

**Snohomish County
CY 2021 Annual Report
Attachment for Question 46
Source Control Program - Summary of Actions**

Source Control Program Actions under S5.C.8.b.iii

Please see the County's 2022 SWMP, Section 3.8.3, for a detailed program description.

SWM has a parcel-based business inspection inventory with 1,644 sites on the inventory based on the most recent update completed in December 2021. The Source Control Program is designed to annually conduct 329 inspections or 20% of the total inventory. The inventory includes publicly and privately owned institutional, commercial, and industrial sites.

Inspections are conducted to determine compliance with chapters 7.53 SCC and 7.54 SCC, as well as Volume IV of the Snohomish County Drainage Manual. SWM provides education and technical assistance on stormwater pollution prevention. Inspections are prioritized based on a variety of criteria including the potential to pollute, prior complaints, proximity to surface waters, urban or rural, inspection history, business sector, pollutant types, and correlation with current public outreach campaigns. Due to the COVID-19 pandemic in 2020, 2021, and continuing into 2022, SWM continues to make needed program adaptations work remotely, implement and adhere to COVID-19 safety practices, and prioritize inspections. SWM investigates all businesses and properties associated with a credible complaint. Any identified sites in the inventory that are not visited during the Phase I Permit cycle will receive information by mail about activities that may generate pollution and applicable source control requirements by the end of the Permit term.

The County also participates in regional groups, such as the Business Inspection Group, and North Sound NPDES Coordinators group, to support and educate fellow inspectors on procedures and practices for source control business inspections.

Progressive enforcement program per Special Condition S5.C.8.b.iv

Please see the County's 2022 SWMP, Section 3.8.3, for a detailed program description.

The County has a progressive enforcement policy and program to require sites to come into compliance with stormwater requirements within a reasonable time as summarized below. As noted for program actions for S5.C.8.B.iii, the County is continuing to develop adaptive management approaches to the progressive enforcement program in light of the COVID-19 pandemic.

- **Verbal Coaching:** Coaching by phone call or email is used when an inspection reveals minor issues with a current business practice or procedure, such as failing to keep dumpster lids closed or failing to sweep work or storage areas as needed. These minor concerns do not represent an immediate threat to health, human safety or the environment. At this step it is uncommon for a follow-up inspection to occur.

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- Deficiency Letter: An official letter is sent to a business when an inspection reveals deficiencies in behavioral, operational or structural BMPs, requiring corrective action, with a follow-up inspection (typically 30-60 days from the date the letter is mailed), unless other arrangements are coordinated with SWM staff and the business. SWM staff may use discretion on extending follow-up inspection dates based on the significance of the deficiencies, the nature of any extension request, or demonstration of the business's progress toward meeting compliance objectives.
- Follow-up Inspection: Follow-up inspections are done to assess the level of progress made by each business to correct deficiencies identified in the deficiency letter. A determination is made whether the business has addressed deficiencies or not. Compliance status is communicated in person and recorded in the electronic tracking system, Cartegraph OMS. If new deficiencies are observed during the follow-up inspection, an additional letter is sent to the business.
- Final Deficiency Letter: A final deficiency letter is issued by SWM after an initial deficiency letter and follow-up inspections have not prompted adequate progress by the business to address required corrections. The final deficiency letter is a warning and serves to offer the business a final chance to correct deficiencies prior to initiating a formal enforcement action.
- Enforcement Action: Enforcement action occurs when a business has failed to adequately implement BMPs after one or more follow-up inspections. The matter is referred to PDS for enforcement action, and SWM inspectors and PDS code enforcement officers coordinate on matters of non-compliance to determine the appropriate course of action, which can include a warning notice, a notice of violation (NOV), and penalties. PDS manages the enforcement process, including correspondence, recordkeeping, the hearing if the NOV is appealed, and final resolution of the matter.

SWM maintains records for each site visit. Records include an activity log of correspondences, inspection reports, warning letters, notices of violations, and any enforcement records. SWM also maintains records of any sites that are not inspected because the property owner denies entry. All records are stored electronically in Cartegraph OMS.