



*Ventura Countywide  
Stormwater Quality  
Management Program*

2017-2018  
Permit Year

Ventura Countywide Stormwater Quality  
Management Program Annual Report

# Attachments A, B, and C



December 14, 2018

Camarillo  
County of Ventura  
Fillmore  
Moorpark  
Ojai  
Oxnard  
Port Hueneme  
Santa Paula  
Simi Valley  
Thousand Oaks  
Ventura  
Ventura County Watershed Protection District

## Attachments

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**Attachment A**      **Commercial and Industrial Inspection Checklists, and Communications**

**Attachment B**      **Post Construction BMP Inspection Checklist**

**Attachment C**      **Construction Inspection Checklist**

# Attachment A – Commercial and Industrial Inspection Checklists, and Communications

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# Attachment A – Commercial Inspection Checklist



City of Camarillo – Public Works Dept. 805-383-5659  
**STORMWATER INSPECTION CHECKLIST FOR COMMERCIAL BUSINESSES**  
 Camarillo Municipal Code 9.32

Work Order #: \_\_\_\_\_

FOOD SERVICE    AUTO-RELATED    LAUNDRY    NURSERY FACILITIES    OTHER:

INSPECTION TYPE:  1<sup>st</sup> Routine    2<sup>nd</sup> Routine    Complaint Response    Follow-up Insp.

INSPECTION DATE: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_

FACILITY NAME: \_\_\_\_\_ FACILITY ADDRESS: \_\_\_\_\_

FACILITY CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

FACILITY CONTACT SIGNATURE (acknowledging receipt of insp.): \_\_\_\_\_

FACILITY SIC/NAICS # \_\_\_\_\_ CATEGORY: \_\_\_\_\_

FACILITY IS LOCATED IN Calleguas Creek Watershed and discharges to Revolon Slough; Beardsley Wash; Conejo; Calleguas  
(Circle one Water body)

Does Facility discharge to MS4 that directly discharges to an ESA?  Yes  No If yes, is there an approved TMDL Implementation Plan?  Yes  No

BMP #	Inspection Criteria	Yes	No*	N/A
1	SC-10 <b>Unauthorized Non-stormwater discharges.</b> Are controls being implemented to eliminate non-stormwater discharges?			
2	SC-11 <b>Accidental Spills/Leaks.</b> Is the facility effectively preventing and responding to spills and leaks?			
3	SC-20 <b>Vehicle/Equipment Fueling.</b> Are effective fueling source control devices and practices being implemented?			
4	SC-21 <b>Vehicle/Equipment Cleaning.</b> Are effective equipment/vehicle cleaning practices and appropriate wash water management practices being implemented?			
5	SC-22 <b>Vehicle/Equipment Repair.</b> Are effective vehicle/equipment repair practices and source control devices being implemented?			
6	SC-30 <b>Outdoor Loading/Unloading.</b> Are effective outdoor loading/unloading practices being implemented?			
7	SC-31 <b>Outdoor Liquid Storage.</b> Are effective outdoor liquid storage source controls and practices being implemented?			
8	SC-32 <b>Outdoor Equipment Operations.</b> Are effective outdoor equipment source control devices and practices being implemented?			
9	SC-33 <b>Outdoor Storage of Raw Materials.</b> Are effective source control practices being implemented and appropriate structural devices being used and maintained?			
10	SC-34 <b>Storage and Handling of Solid Waste.</b> Are effective solid waste storage/handling practices and control measures being implemented?			
11	<b>Grease Trap/Clarifier Info.</b> Is Grease Trap/Clarifier being properly maintained? Size of Trap/Clarifier _____ Last Svc. Date: _____			
12	By Municipality <b>Waste/Hazardous Materials Storage, Handling &amp; Disposal.</b> Are effective storage, handling and disposal procedures for hazardous materials being implemented?			
13	SC-41 <b>Building and Grounds Maintenance.</b> Are effective facility maintenance practices being implemented?			
14	SC-43 <b>Parking/Storage Area Maintenance.</b> Are effective parking/storage area designs and housekeeping/maintenance practices being implemented?			
15	SC-44 <b>Storm Water Conveyance System Maintenance Practices.</b> Are proper conveyance system operation and maintenance protocols being implemented?			
16	<b>Post Construction Treatment Device.</b> If facility has treatment device, is it being properly maintained? Device Type: _____			

\*Note Violation/Correction Needed in Comments Section

### ENFORCEMENT ACTION TAKEN

Verbal Warning	Cease & Desist Order Issued
Notice of Noncompliance (1 <sup>ST</sup> written notice via City Storm Water Mgr. ltr.)	Referred to LA Regional Water Board
Administrative Compliance Order Issued (2 <sup>nd</sup> written notice via City PW Dir. ltr.)	Legal Action Initiated

FOLLOW-UP INSPECTION NECESSARY?  YES  NO

OUTREACH MATERIAL GIVEN TO FACILITY: \_\_\_\_\_  
(List type of material (Business brochure, BMP fact sheet #)

**COMMENTS:** (Identify # violated above, type of violation and suggested corrective action needed.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INSPECTOR NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

White – Storm Water File   Yellow – Storm Water Inspector   Pink – Finance to process insp. Fee invoice   Gold – Site Copy   4-7-2017



# Attachment A – Industrial Inspection Checklist



City of Camarillo – Public Works Dept. 805-383-5659

Work Order #: \_\_\_\_\_

## STORMWATER INSPECTION CHECKLIST FOR INDUSTRIAL FACILITIES

INSPECTION TYPE:  1<sup>st</sup> Routine  2<sup>nd</sup> Routine-With Exp.  2<sup>nd</sup> Routine-No Exp.  Complaint Response  Follow-up Visit

INSPECTION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

INSPECTOR NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

FACILITY NAME: \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_

FACILITY CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

FACILITY CONTACT SIGNATURE (acknowledging receipt of insp.): \_\_\_\_\_

FACILITY SIC/NAICS #: \_\_\_\_\_ CATEGORY: \_\_\_\_\_

FACILITY IS LOCATED IN Calleguas Creek Watershed and discharges to Revolon Slough; Beardsley Wash; Conejo; Calleguas

(Circle one water body)

Does Facility discharge to MS4 that directly discharges to an ESA?  Yes  No If yes, is there an approved TMDL Implementation Plan?  Yes  No

State Industrial NPDES Permit Information			Yes	No*	N/A
Does facility have current coverage under State Industrial Permit?					
If so, record their WID #: _____					
Is facility's Primary SIC code or type of business listed in Attachment A of the IGP?					
If facility has NOI coverage under State Industrial Permit, does facility have SWPPP on site?					
Does facility have any industrial materials, equipment or activities that are exposed to stormwater?					
BMP #	BMP Inspection Criteria	Yes	No*	N/A	
1	SC-10 <b>Unauthorized Non-stormwater discharges</b> Are controls being implemented to eliminate non-stormwater discharges?				
2	SC-11 <b>Accidental Spills/Leaks</b> Is the facility effectively preventing and responding to spills and leaks?				
3	SC-20 <b>Vehicle/Equipment Fueling</b> Are effective fueling source control devices and practices being implemented?				
4	SC-21 <b>Vehicle/Equipment Cleaning</b> Are effective equipment/vehicle cleaning practices and appropriate wash water management practices being implemented?				
5	SC-22 <b>Vehicle/Equipment Repair</b> Are effective vehicle/equipment repair practices and source control devices being implemented?				
6	SC-30 <b>Outdoor Loading/Unloading</b> Are effective outdoor loading/unloading practices being implemented?				
7	SC-31 <b>Outdoor Liquid Storage</b> Are effective outdoor liquid storage source controls and practices being implemented?				
8	SC-32 <b>Outdoor Equipment Operations</b> Are effective outdoor equipment source control devices and practices being implemented?				
9	SC-33 <b>Outdoor Storage of Raw Materials</b> Are effective source control practices being implemented and appropriate structural devices being used and maintained?				
10	SC-34 <b>Storage and Handling of Solid Waste (Including Trash Enclosures)</b> Are effective solid waste storage/handling practices and control measures being implemented?				
11	<b>Is Surface Cleaning or Building &amp; Sidewalk Washing being completed under the following procedures Note: Must have approval from Water District** before washing any surface under Water Conservation Ordinances)</b> 1. Trash, debris and free standing oil/grease spills/leaks must be removed (use absorbent material, if nec.) from area before washing. 2. Must use high pressure, low volume spray washing with potable water and no cleaning agents. 3. Wash water must be collected and diverted to landscaped areas or sanitary sewer, with Sanitary Sewer District approval (**Contact City of Camarillo or Camrosa Water District).				
12	By Municipality <b>Hazardous Materials or Waste Storage, Handling &amp; Disposal</b> Are effective storage, handling and disposal procedures for hazardous materials being implemented?				
13	SC-41 <b>Building and Grounds Maintenance</b> Are effective facility maintenance practices being implemented?				
14	SC-43 <b>Parking/Storage Area Maintenance</b> Are effective parking/storage area designs and housekeeping/maintenance practices being implemented?				
15	SC-44 <b>Storm Water Conveyance System Maintenance Practices</b> Is storm drain system clean and proper operation and maintenance protocols being implemented?				
16	<b>Post Construction Treatment Device</b> If facility has treatment device, is it being properly maintained? Device Type: _____				

\*Note violation/correction needed in comments section

### ENFORCEMENT ACTION TAKEN

Verbal Warning	Cease & Desist Order Issued
Notice of Noncompliance (1 <sup>st</sup> written notice via City Storm Water Mgr. ltr.)	Referral to LARWQCB (after 1 insp. & 1 written ACO copied to RB)
Administrative Compliance Order (ACO) (2 <sup>nd</sup> written notice via City Public Works Director ltr.)	Legal Action Initiated

FOLLOW-UP INSPECTION NEEDED:  YES  NO

OUTREACH MATERIAL GIVEN TO FACILITY: \_\_\_\_\_  
(List type of material- Business Brochure, BMP fact sheet #)

COMMENTS: (Identify # violated above, type of violation and suggested corrective action needed)

\_\_\_\_\_

\_\_\_\_\_

White – Storm Water File Yellow – Storm Water Inspector Pink – Finance to process insp. Fee invoice Gold – Site Copy 5-23-2016



# City of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

April 22, 2015

Pasito Electronics  
28915 Adohr Ln., Suite N, O, Camarillo, CA 93012  
4820 Adohr Ln., Suite N  
Camarillo, CA 93012

Dear Environmental Manager:

Subject: **Stormwater Program – State Industrial Permit**  
Location: **4820 Adohr Ln.** (SIC Code # **3699**)

As you are aware from previous City correspondence, the State Water Resources Control Board (SWRCB) requires the City of Camarillo to determine which industries in our jurisdiction may discharge either directly to surface waters or indirectly through municipal separate storm sewers, and may be subject to the **State General Industrial Permit No. CAS00001, Board Order 2014-0057-DWQ** (State Permit). This permit was recently renewed and becomes effective July 1, 2015. The permit has several new requirements. Please review the attached information and/or visit the SWRCB's website at [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml) for more detailed information on the permit.

In the subject line of this letter, we have listed the applicable Standard Industrial Classification code (SIC) as listed in our records that describes the operations at your facility. These are the codes the SWRCB uses to identify facilities subject to the State General Industrial Permit (permit). Currently those facilities subject to the permit include manufacturers, mining operations, landfills, steam generating electricity, transportation, recycling facilities, oil and gas facilities and hazardous waste facilities. If your facility falls into one of those categories/SIC codes, you must file a Notice of Intent, submit other registration documentation and pay the current annual fee of \$1,791 for coverage under the Permit by July 1, 2015 (see attached information for details on how to file). If your facility can certify that you have no industrial materials or equipment exposed to storm water and you currently are not under the State Permit, you are allowed to submit documentation certifying no exposure to the State, and pay the annual fee which is currently \$200. The No Exposure Certification (NEC) must be completed by October 1, 2015 to avoid penalties; the NEC is now an annual requirement. Please see the attached brochure for more details on the NEC.

The City of Camarillo is required to inspect facilities that are subject to the State Industrial Permit twice during a five year period and we will be visiting your facility before June 30, 2015 to conduct an inspection and provide you with further information on the new permit. To assist with our inspection, we would appreciate your completing and returning the enclosed questionnaire by May 1, 2015. Further, in 2014 the City of Camarillo's fee resolution was revised and the industrial inspection fee is currently \$383, which will be invoiced separately after the inspection is conducted.

Please contact me at 805-312-2239 or [akuhlman@cityofcamarillo.org](mailto:akuhlman@cityofcamarillo.org) if you have any questions regarding the permit. Thank you for your attention to this matter.

Sincerely,

Anita Kuhlman  
Stormwater Program Manager

Attachments: 1. SWRCB Industrial Permit To Do List  
2. Attachment A of Industrial Permit & SIC Code Description specific to Facility  
3. NEC Coverage Brochure



# City of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

June 15, 2015

Dear

Subject: **Notice of Violation – State Industrial Permit**  
Location: \_\_\_\_\_, **Camarillo** (SIC Code # \_\_\_\_\_ )

As you are aware from our previous communications, the State Water Resources Control Board (SWRCB) has mandated that the City of Camarillo determine which industries in our jurisdiction may discharge either directly to surface waters or indirectly through municipal separate storm sewers, and may be subject to the **State General Industrial Permit (IGP) No. CAS000001** (Waste Discharge Requirements for Discharges of Stormwater associated with Industrial Activities Board Order 2014-0057-DWQ). On \_\_\_\_\_ and again on \_\_\_\_\_, a city representative inspected your facility and determined that it is subject to the State Industrial Permit. You were notified by the inspector during both inspections of the need to file a Notice of Intent (NOI) for coverage under the Permit.

As of June 15, 2015, the city has not received confirmation of your filing an NOI for **insert facility**. Failure to seek coverage under the IGP could result in a mandatory minimum penalty of not less than \$5,000 per year of noncompliance pursuant to California Water Code sections 13399.30 and 13399.33. In addition, industrial facilities that discharge industrial stormwater without coverage under the new IGP are subject to fines up to \$10,000 per day of violation and \$10 per gallon of Stormwater discharge pursuant to section 13385.

If you have filed an NOI for coverage, please mail a copy of the NOI or the State Water Resources Control Board approval notice and Waste Discharge ID # (WDID) to my attention at the City of Camarillo. If you have not filed an NOI, the City is mandated by our Municipal Stormwater Permit to notify the Los Angeles Regional Water Quality Control Board (LARWQCB). If the city does not receive a copy of the NOI or Receipt of NOI letter/WDID # by July 1, 2015, the City will need to notify the LARWQCB of the failure to file.

For further information on the State Industrial Permit, please visit the following web site: [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml). Thank you for your attention to this matter. If you have any questions or would like to discuss this further, please call me at 805-383-5659.

Sincerely,

Anita Kuhlman  
Stormwater Program Manager

Attachment – SWRCB Industrial Stormwater General Permit FAQ & "To Do List"

# Attachment B - Post Construction BMP Inspection Checklist

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**Attachment B – Post Construction BMP Checklist**



**CITY OF CAMARILLO – PUBLIC WORKS DEPT. (805-383-5659)**  
**STORMWATER POST-CONSTRUCTION TREATMENT DEVICE**  
**INSPECTION CHECKLIST**

Certificate of Occupancy/Compliance  Follow-up  Regular

Type of Device: \_\_\_\_\_ Location of Device: \_\_\_\_\_  
 Date of Inspection: \_\_\_\_\_ Photos Taken:  Yes  No Quantity: \_\_\_\_\_  
 City Inspector Name: \_\_\_\_\_ Inspector Phone Number: \_\_\_\_\_  
 Property Manager/Designee: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Service Information:**

**Grassy swale/biofilter/grass strip, pervious concrete, etc.**

- Needs removal of litter and debris
- Needs to be vacuumed
- Needs removal of accumulated sediment
- Reseed and/or apply mulch to damaged grass areas
- Other repairs/maintenance necessary: \_\_\_\_\_
- No Maintenance is needed at this time

**Proprietary Devices**

**Hydrodynamic Separator:** Type: \_\_\_\_\_

- Needs removal of litter and debris
- Needs removal of accumulated sediment
- Other repairs/maintenance necessary: \_\_\_\_\_
- No Maintenance is needed at this time

**Catch Basin Filters:** Type: \_\_\_\_\_

- Needs removal of litter and debris
- Other repairs/maintenance necessary: \_\_\_\_\_
- No Maintenance is needed at this time

**Detention Basins or Percolation/Infiltration Basins – Percolation Basins**

- Needs removal of litter and debris from banks and basin
- Repair erosion to banks and bottom
- Clean/repair inlet riprap and pilot channels
- Clean/repair outlet to prevent clogging
- Sediment accumulation of 25% or more of original depth (should be cleaned)
- Perimeter fencing needs repair
- Apply Mosquito abatement procedure
- Other repairs/maintenance necessary: \_\_\_\_\_
- No Maintenance is needed at this time
- Are there sufficient observation wells for percolation/infiltration basins

**Other BMPs**

- Trash Enclosure Clean
- Parking Lot Clean
- No Maintenance is needed at this time

**Construction General Permit**

NOT Filed:  Yes  No (Provide notice to City Stormwater Manager when filed)

**Additional Notes:** \_\_\_\_\_

**Outreach Material Given to Facility:** \_\_\_\_\_

**Is follow-up inspection needed?**  Yes  No

Inspector Signature: \_\_\_\_\_ Hours: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Finance Dept. for Invoice Preparation

5/20/2015 rev

# Attachment C – Construction Inspection Checklist

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# Attachment C – Construction Inspection Checklist



City of Camarillo – Public Works Dept. 805-383-5659

Work Order #: \_\_\_\_\_

## STORMWATER INSPECTION CHECKLIST FOR CONSTRUCTION ACTIVITIES

INSPECTION TYPE:  Wet Season  Dry Season  Routine  Follow-Up  2<sup>nd</sup> Follow-up  Stockpile  Demo  
 Tenant Improvement  Certificate of Occupancy Inspection  Project Acceptance-Phase \_\_\_\_\_ (if partial)

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_

Project Location: \_\_\_\_\_ Grading Permit #: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Quantity of Rainfall: \_\_\_\_\_ SWPPP/SWPCP #: \_\_\_\_\_

**Contractor Information:**

Contact Rep.: \_\_\_\_\_ Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

CONSTRUCTION PHASE:  Pre-storm  During-storm  Post-storm  Grading & Land Dev  Streets & Utilities  
 Vertical Construction  Final Landscaping  N.O.T Submitted

**CONSTRUCTION REQUIREMENTS:**

Is SWPPP/SWPCP on site:  Yes  No Is Notice of Intent WDID on site:  Yes  No  N/A WDID #: \_\_\_\_\_

RISK DETERMINATION: Sediment and Receiving Water Risk Level:  One  Two  Three  N/A

DEWATERING ACTIVITIES: Has a NPDES Permit been filed:  Yes  No  N/A If yes, is the Permit on site:  Yes  No

YES	NO	N/A	INSPECTION CRITERIA
			1. <b>SITE PLAN:</b> Does the site plan reflect the project site's condition(s)?
			2. <b>SLOPE EROSION MANAGEMENT:</b> Are slope erosion management BMP's in place per the SWPCP/SWPPP?
			3. <b>SEDIMENT TRAPPING:</b> Are all sandbags, straw bales, and/or silt fences in place and are they functioning?
			4. <b>SEDIMENT BASINS:</b> If desilting or sediment basins are being used, are they functioning properly?
			5. <b>SEDIMENT MANAGEMENT AT DRAINAGE DISCHARGE POINTS:</b> Are the drainage discharge points reasonably free of any significant erosion or sediment transport?
			6. <b>SITE SEDIMENT MANAGEMENT:</b> Is sediment, debris, or mud contained within the site?
			7. <b>PUBLIC ROAD SEDIMENT MANAGEMENT:</b> Are ingress and egress locations to the construction area stabilized to prevent the tracking of construction materials offsite or onto impervious areas?
			8. <b>MATERIALS MANAGEMENT:</b> Are material handling and storage areas reasonably clean and free of spills, leaks, or any other harmful materials? Are materials properly covered/contained?
			10. <b>DESIGNATED MATERIAL STORAGE AREA/STOCKPILES:</b> Are all locations of temporary stockpiles or construction materials in approved areas? Are inactive stockpiles covered?
			9. <b>TRASH CONTROL:</b> Is trash properly contained and are trash containers covered?
			11. <b>VEHICLE &amp; EQUIPMENT MAINTENANCE:</b> Are all the equipment storage, cleaning, fueling, and maintenance areas reasonably clean and free of spills, leaks, or any other harmful materials?
			12. <b>PAINT, CONCRETE &amp; SAW CUTTING WASTE MANAGEMENT:</b> Are waste containment areas functioning?
			13. <b>BMP IMPLEMENTATION:</b> Has an effective combination of BMPs been selected for the project site?
			14. <b>BMP INSTALLATION &amp; MAINTENANCE:</b> Are the BMPs identified on the SWPCP/SWPPP, and/or installed in the proper location according to plan specifications?
			16. <b>BMP LOG:</b> Is a log kept on site which indicates BMPs are being evaluated, maintained and/or modified in the event that they fail or are not appropriate?
			15. <b>HIGH RISK SITES*:</b> Has the project proponent's qualified SWPPP personnel inspected the site's BMPs during installation and weekly during the wet season (October-April)? <small>*High Risk Sites: Construction on 20% or &lt; slope or directly discharges to Revolon, Beardsley, Calleguas or Conejo Creek.</small>
			17. <b>ILLICIT DISCHARGE:</b> Is non-stormwater runoff leaving the site?
			18. <b>POST-CONSTRUCTION BMPs:</b> Are devices being protected from construction debris? Post-Construction Devices: _____ <input type="checkbox"/> Covered Trash Enclosure <input type="checkbox"/> Confirm All Construction BMPs Removed <input type="checkbox"/> "Don't Dump" Markers Installed <input type="checkbox"/> Maintenance Agreement Recorded
			19. <b>PUBLIC PROJECT (CIP) SWPPP/SWPCP:</b> Does the SWPPP/SWPCP have the required training, weekly, storm, monitoring, REAP inspection records & photos (photos of discharge locations, BMPs, rain gauge, etc.)

**Non-Compliance Issued:**

Verbal Warning  Notice of Violation  
 Stop Work Order  Refer to LA Regional Water Board

**Follow-up Inspection Needed:**

Yes  No

Notes/Comments: \_\_\_\_\_

\_\_\_\_\_

No. of Photos Taken: \_\_\_\_\_

Inspector \_\_\_\_\_ Inspector Phone Number \_\_\_\_\_ Contractor's Signature (Acknowledging receipt of Inspection Report) \_\_\_\_\_  
 White – Stormwater File Yellow – Stormwater Inspector Pink – Finance to process insp. fee invoice Gold – Site Copy 2/1/2016