

JOHN WAYNE AIRPORT
POLLUTION PREVENTION BEST MANAGEMENT PRACTICES
Effective April 16, 2018

PURPOSE: To prevent the discharge of pollutants to storm drains from activities conducted outdoors that support John Wayne Airport (JWA or Airport) operations.

BMP 01	NON-STORM WATER MANAGEMENT
	<ul style="list-style-type: none">) Attend annual storm water training for basic knowledge of spill control procedures and potential impact of spills on human health and the environment.) Use dry cleaning methods when cleaning area, when possible (i.e., sweeping).) Do not hose down paved areas to the storm drain. If pressure washing activities are to be performed, notify JWA's Environmental Department (949-252-5267) for authorization. Collect and dispose of wastewater liquids appropriately.) Inspect waste and material containers frequently for leaks and proper closure seal.) Do not dump or dispose of materials within the storm drain system.) Do not conduct activities that may result in non-storm water flows from entering the on-site storm drain system without authorization from JWA's Environmental Department.) Notify Sheriff Dispatch (949-252-5000) if you observe a non-storm water to the storm drain system that has not been authorized.
BMP 02	HOUSEKEEPING
	<ul style="list-style-type: none">) Use dry cleaning methods when cleaning area, when possible (i.e., sweeping).) Perform self-inspection and evaluations of your designated area(s) on a regular basis.) Remove foreign object debris (F.O.D.) immediately when observed.) Keep your operational areas orderly and clean including keeping aircraft and vehicle parking positions free from safety hazards, fuel, oil or other hazardous material spills.) Keep trash receptacles covered when not in use.) Dispose of debris and sediment from sweeping or cleaning activities within the municipal trash or drum for hazardous material spills for proper disposal, as appropriate.) Equipment and vehicle discharges (leaks, spills, and drips) must be cleaned up promptly using the spill kits. Spill kits shall include spill containment mats/pigs, booms, shovels, and absorbent materials.

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BMP 03

SPILL PREVENTION, CONTROL, AND CLEANUP

- J Leaking vehicles and support equipment must be promptly repaired or removed from the JWA's property. See Preventative Maintenance BMP 10.
- J Do not leave drip pans containing fluids or other open containers lying around. Regularly transfer fluids to larger sealable containers/drums for recycling or proper disposal.
- J Provide additional training to key personnel responsible for spill response and cleanup.
- J Maintain adequate supplies of spill response equipment and materials in accessible locations near areas where spills may occur. Spill response equipment must be located near every gate and locations with maintenance and fueling activities.
- J Post a summary of spill response procedures at key locations.
- J Use dry cleaning methods, when appropriate (i.e., sweeping).
- J Properly dispose of used spill control and clean-up materials. Used absorbent materials must be stored in covered containers with the lid securely attached when not in use. Containers with used absorbent materials must be labeled with the start date of collection, description of the contents, and contact information for the responsible party.
- J Notify Sheriff Dispatch (949-252-5000) if there is an unauthorized non-storm water discharge to the storm drain system or any spill that meets the following conditions:
 - o extends ten (10) feet or more in any direction;
 - o is greater than ten (10) gallons;
 - o flows into a storm drain, surface water conveyance, or area that may infiltrate (i.e., basin, vegetated swale);
 - o response requires specialized training and equipment;
 - o is dangerous to human health or the environment; or
 - o presents a potential for fire or explosion.
- J Contact JWA Environmental Department (949-252-5267) for questions on proper disposal.

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BMP 04	CLEANING OPERATIONS AT WASH RACKS
	<ul style="list-style-type: none">J Store significant cleaning materials in labeled and leak-free containers.J Use biodegradable, phosphate free, non-toxic cleaning solutions, when available and appropriate for the cleaning activity.J Use the hand-held hose equipped with a positive shut-off nozzle during cleaning activities at the wash rack.J Prevent over spray and overflow during washing activities at the wash rack.J Perform visual self-inspections of the washing area and clean any residual from the wash pad area to the clarifier.J Avoid drag out as GSE equipment or aircraft depart from the wash rack area.J Do not dispose of wash water to the storm drain system.J Do not dispose solvents, fuel, paint, and oils in the wash rack or biffy dump drain.J Mechanical parts containing solvents, hydrocarbons, oils, or sludge shall not be cleaned at the wash racks.J Notify Maintenance Service Desk (949-852-4004) if you witness a clogged drain or degreasing operations within the wash racks.
BMP 05	MOBILE CLEANING OPERATIONS
	<ul style="list-style-type: none">J Store significant cleaning materials in labeled and leak-free containers.J Use biodegradable, phosphate free, non-toxic cleaning solutions ONLY.J Dry cleaning methods may ONLY be used outside of the wash rack areas. Dry wash procedures include:<ul style="list-style-type: none">o apply a dry-wash cleaning product to the aircraft using a wetting application tool or towel and immediately wipe it dry.o After using the dry wash, a small amount of de-ionized water may be used for the final rinse. The final rinse may only be used on areas where the dry-wash cleaning occurred.o The application of the de-ionized water must be away from the storm drain.o Perform visual self-inspections of the washing area after cleaning. If residual remains after the de-ionized water evaporates, the residual must be swept.o If there are any modifications to this procedure, contact JWA Environmental Department (949-252-5267) for approval.

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BMP 06	MATERIAL AND WASTE STORAGE
	<ul style="list-style-type: none">J Train appropriate personnel in handling and management of hazardous materials.J Flammable, combustible, and corrosive fluids must be stored in flammable storage lockers or other designated and appropriate storage locations.J Universal waste (e.g. spent batteries, paint, aerosol cans, fluorescent tubes and light bulbs) must be stored in labeled containers in an indoor or covered area pending disposal.J Waste material containers must be labeled with NFPA labels, responsible party contact information, and contents.J Recycle and properly dispose of materials including greases, oils, antifreeze, brake fluid, cleaning solutions, hydraulic fluid, batteries, and transmission fluid.J Store oil filters, empty lubricant containers, and cracked batteries in a covered, acid-proof container (for batteries), and leak-proof covered secondary containment for wastes.J Store hazardous or significant materials away from high-traffic areas to prevent accidental spills or damage to storage containers.
BMP 07	FUELING
	<ul style="list-style-type: none">J Do not overflow AST, equipment, and/or aircraft during fueling or de-fueling.J Do not top off fuel tanks.J Follow safe fueling procedures included in Airport Rules and Regulations and California State Fire Code – Article 24-Aviation Facilities.J Maintain spill kits with mobile fuel trucks and at fueling locations with additional supplies including spill containment mats/pigs, booms, shovels, and absorbent materials.

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BMP 08	LAVATORY SERVICE OPERATION
<ul style="list-style-type: none">) Provide additional training to key personnel responsible for lavatory service operations.) Lavatory service operations must only be collected with equipment specifically designed for such purposes.) Perform regular inspections of all hoses and fittings used for transferring lavatory wastes and keep the equipment clean and in good working condition.) Immediately clean and properly dispose of all lavatory waste spills and used lavatory chemicals at the Biffy Dump.) Secure all hoses, valves, and equipment when transporting lavatory waste.) Completely drain all hoses within the Biffy Dump area.) Perform lavatory truck cleanout/back flushing and lavatory waste discharging ONLY to the sanitary sewer connection at the Biffy Dump.) Prevent over spray and overflow during transfer activities.) Perform visual self-inspections of the Biffy Dump area and clean any residual using the hose to wash the material back to the Biffy Dump.) All waste must be flushed into the Biffy Dump after disposal and rinse equipment properly after the waste is emptied.) Prevent drag out as equipment departs from the Biffy Dump area. There shall be no evidence of drag out of toilet paper after exiting.) Do not dispose of wastewater to the storm drain system.) Notify Sheriff Dispatch (949-252-5000) immediately if drag out of toilet paper or wastewater is observed.	
BMP 09	OUTDOOR MATERIAL STORAGE
<ul style="list-style-type: none">) Store chemicals/fluids indoors or under a covered area with secondary containment, when feasible.) Store hazardous materials away from high-traffic areas to prevent accidental spills or damage to storage containers.) Use tarps, plastic sheeting, roofs, buildings, and other enclosures with temporary or permanent covering to prevent contact with storm water.) Keep outdoor material storage areas orderly and clean.) Outdoor material storage areas require approval from JWA Environmental Department to make sure they are adequately documented and consistent with the documentation in the SWPPP. Contact JWA Environmental Department (949-252-5267) for questions on whether materials can be stored outdoors.	

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BMP 10	PREVENTATIVE MAINTENANCE
<ul style="list-style-type: none">) Maintain vehicles and equipment in accordance with manufacturer's recommendations or more frequently based on history of the equipment.) Perform routine self-inspection on vehicles and equipment operating in your area.) Maintenance may only be performed in designated locations. See BMP 11 through BMP 14.	
BMP 11	EQUIPMENT BATTERY MAINTENANCE
<ul style="list-style-type: none">) Maintain spill response kits adjacent to charging stations.) Avoid overfilling and/or overcharging electric vehicle batteries.) Store extra batteries inside in a cool and dry place, if possible. If batteries are stored outside, store in a non-reactive container with a cover.) Clean battery case and terminals regularly or when there is a buildup of corrosion with a rag dampened with a solution of water and battery acid neutralizing agent. Cleaning should be conducted at a designated wash rack such as the GSE wash rack.	
BMP 12	COMMERCIAL RAMP GSE MAINTENANCE ACTIVITIES
<ul style="list-style-type: none">) GSE shall follow the preventative maintenance program requirements.) GSE preventative maintenance such as fluid changes (i.e., brakes, power steering, hydraulic fluids, oil, etc.) and mechanical repair (i.e., brake pads, power steering mechanism, belt or other drive component repairs) are prohibited from being conducted on the commercial ramp.) "Light" maintenance including tire changes, light bulb replacement, safety corrections may be conducted.) Minimum emergency repairs may be conducted to get the disabled GSE operational or removed from JWA.) Perform cleaning operations at the GSE wash rack only. Follow BMP 04 for cleaning operations.	

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BMP 13	COMMERCIAL MAINTENANCE
<ul style="list-style-type: none">) Aircraft maintenance at JWA that is conducted commercially is restricted to those persons holding an approved permit, license, lease, or sublease with the County and/or JWA.) Removal or replacement of major airframe components or engines must be performed in designated maintenance areas only inside the maintenance hangar.	
BMP 14	GENERAL AVIATION MAINTENANCE
<ul style="list-style-type: none">) “Light” maintenance may be performed by aircraft operators with a valid FAA Airman’s Certificate in their tiedown/hangar spaces or County designated maintenance areas. “Light” maintenance is defined in the Airport Rules and Regulations.) Removal or replacement of major airframe components or engines must be performed in designated maintenance areas only.) No aircraft maintenance shall be conducted on the Transient Aircraft Parking Areas except for emergency maintenance to move the aircraft safely to a designated maintenance shop or area.	