



## CITY OF BUELLTON STORMWATER MANAGEMENT PROGRAM - SPILL RESPONSE PLAN

**Purpose:**

The purpose of the Spill Response Plan is to provide guidance to City of Buellton staff responding to a complaint or notice of a spill, discharge, or illegal connection; and conducting an investigation to locate and identify the source of the non-stormwater discharge. (See Attachment 1 for the Spill Response Plan Process Flowchart)

This Spill Response Plan was prepared in accordance to the State Water Resources Control Board’s (SWRCB) *Statewide General Permit CAS000004 Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4)*, Order No. 2013-0001-DWQ “Phase II Municipal General Permit” to fulfill the implementation requirements within Section E.9.d *Illicit Discharge Detection and Elimination Source Investigations and Corrective Actions*, and E.9.e *Spill Response Plan*.

**Public Notification:**

The general public is to report a non-emergency spill, discharge, or illegal connection to the City of Buellton’s Public Works Department (805) 688-5177\* or the County of Santa Barbara’s Project Clean Water (877) OUR-OCEAN/(877) 687-6232. Public notification (including digital photographs) can also be sent via email to [swmp@cityofbuellton.com](mailto:swmp@cityofbuellton.com). \* *After Hours Answering Service*.

**Agency Roles and Responsibilities\*\*:**

Agency	Business Hrs. Phone No.	After Hrs. Phone No.	Roles and Responsibilities
City of Buellton’s Public Works Department (PWD)/Engineering Department  <b><u>**IMPORTANT:</u></b> <i>City staff shall IMMEDIATELY report a spill, discharge, or illegal connection to the Public Works Director (or his/her Designee) upon notification and/or discovery.</i>  <i>Public Works Director (or his/her Designee) will determine which agencies are notified</i>	PWD: (805) 688-5177 (Non-Emergency)  ED: (805) 688-5200 (Non-Emergency)	PWD: (805) 688-5177 (Non-Emergency)  <i>Answering Service</i>	<ul style="list-style-type: none"> <li>• Administer, implement and enforce Ordinance No 13-05; Municipal Code Chapter 15 Stormwater Quality and Management and Discharge Control; and the Spill Response Plan;</li> <li>• Respond to a complaint or notice of a spill, discharge or illegal connection within 72 hours; and 24 hours if related to sewage and/or significantly contaminated discharges. The City Public Works Director (or his/her Designee) will immediately, upon discovery, notify the following agencies if any spill, discharge or illegal connection is believed to be an immediate threat to human health or the environment:               <ul style="list-style-type: none"> <li>✓ County of Santa Barbara Fire Department (hazardous materials)</li> <li>✓ County of Santa Barbara Public Health (sewage)</li> <li>✓ Other agency notifications that may be required based on the type, quantity and media impacted (air, soil, water, storm drain, creek/river, etc.);</li> </ul> </li> <li>• Conduct investigations and follow-up inspections;</li> <li>• Cleanup and abatement verification.</li> </ul>

Agency	Business Hrs. Phone No.	After Hrs. Phone No.	Roles and Responsibilities
County of Santa Barbara Project Clean Water	(877) OUR-OCEAN (877) 687-6232	(877) OUR-OCEAN (877) 687-6232	<ul style="list-style-type: none"> <li>Provides caller information to report spill, discharge or illegal connection to the agency of jurisdiction.</li> </ul>
County of Santa Barbara Fire Department (Station 31)	(805) 686-5062 (Non-Emergency)	(805) 686-5062 (Non-Emergency)	<ul style="list-style-type: none"> <li>Responds to a hazardous materials spill, discharge or illegal connection.</li> </ul>
Santa Barbara County Sheriff	(805) 681-4100 (Non-Emergency)	(805) 683-2724 (24-Hr. Dispatch)	<ul style="list-style-type: none"> <li>Responds to a spill, discharge or illegal connection as needed.</li> </ul>
Emergency Services (Fire or Sherriff)	911	911	<ul style="list-style-type: none"> <li>Notifies appropriate agencies of non-stormwater discharge.</li> </ul>
County of Santa Barbara Public Health	(805) 681-4902	(805) 681-4902 <i>Answering Service</i>	<ul style="list-style-type: none"> <li>Responds to sewage spill, discharge or illegal connection within 24 hours;</li> <li>Determines public notification requirements (posting notices, media etc.) to safeguard public health and safety.</li> </ul>
California Governor's Office of Emergency Services (Cal OES)	(800) 852-7550	(800) 852-7550	<ul style="list-style-type: none"> <li>Records Incident Information</li> <li>Notifies the appropriate agencies based on type of release, quantity and impact.</li> </ul>
California Department of Fish and Wildlife – Office of Spill Prevention and Response	(805) 594-6165 or (916) 445-9338 (Headquarters)	Notify via Cal OES (800) 852-7550	<ul style="list-style-type: none"> <li>Responds to a spill/dischage or illegal connection as needed;</li> <li>Provides assistance with wildlife including cleanup activities associated with oil spills.</li> </ul>
Regional Water Quality Control Board-Central Coast	(805) 549-3147	Notify via Cal OES (800) 852-7550	<ul style="list-style-type: none"> <li>Records Incident Information</li> <li>Responds to a spill/dischage or illegal connection as needed.</li> </ul>
National Response Center (NRC)	(800) 424-8802	(800) 424-8802	<ul style="list-style-type: none"> <li>Records Incident Information</li> <li>Notifies the appropriate agencies based on type of release, quantity and impact.</li> </ul>

### Responding to a Complaint or Notice

City staff regularly inspect and/or monitor local priority areas (i.e., North End of McMurray Road and South End of Industrial Way) and other stormwater drainage areas for illegal dumping and disposal and, if found, take appropriate action to investigate and coordinate cleanup and abatement activities. City staff must respond to a complaint or notice of a spill, discharge, or illegal connection within 72 hours; and 24 hours if related to sewage and/or significantly contaminated discharges.

The City Public Works Director (or his/her Designee) will immediately, upon discovery, notify the following agencies if any spill, discharge or illegal connection is believed to be an immediate threat to human health or the environment:

- ✓ County of Santa Barbara Fire Department (hazardous materials);
- ✓ County of Santa Barbara Public Health (sewage); and
- ✓ Other agency notifications that may be required based on the type, quantity and media impacted (air, soil, water, storm drain, creek/river, etc.).

When responding to a complaint or notice of a spill, discharge or illegal connection, City staff must take the following actions:

- Identify the spill, discharge or illegal connection;
- Track the spill, discharge or illegal connection to its source;
- Use education and enforcement to eliminate the spill, discharge or illegal connection;
- Impose Stormwater Best Management Practices (BMPs), if applicable;
- Require cleanup and abatement;
- Conduct follow-up inspection to ensure discharge has been cleaned up and abatement has been completed; and
- Maintain the Stormwater Incident Report Form record for each spill, discharge, or illegal connection within the Stormwater Management Plan's Spill Response Plan and Enforcement Response Plan Binder and record the incident within the Spill Complaint Log and Enforcement Measures & Tracking Log.

### **Conducting an Investigation**

When conducting an investigation, City staff must search for evidence of a spill, discharge or illegal connection at the reporting location which may include, but not limited to, visible signs/traces of oil, paints, sewage, industrial/commercial wastewater, water/soil discoloration, debris, odors, etc. City staff will record the following information on the Stormwater Incident Report Form (See Attachment 2) and document the spill, discharge or illegal connection through photos and/or field sketch:

#### Incident

- Report Date, Time and Person Reported To
- Incident Date, Time and Weather Conditions
- Report Type (In-person, Phone, Email)
- Notification Type (Public or City staff)
- Reporting Person (Anonymous, or Name and Phone Number)
- Incident Location (Descriptive Address; or GPS Coordinates)
- Incident Type (Spill, Discharge, Illegal Connection)
- Material Type (Hazardous Material, Sewage, Unknown, Other)
- Impact (Air, Soil, Water, Storm Drain, Creek/River, Concrete/Asphalt, etc.) and Impact Duration, if known
- Determine Responsible Party (RP), if possible
- Comments

#### Investigation

- Investigation By, Investigation Date, Time and Weather Conditions
- Field Sampling, if required and Documentation (Photos, Field Sketch)
- RP Identification and Notification
- Notification (Internal and/or External Agencies)
- Corrective Actions (Stormwater BMPs implemented, Source Elimination, etc.)
- Cleanup and Abatement (RP, RP Contractor, City, City Contractor)
- Description
- Actions Taken (to identify and locate source if the investigation will take more than 72 hours)

#### Follow-up Inspection

- Inspection By, Date, Time, Weather Conditions
- Field Sampling, if required and Documentation (Photos, Field Sketch)
- Verification of Cleanup and Abatement (RP/City Contractor Cleanup Completion Notification Date and Time, City Investigator Verified Cleanup Completion Date and Time)

*If the investigation will take more than 72 hours, City staff must record actions taken to identify and locate the source of the spill/discharge or illegal connection on the Stormwater Incident Report Form (See Attachment 2).*

## Verifying Cleanup and Abatement

During the investigation, when a RP is identified, the City staff must:

- ✓ Notify the RP of the spill, discharge or illegal connection;
- ✓ Inform RP of prohibited stormwater discharge and its impact to the receiving water;
- ✓ Assist the RP with finding Stormwater BMPs to prevent or eliminate discharges;
- ✓ Provide RP with cleanup and abatement options;
- ✓ Initiate follow-up inspection and enforcement procedures (written notice, etc.) in accordance to City Ordinance No. 13-05, as appropriate.

The RP will be required to complete the cleanup and abatement within 72 hours and provide photographic documentation and verbal notification of completion. City staff must also conduct a follow-up inspection to confirm cleanup and abatement of spill, discharge (including restoration of area) and elimination of illegal connection. In lieu of the City's follow-up inspection, the RP can submit electronically written and photographic evidence demonstrating corrective actions to the City inspectors within 72 hours and/or no later than the agreed upon scheduled compliance date either determined at the time of inspection or through an approved written request of extension submitted by RP.

If an RP is not identified, the City staff will determine the best method for cleanup and abatement by City staff, or hire a contractor to conduct cleanup and abatement activities.

ER Contractor	Phone No.	24-Hour Phone No.
Fluid Resource Management	(805) 597-7100	(805) 546-3618
Mainline Utility Company	(805) 434-5015	(805) 434-5015
Speeds Transportation Services	(805) 925-1369	(805) 925-1369 Paging Service
City of Solvang – Public Works Department (PWD)	(805) 688-5575	(805) 688-5575 PWD "On Call" Messaging Services

## Reporting

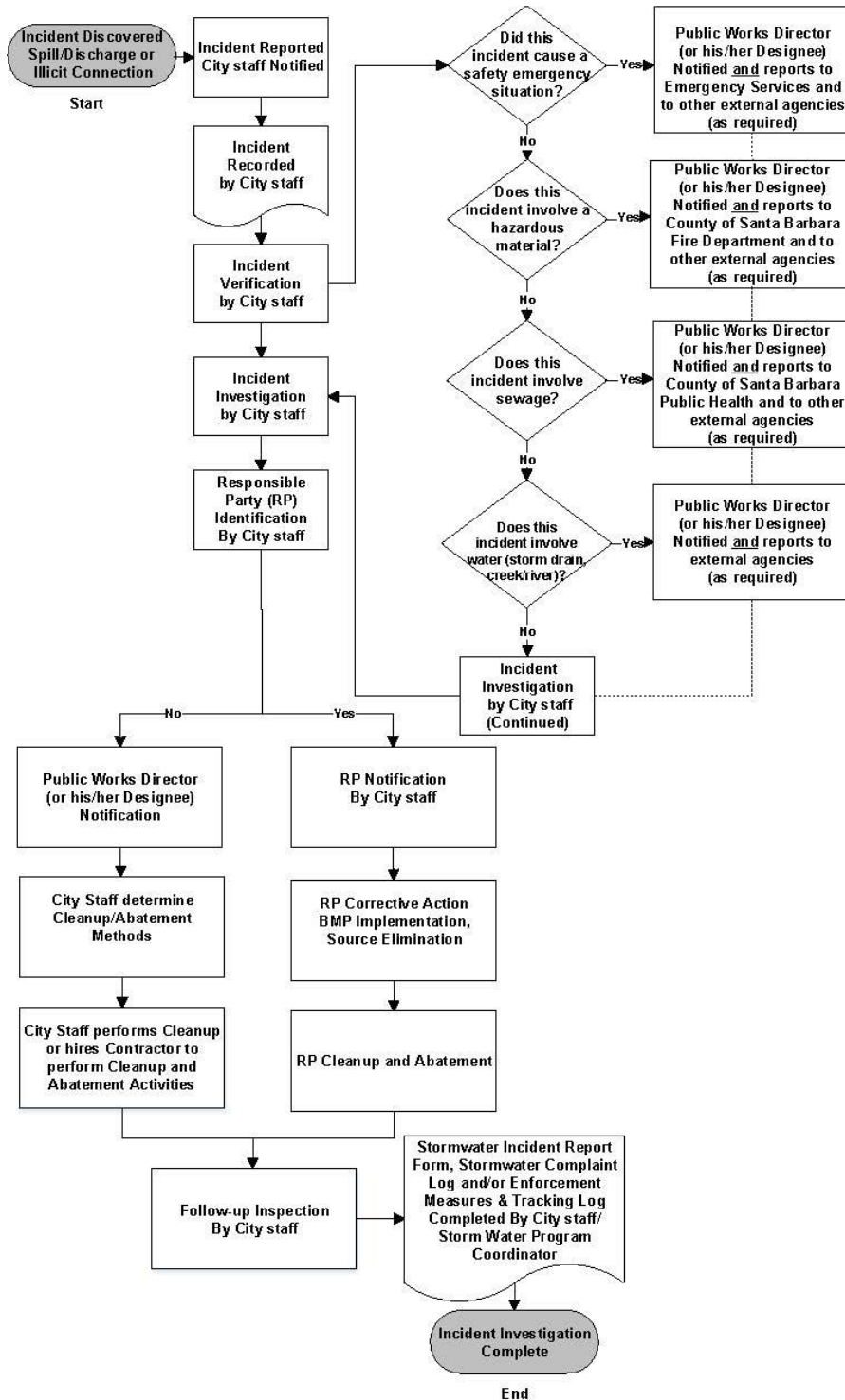
The spill, discharge or illegal discharge must be recorded on the Stormwater Incident Report Form (See Attachment 2) and within the City's Stormwater Complaint Log and/or Enforcement Measures and Tracking Log. The City Public Works Director may also report the spill, discharge or illegal connection to the Central Coast Regional Water Quality Control Board, California Department of Fish and Wildlife, California Office of Emergency Services, National Response Center, etc. as required based on the type, quantity and media impacted (air, soil, water, storm drain, creek/river, etc.).

The City Public Works Director will provide the following information to the state and/or federal agency for each spill, discharge or illegal connection reported:

- Identity of caller;
- Exact location, date and time of spill, discharge or illegal connection;
- Location of threatened or involved waterway or storm drains;
- Substance, and quantity involved;
- Chemical name (if known, it should be reported if the chemical is extremely hazardous)
- Description of what happened;
- Media impacted (air, soil, water, storm drain, creek/river, etc.);
- Time and duration of the release;
- Proper precautions to take;
- Health Risks if known.
- Name and phone number for more information.

# ATTACHMENT 1

## Spill Response Plan Process Flowchart



# ATTACHMENT 2

## Stormwater Incident Report Form



### STORMWATER INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Reported to: \_\_\_\_\_

**Incident:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_

Report Type:  In-person  Phone  Email

Notification Type:  Public  City staff

Reporting Person:  Anonymous  Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Incident Type:  Spill  Discharge  Illicit Connection

Material Type:  Hazardous Material: \_\_\_\_\_  Sewage  Unknown  Other: \_\_\_\_\_

Impact:  Air  Soil  Water:  Storm Drain  Creek/River: \_\_\_\_\_ Impact Duration: \_\_\_\_\_  
 Concrete/Asphalt

Responsible Party (RP):  Name \_\_\_\_\_  Unknown

Comments:

**Investigation:** By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_

Field Sampling  Yes  No: \_\_\_\_\_ Documentation:  Photos  Field Sketch

Responsible Party (RP):  RP Notified Date: \_\_\_\_\_ Time: \_\_\_\_\_  Unknown

Notification:  Internal  External Agencies: \_\_\_\_\_

Corrective Actions:  Stormwater BMPs: \_\_\_\_\_  Source Elimination  Other: \_\_\_\_\_  
*RP must complete corrective actions within 72 hours*

Cleanup and Abatement:  RP  RP Contractor  City  City Contractor:

Description:

*If investigation will take more than 72 hours, the investigator shall record actions taken to identify and locate the source of the spill/discharge or illicit connection.*

Actions:

**Follow-up Inspection:** By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_

Field Sampling  Yes  No: \_\_\_\_\_ Documentation:  Photos  Field Sketch

Verification of Cleanup and Abatement:

RP/City Contractor Cleanup Completion Notification: Date: \_\_\_\_\_ Time: \_\_\_\_\_

City Investigator Verified Cleanup Completion: Date: \_\_\_\_\_ Time: \_\_\_\_\_