Storm Water Pollution Control Plan – Users Guide
Windward Baseyard – CDL and Motorcycle Skills Examination

Prepared for:
State of Hawaii
Department of Transportation
Highways Division

Site Description and Site Drainage

The Windward Baseyard is located on the windward side of Oahu. The baseyard is entirely paved except for landscaped areas along the southern, eastern, and western boundaries of the facility. These landscaped areas are graded towards the pavement in the center of the property, where storm drain inlets are located. There are four storm drain inlets in the center portion of the paved area and one storm drain inlet in the grassy swale near the eastern boundary. The paved areas are used for parking and storage of vehicles and supplies. The paved area is also used to store raw materials such as gravel, sand, and asphalt. An administration building and vehicle shed are located on the southeastern end of the site.

The portions to be used for CDL and motorcycle skills examination will be demarcated using asphalt paint, with examination staff and participants (commercial learner's permit holders and motorcycle permit holders)[1] confining themselves to the relevant areas for testing only. There will be a large tent (24 feet by 12 feet in area) for the purposes of shading the examiners from the weather, 2 to 4 chairs underneath said tent to allow examiners or participants to rest, two Porto potties for restroom privileges, biodegradable or silica gel litter for the purposes of spill control and elimination, personal biodegradable wipes for spill control or other purposes, and a covered trash can for the purposes of disposal of any trash that may appear on-site. Furthermore, the examiners will use Windows-based tablets and Verizon WiFi hotspots for CDL examinations. The usage of the Windward Baseyard for the purposes of CDL skills examination is temporary and not expected to exceed January 2016.

A site plan of the Windward Baseyard used for the purposes of CDL and motorcycle skills examination is shown on attached Figure 2-1.

Facility Supervisor: Clarence Preston
Facility Address: 45-889 Pookela Street
Kaneohe, HI 96744
Telephone Number: (808) 233-5458

CDL and Motorcycle Examiner Supervisor: Robert Kitzmiller
CDL Office Address: 99-500 Salt Lake Boulevard
Aiea, HI 96701
Telephone Number: (808) 487-5534

The site is graded towards the center of the property, where storm drain inlets are located. There are four storm drain inlets in the center portion of the paved area and one storm drain inlet in the grassy swale near the eastern boundary (Figure 2-1). The drain inlets are interconnected and drain by gravity to the northern most inlet within the baseyard. This last inlet is connected to the storm drain system in Pookela Street.

[1] The only individuals who may participate in CDL knowledge and skills testing as per 49 CFR 383.25.

There is a drain pipe that outlets into the Windward Baseyard property at the southeast corner behind the Administration Building. It appears to collect runoff from the existing driveway to the State Hospital and the lot adjacent to the baseyard on the south. This flow drains via a grassed swale to the inlet behind the Vehicle Shed.

The nearest water body is the Kupunahala Stream, which is located approximately 1,300 feet to the east of the facility, across Kahekili Highway. Kupunahala Stream feeds into Kaneohe Stream which empties into the Pacific Ocean.

Potential Pollutants

The predominant activities at the facility related to CDL and motorcycle skills examination include parking and maneuvering of motorcycles and commercial vehicles that weigh more than 10,000 lbs. The examinations are an average of 9 commercial motor vehicle and 12 motorcycle tests are given each day. There is no possibility of potential pollutants beyond standard exhaust emissions from said vehicles and possible oil or other fluid drips from the vehicles used for skills testing. All tank vehicles entering the testing area for the purposes of examination will be empty.[2] There will be no vehicle with hazardous materials, or even the residue of hazardous materials, as the examination participant cannot use said vehicles for testing.[3]

Best Management Practices

By using proper management techniques and practices it is possible to improve control of the identified potential sources of pollutants and reduce the number of spills/releases to the storm water system. Best management practices (BMPs) applicable to the Windward Baseyard insofar as CDL testing practices are concerned are attached to this Users Guide as Appendix A1 through A6, although A2 through A6 are invalid for the purposes of environmental management related to CDL skills examination. The following table summarizes potential sources that may affect runoff and the BMPs to be utilized to minimize affected runoff from the Windward Baseyard:

Summary of Best Management Practices

Potential Sources of Affected Runoff	Potential Pollutants	BMP
Rubbish storage containers	Debris, such as paper plates and plastic cups	• A1: Housekeeping Practices
Major vehicle leaks	Diesel, gasoline, hydraulic fluid, oil and traces of heavy metals (cadmium, chromium and lead)	• A1: Housekeeping Practices

[2] Activity prohibited per 49 CFR 383.25(5)(iii).
[3] For the purposes of tank endorsement testing per 49 CFR 383.25(5)(iii) and (6).

Spill Containment and Remediation

Small spills of oil (less than 25 gallons) which are capable of being cleaned up within 72 hours and do not threaten ground or surface waters will be cleaned up using absorbent materials or other acceptable practices, without disrupting facility operations. Daily inspections of the facility will identify any small spills, which will be addressed immediately.

In the event of a large or uncontrolled release, the Facility Supervisor shall act as the Emergency Coordinator (EC) until relieved by the appropriate HDOT Highways personnel. In the event of any spill, employees should follow the guidelines listed below and in the Spill Prevention and Response BMP (Appendix A5), where practicable. These emergency procedures are outlined in the general Storm Water Pollution Control Plan – Users Guide for the Windward Baseyard and will be followed by CDL examination staff as necessary.[4]

Step 1: STOP WORK

- Shut down the offending commercial vehicle.
- Move away from the affected area.

Step 2: ASSESS THE SITUATION

- Check the scene for safety.
- Determine what happened and the hazards.
- Determine the number of victims and their condition.

Step 3: CALL THE AUTHORITIES

- Call H3 Tunnel dispatch at 485-6200.
- If H3 Tunnel dispatch is not available, call 911 for emergency situations.
- Notify supervisor and alert others in the baseyard of the incident via:
    - Voice;
    - Other effective means.

Step 4: CONTROL THE SCENE

- Keep CDL examination participants away from the spill area.
- Proceed to follow procedures outlined in the Storm Water Pollution Control Plan – Users Guide for the Windward Baseyard and defer to any authority from officials noted in that document.
- Confine the release to prevent further migration by:
    - Diking and berming using litter material;
    - Placing granular sorbent or absorbent pads and booms;
    - Diverting the chemicals from entering drains, manholes, streams, etc.; or
    - Implementing retention techniques.

[4] Please see http://www.stormwaterhawaii.com/program_plan/pdfs/app_j17.pdf for a copy of the general plan for the Windward Baseyard.

• Call the facility supervisor to contact the facility spill response contractor for cleanup and removal of accumulated product resulting from the release. The contractor will remove spilled product and properly dispose of the material in accordance with applicable state and federal regulations.
• If the release is not readily and easily controlled, evacuation may be necessary.
• Evacuate all personnel along the nearest evacuation route to the designated assembly area as shown on Figure 2-1.

A Spill Response Documentation Form (Appendix B) that should be completed is discussed in detail below and attached to this Users Guide.

Employee Training

Training for maintenance personnel shall include the following topics and shall be completed at the following frequency.

Summary of Employee Training Program

Training Topic	Trainee	Responsibility	Frequency
Potential Pollutants	CDL Examiners	CDL Examiner Supervisor	Annually
Best Management Practices	CDL Examiners	CDL Examiner Supervisor	Annually
Past Releases and Causes	CDL Examiners	CDL Examiner Supervisor	Annually
Spill Prevention and Response Plan	CDL Examiners	CDL Examiner Supervisor	Annually
Site Inspections	CDL Examiners	CDL Examiner Supervisor	Annually

Documentation Procedures

When the CDL examiner supervisor or other trainer trains maintenance personnel, they are to have all individuals attending the training sign in on a Training Log. At the top of the Training Log is a checklist of possible items to be covered during the training; the trainer is to check off the topics covered and sign the top of the log, as appropriate. The facility supervisor is to keep an annual Training Binder to document all training activities performed each year.

Records shall be kept that document all major spills, leaks and other discharges, including hazardous substances in reportable quantities that occur at the facility as a part of the CDL examination process. A copy of the Spill Response Documentation Form is attached (Appendix B).

The facility will be inspected quarterly by a HDOT Highways third-party inspector (someone not assigned to the facility being inspected). Reports of all inspections performed at the site shall be retained at the facility. The inspector shall use the Third-

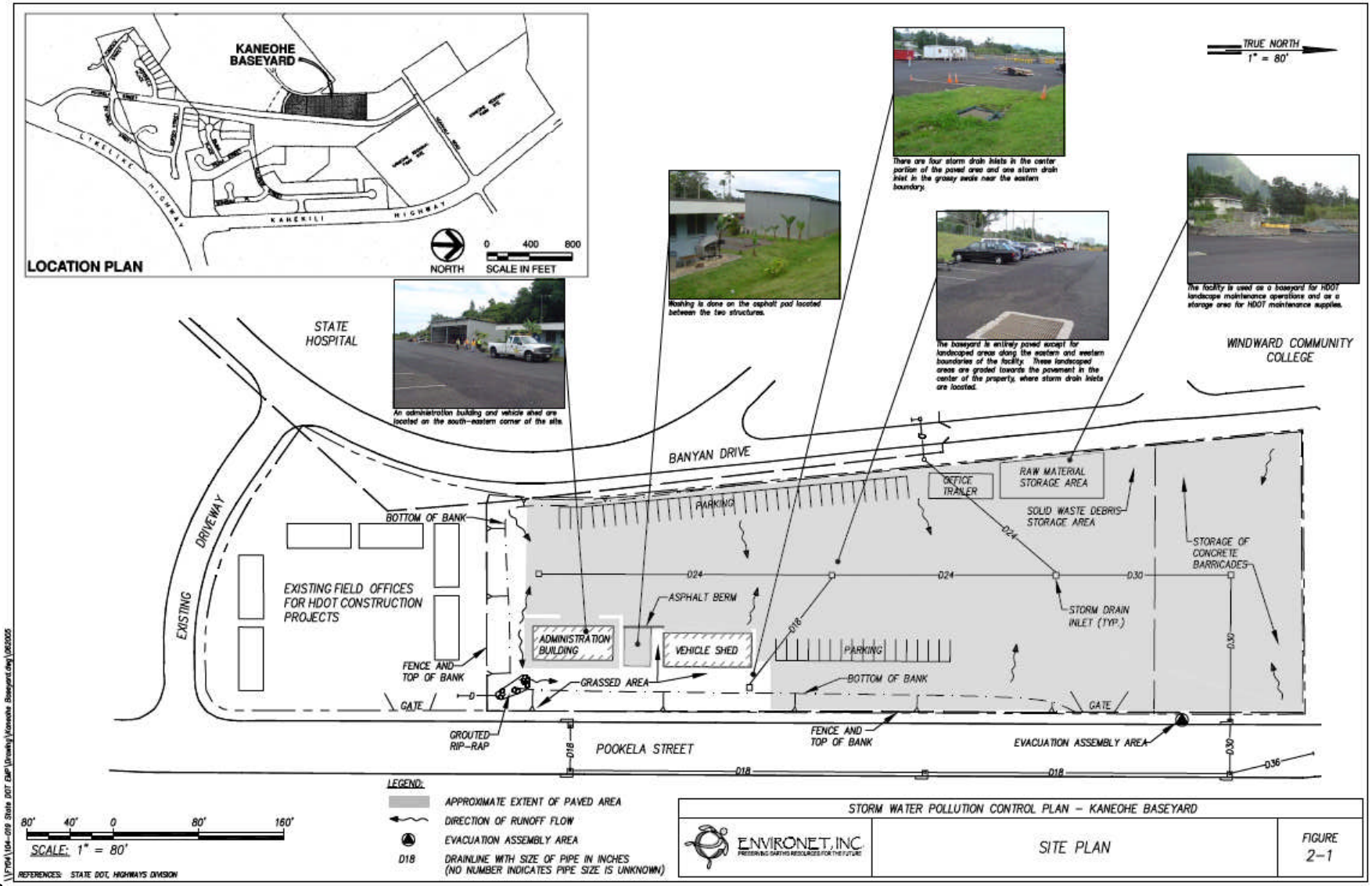
Party Site-Specific SWPCP Facility Inspection form[5] to document all observations, particularly the effectiveness of site BMPs. Inspection records shall be analyzed to determine if BMPs are effective, and if not, what needs to be done to improve the methods used at the site. CDL examination staff and participants will not interfere with quarterly inspections of the facility as defined in the Storm Water Pollution Control Plan – Users Guide for the Windward Baseyard.

Attachments

The following items are attached to this SWPCP Users Guide for reference:

- Figure 2-1: Site Plan
- Appendix A1: Housekeeping Practices BMP
- Appendix A2: Vehicle and Equipment Washing, Maintenance and Repair BMP
- Appendix A3: Vehicle and Equipment Fueling BMP
- Appendix A4: Material Storage BMP
- Appendix A5: Spill Prevention and Response BMP
- Appendix A6: Hazardous Waste Management BMP
- Appendix B: Spill Response Documentation Form

[5] Please see http://www.stormwaterhawaii.com/program_plan/pdfs/app_j17.pdf for reference to this document, pp. 21-25.


KANEOHE BASEYARD
LOCATION PLAN
NORTH
SCALE IN FEET
0 400 800
TRUE NORTH
1" = 80'
There are four storm drain inlets in the center portion of the paved area and one storm drain inlet in the grassy swale near the eastern boundary.
Washing is done on the asphalt pad located between the two structures.
The baseyard is entirely paved except for landscaped areas along the eastern and western boundaries of the facility. These landscaped areas are graded towards the pavement in the center of the property, where storm drain inlets are located.
The facility is used as a baseyard for HDOT landscape maintenance operations and as a storage area for HDOT maintenance supplies.
An administration building and vehicle shed are located on the south-eastern corner of the site.
STATE HOSPITAL
WINDWARD COMMUNITY COLLEGE
BANYAN DRIVE
EXISTING DRIVEWAY
BOTTOM OF BANK
EXISTING FIELD OFFICES FOR HDOT CONSTRUCTION PROJECTS
PARKING
OFFICE TRAILER
RAW MATERIAL STORAGE AREA
SOLID WASTE DEBRIS STORAGE AREA
STORAGE OF CONCRETE BARRICADES
ASPHALT BERM
STORM DRAIN INLET (TYP.)
ADMINISTRATION BUILDING
VEHICLE SHED
FENCE AND TOP OF BANK
GRASSED AREA
GATE
GROUTED RIP-RAP
POOKELA STREET
EVACUATION ASSEMBLY AREA
D24
D30
D18
D36
LEGEND:
APPROXIMATE EXTENT OF PAVED AREA
DIRECTION OF RUNOFF FLOW
EVACUATION ASSEMBLY AREA
D18 DRAINLINE WITH SIZE OF PIPE IN INCHES (NO NUMBER INDICATES PIPE SIZE IS UNKNOWN)
80' 40' 0 80' 160'
SCALE: 1" = 80'
REFERENCES: STATE DOT, HIGHWAYS DIVISION
STORM WATER POLLUTION CONTROL PLAN - KANEOHE BASEYARD
ENVIRONET, INC.
SITE PLAN
FIGURE 2-1

APPENDIX A1

HOUSEKEEPING PRACTICES BEST MANAGEMENT PRACTICE

Description

Daily activities performed by HDOT require the use of materials and products that are potential contaminants in storm water. Good housekeeping practices at the facilities where these materials are used and/or stored are intended to maintain a clean, safe, and orderly working environment. A clean and orderly work area reduces the possibility of accidental spills caused by mishandling of equipment and should reduce safety hazards to personnel.

Limitations

There are no major limitations to the implementation of this BMP. This BMP of good housekeeping practices is to be followed by all HDOT personnel performing activities at the HDOT baseyards.

#	Approach	Check
A1-1	Train HDOT employees in good housekeeping practices on an annual basis.	☐
A1-2	Do not overfill trash receptacles or leave trash outside of containers.	☐
A1-3	Keep trash receptacles of all sizes covered.	☐
A1-4	Pickup and properly dispose of litter and debris on a regular basis.	☐
A1-5	Maintain and keep secure an ample supply of spill cleanup materials that are in good condition.	☐
A1-6	Dispose of any trash materials in the course of business at the examination site in a timely manner.	☐
A1-7	Secure tent, chairs, and other items used in the course of business at the examination site regularly.	☐
A1-8	Keep note of any leaking or poorly maintained commercial vehicles used for testing and keep containment and use of said vehicles at a minimum (if not outright prohibit from use at the Baseyard).	☐

APPENDIX A2

VEHICLE AND EQUIPMENT WASHING, MAINTENANCE AND REPAIR BEST MANAGEMENT PRACTICE

Description
Routine maintenance of vehicles and equipment must be done to maintain their proper operation. In addition to washing, maintenance may include vehicle and equipment fluids removal, engine and parts cleaning, or tire repair and replacement. This BMP is intended to reduce the impact of these activities on storm water runoff. However, as this set of activities will not be occurring in the course of motorcycle and CDL testing at the Kaneohe Baseyard, this checklist of best management practices is not applicable.

Limitations
Not Applicable.

APPENDIX A3

VEHICLE AND EQUIPMENT FUELING BEST MANAGEMENT PRACTICE

Description
During fueling of vehicles and equipment, there is the potential for leaked or spilled fuel to contaminate storm water. The procedures outlined in this BMP are intended to prevent fuel spills and leaks and reduce their impact on storm water. However, as this set of activities will not be occurring in the course of motorcycle and CDL testing at the Kaneohe Baseyard, this checklist of best management practices is not applicable.

Limitations
Not Applicable.

APPENDIX A4

MATERIALS STORAGE BEST MANAGEMENT PRACTICE

Description
A variety of products and materials that may adversely affect water quality are stored at HDOT baseyards. This BMP is intended to reduce the potential for the contamination of storm water by minimizing exposure of such products and materials to storm water. However, as this set of activities will not be occurring in the course of motorcycle and CDL testing at the Kaneohe Baseyard, this checklist of best management practices is not applicable.

Limitations
Not Applicable.

APPENDIX A5

SPILL PREVENTION AND RESPONSE BEST MANAGEMENT PRACTICE

Description
Spills of materials used and stored at HDOT baseyards can contaminate storm water runoff. The guidelines outlined in this BMP are intended to prevent spills from occurring and to outline procedures to be followed in the event of a spill.

Small spills of oil (less than 25 gallons) which are capable of being cleaned up within 72 hours and do not threaten ground or surface waters will be cleaned up using absorbent materials or other acceptable practices, without disrupting facility operations. Daily inspections of the facility will identify any small spills, which will be addressed immediately.

In the event of a large or uncontrolled release, the Supervisor shall act as the Emergency Coordinator (EC) until relieved by the appropriate HDOT personnel. However, as this set of activities will not be occurring in the course of motorcycle and CDL testing at the Kaneohe Baseyard, this checklist of best management practices is not applicable.

Limitations
Not applicable.

APPENDIX A6

HAZARDOUS WASTE MANAGEMENT BEST MANAGEMENT PRACTICE

Description
Many of the chemicals used on-site are hazardous materials, which become hazardous waste upon disposal. These wastes may include:

- Paints and solvents;
- Petroleum products such as oils, fuels, and grease;
- Herbicides and pesticides;
- Acids from lead/acid batteries; and
- Other compounds.

The procedures outlined in this BMP are intended to prevent or reduce the discharge of pollutants to storm water *and to the land* from hazardous waste through proper material use, waste disposal, and training of employees and subcontractors. However, as this set of activities will not be occurring in the course of motorcycle and CDL testing at the Kaneohe Baseyard, this checklist of best management practices is not applicable.

Limitations
Not applicable.

APPENDIX B

SPILL RESPONSE DOCUMENTATION FORM

Date:	Completed By:
Date of Spill:	
Material Spilled:	Quantity of Material Spilled:
Describe Location of Spill:	
Ground surface on which material was spilled:	
Describe how the spill occurred:	
Duration before spill response action was implemented:	Duration before spill response action was completed:
Describe how the source of the release was stopped or contained:	
Describe measures taken to prevent further migration of spilled material:	
Describe the material used to remediate the spill:	
Describe how the material used to remediate the spill was stored and disposed:	
Describe measures taken to prevent this type of spill in the future:	
Provide other relevant information:	

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