

STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT 2012

STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
Permit No. WAR04-5202



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1.0 INTRODUCTION

The National Pollution Discharge Elimination System (NPDES) Phase II regulations were prepared and issued at the Federal level as a requirement of the Federal Clean Water Act. Under the Federal Clean Water Act, certain stormwater systems operated by public entities are required to have a discharge permit. In addition to stormwater systems operated by cities and counties, other public entities such as public schools and universities, parks and recreation districts, ports, drainage and flood control districts and state prison complexes may also need a discharge permit.

The Environmental Protection Agency (EPA) has delegated the NPDES permit authority to the state environmental agencies. In Washington State, the permit authority for NPDES permits is the Department of Ecology (Ecology). On February 16, 2007 Ecology issued a new NPDES Stormwater Permit for Phase II Municipalities which includes several facilities operated by the Washington State Department of Corrections. The permit is available to view on-line at Ecology's website:

http://www.ecy.wa.gov/programs/wq/stormwater/municipal/issue_permits.html

1.1 Definitions and Acronyms

BMP – Best Management Practice

DOC – Washington State Department of Corrections

DSHS – Washington State Department of Social and Health Services

Ecology – Washington State Department of Ecology

EIS – Environmental Impact Statement

EPA – Environmental Protection Agency

ERTS – Environmental Report Tracking System. The tracking software used at the Department of Ecology for reporting and tracking environmental emergencies.

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 and discharges resulting from fire fighting activities.

LCC – Larch Corrections Center, Yacolt, Washington, Clark Co.

LEED – Leadership in Energy and Environmental Design

MCC – Monroe Corrections Center, Monroe, Washington. Snohomish Co.

MICC – McNeil Island Corrections Center, Steilacoom, Washington, Pierce Co.

MS4 – Municipal Separate Storm Sewer System: A conveyance, or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains): owned or operated by a state, city, town, borough, county, parish, district, association, or other public body such as a correctional institution having jurisdiction over disposal of storm water, or wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, 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 United States.

NOI – Notice of Intent

NPDES – National Pollutant Discharge Elimination System: The national program for issuing, modifying, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under the Federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington Department of Ecology.

O & M – Operations and Maintenance manual

Point Source – Pollution that can be traced back to single point of origin or source.

SCC – Special Commitment Center, located on McNeil Island and operated by DSHS

SEPA – State Environmental Policy Act

SIC – Standard Industrial Code

SWMP – Stormwater Management Program

WCCW – Washington Corrections Center for Women, Gig Harbor, Washington, Pierce Co.

WWTP – Waste Water Treatment Plant

WSP – Washington State Penitentiary, Walla Walla, Washington.

**Phase I and II Municipal Stormwater NPDES Permit Overview for Secondary Permittees
EXCEPT the Ports of Seattle and Tacoma**

This table provides an overview of major program component deadlines ("...no later than...") for permit implementation of S6 Stormwater Management Program (SWMP) for Secondary Permittees. Other permit elements are listed on the next page. This is guidance only. Please see the permit for additional detail and related requirements.

S6.D Program Component	Effective date of permit	One year	18 months	Two years	Three years	180 days before permit expires	5 yrs
D.1 Stormwater Management Program SWMP	Begin documenting SWMP	Annually update SWMP				SWMP fully implemented	
D.1 Public Education and Outreach					Label 50% of storm drain inlets. Ports, colleges, universities begin to distribute education info to tenants and residents.	Label 100% of storm drain inlets and maintain visible labels. Program fully implemented.	
D.2 Public Involvement and Education						Solicit public review of SWMP. Make SWMP available to public – on website if available.	
D.3 Illicit Discharge Detection and Elimination	Comply with all local ordinances	Adopt policies to prohibit illicit discharges. Identify enforcement mechanisms	Implement enforcement practices for policies to ensure compliance.	Visually inspect 1/3 of outfalls each year. Train staff to prevent and establish procedures to correct illicit discharges.		Complete map of storm sewer system, including contributing areas and receiving waters. Adopt and implement spill response plan, including staff training.	
D.4 Construction Site Stormwater Runoff Control	Comply with all local regulations. Obtain NPDES permit coverage for qualifying construction projects. Train staff in erosion and sediment control or hire trained contractors. Coordinate with local jurisdictions and within watershed to assist with compliance.						
D.5 Post-construction Management	Comply with all local regulations. Coordinate with local jurisdictions to assist with compliance.						
D.6 Municipal Pollution Prevention & Good House-keeping	Obtain NPDES permit coverage for all industrial facilities.				Adopt, implement O&M plan for system inspections and maintenance. Spot checks after large storms. Staff training.		

2.0 PERMIT APPLICATION AND DISCUSSION

The requirements under Section S6 of the Stormwater Management Program for Secondary Permittees, calls for each permittee to develop and implement a Stormwater Management Program (SWMP) and prepare written documentation for submittal to Ecology on March 31, 2008. The purpose of this program is to reduce the discharge of pollutants from the municipal stormwater system to the maximum extent practicable thereby protecting water quality. The program is to include the actions and activities described in Sections 3 through 8 of this SWMP document.

The permit also requires each permittee to submit annual compliance reports beginning in 2008 to Ecology by March 31st for the previous calendar year. These reports are to summarize SWMP implementation status and present information from assessment and evaluation activities conducted during the reporting period.

The content in this document is based upon the requirements in the permit and resources available on Ecology website listing: Resources for Municipal Stormwater Managers:

http://www.ecy.wa.gov/programs/wq/stormwater/municipal/resources-stormwater_mgrs.html

The remainder of this Stormwater Management Program document is organized similarly to the Permit:

Section 3.0 – Permit requirements for Public Education and Outreach.

Section 4.0 – Permit requirements for Public Involvement and Participation.

Section 5.0 – Permit requirements for Illicit Discharge Detection and Elimination.

Section 6.0 – Construction Site Stormwater Runoff Control.

Section 7.0 – Post-construction Stormwater Management for New Development and Redevelopment

Section 8.0 – Pollution Prevention and Good Housekeeping.

Each section includes a summary of the relevant Permit requirements completed to date and a description of current and planned compliance activities by DOC.

2.1 Coordination of Permit Coverage Activities

There are four DOC facilities requiring Phase II municipal NPDES permits:

1. Larch Corrections Center (LCC), Clark County
2. Monroe Corrections Center (MCC), Snohomish County
3. Washington Corrections Center for Women (WCCW), Pierce County
4. Washington State Penitentiary (WSP), Walla Walla County

As allowed by the permit, DOC has combined all four facilities requiring permit coverage under one shared permit and has applied jointly for permit coverage. (See DOC NOI dated March 27, 2013 - Attachment A). This allows the four DOC facilities to meet the permit requirements in a more efficient and cost effective manner. Under this permit, each correctional facility will be responsible for meeting the requirements of this permit, but these actions will be coordinated by the Environmental Services Program at the Department of Corrections – Headquarters office.

Several of the DOC facilities which fall under this permit are within an MS4 designated area for the city or county where they are located and therefore, are regulated under the criteria for that MS4. Each of these facilities coordinates their stormwater activities with the permit manager in order to remain in compliance with the permits. To date, however, none of the DOC facilities have become a co-applicant for MS4 permit application.

2.2 Facility Descriptions

1. **Larch Corrections Center (LCC)** is a minimum-security adult correctional facility located in a remote area in unincorporated Clark County, about 10 miles east of the town of Yacolt, WA. A vicinity and location map of the facility is provided in Figure 1. LCC was originally constructed in 1956, and consists of an administration building, barracks for inmate housing, a dining hall and kitchen, greenhouse, warehouse and garage, boiler facility, gymnasium, and wastewater treatment plant. Recent additions include a new extended family visit duplex and a 5,500 square foot maintenance facility and auto shop. LCC also has a recycling center and a compost facility located on a roofed concrete pad and all the drainage from it is directed to the wastewater treatment plant.

LCC is a facility primarily used to house offenders. It has no industries that discharge any significant quantities of industrial waste or high organic loads into the sewer collection system, and has no activities other than those to support the institution.

2. **Monroe Correctional Complex (MCC)** is composed of multiple facilities, including the Washington State Reformatory Unit (medium-custody facility), the Minimum-Security Unit, the Twin Rivers Unit (medium-security unit and DOC sex offender unit) and the Special Offenders Unit (maximum-security unit for mentally ill offenders). The main

institution at Monroe was originally built in the early 1900's as a medium-security prison and since then there have been several expansions added to the facility. The facility is located east of State Route 522, within the city of Monroe in Snohomish County, WA. A vicinity and location map of the facility is provided in Figure 2.

Monroe Correctional Complex rests on approximately 298 acres, of which about 18 percent is covered with impervious surfaces such as roads and buildings. MCC is also located within an MS4 designated area – the city of Monroe. It also operates its own pre-treatment sewage plant which discharges effluent directly to the city's Waste Water Treatment Plant (WWTP). All runoff generated on MCC property is routed through some type of treatment facility prior to discharge, either bio-filtration swales, sedimentation, or other facilities.

3. The **Washington Corrections Center for Women (WCCW)** houses female offenders within the Washington Department of Corrections system. It is located in Pierce County, near the city of Gig Harbor. A vicinity and location map of the facility is provided in Figure 4.

WCCW has both a main institution and a minimum-security compound on site. The main institution consists of a maximum-security unit, two close-custody units, one medium-security unit, a Special Needs Unit, a segregation unit, and a close-custody reception unit. Other structures at the institution include the administration building, a health clinic, education building, gymnasium, chapel, industries building, food service, and support facilities.

WCCW is located within an MS4 designated area – Pierce County, and is regulated under the MS4 criteria. All stormwater on site discharges either to the west and north to vegetated and wetlands areas or to the east to a creek which flows under Highway 16. Stormwater runoff from the main institution parking lot drains to a bioswale/detention facility prior to discharging to the city of Gig Harbor's storm drainage system.

4. The **Washington State Penitentiary (WSP)** was opened in 1886 and houses close, medium and minimum custody offenders. There are four distinct housing areas and security levels at WSP. WSP is located in the northwest corner of the central business district for the city of Walla Walla, and in unincorporated Walla Walla County. A vicinity and location map of the facility is provided in Figure 5.

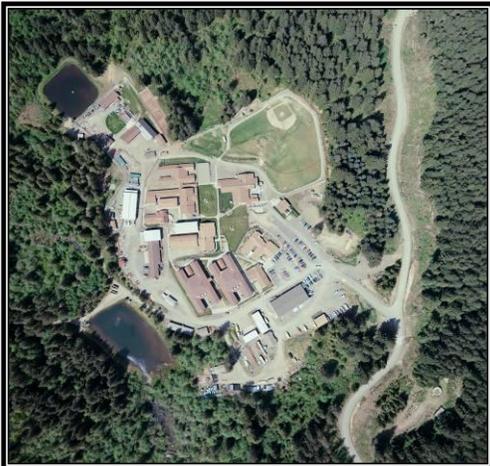
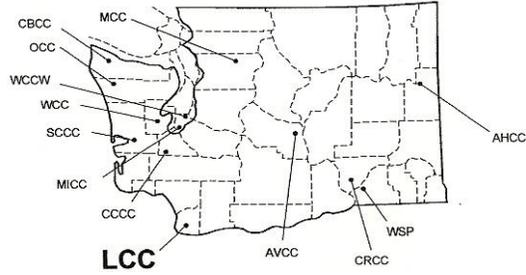
WSP is within the city limits of Walla Walla which is an MS4 designated area. Similarly, Walla Walla County is designated as a MS4 County but since WSP is located in a non-urbanized area it currently does not need to apply for MS4 coverage.

Most of the ground at WSP is either paved or covered with buildings so very little surface water infiltrates into the soil. WSP's storm drainage collection and conveyance system consists of catch basins, closed piping, open ditches and wetlands. Surface water runoff from the facility is collected and discharged to a drainage ditch south of the facility, or to a wetland which lies to the southwest.

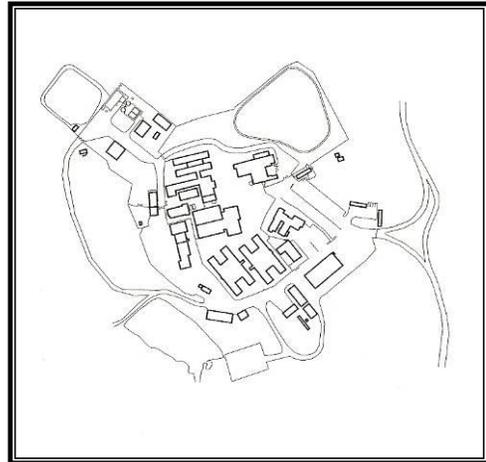
WSP does have a Stormwater Management Plan which was written in 1995. The plan assessed the ability of the existing drainage systems to meet current and future stormwater needs and to develop a Capital Improvement Plan designed to bring the facility into compliance with applicable surface water and storm drainage regulations.

Larch Correctional Center

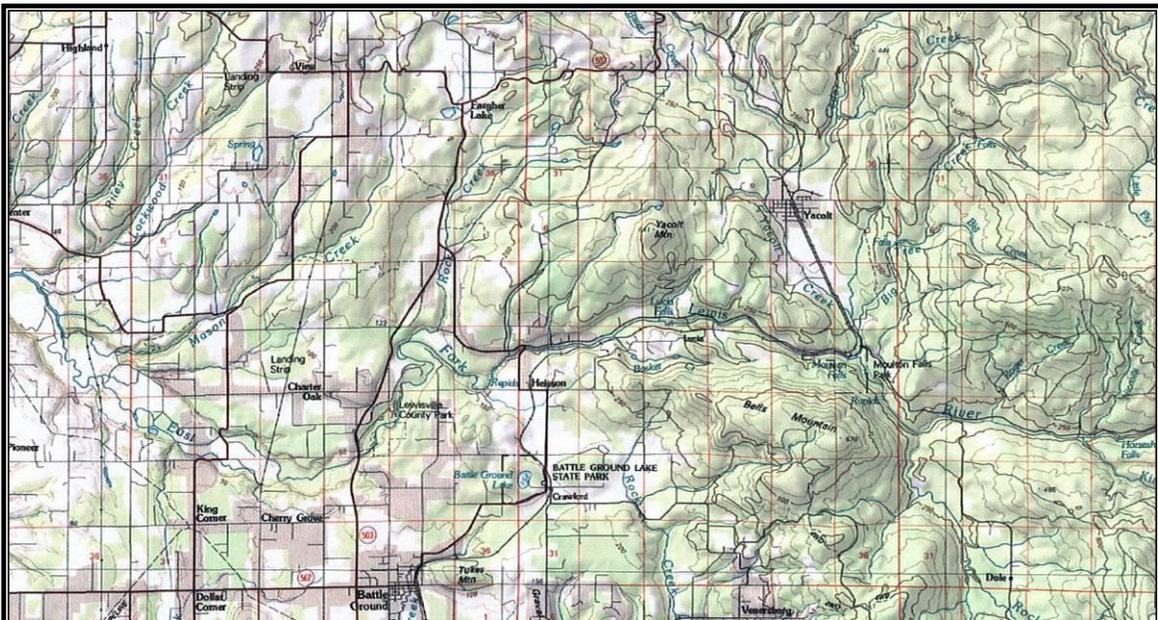
15314 N.E. Dole Valley Road
Yacolt, WA 98675-9521



LCC Aerial View

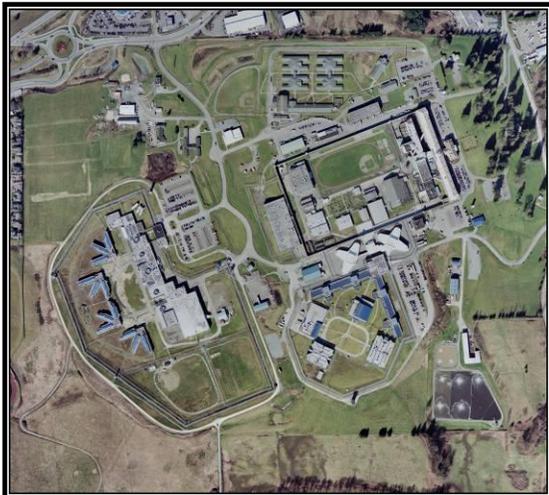
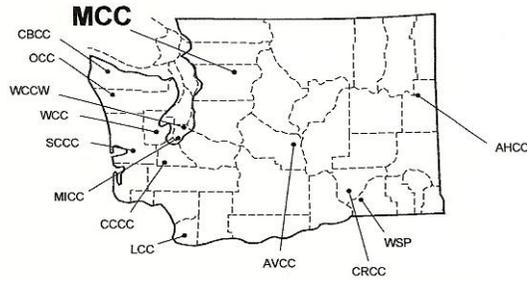


LCC Facility Map

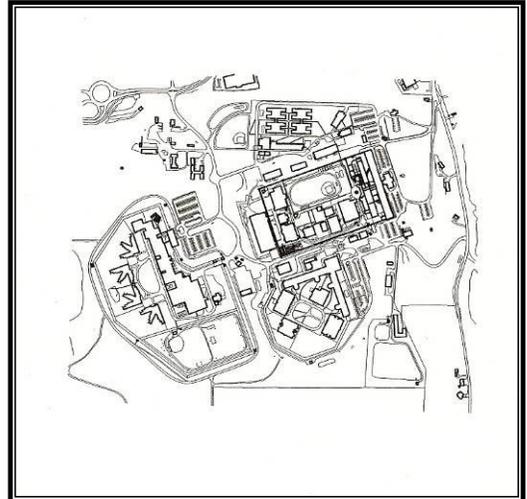


Monroe Correctional Complex

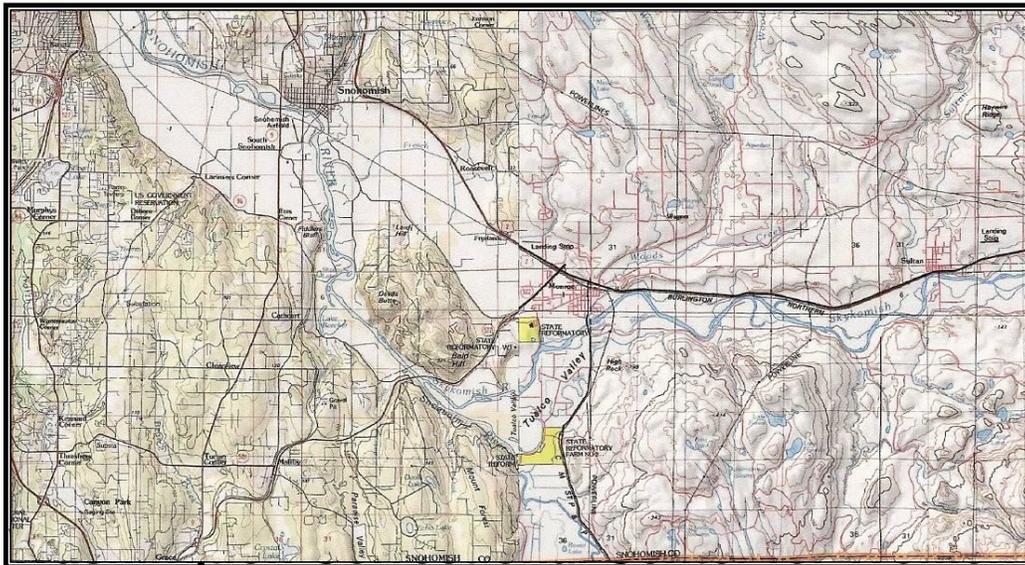
16700 177th Avenue SE
P.O. Box 777 NM-83
Monroe, WA 98272-0777



MCC Aerial View

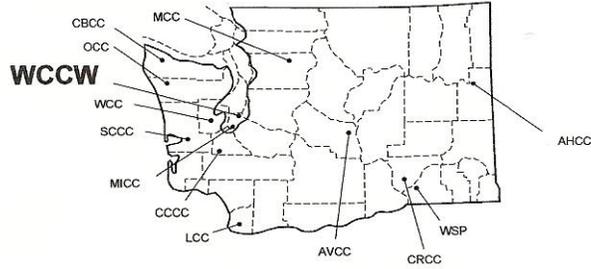


MCC Facility Map

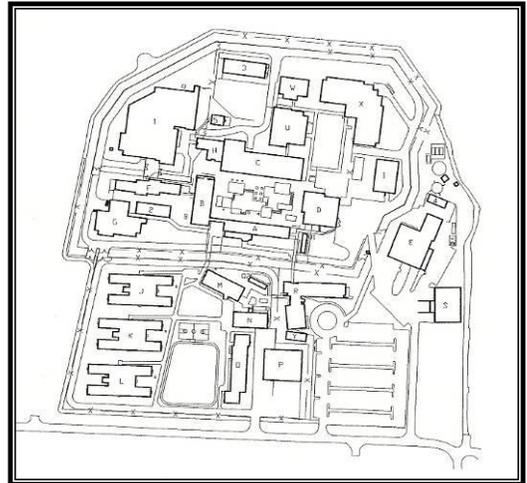


Washington Corrections Center for Women

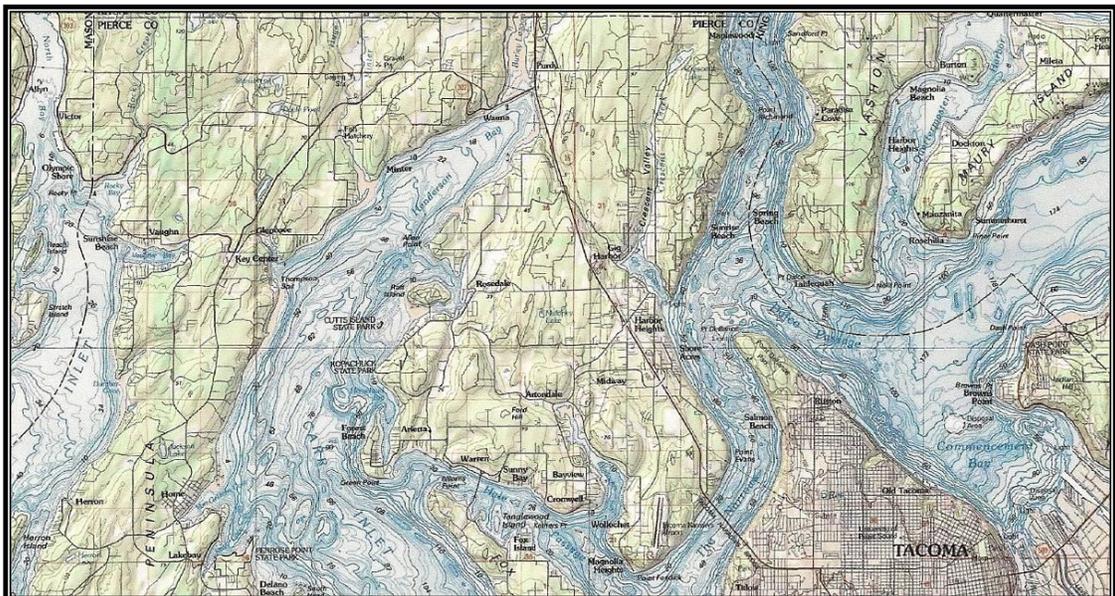
9601 Bujacich Road NW
Gig Harbor, WA 98332-8300



WCCW Aerial View

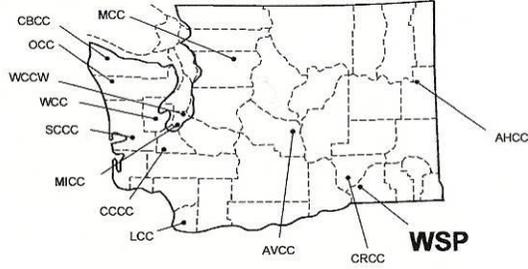


WCCW Facility Map

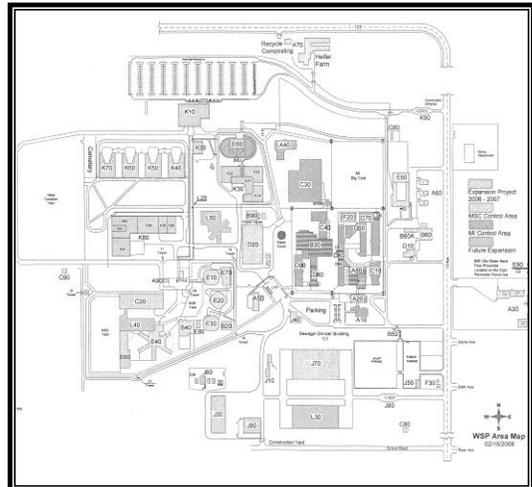


Washington State Penitentiary

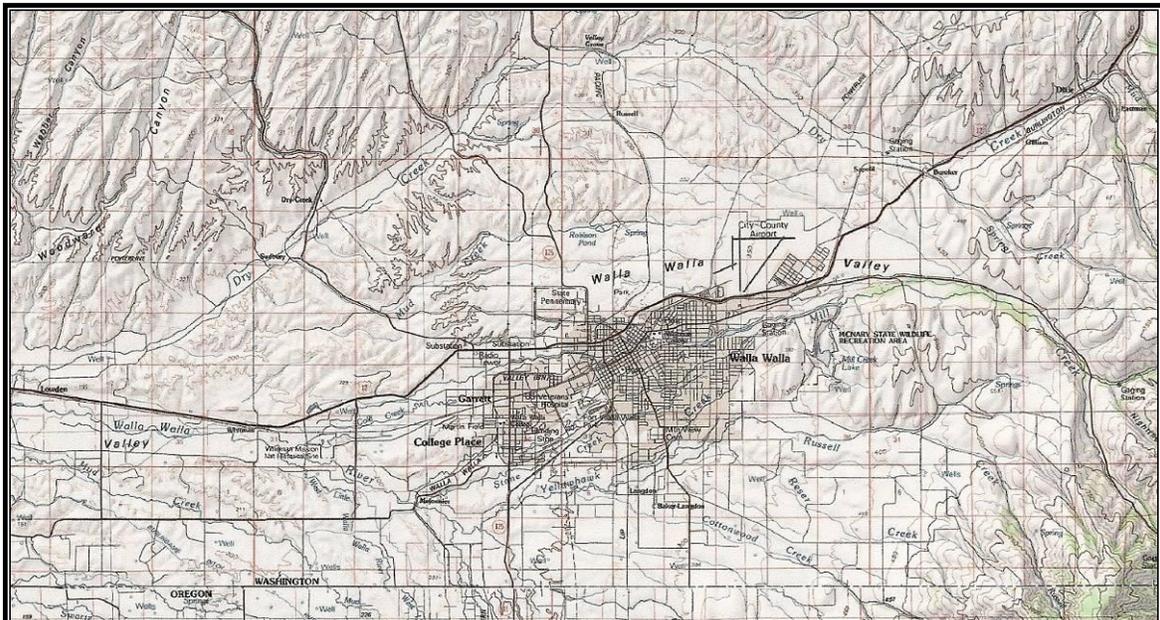
1313 North 13th Avenue
Walla Walla, WA 99362-8817



WSP Aerial View



WSP Facility Map



3.0 PUBLIC EDUCATION AND OUTREACH

This Section describes the permit requirements related to Public Education and Outreach, including current and planned compliance activities.

Under this permit, each permitted DOC facility must implement a stormwater education program aimed at educating the public, tenants, and residents on the impact of stormwater discharges to receiving waters, and what steps can be taken to reduce pollutants in stormwater runoff. While DOC correctional facilities do not deal directly with the public in so far as stormwater pollution is concerned, DOC does have a sizable offender population which could benefit from stormwater education and the importance of maintaining our stormwater infrastructure. Compliance with environmental regulations and policies has been a priority with DOC and educating the offender population is part of this initiative whether it is through DOC’s recycling programs, sustainability initiatives, or the construction of LEED certified buildings. It is DOC’s intent to carry this same level of environmental concern and education into its stormwater and wastewater management programs.

3.1 Storm Drain Labels

DOC has labeled the majority of their storm drain inlets operated and maintained under this permit with the message “Dump No Waste” along with the point of discharge. Each facility is individually responsible for meeting this requirement. As of October 31, 2011, all the facilities have labeled 100 percent of the storm drains owned and operated by that facility. As part of the maintenance for these storm drains and as required by this permit, any storm drains where the label has faded, is removed, or is unreadable will be relabeled within 90 days of discovery.

The list of storm drains labeled at each facility is:

LCC – 26 storm drains	100% labeled
MCC – 180 storm drains	100% labeled
WCCW – 112 storm drains	100% labeled
WSP – 199 storm drains	100% labeled

The list of storm drain outfalls at each facility is:

LCC – 1 outfall	Inspected at least annually
MCC – 6 outfalls	All inspected at least quarterly
WCCW – 3 outfalls	All inspected at least quarterly
WSP – 11 outfalls	Inspected at least annually

4.0 PUBLIC INVOLVEMENT AND PARTICIPATION

This section describes the permit requirements related to Public Involvement and Participation, including current and planned compliance activities and public notices.

As required by this permit, each facility under this Secondary Permittee shall no later than 180 days before the expiration date of this permit, publish a public notice soliciting a public review of the SWMP. The latest updated version of the SWMP will be made available to the public by posting the Secondary Permittee' SWMP on their website.

4.1 Public Notices

Public Notices were published for all facilities in October 2011. Each notice was run for two days beginning on October 10th and ending on October 17th.

The following language was used for posting the Public Notices for each of the following facilities:

- Larch Corrections Center – Vancouver Columbian newspaper
- Washington Corrections Center for Women – Tacoma News Tribune

The Washington State Department of Corrections (DOC) is seeking coverage under the Phase I National Pollutant Discharge Elimination System and State Waste Discharge General Permit for Discharges from Large and Medium Municipal Separate Storm Sewer Systems.

The proposed permit will regulate stormwater discharges from municipal separate storm sewer systems located at the Name of the Facility in County. The permit requires DOC to develop and implement a stormwater management program that:

- Reduces the discharge of pollutants to the maximum extent practicable.
- Protects water quality.
- Satisfies appropriate requirements of the *Federal Clean Water Act*.

Any person desiring to present views to the Department of Ecology concerning this application may notify Ecology in writing within 30 days from the last date of publication of this notice.

Submit comments to:

Washington Department of Ecology
Water Quality Program
Municipal Stormwater Permits
P.O. Box 47696
Olympia, WA 98504-7696

Fax: 360-407-6426

The following language was used for posting the Public Notices for the following facilities:

- Monroe Corrections Center – Everett Herald

The Washington State Department of Corrections (DOC) is seeking coverage under the Phase II National Pollutant Discharge Elimination System and State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in western Washington.

The proposed permits will regulate stormwater discharges from the municipal separate storm sewer system located at the Monroe Correctional Complex. The permit requires DOC to develop and implement a stormwater management program that:

- Reduces the discharge of pollutants to the maximum extent practicable.
- Protects water quality.
- Satisfies appropriate requirements of the *Federal Clean Water Act*.

Any person desiring to present views to the Department of Ecology concerning this application may notify Ecology in writing within 30 days from the last date of publication of this notice.

Submit comments to:

Washington Department of Ecology
Water Quality Program
Municipal Stormwater Permits
P.O. Box 47696
Olympia, WA 98504-7696
Fax: 360-407-6426

The following language was used for posting the Public Notices for the following facility:

- Washington State Penitentiary – Walla Walla Union Bulletin

The Washington State Department of Corrections (DOC) is seeking coverage under the Phase II National Pollutant Discharge Elimination System and State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in Eastern Washington.

The proposed permit will regulate stormwater discharges from the municipal separate storm sewer system located at the Washington State Penitentiary. The permit requires DOC to develop and implement a stormwater management program that:

- Reduces the discharge of pollutants to the maximum extent practicable.
- Protects water quality.
- Satisfies appropriate requirements of the *Federal Clean Water Act*.

Any person desiring to present views to the Department of Ecology concerning this application may notify Ecology in writing within 30 days from the last date of publication of this notice.

Submit comments to:

Washington Department of Ecology
Water Quality Program
Municipal Stormwater Permits
P.O. Box 47696
Olympia, WA 98504-7696
Fax: 360-407-6426

4.2 URL for DOC's website where SWMP is posted

The web site address for posting the SWMP on DOC website is:

<http://www.doc.wa.gov/business/capitalprograms/environmental.asp>

This address will be published along with the SWMP Public Notice.

5.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION

This section describes the permit requirements related to illicit discharge detection and elimination, including current and planned compliance activities and policy changes.

5.1 Compliance with local jurisdiction

From the date of this permit, the Secondary Permittee will comply with all relevant ordinances, rules, and regulations of the local jurisdictions in which they are located.

As a state agency, DOC is obligated to abide by all rules and regulations of all jurisdictions where they reside.

5.2 Policies and Enforcement Plan

The Department of Corrections maintains and manages very secure facilities. All hazardous material, pollutants, and products used at the correctional centers are closely tracked and monitored for security purposes. While DOC does not have a policy that specifically addresses stormwater issues, it does have policies that address protection of natural resources and complying with all Federal, state and local laws and regulations regarding health and environmental protection. These policies are reviewed annually by DOC and will be amended if necessary to meet stormwater regulations, or a new policy will be drafted specifically addressing the requirements of this permit.

See Attachments B and C

5.3 Stormwater System Mapping

No later than 180 days prior to the expiration of this permit, each Secondary Permittee will develop a storm sewer system map showing the locations of all known storm drain outfalls, labeled receiving waters and delineated areas contributing runoff to each outfall. These maps must be available upon request to the Department of Ecology.

The Department of Corrections has mapped the stormwater infrastructure and outfalls for each of its permitted facilities. DOC is planning on reviewing and updating these maps as necessary in 2013, as part of the Department of Health required update of the Department of Corrections Statewide Water System Plan. This update should include the receiving waters and delineated areas contributing runoff to each outfall as required by the permit. These maps will be available for review upon request.

5.4 IDDE Inspection Program

The SWMP requires that each facility conduct field inspections and visually inspect each outfall for illicit discharges. The inspection of the facility's storm sewers and outfalls are done on a regular basis as part of the agencies procedures for maintaining a secure correctional institution. DOC's Capital Programs works with each facility annually to develop or review inspection procedures for accomplishing these inspections on a regular basis.

The DOC Stormwater Outfall Visual Inspection Form to document and track stormwater outfall inspections is included as Attachment H of this report.

5.6 Spill Response Plan

No later than 180 days prior to the expiration of this permit, a spill response plan must be developed and implemented which includes coordination with a qualified spill responder.

Attachment H contains copies of the Spill Response Plans for each facility.

5.7 Staff training

Provide staff training, or coordinate with existing training efforts to educate relevant staff on proper best management practices for preventing spills and illicit discharges.

As part of an annual Plant Manager and Safety Officers Training that DOC Capital Programs holds for all plant managers, project managers and environmental staff, training topics such as site cleanup, SEPA, sustainability, LEED, hazardous waste management and stormwater are taught as part of the overall awareness program for facility management. Stormwater issues are perhaps our largest environmental issue and are placed on the training agenda as a regular topic.

The next Plant Manager and Safety Officers Training is scheduled for May 6-9, 2013.

Additionally, all plant maintenance personnel are required by policy to complete annual training on plant operations and maintenance and worker safety. DOC will coordinate with the organizations development manager to include stormwater training requirements. The development manager will then work with the facility performance coordinators to schedule, deliver, and document the mandated stormwater training on an annual basis.

6.0 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

6.1 Compliance with Requirements of Local Jurisdictions.

From the date of this permit, the Secondary Permittee will comply with all relevant ordinances, rules, and regulations of the local jurisdictions in which they are located.

As a state agency, DOC is obligated to abide by all rules and regulations of all jurisdictions where each facility resides.

6.2 NPDES Construction Permitting Requirement

For all construction projects, the Secondary Permittee is required to obtain coverage under the NPDES General Permit for Stormwater Discharges Associated with Construction Activities.

DOC is permitted under the NPDES Construction Stormwater General Permit which was reissued to DOC on December 1, 2010 (Attachment D).

6.3 Coordination with Local Jurisdictions on Outside Projects

Coordinate with local jurisdictions regarding projects owned and operated by other entities which discharge in to the Secondary Permittee's MS4.

The Department of Corrections does not have any outside entities which discharge stormwater into DOC stormwater systems.

6.4 Construction Staff Training Requirements

Provide training or coordinate with existing training efforts to educate relevant staff in erosion and sediment control BMP's and requirements, or hire trained contractors.

DOC requires all contractors for construction projects to be trained and certified in stormwater management and best management practices (BMP's). In addition, DOC's Environmental Specialists are available to help monitor the construction sites stormwater issues to ensure the BMP's and stormwater sampling protocols are followed.

6.5 Coordination with Ecology and Local Jurisdictions for Inspection

Coordinate as requested with Ecology or the local jurisdiction to provide access for inspection of construction sites or other land disturbances which are under the control of the Secondary Permittee.

Any Federal, state, and local agency inspector will be allowed access to DOC facilities when requested for the purpose of conducting state business, after proper security clearances have been obtained. In order to obtain security clearances for inspectors, notice must be provided to the facility they wish to visit 24 hours in advance.

7.0 POST-CONSTRUCTION STORMWATER MANAGEMENT FOR NEW DEVELOPMENT AND REDEVELOPMENT

7.1 Compliance with Local, Post-Construction Requirements

From the date of this permit, the Secondary Permittee will comply with all relevant ordinances, rules, and regulations of the local jurisdictions in which they are located.

As a state agency, the Department of Corrections abides by all rules and regulations of all jurisdictions where they reside.

7.2 Coordination with Local Jurisdictions on Outside Projects

Coordinate with local jurisdictions regarding projects owned and operated by other entities which discharge in to the Secondary Permittee's MS4.

The Department of Corrections does not have any outside entities which discharge stormwater into DOC stormwater systems.

8.0 POLLUTION PREVENTION AND GOOD HOUSEKEEPING

8.1 Operation and Maintenance (O&M) Plans.

No later than three years from the issuance of this permit, the Secondary Permittee will develop and implement a municipal operation and maintenance plan to minimize stormwater pollution from activities conducted by the Secondary Permittee.

Each of the four facilities have developed and submitted their Operations and Maintenance Plan for pollution prevention and good housekeeping of their stormwater systems. The plans are included in Attachment G of this document.

8.2 Compliance with NPDES Industrial Stormwater Permit Requirements

From the date of coverage, the Secondary Permittee shall have permit coverage for all facilities owned or operated by the Secondary Permittee which require coverage under the General NPDES Permit for Stormwater Discharges Associated with Industrial Activities.

To date no determination has been made by Ecology requiring DOC facilities to apply for coverage under the NPDES Industrial Stormwater General Permit.

Correctional institutions are classified by EPA under the Standard Industrial Code (SIC) – 9923, which is not included in the stormwater permit listing because the associated industrial activities at correctional facilities are not DOC's primary business and may not require an industrial stormwater permit. According to Greg Stegman, Ecology has not taken a position on whether this one SIC designation will be accepted for all of DOC, or if they will require that DOC apply a SIC code to each specific industrial activity at DOC facilities.

Attachment E: (Reference: 28 February 2008 - 15:37, phone conversation with Greg Stegman, NWRO WQ Program, (425) 649-7019).

This issue is still under consideration for several issues, such as groundwater, hazwaste, and solid waste; not just stormwater.

8.3 Staff Training

Train all employees whose construction, operations, or maintenance job functions may impact stormwater quality.

Training for DOC staff and personnel involved in any industrial operation or maintenance project, including contractors, will be trained in industrial stormwater awareness, if it is determined that DOC must apply for an Industrial Stormwater General Permit.

9.0 ATTACHMENTS

Attachment A – DOC Notice of Intent – Dated March 27, 2013

Attachment B – DOC Policy Number DOC 270.000 – Critical Areas Protection

Attachment C – DOC Policy Number DOC 270.010 – Coordination of the State Environmental Policy Act (SEPA)

Attachment D – Construction Stormwater General Permit – December 1, 2010

Attachment E – Phone Conversation: Permit Coverage for Industrial Stormwater – Dated February 28, 2008

Attachment F – DOC Stormwater Outfall Visual Inspection Form

Attachment G – Facility Stormwater Operations and Maintenance Plans

- Larch Corrections Center
- Monroe Correctional Complex
- Washington Corrections Center for Women
- Washington State Penitentiary

Attachment H – Spill Response Plans

- Larch Corrections Center
- Monroe Correctional Complex
- Washington Corrections Center for Women
- Washington State Penitentiary



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE SERVICES DIVISION
CAPITAL PROGRAMS

P. O. Box 41112 • Olympia, Washington 98504-1112 • Tel (360) 725-8352
FAX (360) 586-8723

March 27, 2013

Department of Ecology
Water Quality Program
Municipal Stormwater Permits
P.O. Box 47696
Olympia, WA 98504-7696

Dear Permit Manager:

RE: Notice of Intent for Department of Corrections
Municipal Stormwater Secondary Permittee

Attached please find the Notice of Intent for the Department of Corrections' (DOC) facilities requiring coverage under the newly issued municipal stormwater permits. DOC is submitting a single Notice of Intent for all four facilities requiring coverage as secondary permittees under the permits:

- Phase I: Larch Corrections Center (Clark Co.); Washington Corrections Center for Women (Pierce Co.)
- Phase II: Westside: Monroe Corrections Complex (Monroe, Snohomish Co.)
- Phase II: Eastside: Washington State Penitentiary (Walla Walla, Walla Walla Co.)

Given that these facilities are spread across the state, public notices have been posted in a local paper in each area. These public notices were published on October 10, and 17, 2011.

Please contact me if you have any questions regarding this Notice of Intent. I may be reached at 360-725-8397 or by e-mail at eric.heinitz@doc.wa.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Heinitz".

Eric Heinitz
Environmental Specialist 5

cc: David B. Jansen, Director of Capital Programs, DOC
Jack Olson, Environmental Manager, DOC
Terry Hettinger, LCC
Sherman Smith, MCC
John Kessler, WCCW
Shane Loper, WSP

Municipal Stormwater Permits

Part 1 - Owner/Operator Information

A. Applicant Information			B. Responsible Official or Representative		
Name of city, county, or special district: Department of Corrections			Name Eric Heinitz		
			Title Environmental Specialist 5		
			Phone 360-725-8397		
			Email eric.heinitz@doc.wa.gov		
Mailing Address P.O.Box 41112			Mailing Address P.O.Box 41112		
PO Box (Optional)			PO Box (Optional)		
City Olympia	State WA	Zip 98504-1112	City Olympia	State WA	Zip 98504-1112

C. Billing Address, if different			D. Contact Person		
Name			Name Eric Heinitz		
Mailing Address			Title Environmental Specialist 5		
PO Box (Optional)			Phone No. Business Ext. 360-725-8397		
City	State	Zip	Email eric.heinitz@doc.wa.gov		
			Fax No. (Optional) 360-586-8723		
E. Ownership Status (check appropriate box)					
<input type="checkbox"/> City or Town <input type="checkbox"/> County <input type="checkbox"/> Federal <input type="checkbox"/> Tribal					
Special Purpose District:(secondary permittee)					
<input type="checkbox"/> Diking/drainage district <input type="checkbox"/> Port <input type="checkbox"/> Flood control district <input type="checkbox"/> University <input type="checkbox"/> Public school district <input type="checkbox"/> Park district <input checked="" type="checkbox"/> State agency (give name) <u>Dept of Corrections</u> <input type="checkbox"/> Other (please describe) _____					

Part 2 – Geographic Area Where the applicant’s MS4s are located (see instructions)

- Phase I Municipal Stormwater Permit
- Phase II Municipal Stormwater Permit for Western Washington
- Phase II Municipal Stormwater Permit for Eastern Washington

If you operate municipal separate storm sewer systems which are located in areas covered by more than one permit please list the locations of all of the municipal separate storm sewer systems for which you are requesting permit coverage.

Part 3 – Population served by the MS4

Estimated population (resident and commuter) served by the MS4 within the geographic area(s) covered by the permits: 6,100

Part 4 – Map(s)

A. Is part of the MS4 located on tribal lands (within a reservation or on land held in trust for a tribe)? For the Puyallup reservation only, check “yes” if MS4 is located on trust lands and “no” if any part of the MS4 is located on fee lands. Yes No

B. For special purpose districts only, attach a map or maps delineating the geographic area served by the MS4. Attach map(s) to this form
 Not applicable

Part 5 – Co-Permittee information

Complete this part of the NOI only if you are co-applying with another entity to meet the requirements of the permit. Permittees that co-apply are responsible for meeting permit conditions related to their discharge(s).

If you are co-applying with another entity or entities please include, as an **attachment to this NOI, a summary of the permit obligations** that will be carried out jointly among co-applicants. The summary must identify the other co-applicant(s) and must be signed by the other co-applicant(s).

- Attach a summary of joint permit obligations
- Summary is signed by all co-applicants
- Not Applicable

Part 6 – Relying on another entity to satisfy permit requirement(s)

Complete this part of the NOI only if you are relying on another entity to satisfy one or more of the requirements of the permit. Permittees that rely on another entity to satisfy one or more of their permit obligations remain responsible for permit compliance if the other entity fails to implement the permit conditions. Permittees may rely on another entity provided:

1. The other entity agrees to take on responsibility for implementation of the permit requirement(s),
AND
2. The other entity implements the permit requirements.

If you are relying on another entity or entities to satisfy one or more of the permit obligations, please include as an **attachment to this NOI a summary of the permit obligations** that will be carried out by another entity. The summary must identify the other entity or entities and must be signed by the other entity or entities.

- Attach summary of permit obligations carried out by another entity
- Summary is signed by all other entities
- Not Applicable

Part 7 – Public Notice

A public notice must be published at least *once each week for two consecutive weeks* in a *single* newspaper of general circulation in the county or city in which the district or entity is located. See the NOI instructions for the public notice language requirements. Permit coverage will not be granted sooner than *31 days* after the date of the second public notice.

Submit the NOI and public notice to Ecology before the date of the first public notice. A copy of the NOI and public notice may be faxed to (360) 407-6426.

Name of the newspaper that will publish the public notices: Everett Herald, Tacoma News Tribune
Vancouver Columbian, Walla Walla Bulletin

Provide the **exact** dates (mm/dd/yy) that the first and second public notices will appear in the newspaper:

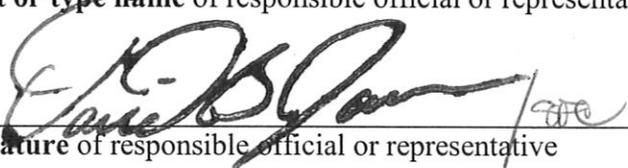
Date of the first notice 10 / 10 / 2011

Date of second notice 10 / 17 / 2011

Part 8 – Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

David B. Jansen, P.E., LEED^{AP} Director of Capital Programs
Print or type name of responsible official or representative **Title**


Signature of responsible official or representative

3 12 7 1 13
Date

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 7/6/07	PAGE NUMBER 1 of 3	NUMBER DOC 270.000
	TITLE CRITICAL AREAS PROTECTION		

REVIEW/REVISION HISTORY:

Effective: 8/4/90
 Revised: 1/4/91
 Revised: 2/16/00
 Revised: 7/6/07
 Reviewed: 7/11/08
 Reviewed: 5/28/10

SUMMARY OF REVISION/REVIEW:

No changes made

APPROVED:

Signature on file

ELDON VAIL, Secretary
 Department of Corrections

4/21/10

 Date Signed

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS POLICY	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 7/6/07	PAGE NUMBER 2 of 3	NUMBER DOC 270.000
	TITLE CRITICAL AREAS PROTECTION		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 36.70A](#); [DOC 270.010 Coordination of the State Environmental Policy Act \(SEPA\)](#)

POLICY:

- I. The Department recognizes its obligation under state law to protect critical areas as described in the Growth Management Act. Critical areas include wetlands, critical recharging areas for drinking water aquifers, fish and wildlife habitat conservation areas listed and defined under the Endangered Species Act, frequently flooded areas, and geologically hazardous areas.
- II. The Department will carry out its mission within existing environmental laws and regulations and in a manner that protects and enhances natural systems.

DIRECTIVE:

- I. Assessment
 - A. Prior to beginning any project action, Department staff proposing the action will submit a written description of the project to the Capital Programs Director per DOC 270.010 Coordination of the State Environmental Policy Act (SEPA) and determine if a critical area may be impacted.
 - B. If critical areas may be impacted, Environmental Services will ensure that an assessment of the critical areas relevant to the project is conducted. The scope of this assessment may include:
 1. A review of existing critical area inventories maintained by local jurisdictions and the Washington State Departments of Ecology, Fish and Wildlife, and Natural Resources.
 2. A field assessment of the site to determine whether critical areas not previously identified are present.
- II. Regulatory Process
 - A. If a determination has been made that critical areas will be impacted by a proposed project action, Environmental Services will:
 1. Coordinate the regulatory process for avoiding, minimizing, and/or mitigating critical area impacts. This includes identifying all federal, state, and local laws, regulations, permits, and approvals, per DOC 270.010 Coordination of the State Environmental Policy Act (SEPA).

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 7/6/07	PAGE NUMBER 3 of 3	NUMBER DOC 270.000
	TITLE CRITICAL AREAS PROTECTION		
POLICY			

2. Notify the Capital Programs Director of unavoidable critical area impacts and potential regulatory requirements.
3. Coordinate necessary provisions and procedures that adequately protect critical areas per applicable federal, state, and local laws and regulations.

DEFINITIONS:

Words/terms appearing in the policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/WORK RELEASE		
	REVISION DATE 3/25/13	PAGE NUMBER 1 of 3	NUMBER DOC 270.010
	TITLE COORDINATION OF THE STATE ENVIRONMENTAL POLICY ACT (SEPA)		

REVIEW/REVISION HISTORY:

Effective: 2/28/00 DOC 278.010
 Revised: 4/3/07 DOC 270.010
 Reviewed: 5/27/08
 Reviewed: 3/17/09
 Revised: 3/25/13

SUMMARY OF REVISION/REVIEW:

II.A. - Adjusted language for clarification

APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

2/17/13

 Date Signed

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS POLICY	APPLICABILITY PRISON/WORK RELEASE		
	REVISION DATE 3/25/13	PAGE NUMBER 2 of 3	NUMBER DOC 270.010
	TITLE COORDINATION OF THE STATE ENVIRONMENTAL POLICY ACT (SEPA)		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 43.21C](#); [WAC 197-11](#)

POLICY:

- I. The State Environmental Policy Act (SEPA) requires evaluation of environmental impacts associated with a project or an agency action prior to issuance of a building permit or other governmental approval. The Department has a process to ensure environmental review of Department projects and compliance with SEPA that establishes effective and uniform guidelines and encourages public involvement.
- II. The requirements of SEPA will be integrated with existing Department planning and practices so that procedures run concurrently. When the Department considers actions that involve federal actions, it will coordinate the 2 governmental processes so that only one Environmental Impact Statement or other environmental document will be prepared for that proposal.
- III. The Department will retain lead agency status on all proposals initiated by the Department. The Secretary may share or relinquish lead agency status to another agency if more than one agency shares in the implementation of a proposal. The Department's responsibilities as lead agency include:
 - A. Complying with the threshold determination procedures,
 - B. Initiating and administering the scoping process,
 - C. Preparing or supervising preparation of draft Environmental Impact Statements, including circulating statements and conducting any required public hearings or meetings, and
 - D. Preparing or supervising preparation of final and supplemental Environmental Impact Statements.

DIRECTIVE:

- I. Responsibilities
 - A. The Secretary will be the responsible official for any project or non-project actions. The Secretary may delegate signature authority, in writing, to other officials within the Department as appropriate for the project.
 - B. The Capital Programs Director will coordinate the SEPA regulatory process, as required, which includes public notification procedures.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/WORK RELEASE		
	REVISION DATE 3/25/13	PAGE NUMBER 3 of 3	NUMBER DOC 270.010
	TITLE COORDINATION OF THE STATE ENVIRONMENTAL POLICY ACT (SEPA)		

- C. Capital Programs will serve as the Department SEPA Public Information Center, and will:
1. Maintain copies of all SEPA documents,
 2. Make SEPA documents available for public inspection, and
 3. Provide copies upon request for a fee that covers the cost of printing/copying.
- II. Environmental Review
- A. Department employees and contract staff proposing project type actions involving construction or modification of facilities will submit a written description of the project to the Capital Programs Director/designee.
1. The Capital Programs Director will determine whether an environmental review under SEPA is required.
- B. Non-project type actions, including Department wide plans, policies, and/or programs that may have an effect on the environment, should be submitted to the Capital Programs Director for consideration under SEPA.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Environmental Impact Statement. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None

Issuance Date: December 1, 2010
Effective Date: January 1, 2011
Expiration Date: December 31, 2015

CONSTRUCTION STORMWATER GENERAL PERMIT

National Pollutant Discharge Elimination System (NPDES) and State Waste Discharge General
Permit for Stormwater Discharges Associated with Construction Activity

State of Washington
Department of Ecology
Olympia, Washington 98504

In compliance with the provisions of
Chapter 90.48 Revised Code of Washington
(State of Washington Water Pollution Control Act)
and
Title 33 United States Code, Section 1251 et seq.
The Federal Water Pollution Control Act (The Clean Water Act)

Until this permit expires, is modified or revoked, Permittees that have properly obtained
coverage under this general permit are authorized to discharge in accordance with the special and
general conditions that follow.



Kelly Susewind, P.E., P.G.
Water Quality Program Manager
Washington State Department of Ecology

February 28, 2008

From: Eric Heinitz

To: File

Subject: DOC's NPDES Permit Coverage for Industrial Stormwater.

The purpose of this memo is to provide documentation for the Department of Corrections 2007 Stormwater Annual Report. This memo references a phone conversation between myself (Eric Heinitz) and Greg Stegman at Ecology's NWRO Water Quality Program which took place on February 28, 2008 concerning DOC's NPDES Permit Coverage for Industrial Stormwater:

28 February, 2008

15:37:55 - Greg Stegman, Ecology, NWRO WQ Program, 425- 649-7019, called:

Discussed whether DOC facilities are required to have coverage under the NPDES Industrial Stormwater General Permit. Greg said that there has not been a determination made by Ecology on that issue, and he does not have any DOC facilities in his data base which fall under the industrial permit. He is going to look into this matter further and hopefully get a decision from Ecology on where DOC falls. For now though, his recommendation for the annual report would be to mark it N/A and reference this phone call.



CAPITAL PROGRAMS
STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

VISUAL INSPECTION FORM OUTFALLS / RECEIVING WATERS

PART 1 GENERAL INFORMATION

Outfall Identification: _____	Date: _____ Time: _____
Inspector: _____	Facility: _____

PART 2 LOCATION INFORMATION

1. Map to location is:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not acceptable	<input type="checkbox"/> Comments below	
2. Time since last rainfall:	<input type="checkbox"/> Raining now	<input type="checkbox"/> 0-2 Days	<input type="checkbox"/> 3 or more days	<input type="checkbox"/> Unknown

PART 3 END OF PIPE VISUAL INFORMATION

3. Access to end of pipe is: <i>If necessary, please explain</i>	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not acceptable	<input type="checkbox"/> _____ Feet from road	<input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> Explanation end of form
4. Is access to end of pipe blocked/ obstructed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Gate / Open <input type="checkbox"/> Gate / Locked	<input type="checkbox"/> Fence / Open <input type="checkbox"/> Fence / Locked	<input type="checkbox"/> Water <input type="checkbox"/> Vegetation
5. Ground area around pipe end is:	<input type="checkbox"/> Steep <input type="checkbox"/> Sloping	<input type="checkbox"/> Grassy <input type="checkbox"/> Rocky	<input type="checkbox"/> Wet <input type="checkbox"/> Soft	<input type="checkbox"/> Other <input type="checkbox"/>
6. End of pipe flows into:	<input type="checkbox"/> Lake <input type="checkbox"/> Pond	<input type="checkbox"/> River <input type="checkbox"/> Stream	<input type="checkbox"/> Wetland <input type="checkbox"/> Ditch	<input type="checkbox"/> <input type="checkbox"/>
7. End of pipe submerged? <i>If yes, check % amount</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Less than 25% <input type="checkbox"/> More than 25%	<input type="checkbox"/> About 50% <input type="checkbox"/> More than 50%	<input type="checkbox"/> Almost Closed <input type="checkbox"/> Other
8. End of pipe crushed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Comments below	

Comments:

PART 4 PIPE VISUAL OBSERVATIONS

9. Grate on end of pipe?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Locked?	
10. Grate on end of pipe plugged? <i>If yes, check those that apply</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Less than 25% <input type="checkbox"/> More than 25%	<input type="checkbox"/> About 50% <input type="checkbox"/> More than 50%	<input type="checkbox"/> Almost Closed <input type="checkbox"/> Other
11. Water is flowing from end of pipe?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<i>If yes, what does the water look like? Check and/or comment below</i>	<input type="checkbox"/> Clear <input type="checkbox"/> Muddy	<input type="checkbox"/> Colored <input type="checkbox"/> What color?	<input type="checkbox"/> Floatables <input type="checkbox"/> Sudsy	<input type="checkbox"/> Sewage <input type="checkbox"/> Other
<i>Petroleum products present?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Comments below	
12. Sediment or debris accumulation <u>in pipe</u> ? <i>If yes, check % amount full</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Less than 25% <input type="checkbox"/> More than 25%	<input type="checkbox"/> About 50% <input type="checkbox"/> More than 50%	<input type="checkbox"/> Other <input type="checkbox"/>
13. If end of pipe flows to a ditch is there accumulation? <i>If yes, check type and % full</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Less than 25% <input type="checkbox"/> More than 25%	<input type="checkbox"/> About 50% <input type="checkbox"/> More than 50%	<input type="checkbox"/> Other <input type="checkbox"/>
<i>Describe ditch contents:</i>				
<i>Comments::</i>				

PART 5 RECEIVING WATER INFORMATION

14. Outfall discharges to freshwater:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> River <input type="checkbox"/> Stream	<input type="checkbox"/> Wetland <input type="checkbox"/> Ditch	<input type="checkbox"/> Lake <input type="checkbox"/> Pond
15. Outfall discharges to marine water:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Estuary	<input type="checkbox"/> Puget Sound
16. Outfall discharges to ground:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
17. Receiving water has color:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
18. Receiving water has odor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<i>Comments:</i>				

Facility Operations and Maintenance Plans

1. Larch Corrections Center
2. Monroe Correctional Complex
3. Washington Corrections Center for Women
4. Washington State Penitentiary

Larch Corrections Center**Storm Water Operations and Maintenance Plan**

Larch Corrections Center's (LCC) Storm Water Management Plan will be in compliance with the Municipal Storm Water Permit. All forms that are needed for documenting the Storm Water Management Plan requirements are an attachment to this plan. LCC's Certified Erosion and Sediment Control Lead (CESCL) Pat Barlow is responsible for management of this plan.

All of LCC's storm drains/catch basins are currently stenciled with "Dump no waste" "Drains to wetlands". This stenciling will be inspected during the routine maintenance and inspections schedule to make sure it remains legible.

1. LCC maintenance staff will inspect the storm drains/catch basins monthly and clean them quarterly or as necessary. Materials removed from the catch basins will be cleaned of foreign debris and returned to the site that they came from.
 - Gravel will be place back in the parking lots and re-graded as necessary.
 - Ground soils will be placed back in the general vicinity they came from and will be covered with straw or another approved means to minimize additional or repeat erosion.

Following a 24 hour storm event the storm water treatment and flow control facilities will be spot checked for proper operation or required service. Turbidity tests can be taken and recorded as deemed necessary by the CESEL qualified staff. These inspections will be recorded on the inspection checklist and will indicate general observations and any corrective action taken.

2. LCC's parking lots and roadways are gravel surfaced. LCC maintenance staff will keep the roadways and parking lots graded in a manner which directs water flow into the catch basins but also minimizes roadway erosion. Keeping larger 1 ¼ inch rock near the basins will assist with filtering smaller debris from washing into the catch basins. LCC does not use chemical deicing agents. Snow removal

of roadways, parking lots and sidewalks are completed through hand shoveling or with a back hoe. A minimal amount of sand is used on icy sidewalks to reduce slip hazards. At the end of the ice event the sand will be collected and returned to the sand pile for reuse.

3. LCC fleet vehicles are parked in the gravel parking lots near the administration building.

An oil water separator is integrated into portions of the LCC storm water system that are at risk of carrying oils or fuels from fleet vehicle maintenance activities.

In order for the oil water separator to be effective;

- all fleet vehicle service and repairs will be performed in the enclosed DOC maintenance shop;
- on site vehicle fueling will take place on the concrete Apron at the DNR fueling station;
- all DOC vehicles will be washed on the concrete wash apron that is in front of the DOC maintenance shop;
- The LCC hazardous water coordinator will perform the required inspections of the oil water separator to make sure it is functioning properly and is service when necessary.

4. Precautions will be taken to make sure external building maintenance is performed in a manner where potentially hazardous materials are not directed into the storm water systems. Protective barriers such as silt bags, silt socks, or hay bales will be put in place to catch items such as paint chips, construction materials, broken glass or chemicals so those materials can be properly disposed of.

5. LCC does not currently use pesticides, herbicides, or fertilizers. If these types of products are used in the future the manufacturers recommended application procedures will be adhered to. Lawn and ground cover will be established and

maintained in a manner that will minimize soil erosion from entering the storm water system. Grass and shrubbery clippings will be collected and transported to

the Compost building so it can be processed as compost. Work crew supervisors will assign inmate workers to police the institution grounds to collect litter that could be washed into the storm water system. All institution trash will be collected in the recycling center where it will be sorted and properly dispersed. The maintenance staff assigned to supervise the recycling center inmates will make sure they perform daily housekeeping of that area. All food wastes will be processed through the in-vessel composting machine. All wash down water from the recycling center is and will be directed into the head works of the wastewater treatment facility. Prior to new construction or excavation the CESCL certified staff will evaluate potential erosion control concerns to make sure proper erosion control practices are followed.

6. Inspections and cleaning will be recorded on the attached inspections sign off sheet and shall include the date of the inspection/cleaning and the staff signature. These records will be maintained in the maintenance department by the Plant Manager.
7. All employees and offenders whose job functions may impact storm water will receive training and education about the importance of storm water quality. The training will include the requirements of this permit, the O&M plan requirements, inspection procedures, procedures for reporting water quality concerns and illegal discharges, ways to perform their job activities to prevent or minimize impacts to storm water. This training will be incorporated into the weekly safety tailgate meetings.

Monroe Correctional Complex
16500 177th Ave SE
Monroe, WA. 98272

Monroe Correctional Complex Stormwater Management Program
(Hereafter referred to as MCC)

Introduction:

This document has been prepared to meet the MCC's Western Washington Phase II Municipal Stormwater Permit requirement for written documentation of the MCC's Stormwater Management Program.

The MCC's Stormwater Management Program is intended to reduce the discharge of pollutants from the MCC's Separate Storm System to the maximum extent practicable, meet Washington State's All Known and Reasonable Treatment requirements, and protect water quality. This goal will be accomplished by the inclusion of all Western Washington Phase II Municipal Stormwater Permit Stormwater Management Program components and implementation schedules into the MCC's Stormwater Management Program.

50% of MCC's storm drains/catch basins will be marked or stenciled with "Dump no waste" "Drains to wetlands" by April 15th, 2010 with the remainder being marked by September 30th 2010. This marking will be inspected during the routine maintenance and inspections schedule to make sure it remains legible.

1. MCC maintenance staff will inspect the storm drains/catch basins and clean them quarterly or as necessary. Materials removed from the catch basins will be cleaned of foreign debris and returned to the site that they came from.
 - Gravel will be place back on the roadways and re-graded as necessary.
 - Ground soils will be placed back in the general vicinity they came from and will be covered with straw or another approved means to minimize additional or repeat erosion.

Following a 24 hour storm event the storm water treatment and flow control facilities will be spot checked for proper operation or required service. Turbidity tests can be taken and recorded as deemed necessary by qualified staff. These inspections will be recorded on the inspection checklist and will indicate general observations and any corrective action taken.

March 31, 2010

2. MCC has perimeter roadways that are gravel surfaced. MCC maintenance staff will keep the roadways graded in a manner which directs water flow into the catch basins and/or ditches but also minimizes roadway erosion. Keeping larger 1 ¼ inch rock near the basins will assist with filtering smaller debris from washing into the catch basins. Snow removal of roadways, parking lots and sidewalks are completed through hand shoveling, snow plow, or with a back hoe. A minimal amount of sand is used on icy sidewalks to reduce slip hazards. At the end of the ice event the sand will be collected and returned to the sand pile for reuse.
3. MCC fleet vehicles are parked on the asphalt parking lot near the Motor Pool building. Oil water separators are integrated into portions of the MCC storm water system that are at risk of carrying oils or fuels from fleet vehicle maintenance activities.

In order for the oil water separator to be effective;

- all fleet vehicle service and repairs will be performed in the enclosed DOC Motor Pool shop;
 - on site vehicle fueling will take place on concrete aprons at designated fueling stations located at the Motor Pool and the Steam Plant;
 - all DOC vehicles will be washed on the concrete wash apron that is between the Motor Pool shop and the Commissary;
 - The MCC maintenance personnel that have been properly trained will perform the required inspections of the oil water separators to make sure they are functioning properly and are serviced when necessary.
4. Precautions will be taken to make sure external building maintenance is performed in a manner where potentially hazardous materials are not directed into the storm water systems. Protective barriers such as silt bags, silt socks, hay bales or other proper equipment will be put in place to catch items such as paint chips, construction materials, broken glass or chemicals so those materials can be properly disposed of.
 5. Pesticides, herbicides, or fertilizers, when in use, will be applied according to the manufacturers recommended application procedures. Lawn and ground cover will be established and maintained in a manner that will minimize soil erosion from entering the storm water system.

6. Work crew supervisors will assign inmate workers to police the institution grounds to collect litter that could be washed into the storm water system. All institution trash will be collected in the recycling center where it will be sorted and properly dispersed. The maintenance staff assigned to supervise the recycling center inmates will make sure they perform daily housekeeping of that area.
7. Inspections and cleaning will be recorded on an inspections sign off sheet and shall include the date of the inspection/cleaning and the staff signature. These records will be maintained in the maintenance department by the Plant Manager.
8. All employees and offenders whose job functions may impact storm water will receive training and education about the importance of storm water quality. The training will include the requirements of this permit, the O&M plan requirements, inspection procedures, procedures for reporting water quality concerns and illegal discharges, ways to perform their job activities to prevent or minimize impacts to storm water.

Washington Correction Center for Women
Storm Water Operations and Maintenance Plan

Washington Correction Center for Women (WCCW) Storm Water Management Plan will be in compliance with the Municipal Storm Water Permit. All forms that are needed for documenting the Storm Water Management Plan requirements are an attachment to this plan. WCCW Facilities Manager and two Water Distribution Certified staff are responsible for management of this plan.

All of WCCW's storm drains/catch basins are currently labeled with "Dump no waste" "Drains to Puget Sound". This labeling will be inspected during the routine maintenance and inspections schedule to make sure it remains legible.

1. WCCW maintenance staff will inspect the storm drains/catch basins monthly and clean them quarterly or as necessary. Materials removed from the catch basins will be cleaned of foreign debris and redistributed on the roadways.

- Gravel will be place back in the parking lots and re-graded as necessary.
- Ground soils will be placed back in the general vicinity they came from and will be covered with straw or another approved means to minimize additional or repeat erosion.

Following a 24 hour storm event the storm water treatment and flow control facilities will be spot checked for proper operation or required service. Turbidity tests can be taken and recorded as deemed necessary by qualified staff. These inspections will be recorded on the inspection checklist and will indicate general observations and any corrective action taken.

1. WCCW's parking lots and roadways are gravel and asphalt surfaced. WCCW's maintenance staff will keep the roadways and parking lots graded in a manner which directs water flow into the catch basins but also minimizes roadway erosion. Keeping larger 1 ¼ inch rock near the basins will assist with filtering smaller debris from washing into the catch basins. WCCW uses an environmentally friendly deicer agent. Snow removal of roadways, parking lots and sidewalks are completed through hand shoveling or with a back hoe. A minimal amount of sand is used on icy sidewalks to reduce slip hazards. At the end of the ice event, the sand will be recovered for reuse.

2. WCCW fleet vehicles are parked in the gravel parking lots near the Motor Pool/Auto Shop.

A Bio-Swale is integrated into portions of the WCCW storm water system that are at risk of carrying oils or fuels from fleet vehicle maintenance activities.

In order for the Bio-Swale to be effective;

- all fleet vehicle service and repairs will be performed in the enclosed WCCW Auto Shop;
- on site vehicle fueling will take place at the Gravel Apron at the WCCW fueling station;
- All WCCW vehicles will be washed inside the WCCW Auto Shop using Environmentally Friendly soap.

3. Precautions will be taken to make sure external building maintenance is performed in a manner where potentially hazardous materials are not directed into the storm water systems. Protective barriers such as silt bags, silt socks, or hay bales will be put in place to catch items such as paint chips, construction materials, broken glass or chemicals so those materials can be properly disposed of.

4. WCCW uses minimal amounts of pesticides, herbicides, and fertilizers. Eagle Pest Control is contracted for vermin control. When these types of products are used the manufacturers recommended application procedures will be adhered to. Lawn and ground cover will be established and maintained in a manner that will minimize soil erosion from entering the storm water system. Grass and shrubbery clippings will be collected and transported to the compost area where it can be processed as compost. Work crew supervisors will assign inmate workers to police the institution grounds to collect litter that could be washed into the storm water system. All institution trash will be collected in the recycling center where it will be sorted and properly dispersed. The maintenance staff assigned to supervise the recycling center inmates will make sure they perform daily housekeeping of that area.

5. Inspections and cleaning will be recorded on the attached inspections sign off sheet and shall include the date of the inspection/cleaning and the staff signature. These records will be maintained in the maintenance department by the Facilities Manager.

6. All employees and offenders whose job functions may impact storm water will receive training and education about the importance of storm water quality. The training will include the requirements of this permit, the O&M plan requirements, inspection procedures, procedures for reporting water quality concerns and illegal discharges, ways to perform their job activities to prevent or minimize impacts to storm water.

Washington State Penitentiary Stormwater Operations and Maintenance Plan

The purpose of the Washington State Penitentiary, (hereafter WSP), Stormwater Operations and Maintenance Plan, is to protect the quality of surface and ground water and to ensure compliance with State and Federal water quality standards. WSP will ensure compliance through a combination of operational, source control and treatment Best Management Practices (BMPs) recommended in the Stormwater Management Manual for Eastern Washington. BMP's include good housekeeping, employee training, spill prevention and cleanup, preventive maintenance, regular inspection and record keeping. The WSP Plant Manager 3, or his/her designee, has overall responsibility for managing this plan.

The Stormwater System:

The WSP stormwater system consists of underground pipes directing the flow of stormwater runoff to catch basins, oil water separators, drainage ditches, retention ponds and wetlands throughout the 520 acre site.

- All storm drains located within or around the perimeter of WSP have been labeled with markers that read "No dumping/ Only rainwater down the drain."
- Stormwater catch basins will be visually inspected by the Plumbing Department quarterly and cleaned as needed.
- Oil water separators located throughout the stormwater system will be inspected quarterly and cleaned as needed.
- Retention ponds will be visually inspected and cleaned of vegetation and debris as needed.
- Inspections, and any follow up actions, will be recorded on work orders or, in the future, by the Micro Main System.

Roadways and Walkways:

The WSP has a variety of coated and non-coated surfaces including asphalt, gravel and concrete parking lots, roadways and walkways. BMPs will be utilized to prevent stormwater contamination from these surfaces.

- Paved areas will be swept as needed to collect dust and debris.
- Paved surfaces will not be hosed down unless necessary to minimize dust and to meet air quality regulations.
- All spills, including oils, solvents and fuels will be promptly contained and cleaned up.
- All substantially cracked or otherwise damaged paved surfaces, high intensity parking areas or walkways that are exposed to potential sources of pollution will be repaired as funding becomes available.
- Snow will be removed using plows, back hoes and by hand shoveling.
- Chemical deicers will only be applied on sidewalks in minimum amounts as needed.

Grounds Maintenance:

The Washington State Penitentiary is situated on 540 acres which, previous to development, was arid farmland. Activities on the extensive acreage include farming, landscaping and lawn maintenance. Farming and landscaping activities involve grading, soil transfer, vegetation removal, pesticide and fertilizer applications, irrigation and watering. WSP utilizes BMPs to prevent stormwater contamination from these activities.

- Grass will be mulched whenever practicable.
- Grass clippings, leaves, sticks and other collected vegetation will be composted when feasible.
- Lawn and ground cover will be established and maintained in a manner that minimizes soil erosion.
- Pesticides, herbicides or fertilizers will be applied to lawns and landscaped areas according to the manufacturer's directions.

- Graveled and uncultivated areas will be treated with a vegetation control product as needed throughout the year.
- Noxious weeds in landscape areas and walkway cracks will be sprayed as needed.

Fueling Station:

The WSP fueling station is an above ground fuel storage facility located near the Motor Pool Building. It was designed and is operated using BMPs to prevent and control spills including:

- An emergency spill response and cleanup plan will be developed and implemented.
- A designated trained person will be available either on site, or on call, at all times to promptly and properly implement the emergency spill response and cleanup plan.
- Suitable cleanup materials will be kept at the site to cleanup spills.
- Employees and inmates using the station will be trained in the proper use of fuel dispensers.
- Persons conducting any fuel transfer will be present at the fueling pump at all times.
- “No Topping Off” signs and the Uniform Fire Code (UFC) signs will be posted on the fuel tank.
- Overflow and spill protection techniques will be used during transfer of fuel from the delivery tank trucks to the fuel storage tank.

Vehicle Fleet:

WSP operates a large fleet of diesel, gas and electric vehicles. To ensure the least amount of impact on the stormwater system, BMPs are utilized in the operation and maintenance of all vehicles.

- Fleet vehicles will be parked in assigned areas on gravel, asphalt or concrete surfaces.
- Vehicle maintenance will be done inside the Motor Pool Building.

- An oil water separator is located near the Motor Pool Building to capture oil or fuels from fleet vehicle maintenance activities.
- The oil water separator will be inspected by the Motor Pool Equipment Technician and cleaned quarterly or as needed.
- All fleet vehicles will be washed on the concrete wash slab that is located on the north side of the Motor Pool Building.

Building Maintenance:

WSP is the oldest and one of the largest correctional facilities in the State. Exterior building maintenance is a continuous process involving a variety of building surfaces and structures. BMP's are used to ensure external building maintenance is performed in a manner where potentially hazardous materials are not directed into the stormwater systems. Those BMP's include:

- Debris from exterior maintenance projects will be removed and properly discarded.
- Protective barriers will be placed around stormwater drains to prevent pollutants from entering the system when hazardous materials are released.
- Drip pans, drop cloths, tarpaulin or other protective devices will be used in all painting mixing and solvent operations where spills would impact the stormwater system.
- High pressure water washing and sanding activities will be enclosed or covered to prevent abrasives, dust and paint chips from reaching the stormwater system.

Loading and Unloading Areas:

Loading/unloading of liquid and solid materials is conducted at the two warehouses on site. Leaks and spills of fuels, oils, powders, organics, heavy metals, salts, acids, alkalis, etc. during transfer are potential causes of stormwater contamination. Spills from hydraulic line breaks are a common

problem at loading docks. The WSP warehouses were designed and are operated using BMP's. Operational BMP's include:

- Outside uncovered loading/unloading areas will be swept frequently to remove material that could be washed off by stormwater.
- Outside areas that are covered by containers for any length of time will be swept after the containers are removed.
- Drip pans will be placed at hose connections, hose reels, and filler nozzles where leaks may occur.
- Drip pans shall always be used when making and breaking connections.
- Unloading/loading equipment will be checked regularly for leaks and repaired promptly.
- Liquid/solid spills will be cleaned up immediately.
- Spill cleanup kits, appropriate for the product being unloaded, will be on site.

Inspections:

The Environmental Specialist 5 and/or the Plumbing Department will conduct two visual inspections each year. One inspections during October 1- April 30 and the other during May 1-September 30. These inspections will:

- Include the date, the scope of the inspection and the names of the people conducting the inspection.
- Verify that the descriptions of the pollutant sources identified in the stormwater pollution control program are accurate.
- Verify that the stormwater pollutant controls (BMPs) being implemented are adequate.
- Include observations of the presence of:
 - Floating materials, suspended solids, oil and grease, discoloration, turbidity and odor, and, if possible, whether unpermitted, non-stormwater discharges are going to storm drains or receiving waters.

- In addition, following a 24 hour storm event, a stormwater sample will be collected and sent to an independent lab for analysis.

Employee and Inmate Training:

Employees and inmates whose job functions may impact stormwater quality will receive training and education on the stormwater system. The training will include the requirements of this permit, the O&M plan requirements, spill response procedures, inspection procedures, and ways to perform their job activities to prevent or minimize impacts to stormwater quality. Staff training will be the responsibility of the Environmental Specialist 5. Staff training may be done at regularly scheduled staff maintenance meetings, documented on a training roster, and tracked on STATUS. Inmate training will be conducted by the appropriate inmate supervisor on an as needed basis and documented on a training roster.

Recordkeeping:

The following reports will be retained for three years:

- Visual inspection reports.
- Stormwater water sample results.
- Records of all stormwater related training.
- Reports on spills of oil or hazardous substances in greater than Reportable Quantities including oil, gasoline, or diesel fuel, that *causes a violation of the state's water quality standards, or causes a film or sheen upon or discoloration of the waters of the state or adjoining shorelines, or causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.*
- To report a spill or to determine if a spill is a substance of a reportable quantity, call the Eastern Region Ecology office and ask for an oil spill operations or hazardous waste specialist:

Eastern Region

(509) 456-2926

Facility Spill Response Plans

1. Larch Corrections Center
2. Monroe Correctional Complex
3. Washington Corrections Center for Women
4. Washington State Penitentiary

Larch Corrections Center Spill Response Plan

Hazardous/dangerous materials spills or releases require immediate response by qualified personnel to lessen the likelihood of creating health hazards and negative environmental impacts. Hazardous/dangerous materials spills at Larch Corrections Center will be considered an emergency and requires the activation of the Incident Command System. The following procedures will be used as a guide when responding to a Hazardous/Dangerous waste incident.

1. Any employee who discovers or suspects that a hazardous/dangerous material incident has occurred will immediately notify the facility emergency number and isolate and contain the area. Hazardous/dangerous material emergencies will be handled per DOC 410.390 Hazardous Material Emergency.

2. The following staff is authorized to respond to a chemical or hazardous waste emergency at Larch Corrections Center.

- Jim Campbell
- Aaron Markham
- Terry Hettinger
- Pat Barlow
- Brian Gross
- Jeanne Basnett

3. Responding staff will use the cleanup procedures describe on Attachment 1.

4. Potential hazardous/dangerous materials that can be found at Larch Corrections Center are listed on Attachment 2.

The following are potential risks for a hazardous/dangerous materials spill or release at Larch Corrections Center.

- The DNR has one 3000 gallon above ground gasoline storage tank and one 3000 gallon above ground diesel storage tank located 100 feet to the west of the Elkhorn living unit. Upon a large spillage from either fuel tank there would be a strong odor of gasoline or diesel. Gasoline and /or diesel fumes can be highly flammable and all potential ignition sources should be eliminated.
- The DNR has one large refrigeration unit that cools the tree cooler. The tree cooler is located 175 feet immediately south of the Elkhorn living unit. Very small refrigerant leaks are not normally detected and pose little harm. Upon the release of large quantities of refrigerant there would be no distinctive smells to give warning. Large refrigerant leaks can displace oxygen which in turn could cause difficulty breathing or asphyxia. Refrigerant leaks are usually detected by a hissing sound from a cracked or broken fitting. A leak from the refrigeration unit could last from a few minutes to several hours depending on the size of the leak.
- The DNR has one large propane storage tank that is located 50 feet immediately south of the DNR tree cooler. Propane leaks can normally be identified by a strong rotten egg smell. Propane displaces oxygen and can cause difficulty breathing or asphyxia. Propane is highly flammable so all forms of potential ignition should be eliminated. A leak from the propane storage tank could last from a few minutes to several hours depending on the size of the leak and how much fuel is in the tank.
- The DOC has one 4000 gallon diesel fuel tank located on the east end of the warehouse. Upon a large spillage from the fuel tank there would be a strong odor of diesel. Diesel fumes can be highly flammable and all potential ignition sources should be eliminated.
- The DOC has three 2000 gallon (6000 total) above ground diesel fuel storage tanks on the east end of the maintenance offices building. Upon a large spillage from the fuel tank there would be a strong odor of diesel. Diesel fumes can be highly flammable and all potential ignition sources should be eliminated.
- The DOC has two large refrigeration units that cool the warehouse walk in refrigerator and freezer. The warehouse is located 175 feet immediately south of the administration building. Very small refrigerant leaks are not normally detectable and pose little harm. Upon the release of large quantities of refrigerant there would be no distinctive smells to give warning. Large refrigerant leaks can displace oxygen which in turn could cause difficulty breathing or asphyxia. Refrigerant leaks are usually detected by a hissing sound from a cracked or broken fitting. A leak from the refrigeration unit could last from a few minutes to several hours depending on the size of the leak.
- The DOC has two large refrigeration units that cool the kitchen walk in refrigerator and freezer. The kitchen is located 175 feet immediately north of the administration building. Very small refrigerant leaks are not normally detectable and pose little harm. Upon the release of large quantities of refrigerant there would be no distinctive smells to give warning. Large refrigerant leaks can displace oxygen which in turn could cause difficulty breathing or asphyxia. Refrigerant leaks are usually detected by a hissing sound from a cracked or broken fitting. A leak from the refrigeration unit could last from a few minutes to several hours depending on the size of the leak.

- The DOC has one large refrigeration unit (Chiller) that cools the Program Building. The Chiller is located immediately south of the Program Building. Very small refrigerant leaks are not normally detectable and pose little harm. Upon the release of large quantities of refrigerant there would be no distinctive smells to give warning. Large refrigerant leaks can displace oxygen which in turn could cause difficulty breathing or asphyxia. Refrigerant leaks are usually detected by a hissing sound from a cracked or broken fitting. A leak from the refrigeration unit could last from a few minutes to several hours depending on the size of the leak.
- The L1000 road is the only access road to Larch Corrections Center. The road borders the institution on the east side and runs in a north and south direction. Many logging trucks, private cars and trucks and commercial vehicles use the road. There is a potential for unknown hazardous materials incidents from the traffic that use the roadway.

Contingency plans to mitigate risk.

The risk of an airborne hazardous materials incident occurring at Larch Corrections Center is minimal. Larch is located in a remote mountainous area with the nearest neighbor being several miles away. Larch Corrections Center does not store large quantities of toxic chemicals on site. Four types of on site products have been identified as being a potential hazard.

Gasoline stored in bulk tanks

Diesel fuel stored in bulk tanks

Refrigerants in large capacity units

Propane bulk fuel tank

Shelter in place strategies will be used to minimize exposure. Shelter in place strategies include:

- Directing people indoors. An announcement will be made over the public address system giving specific instructions for persons to enter the nearest safe building.
- Closing all doors and windows of the occupied buildings. Staff will be instructed to make sure all exterior doors and windows to the occupied buildings are closed.
- Shutting down the heating, ventilation, and air conditioning systems. Maintenance staff will be notified to shut down the air handling systems in the occupied buildings.
- Sealing exterior doors and windows. Staff will be instructed to place wet towels at the base of the exterior doors. Tape will be placed around the exterior doors and windows to seal them off. Tape is available from the warehouse, maintenance staff and the property room.
- If you cannot get into a building use time (i.e., letting the plume pass) distance (i.e., getting away down wind), and shielding (i.e., having a barrier such as a building between you and the threat). Local community resources that can assist in hazardous / dangerous materials incidents are.

Dial 911 for our local emergency response

Department of Ecology SW region office 24 hour Number (360) 407-6300

Clark County Emergency Medical Services (360) 737-1911

SW Air Pollution Authority 1-800-633-0709

The Hazardous Material Manager will ensure the Facility Operation Room, Control Room, and the Command Posts have a Department of Transportation (DOT) North American Emergency Response Guidebook

The Plant Manager will assign maintenance staff, based on their individual training, to take appropriate measures in stopping a hazardous materials release or entering an affected area for rescue or cleanup operations. Every effort should be made to provide appropriate shelter in place strategies in the event of a hazardous materials release incident until local emergency response personnel arrive.

Monroe Correctional Complex (MCC) Spill Response Plan

Hazardous/dangerous materials spills or releases require immediate response by qualified personnel to lessen the likelihood of creating health hazards and negative environmental impacts. Hazardous/dangerous materials spills at MCC will be considered an emergency and requires the responses appropriate to the quantity and type of spill or release up to and including activation of the Incident Command System. The following procedures will be used as a guide when responding to a Hazardous/Dangerous waste incident.

1. Any employee who discovers or suspects that a hazardous/dangerous material incident has occurred will immediately notify the facility emergency number and isolate and contain the area. Hazardous/dangerous material emergencies will be handled per DOC 410.390 Hazardous Material Emergency.
2. In the event of a spill/release, the discovering person will report it immediately to Main Control.
 - a. WSRU/MSU x2333
 - b. TRU x2999
 - c. SOU/IMU/SEG x2222
3. The Shift Lieutenant of the affected area will immediately contact the appropriate MCC Plant Manager.
 - a. During normal working hours staff will contact the following:
 - i. WSRU/IMU – Plant Manager III (x2711)
 - ii. TRU/SOU/MSU –Plant Manager III (x2470)
 - iii. all MCC – MCC Consolidated Plant Manager (x2701)
 - b. If the spill/release occurs during non-working hours, the Shift Lieutenant will contact the Maintenance On-Duty from the Duty Roster.

Responding staff will use the cleanup procedures describe on Attachment 1.

4. Potential hazardous/dangerous materials that can be found at MCC are listed on Attachment 2.

The following are potential risks for a hazardous/dangerous materials spill or release at the Monroe Correctional Complex:

- MCC has four large diesel storage tanks, as listed below
 - Steamplant, 2000 gallons – Used as a vehicle fueling station and fuel for four emergency power generators for the Washington State Reformatory (WSR).
 - Special Offenders Unit (SOU), 20,000 gallons – Used for two large emergency power generators for SOU.
 - Twin Rivers Unit (TRU), 4,000 gallons – Used for two large emergency power generators for TRU.
 - Minimum Security Unit (MSU), 1,500 gallons – Used to power a large emergency generator at MSU.
- There are six more diesel storage tanks integrated into six separate emergency power generators.
 - Waste water treatment plant – 400 gallons
 - Motor pool – 500 gallons
 - WSR Shop Building 4 – 250 gallons
 - Communications Building – 200 gallons
 - Old SOU generator – 500 gallons
 - Intensive Management Unit – 500 gallons
- There is one 4,000 gallon gasoline dispensing tank located at the motor pool.

Upon a large spillage from either fuel tank there would be a strong odor of gasoline or diesel. Gasoline and /or diesel fumes can be highly flammable and all potential ignition sources should be eliminated.

- MCC has two 30,000 gallon propane storage tanks that are located 100 feet south of the steam plant, and one 300 gallon propane tank located at the SOU maintenance building. The small tank is used to provide heat to the maintenance building and is a dispensing system for propane powered vehicles. Propane leaks can normally be identified by a strong rotten egg smell. Propane displaces oxygen and can cause difficulty breathing or asphyxia. Propane is highly flammable so all forms of potential ignition should be eliminated. A leak from the propane storage tank could last from a few minutes to several hours depending on the size of the leak and how much fuel is in the tank.
- MCC has dual chillers and several large refrigeration units. The exact number of refrigeration units and quantity of coolant has not been made readily available. (This information will be included on the 2013 update of this plan). Very small refrigerant leaks are not normally detectable and pose little harm. Upon the release of large quantities of refrigerant there would be no distinctive smells to give warning. Large refrigerant leaks can displace oxygen which in turn could cause difficulty breathing or asphyxia. Refrigerant leaks are usually detected by a hissing sound from a cracked or broken fitting. A leak from the refrigeration unit could last from a few minutes to several hours depending on the size of the leak.
- The DOC has two large refrigeration units that cool the kitchen walk in refrigerator and freezer. The kitchen is located 175 feet immediately north of the administration building. Very small refrigerant leaks are not normally detectable and pose little harm. Upon the release of large quantities of refrigerant there would be no distinctive smells to give warning. Large refrigerant

leaks can displace oxygen which in turn could cause difficulty breathing or asphyxia. Refrigerant leaks are usually detected by a hissing sound from a cracked or broken fitting. A leak from the refrigeration unit could last from a few minutes to several hours depending on the size of the leak.

- MCC has a 1.5 million gallon primary treatment sewage lagoon supported by a 20 foot dam. This facility has the potential for large to very large spills that may go into the Skykomish River.
- MCC has two sewage lift stations and two barscreens. Small sewage leaks from these sources pose little health or environmental hazard as they are drained to swales and holding ponds.

Contingency plans to mitigate risk.

The risk of and airborne hazardous materials incident occurring at MCC is marginal. MCC is located within the city limits of Monroe, Washington. MCC does not store large quantities of toxic chemicals on site other than those listed. All other toxic or hazardous materials are only stored and used in small quantities with only 5 to 10% of all products used at MCC having any hazard rating above 3 for any category. Five types of on-site products have been identified as being a potential hazard.

Gasoline stored in bulk tanks

Diesel fuel stored in bulk tanks

Propane bulk fuel tank

Refrigerants in large capacity units

Raw sewage in primary treatment ponds

Shelter in place strategies will be use to minimize exposure. Shelter in place strategies includes:

- Directing people indoors. An announcement will be made over the public address system giving specific instructions for persons to enter the nearest safe building.
- Closing all doors and windows of the occupied buildings. Staff will be instructed to make sure all exterior doors and windows to the occupied buildings are closed.
- Shutting down the heating, ventilation, and air conditioning systems. Maintenance staff will be notified to shut down the air handling systems in the occupied buildings.
- Sealing exterior doors and windows. Staff will be instructed to place wet towels at the base of the exterior doors. Tape will be placed around the exterior doors and windows to seal them off. Tape is available from the warehouse, maintenance staff and the property room.
- If you cannot get into a building use time (i.e., letting the plume pass) distance (i.e., getting away down wind), and shielding (i.e., having a barrier such as a building between you and the threat).

Hazardous or toxic material spills are covered by Department of Correction's policy 410.390 Hazardous Material Emergency and local facility Operational Memorandum (OM) MCC 890.030. Specific MCC spill response instructions from the OM are stated below:

- A. Any employee who discovers or suspects that a hazardous/dangerous material incident has occurred will immediately notify the facility emergency number and isolate and contain the area. Hazardous/dangerous material emergencies will be handled per DOC 410.390 Hazardous Material Emergency.
 - 1. In the event of a spill/release, the discovering person will report it immediately to Main Control.
 - a. WSRU/MSU x2333;
 - b. TRU x2999;
 - c. SOU/IMU x2222.
- B. The Shift Lieutenant of the affected area will immediately contact the appropriate MCC Plant Manager.
 - 1. During normal working hours staff will contact the following:
 - a. WSRU/IMU – Plant Manager III (x2711)
 - b. TRU/SOU/MSU –Plant Manager III (x2470)
 - c. all MCC – MCC Consolidated Plant Manager (x2701)
 - 2. If the spill/release occurs during non-working hours, the Shift Lieutenant will contact the Maintenance On-Duty from the Duty Roster.

MCC's Emergency Response Plan includes a Hazardous Emergency Checklist to be used in case of a spill. Per this checklist, response will be determined on the date and time, type, and quantity of the spill. During maintenance staff working hours, the Consolidated Plant Manager will assign maintenance staff, based on their individual training, to take appropriate measures in stopping a hazardous materials release or entering an affected area for rescue or cleanup operations. Every effort should be made to provide appropriate shelter in place strategies in the event of a hazardous materials release incident until local emergency response personnel arrive.

The Hazardous Material Manager will ensure the Facility Operation Room, Control Room, and the Command Posts have a Department of Transportation (DOT) North American Emergency Response Guidebook

Local and regional resources that can assist in hazardous / dangerous materials incidents are:

- Snohomish County Emergency Management – (425) 388-5060, or 911 after hours
- Snohomish County Health Department – (425) 339-5250 x4082
- Department of Ecology (425) 649-7000 or 1-800-633-7585
- State Emergency Response Management (24 hr.) 1-800-258-5990
- Puget Sound Clean Air Agency – 1-800-552-3565
- Office of Capital Programs – (360) 725-8352

Washington Corrections Center for Women Stormwater Management – Spill Response Plan

IN THE EVENT OF A HAZARDOUS/DANGEROUS MATERIALS SPILL

1. Ensure your safety and the safety of your co-workers
2. Stop the spill at the source.
3. Contain the spilled materials
4. Protect storm water: Contain the spill with berms (socks) and cover nearby storm drains with absorbent mats.

REPORT THE SPILL TO

- Washington Emergency Management 1-800-258-5990
- Department of Corrections Environmental Services 1-360-725-8397
- Ecology spill reporting 1-360-407-6300

CLEAN-UP PROCEDURES

Spilled chemicals should be effectively and quickly contained and cleaned up. Employees should clean up spills themselves **only if properly trained and protected**. Employees who are not trained in spill cleanup procedures should report the spill to the Facility Responsible Person(s), warn other employees, and leave the area.

Spill Control Techniques Once a spill has occurred, the employee needs to decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

NOTE: If you are cleaning up a spill yourself, make sure you are aware of the hazards associated with the materials spilled, have adequate ventilation, and proper personal protective equipment. Treat all residual chemical and cleanup materials as hazardous waste.

Spill control equipment should be located wherever significant quantities of hazardous materials are received or stored. MSDSs, absorbents, container patch kits, spill dams, shovels, floor dry, and “caution-keep out” signs are common spill response items. Sand, gravel, and compost materials can be used to dam large spills and prevent further spread of hazardous materials.

- Quickly control the spill by stopping or securing the spill source. This could be as simple as up - righting a container and using floor-dry or absorbent pads to soak up spilled material. Wear gloves and protective clothing if necessary.
- Put saturated spill material and absorbents in secure containers.
- Consult with the Facility Responsible Person and the MSDS for spill and waste disposal procedures.

Attachment H

- In some instances, the area of the spill should not be washed with water. Use Dry Cleanup Methods and **never** wash spills down the drain, into a storm drain or onto the driveway or parking lot.
- Both the spilled material and the absorbent may be considered hazardous waste and must be disposed of in compliance with state and federal environmental regulations.
- Outside emergency response personnel (police and fire department HAZMAT teams) should usually be called for large spills. Common sense, however, will dictate when it is necessary to call them. Example: Any “running” spill, where the source of the spill has not been contained or flow has not been stopped.

CONFIDENTIAL

HAZARDOUS MATERIAL EMERGENCY CONTACT NUMBERS

Upon arrival at the scene, the first responder is expected to recognize the presence of dangerous goods, protect him/herself and the public, secure the area, and call for the assistance of trained personnel as soon as conditions permit. Follow the steps outlined below in the order listed to obtain assistance.

Collect and provide as much of the following information as can safely be obtained:

- Your name, call back phone number,
- Location and nature of the problem (spill, fire, etc.),
- Name and identification number of the material(s) involved,
- Container type and size,
- Quantity of material released,
- Local conditions (weather, terrain, proximity to other building, drains or other concerns),
- Injuries and exposures.

Who to call for assistance?

- | | |
|---|---|
| 1. Notify Control: | Emergent: Ext. 222, Radio KT1724
Non-Emergent: Ext. 310 |
| 2. Control Notifies: | Incident Commander Ext. 370 |
| 3. Incident Commander Notifies: | Superintendent or On-Call Duty Officer
Facilities Manager Ext. 234 or (253) 255-7997
Safety Officer Ext. 661 or (253) 255-7425
Fire Department 911
Further resources if necessary listed below. |
| 4. Dept. of Ecology: | Day: 360-407-6370; 24-Hour: 360-407-6300 |
| 5. CHEMTREC: | 24-hour emergency response communication
service: 1-800-424-9300 |
| 6. EPA (24-hours): | 1-206-553-1263 |
| 7. Nationwide Poison Control Center: | 1-800-222-1222 |

Access the Department of Transportation North American Emergency Response Guidebook for specific information regarding the chemical spilled at:

<http://phmsa.dot.gov/hazmat/library/erg>.

**Washington State Penitentiary
Storm Water
Spill Response Plan**

The purpose of this spill response plan is to protect the storm water system from contamination by hazardous materials.

At Washington State Penitentiary, the primary hazardous materials of concern are diesel and gasoline. Gasoline and diesel are stored in large double walled, above ground tanks at various locations throughout the facility, some of which are in close proximity to the storm water system. Other sources of potential contamination are spills of oil, gasoline, pesticides, and anti-freeze from vehicles and equipment on institution grounds and solvents from paint shops and CI Industry.

Large quantity hazardous material spills outside and in close proximity to the storm water system will be considered an emergency and will require the activation of the Incident Command System. Small quantity hazardous material spills and those inside will not require the activation of the Incident command system, but will require an immediate response, notification and appropriate clean-up.

The following procedures will be a guide to responding to a hazardous material spill that could contaminate the storm water system.

1. Detect:

Any employee who discovers a hazardous material spill will immediately ensure his/her safety and the safety of his/or coworkers.

2. Notify:

Call the facility emergency number (333) and report the spill. It is especially important that the Safety Officer and Environmental Specialist are notified as soon as possible about any hazardous material spill.

3. Isolate:

If possible; stop the spill at the source (close valves or drains, pick-up the leaking container)

4. Contain:

Using proper procedure and personal protective equipment, immediately contain the spilled materials. Isolate all adjacent storm water drains using berms (socks) and/or absorbent mats to prevent the spill from entering the storm water system.

- a. Use absorbent material to clean up the material.
- b. Use dry clean-up methods and **NEVER** wash spills down the sewer drain, into the storm water drains or onto driveways or parking lots.
- c. Place saturated spill material and absorbents in secure containers for proper disposal.
- d. Contact the Environmental Specialist for disposal. **NEVER** dispose of hazardous spill material in the dumpster.

**Washington State Penitentiary
Storm Water
Spill Response Plan**

Hazardous material emergencies will be handled per DOC 410.390 Hazardous Material Emergency and 890.030 or 890.070.

The following is a list of persons to notify in the event of a hazardous material spill at Washington State Penitentiary.

1. Call 333
2. Notify West Complex Shift Lieutenant
3. Notify Plant Manager 3
4. Notify Supervisor
5. Safety Officer
6. Notify Environmental Specialist

Report spills to:

1. Washington Emergency Management 1-800-258-5990
2. Department of Corrections Environmental Services
3. Department of Ecology Spill Reporting 1-360-407-6300

The Washington State Department of Corrections' Stormwater Program Annual Report published by the Department of Corrections.

Please forward comments and questions to:
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E-mail at: eric.heinitz@doc.wa.gov

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Additional information regarding the Department of Corrections can be found on our website at: www.doc.wa.gov

