



Hi everyone,

I'll be giving a brief overview on what I like to see in the P2 reports since for most of you, they are due on February 28, which happens, to fall a Sunday this year, so technically the report is due on March 1.

GENERAL PROGRAM REPORTING

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| 1. BRIEF DESCRIPTION OF THE TREATMENT PLANT/ PROCESSES AND SERVICE AREA | 6. CONTINUATION IF PUBLIC OUTREACH PROGRAM |
| 2. DISCUSSION OF THE CURRENT POLLUTANTS OF CONCERN | 7. DISCUSSION OF CRITERIA USED TO MEASURE POLLUTANT MINIMIZATION PROGRAM |
| 3. IDENTIFICATION OF SOURCES FOR THE POLLUTANTS OF CONCERN | 8. DOCUMENTATION OF EFFORTS AND PROGRESS |
| 4. IDENTIFICATION OF TASKS TO REDUCE THE SOURCES OF THE POLLUTANTS OF CONCERNS | 9. EVALUATION OF POLLUTANT MINIMIZATION PROGRAM AND TASK EFFECTIVENESS |
| 5. OUTREACH TO EMPLOYEES | 10. IDENTIFICATION OF SPECIFIC TASKS AND TIME SCHEDULE FOR FUTURE EFFORTS |

Lucky for many of us, the permit language has not changed when it comes to the P2 report. There are the 10 points that need to be addressed in each P2 report and we'll going over examples on how to fulfill each one.

HOW I LOOK AT THE REPORTS

Pollution Prevention 2017 Annual Report			
Discharger	Date Submitted (due 2/28/18)	Place ID	
			Submitted on time
Section	Criteria	Completed	Notes
VI.C.3.b.i	Brief description of treatment plant	✓	
VI.C.3.b.ii	Discussion of current pollutants of concern	✓	
VI.C.3.b.iii	Identification of sources for pollutants of concern	✓	
VI.C.3.b.iv	Identification of tasks to reduce the sources of pollutants of concern	✓	
VI.C.3.b.v	Outreach to Employees	✓	
VI.C.3.b.vi	Continuation of Public Outreach Program	✓	
VI.C.3.b.vii	Discussion of criteria used to measure Pollutant	✓	
VI.C.3.b.viii	Documentation of Efforts and Progress	✓	
VI.C.3.b.ix	Evaluation of Pollutant Minimization Program and Task Effectiveness	✓	
VI.C.3.b.x	Identification of specific tasks and timelines for future	✓	

I'd advise everyone to check that they were able to submit the report on CIWQS beforehand. If you don't see it as an option, then feel free to e-mail me. If by some string of unfortunate events you realize you can't submit the report on CIWQS, please email the report to me so that it be submitted on-time.

As for the report itself, there's really no secret on how I review them. Basically I have an excel sheet with all the requirements. Then, I put a (click) checkmark to what I see is include and write a quick little summary that addresses the requirement. We'll be going over examples of each point from different dischargers.

2. POLLUTANTS OF CONCERN



Nickel: The primary reason for including as a POC is that there is an existing LL. The WRF was in consistent compliance with Nickel in 2017. Domestic influent nickel influent levels showed a decreasing trend in 2017, while industrial influent showed an increasing trend. However, industrial influent shows a decreasing trend over five years.

Criteria	Completed	Notes
Brief description of treatment plant		
Discussion of current pollutants of concern	√	Nickel, existing local limit
Identification of sources for pollutants of concern		
Identification of tasks to reduce the sources of pollutants of concern		
Outreach to Employees		
Continuation of Public Outreach Program		
Discussion of criteria used to measure Pollutant		
Documentation of Efforts and Progress	√	Decreasing trend over the last 5 years
Evaluation of Pollutant Minimization Program and Task		
Identification of specific tasks and timelines for future		

A lot of the requirements can be grouped together. Here I have an example from American Canyon's P2 report regarding nickel which reads, "The primary reason for including as a POC is that there is an existing Local Limit" This addresses the "Discussion of current pollutants of concern. The last sentence, "Industrial influent shows a decreasing trend over 5 years" documents the efforts and progress of their P2 program. I chose this example because it's short and straight to the point, which is exactly how I like information to be presented.



Nickel

Goal: Identify potential nickel sources in the City. Attempt to control and/or eliminate the increasing concentration trend of nickel in the Industrial Influent.

Source	Message	Implementation	Evaluation Criteria	Results
Vehicle Service Facilities	Follow BMPs to minimize Nickel entering the waste stream	Continue permitting and inspection program of vehicle service facilities, mail BMPs to Users	<ul style="list-style-type: none"> % permitted % in compliance % receiving BMPs 	<ul style="list-style-type: none"> 100% of facilities permitted 100% compliance 0% received BMPs
Machine Shops	Follow BMPs to minimize Ni entering waste stream	Issue BMPs to potential Nickel contributors	<ul style="list-style-type: none"> # facilities receiving BMPs 	<ul style="list-style-type: none"> 0% facilities received BMPs

Criteria	Completed	Notes
Brief description of treatment plant		
Discussion of current pollutants of concern	✓	Nickel, existing local limit
Identification of sources for pollutants of concern	✓	Vehicle Service Facilities Machine Shops
Identification of tasks to reduce the sources of pollutants of concern	✓	Continue permitting and inspection of vehicle service facilities Issues BMP to Nickel Contributors
Outreach to Employees		
Continuation of Public Outreach Program		
Discussion of criteria used to measure Pollutant	✓	% Permitted, % Compliance, %
Documentation of Efforts and Progress	✓	Decreasing trend over the last 5 years
Evaluation of Pollutant Minimization Program and Task	✓	100% of facilities permitted and in
Identification of specific tasks and timelines for future		

Tables are also a really good way to organize information. For the same example, American Canyon listed sources which include machine shops, how they plan to reduce it by doing continue to inspect vehicle service facilities, the criteria's used to measure their efforts based on how many are in compliance, as well as how well they did.

5. OUTREACH TO EMPLOYEES



In 2013, the District reinstituted a quarterly District employee newsletter to help keep all employees informed of District news and activities, including P2 programs and efforts. In addition, the District uses the e-mail system to keep employees informed of P2 issues, such as Spare the Air Days.



Career Training

To train a skilled workforce for Bay Area wastewater treatment plants and utilities, DSRSD participates in the Bay Area Consortium of Water and Wastewater Education (BACWWE). This 19-agency partnership teams with Solano Community College to offer college-level training in water and wastewater operations.

For the outreach to employees, this is the spot that is sometimes forgotten. This requirement can usually be incorporated with public outreach. A few examples of employee specific outreach that I've come across, such Delta Diablo as sending employee newsletters and Dublin San Ramon participating in trainings. This year specifically, I expect that a lot of the outreach are being done virtually through email newsletters or even online trainings.

6. PUBLIC OUTREACH PROGRAM (APPENDIX REFERENCES)



Public outreach is the highlight of the report. It's a section where you can do is incorporate graphics used in your public outreach. I thought that I'd highlight a few here, such as Union San and their pharmaceutical outreach, Mt. View and Central Contra Costa on their hazardous waste outreach, Sunnyvale and their mercury outreach, and Palo Alto with their recycled water outreach.

10. IDENTIFICATIONS OF SPECIFIC TASKS AND TIMELINES FOR THE FUTURE



Public Outreach 2018 Goals for the ECWRF:

Host a booth at the Sonoma Marin Fairgrounds to increase public awareness of pollution prevention activities.

Host the regional algebra academy for English second learners.

Participate in Petaluma River Cleanup events.

Develop and disseminate a letter for restaurants reminding restaurant staff and owners about pollution prevention activities required by the Petaluma Municipal Code.

Promote outreach that educates the public on ways to reduce pollution.

Host a booth at the Petaluma Farmers Market to increase public awareness of pollution prevention and water conservation.

For the last requirement, you'd list events that are expected for the upcoming year. I understand that this might be a bit difficult since a lot of things keep changing, but just as what the City of Petaluma has listed here, these are mostly goals and expectations for the new years and it's understandable if not all of it can be achieved.

MORE P2 LIFE-HACKS

- **DO NOT** ATTACH THE BACWA ANNUAL REPORT
 - INSTEAD, HAVE IT REFERENCED WHERE APPLICABLE
- INCLUDE A TABLE OF CONTENTS AND DEFINE ACRONYMS AND ABBREVIATIONS
- PREFER REPORTS TO BE < 50 PAGES (NOT INCLUDING APPENDIXES/ IMAGES)
- SAVING REPORTS FROM WORD → PDF (NOT SCANNING)
- INCLUDE A HEADER FOR EACH SECTION

A few more tips:

Do not attach the BACWA annual report

Instead, have it referenced in your where applicable

Include a table of contents and define acronyms and abbreviations

Prefer reports to be < 50 pages (not including appendixes/ images)

This is not a hard rule, but I do take time to reach each P2 report and it does get a bit overwhelming when it's more than 50 pages.

Saving reports from word → PDF (not scanning)

This one is me just being very nit picky, but when a report is printed and rescanned, I can't use "control + F" to find a specific section that I'm looking for. Like if I wanted to see where someone was talking about mercury previously, it's easy for me to just quickly find the word in a document when it's directly saved into a PDF fine.

Include a header for each section



As always, if you have any questions or need to submit your report to me in case of a CIWQS shut down, here's my email.