
TRANSPORTATION STORM WATER (TRA-P011)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 To observe and/or sample rainwater runoff for contaminants. Prepare monthly, quarterly and annual reports.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Transportation Operations Supervisor

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 **Storm Water Sampling:** To collect rainwater runoff at specified out falls into containers. They are turned over to testing laboratories for contaminants.
- 4.2 **Storm Water Observation:** To observe rain water runoff and record your observation.
- 4.3 **Monthly Storm Water Report:** A more general report that included property storage.
- 4.4 **Annual Storm Water Report:** A report that included the Sampling, Observations, Monthly and Quarterly Reports.
- 4.5 **Hazardous Spill:** Any liquid or solid chemical spill that is harmful to persons or the environment.

5.0 PROCEDURE:

- 5.1 If sampling in the first half hour of rain, capture runoff in bottles and send to lab.
- 5.2 If observing, look at the color of the runoff and fill out appropriate sheet.
- 5.3 If no rain for the month, look for any other water that may go into the storm drain and fill out appropriate sheet.
- 5.4 At the end of each month, send report into Kennedy-Jenks.
- 5.5 If a chemical spill occurs, make out a report and include it with that months report.
- 5.6 Keep a copy for your records and for annual report.
- 5.7 Quarterly reports also involve inspecting metal and tire storage or any chemical storage areas.
- 5.8 At the end of the reporting period (June) submit the annual report along with all Monthly, Quarterly and Sampling reports to Kennedy-Jenks.
- 5.9 Kennedy-Jenks will prepare an annual report with all member districts.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Storm Water Observation
- 6.2 Monthly Storm Water Report

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6.3 Quarterly Storm Water Report

6.4 Annual Storm Water Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Storm Water Observation	On site	5 years	Discard as desired	Normal
Monthly Storm Water Report	On site	5 years	Discard as desired	Normal
Quarterly Storm Water Report	On site	5 years	Discard as desired	Normal
Annual Storm Water Report	On site	5 years	Discard as desired	Normal

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/05/04	A	Initial Revision

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