



**INSTRUCTIONS TO COMPLY WITH  
ENVIRONMENTAL POLICIES AND PROGRAMS  
AT THE AIRPORT  
SEPTEMBER 2002**

Page 1 of 2

- Step 1.** Carefully review, complete and return the attached flowchart and applicable forms on the following pages within 30 days to the address provided below.
- Step 2.** For each question that is answered yes on the flowchart, you must provide the information required to the City and Airport Departments identified in each applicable question. For some questions, we suggest that you use the services of qualified environmental consultants to prepare and submit the information if you do not possess these resources internally. **PLEASE NOTE THAT THESE QUESTIONS ALSO APPLY TO ANY CONTRACTORS THAT YOU HIRE TO WORK AT THE AIRPORT. IN THIS CASE, YOUR CONTRACTOR MUST ALSO ANSWER THE SAME QUESTIONS AND PROVIDE THE SAME INFORMATION AS IT APPLIES TO THEIR SERVICES. Failure to provide the information by you or your contractors may result in an administrative citation and fine issued to you pursuant to San Jose Municipal Code, Chapter 1.15.**
- Step 3.** For questions answered yes that pertain to storm water pollution prevention (SWPP) or hazardous materials management, you must complete the attached NOI, hazardous materials registration form, and non-point source questionnaire attached. All other attached forms (the SWPP annual certification and SWPP training flyer) are for information. All other documentation required must be supplied independently.
- Step 4.** For all questions that are answered no on the flowchart, you must certify each no answer in writing as true and accurate to the best of your knowledge. The Airport will be inspecting your facilities after they are in full operation to assess their operation as they relate to the Airport's environmental policies and programs. In the event the Airport finds any anomalies or discrepancies during the inspection from what was certified or provided to us, the Airport will submit the results of inspection with instruction to make any necessary corrections. **Failure to make these corrections to the satisfaction of the Airport and in a timely manner may result in an administrative citation and fine issued to you pursuant to San Jose Municipal Code, Chapter 1.15.**

---

**ACRONYMS**

**NOI:** Notice of Intent; **SWPP:** Storm Water Pollution Prevention; **NOVs:** Notice of Violations  
**BMPs:** Best Management Practices; **HazMat:** Hazardous Materials  
**SJ:** City of San Jose; **SJFD:** San Jose Fire Department; **HMMP:** Hazardous Materials Management Plan  
**AST:** Aboveground Storage Tank; **UST:** Underground Storage Tank;  
**SJ ESD:** San Jose Environmental Services Department; **GSE:** Ground Support Equipment  
**CFR:** Code of Federal Regulations; **SPCC:** Spill Prevention Control and Countermeasures  
**BAAQMD:** Bay Area Air Quality Management District



**INSTRUCTIONS TO COMPLY WITH  
ENVIRONMENTAL POLICIES AND PROGRAMS  
AT THE AIRPORT  
SEPTEMBER 2002  
Page 2 of 2**

---

**DEFINITIONS**

“Hazardous Material” means any material of hazardous substance, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. “Hazardous materials” include but are not limited to, hazardous substances, hazardous waste, and any material the Airport has a reasonable basis for believing that the material would be injurious to the health and safety of persons or harmful to the environmental or would impact Guadalupe River water quality if released upon Airport property or into the environment.

“Hazardous Substance” means any substance or chemical product for which one of the following applies:

- The manufacturer or producer is required to prepare a material safety data sheet (MSDS) for the substance or product pursuant to the Hazardous Substances Information and Training Act( Chapter 2.5 commencing with Section 6360 of Part 1 of Division 5 of the Labor Code) or pursuant to any applicable federal law or regulation;
- The substance is listed as a radioactive material in Appendix B of Chapter 1 of Title 10 of the code of Federal Regulations, maintained and updated by the Nuclear Regulatory Commission;
- The substances listed pursuant to Title 49 of the Code of Federal Regulations;
- The materials listed in subdivision (b) of Section 6382 of the Labor Code.

“Hazardous waste” means hazardous waste, as defined by Health & Safety Code Sections 25115, 25117, and 25316, and as specified in California Code of Regulations, Title 22, Division 4.5, Chapter 10, Article 3.

---

**ATTACHMENTS**

Flowchart (4 pages); Notice of Intent (4 pages); Non-Point Source Questionnaire for Storm Water Pollution Prevention (SWPP) Plan (3 pages); Hazardous Material/Waste Registration Form (2 pages); Annual Storm Water Pollution Prevention Checklist and Self-Certification Form (2 pages); SWPP Training Flyer

---

**SUBMITTALS/QUESTIONS**

Submit the completed form back to Thomas Stoflet at the address given below. For any questions on the instructions, flowchart, or forms, please contact Mr. Thomas Stoflet, Airport Environmental Manager at 408-501-7701 or by email at [tstoflet@sjc.org](mailto:tstoflet@sjc.org).