

SUBJECT: NON-STORMWATER DISCHARGE REPORTING	REFERENCE #001 – MS4
DEPARTMENT: FACILITIES MANAGEMENT	PAGE: 1 OF: 2
APPROVED BY: JENNIFER SORENSON	EFFECTIVE: 7/1/2019 REVISED:

OBJECTIVE:

To regulate non-stormwater discharges to California State University San Bernardino’s separate storm sewer system (MS4) to the maximum extent practicable as required by federal and state law. This Policy establishes methods for controlling the introduction of pollutants and hazardous wastes into the campus’ MS4 in order to comply with requirements of the NPDES General Permit for Municipal Separate Storm Sewer Systems.

POLICY:

- Members of the campus community are prohibited from discharging any materials other than stormwater into the CSUSB separate storm sewer system. In addition, the construction, use or maintenance of illicit connections to the MS4 is prohibited.
- Facilities Management will administer, implement and enforce provisions of this procedure. The responsibility of Facilities Management includes notification to members of the campus community when a violation is reported. In addition Facilities Management has the authority to stop all activities suspected to result in illicit discharge to the MS4.

PROCEDURES:

- A. **DISCHARGE REPORTING:** The campus community is required to report any suspected discharges to the separate storm sewer system to Facilities Management at (909)537-5175. Activities to be reported include:
 - a. Materials being dumped or spilling into a storm drain
 - b. Dirty water flowing into a storm drain from construction or other landscaped areas
 - c. Someone washing their car, changing vehicle fluids or a leaking vehicle in campus parking lots
- B. **DISCHARGE INVESTIGATION:** The Landscape and Fleet department will be dispatched to the location of the reported discharge and take all necessary steps to ensure the discovery, containment, and cleanup of the release. Containment and cleanup activities may include involvement of various campus departments including:
 - a. Parking and Transportation to notify vehicle owners of leaks
 - b. Environmental Health and Safety for hazardous material response and clean up
 - c. Building Maintenance for plumbing related repairs and maintenance

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- C. **DISCHARGE DOCUMENTATION**: Reports of and response to illicit discharges to the separate storm sewer system will be documented using the computerized work order management system and maintained in accordance with campus record retention policy.

Staff Titles:

Associate Vice President – Jennifer Sorenson
 FM Director- Hector Ramirez
 Landscape and Fleet Manager – Walter Elliot
 Building Maintenance Manager- Juan Macias