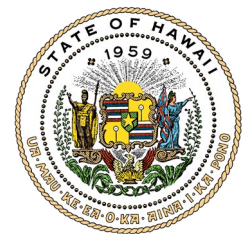


CITY AND COUNTY OF HONOLULU

# Industrial & Commercial Facilities BMP Plan Development Guide



City and County of Honolulu  
Department of Facility Maintenance

January 2023

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# PURPOSE

This guide was created to help business owners and managers complete a City and County of Honolulu Industrial/Commercial Best Management Practices (BMP) Plan for their business. The **BMP Plan** anticipates potential ways that pollutants from your business activities could leave the property and establishes practices to prevent this.

The City may require businesses to have a **BMP Plan** in certain instances, for example, when pollutants have previously been found entering the storm drain system that flows untreated to our streams and ocean waters.

This booklet will help you to:

- **Formalize and implement your BMP plan** to address potential storm water concerns resulting from your business activities;
- **Train your employees** in identifying potential storm water pollution sources and applying the appropriate BMPs during their work activities;
- **Prepare for inspections** by City storm water personnel; and
- **Keep our island waters clean!**

Facilities with a Storm Water Pollution Control Permit (SWPCP), required under a State Department of Health issued National Pollutant Discharge and Elimination System (NPDES) permit, do **not** need to create a City Industrial/Commercial BMP Plan.

# HOW TO USE THIS GUIDE

This Guide is designed to help you quickly and easily create a **BMP Plan** for your business. Follow the step-by-step instructions to fill out each Form and complete your BMP Plan.

To get started you will need the information and Forms found in the *City and County of Honolulu Industrial and Commercial Storm Water Best Management Practice (BMP) Manual* located on the City's website at **CleanWaterHonolulu.com**. Fillable versions of the Forms are also available for download. The BMP Manual contains:

- BMP Plan Forms (Appendix C)
- Business Category BMP Guide Sheets (Appendix B)
- Industrial and Commercial BMP Activity Sheets (Appendix A)

Once completed, your BMP Plan serves as both a training tool and a reference and should be kept where it can be accessible to employees.

BMP Plans should be reviewed on an annual basis and updated as needed.

# Form A: Business Description

How to fill out this page:

1. Describe your Facility Use & Operations on Form A. **Business Category BMP Guide Sheet(s)** applicable to your business type can be found in Appendix B of the Industrial and Commercial Storm Water BMP Manual and may help you in completing this section.
2. Look up the SIC Code or NAICS Code that matches your business type on the website provided (<https://www.osha.gov/data/sic-search>) and record it on the Form.

Form A Business Description

## Form A Business Description

**a. Location** (use facility address)

*1234 Kaleo Street, Honolulu, HI, 96814*

**b. Facility Use & Operations** (describe what type of activities occur [e.g., repairs, food preparation] and indicate whether activities are inside, under cover outside or outside without cover. List areas where chemicals (including pesticides and fertilizers) are currently applied.)

*Automotive Repair*

*Repair is done undercover.*

*Waiting cars are parked on the road.*

*Cleaning solvents are stored under cover.*

*Oil and lubricants are stored outside in a shed.*

**c. Standard Industrial Classification (SIC) Code or North American Industry Classification System (NAICS) Code** (use these codes from either system to categorize the activity(s) occurring on the site. This website can help you to determine your code(s): <https://www.osha.gov/data/sic-search>)

*SIC Code 7538: General Automotive Repair Shops*

**d. Hours of Operation** (provide hours of operations by day of the week.)

*The shop is open from 6am to 5pm, Monday - Friday*

Best Management Practice Plan

# Form B: Site Map

How to fill out this page:

Using an existing site plan for the property, walk around the property boundaries to identify sloping areas where water may run downhill or to a storm drain inlet, as well as nearby natural and landscaped areas where water may be absorbed. Use arrows to indicate the direction of storm water flow on your site map. Include the marked-up site plan in your BMP Plan.

If you cannot locate an existing site plan you can draw a simplified site map of the property noting the important areas of the business and the items listed in the checklist on Form B.

For help identifying your property boundaries visit [gis.hicentral.com](http://gis.hicentral.com). You will need your property address or Tax Map Key (TMK) number to complete the search.

Form B Site Map

## Form B Site Map

- ❑ **Property Boundary** (the City's GIS site ([gis.hicentral.com](http://gis.hicentral.com)) may be useful for identification of boundaries.)
- ❑ **Entrance(s), Streets, and Adjacent Properties** (indicate the entrance(s) to the property and names of adjacent streets and businesses.)
- ❑ **Areas with Industrial Activities or Pollutant Sources** - chemical & material storage, manufacturing/processing/recycling, fueling, maintenance, washing, loading/unloading operations, erosion/sediment sources, waste management, etc.
- ❑ **Waste Disposal Areas**
- ❑ **Storm Water Flow Directions** (show based on site topography, 'flow arrows' that indicate the anticipated direction that a spill would flow if it occurred.)

**If Applicable:**

- ❑ **Storm Water Drainage Structures & Nearby Canals, Streams, or Ocean** (show locations of storm drain structures such as catch basins, or grate/drain inlets.)
- ❑ **Location of Structural BMPs** (structural, vegetative, or practices used to treat, prevent, or reduce water pollution. Examples include infiltration basins, porous concrete, and grassed swales or ditches for vegetative BMPs.)

Site Map

**Best Management Practice Plan**



# Form C: Pollution Control Strategies

Before completing Form C:

Locate the **Business Category BMP Guide Sheet(s)** that are applicable to your business in Appendix B of the Industrial and Commercial Storm Water BMP Manual. BMPs are assigned based on the typical activities of certain business types. Depending upon the nature of the activities conducted by your business, more BMPs may be applicable than are listed.

If all business activities are covered by the **Business Category BMP Guide Sheet(s)\***, the sheets can be used in place of completing Form C.

If your business:

- performs additional activities not listed on the **Business Category BMP Guide Sheet**, OR
- is not included in the **Business Category BMP Guide Sheets**


you will need to fill out Form C. Instructions are located on the following page.

Auto Body Maintenance
Business Category BMP Guide Sheets

## B-2 Auto Maintenance

**Description**

This category includes facilities that conduct general maintenance and repair on vehicles, including general repair shops, radiator repair shops, car dealerships, car washes, and fleet maintenance operations. Auto maintenance and repair on vehicles can contribute pollutants to storm water runoff, including toxic hydrocarbons and other organic compounds, oils and greases, nutrients, phosphates, heavy metals, and suspended solids.



**Industrial and Commercial Activity BMPs**

The Industrial and Commercial Activity BMP Fact Sheets are provided by business activities.

BUSINESS ACTIVITY	FACT SHEETS
General BMPs	A-1 Spill Prevention, Control & Cleanup
	A-2 Waste Handling & Disposal
	A-3 Housekeeping Practices
	A-4 Employee Training
	A-5 Drain Connections, if applicable
Dumpster & Loading Dock Areas	A-11 Loading/Unloading
Equipment & Outdoor Cleaning	A-13 Equipment & Operations Maintenance
Grease & Material Storage, Recycling & Waste Disposal	A-12 Liquid Container Storage
Landscaping & Grounds Maintenance	A-16 Building Repair & Construction
	A-17 Parking Area Maintenance
	A-18 Pressure Washing
	A-19 Pool, Fountain & Spa Maintenance
	A-20 Landscape Maintenance


CCH Industrial and Commercial

Restaurants & Food Industry
Business Category BMP Guide Sheets

## B-4 Restaurants & Food Industry

**Description**

This category includes restaurants, institutional cafeterias, grocery stores, bakeries, delicatessens, and any facility requiring a Health Department permit for food preparation. Cleaning of equipment, grease handling and disposal, spills, surface cleaning, grounds maintenance, dumpster and loading dock areas, and parking lots can contribute pollutants to storm water runoff, including food wastes, oil and grease and toxic chemicals in cleaning products, disinfectants, and pesticides.



**Industrial and Commercial Activity BMPs**

The Industrial and Commercial Activity BMP Fact Sheets are provided by business activities.

BUSINESS ACTIVITY	FACT SHEETS
General BMPs	A-1 Spill Prevention, Control & Cleanup
	A-2 Waste Handling & Disposal
	A-3 Housekeeping Practices
	A-4 Employee Training
	A-5 Drain Connections, if applicable
Dumpster & Loading Dock Areas	A-11 Loading/Unloading
Equipment & Outdoor Cleaning	A-13 Equipment & Operations Maintenance
Grease & Material Storage, Recycling & Waste Disposal	A-12 Liquid Container Storage
Landscaping & Grounds Maintenance	A-16 Building Repair & Construction
	A-17 Parking Area Maintenance
	A-18 Pressure Washing
	A-19 Pool, Fountain & Spa Maintenance
	A-20 Landscape Maintenance

CCH Industrial and Commercial Storm Water Best Management Practice Manual

**\*Add all corresponding Activity BMP Fact Sheets to your BMP Plan from Appendix A of the City's Industrial and Commercial Storm Water BMP Manual.**

# Form C: Pollution Control Strategies (cont.)

If you need to complete Form C:

1. List your business' Potential Pollutant Activities under the first column if the activities are not already listed on the **Business Category BMP Guide Sheet(s)**.
2. For each of the Potential Pollutant Activities in the first column, list the number and name of the **Activity BMP Fact Sheet(s)\*** that address them in the second column.

**Activity BMP Fact Sheets** (A-1 through A-4) will apply to all business types.

Form C Potential Control Strategies

## Form C Pollution Control Strategies

Include all applicable BMP Activity Sheets in this BMP Plan. Highlight the BMPs in the BMP Activity Sheets that are applicable to the business activities.

Potential Pollutant Activities	Corresponding Activity BMP Fact Sheets
General Operations	A-1 Spill Prevention Control & Clean-ups
	A-2 Waste Handling & Disposal
	A-3 Housekeeping Practices
	A-4 Employee Training
<i>Vehicle Repair</i>	<i>A-8 Vehicle Equipment Maintenance &amp; Repair</i>
	<i>A-10 Vehicle &amp; Equipment Staging</i>
	<i>A-12 Liquid Container Storage</i>
	<i>A-7 Parking Area Maintenance</i>
	<i>A-18 Building &amp; Sidewalk Pressure Washing</i>

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**\*Add all corresponding Activity BMP Fact Sheets to your BMP Plan from Appendix A of the City's Industrial and Commercial Storm Water BMP Manual.**



# Form D: Spill Response Plan

How to fill out this page:

1. After filling out the information at the top of the form, list each area under "Potential Spill Areas" along with the names and types of hazardous materials found there. Attach additional pages, if necessary.
2. In Section 2, describe where to find spill kits and/or materials that can be used to clean up spills (i.e., absorbent pads, kitty litter, etc) for each location listed in Section 1.

**TIPS FOR USING YOUR SPILL RESPONSE PLAN:**

- Keep your Spill Response Plan in a convenient location to refer to if a spill occurs.
- Review your Spill Response Plan each year and keep it up-to-date.

Form D Spill Response Plan

## Form D Spill Response Plan

SPILL RESPONSE AND CLEAN-UP PLAN	
Company: <i>Kaleo Auto Repair</i>	Date: <i>June 1, 2021</i>
Site Address: <i>1234 Kaleo Street</i>	Runoff drains to: <i>City storm drain</i>

CONTACTS:		
Title	Name	Phone Numbers
Site Manager	<i>John Smith</i>	
Business Owner	<i>Jane Doe</i>	
Clean-up Contractor		

**1. Potential Spill Areas**

Location	Hazardous Materials
<i>Repair Bay</i>	<i>Solvents, oils, lubricants, antifreeze</i>
<i>Office</i>	<i>Bug spray</i>

**2. Spill Material/Spill Kit Locations**

<i>Repair bay has absorbent towels and kitty litter</i>

**Additional Information**  
Provide a description of any additional emergency clean-up and disposal procedures not listed above that you will use at your site, or any other special conditions that exist:


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*This BMP Plan (including the Spill Response Plan) and relevant chemical Safety Data Sheets should be available and accessible to employees.*

# Form D: Spill Response Plan (cont.)

## IF A SPILL OCCURS:

1. Refer to "Spill Clean-Up Procedures" to properly address the spill. Follow the instructions for reporting the spill to the appropriate authorities, if necessary.
2. After spill clean up and reporting, conduct a review to determine whether your Spill Response Plan is adequate and identify areas for improvement.

The Facility Supervisor should be on site during hours of operation. This can be the business owner or manager.

### Form D Spill Response Plan

#### 3. Spill Clean-Up Procedures

1. Alert the manager/owner of property where the spill has occurred.
  2. Obtain personal protective equipment, as appropriate to the hazards. Refer to Safety Data Sheet or other references for information.
  3. Stop the source of the spill (upright container, plug leak, etc.)
  4. Seal off storm drains with berms or drain covers and stop flow.
  5. Protect floor drains or other means for environmental release. Berms may be placed around drains, as needed.
  6. Use pads and/or granular sorbent to clean up spilled material. Sorbent should be distributed over the entire spill area, working from the outside in. Place materials in an appropriate container.
  7. Let pads sit on spill to absorb spilled material.
  8. Remove spent pads and/or sorbent and dispose of properly.
- If a spill or release cannot be controlled or injuries have occurred:

1. Evacuate the immediate area and provide care to the injured.
2. Be prepared to provide Safety Data Sheet information to emergency responders.
3. Notify the appropriate agency if release has entered the Reporting Table.

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### Form D Spill Response Plan

#### 4. Spill Reporting Instructions

##### Notification Checklist

##### Spill in any amount

Facility Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

##### Discharge in amount exceeding "reportable quantity"\* and not affecting a water body or groundwater

Honolulu Fire Department including HAZMAT: **911**

State of Hawai'i Department of Health, Hazard Evaluation and Emergency Response Office (DOH HEER)      808-586-4249  
808-236-8200 (after business hours)

Honolulu Local Emergency Planning Committee (LEPC)      808-723-8960

##### Discharge in any amount and affecting (or threatening to affect) a water body

Honolulu Fire Department including HAZMAT: **911**

Hawai'i State Emergency Response Commission (HSERC)/ State of Hawai'i Department of Health, Hazard Evaluation and Emergency Response Office (DOH HEER)      808-586-4249  
808-236-8200 (after business hours)

National Response Center      1-800-424-8802

Honolulu Local Emergency Planning Committee (LEPC)      808-723-8960

##### Discharge onto City Street

City and County of Honolulu, Storm Water Quality Division      808-768-3242

\* The State of Hawai'i Department of Health Hazard Evaluation Emergency Response Office website contains a link to the Reportable Quantities List for hazardous substance releases.

To the best of your ability, please be ready with the following information:

- Where is the spill?
- What spilled?
- How much spilled?
- How concentrated is the spilled material?
- Who spilled the material?
- Is anyone cleaning up the spill?
- Are there resource damages (e.g., dead fish or oiled birds)?
- Who is reporting the spill?
- How can we get back to you?

After a spill, assess whether the Spill Response Plan is adequate and areas for improvement.

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# Form E: Self-Inspections

How to fill out this page:

1. Use Form E to create a self-inspection checklist for your business. This checklist should include areas specific to your facility, such as loading and unloading areas.
2. Schedule and complete monthly self-inspections to ensure that the BMPs outlined in your plan are being implemented.

Form E Self-Inspections				
<b>Form E Self-Inspections</b>				
Facility Storm Water Self Inspection Checklist				
Facility:				
Inspector(s) Name and Title:				
Date and Time of Inspection:				
Issue/Objective	Yes	No	N/A	Comment
<b>Training</b>				
1. Has annual training been conducted and documented for all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Good Housekeeping</b>				
1. Are loose debris, garbage, and waste regularly removed off facility's grounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are dumpsters and trash/recycle bins kept covered and inspected regularly for leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are work areas and storage areas neat and clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are washing activities minimized and contained within the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are vehicles and equipment inspected daily for leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are equipment and vehicles serviced/maintained indoors or under cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are BMPs (i.e., absorbents, drip pans, drip pads, etc.) used under leaking vehicles and equipment to prevent tracking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. During the last observed rain event, was the runoff leaving the facility discolored or observed to contain some type of contaminants? If so, please describe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Were there any other good housekeeping measures not described above that may have been an issue? If so, please describe.				
<b>Best Management Practice Plan</b>				

Form E Self-Inspections				
Issue/Objective	Yes	No	N/A	Comment
<b>Material/Chemical Inventory and Storage</b>				
1. Are containers/drums properly stored under cover and within secondary containment structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are potential pollutants, chemical containers, and drums properly labeled and identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are Safety Data Sheets readily available for all chemicals/products/materials stored onsite? Are Safety Data Sheets located in an accessible location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Spill Prevention and Response Plan</b>				
1. Are parking lots and paved areas visually inspected regularly for spills and leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are spills promptly cleaned up using absorbent materials? Has the appropriate action taken place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the facility equipped with spill kits or are absorbent materials readily available? Are the spill kits well maintained and adequately stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are above-ground storage tanks and facilities clean and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are proper spill prevention control measures in place at the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Structural BMP Maintenance</b>				
1. Are structural BMPs being properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Inspection Areas (Loading/Unloading)</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments</b>		<b>Corrective Actions</b>		
1.				
2.				
3.				
4.				
5.				
<b>Best Management Practice Plan</b>				

# Form F: Training Plan/Log

How to fill out this page:

1. Use the Training Topics on Form F as a minimum guideline for employee training. Add topics to the list as needed to address potential pollutants.
2. Keep a record of employees who have received this training using the bottom of this Form or your own tracking log.

**Schedule annual employee training sessions to review this BMP Plan. You can incorporate your BMP Plan training with other regular employee training events.**

Form F Training Plan/Log

## Form F Training Plan/Log

Business Name: \_\_\_\_\_

Trainer/Supervisor: \_\_\_\_\_

Training Topics:	
	Industrial/Commercial BMP Plan Purpose
	Sources of Potential Pollutants that Could Affect Storm Water
	BMPs to Address Pollutant Sources
	Spill Response Plan
	Monthly Self-Inspections

Add additional training topics that are applicable to your business activities above.

I have participated in this training on the Industrial/Commercial BMP Plan which presented information on storm water discharges and what can be done to prevent or minimize contamination of storm water runoff.

Date	Name (print clearly)	Signature

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