Stormwater Management Program Plan
2019
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Introduction

The city of Kent (city) is an owner and operator of a regulated municipal separate storm sewer system (MS4) and is therefore required to obtain and maintain coverage under the Western Washington Phase II Municipal Stormwater Permit, a National Pollutant Discharge Elimination System permit, issued by the Washington State Department of Ecology. Under the terms of S5 of the Western Washington Phase II Municipal Stormwater Permit (permit), the city is required to develop and implement a Stormwater Management Program (SWMP) and report on planned SWMP actions and activities for the upcoming calendar year through a SWMP Plan document.

2019 is a transition year between the 2013 -2018 Permit and the pending 2019 – 2024 Permit. As such, this document will reflect the City’s plans for ongoing compliance with the existing 2013-2018 permit. The City cannot provide plans for complying with the 2019 -2024 Permit, as it has not been issued by Ecology. However, once the new Permit is issued in 2019, the City will begin the process of planning and making modifications to its existing SWMP with the intent of fully complying with the new permit requirements.

Presented here is the city’s SWMP Plan, which is organized to generally follow and address all of the subsections of S5 of the permit, which are denoted when appropriate.

Permit background is included in this introduction for context and historical reference.

The city encourages public input in the ongoing development and implementation of this document. Please submit comments or concerns regarding this SWMP Plan by:

Telephone: (253) 856-5500
Email: npdes@kentwa.gov
Mail posted to: City of Kent, Public Works Department, Environmental Engineering, 400 West Gowe, Kent, WA 98032

National Pollutant Discharge Elimination System Permit

The National Pollutant Discharge Elimination System (NPDES) is a permit based water quality program implemented under the authority of the Federal Clean Water Act, and administered by the United States Environmental Protection Agency (EPA). The NPDES program is intended to reduce the discharge of pollution to waters of the United States in order to protect and restore waters for “beneficial uses” such as swimming and fishing. Waters of the United States, or waters of the State, when referred to locally in Western Washington, includes streams, lakes, wetlands, Puget Sound, and groundwater. In the State of Washington, NPDES permits are administered by the Washington State Department of Ecology (DOE), the state’s water pollution control agency, delegated by the EPA to be responsible for implementing NPDES permits in Washington State. The NPDES permit program covers many different types of discharges; including industrial, construction project runoff, and municipal stormwater.
**NPDES Phase II Municipal Stormwater Permit**

Under the NPDES municipal stormwater general permit program in Washington State, cities and counties that own or operate MS4’s serving a population of more than 100,000 (based on the 1990 Census) are required to be covered under the Phase I permit; and MS4 owners and operators serving populations of 1,000 to 100,000 (based on the 1990 Census) are required to be covered under the Phase II Permit.

Kent is currently covered under the Western Washington Phase II Municipal Stormwater permit, effective August 1, 2013 to July 31, 2018, but extended to July 31, 2019. In August of 2019 a new permit will be issued by the Department of Ecology that will contain new permit requirements. In addition to requirements in this new 2019-2024 permit, the city is required to continue its compliance obligations and efforts implemented under previous municipal permits.

Principally, the permit requires the city to comply with standards to protect water quality, reduce the discharge of pollutants from the city’s stormwater system to the maximum extent practicable (MEP), and meet Washington State’s All Known and Reasonable Treatment (AKART) requirements. S5 of the permit requires the city develop and implement a Stormwater Management Program for its jurisdiction’s geographic area which must be documented and updated annually as the Stormwater Management Program Plan, and made available to the public through the city’s website no later than May 31st each year.

In addition to the SWMP Plan, the city prepares an annual report that documents the city’s compliance with the permit. Compliance as demonstrated by the annual report will constitute successful implementation of this SWMP Plan. The annual report required for the current permit will be available to the public through the city’s website no later than May 31st of each year and will cover the reporting period of January 1 through December 31 for the preceding year.
S5: STORMWATER MANAGEMENT PROGRAM PLAN

The city is intent and creative, while complying with standards and law, in preparing and executing the Stormwater Management Program (SWMP) Plan that is utilized as guidance and reporting both internally and externally. The city also collaborates and coordinates within and throughout city departments, as well as with other permittees to accomplish the SWMP Plan.

This SWMP plan is generally organized to follow and address the five required components outlined in S5 of the permit.

1. Public Education and Outreach (S5.C.1)
2. Public Involvement and Participation (S5.C.2)
3. Illicit Discharge Detection and Elimination (S5.C.3)
4. Controlling Runoff from New Development, Redevelopment and Construction Sites (S5.C.4)
5. Municipal Operations and Maintenance (S5.C.5)

S5.C.1: Public Education and Outreach

The city’s stormwater public education and outreach program strives to build awareness and affect change that will ultimately reduce pollutants in stormwater and improve water quality in waters of the state. To accomplish this, the program focuses on providing accessible resources for information, services, and activities that may help people in Kent better understand and cooperate in stormwater best management practices. By promoting understanding and cooperation through this program, the city hopes that a more knowledgeable and engaged community will adopt attitudes and behaviors that decrease detrimental influences on stormwater.

This program is generally organized to follow and address the minimum performance measures outlined in permit subsection S5.C.1, with subparts denoted when appropriate:

- Educate and Engage Target Audiences (S5.C.1.a)
- Build General Awareness with the General Public and Businesses (S5.C.1.b)
- Measure Understanding and Adoption of Targeted Behaviors (S5.C.1.c)

S5.C.1.a – Educate and Engage Target Audiences

It is Kent’s goal to continue improving awareness and involvement in stormwater management with the general public, businesses, engineers, contractors, developers, land use planners, residents, landscapers, and property managers and owners. The city utilizes local and regional resources, campaigns and programs to provide opportunities for education and stewardship for these target audiences in Kent. The following measures are intended to support information sharing and compel desired action from each audience in the various subject areas surrounding stormwater.
S5.C.1.a.i.a – Build General Awareness with the General Public and Businesses

The city supports building general awareness with the general public and businesses in the following five subject areas outlined in the permit:

1. General impacts of stormwater on surface waters.
2. Impacts from impervious surfaces.
3. Impacts of illicit discharges and how to report them.
4. Low impact development (LID) principles and LID best management practices (BMPs).
5. Opportunities to become involved in stewardship activities.

The city achieves compliance with these five subject areas by making available and advertising publicly the services, activities, and publications listed below:

- City of Kent 2019 Stormwater Management Program Plan
- City of Kent Drainage Master Plan
- City of Kent Surface Water Design Manual
- Personal interactions (via phone, email, and face-to-face)
- Kent’s city website: www.kentwa.gov
- Kent’s recycling website: www.kentrecycles.com
- Kent’s spill hotline: (253) 856-5600
- Environmental compliance inspections
- Source control inspections
- Fats, oil, and grease (FOG) inspections
- Hazardous Waste Facility Inspections
- Response to private drainage concerns
- Operations and Maintenance activities
- Kent TV21 – Public Works Committee Meetings
- Scene Newsletter
- Kent Reporter
- Direct mailings
- City envelopes with “Only rain down the drain” and “spill hotline” messaging
- Puget Sound Starts Here campaigns
- Social media through Kent’s Facebook and Twitter accounts
- Community volunteer groups
- Green Kent Partnership
- Neighborhood Grant Program
- King County Wastemobile program
- Recycling and hazardous waste collection events
- Planet Protectors Summit event for school-aged children
- Public Works Appreciation Week Event
- Puget Sound Spill Kit Program
- City Council and Committee Meetings
- Kent Adopt–A-Street Program
- Public Land Use Notices
• Neighborhood meetings
• Educational brochures
• Posters and stickers
• Signs posted at ponds and wetlands, and for “No Dumping”
• Storm drain markers
• Vehicle bumper stickers and signage
• Enviroscape presentations at city events, such as “You, Me, We”, “Summer’s Almost Over” at Kent Station, and the Kent Farmers Market.
• Presentations at Kent Schools

S5.C.1.a.i.b – Build General Awareness with Engineers, Contractors, Developers and Land Use Planners

The city fosters building general awareness with engineers, contractors, developers and land use planners in the three following subject areas in the permit:

1. Technical standards for stormwater site and erosion control plans
2. LID principles and LID BMPs
3. Stormwater treatment and flow control BMPs/facilities

The city achieves compliance with these three subject areas, through the services, activities, and publications listed below.

• City of Kent Stormwater Management Program Plan
• City of Kent Drainage Master Plan
• City of Kent Surface Water Design Manual
• City of Kent Design and Construction Standards
• Personal interactions (via phone, email, and face-to-face)
• Kent’s city website: www.kentwa.gov
• Direct mailings
• Environmental compliance inspections
• Source control inspections
• Kent Permit Center
• Project plan development and review
• Pre and post-construction meetings
• Construction inspections
• Building inspections
• Erosion and sediment control inspections
• Certified Erosion and Sediment Control Lead (CESCL) training
• WA Department of Ecology LID training courses
• Professional Conferences
S5.C.1.a.ii.a – Effect Behavior Change with the General Public

The city promotes behavior change with the general public regarding the use and storage of automotive chemicals, fertilizers, pesticides, hazardous cleaning supplies, carwash soaps and other hazardous materials. Specifically, the behavior-change the city aims to influence is the proper management and disposal of hazardous materials. Kent promotes and facilitates this desired behavior with the following ongoing opportunities and special events that the city hosts, publicizes, and partners with regional initiatives to accomplish.

- Home hazardous waste collection service for eligible seniors and residents with disabilities
- Kent Recycling and Hazardous Waste Collection Day
- Kent Police Prescription Drug Take-Back Day
- King County Wastemobile Program
- Enforcement of state, county and city laws/codes

S5.C.1.a.ii.b – Effect Behavior Change with Residents, Landscapers and Property Managers/Owners

The city endeavors to promote behavior change with residents, landscapers, property managers and owners regarding the use and storage of pesticides and fertilizers and other household chemicals. Particularly, the behavior change the city aims to influence is the proper management and disposal of hazardous materials. Kent promotes and facilitates this desired behavior through the following ongoing opportunities and special events that the city hosts, publicizes, and partners with regional initiatives to accomplish.

- Kent Recycling and Hazardous Waste Collection Day
- Kent Police Prescription Drug Take-Back Day
- Spill kits and spill prevention and preparedness education delivered to local businesses
- King County Wastemobile Program
- Home hazardous waste collection service for eligible seniors and residents with disabilities
- Enforcement of state, county and city laws/codes
- Requiring permits and business licensing
- Source control inspections
- Public Works Week Open House Day
- Kent Green Apartment/Condominium Program
- Fats, oil, and grease (FOG) inspections
- Single family residential environmental compliance inspections
- Hazardous waste facility inspections
In 2019 the city will be implementing a program to effect behavioral changes with property owners and managers with regards to dumpster and outdoor disposal best management practices (BMPs). This program will concentrate on educating property owners/managers on structural and non-structural BMPs that can be used to protect the city’s MS4 from illicit discharges. Some of these BMP’s include:

- Keeping dumpsters and grease bin covered/lids closed
- Replace or repair leaking dumpsters and grease bins
- Clean up spills
- Pick up garbage and litter
- Replace or repair leaking compactors
- Install catch basin inserts
- No cleaning of equipment outside where the waste water can drain to the catch basin
- No disposing of liquids in dumpsters
- Route any leaks and other waste water from dumpsters and compactors to the sanitary sewer system
- Sweep the area before washing
- If wet cleaning is required, block the catch basin or contain all wash water, and discharge to the sanitary sewer system

S5.C.1.b – Create Stewardship Opportunities

The city encourages stormwater stewardship and works to promote stewardship opportunities through local and regional initiatives. Below is a list of ongoing opportunities and special events that the city supports and invites the public to take part in.

- Puget Sound Starts Here campaign
  - Drain Ranger Program
  - Don’t Drip and Drive
- Community volunteer groups
- Green Kent Partnership
- Kent Adopt-A-Street Program
- Neighborhood Grant Program
- King County Wastemobile program
- Recycling and hazardous waste collection events
- Public Works Week Open House Day
- Kent Green Apartment/Condominium Program

S5.C.1.c – Measure Understanding and Adoption of Targeted Behaviors

The city continues to examine and reflect on its efforts in public education and outreach, and is dedicated to revising and improving programming through adaptive management. To achieve greater awareness of the effectiveness of the city’s public education and outreach program, the city utilizes methods of measurement, such as questionnaires, quizzes, and contests. Results are used to evaluate environmental understanding and measure behaviors
adopted by individuals and groups. The city uses the valuable information obtained through methods of measurement to review and formulate successful resources for education and outreach. The city then incorporates this into each section of the program.

As part of this effort the City of Kent has partnered with the Environmental Coalition of South Seattle, (ECCOS). ECOSS helps businesses implement environmentally sustainable practices by providing education, resources and technical assistance to diverse businesses. They then return to the businesses to evaluate the environmental understanding of the personnel and measure the results of the outreach through the behavioral changes observed. The focus for 2019 will be source control plans and education on the implementation of operational BMPs to prevent the release of pollutants into the storm drainage system.

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**S5.C.2: Public Involvement and Participation**

The city encourages and values public engagement in the SWMP Plan. Public involvement and participation in the SWMP will be facilitated through the various means listed below. Furthermore, the city will continue to comply with applicable state and local public notice requirements when developing and updating components of the city’s SWMP plan. This section is generally organized to follow and address the minimum performance measures outlined in permit subsection S5.C.2, with subparts denoted when appropriate:

- Create Opportunities for Public Participation in SWMP (S5.C.2.a)
- SWMP Plan and Annual Report on Kent Website (S5.C.2.b)
S5.C.2.a – **Create Opportunities for Public Participation in SWMP**

The city creates opportunities for public involvement and participation in the development and implementation of the SWMP Plan primarily by posting documentation online through the city’s website and soliciting feedback through public notice. The following are specific ways the public may review and provide comment on Kent SWMP documents and activities:

- The city NPDES Program webpage: [www.kentwa.gov/npdes](http://www.kentwa.gov/npdes)
- In person, during normal business hours, or by appointment
- City Council and Public Works Committee Meetings
- Telephone and Kent’s spill hotline: (253) 856-5600
- Mail posted to: City of Kent, Public Works Department, Environmental Engineering, 400 West Gowe, Kent, WA 98032
- Email: npdes@kentwa.gov

S5.C.2.b – **SWMP Plan and Annual Report on Kent Website**

The city will make the SWMP Plan and Annual Report available to the public on Kent’s website, [www.kentwa.gov/npdes](http://www.kentwa.gov/npdes), no later than May 31 each year, as required under the permit. The SWMP Plan and annual report will remain available on the website until replaced the following year. Public notice shall be given when the SWMP Plan is online and available for review and comments. A hard copy of the SWMP Plan is also available from the Kent public works department upon request.

S5.C.3: **Illicit Discharge Detection and Elimination**

The city has developed and implemented a program for illicit discharge detection and elimination (IDDE) to effectively prevent, detect, characterize, trace, and eliminate illicit connections and illicit discharges into the MS4. The program includes the activities described in this section which is generally organized to follow and address the minimum performance measures outlined in permit subsection S5.C.3, with subparts respectfully denoted when appropriate:

- Mapping the MS4 (S5.C.3.a)
- Illicit Discharges Ordinance (S5.C.3.b)
- Detection Program (S5.C.3.c)
- Addressing Illicit Discharges (S5.C.3.d)
- Training (S5.C.3.e)
- Recordkeeping (S5.C.3.f)

S5.C.3.a – **Mapping the MS4**

Maps of the city’s municipal separate storm sewer system (MS4) assure that illicit discharges and spills can be traced upstream for source detection. Maps also aid in identifying downstream fate of non-stormwater discharges. This information can aid in isolating, diverting, and remediating non-stormwater discharges.
The city’s Geographic Information System (GIS) Division maintains an electronic stormwater system database as a visible map layer that depicts all city-owned stormwater system conveyance, stormwater facilities, outfalls, treatment and flow control best management practices (BMPs), and non-groundwater receiving waters. This database is updated regularly to reflect new and altered stormwater infrastructure based upon submittals of map update requests by field staff and as-built plans received from completed construction projects. Associated drainage basin layers and land use information layers have been developed, and can be viewed in conjunction with the other stormwater system elements. In addition, the city’s GIS department is in the process of mapping all privately-owned stormwater systems in the city. The mapping of low impact development (LID) facilities began in 2017.

Current city of Kent maps are available to DOE, secondary permittees, and neighboring jurisdictions upon request.

**S5.C.3.b – Illicit Discharges Ordinance**

The regulatory mechanism used to prohibit non-stormwater, illicit connections, and discharges into the city’s MS4 to the maximum extent allowable is the Illicit Discharges Ordinance. This ordinance was codified in Kent City Code (KCC) Chapter 7.14 – Illicit Discharges, and went into effect July 2, 2009. The ordinance was updated in 2014 and was amended again in 2016 to enhance the city’s enforcement ability by allowing criminal charges for egregious cases of contaminants and pollutants being discharged into the MS4. The updated ordinance went into effect in November of 2016.

The ordinance is very specific about what can and cannot be discharged into the city’s stormwater system, as described under allowable discharges and conditional discharges. The ordinance also supports actions for compliance through inspections, monitoring, and required use of BMPs to prevent pollutants and non-stormwater from entering the MS4 and waters of the state. A copy of the Illicit Discharges Ordinance is always available to the public online through code publishing, and upon request.

**S5.C.3.b.i – Allowable Discharges**

According to the ordinance, the following types of discharges shall not be considered illicit discharges for the purposes of the code chapter unless the director determines that the type of discharge, whether singly or in combination with others, is causing or is likely to cause pollution of surface water or groundwater.

- Diverted stream flows;
- Rising groundwaters;
- Uncontaminated groundwater infiltration as defined by U.S. Code of Federal Regulations 40 CFR 35.2005(20);
- Uncontaminated pumped groundwater;
- Footing and foundation drains discharging clean stormwater only;
• Air conditioning condensation;
• Irrigation water from agricultural sources that is commingled with urban stormwater;
• Springs;
• Water from crawl space pumps discharging clean stormwater only;
• Flows from riparian habitats and wetlands;
• Non-stormwater discharges covered by another NPDES permit;
• Discharges from emergency firefighting activities; or
• Dye testing using environmental friendly products for the purpose of testing or tracing source pollution is allowable but requires verbal notification to the city prior to the time of testing.

S5.C.3.b.ii – Conditionally Allowable Discharges
According to the ordinance, the following types of discharges shall not be considered illicit discharges for the purposes of the code chapter if they meet the stated conditions, unless the director determines that the type of discharge, whether singly or in combination with others, is causing or is likely to cause pollution of surface water or groundwater:

• Potable water, including water from water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be de-chlorinated to a concentration of 0.1 ppm or less, pH-adjusted, if necessary, and in volumes and velocities controlled to prevent re-suspension of sediments in the MS4;
• Lawn watering and other irrigation runoff are permitted but shall be minimized;
• Dechlorinated swimming pool discharges. These discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted, if necessary, and in volumes and velocities controlled to prevent re-suspension of sediments in the MS4;
• Street and sidewalk wash water, water used to control dust, and routine external building wash down that does not use detergents are permitted if the amount of street wash and dust control water used is minimized; or
• Other non-stormwater discharges. The discharges shall be in compliance with the requirements of a stormwater pollution prevention plan reviewed by the city which addresses such discharges.

S5.C.3.b.iii – Other Discharges
The city shall further assess and respond to any category of the aforementioned discharges identified as a significant source of pollutants to the waters of the State.

S5.C.3.b.iv and v – Escalating Enforcement Procedures & Compliance Strategy
The city’s compliance strategy for IDDE may be informal and/or formal depending on the risk level and cooperation of the responsible party.

In many cases, illicit connections and discharges are accidental, and the responsible parties are willing to work with the city to resolve the issue as efficiently as possible. In these cases, the city
uses an informal approach to facilitate the abatement of the illicit discharge while providing education and technical assistance to prevent future illicit discharges. In cases where a responsible party intentionally discharged pollutants or is uncooperative with the city’s efforts to abate the illicit discharge, the city will employ a formal approach through the escalating enforcement procedures outlined below:

1. Education of responsible party
2. Reporting to DOE (if warranted)
3. Notice of correction
4. Notice of violation
5. Stop-use Order on offending property (“red tag”)
6. Civil infraction or criminal charges pursuant to KCC 1.01.140, depending on the severity of the particular situation’s circumstances.
7. Cost recovery

S5.C.3.c – Detection Program
The city’s detection program for non-stormwater discharges and illicit connections relies heavily on city staff, the public, and those doing business in the city to recognize and report suspected illicit discharges, connections, and spills. Detection is achieved by training staff, having an informed and attentive public using a spill hotline, and through field screening.

S5.C.3.c.i – Field Screening
MS4 field screening is implemented by city staff utilizing a methodology that is linked to the operations and maintenance inspections of catch basins, and the inspections of flow control and water quality treatment BMPs; and is comparable to the method recommended in the permit: *Illicit Connection and Illicit Discharge Field Screening and Source Tracing Guidance Manual, Prepared for Washington State Department of Ecology, Herrera Environmental Consultants. May 2013.* For additional information regarding the city’s field screening method associated with scheduled inspections, refer to chapter S5.C.5 of this document regarding Municipal Operations and Maintenance.

Field screening of all the private storm sewer systems of commercial, industrial, and single and multi-family properties in Kent is completed by our Environmental Compliance Inspectors. This field screening methodology is identical to the method used for the MS4 referred to above.

In 2019 the city plans to perform a strategic monitoring program that involves the testing of targeted structures in the city’s MS4 located in Kent’s industrial and manufacturing areas. The objective is to screen for illicit discharges and connections in areas determined through analysis of Kent’s documented history of illicit discharges and types of businesses that have a high potential for the discharge of pollutants.
Pursuant to the obligations of the permit, the city conducted field screening on 40% of the MS4 by December 31, 2017, and are required to conduct an average of 12% per year thereafter. In 2018 city staff conducted field screening on 49% of the MS4.

S5.C.3.c.ii – Spill Reporting Hotline

The city has developed and publicized a spill hotline, telephone number: (253) 856-5600, that is maintained for the public to report suspected spills and illicit discharges. All phone calls received through public works environmental engineering and the spill hotline are logged and documented.

S5.C.3.c.iii and iv – Detection and Response Education and Outreach

The city provides ongoing training for illicit discharge and/or illicit connection detection and response to staff, businesses, and general public. The goal is to train all staff, who as part of their normal job responsibilities, might come into contact with, or observe an illicit discharge/connection, on the proper procedures for reporting and responding to suspected and found illicit discharges/connections. Staff members also receive follow-up training as needed to address changes in procedures, techniques, requirements, or staffing. Furthermore, these trainings are documented in relation to S5.C.3.e and f.

City staff meets with members of the public, property owners, and business managers often while completing field screening to educate on general hazards associated with illicit discharges, the use of best management practices for pollution prevention and proper waste disposal. These meetings may also be documented as part of the public education and outreach program described in S5.C.1: Public Education and Outreach.

Further efforts made by the city toward detection and response education and outreach for the general public include:

- A spill kit incentive education program has been established to promote pollution preparedness and spill prevention among local businesses.
- A website has been developed to inform the public about stormwater pollution: Drainage Utility and Stormwater Management
- Public events are held each year to educate the public about the risks of stormwater pollution.
- The city is a partner in the ‘Puget Sound Starts Here’ stormwater educational campaign; an initiative to reduce pollution in the Puget Sound, and greater Puget Sound area.
S5.C.3.d - Addressing Illicit Discharges

The city utilizes the DOE recommended manual, *Illicit Connection and Illicit Discharge Field Screening and Source Tracing Guidance Manual, May 2013*, in developing its ongoing program designed to address illicit discharges, including spills and illicit connections.

The response to illicit discharges depends on many factors, including location, magnitude, and type of spill or discharge. Kent has developed and implemented a plan to respond to all suspected spills and illicit discharges; the city’s Spill and Illicit Discharge Response Plan (Appendix I) was updated in 2018.

The updates include easy-to-follow spill response flow charts used to characterize and respond to spills including phone numbers of the appropriate contacts for reporting the spill. An improved process for re-stocking spill kits was implemented which involves the City mechanics inspecting the spill kits during maintenance checks to ensure that the spill kits are fully stocked. An area at our Public Works Shops was set aside to store spill kits and materials in one easy to access area which is clearly marked and includes educational materials. The city trains staff to use this plan and use the following procedures and timelines as required by the permit:

- Procedures for the characterization and abatement of any public or environmental threat posed by illicit connections/discharges (S5.C.3.d.i)
- Procedures and methods for tracing the source of an illicit discharge (S5.C.3.d.ii)
- Procedures for eliminating spills and illicit discharges (S5.C.3.d.iii)
- Minimum response timelines (S5.C.3.d.iv)

S5.C.3.d.i – Characterizing Threats to the MS4 and Environment

In 2016 City staff updated its response procedures for characterizing a threat to the MS4, human health, and the environment in the Illicit Discharge and Spill Response Plan (Appendix I). The plan describes whether the discharge must be immediately contained, precautions to take, mitigation measures, and it describes the steps that must be taken for the containment of the discharge.
S5.C.3.d.ii – Source Tracing Methods

Source tracing is often necessary to identify the origin of a spill or illicit discharge, understand the impact on the city’s MS4, determine responsibility for cleanup costs, and prioritize procedural actions.

Below is a list of common source tracing methods used in the city of Kent. This is not a comprehensive list, but a list of the most frequently used techniques. This list is not in any particular order, but is intended to be used as guidance. It is understood that each incident is unique, and may require the use of different source tracing methods. Dye testing, video inspection, and smoke testing are more advanced methods, and may be used once a determination is made about their appropriateness at each specific site.

Field Exploration
In some cases the source of a spill can be found in close proximity to the discharge point. A brief examination of the area may help to identify the potential source of the discharge.

Maps and GIS
The city has extensive GIS layers depicting the sanitary and storm sewer systems, as well as inventoried wetlands, other sensitive areas, drainage basins, and past spills within the city. This information will aid in the inspection and abatement of illicit discharges.

Manhole Linking
Manholes can be opened for visual inspection to trace discharge sources, working up the ‘trunk,’ from the discharge detection point, up to the next upstream manhole, analogous to ‘connecting the dots.’

Dye Testing
When a sanitary sewage conveyance is suspected of being illegally connected to the storm sewer system, dye can be used to tint water color. For example; when a toilet is flushed with dye added, and it is connected to the storm sewer, the dyed water is visible as it runs into and through the storm system if there is an illicit connection. Contact public works environmental engineering staff before dye testing for illicit connections.

Video Inspection
The city has a video-inspection team that is equipped to specifically inspect city storm and sanitary sewer systems for cracks, leaks, misconnections, and blockages. This service can be used when there are inspection issues (private property, inaccessible conveyance, etc.).

Smoke Testing
If an illicit connection or a crack in the storm sewer system is suspected, smoke testing can be used to trace the location of the crack or connection. This source-detection procedure often requires the temporary blockage of the storm system (to cause smoke to exit cracks rather than the storm system), and should not be employed when there is risk of smoke entering an
enclosed structure. Contact public works environmental engineering staff before smoke testing for illicit connections.

**S5.C.3.d.iii – Elimination of Spills and Illicit Discharges**

Kent’s IDDE Program and Illicit Discharge and Spill Response Plan address how to appropriately respond and eliminate discharges, procedures for notification of authority and involved parties, and escalating enforcement. Refer to Appendix I and subsection S5.C.3.b.iv and v of this document.

**S5.C.3.d.iv – Minimum Response Timelines**

Compliance with the previous three sections (S5.C.3.d.i, S5.C.3.d.ii, and S5.C.3.d.iii) will be achieved by meeting the following timelines as outlined in permit section S5.C.3.d.iv:

- Immediately respond to all illicit discharges, including spills, which are determined to constitute a threat to human health, welfare, or the environment, consistent with General Condition G3.
- Investigate (or refer to the appropriate agency with the authority to act) within 7 days, on average, any complaints, reports or monitoring information that indicates a potential illicit discharge.
- Initiate an investigation within 21 days of any report or discovery of a suspected illicit connection to determine the source of the connection, the nature and volume of discharge through the connection, and the party responsible for the connection.
- Upon confirmation of an illicit connection, use the compliance strategy in a documented effort to eliminate the illicit connection within 6 months. All known illicit connections to the MS4 shall be eliminated.

**S5.C.3.e – Training**

Similar to subsection S5.C3.C.iii and iv, the city provides ongoing training for identification, termination, cleanup, and reporting of illicit discharges, including spills, and illicit connections, and to conduct these activities to staff, businesses, and general public. Follow-up training is provided as needed to address changes in procedures, techniques, requirements, or staffing. All training is documented.

**S5.C.3.f – Record Keeping**

City staff document, track, and maintain records of all activities associated with IDDE in Kent.

**S5.C.4: Controlling Runoff from New Development, Redevelopment, and Construction Sites**
Kent has an ongoing development review and inspection program to reduce pollutants and stormwater flow rates from new development, redevelopment, and construction site activities. The program applies to all private and public development, including roads.

The program is generally organized to follow and address the minimum performance measures outlined in permit subsection S5.C.4, with subparts denoted when appropriate:

- Enforceable Mechanisms Addressing Runoff (S5.C.4.a)
- Permitting Process with Site Plan Review (S5.C.4.b)
- Long-term Operation and Maintenance (S5.C.4.c)
- Notice of Intent (NOIs) (S5.4.d)
- Training (S5.4.e)
- Low Impact Development (LID) (S5.C.4.f)
- Watershed-scale Stormwater Planning (S5.C.4.g)

### S5.C.4.a – Enforceable Mechanisms Addressing Runoff

Kent utilizes a combination of city codes, city standards, and adopted standards to establish authority and administer requirements for standards to control runoff. These different components for standards and authority are outlined below. Copies of these codes and standards are always available to the public online and upon request.

#### S5.C.4.a.i – Minimum Requirements

Kent requires all new development and redevelopment in the city to meet stormwater management standards that are substantively equivalent to the “Minimum Technical Requirements for New Development and Redevelopment” in Appendix 1 of the permit. These standards apply, at a minimum, to all new development and redevelopment projects disturbing a land area of one acre or greater, including projects less than one acre that are part of a larger common plan of development or sale.

#### S5.C.4.a.ii – Local Requirements

The following local requirements include limitations, and criteria that, when used to implement the minimum requirements in Appendix 1 of the permit will protect water quality, reduce the discharge of pollutants to the maximum extent practicable and satisfy the State requirement under Chapter 90.48 RCW to apply all known, available and reasonable methods of prevention, control and treatment prior to discharge.

**Surface Water and Drainage Code**

The city council finds that the **Surface Water and Drainage Code, KCC 7.05 and 7.07**, is necessary in order to:

1. Promote sound development policies and construction procedures which respect and preserve the city’s watercourses;
2. Minimize water quality degradation and control the sedimentation of creeks, streams, ponds, lakes, and other water bodies;
3. Protect property owners adjacent to developing and developed land from increased run-off rates which could cause erosion of abutting property;
4. Protect downstream owners;
5. Preserve and enhance the suitability of waters for contact recreation and fishing;
6. Preserve and enhance the aesthetic quality of the waters;
7. Maintain and protect valuable groundwater resources;
8. Minimize adverse effects of alterations in groundwater quantities, locations, and flow patterns;
9. Ensure the safety of city and King County roads and rights-of-way; and
10. Decrease drainage related damage to public and private property.

Design and Construction Standards
Kent City Code Chapter 6.02, Required Infrastructure Improvements, establish that all construction projects within the city adhere to the 2009 City of Kent Design and Construction Standards for two primary reasons:

1. To the extent practicable, to set forth the minimum requirements for specific and consistent requirements for construction of, and improvements to: public and private streets, water utilities, sewer utilities, and storm water utilities; placement and operation of any utilities in rights-of-way; and all excavation and grading in the city. These Standards include procedures for inspection, acceptance, warranty and deviations.
2. To establish uniform criteria to guide the city’s own design, construction and improvement of city streets and utilities.

These standards are currently in the process of being updated to ensure compliance with current permit requirements as well as requirements in the upcoming 2019-2024 permit.

Surface Water Design Manual
The city’s current 2017 City of Kent Surface Water Design Manual, (KSWDM) requires construction projects within the city to adhere to specific stormwater management standards during all phases; planning and design, construction, and operations and maintenance. The KSWDM requires the following:

- Site planning requirements
- BMP selection criteria
- BMP design criteria
- BMP infeasibility criteria
- LID competing needs criteria
- BMP limitations

The KSWDM adopts, by reference, the 2016 King County Surface Water Design Manual (King Co Manual) through City of Kent Ordinance #4234. Kent’s SWDM includes city-specific requirements, many of which are more stringent than those outlined in the King Co Manual. Kent’s SWDM requires all development within the city of Kent to utilize stormwater management techniques to achieve a measure of protection equivalent to Appendix 1 of the permit.
Kent’s Critical Areas Code (KCC 11.06) and Flood Hazard Regulation Code (KCC 14.09) address the restrictions related to wetlands, flood hazard areas, and other critical areas within the city. These restrictions include stormwater discharge limitations.

**S5.C.4.a.iii – Legal Authority**

Kent has established the legal authority to inspect and enforce maintenance standards for private stormwater facilities through the above codes and standards, and permitting process.

**S5.C.4.b – Permitting Process with Site Plan Review**

Kent’s permitting process includes site plan review, inspection, and enforcement-capability provisions to ensure projects meet all the minimum and local requirements outlined in S5.C.4.a. The permitting process includes:

- Review of all stormwater site plans for proposed development activities. (S5.C.4.b.i)
- Inspection, prior to clearing and construction, of all known development sites that have a high potential for sediment transport based on definitions and minimum requirements in thresholds found in Appendix 1 of the permit, and enforcement as necessary based on inspection. (S5.C.4.b.ii)
- Inspection of all known permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls; and enforcement as necessary based on inspection. (S5.C.4.b.iii)
- Inspection of all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater controls such as stormwater facilities and structural BMPs; and enforcement as necessary based on inspection. (S5.C.4.b.iv)
- Development of a maintenance plan which assigns responsibility for the maintenance for stormwater facilities and infrastructure, commonly documented through legal documents (e.g.: Performance Bonds, Easements, Plats, or Declaration of Stormwater Facility Maintenance Covenants). (S5.C.4.b.iv)

All inspection visits and outcomes are documented and recorded. In accordance with permit obligations, no less than 80% of scheduled compliance inspections shall be completed during this permit period. (S5.C.4.b.v)

An enforcement strategy is in place to respond to issues of non-compliance. (S5.C.4.b.vi) Enforcement actions may include:

- Stop-work orders;
- Denial or revocation of engineering plan approvals and permits;
• Withholding of release of financial guarantees;
• Delay of final inspection;
• Delay or denial of final approval;
• Denial of occupancy certificates (temporary and permanent);
• Notice to surety or other financial institution and/or legal action for forfeiture of financial guarantees;
• Code enforcement and/or other penalties as provided by law

S5.C.4.c – Long-term Operation and Maintenance
Kent verifies long-term operation and maintenance (O&M) of permanent stormwater treatment and flow control BMP’s/facilities through enforceable mechanism and standards.

S5.C.4.c.i – Enforceable Mechanism to Identify Responsible Parties
The city utilizes code and standards (refer to S5.C.4.a) as enforceable mechanisms to identify responsible parties for maintenance of constructed stormwater treatment and flow control BMP’s/facilities, and establish enforcement procedures.

Per the 2017 City of Kent Surface Water Design Manual and Kent Design and Construction Standards, an executed declaration of stormwater facility maintenance covenant shall exist for all privately owned and maintained stormwater treatment and flow control BMP’s/facilities. The covenant identifies the party responsible for maintenance and inspection of stormwater facilities, and also allows right-of-entry for city inspectors. In the absence of a covenant, the city may establish maintenance responsibilities through other legal documentation and means.

S5.C.4.c.ii – Maintenance Standards
Kent’s maintenance standards (refer to S5.C.4.a) are equivalent to or exceed those specified in Chapter 4 of Volume V of the 2012 Stormwater Management Manual for Western Washington. For facilities for which no maintenance standards exist, the city shall develop maintenance standards.

S5.C.4.c.iii; iv; and v – Maintenance Inspection Frequency
Annual inspections will be completed for all stormwater treatment and flow control BMPs/facilities that discharge into the MS4 and were permitted according to the permitting process (refer to S5.C.4.b). Inspection frequency will be performed annually unless there are maintenance records to justify a different frequency.
Inspections of all new permanent stormwater treatment and flow control BMPs/facilities and catch basins in new residential developments shall be inspected every 6 months until 90% of the lots are constructed (or when construction is stopped and the site is fully stabilized) to identify maintenance needs and enforce compliance with maintenance standards as needed.

All inspection visits and outcomes are documented and recorded. Pursuant to permit obligations, no less than 80% of scheduled compliance inspections shall be completed during this permit period.
S5.C.4.c.vi – **Maintenance Performance Timelines**

When an inspection identifies an exceedance of the maintenance standard, maintenance will be performed:

- Within 1 year for typical maintenance of facilities, except catch basins.
- Within 6 months for catch basins.
- Within 2 years for maintenance that requires capital construction of less than $25,000.

Maintenance inspection frequency will be performed according to the schedules above unless there are maintenance records to justify a different frequency. For each exceedance of the above time frames for maintenance Kent will document the circumstances and remedy.

S5.C.4.c.vii – **Record Keeping**

All inspections, maintenance activities, and enforcement actions by staff will be documented, recorded, and maintained. The Standard Operating Procedure for the City’s Operation and Maintenance Program is currently being reviewed and updated. This update will be complete in early 2019.

S5.C.4.d – **Availability of Notices of Intent**

Kent makes available copies of the "Notice of Intent for Construction Activity" and copies of the "Notice of Intent for Industrial Activity" to representatives of proposed new development and redevelopment.

The city will continue to enforce local ordinances controlling runoff from sites that are also covered by stormwater permits issued by Ecology.

S5.C.4.e – **Training**

City staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement, are trained to conduct these activities. Follow-up training will be provided as needed to address changes in procedures, techniques or staffing. The city maintains records of the training provided and the staff trained.

S5.C.4.f – **Low Impact Development Code-Related Requirements**

The city has adopted the [2016 King County Surface Water Design Manual](#) to comply with NPDES Permit
requirements. The 2016 KCSWDM has been approved as an equivalent to the Ecology Manual. As part of the adoption process the city reviewed and revised local development codes, rules, standards, and other enforceable mechanisms to incorporate and require LID principles and LID BMPs. The revisions make LID the preferred approach to site development. A summary of the review and revision process is available in the annual report for 2016. The summary includes:

- Measures to minimize impervious surfaces
- Measures to minimize loss of native vegetation
- Other measures to minimize stormwater runoff

S5.C.4.g – Watershed-scale Stormwater Planning

While the city was not selected by a Phase I permittee to participate in watershed-scale stormwater basin planning, Kent continues to collaborate regionally with other permittees on issues and programs involving stormwater quality, including:

- Total Maximum Daily Load (TMDL) water quality improvement assessments, including Soos Creek and the Green River
- Regional Stormwater Monitoring Program
- Green-Duwamish Pollutant Loading Assessment
- Regional stormwater planning groups such as the NPDES Coordinators group, ROADMAP (Operations and Maintenance regional group), and STORM (Education and Outreach regional group).

S5.C.5: Municipal Operations and Maintenance

The city works diligently to operate and maintain its MS4 for efficient conveyance, storage, and treatment of stormwater before it is discharged to surface or ground waters. This helps to reduce localized flooding, decrease instances of erosion, and allow treatment processes to function properly. As a result, the city continues to ensure a full-functioning and properly maintained MS4 that will prevent and/or reduce pollution from municipal operations.

This section is generally organized to follow and address the minimum performance measures outlined in permit subsection S5.C.5, with subparts respectfully denoted when appropriate:

- Maintenance Standards (S5.C.5.a)
- Inspections of Flow Control and Treatment Facilities (S5.C.5.b)
- Spot Inspections (S5.C.5.c)
- Catch Basin Inspections, Maintenance and Cleaning (S5.C.5.d)
- 95% Minimum Compliance (S5.C.5.e)
- Best Management Practices (S5.C.5.f)
- Stormwater Management Training Program (S5.C.5.g)
- Stormwater Pollution Prevention Plan (S5.C.5.h)
- Maintain Records of Activities (S5.C.5.i)
The information in this section is also used as a training guide to inform public works operations staff and management of the requirements of the permit and how the city fulfills those requirements. The Spill Prevention and Response Standard Operating Procedures were updated in early 2017.

**S5.C.5.a – Maintenance Standards**

For all municipally owned stormwater treatment and flow control BMPs/facilities, catch basins, and inlets, the city adheres to maintenance standards specified in the *2009 City of Kent Design and Construction Standards* and *2017 City of Kent Surface Water Design Manual*. These standards establish criteria for identifying maintenance deficiencies and needs. Maintenance deficiencies are discovered through an inspection process. When an inspection identifies maintenance is needed, the city makes every effort to perform the work and return the facility to standard within the following timelines:

- Within 6 months for catch basins
- Within 1 year for typical maintenance of facilities, except catch basins
- Within 2 years for maintenance that requires capital construction of less than $25,000

For each exceedance of the above timeline for maintenance, Kent will document the circumstances and remedy.

**S5.C.5.b – Inspections and Maintenance of Stormwater Treatment and Flow Control BMPs/Facilities**

In accordance with permit requirements S5.C.5.b and S5.C.5.e, the city will annually inspect at least 95% of all municipally owned permanent stormwater treatment and flow control BMPs/facilities, other than catch basins. Inspection frequency will continue to be performed annually unless there are maintenance records to justify a different frequency. All inspection visits are documented and recorded utilizing the inspection checklists (Appendix II) and/or electronic database entry methods.

The city addresses the maintenance deficiencies discovered during the inspection process within the timelines stated in S5.C.5.a. The most common and routine maintenance, such as vegetative maintenance and inlet and outlet structure maintenance, is completed by public works operations staff. However, for facilities that require excessive maintenance, the city may hire contractors to complete the work.
S5.C.5.c – **Spot Check Inspections**

In the event of a storm with 1.87 inches or more rainfall in 24 hours (known as a 2-year 24-hour event), public works staff perform spot checks of public stormwater infrastructure that have a history of drainage problems, commonly called hotspots. These hotspots are inspected for structural damage and/or localized flooding. Spot checks may be performed for lesser storm events at the discretion of the stormwater utility manager or engineering staff. If spot checks indicate widespread damage or maintenance needs, all treatment and flow control facilities in the area that may have been affected will be inspected and maintenance performed where necessary. Blockages and debris may be immediately removed if it is safe to do so. This work is done in accordance with all relevant safety and environmental requirements.

The current hotspot inventory includes more than 60 stormwater facility locations within Kent. A map of the hotspot inventory is included in Appendix III for reference purposes only. A fully descriptive list of hotspots is available from public works.

S5.C.5.d – **Catch Basin and Inlet Inspection, Maintenance, and Cleaning**

Pursuant to permit requirements S5.C.5.d and S5.C.5.e, inspections of 95% of all publicly owned catch basins and inlets in the city were completed at least once between August 1, 2013 and August 1, 2017. After August 1, 2017 these catch basins need to be inspected at least every two years. All inspection visits are documented and recorded utilizing the inspection checklists (Appendix II) and/or electronic database entry methods.

The city addresses cleaning needs and maintenance deficiencies discovered during the inspection process within the timelines stated in S5.C.5.a. The most common and routine maintenance and cleaning is completed by public works operations staff. However, for facilities that require excessive maintenance or cleaning, the city may hire contractors to complete the work.

Catch basins contain a sump that allows sediments to settle out as stormwater passes through. Catch basins must be cleaned of sediments when levels in the sump exceed 60% of sump holding capacity (pursuant to the established maintenance standards (refer to S5.C.5.a)). Public works operations staff cleans catch basin sumps either by hand or more commonly using a Vactor truck, a vacuum eductor truck. Decanted water from the Vactor truck is disposed of in accordance with **Appendix 6 of the permit**, Street Waste Disposal, at permitted sites within Kent.

S5.C.5.e – **95% Minimum Compliance**

Compliance with the requirements in three previous sections, S5.C.5.b, S5.C.5.c, and S5.C.5.d, shall be achieved with an inspection rate of at least 95%. Weekly inspection reports are generated and sent to all employees responsible for completing inspections. This report helps monitor the inspection achievement rate and prepare work-plans allowing for adequate time and effort toward fulfilling a 95% minimum compliance within the permit timeframe.
The city makes all known and reasonable efforts through policy, procedure and practices to reduce stormwater impacts associated with runoff from all lands owned and/or maintained by the city, such as parking lots, streets, roads, highways, buildings, parks, open space, and maintenance yards. While performing maintenance activities, Best Management Practices (BMPs) are utilized to prevent stormwater runoff.

Kent is a part of a Regional Road Maintenance Endangered Species Act Program (RRM/ESA Program). The guidelines of this program provide a set of road maintenance policies and practices that will meet the dual goals of contributing to the conservation of Endangered Species Act listed species, while meeting critical roadway safety and maintenance needs. The RRM/ESA Program guidelines provide detailed information on specific BMPs required during maintenance operations. Training on these guidelines is provided regularly to public works operations staff. Documentation of these activities is maintained when the maintenance activities result in the use of physical BMPs as outlined in the RRM/ESA Program guidelines. Technical assistance on these guidelines is available by calling public works environmental engineering at (253) 856-5500.

The following is a list of maintenance activities that must be addressed pursuant to the permit. A brief description is given of the maintenance activity and typical items of concern during the activity. The activities listed below are all part of routine public works operations intended to ensure a well-maintained and functional infrastructure.

**Pipe Cleaning and Maintenance**

Storm sewer pipes convey stormwater downstream to alleviate flooding issues. The stormwater discharges to ponds or other stormwater facilities, or often directly to streams, rivers or other water bodies. Storm pipes must be clear of obstructions and breaks to prevent localized flooding, and to minimize the addition of pollutants to water bodies.

Storm pipes are maintained on an as-needed basis; maintenance triggers include localized flooding or inspection reports that document a maintenance need. All sediment, debris, and dirty water are disposed of in a manner protective of the environment and surface water.

**Culvert Cleaning and Ditch Maintenance**

Ditches are open conveyance systems that collect and convey stormwater from roads and impervious surfaces where a storm pipe is not necessary or feasible (i.e. rural roads). Culverts are relatively short, closed-pipe systems used in a ditch to convey stormwater-runoff under roads and driveways. Culverts may also be used to allow perennial streams to flow unimpeded under roads. It is important to keep ditches and culverts clear of obstructions to prevent localized flooding, minimize the addition of pollutants to water bodies, and prevent damage to culverts, roadways, and the environment.
The city maintains ditches and culverts on an as-needed basis, or as a result of inspection reports that document the need for maintenance. All sediment, debris, and dirty water are disposed of in a manner protective of the environment and surface water.

Road Repair and Resurfacing
Roadways are not only important to transportation, but also convey stormwater. Roadways free of potholes or other deficiencies are important to safe transportation, but also keep sediment and other debris from being washed into the stormwater system and downstream to local waterways and other sensitive areas.

The city maintains roadway surfaces on an as-needed basis, or as part of regularly scheduled roadway improvement projects. For roadway improvement projects, BMPs are a required part of the planning process and are consistent with the requirements of Appendix 1 of the permit. For roadway maintenance spot repair or emergency work, BMPs are utilized to ensure sediment or sediment-laden water is not discharged into catch basins or to surface waters.

Snow and Ice Control
Snow and ice control and removal are important to city operations. Snow and ice accumulation can be controlled by using de-icer. Kent currently uses calcium chloride, as necessary, in concentrations which are approved by DOE and EPA, and with an application technique that won’t result in pooling or runoff. Sand is applied to improve traction in areas where snow or ice has already accumulated. Sand is removed as soon as weather and road conditions permit to minimize the transport of sediments to the stormwater system.

Street Cleaning
A street sweeping service provider is contracted to perform street sweeping in the city. The contract agreement stipulates sweeper types, a sweeping schedule, and BMPs that must be implemented when sweeping is performed. Swept material is handled by the street sweeping contractor at a permitted facility. The city trains street sweeper drivers on identifying and reporting spills. Water trucks are not used to clean streets.

Utility Installation
Utility installation is often conducted by public works staff, either as planned improvements or repairs, or as part of emergency repair and replacement. City staff utilize RRM/ESA Program guidelines to select BMPs to ensure that utility installation work does not impact water quality.

Contractors performing utility installation in the city must adhere to Kent standards, which require the use of BMPs for all work that has the potential to impact water quality.

Pavement Striping Maintenance
Pavement striping and striping maintenance are performed so that water quality is not adversely impacted. This includes applying paint striping during dry conditions and ensuring debris from grindings is contained and disposed of properly.
Maintenance of Roadside Areas
Roadway shoulders are maintained for safety reasons and to protect roadway and related infrastructure. Public works operations staff maintains roadway shoulders using means that prevent further damage, such as excessive vegetation removal or activities that could cause erosion. Soil stabilization BMPs are utilized on exposed dirt. For vegetation management, application of fertilizers, pesticides, and herbicides is performed consistent with state law and integrated pest management principles.

Dust Control
Dust from maintenance activities can degrade air quality and, when it settles, dust can reduce the quality of water courses and sensitive areas. Thus, for sites that have the potential to create dust, BMPs must be implemented to reduce the potential of airborne pollution, and must be carefully selected so as not to further cause environmental harm. Urban sources of dust include exposed soils from construction activities and unpaved roads and alleys. BMPs include applying water to exposed soils, encouraging the use of vegetative cover where applicable, and minimizing the amount of soil disturbance.

Application of fertilizer, pesticides, and herbicides
The application of fertilizers, pesticides, and herbicides is performed consistent with state law and integrated pest management principles. The city implemented an Integrated Pest Management (IPM) plan for maintenance operations pertaining to the application of pesticides and herbicides. The IPM plan identifies standard operating procedures for the application of pesticides or herbicides by maintenance crews in both the public works and parks departments. A copy of the IPM is available from public works.

The city is covered as a limited agent under the Washington State Department of Agriculture’s Noxious Weed Control NPDES Permit. Under the guidelines, and with reporting requirements, this permit allows for the responsible application of herbicides and pesticides in the vicinity of local water bodies. Kent is also permitted under the DOE’s Aquatic Mosquito Control General Permit; this permit includes requirements for the application of mosquito-targeted pesticides. Application of mosquito larvicide will only occur when specific parameters are met, and with adherence to aquatic mosquito control permit.

Sediment and Erosion Control
Kent requires all maintenance activities and construction sites employ erosion and sediment controls. For projects that disturb soil or maintenance activities that have the potential to pollute, Kent requires the implementation of stormwater pollution prevention BMPs as outlined in the 2017 City of Kent Surface Water Design Manual and Regional Road Maintenance Endangered Species Act Program guidelines.
Landscape Maintenance and Vegetation Disposal
Landscaping is performed in such a way as to minimize exposed soils, to reduce sediment laden runoff, and to encourage infiltration. Vegetation from maintenance activities is collected, and recycled into compost through a contracted waste handler. The IPM plan provides guidance to effectively manage the use of vegetation and pest treatments and controls.

Trash Management
A solid waste service provider is contracted to collect garbage in Kent. The contract requires all solid waste trucks to carry spill kits, and training for drivers on how to respond to and report spills. The contractor must also replace fleet vehicles upon discovery of leaks. The garbage contractor is also required to replace leaking dumpsters within 24 hours.

Kent has full-time staff to collect trash within city right-of-way and mitigate illegal dumping.

Kent also maximizes recycling in the city through a Conservation Coordinator who implements the solid waste program and promotes recycling education.

Building Exterior Cleaning and Maintenance
Cleaning and maintenance activities and requirements for buildings owned and operated by the city of Kent have been outlined in the Operations Facility Stormwater Pollution Prevention Plan. Parks and Recreation staff will continue to receive annual training on proper methods of cleaning and maintaining parks facilities. City-building maintenance activities must comply with the requirements of KCC chapter 7.14, Illicit Discharges.

S5.C.5.g – Stormwater Management Training Program
Kent implements an on-going training program for employees whose construction, operations, or maintenance job-functions may impact stormwater quality. The training program addresses the importance of protecting water quality, the requirements of applicable NPDES permits, operation and maintenance standards, inspection procedures, selecting appropriate BMPs, ways to perform their job activities to prevent or minimize impacts to water quality, and procedures for reporting water quality concerns, including potential illicit discharges. Follow-up training is provided as-needed to address changes in procedures, techniques or requirements. Currently, training is held at least twice annually. Kent documents and maintains records of training provided.

S5.C.5.h – Stormwater Pollution Prevention Plan
Kent has developed and implemented a Stormwater Pollution Prevention Plan (SWPPP) for its Operations, Vactor-solids, and East Hill facilities. All structural and operational BMPs listed in the SWPPP are currently being implemented or are scheduled for implementation as soon as practicable. This SWPPP shall be modified and applied at any other sites that meet the need for a SWPPP in the future. The SWPPP includes periodic visual observation of discharges from the facility to evaluate the effectiveness of the BMPs. These facilities are also inspected annually to
ensure proper functioning of stormwater infrastructure and implementation of the SWPPP. A copy of the SWPPP is available from the public works department, and on-site at all three locations.

S5.C.5.i – Maintain Records of Activities
Records of inspections and maintenance or repair activities conducted by the city are maintained in accordance with S9, reporting requirements, of the permit.
Appendix I: Spill and Illicit Discharge Response Plan

Introduction
This document outlines actions city staff will take should they encounter a spill or illicit discharge to road surfaces and other city-owned property. Often, city staff may be the first to respond to spills or illicit discharges of potentially hazardous materials. Such incidents can pose a danger to human health and the environment, and must be contained with prompt, decisive actions to minimize the potential danger.

Response to illicit discharges and spills will depend on many factors including quantity, location, and type of pollutant discharged. Spills and illicit discharges are classified accordingly into the following three risk categories: Low; Minor; and Major.

Specific procedures are provided for low and minor spills, and general procedures for major spills. Specific procedures for major hazardous spills are addressed in the Kent Comprehensive Emergency Management Plan. As a general rule, major spills and illicit discharges dictate that the Fire Department is immediately called to take the lead in implementing the appropriate spill response procedures.

The Illicit Discharge and Spill Response Plan will be made accessible at all times. When it comes to spills or discharges of all sizes, every second counts.

Spill Response Procedures
Follow these steps when responding to a spill:

1. Control - Assess the Situation/Secure the Area
2. Contain the Spill/Illicit Discharge
3. Clean-up the Material
4. Call and Report the Spill/Illicit Discharge
5. Identify Responsible Party
6. Document the Response in WebQA for City Records

These steps are detailed as follows and are also outlined in the Spill Response Quick Action Guide & Checklist (Appendix I (a)).

1. Control - Assess the Situation/Secure the Area
Utilize the Risk Characterization Chart (Appendix I (b)) to help assess the level of risk associated with the spill or illicit discharge then proceed appropriately.

If the spill/illicit discharge is “Major”, an unknown material or immanent health risk, immediately call 911. Remain on site to assist Fire Department Hazardous Materials staff with operational issues.

- City employees should only approach a spill or illicit discharge of known materials (example: paint, motor oil, diesel or antifreeze). Ensure that the location is safe to enter before approaching, especially if on a roadway open to traffic.
• Ensure safety of city staff and the public by keeping the public and other city staff at a safe distance from the spill/illicit discharge area.
• Apply personal safety equipment including goggles and nitrile gloves. If working in the right-of-way, a reflective safety vest and hard hat will be worn.
• Isolate any ongoing spills or leaks if it is safe to do so. If not, wait for emergency personnel and maintain a safe perimeter.
• Implement traffic control as necessary.
• Call the spill hotline at (253) 856-5600.
• Call your supervisor.
• Call public works, environmental engineering, at (253) 856-5500.

2. Contain the Spill/Illcit Discharge
• Protect yourself first. Wear personal protective equipment (PPE). At a minimum, work boots, eye protection and work/rubber gloves are necessary. If working in the right-of-way, a reflective safety vest will be worn.
• Set up a work zone to safely work within the right-of-way. Consider the location of the spill, traffic volume, time of day, spilled material and quantity, length of time needed to clean up the spill, and employee/public safety.
• If the material is known and non-toxic; place booms, pipe plugs, or other impermeable barriers to prevent the spread of spilled material into the stormwater system, waters of the state, and to pervious surfaces such as soil, grass, or bioswales.

3. Clean-up the Material
• Contact an outside spill response contractor if the spill is too large to be handled by city operations staff, or if the material is hazardous and needs to be removed from the roadway, ditch, or stormwater system with a vacuum eductor truck.
• Clean-up normally involves the use of granular absorbents, vermiculite, floor sweep, peat moss, absorbent pads and booms.
• Use absorbent materials to clean up the spilled substance. If the first application of absorbent becomes saturated and will not soak up all of the spilled liquid, a second application may be necessary.
• Used absorbent materials should be collected and double bagged, and if in the right of way, moved out of the travel lanes and stored at the roadside, preferably well off the shoulder.
• Absorbent material may be double bagged in heavy-duty trash bags, wrapped or ‘diapered’ in plastic sheeting, or contained in pails or barrels.
• The containers used to hold the material should be tagged with the time and date of the spill, and clearly marked to indicate the type of absorbent used and the material that was spilled. It is also desirable to indicate the responsible party if known.
• Care should be taken not to overload the containers used to store the absorbents. If trash bags are used, double bag and limit each bag to about 15 pounds.
• If traffic has been stopped to allow the spill response to occur in a safe manner, traffic may resume once spill cleanup has been completed and the travel lanes are safe (i.e. sanded if necessary to provide traction). Before restoring traffic flow, ensure that it will not endanger any remaining cleanup efforts.
• Spills which have soaked into soil will require cleanup but may be completed at a later date by the responsible party. This process will be initiated after public works environmental engineering staff is notified.
• Contact public works environmental engineering staff for the appropriate disposal method of spent absorbent materials or contaminated soil.
### 4. Call and Report the Spill/Illlicit Discharge

<table>
<thead>
<tr>
<th>Spill Type</th>
<th>Report to (in this order)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low Risk</strong></td>
<td></td>
</tr>
<tr>
<td>Spills can be cleaned up safely by 1 person and have no potential to reach Waters of the State.</td>
<td>Supervisor&lt;br&gt;P.W. Environmental Engineering – (253) 856-5500</td>
</tr>
<tr>
<td><strong>Minor Risk</strong></td>
<td></td>
</tr>
<tr>
<td>Spills do not pose a risk to human health or the environment. They have potential to make it to the city’s MS4, Waters of the State, and can be cleaned up safely by Public Works Staff.</td>
<td>Supervisor&lt;br&gt;Spill Hotline – (253) 856-5600&lt;br&gt;P.W. Environmental Engineering – (253) 856-5500&lt;br&gt;Washington State Department of Ecology - only if you are unable to contact P.W. Environmental Engineering - (425) 649-7000&lt;br&gt;For hazardous waste contact the fire department – (253) 856-4440</td>
</tr>
<tr>
<td><strong>Major Risk</strong></td>
<td></td>
</tr>
<tr>
<td>Spills are composed of hazardous or unknown materials that cannot be safely cleaned up by Public Works Staff.</td>
<td>911&lt;br&gt;Spill Hotline – (253) 856-5600&lt;br&gt;Supervisor&lt;br&gt;P.W. Environmental Engineering – (253) 856-5500&lt;br&gt;Washington State Department of Ecology - only if you are unable to contact P.W. Environmental Engineering - (425) 649-7000&lt;br&gt;Washington Emergency Management Division - only if you are unable to contact P.W. Environmental Engineering - (800) 258-5990&lt;br&gt;National Response Center - only if you are unable to contact P.W. Environmental Engineering - (800) 424-8802</td>
</tr>
<tr>
<td><strong>Private Property</strong></td>
<td></td>
</tr>
<tr>
<td>If it is a Major Risk call 911 and follow Major Risk instructions.</td>
<td>Spill Hotline – (253) 856-5600&lt;br&gt;P.W. Environmental Engineering – (253) 856-5500&lt;br&gt;Washington Emergency Management Division - only if you are unable to contact P.W. Environmental Engineering - (800) 258-5990</td>
</tr>
</tbody>
</table>
For all spill types, please report the following information:

- Your name
- Contact Information
- Date, time, and location of spill
- Weather
- Address of incident
- Responsible Party/Property including contact information if available
- Odor, Clarity & Color
- Description of spill
- Photos of spill (IMPORTANT)
- Pollutant type/Quantity
- Spill destination (Asphalt, private drains, public drains, ditch, wetland, retention pond or stream)
- Current status of incident (e.g. contained, cleaned up, in process etc...)

5. Identify Responsible Party

- Attempt to identify the party responsible for the spill or illicit discharge through source tracing methods.
- Collect contact information from the responsible party using the Spill Or Illicit Discharge Incident Response Form (Appendix I (c))
- The Responsible Party [RP] is responsible for spilled materials, including the final removal and proper disposal of materials and if needed the subsequent site remediation. If the RP does not or cannot handle this responsibility in a timely manner, the city may initiate disposal and the responsible party may be billed. **Clean-up actions taken by early responders do not affect or limit the RP responsibilities.**

6. Document the Response for City Records

Public works staff will record the following in the Spill and Illicit Discharge Database:

- Date and time of spill/discharge
- Location of spill/discharge, address if known
- Pollutant type and quantity, if known
- Source off pollutant and responsible party if known
- Description of incident and has the spill reached the storm drainage system, (MS4), and/or waters of the state if known
- Caller contact information, unless they wish to remain anonymous
- Is the spill/discharge on public or private property?
- Spill/Illicit discharge respondent
- Who disposed of the materials
Definitions

For the purposes of this plan, the following definitions apply:

Absorbent materials: any materials, manufactured or natural that may be used to absorb spilled fluid, and may include commercial absorbents, saw dust, floor sweep, peat moss, absorbent pads, clay or even topsoil.

Illicit discharge: means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities.

Low risk spills and illicit discharges: meet all of the following conditions:

1. The spilled material is known.
2. The material spilled is not highly toxic.
3. The quantity spilled is small enough that it can be safely cleaned up using public works spill kits.
4. There is no fire hazard present.
5. The spill can be completely contained and the material has little or no potential to reach the stormwater system or surface waters of the state.
6. If material enters Waters of the State, it is NOT low risk, treat as minor or major.

Major spills and illicit discharges: hazardous or unknown materials, or spills of a known non-hazardous material larger than can be safely contained and cleaned up by the public works staff. These pose a risk to the responder, the public, or the environment.

Minor spills and illicit discharges: do not pose a risk to human health or the environment and have not entered Waters of the State.

Responders: include the fire department, contractors, King County employees, Department of Ecology, or trained city personnel.

Responsible Party (RP): the entity having dominion over the product prior to the spill, not necessarily the party responsible for the accident.

Spill: the expulsion of any fluids or solids upon the roadway itself or the abutting areas that cause an immediate threat to traffic by hindering its normal operation in any way (covering surfaces causing slicks, dripping onto traffic below, etc.) or that may enter the storm drainage system or Waters of the State.

Waters of the State: Those waters as defined as “Waters of the United States” in 40 CFR 122.2 within the geographic boundaries of the state of Washington and “waters of the state” as defined in Chapter 90.48 RCW, which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters, and all other surface waters and water courses within the jurisdiction of the state of Washington.
Spill and Illicit Discharge Response
Quick Action Guide

CONTROL, CONTAIN, CLEAN UP & CALL

CONTROL
Assess the Spill or Illicit Discharge - Employees should only approach a Spill or Illicit Discharge of known materials (e.g. paint, motor oil, fuel, antifreeze, and coolants). If unknown or hazardous and cannot be cleaned by City of Kent staff, call 911 immediately! Refer to flow chart on other side for proper guidance if spill occurs.

Remember safety first! Protect yourself with personal protective equipment (PPE).

Isolate the contaminated area with items such as cones, barricades, rope, and tape.

Stop the source of pollution if safe to do so.

CONTAIN
Contain the Spill/Illicit Discharge in as small an area as possible.

Build barriers with absorbent socks to keep the spill from spreading.

Protect nearby storm drains, Waters of the State and pervious surfaces such as soil, detention ponds and bioswales with absorbents and impermeable barriers such as heavy duty plastic.

CLEAN UP
Clean up the Spill/Illicit Discharge with the following Spill response material:

Granular, Vermiculite or Similar Sweep up Absorbent - Absorbs both water-based and hydrocarbon spills.

Gray Pads & Socks - Universal - Absorbs both water-based and hydrocarbon spills.

White Pads & Socks - Oils, fuels, solvents and petroleum-based products. White pads and socks repel water! Ideal for spills in storm drains, lakes, detention ponds, creeks and wetlands.

Spill kits, spill response drum and bulk spill response materials are located in PW Shed Row and Warehouse.

Replenish spill kit and spill response drum contents after each spill.

Used absorbent material should be collected, double bagged (no more than 15lbs) and labeled.

Contact Environmental Engineering for appropriate disposal method 253-856-5500.

CALL
Document and Report the following:

- Your Name
- Odor, Clarity & Color
- Contact Information
- Date & Time
- Weather
- Address of incident Location
- Responsible Party/Property
- Description of spill
- Photos of spill (IMPORTANT)
- Pollutant type/Quantity
- Spill destination (Asphalt, private drains, public drains, ditch, wetland, retention pond or stream)
Spill Occurs

CONTROL
Assess the Situation and Secure the Area

Major Risk
Spills are composed of hazardous or unknown materials that cannot be safely cleaned up by Public Works Staff.

CALL 911

CALL Spill Hotline
(253) 856-5600

CALL Supervisor

CALL Public Works Environmental Engineering
(253) 856-5500

CALL Washington State Department of Ecology,
(Only if you are unable to contact Public Works Environmental Engineering)
(800) 258-5990

CALL Washington Emergency Management Division,
(Only if you are unable to contact Public Works Environmental Engineering)
(800) 258-5990

CALL National Response Center,
(Only if you are unable to contact Public Works Environmental Engineering)
(800) 424-8802

Minor Risk
Spills do not pose a risk to human health or the environment. They have potential to make it to the city’s MS4, Waters of the State, and can be cleaned up safely by Public Works Staff.

CONTAIN the spill/illicit discharge

CALL Supervisor

CALL Spill Hotline
(253) 856-5600

CALL Public Works Environmental Engineering
(253) 856-5500

Low Risk
Spills can be cleaned up safely by 1 person and have no potential to reach Waters of the State.

CONTAIN the spill/illicit discharge

CALL Supervisor

CALL Spill Hotline
(253) 856-5600

CALL Public Works Environmental Engineering
(253) 856-5500

Private Property Spill
If it a is a major spill follow Major Risk procedures.

CONTAIN spill from leaving the property as needed. Protect the public system from spill.

Notify property owner/manager if you can locate them onsite.

CALL Spill Hotline
(253) 856-5600

CALL Public Works Environmental Engineering
(253) 856-5500

CALL Washington State Department of Ecology,
(Only if you are unable to contact property owner or Public Works Environmental Engineering)
(800) 258-5990

CALL Washington Emergency Management Division,
(Only if you are unable to contact property owner or Public Works Environmental Engineering)
(800) 258-5990

Low Risk
Spills can be cleaned up safely by 1 person and have no potential to reach Waters of the State.

CONTAIN the spill/illicit discharge

CALL Supervisor

CALL Spill Hotline
(253) 856-5600

CALL Public Works Environmental Engineering
(253) 856-5500

IDENTIFY Responsible Party
If possible

For hazardous waste CALL the Fire Department
(253) 856-4440

Document incident with pictures

See reverse side for safe clean up procedures.
### Appendix I (b): Risk Characterization Risk Chart

<table>
<thead>
<tr>
<th>Spill Type</th>
<th>Report to (in this order)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low Risk</strong></td>
<td>Supervisor</td>
</tr>
<tr>
<td>Spills can be cleaned up safely by 1 person and have no potential to reach Waters of the State.</td>
<td>P.W. Environmental Engineering – (253) 856-5500</td>
</tr>
<tr>
<td><strong>Minor Risk</strong></td>
<td>Supervisor</td>
</tr>
<tr>
<td>Spills do not pose a risk to human health or the environment. They have potential to make it to the city’s MS4, Waters of the State, and can be cleaned up safely by Public Works Staff.</td>
<td>Spill Hotline – (253) 856-5600</td>
</tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Major Risk</strong></td>
<td>911</td>
</tr>
<tr>
<td>Spills are composed of hazardous or unknown materials that cannot be safely cleaned up by Public Works Staff.</td>
<td>Spill Hotline – (253) 856-5600</td>
</tr>
<tr>
<td></td>
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<tr>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Private Property</strong></td>
<td>If it is a Major Risk call 911 and follow Major Risk instructions.</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Appendix II: Inspection Checklists

## Bioswale Assessment Checklist

**Public Works Department – Stormwater Flow Control/Treatment Facility**

### Bioswale Assessment Checklist

<table>
<thead>
<tr>
<th>Maintenance Component</th>
<th>Condition When Maintenance Is Needed</th>
<th>Maintenance Standard</th>
<th>Meets Standard?</th>
<th>Notes and/or Corrective Maintenance WO#</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site</strong></td>
<td>Sign is missing, damaged, or displaying incorrect information</td>
<td>In good condition and info is correct</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Existing fence is damaged and/or cannot be locked</td>
<td>In good repair and can be locked</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sediment/Debris/Trash</strong></td>
<td>Debris/trash accumulation</td>
<td>No debris or trash</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment accumulation in swale</td>
<td>Less than 2” deep</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vegetation</strong></td>
<td>Poor groundcover, bare or eroded patches</td>
<td>Less than 10% of swale bare or uncovered by veg</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overgrown grass/groundcover and/or noxious weeds present</td>
<td>Less than 10” height [no grass clippings left] and no noxious weeds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excessive shading - veg. growth poor due to lack of sunlight</td>
<td>Growth not hindered by shade</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Standing Water</strong></td>
<td>Standing water between storms</td>
<td>No standing water</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Flow Spreader</strong></td>
<td>Flow spread is uneven</td>
<td>Flow spread is even</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Erosion</strong></td>
<td>Erosion or scouring in swale bottom or slopes</td>
<td>No erosion or scouring</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inlet/Outlet Pipes</strong></td>
<td>Blocked or damaged</td>
<td>No blocking or damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment/debris/trash accumulation in pipe</td>
<td>Less than 20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IDDE Screening</strong></td>
<td>Illicit discharge and/or connection evident (pollution)</td>
<td>No illicit discharge or connection</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Other defects (insert notes/comments)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*No indicates a corrective maintenance work order must be created and completed.*

**Comments:**

---

_Bioswale Assessment Checklist 2015.doc_
# Catch Basin Assessment Checklist

**Public Works Department – Stormwater**

**Date:** ____________________  
**Asset ID:** ____________________

**Assessor(s):** ____________________  
**Location:** ____________________

**Structure Type:**  
| INLET | CBTY1 | CBTY2 | MH | ACCESS | CONTROL [use Control Struct. (STMX) Checklist] |

*If the structure type or location is different than what is identified on the NPDES map – submit an update request*

<table>
<thead>
<tr>
<th>Maintenance Component</th>
<th>Condition When Maintenance is Needed</th>
<th>Maintenance Standard</th>
<th>Meets Standard?</th>
<th>Notes and/or Corrective Maintenance WO#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access (may be multiple)</td>
<td>Access and/or opening is blocked</td>
<td>Less than 10% blocked</td>
<td>No defects and locks properly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lid/grade/frame missing, damaged, or stuck; and/or locking mechanism missing or not working</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ladder rungs missing or unsafe</td>
<td>Safe and sound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure</td>
<td>Frame to top slab gap</td>
<td>Less than 3/4&quot; gap</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cracks/holes in walls, bottom, or top slab</td>
<td>Cracks less than 1/4&quot; wide/holes less than 2 sq. inches</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment accumulation in structure/sump</td>
<td>Less than 60% of sump</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debris/trash (large sticks, rocks, etc.) in structure sump</td>
<td>Less than 33% of sump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inlet/Outlet Pipes</td>
<td>Blocked or damaged</td>
<td>No blocking or damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment/debris/trash accumulation in pipe</td>
<td>Less than 20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IDDE Screening</td>
<td>Illicit discharge and/or connection evident (pollution)</td>
<td>No illicit discharge or connection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Other defects (insert notes/comments)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*No indicates a corrective maintenance work order must be created and completed.

**Comments:** ____________________

______________________________

CS Assessment Checklist 2015.docx
## Control Structure Assessment Checklist

<table>
<thead>
<tr>
<th>Maintenance Component</th>
<th>Condition When Maintenance Is Needed</th>
<th>Maintenance Standard</th>
<th>Meets Standard?</th>
<th>Notes and/or Corrective Maintenance WO#</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access</strong> (may be multiple)</td>
<td>Blocked access and/or opening</td>
<td>Less than 10% blocked</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lid/grate/frame missing, damaged, or stuck; and/or locking mechanism missing or not working</td>
<td>No defects and locks properly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ladder rungs missing or unsafe</td>
<td>Safe and sound</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td>Frame to top slab gap</td>
<td>Less than 3/4” gap</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cracks/holes in walls, bottom, or top slab</td>
<td>Cracks less than 1/4” wide/holes less than 2 sq-inches</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment/debris/trash accumulation in structure sump or near bottom of FROP-T or elbow</td>
<td>Less than 25% of sump or more than 6” from bottom of FROP-T or elbow</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Control/Flow Restrictor (incl. elbows)</strong></td>
<td>FROP-T not upright, or not secure to wall, or outlet connection not watertight</td>
<td>FROP-T is upright, secure, and outlet is watertight</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orifice plate missing, damaged, or blocked</td>
<td>Plate is intact and not blocked</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overflow pipe blocked or damaged</td>
<td>No blocking or damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rod/chain to cleanout gate is not attached or accessible, is damaged</td>
<td>Rod/chain is attached, accessible and intact</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleanout gate does not open or close, is missing, damaged, blocked, or not watertight</td>
<td>Gate opens/closes, is intact and watertight</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inlet/Outlet Pipes</strong></td>
<td>Blocked or damaged</td>
<td>No blocking or damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment/debris/trash accumulation in pipe</td>
<td>Less than 20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IDDE Screening</strong></td>
<td>Illicit discharge and/or connection evident (pollution)</td>
<td>No illicit discharge or connection</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Other defects (insert notes/comments)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*No indicates a corrective maintenance work order must be created and completed.

Comments: ____________________________

Control Structure Assessment Checklist 2015.docx
# Vault/Detention Tank Assessment Checklist

**Public Works Department – Stormwater Flow Control/Treatment Facility**

**Date:** _____________  **Asset ID:** ________________  **Location:** ________________

**Assessor(s):** ________________

<table>
<thead>
<tr>
<th>Maintenance Component</th>
<th>Condition When Maintenance Is Needed</th>
<th>Maintenance Standard</th>
<th>Meets Standard?</th>
<th>Notes and/or Corrective Maintenance WO#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>Overgrown grass/groundcover and/or noxious weeds present</td>
<td>Less than 18” height and no noxious weeds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debris/trash accumulation</td>
<td>No debris or trash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access (may be multiple)</td>
<td>Access or opening is blocked</td>
<td>Less than 10% blocked</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lid/grate/frame missing, damaged, or stuck, and/or locking mechanism missing or not working</td>
<td>No defects and locks properly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ladder rungs missing or unsafe</td>
<td>Safe and sound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure</td>
<td>Frame to top slab gap</td>
<td>Less than 3/4” gap</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cracks/holes in walls, bottom, or top slab</td>
<td>Cracks less than 1/2” wide/holes less than 2 sq-inches</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment/debris/trash accumulation in any area of vault sump</td>
<td>Less than 10% of sump OR more than 6” from bottom of FRP-T or elbow</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Air vents plugged/blockwed</td>
<td>Less than 50% blocked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control/Flow Restrictor (incl. elbows)</td>
<td>FRP-T not upright, or not secure to wall, or outlet connection not watertight</td>
<td>FRP-T is upright, secure, and outlet is watertight</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orifice plate missing, damaged, or blocked</td>
<td>Plate is intact and not blocked</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overflow pipe blocked or damaged</td>
<td>No blocking or damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rod/chain to cleanout gate is not attached or accessible, is damaged</td>
<td>Rod/chain is attached, accessible and intact</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleanout gate does not open or close, is missing, damaged, blocked, or not watertight</td>
<td>Gate opens/closes, is intact and watertight</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inlet/Outlet Pipes</td>
<td>Blocked or damaged</td>
<td>No blocking or damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment/debris/trash accumulation in pipe</td>
<td>Less than 20%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*No indicates a corrective maintenance work order must be created and completed.

Checklist continued on page 2
# Baffle or Coalescing Plate Oil/Water Separator Assessment Checklist

**STMV1 – Inspection WO#________________**

**Public Works Department – Stormwater Flow Control/Treatment Facility**

## Baffle or Coalescing Plate Oil/Water Separator Assessment Checklist

**Date:** ____________________  **Asset ID:** ____________________  **Location:** ____________________

**Assessor(s):** ____________________

<table>
<thead>
<tr>
<th>Maintenance Component</th>
<th>Condition When Maintenance Is Needed</th>
<th>Maintenance Standard</th>
<th>Meets Standard?</th>
<th>Notes and/or Corrective Maintenance WO#</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access</strong> (may be multiple)</td>
<td>Blocked access and/or opening</td>
<td>Less than 10% blocked</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lid/grate/frame missing, damaged, or stuck; and/or locking mechanism missing or not working</td>
<td>No defects and locks properly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ladder rungs missing or unsafe</td>
<td>Safe and sound</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Frame to top slab gap</td>
<td>Less than 3/4&quot; gap</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cracks/holes in walls, bottom, or top slab</td>
<td>Cracks less than 1/2&quot; wide/holes less than 2 sq inches</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td>Sediment/debris/trash accumulation in sump or on coalescing plates</td>
<td>Less than 6&quot; in sump and none on plates</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oil accumulation at water surface</td>
<td>Less than 1&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ventilation pipes plugged/blocking</td>
<td>Less than 50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baffles corroded, cracking, warping, and/or signs of failure</td>
<td>Baffles are up to specifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coalescing plates broken, deformed, cracked and/or signs of failure</td>
<td>Plates are up to specifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shutoff valve damaged or inoperable</td>
<td>No defects</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gravity drain valve, damaged, not sealed, or inoperable</td>
<td>No defects</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inlet/Outlet Pipes</strong></td>
<td>Blocked or damaged</td>
<td>No blocking or damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment/debris/trash accumulation in pipe</td>
<td>Less than 20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Discharge Water</strong></td>
<td>Evidence of poor water quality in effluent discharge</td>
<td>Water is clear with no visible sheen</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IDDE Screening</strong></td>
<td>Illicit discharge and/or connection evident (pollution)</td>
<td>No illicit discharge or connection</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Other defects [insert notes/comments]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*No indicates a corrective maintenance work order must be created and completed.

**Comments:** ____________________

---

Oil Water Separator Assessment Checklist 2015.docx
## Media Filter Vault Assessment Checklist

<table>
<thead>
<tr>
<th>Maintenance Component</th>
<th>Condition When Maintenance Is Needed</th>
<th>Maintenance Standard</th>
<th>Meets Standard?</th>
<th>Notes and/or Corrective Maintenance WO#</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site</strong></td>
<td>Overgrown grass/groundcover and/or noxious weeds present</td>
<td>Less than 18” height and no noxious weeds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debris/trash accumulation</td>
<td>No debris or trash</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Access (may be multiple)</strong></td>
<td>Blocked access and/or opening</td>
<td>Less than 10% blocked</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lid/grate/frame missing, damaged, or stuck, and/or locking mechanism missing or not working</td>
<td>No defects and locks properly</td>
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<tr>
<td></td>
<td>Ladder rungs missing or unsafe</td>
<td>Safe and sound</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td>Frame to top slab gap</td>
<td>Less than 3/4” gap</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cracks/holes in walls, bottom, or top slab</td>
<td>Cracks less than 1/2” wide/holes less than 2 sq-inches</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baffles damaged (corroded, cracked, warped) or other signs of failure</td>
<td>No damage or failure</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment/debris/trash accumulation in vault sump</td>
<td>Less than 2” average in sump</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Filter Media Cartridges</strong> [indicators of defective cartridges or pipes]</td>
<td>Sediment on top of cartridges</td>
<td>Less than 1/2”</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thick or multiple scum-lines on top of cartridges</td>
<td>No thick scum-lines</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submerged cartridges and/or static water in vault for more than 24 hrs after rain event</td>
<td>Less than 9” static water</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bypass condition present after avg rainfall event</td>
<td>No bypass condition present</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inlet/Outlet Pipes</strong></td>
<td>Blocked or damaged</td>
<td>No blocking or damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sediment/debris/trash accumulation in pipe</td>
<td>Less than 20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IDDE Screening</strong></td>
<td>Illicit discharge and/or connection evident (pollution)</td>
<td>No illicit discharge or connection</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Other defects (insert notes/comments)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Appendix III: Stormwater Hotspots

Storm Hot Spots

1. Lake Fenwick Rd & S 251st Ct: Bird cage on the West side of Lake Fenwick Rd across from S 251st Ct
2. 25803 Lake Fenwick Rd: Culvert end on West side of Lake Fenwick Rd across from Lake Fenwick Trailhead parking lot
3. 3808 Reith Rd: Through curb CB on Northwest corner of parking lot entrance of West Fenwick Park
4. 38th Ave S & Reith Rd: Culvert that sits on the North side of Reith Rd. right on the corner of 38th Ave S.
5. 3903 S. 248th St.: CB’s on bottom of hill across from the house and Armory
7. Military Rd. S & S 239th St.: The CB on the west side of Military & 239th St.
8. S 244th St. & 35th Ave S.: The two CB’s on 244th St. Just before 35th Ave
9. S 248th St. & Hwy 99: CB at bottom of cul de sac.
10. S. 260th St. just east of 25th Ave S: CB on North side of S. 260th across from West Hill Mobile Manor.
11. S. 259th Pl. & I-5 overpass: Two CB’s on S. 259th Pl. just under Overpass
12. 7235 S. 227th Pl.: Two CB’s that sit on the East side of 72nd Ave on S. 227th Pl
13. 21661 76th Ave S.: Mill Creek Crossing that runs on the West side of 76th Ave
14. 21550 72nd Ave S.: Mill Creek Crossing that runs on the East side of 72nd Ave S. across from S. 216th St.
15. 19600 81st Ave S.: The bar screen and bee hive that is just west of the 81st pump station on 81st Ave
16. 21725 102nd Pl. SE.: Garrison Creek Dam off SE 216th St. & 102nd Pl SE
17. 88th Ave S & S 235th Pl: Culvert on the East side of 88th Ave S @ South entrance of apartment complex towards far South end of 88th Ave S
18. 88th Ave S 450ft South of S 235th Pl: Bar screen in ditch line on East side of S 235th Pl
19. 88th Ave S 340ft South of S 235th Pl: Culvert end and bar screen on West side of S 88th Ave S
20. 88th Ave S & S 235th Pl: Culvert crossing that goes under S 235th Pl in apartment complex 250ft West of 88th Ave S
21. S 218th St & 94th Pl S: CBs on North side of S 218th St between 94th Pl S & 98th Ave S.
22. 22704 100th Ave SE: Twin culverts and the 3 chain link screens upstream of it on the East side of 100th at bottom of ravine just south of SE 227th St.
23. 116th Ave SE & SE 210th Pl: Culvert Ends in wetland on either side of the street
24. 22916 101st Pl. SE: Brier Lane bar screen and the 4 chain link screens upstream from it at the end of 101st Pl. SE roundabout
25. 10005 SE 235th St.: Bar screen at Apartment complex on Se 235th St.
26. 10500 SE 236th St.: Bar screen on the North side of SE 236th St. just off of 104th Ave SE
27. 24152 108th Ave SE: Bar screen on the East end of 108th Ave SE
28. 13101 SE 236th Pl: Bar screen on the North side of SE 236th Pl. just before 131st Ave SE
29. 13500 SE 240th St: Bar screen on the North side of 240th St. just East of 135th Pl. SE
30. SE 240th St. & 146th Pl. SE: CB & Bee hive on the East side of SE 240th St. at start of guard rail.
31. 24001 148th Ave SE.: Culvert at bottom of 240th hill where 148th Ave meet on the West side of SE 240th
32. 24499 148th Ave SE: Culvert going under 148th Ave SE right across the street from horse pasture about 100ft North of 148th Ln.
Appendix IV: Definitions and Acronyms

The following words, terms, and phrases will have the meanings ascribed to them in this section, unless a different meaning is plainly required.

**303 (d) waterbody** means any body of water that does not meet water quality standards as defined by section 303 (d) of the Clean Water Act.

**AKART** is an acronym meaning all known, available and reasonable methods of prevention, control and treatment. AKART shall represent the most current methodology that can be reasonably required for preventing, controlling, or abating the pollutants associated with a discharge. The concept of AKART applies to both point and nonpoint sources of pollution.

**BMPs or Best management practices** means schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or the MS4. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

**Clean Water Act (CWA)** means the federal Water Pollution Control Act (33 U.S.C. 1251, et seq.), and any subsequent amendments thereto.

**Construction activity** means land-disturbing operations including clearing, grading or excavation which disturbs the surface of the land. Such activities may include road construction, construction of residential houses, office buildings, or industrial buildings, and demolition activity.

**Director** means the city of Kent public works department director.

**Groundwater** means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.

**Hazardous material** means any material; including any substance, waste, or combination thereof; which because of its quantity, concentration, or physical, chemical, or infectious characteristics; may cause or significantly contribute to a substantial present or potential hazard to human, health, safety, property, or the environment; when improperly treated, stored, transported, disposed of, or otherwise managed.

**Hyperchlorinated** means water that contains more than ten (10) mg/liter chlorine. Disinfection of water mains and appurtenances requires a chlorine residual of ten (10) mg/liter at the end of the disinfection period.

**Illicit connection** means any conveyance that is connected to the MS4 without a permit, excluding roof drains and foundation drains. Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the MS4. Illicit connections allow an illicit discharge to enter the MS4 and include, but are not limited to, any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the MS4; any connections to the MS4 from indoor drains and sinks, regardless of whether such drain or connection was previously allowed, permitted, or
approved by an authorized enforcement agency; or any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the city or another agency of government duly authorized to give such approvals.

**Illicit discharge** means any discharge to a MS4 that is not composed entirely of stormwater or of allowed non-stormwater discharges as specified in the permit.

**Incidental spills and illicit discharges** meet all of the following conditions:

1. The spilled material is known.
2. The material spilled is not highly toxic.
3. The quantity spilled is small enough that it can be safely cleaned up using public works spill kits.
4. There is no fire hazard present.
5. The spill can be completely contained and the material has little or no potential to reach the stormwater system or surface Waters of the State.
6. If material enters Waters of the State, it is **NOT** an incidental release.

**Industrial activity** means activities subject to NPDES industrial permits as defined in 40 CFR 122.26(b)(14).

**Major spills and illicit discharges** mean any hazardous or unknown materials, or spills of a known non-hazardous material larger than can be safely contained and cleaned up by the public Works staff. These pose a risk to the responder, the public, or the environment.

**Minor spills and illicit discharges** do not pose a risk to human health or the environment and have not entered Waters of the State.

**MS4 or Municipal separate storm sewer system** means a conveyance, or system of conveyances; including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains:

1. Owned or operated by a state, city, town, county, district, port, or other public body created by or pursuant to state law having jurisdiction over disposal of wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the CWA that discharges to Waters of the State;
2. Designed or used for collecting or conveying stormwater;
3. Which is not a combined sewer; and
4. Which is not part of a publicly owned treatment works (“POTW”) as defined at 40 CFR 122.2.

**National Pollutant Discharge Elimination System (NPDES) stormwater discharge permit** means a permit issued by the U.S. Environmental Protection Agency, or by the Washington Department of Ecology under authority delegated pursuant to 33 U.S.C. 1342(b),
that authorizes the discharge of pollutants to Waters of the State, whether the permit is applicable to an individual, group, or general area-wide basis.

**Non-stormwater discharge** means any discharge to the MS4 that is not composed entirely of stormwater.

**Outfall** means point source as defined by [40 CFR 122.2](https://www.federalregister.gov/documents/1974/01/01/000122-0122) at the point where a municipal separate storm sewer discharges to Waters of the State and does not include open conveyances connecting two municipal separate storm sewer systems, or pipes, tunnels, or other conveyances which connect segments of the same stream or other Waters of the State and are used to convey Waters of the State.

**Owner/operator** means any person or entity with an ownership interest or control over real property on which a violation of this chapter occurs, any person or entity participating in any activity regulated by this chapter, and any person or entity participating in any violation of this chapter.

**Pollutant** means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, and accumulations, so that the same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous materials and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

**Premise** means any real property or interest in real property and any improvement upon real property.

**RCW** means the state Revised Code of Washington. It is the compilation of all permanent state laws now in force.

**Sanitary sewage** means domestic wastewater including flushed toilet water, water from dishwashers, clothes washing machines, and any other used water that generally is disposed of down interior household drains.

**Sanitary sewer system** means a conveyance, or system of conveyances, which is designed to convey domestic wastewater.

**Stormwater** means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

**Stormwater Management Program (SWMP)** means a set of actions and activities designed to reduce the discharge of pollutants from the regulated small MS4 to the maximum extent practicable and to protect water quality, and comprising the components listed in S5 or S6 of the Western Washington Phase II Municipal Permit and any additional actions necessary to meet the requirements of applicable.

**Stormwater Pollution Prevention Plan (SWPPP)** means a document which describes the BMPs and activities to be implemented by an owner/operator or business to identify sources of
pollution or contamination at a site, and the actions to eliminate or reduce pollutant discharges to stormwater, the MS4, and/or receiving waters.

**Wastewater** means any water or other liquid, other than uncontaminated stormwater, discharged from any premises.

**Water quality standards** means the Water Pollution Control Act, as defined herein; Surface Water Quality Standards – Chapter 173-201A WAC; Ground Water Quality Standards – Chapter 173-200 WAC; and Sediment Management Standards – Chapter 173-204 WAC. The water quality standards are established to sustain public health and public enjoyment of the waters and the propagation and protection of fish, shellfish, and wildlife.

**Waters of the State** means those waters as defined as “waters of the United States” in 40 CFR 122.2 within the geographic boundaries of the state of Washington and “Waters of the State” as defined in Chapter 90.48 RCW, which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters, and all other surface waters and water courses within the jurisdiction of the state of Washington.

**Western Washington Phase II Municipal Stormwater Permit** means a program that applies to all regulated small municipal separate storm sewer systems located west of the eastern boundaries of the following counties: Whatcom, Skagit, King, Pierce, Lewis, and Skamania.