an ecological approach to suppressing pest populations (i.e. weeds, insects, diseases, etc.) in which alternative pest controls are considered, and where practical, implemented, before chemical controls are used, so that pests are kept at acceptable levels in effective, economical, and environmentally safe ways.

Bainbridge Island School District will manage vegetation and pests in a manner that: utilizes an ecological approach; minimizes the use of pesticides; minimizes risk to human health and the environment by using no high-hazard pesticides; and considers community values in establishing standards of maintenance for Bainbridge Island School District properties.

Definitions

IPM Program: The components of an IPM program are Threshold and Action Levels:

A. Threshold level refers to the point in growth of a vegetation or pest population where it will cause an unacceptable impact on: public safety, recreation, or health; natural and/or managed ecosystems; aesthetic values; economic damage to desirable plants; the integrity, function, or service life of facilities.

B. Action level is the level of development of a vegetation or pest population at a specific site at which action must be taken to prevent the population from reaching the threshold level.

High Hazard Pesticide: High-hazard pesticides are pesticides linked to cancer, nervous system harm, reproductive damage, or endocrine disruption. To ensure that no high-hazard pesticides are used, pesticides will meet the following criteria:

A. Pesticide is not classified as highly acutely toxic (Hazard Category I or II) by the Environmental Protection Agency (signal word for Hazard Category I products = DANGER; signal word for Category II products = WARNING);

B. Pesticide is not a restricted use pesticide (use of the product is not restricted to certified pesticide applicators);
C. Known ingredients in product have been evaluated by the U.S. EPA and found to include no possible, probable, known or likely carcinogens;
D. Known ingredients in product include no reproductive toxicants (CA Prop 65 list);
E. Known ingredients in product not listed by Illinois EPA as known, probable or suspected endocrine disrupters;

F. Known ingredients in product include no nervous system toxicants (neurotoxic by mode of action-defined as pesticides in the organophoshate, carbamate, pyrethrin, and pyrethroid classes of chemical);
G. Known ingredients have soil half-life less than 100 days;
H. Known ingredients do not have high or very high mobility in soil;
I. Product is not labeled as toxic to fish, birds, wildlife or domestic animals.

Selection of Optimal Strategies: The criteria, not necessarily in order of importance, for selecting treatment tactics and developing pest management strategies include:

A. No high-hazard pesticides will be used;
B. Minimizes disruptions of natural controls;
C. Minimizes hazards to human health;
D. Minimizes negative impacts to non-target organisms;
E. Minimizes damage to the general environment:
F. Preserves natural or managed ecosystems;
G. Likely to produce long-term reductions in pest control requirements;
H. Effective implementation is operationally feasible;
I. Cost effectiveness in the short and long term.

Timing: Involves applying a treatment action during a vulnerable time in the life cycle of the vegetation or pest while minimizing impact on natural predators and/or other non-target organisms.

Monitoring: Involves the regular surveying of sites and/or features to improve understanding and identify the location and extent of potential pest management problems.

Evaluation: Involves analysis of treatment strategies and prescriptions to help determine the effectiveness of the control program. These records are useful in developing future pest management plans.

IPM Practices: Integrated pest control plans that are specific to a variety of pest management situations and/or pests and vegetation; these plans are based on the principles of IPM.

Pest: Any organism, including plants, animals, and diseases, which by the situation or size of its population adversely interferes with the aesthetic, health, environmental, functional, or economic goals of humans.

Procedures: The Bainbridge Island School District will implement IPM programs in accordance with the requirements of Policy 6522: Integrated Vegetation and Pest Management.

B. IPM Practices

IPM Practices will be developed by the IPM Coordinating Committee, and recommended to and approved by the school board of directors. IPM Practices will be developed for the primary pest control issues anticipated by the district. For each pest control issue, the IPM Practices will set out: threshold and action levels, pest management strategy, timing of management activities, and monitoring plan**.**

1) Notification and Timing

At the beginning of each school year or upon enrollment, the safety officer and/or principal will provide written information to all school district staff, students, and parents regarding anticipated pest control activities within the school district. The safety officer may distribute amended written information as appropriate. This information will include the names of all compounds that may be used. An approximate date of anticipated application will be listed and a telephone number for parents or eligible students (18 years old or older) to call to access exact dates. By 5 p.m. on Friday of each week, the message on this line will contain information on planned fertilizer or pesticide applications that may be made in the coming school week. Signs will be posted at least 48 hours before any application, except in a case where the safety officer or his/her designee determines that immediate action is required. Signs will be placed at the location of the application, at each primary point of entry to the school grounds and in the main office of the school. If immediate action is required, signs will still be posted.

The pesticide notifications sign must be a minimum of 8.5 inches by 11 inches and use bold, uppercase 36-point type with the following header: "WARNING PESTICIDES"; and use bold, upper and lower case 18-point type with the following information: the trade and generic name of the pesticide; the date and time of application; the rate of application; the area to be treated; the pest to be controlled; the name and phone number of the contact person for the application; the name and phone number of the responsible party where the pesticide label and material safety data sheets may be obtained; and a boxed-off warning stating: "CAUTION: Individuals taking medication, pregnant women, infants, children, and individuals with respiratory or heart disease, chemical sensitivities, or weakened immune systems may be particularly susceptible to adverse health effects due to pesticide exposure."

The pesticide notification sign shall be printed in colors contrasting to the background.

The pesticide notification signs shall remain in place for a minimum of twenty-four hours from the time the application is completed. In the event the pesticide requires a restricted entry interval greater than twenty-four hours, the pesticide notification sign shall remain in place consistent with the restricted entry interval time as required by the label.

Any pesticide application will be timed to minimize adverse effects to human health and beneficial organisms. Any pest control activities will be conducted in consideration of effects on classroom activities.

C. Roles and Responsibilities

The IPM Coordinating Committee will include the capital projects manager, safety officer, the maintenance staff, and up to two each of the following: parent representatives, community representatives, teacher representatives, and student representatives. The IPM Coordinating Committee will select a chairperson.

IPM Coordinating Committee: The IPM Coordinating Committee will:

1. Decide whether or not to recommend IPM practices using the following criteria:
    a. principles of IPM
    b. need for control of the pest or vegetation management problem
    c. whether the use of a pesticide is a necessary element of the IPM practice
    d. whether the IPM practice minimizes impacts on human health and the environment, will be effective in the long-term, and is cost effective

2. Evaluate and rank all pesticide products proposed for use by the maintenance and grounds staff prior to purchase. The criteria for ranking and approval, not necessarily in the order of importance, are as follows:
    a. completeness of information (The IPM Coordinating Committee shall make a reasonable attempt to discover the ingredients of pesticides used in the District, and will show a preference for those products for which all information is available.)
    b. evaluation of application methods, scale of application, elements of exposure, and buffer zones (The IPM Coordinating Committee shall not allow scheduled pesticide applications on a weekly or monthly basis. No pesticide fogging or space spraying will be done. Insecticides will be used only in containerized baits or for spot treatments targeted to insect nests or problem areas where a minimal amount of material will be used.)
    c. registration by the EPA
    d. meet requirements for non-use of high hazard pesticides
    e. human health effects
    f. wildlife and water quality impacts
    g. mobility and persistence in the environment
    h. potential impacts to non-target organisms
    i. active and inert ingredients
    j. pesticide classification

3. Provide to the school board of directors an evaluation/recommendations for modifications of the IPM program and practices:
    a. an annual review

b. additional recommendations for specific practices such as the existing Woodward Middle School motion 43-93-94 (which states, "The district will not permit the application of herbicides to the grounds of the school.") will be recommended by the IPM Coordinating Committee and must be passed by a motion of the board of directors.

Capital Projects Manager: The Capital Projects Manager (or superintendent's designee) will:

1. Coordinate the compliance of the IPM program with applicable laws, rules, regulations, and policies.

2. Coordinate development of landscape and engineering design criteria for use in facility and landscape development projects.

3. Be responsible for final approval of all pesticide applications.

Maintenance/Grounds Staff: The maintenance and grounds staff will:

1. Perform research needed to facilitate implementation of the IPM program.

2. Make product recommendations to, and seek product approval from, the IPM coordinating council or the Washington Toxics Coalition prior to utilizing a pesticide or fertilizer on District property.

3. Coordinate development of site inventories and pest control priorities for each school.

Principal: Each principal will:

1. Provide written notification annually or upon enrollment to inform staff, students, and parents about the District's IPM program, including the posting and notification requirements.

Safety Officer: The safety officer will:

1. Coordinate training of the maintenance and grounds staff and other staff members involved in pest control activities. Training will occur on at least a yearly basis.

2. Coordinate and assist each principal with annual written notification plan informing staff, students and parents about the District's IPM program, including the posting and notification requirements.

3. Curriculum and Public Outreach

Educational and outreach components of BISD's instructional program and outreach efforts:

SCOPE ELEMENT	Description
Trace a Raindrop	Fourth grade students use a map of the watershed where their school is located to tour the storm water system on their school grounds; where the water collects, how it flows, what it collects, and where it eventually ends up. They look inside a storm drain to understand just how it works. Possible impacts from polluted storm water run off on surface water will be emphasized. ***Focus: Identification of possible sources of contamination of storm water flowing into storm drains and stewardship actions to reduce sources.***
Investigating BI Water Resources	Fourth graders students will use the watershed model (Enviroscape) to investigate water in our watersheds, learning about point and non-point pollution sources. Students will discuss how pollutants (i.e. sediment, metals, etc.) bond, settle or remain suspended in the water. This investigation will be the culminating activity for their study of water. ***Focus: Identification of home-based sources that cause or contribute to adverse storm water impacts.***
Scoop the Poop	Fourth grade students will learn about point and non-point sources of pollution interacting with the Enviroscape model. They will focus on one source of non-point pollution contributing to higher fecal coliform counts; dog waste. Students will create signage to encourage dog owners to scoop the poop and dispose of it properly; to be posted at each of the schools and selected Bainbridge Island Parks. ***Focus: Identification of a source of pollution in storm water and stewardship actions to reduce contamination from pet waste.***
Woodward Creek Studies	The life science kit, Environments, is provided to every fifth grader in the district for 10 weeks. Five investigations introduce students to the basic concepts of environmental biology: all living things depend on the conditions in their environment, and there are limits to the amount of change living things can tolerate in their environment. Students create a terrarium to investigate a terrestrial environment. These same environmental concepts are taught in an aquatic environment using the stream behind Sakai. Students learn about potential sources of non-point pollution that could change the environment of the stream. ***Focus: Identification of possible sources of contamination of storm water flowing into Bainbridge Island streams and stewardship actions to reduce sources.***
Healthy Habits Door Hangers	Sixth grade students will design door hangers for neighborhood distribution. These hangers will be designed with the goal of reducing behaviors that cause or contribute to adverse water quality. The door hangers will include an invitation to participate in a community survey posted on the District's web page. ***Focus: Identification of possible sources of contamination of storm water and stewardship actions to reduce practices contributing to adverse storm water impacts.***
Earth Day Tours	Sakai students will be trained to lead educational tours highlighting the

	unique storm water run-off features of Sakai. Existing interpretive panels, along with new ones, to be installed, will be focal points for the tours. ***Focus: Identification of possible sources of contamination of storm water and how the site design reduces these impacts. Home-based actions to reduce practices contributing to adverse storm water impacts will be included.***
BI High Tours	High school students will be identified to lead tours highlighting the aspects of the new High School facilities that were incorporated to reduce impacts on the Island's water quality. Permanent signage will provide focus points for these tours. This cadre of students will be ready to lead tours for the Grand Opening of the facilities. Additionally, they will be available to lead tours when people are working to design similar features call and request a tour. ***Focus: Identification of possible sources of contamination of storm water and how the site design reduces these impacts.***
Water Quality Monitoring Day	Woodward students will participate in World Water Quality Monitoring Day, an international education and outreach program in the fall. Water quality tests will be conducted at six streams on the Island, selected with the help of the City's water resources manager. The same six streams will be monitored in the spring. ***Focus: Identification of possible sources of contamination of storm water flowing into Bainbridge Island streams.***
Monitoring Nearshore Habitats	Eagle Harbor high school students will conduct monthly water quality monitoring of six permanent stations, identified by the city's staff. Analysis of results will include identification of potential sources contributing to diminished water quality from storm water run off. If students find water quality improves, they will research changes that might be contributing to the positive results. ***Focus: Identification of possible sources of contamination of storm water flowing into storm water runoff.***
Public Service Announcement	Eagle Harbor students will create a PSA to air on BITV designed to inform the public about the impacts of storm water on fresh water resources. This PSA will present citizen actions to improve water quality in the waters of Bainbridge Island. Viewers will be urged to log onto an on-line survey on the District's web site to access impact of the PSA. ***Focus: Home-based actions to reduce practices contributing to adverse storm water impacts will be presented.***
"You Can Make a Difference" Tips	Woodward students will design water quality tips of the month to educate people about the impact their actions can have on water quality. The tips will be posted on the District's web site. We will also explore using the "Tips of the Month" as a PSA with BITV and displaying them in a high traffic place like Town and County and/or Safeway. ***Focus: Home-based actions to reduce practices contributing to adverse storm water impacts will be presented.***
Take Action	Odyssey students will create a product, like a calendar and/or note cards, designed to educate the public about the actions they can take to protect the quality of surface water that drains into Puget Sound. ***Focus: Home-based actions to reduce practices contributing to adverse storm water impacts will be presented.***
Storm Drain	Students apply 4" buttons "No Dumping, Drains to Sound" on the road or

labeling	sidewalk next to storm drains. This will heighten public awareness of storm water runoff and its potential impact on water resources. ***Focus: Stewardship actions to reduce contamination from storm water runoff.***
Educating with the Enviroscape Model	Eagle Harbor High school students will use the Watershed Model to present demonstrations at public functions on the Island such as assorted environmental conferences at Islandwood, and groups like the Rotary and Kiwanis. These students may work with the Model to present to Grade 4 elementary classes as part of their study of Bainbridge Island's water resources. ***Focus: Identification of possible sources of contamination of storm water flowing into storm water run off. Stewardship actions to reduce practices contributing to adverse storm water impacts will be presented.***
Bainbridge Home & Garden Show Demos	Woodward students will learn about gardening and lawn care practices that can reduce impact on water quality. Students will use the Enviroscape Coastal model to conduct interactive demonstrations at the annual Home and Garden Show. Literature will be distributed teaching people about yard care and gardening techniques protective of water quality. ***Focus: Identification of possible sources of contamination of storm water flowing into storm water run off. Stewardship actions to reduce practices contributing to adverse storm water impacts will be presented.***

4. Informational and Educational Training

Table 3			
BISD Informational/Educational Training for SWMP Operations & Maintenance Practices			
Staff/ Group	**Informational/Educational Materials Provided**	**O & M Plan Manual Reviewed**	**Date**
Maintenance Staff			
Transportation Staff			
Custodians			
Other Users			

5. Spill Response Plan (in development see page 9, Section IV.)

6. List of other NPDES permits the District has obtained
(Copies available in Capital Projects Office)

- Bainbridge High School 200 Building (2007)
- Maintenance Facility (2007)

7. Index: BISD Storm Drainage Plans

INDEX: BISD Storm Drainage System Plans for NPDES Secondary Permit			
Facility	**Plan Set/Date**	**Plan Sheet Number**	**Flow direction; connections to MS-4 (outfalls to state waters)**
Campus from High School Road to New Brooklyn Ave NE: storm drain system infrastructure, ponds and outfalls			
Bainbridge High School			Catch Basin (CB) at SW corner of site ties into City stormdrain system flowing west.
100 Building	Adam Goldworthy 1/98; BLRB 4/28/98	C1.0; C4.1	ties into CBs flowing west (High School Rd) and CBs to east of building flowing east to Madison Ave. and City system.
200 Building	Coughlin Porter Lundeen 7/14/09	C301 & C302	ties into CB at SW corner of site (High School Rd) flowing into City system.
300 Building	BLRB 4/28/98	C1.0; C4.1	ties into CBs on High School road flowing west into City system.
400 & 500 Building	AT & de 4/81; BLRB 4/28/98	M.1; C4.1	ties into CB on Madison Ave. east of Commodore and City system.
Track and Fields	DA Hogan 3/19/08	F1.3	ties into BHS CB on High School Road and on Madison Ave. at Admin Bldg both connecting to City system.
Commodore	AT & de Arch. 1981; Art Anderson Main Campus 9/2/92; DLR 2003	M.1, C.1; C.1.1	ties into CBs on Madison Ave. east of Commodore and CBs on High School Rd. tieing into City system
Administration	Browne Engineering 4/2/02	C1	ties into Admin. Bldg Madison Ave swale tieing into City system.
Main Campus & Pool area	Art Anderson 5/16/94; 9/2/92; Orb Organization 8/22/01	C.1 &C.3	ties into Admin. Bldg Madison Ave swale tieing into City system.
Ordway	Aehle & Thurman Arch. 11/9/77; Mahlum Nordfors 5/89; Merritt+Pardini 3/93; Mahlum Nordfors 7/91 (Portable Add.)	A.1 & M-1; C-1; OC1.1-OC1.2; C-1	ties into bio retention swale and CBs on Madison Ave flowing into City stormdrain system.
Maintenance Facility	O'Connor Architects/Browne Engineering; 1/24/08 & 2/4/08	C-5 & C-6	ties into culvert on New Brooklyn Road and City system
Transportation Facility	Miller/Hull; 6/29/90	C1-A	ties into culvert on New Brooklyn Road and City system
Woodward & Sakai Campus: storm drain system infrastructure, ponds and outfalls			
Woodward	Northwest Architectural Company 6/30/93,	C 2.1	connects with Sakai system & ties into outfall to Creek (MS-4); only outfall on BISD property to MS-4
	Maclearnsberry, Inc. 10/29/93	sheet 1 of 1	
	Coughlin Porter Lundeen 7/24/98	C1.1	
	Coughlin Porter Lundeen 3/25/97; 5/16/97	WM-C1.0 & WM C1.1	
Sakai	Wise Miller 7/1/98	C.5 & C.6	outfalls to creek to west (MS-4); only outfall to MS-4
Sites not included NPDES PERMIT			
Blakely	Mallis DeHart Arch 1964	A.1	
	Mahlum Nordfors 1989	B.C.1	
Wilkes			