

OPERATIONS AND MAINTENANCE OF MUNICIPAL BUILDINGS AND FACILITIES

Introduction

Municipal buildings and facilities (schools, municipal offices, police and fire stations, municipal pools, parking lots, etc.) often house various chemicals, such as petroleum products and hazardous materials. As a result, these buildings and facilities are potential sources of pollutant discharges to the storm drainage system. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to Town of Belmont employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. For services that are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

The Town performs a variety of operations and maintenance activities at its municipally owned and operated buildings, including storage and disposal of materials, dumpster and waste management, parking lot sweeping, etc. The Town uses its own equipment and staff, however some is contracted out.

An inventory of all municipal buildings and facilities is provided at the end of this SOP. This inventory will be updated annually.

Procedures

The Town will implement the following procedures for municipally owned or operated buildings and facilities to reduce the discharge of pollutants from the MS4:

Handling, Storage, Transfer, and Disposal of Trash and Recyclables

All liquid and solid waste must be disposed of properly and following the Town's regulation regarding the use of dumpsters and rubbish hauling. Some of the most common sources of pollution at municipal facilities are a result of littering, improper collection of debris, and improper disposal of solid or liquid waste.

1. All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
2. Keep lids on dumpsters and containers closed at all times unless adding or removing material. If using an open-top roll-off dumpster, cover it and tie it down with a tarp unless adding materials.
3. Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.
4. Locate dumpsters on a flat, paved surface. If possible, install berms or curbs around the storage area to prevent run-on and run-off. Note that all dumpster locations must be approved by the Health and Fire Departments and the Police Department and the Department of Public Works if applicable.
5. Do not locate dumpsters over or adjacent to catch basins.
6. Prior to transporting waste, trash, or recycling, ensure that containers are not leaking (double bag if needed) and properly secure containers to the vehicle.
7. Clean and sweep up around outdoor waste containers regularly.

8. Clean up any liquid leaks or spills with dry cleanup methods.
9. Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities. Dumpsters may only be emptied by a Rubbish Contractor with a Rubbish Contractor permit.
10. Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container (see SOP for Hazardous Materials Storage and Handling).
11. Do not wash trash or recycling containers outdoors or in parking lots.
12. Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.
13. Conduct periodic inspections of work areas to ensure that all wastes are being disposed of properly.
14. In dumpster areas, regularly pick up surrounding trash and debris and regularly sweep the area.
15. In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks. Regularly sweep the area.

Building Maintenance

1. If power washing buildings and facilities, ensure that the washwater does not flow into the storm system. Containment or filtering systems should be provided.
2. Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
3. When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods), especially if they are near storm drains. Protect catch basins when maintenance work is conducted upgradient of them.
4. When painting, use a drop cloth and clean up any spills immediately.
5. Do not leave open containers on the ground where they may accidentally tip over.
6. Buildings should be routinely inspected for areas of potential leaks.
7. Do not discharge chlorinated pool water into the stormwater system. Water must be properly dechlorinated and tested before it is discharged.
8. Streets and parking lots around buildings and facilities will be swept in accordance with the procedures in the SOP for Streets and Parking Lots.

Storage of Petroleum Products and Potential Pollutants

1. Floor drains in storage areas are connected to the sewer and should not be connected to the stormwater system.
2. Routinely inspect buildings and facilities for areas of potential leaks.
3. For storage and handling procedures of petroleum products and potential pollutants, refer to the SOP for Hazardous Materials Storage and Handling and the SOP for Fuel and Oil Handling Procedures.
4. For storage and handling procedures for fertilizers, pesticides, and herbicides,

refer to the SOP for Fertilizers, Pesticides, and Herbicides.

5. All municipal buildings and facilities should be periodically inspected to address potential pollutant sources (e.g., leaks).

Spill Prevention Plan

1. Spill prevention plans should be in place where applicable, based on inventories of material storage and potential pollutants. Coordinate with the local fire department if necessary.
2. Spill SOPs are outlined in the SOP for Spill Response and Cleanup.

Employee Training

1. Employees who perform maintenance or other applicable work at municipal buildings and facilities are trained annually on these procedures and the proper operation of related equipment.
2. Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
3. For services that are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Related Standard Operating Procedures

1. Spill Response and Cleanup
2. Fuel and Oil Handling
3. Storage and Use of Pesticides and Fertilizer
4. Streets and Parking Lots
5. Hazardous Material Storage and Handling

This SOP adapted from Central Massachusetts Regional Stormwater Coalition SOP template.