

# STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT 2024

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 August 1, 2019, Ecology issued new NPDES Stormwater Permits for Phase II Municipalities in Eastern and Western WA which include several facilities operated by the Washington State Department of Corrections. The permits are available to view on-line at Ecology's website: <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits/Western-Washington-Phase-II-Municipal-Stormwater>

### 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

**EPA** – Environmental Protection Agency

**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 firefighting activities.

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

**LEED** – Leadership in Energy and Environmental Design

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

**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** – Wastewater Treatment Plant

**WSP** – Washington State Penitentiary, Walla Walla, Washington. Walla Walla Co.

**1.2 Phase II Municipal Stormwater NPDES Permit Timeline**

**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.

<b>S6. Program Component</b>	<b>Initial date of permit coverage</b>	<b>One year</b>	<b>18 months</b>	<b>Two years</b>	<b>Three years</b>	<b>4 ½ years from permit coverage date</b>
<b>A. Stormwater Management Program SWMP</b>	Begin/Con't to develop and implement SWMP	Annually update SWMP				SWMP fully implemented
<b>D.1 Public Education and Outreach</b>	Label storm drain inlets <sup>1</sup> .				Each year ports, colleges, universities distribute education info to tenants and residents.	
<b>D.2 Public Involvement and Education</b>	<b>By May 31 each year:</b> Make Annual Report and SWMP available to public – on website, if available.					
<b>D.3 Illicit Discharge Detection and Elimination</b>	Comply with all local ordinances	Implement policies to prohibit illicit discharges <sup>2</sup>	Develop & implement enforcement practices for policies to ensure compliance <sup>2</sup>	-Visually inspect 1/3 of outfalls each year. - Implement procedures to ID & remove illicit discharges. -Train staff on proper BMPs and spill response.		-Complete map of storm sewer system, including contributing areas and receiving waters <sup>2</sup> . -Develop & implement spill response plan <sup>2</sup> .
<b>D.4 Construction Site Stormwater Runoff Control</b>	Comply with all local regulations. Obtain NPDES permit coverage for qualifying construction projects. Train staff in erosion and sediment control. Coordinate with local jurisdictions and within watershed to assist with compliance.					
<b>D.5 Post-construction Management</b>	Comply with all local regulations. Coordinate with local jurisdictions to assist with compliance.					
<b>D.6 Municipal Pollution Prevention &amp; Good House-keeping</b>	Obtain NPDES permit coverage for all industrial facilities or other activities.				-Develop & implement O&M plan <sup>2</sup> . -Spot checks after major storms <sup>2</sup> . -Staff training.	

<sup>1</sup> New Secondary Permittees shall label all inlets no later than four years from the initial date of permit coverage

<sup>2</sup> New Secondary Permittees must follow this timeframe. Continuing Permittees must implement on-going programs and updates according to Permit language.

## 2.0 PERMIT APPLICATION AND DISCUSSION

The requirements under Section S6 of the Stormwater Management Program for Secondary Permittees, called for each permittee to develop and implement a Stormwater Management Program (SWMP) and prepare written documentation for submittal to Ecology by March 31, 2019. 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 to Ecology by March 31st for the previous calendar year. These reports 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:

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Municipal-stormwater-permit-guidance>

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

**Section 3.0** – Permit requirements for Public Education and Outreach. (S6.D.1)

**Section 4.0** – Permit requirements for Public Involvement and Participation. (S6.D.2)

**Section 5.0** – Permit requirements for Illicit Discharge Detection and Elimination. (S6.D.3)

**Section 6.0** – Construction Site Stormwater Runoff Control. (S6.D.4)

**Section 7.0** – Post-construction Stormwater Management for New Development and Redevelopment. (S6.D.5)

**Section 8.0** – Pollution Prevention and Good Housekeeping for Municipal Operations. (S6.D.6)

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-**Closed**
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. 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 Manager at the Department of Corrections – Capital Planning and Development.

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 to remain in compliance with the permits. To date, none of the DOC facilities have become a co-applicant for MS4 permit application.

## 2.2 Facility Descriptions

**Larch Corrections Center (LCC)** is a minimum-security adult correctional facility located 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.

LCC has no industries that discharge any industrial waste or high organic loads into the sewer collection system and has no activities other than those to support the institution.

**LCC remains closed and does not house incarcerated individuals. There is a small DOC maintenance staff (1-3) on site and DOC is currently working to decommission the existing Wastewater Treatment plant.**

**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 Sky River Treatment Center (maximum-security unit for mentally ill offenders). 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 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 operates its own pre-treatment sewage plant which discharges effluent directly to the city's Wastewater 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.

**Washington Corrections Center for Women (WCCW)** is in Pierce County, near the city of Gig Harbor and houses female incarcerated individuals within the Washington Department of Corrections system. 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.

**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 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 in a non-urbanized area it currently does not need to apply for MS4 coverage.

WSP is comprised of approximately 540 acres, most of which is permeable. Less than 25% of the ground at WSP is either paved or covered with buildings. WSP's storm drainage collection and conveyance system consist of catch basins, closed piping, open ditches and infiltration ponds. Surface water runoff from the facility is collected and discharged to several ponds throughout the facility. Stormwater that is channeled through the storm drain system stays on-site.

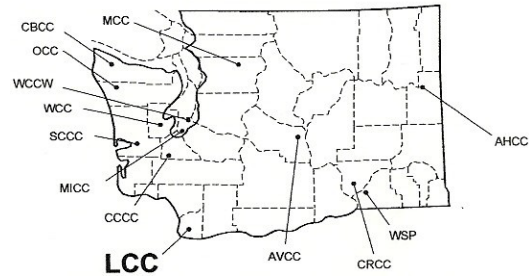
## **DOC STORMWATER MANAGEMENT PROGRAM**

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.

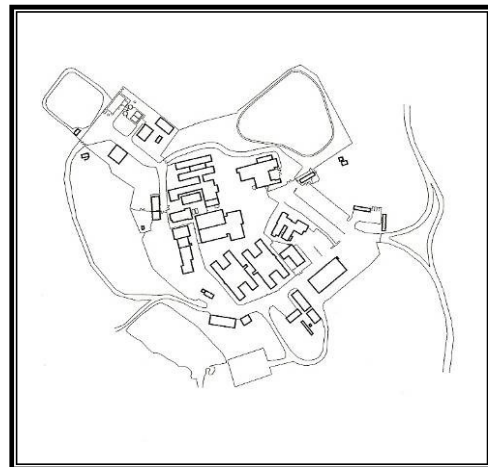
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# Larch Correctional Center

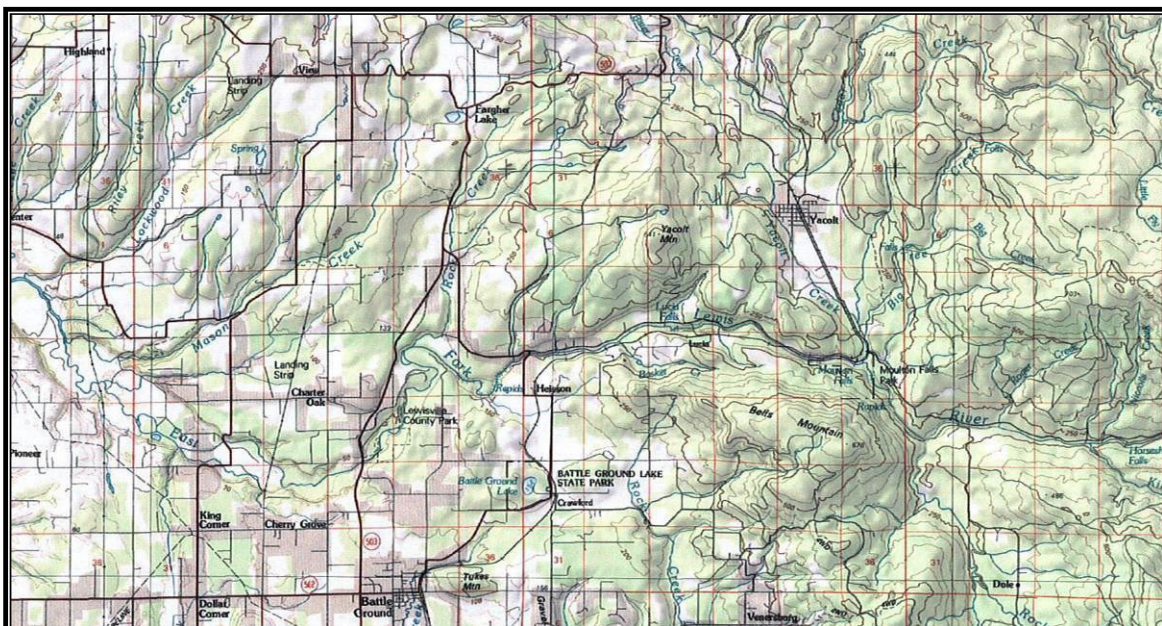
15314 N.E. Dole Valley Road  
Yacolt, WA 98675-9521



LCC Aerial View

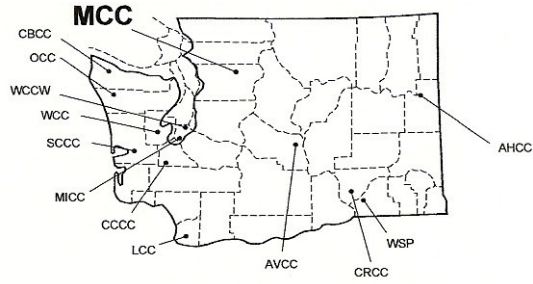


LCC Facility Map

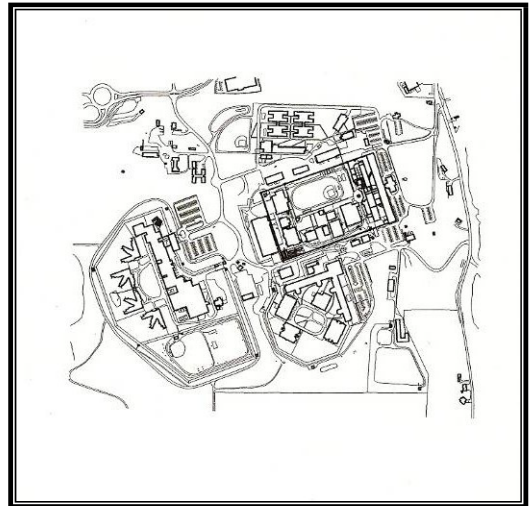


# Monroe Correctional Complex

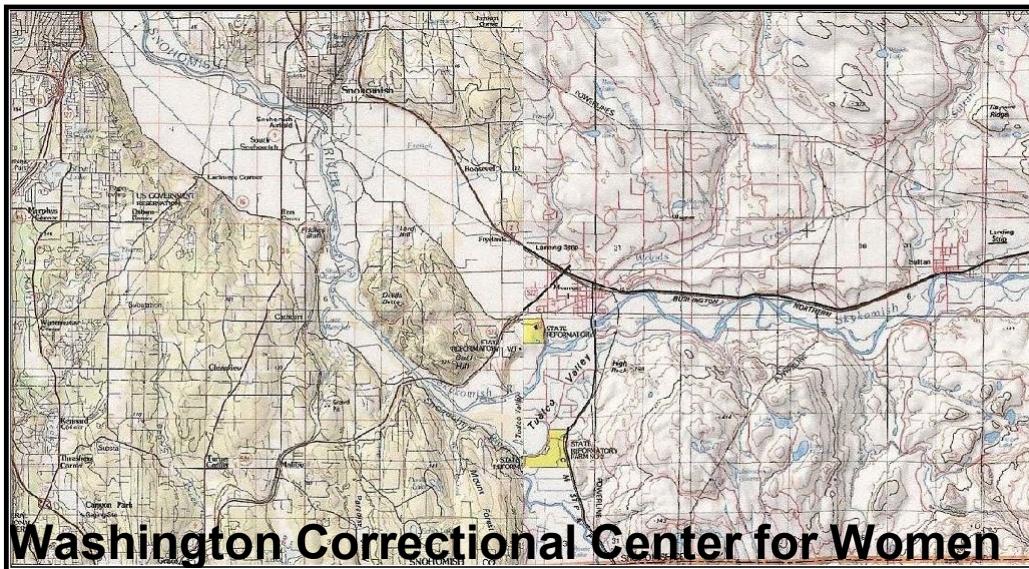
16700 177<sup>th</sup> Avenue SE  
P.O. Box 777 NM-83  
Monroe, WA 98272-0777



MCC Aerial View



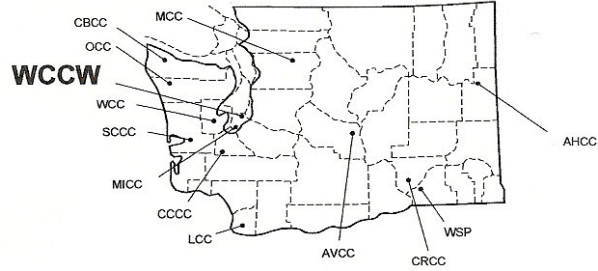
MCC Facility Map



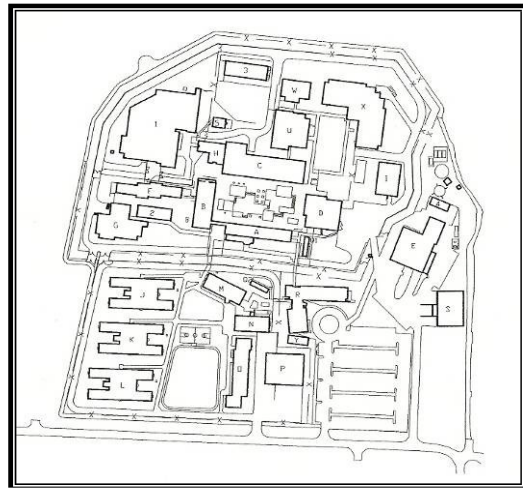
**Washington Correctional Center for Women**

# Washington Corrections Center for Women

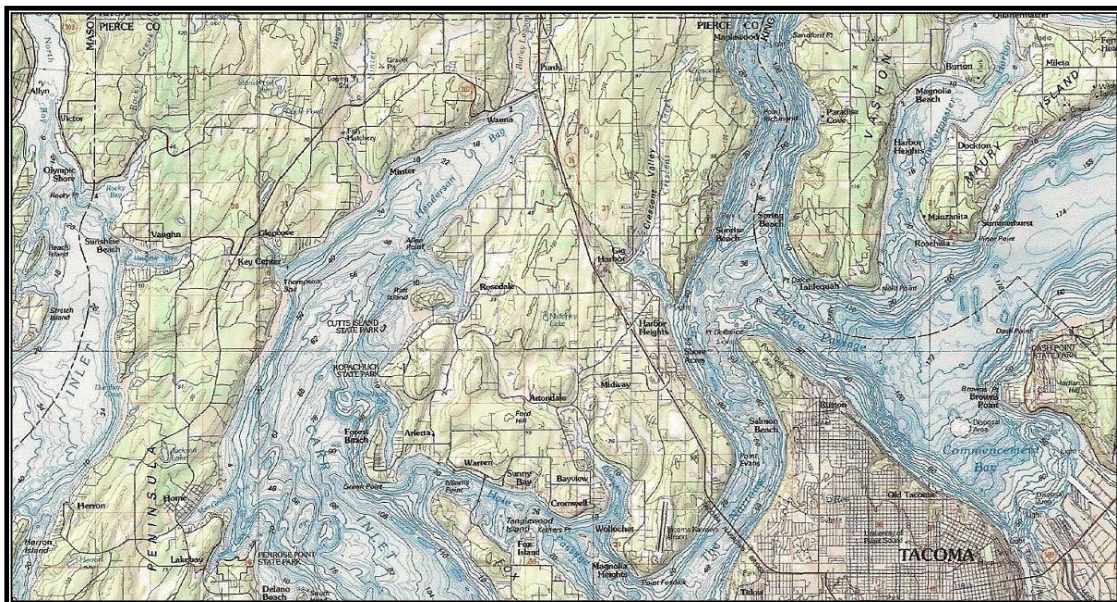
9601 Bujacich Road NW  
Gig Harbor, WA 98332-8300



WCCW Aerial View



WCCW 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, incarcerated population which could benefit from stormwater education and the importance of maintaining our stormwater infrastructure. Compliance with environmental regulations and policies continues to be a priority with DOC and educating the incarcerated 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 and educate those offenders which work in the facility maintenance program and environmental and sustainable programs.

#### 3.1 Storm Drain Labels

DOC has labeled most 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. Part of the maintenance for these storm drains and as required by this permit, any storm drains where the label has faded, was removed, or is unreadable will be relabeled within 90 days of discovery.

The number of storm drains at each facility is:

LCC – 26 storm drains.  
MCC – Approximately 180  
storm drains.  
WCCW – 112 storm drains.  
WSP – 199 storm drains.

The number of storm drain outfalls at each facility is:

LCC – 2 outfalls.	Inspected at least annually.
MCC – Approximately 8 outfalls.	Inspected at least annually.
WCCW – 3 outfalls.	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 make available to the public no later than May 31, 2025, the latest updated version of the SWMP and the annual report. These posted on the Department of Corrections website.

##### 1.1 URL for DOC's website where SWMP is posted.

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

<https://www.doc.wa.gov/about/business/capital-planning/compliance.htm>

## 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.*

No illicit discharges were noted to have occurred at any DOC facility in 2024

### 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. If it becomes necessary and required by Ecology or by a WAC or RCW, a new policy will be drafted specifically addressing the requirements of this permit.

See Attachments B

### 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 plans on permitted facilities to review and update these maps in 2025. Additionally, DOC has received some funds from the legislature to source, contract and implement a facility wide electronic mapping system for each facility starting in 2025 with the Monroe Correctional Complex. The contract has been secured and work is scheduled to begin in 2025.





The update to these maps will include the receiving waters and delineated areas contributing runoff to each outfall as required by the permit.

### 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 secure correctional institutions. DOC's Capital Planning and Development 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 E 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 G 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 Planning and Development 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.

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 organization's 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 November 18, 2020, and expires December 31, 2025. (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 into 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 Program Staff are available to help monitor the construction site 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. 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 into 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. Facilities are expected to review and update these plans as needed each year. The plans are included in Attachment F 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, none of the facilities covered under this permit require coverage under the General NPDES Permit for Stormwater Discharges Associated with Industrial Activities. There has been discussion in the past with Ecology whether DOC Facilities are considered Industrial facilities or not, or if they would require an Industrial Stormwater 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.

## 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

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Attachment B – DOC Policy Numbers DOC 270.000 – Environmental Reviews

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

Please forward comments and questions to:  
Darin Klein, Environmental Manager  
E-mail at: [Darin.Klein@DOC1.wa.gov](mailto:Darin.Klein@DOC1.wa.gov)

Department of Corrections  
Capital Planning and Development  
Environmental and Regulatory Compliance  
P.O. Box 41112  
Olympia, Washington 98504-1112

Additional information regarding the Department of Corrections can be found on our website at: [www.doc.wa.gov](http://www.doc.wa.gov)





## DUTY TO REAPPLY – Notice of Intent (NOI) for Coverage Under the NPDES Municipal Stormwater General Permit

### Introduction

This form must be used by all operators of municipal separate storm sewer systems (Permittees) currently under coverage of one or more of the following municipal separate storm sewer systems (MS4) permits:

- **Phase I Municipal Stormwater Permit** – National Pollutant Discharge Elimination System (NPDES) and State Waste Discharge General Permit for Discharges from Large and Medium Municipal Separate Storm Sewer Systems.
- **Western Washington Phase II Municipal Stormwater Permit** – NPDES and State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in Western Washington.

Please answer all questions accurately and completely. If a question does not apply, answer NA to that question. See instructions at the back of the form for more information.

Permittees currently under an existing permit must complete this form, obtain an authorized signature, and return it to Ecology postmarked no later than **February 1, 2018**, to be in compliance with General Condition G18 of the Permit. Permittees may complete this form by hand or download the form from Ecology's web site and fill it out electronically. The NOI can be downloaded from:

<https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070402.html>

There are two options available to submit the NOI.

<b>Option 1 (preferred):</b>	<b>Option 2: Mail completed form to:</b>
Submit completed form as an attachment through the Water Quality Web portal via: <a href="https://secureaccess.wa.gov/ecy/wqwebportal/">https://secureaccess.wa.gov/ecy/wqwebportal/</a> (instructions follow)	Department of Ecology Water Quality Program Municipal Stormwater Permits PO Box 47696 Olympia, WA 98504-7696

Ecology will send each permittee an acknowledgment of receipt. If you have questions about this form, please contact the appropriate Ecology employee listed in the instructions at the end of this form or call Ecology's Water Quality Program at 360-407-6600.

*To request ADA accommodation including materials in a format for the visually impaired, call the Water Quality Program at 360-407-6600. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call 877-833-6341.*

**Part 1 - Owner/Operator Information**

<b>A. Permittee information</b>		
Name of city, county, or special district: Washington State Department of Corrections		
Mailing Address		
PO Box (Optional): PO Box 41112		
City Olympia	State Washington	Zip 98504-1112
Permit Number		
<b>B. Responsible official or representative</b>		
Name Nanette Graham		
Title Director, Capital Planning and Development		
Phone 360-725-8354		
Email Nanette.graham@doc.wa.gov		
Mailing Address		
PO Box (Optional): P.O. Box 41112		
City: Olympia	State: WA	Zip: 98504-1112

<b>C. Billing address, if different</b>			<b>D. Primary Contact person</b>	
Name			Name: Eric Heinitz	
Mailing Address (if different)			Title: Environmental Manager	
			Mailing Address (if different)	
PO Box (Optional)			Phone No. Business: 360-725-8397	
City	State	Zip	Email: eric.heinitz@doc.wa.gov	
			Fax No. (Optional): 360-586-8723	
<b>E. Ownership status</b> (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 – Permit(s) under which the permittee is requesting coverage**

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

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

**Part 3 – 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).

- Not applicable
- Applicable, list all co-permittees:
  - Co-permittee’s Name:
  - Co-permittee’s Name:
  - Co-permittee’s Name:
  - Co-permittee’s Name:

**Part 4 - 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.*

Nanette Graham	Director, Capital Planning and Development
<b>Print or type name</b> of responsible official or representative	<b>Title</b>
	12/06/2017
<b>Signature</b> of responsible official or representative	<b>Date</b>

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>DEPARTMENT WIDE</b>		
	<b>REVISION DATE</b> 9/14/20	<b>PAGE NUMBER</b> 1 of 3	<b>NUMBER</b> <b>DOC 270.000</b>
	<b>TITLE</b> <b>ENVIRONMENTAL REVIEWS</b>		

**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  
 Reviewed: 5/19/14  
 Revised: 9/14/20

**SUMMARY OF REVISION/REVIEW:**

Major changes to include the incorporation of DOC 270.010 Coordination of the State Environmental Policy Act (SEPA). Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
 Department of Corrections

8/10/20

\_\_\_\_\_  
 Date Signed



# POLICY

TITLE  
**ENVIRONMENTAL REVIEWS**

## REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 36.70A](#); [RCW 43.21C](#); [WAC 197-11](#)

## POLICY:

- I. The Department has established guidelines to evaluate environmental impacts associated with a proposed action/project, protect critical areas, and ensure compliance with environmental laws and regulations.
- II. The requirements of the State Environmental Protection Agency (SEPA) will be integrated with existing Department planning and practices to ensure procedures run concurrently.
  - A. If a proposal involves federal action/review, the Department will coordinate the 2 governmental processes to ensure only one Environmental Impact Statement or environmental document is prepared.
- 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.

## DIRECTIVE:

- I. Responsibilities
  - A. The Capital Planning and Development Director has designated the Environmental Manager to:
    - 1. Ensure compliance with regulatory requirements,
    - 2. Determine the scope of a proposed action/project,
    - 3. Evaluate the environmental consequences/impacts of a proposal,
    - 4. Prepare/supervise preparation of Environmental Impact Statements and notifications, and
    - 5. Ensure copies are maintained on the Department's external website of all documents related to the regulatory process.
- II. SEPA Review
  - A. Employees/contract staff proposing projects involving construction or modification of facilities will submit a written description of the project to the Environmental Manager.



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
9/14/20

PAGE NUMBER  
3 of 3

NUMBER  
**DOC 270.000**

# POLICY

TITLE  
**ENVIRONMENTAL REVIEWS**

1. All other projects/actions should be submitted for review if the proposal may have an impact on the environment (e.g., regulations/zoning, traffic impacts, occurs within 200 feet of a critical area).
- B. The Environmental Manager will evaluate and determine if the proposed action/project is likely to have any significant, adverse environmental impacts.
  1. If the proposal may impact the environment, a [SEPA Environmental Checklist](#) will be conducted and submitted for public review, unless exempt per RCW 43.21C or WAC 197-11.
- C. If the Environmental Manager determines the proposal will significantly impact the environment, the Environmental Manager will:
  1. Coordinate the SEPA process for avoiding, minimizing, and/or mitigating impacts, including public review.
  2. Notify the Capital Planning and Development Director of unavoidable impacts, potential regulatory requirements, and proposed alternatives.

## DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Critical Areas, Environmental Impact Statement, State Environmental Protection Agency (SEPA). Other words/terms appearing in this policy may also be defined in the glossary.

## ATTACHMENTS:

None

## DOC FORMS:

None



Issuance Date: July 1, 2019  
Effective Date: August 1, 2019  
Expiration Date: July 31, 2024

# Western Washington Phase II Municipal Stormwater Permit

National Pollutant Discharge Elimination System and  
State Waste Discharge General Permit for discharges from  
Small Municipal Separate Storm Sewers  
In Western Washington

**State of Washington**  
**Department of Ecology**  
Olympia, WA 98504-7600

In compliance with the provisions of  
The State of Washington Water Pollution Control Law  
Chapter 90.48 Revised Code of Washington  
and

The Federal Water Pollution Control Act  
(The Clean Water Act)  
Title 33 United States Code, Section 1251 *et seq.*

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

  
Water Quality Program Manager  
Department of Ecology

Link to the current Ecology:

**Municipal Stormwater General Permit August 1, 2019 – July 31, 2024**

<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits/Western-Washington-Phase-II-Municipal-Stormwater>

Issuance Date: November 18, 2020  
Effective Date: January 1, 2021  
Expiration Date: December 31, 2025

# 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.



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Vincent McGowan, P.E.  
Water Quality Program Manager  
Washington State Department of Ecology



**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:

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## 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 is currently closed with only 1-3 maintenance staff and 1 WWTP certified Operator on site.

All 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. LCC does not use chemical deicing agents. Snow removal

of roadways, parking lots and sidewalks are completed through hand shoveling or with a backhoe. 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. **No fleet vehicles on site.**

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.

For the oil water separator to be effective.

- There are no fleet vehicles on site at LCC.
- on site vehicle fueling will take place on the concrete

Apron at the DNR fueling station.

- DOC vehicles will be washed on the concrete wash apron that is in front of the DOC maintenance shop.
- All LCC hazardous has been removed from the facility, DOC staff 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.s

Grass and shrubbery clippings will be collected and transported off-site.

All facility trash will be collected and removed off-site. 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. Remaining maintenance staff whose job functions may impact storm water are trained 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.

# Monroe Correctional Complex Surface Water Management Program

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Monroe Correctional Complex  
16500 177<sup>th</sup> Ave SE  
Monroe, WA. 98272

## Monroe Correctional Complex (MCC) Stormwater Management

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, to meet Washington State's All Known and Reasonable Treatment requirements and protect water quality. These goals will be accomplished by including all Western Washington Phase II Municipal Stormwater Permit Stormwater Management Program components and implementation schedules into the MCC's Stormwater Management Program. The following are how we will implement the goals of this program.

Nearly all MCC's storm drains and catch basins are marked or stenciled with "Dump no waste; drains to waterway" from a 2010 installation project. All drains will be inspected to ensure labels are still in-place and legible in 2025.

MCC Maintenance staff will inspect the storm drains and catch basins and clean them annually, or as necessary. Outfalls will be inspected semi-annually. Materials removed from the catch basins and outfalls will be cleaned of foreign debris and returned to the site that they came from. Gravel will be placed 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 other approved means to minimize additional or repeat erosion.

Following a 24-hr storm event, the stormwater treatment and flow control facilities will be spot checked for proper operation and required service. These inspections will be recorded on an inspection checklist and will indicate general observations and any corrective actions.

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 rocks near the basins will assist with filtering smaller debris from washing into the catch basins. During snow and ice events, removal along roadways, parking lots, and sidewalks will be completed through hand shoveling, snowplowing, or with a backhoe. A minimal amount of sand will be used on icy sidewalks and roadways to reduce slip hazards. At the end of the snow and ice event, sand will be collected and returned to the sand pile for future reuse.

MCC fleet vehicles are parked on the asphalt parking lot near the Motor pool building. In portions of the stormwater system at risk to carry oils or fuels from fleet vehicle maintenance activities, oil water separators are integrated into the system and maintained as needed.

To ensure the oil water separator will be effective:

1. All fleet vehicle service and repairs will be performed in the enclosed DOC Motor pool.
2. On-site vehicle fueling will take place on concrete aprons at designated fueling stations located at the Motor pool and the Commissary.
3. MCC maintenance personnel that have been properly trained or outside contractors will perform the required inspections of the oil water separators to make sure they are functioning properly and are serviced when necessary.

Precautions will be taken to make sure external building maintenance is performed in a manner where potentially hazardous materials are not directed into the stormwater 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.

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 stormwater system.

Work crew supervisors will assign inmate workers to walk the institution grounds and collect litter that could be washed into the stormwater system.

Inspections and cleaning of drains will be recorded on a sign off sheet and will include the date of the inspection/cleaning and the staff name. These records will be maintained in the maintenance department by the Plant Manager and Environmental Specialist.

All employees and incarcerated individuals whose job functions may impact stormwater will receive training and education about the importance of stormwater 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, and ways to perform their job activities that prevent or minimize impacts to stormwater.

## **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 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 backhoe. 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.

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 Facility Manager, 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, drainage ditches, and retention ponds throughout the 540-acre site.

- All storm drains located within or around the perimeter of WSP will be labeled with markers that read “No dumping/ Only rainwater down the drain.”
- Stormwater catch basins are periodically inspected and cleaned as needed.
- Retention ponds will be visually inspected and cleaned of vegetation and debris as needed.
- The stormwater system design prevents stormwater from leaving the WSP site.

### **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, before 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.



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

### **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, to implement the emergency spill response and cleanup plan promptly and properly.
- 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 remain at the fueling pump while pumping.
- “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 prisons in the State. Exterior building maintenance is a continuous process involving a variety of building surfaces and structures. BMPs are used to ensure external building maintenance is performed in a manner where potentially hazardous materials are not directed into the stormwater systems. Those BMPs 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 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. The WSP warehouses were designed and are operated using BMPs.

Operational BMPs 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 and/or the Plumbing Department will conduct visual inspections of the stormwater system. These inspections will:

- Identify inadequate operation, capacity, or direction of stormwater.
- 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.

### **Employee and Incarcerated Trainings:**

Employees and incarcerated individuals 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.

### **Recordkeeping:**

The following reports will be retained for three years:

- Visual inspection reports.
- Stormwater water sample results.
- Records of all stormwaters 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) 329-3400**

## **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.

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. **Larch Correctional Facility is closed.**

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

- Shane Loper
- Jon Pierce
- Darin Klein
- Dean Smith
- Steven Blahut
- 

1. Responding staff will use the cleanup procedures described in LCC internal document. 1.
2. Potential hazardous/dangerous materials that can be found at Larch Corrections Center.

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

- 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 and airborne hazardous materials incident occurring at Larch Corrections Center is minimal. Larch is 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 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 downwind), 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 and dangerous materials spills or releases require immediate response by qualified personnel to lessen the likelihood of creating health hazards and negative environmental impacts. Hazardous and dangerous materials spills at MCC will be considered an emergency and require 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 and/or 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 x 2-2333
  - b. MSU x 4-2222
  - c. TRU x 4-2999
  - d. SOU/IMU/SEG x 4-2222
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/TRU/MSU – Plant Manager III (x 4-2276)
    - ii. SOU/IMU –Plant Manager III (x 4-8971)
    - iii. all MCC – MCC Consolidated Plant Manager (x 4-2701)
  - b. If the spill/release occurs during non-working hours, the Shift Lieutenant will contact the Maintenance On-Duty from the Duty Roster.
4. Responding staff will use the cleanup procedures described in MCC internal document.
5. Potential hazardous/dangerous materials list can be found at MCC.

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

1. MCC has 11 diesel storage tanks integrated into separate emergency power generators:
  - a. TRU 4,000 gallons.
  - b. Motorpool : 2,500 gallons.
    - i. Used for two large emergency power generators for the Special Offenders Unit (SOU).
  - c. MSU: 1,500 gallons.
  - d. Steam plant: 2,000 gallons.
  - e. IT Building: 125 gallons.
  - f. Wastewater Treatment Plant: 400 gallons.
  - g. SRTC core: 500 gallons.
2. MCC has one 42,000-gallon gasoline tank located at the Motor pool to dispense fuel for vehicles.
3. Upon a large spillage from any 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 will be eliminated.
4. MCC has two 30,000-gallon propane storage tanks that are located 100-feet south of the steam plant, and one 1000-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.
5. MCC has two dual chillers and several refrigeration units. Refrigeration units are listed below.
  - a. SOU expansion:
    - i. One small reach in freezer.
    - ii. One large walk-in cooler.
  - b. MSU:
    - i. One walk-in freezer.
    - ii. One walk-in cooler.

- c. TRU:
  - i. One large walk-in outdoor freezer.
  - ii. One large walk-in outdoor cooler.
  - iii. Two large walk-in indoor coolers.
- d. WSR:
  - i. Three large walk-in indoor coolers.
  - ii. One large walk-in indoor freezer.
- e. Food service:
  - i. Connected to Motor pool:
    - 1. One large walk-in indoor cooler.
    - 2. One large walk-in indoor freezer.
  - ii. Next to warehouse:
    - 1. One walk-in cooler.
    - 2. One walk-in indoor freezer.
- f. 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.
- 6. MCC has a primary wastewater sewage lagoon pond, containing approximately 4-million gallons, that is supported by a 20-foot dam. This facility has the potential for large to very large spills that may flow through businesses and end up in the Skykomish River.
- 7. MCC has three sewage lift stations and two bar screens and is planning to install a third larger lift station in 2025. One lift station has a bypass system in place to control for overflows and small sewage leaks from these sources pose little health or environmental hazard as they are drained to swales and holding ponds. One lift station does not have a bypass and if it were to overflow, from a pump failure, it would impact the local Main Street. The in-progress lift station will have a bypass system installed to prevent these kinds overflows.

**Contingency plans to mitigate risk.**

The risk of an 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 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 and were covered above.

- 1. Gasoline stored in bulk tanks.
- 2. Diesel fuel stored in bulk tanks.
- 3. Propane in bulk fuel tanks.
- 4. Refrigerants in large capacity units.

5. Raw sewage in primary treatment ponds.

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

1. Directing people indoors. An announcement will be made over the public address system giving specific instructions for persons to enter the nearest safe building.
2. 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.
3. 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.
4. 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.
5. If staff cannot get into a building, they will use time (i.e., letting the plume pass), distance (i.e., getting downwind), and shielding (i.e., having a barrier such as a building between you and the threat) to mitigate the risks.
6. Hazardous or toxic material spills are covered by Department of Correction's policy 410.390 Hazardous Material Emergency and local facility Operational Memorandum (OM) 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.
  - b. In the event of a spill/release, the discovering person will report immediately to Main Control (numbers listed earlier in document).
  - c. The Shift Lieutenant of the affected area will immediately contact the appropriate MCC Plant Manager (numbers listed earlier in the document).
  - d. 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:

1. County Emergency Management – (425) 388-5060, or 911 after hours
2. Snohomish County Health Department – (425) 339-5250 x4082
3. Department of Ecology -- (425) 649-7000 or 1-800-633-7585
4. State Emergency Response Management (24 hr.) – 1-800-258-5990
5. Puget Sound Clean Air Agency – 1-800-552-3565
6. 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.
- 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 good, 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: Desk phone: Dial 911, Radio: WCCW Base, Non-Emergent: Dial Ext 82310
2. Control notifies: Shift Lieutenant at Ext 84670 Or 84281.
3. Shift Lieutenant notifies: Superintendent, or On-Call Duty Officer, Facility Manager Ext 84234 or (253) 549-5519, Plant Manger Ext 84643 or (253)358-5179, Safety Officer 84661 or 253-514-1513 Fire Department (Control) 911, Further resources, if necessary, listed below.
4. **1-800-OILS-911** (Washington Emergency Management Division, 24/7)
5. Department of Ecology-Southwest Region Office 24hr line 360-407-6300
6. 1-800-OILS-911 (Washington Emergency Management Division, 24/7)
7. Chemtrec- 24-hour Emergency Response Communication Service, 1-800-424-9300
8. EPA - If spill has reached or has potential to reach Puget Sound via stormwater or natural water conveyance contact National Response Center (manned 24/7 by U.S. Coast Guard) at **1-800-424-8802**
9. Nationwide Poison Control Center 1-800-222-1222

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

<https://www.phmsa.dot.gov/training/hazmat/erg/emergency-response-guidebook-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 near 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 near 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 Facility Manager
4. Notify Supervisor
5. Safety Officer
6. 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 1-509-329-3400