

**TOWN OF BELMONT**

**STORMWATER POLLUTION PREVENTION PLAN  
DEPARTMENT OF PUBLIC WORKS YARD**

**August 2022**

PREPARED BY:



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## ABBREVIATIONS

BMP	Best Management Practice
CFR	Code of Federal Regulations
DPW	Department of Public Works
EPA	Environmental Protection Agency
IDDE	Illicit Discharge Detection and Elimination
MassDEP	Massachusetts Department of Environmental Protection
MCM	Minimum Control Measure
MS4	Municipal Separate Storm Sewer Systems
NPDES	National Pollutant Discharge Elimination System
SOP	Standard Operating Procedures
SPCC	Spill Prevention, Control, and Countermeasure
SWPPP	Stormwater Pollution Prevention Plan
VSQG	Very Small Quantity Generator


## GLOSSARY

Impaired waters	Water bodies that do not meet water quality standards for one or more designated use(s) such as recreation or aquatic habitat.
Outfall	A point source as defined by 40 CFR § 122.2 as the point where the municipal separate storm sewer discharges to waters of the United States

## CERTIFICATION

The Town of Belmont understands the necessity for stormwater controls and hereby agrees to implement this Stormwater Pollution Prevention Plan (SWPPP) as described herein and, in accordance with Title 40 CFR part 23 of the Clean Water Act, to commit the necessary resources required to expeditiously control and remove any harmful quantity of discharge.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Printed Name: Patrice Garvin, Town Administrator  
Signature:   
Date: 10.30.23

## RECORD OF REVISIONS

The Town of Belmont shall review this SWPPP regularly to determine if any update or revision is required. Changes that may trigger revision include:

- An increase in the quantity of any potential pollutant stored at the Facility;
- The addition of any new potential pollutant (not already addressed in this SWPPP) to the list of materials stored or used at the Facility;
- Physical changes to the Facility that expose any potential pollutant (not presently exposed) to stormwater;
- Presence of a new authorized non-stormwater discharge at the Facility; or
- Addition of an activity that introduces a new potential pollutant.

Changes in activity may include an expansion of operations, or changes in any significant material handling or storage practices which could impact stormwater. The amended SWPPP will describe the new activities that could contribute to increased pollution, as well as control measures that have been implemented to minimize the potential for pollution.

This SWPPP will be amended if a state or federal inspector determines that it is not effective in controlling stormwater pollutants discharged to waterways.

REVISION NUMBER	SECTION CHANGED	REASONS FOR REVISION(S)	DATE	REVISION APPROVED BY

# 1 INTRODUCTION

## 1.1 BACKGROUND

This SWPPP was prepared by the Town of Belmont to meet the requirements of the United States Environmental Protection Agency's (EPA) 2016 *National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4) in Massachusetts*, hereafter referred to as the 2016 MS4 Permit or 'the Permit'. This section describes the regulatory program that requires the preparation of this document and the applicability to the Town of Belmont Department of Public Works Facility, hereafter referred to as the Facility.

## 1.2 2016 MS4 PERMIT SWPPP REQUIREMENTS

The 2016 MS4 Permit requires that the Town of Belmont address six Minimum Control Measures (MCMs). These measures include the following:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination (IDDE) Program
4. Construction Site Stormwater Runoff Control
5. Stormwater Management in New Development and Redevelopment (Post Construction Stormwater Management)
6. Good Housekeeping and Pollution Prevention for Permittee Owned Operations

Per Part 2.3.7.b. of the 2016 MS4 Permit, MCM 6 includes the development and implementation of written SWPPPs for all permittee-owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants may be exposed to stormwater. Thus, the Town of Belmont is required to develop and implement SWPPPs within two (2) years of the effective date of the permit; by July 1, 2020. The permit requires that the SWPPP include the following items:

- Stormwater Pollution Prevention Team
- Description of the facility and identification of potential pollutant sources, including a site map identifying on-site activities



- Identification of stormwater controls
- Management practices, such as: minimizing or preventing exposure, good housekeeping, preventative maintenance, spill prevention and response, erosion and sediment control, management of stormwater runoff, employee training, and maintenance of control activities
- Quarterly (at a minimum) site inspections, documentation, and annual reporting

This SWPPP meets these requirements by:

- Identifying the Stormwater Pollution Prevention Team, which are to be employees of the Facility, Belmont Office of Community Development (OCD), and Belmont Department of Public Works (DPW) staff who are responsible for developing, implementing, maintaining, and revising, as necessary, this SWPPP.
- Providing a description of the Facility and an inventory of the materials, vehicles, and equipment at the Facility that have the potential to cause stormwater pollution.
- Describing how stormwater is managed at the Facility.
- Reviewing activities that occur on-site that represent a potential for stormwater pollution and identifying locations on a map.
- Describing the Best Management Practices (BMPs) that shall be implemented at the Facility to reduce, eliminate, and prevent the discharge of pollutants to stormwater.
- Establishing a schedule and description of site inspections to be conducted by the Stormwater Pollution Prevention Team to determine if the SWPPP is effective in preventing the discharge of pollutants.
- Serving as a tool for personnel, including a place to maintain recordkeeping associated with these requirements.

## 2 STORMWATER POLLUTION PREVENTION TEAM

The Team Leader is responsible for the overall implementation of this SWPPP, including assignment of the Stormwater Pollution Prevention Team (the team). Together the team is tasked with implementing, administering, and revising the SWPPP, regularly inspecting stormwater control structures, conducting stormwater training, and maintaining records. All members of the team must have ready access to the most recent SWPPP, supplementary SWPPP documentation such as applicable Standard Operating Procedures (SOPs), and applicable portions of the Permit, either in electronic or paper format.

**Table 1: Stormwater Pollution Prevention Team**

<b>STORMWATER POLLUTION PREVENTION TEAM</b>		
<b>TITLE/NAME</b>	<b>RESPONSIBILITIES</b>	<b>CONTACT INFORMATION</b>
<b>Team Leader:</b> <b>Jay Marcotte (Director of Public Works)</b>	<ul style="list-style-type: none"> <li>• Overall implementation of the SWPPP, including certifying the completeness and accuracy of the SWPPP, inspections, annual comprehensive compliance evaluations, employee training, and recordkeeping.</li> </ul>	Office Phone: (617) 993-2680
<b>OCD Liaison:</b> <b>Glenn Clancy (Director of Community Development)</b>	<ul style="list-style-type: none"> <li>• Provides OCD staff the information and access they need for their continued implementation and management of the Town's permit.</li> </ul>	Office Phone: (617) 993-2650
<b>Team Member:</b> <b>Richard Bemis (Operations Manager)</b>	<ul style="list-style-type: none"> <li>• Responsible for implementing emergency and spill response procedures.</li> <li>• Implements preventative maintenance programs, oversees good housekeeping practices, conducts inspections, and assists with employee training.</li> <li>• Assists with all components of the stormwater program, as needed.</li> </ul>	Office Phone: (617) 993-2680

## 3 SITE OPERATION AND DESCRIPTION

### 3.1 SITE SUMMARY

The Town's Department of Public Works Facility is located at 37 C Street, Belmont, Massachusetts. The Facility consists of six (6) buildings operated and maintained by the DPW, as follows:

- Maintenance Garage (Building 1),
- Paint and Sign Shop (Building 2),
- Pipe and Hose Storage (the "Castle"; Building 3),
- Equipment Storage (plows, shovels) (Building 4),
- Vehicle Storage (Building 5), and
- Old Firehouse, storage (Building 6)

The Facility also includes two buildings operated and maintained by the Light Department and one building operated and maintained by the Water Department. The site also has a salt storage dome, a fuel shed, fill and material areas, and a paved parking area.

### 3.2 LOCATION

Facility Name:	Belmont Department of Public Works
Facility Address:	37 C Street Belmont, Massachusetts 02478
Latitude/Longitude:	42.39042, -71.18431
Facility Phone:	(617) 993-2680
Type of Facility:	Maintenance Garage, Vehicle/Equipment Storage, Fuel Shed, Light Department, Water Department
Operating Hours:	8:00 AM – 7:00 PM Monday 8:00 AM – 4:00 PM Tuesday – Wednesday 8:00 AM – 12:00 PM Friday

The following figure (**Figure 1**) provides information concerning the location, stormwater conveyance, and layout of the Facility. The figure has been configured to provide general

information concerning the stormwater management at the Facility. This figure depicts the information required for the SWPPP as understood at this time. Additional site features and the locations of site activities are included in the **Site Plan** in **Appendix E**.

Figure 1 – Site Layout for the DPW Yard



0 200 400 ft

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Belmont, MA MapsOnline

### **3.3 SITE INSPECTION**

The site inspection associated with the development of this SWPPP was completed on April 12, 2022, at 10:00 AM during rainy conditions. The inspection was conducted by Jen Zoppo (Stantec) and Emily Bonaccorso (Stantec) and was supported by Scott Troup (Belmont DPW). During the site inspection, information related to the Facility activities, maintenance operations, material storage, and spill history was gathered. A follow-up site visit was conducted on June, 21, 2022 to gather additional information particularly related to the Light Department and Water Department buildings. Future inspections shall be conducted in accordance with Section 6.2.

### **3.4 SITE DESCRIPTION**

The Facility serves the following general purposes for the Belmont Department of Public Works:

- provides an area for vehicle and equipment maintenance,
- provides an area for vehicle and equipment storage,
- provides an area for chemical delivery, and
- provides storage for material stockpiles.

Due to the Facility's activities, which are discussed in Section 3.9, it is listed on MassDEP's hazardous waste generator list as a Very Small Quantity Generator (VSQG).

The DPW Maintenance Garage (Building 1) has three garage bays, containing five total floor drains. Records and personnel indicate that the floor drains are connected to an oil/water separator located on the northern exterior of the building. Maintenance building activities in the garage bays include vehicle maintenance/repair. In addition, there are areas for supply storage, including oil storage, pavement patching materials, and a lofted storage space.

The Paint and Sign Shop (Building 2) is used for storage including paint and gasoline, which are contained in a yellow flammable liquids safety cabinet.

Building 5 is a large garage building with ten bays used for DPW vehicle storage. No chemicals are stored in this building and no vehicle washing occurs. There are two catch basins per garage bay, which flow to an oil water separator on the south side of the building that connects to the sewer system at the entrance of C Street.

The Old Firehouse (Building 6) has one garage bay and an office room. This building is used to store vehicles when not in use, and all DPW vehicle cleaning and washing takes place here. Various small vehicles and equipment for field and road painting, general maintenance equipment, tire storage, and some fuel storage is located in this room. Two floor drains are located in this room and drain to the oil and water separator.

Building 3 and 4 both provide storage only and do not contain drainage infrastructure. They do not contain fuel or chemicals.

The Water Department is located at the northeast corner of the Facility and is used for Water Department vehicle maintenance and storage. Any fuel stored within the building is held in the flammable liquids safety cabinet. The building has three garage bays, and a trench drain runs through the center of the floor, which then drains into an oil water separator and subsequently the site's sewer system.

The Light Department is comprised of two buildings. One building is a single-bay garage used for miscellaneous storage and does not have any drainage infrastructure. The other building is a larger garage with five bays and is used for Light Department vehicle maintenance and storage. At the center of the floor is a large trench drain that runs across the bays, flowing into an oil water separator and subsequently the site's sewer system. Any fuel stored within the building is held in the flammable liquids safety cabinet.

The fuel shed does not contain any drainage infrastructure. There are several underground fuel tanks.

The material stockpile areas for gravel rock and fill are located at the northeast and southwest perimeter of the property, as well as in the center of the property. The northeast material stockpile area is on concrete and is not enclosed. The southwest material stockpile area consists of several concrete walls to separate materials and is not enclosed. The Town's salt storage shed is also located in this area, which is a permanent concrete structure with a permanent roof.

### 3.5 SITE DRAINAGE

#### Sheet Flow

Sheet flow from the paved area of the Facility is routed to catch basins on the property that are part of the Town's MS4 system. Refer to the **Site Plan (Appendix E)** for locations of these catch basins. The west side of the site flows toward the south into the Town's drainage system on C Street. The east side of the site (Water Dept) flows north toward the train tracks. The catch basins shall be maintained by the Town of Belmont DPW in accordance with **Appendix A: Infrastructure O&M**.

#### Drainage

Facility buildings where vehicle maintenance and washing occurs have floor drains or catch basins, each of which lead to an oil/water separator. The number and type of drains in each building with drains are as follows:

- Water Department
  - Trench drain spanning four garage bays
- Light Department
  - Five Bay Garage: trench drain spanning five bays
- DPW
  - Building 1 (Maintenance Garage): five (5) floor drains
  - Building 5: Twenty (20) floor drains spaced between ten garage bays
  - Building 6 (Old Firehouse): two (2) floor drains

Refer to **Site Plan (Appendix E)** for the approximate location of these floor drains and onsite drainage.

### 3.6 RECEIVING WATER BODIES

The closest named water body to the Facility is Clay Pit Pond, which is located approximately one mile away. The Facility's drainage system is located within a stormwater catchment discharging to Clay Pit Pond which outlets to a closed system and ultimately discharges via outfall 8 to a tributary to the Little River. Clay Pit Pond and the Little River have been categorized as 303(d) List (Impaired) surface waters in the Massachusetts Year 2018/2020 Integrated List of Waters, which is the most recent final list available for Massachusetts. The impairments of these waterbodies are considered a Category 5, meaning more than one designated use is



impaired and that a TMDL will be required. Clay Pit Pond Segment MA71011 is impaired for chlordane in fish tissue. Little River Segment MA71-21 is impaired for chloride, copper in sediment, DO, E.coli, flocculant masses, lead in sediment, odor, oil and grease, PCBs in fish tissue, total phosphorus, scum/foam, transparency/clarity, trash, debris, and water chestnut.

### **3.7 SITE STRUCTURES AND INVENTORIES**

#### **3.7.1 Buildings**

The Town's DPW site contains six main buildings. Building 1, referred to as the Maintenance Garage, is used for storing and maintaining the DPW's vehicles. Maintenance occurs on an as-needed basis, year-round, including vehicle repair. Building 2, referred to as the Paint and Sign Shop, is used for storage including paint and gasoline. Building 3, referred to as the Castle, and Building 4 are used for storage (cones, recycle bins, plows, shovels, etc.) and do not contain any chemicals, fuel, etc. Building 5 is used for vehicle storage and has ten garage bays. Building 6, referred to as the Old Firehouse, is used for storing and washing DPW vehicles, and houses the Town's Parks Department.

The Site also contains the Light Department and Water Department buildings. The Light Department has two buildings; the Garage contains one garage bay for storage of various cables and old transformers, and the main building, which is used for vehicle storage and has five garage bays. The Water Department building is used for vehicle storage and maintenance and has four garage bays.

Salt for winter road maintenance is in a large, permanent, concrete dome onsite. A fuel shed sits at the center of the Site (described in more detail in section 3.8.1).

Refer to **Site Plan (Appendix E)** for locations of buildings on the Site.

#### **3.7.2 Vehicle and Equipment Inventory**

The **Fleet List (Appendix G)** summarizes the inventory of the Facility's vehicles and equipment, as well as the number typically stored on-site.

### 3.7.3 Material Stockpile Areas

The material stockpile areas for loam, masonry sand, stump grindings, and soil are found along the northern edge of the property. A stockpile area containing catch basin spoils can also be found next to Building 3. Another stockpile area containing gravel fill, water spoils, and mulch can be found at the northeast corner of the property, behind Building 2. Materials such as wood, manhole covers, pipes, utility poles, and light poles can be found in a fenced area behind the Light Department.

### 3.7.4 Items Typically Stored On-site

Items within the Maintenance Garage are stored in designated areas. For example, pavement patching and sewer cleaning materials are stored along the northeastern wall of the Maintenance Garage. Various types of Highway and DPW trucks are also stored in this facility along the northwestern wall. A waste oil storage container and several other used material containers can also be found in this area and are labeled appropriately and emptied when necessary.

The Old Firehouse building contains vehicle washing equipment and materials, and truck and small equipment storage. A designated area is used for field and street paint and equipment, as well as tires.

Materials including, but not limited to, loam and masonry sand are stored in the covered material stockpile areas at several locations around the property. Construction, Highway, and Snow vehicles and equipment are also stored onsite in designated and paved areas.

#### 3.7.4.1 Significant Material Inventory

Materials stored at the Facility include those related to the site activities discussed in Section 3.9. An inventory of the materials at the Facility is included in **Table 2**, which also reviews the likelihood for each identified material to come in contact with stormwater.

The locations of these material storage areas are provided in the **Site Plan (Appendix E)**.

**Table 2: Material Inventory**

<b>Material</b>	<b>Storage Location</b>	<b>Typical Quantity</b>	<b>Potential Pollutant</b>	<b>Covered (C) or Enclosed (E)</b>	<b>Likelihood of Contact with Stormwater (Unlikely / Likely)</b>
<b>Petroleum-Based Compounds</b>					
Diesel fuel	Underground Fuel Station	6000 gal*	Petroleum hydrocarbons	C&E	U
Gasoline	Underground Fuel Station	6000 gal*	Petroleum hydrocarbons	C&E	U
Hydraulic Fluid	DPW Maintenance Garage, Mechanic Shop	50 gal	Petroleum hydrocarbons	C&E	U
Motor Oil	DPW Maintenance Garage, Mechanic Shop	25 gal	Petroleum hydrocarbons	C&E	U
Lubricants	DPW Maintenance Garage, Mechanic Shop	5 gal	Petroleum hydrocarbons	C&E	U
Transmission Fluid	DPW Maintenance Garage, Mechanic Shop	110 gal	Petroleum hydrocarbons	C&E	U
Waste Oil	DPW Maintenance Garage, under stairs	300 gal	Petroleum hydrocarbons	C&E	U
<b>Total Volume of Oil on Site = 12,490 gal</b>					
<b>Non-Petroleum Significant Materials</b>					
Antifreeze	DPW Maintenance Garage, Mechanic Shop	165 gal	Ethylene glycol; potential source of BOD	C&E	U
Spray Lubricant	DPW Maintenance Garage, Mechanic Shop	12 cans	Petroleum hydrocarbons	C&E	U
Aggregates	Storage Yard Concrete Enclosures	210 yds	Sediments	C&E	L
Brake Fluid	DPW Maintenance Garage, Mechanic Shop	2 gal	Volatile organic compounds; non-petroleum-based oil	C&E	U

<b>Material</b>	<b>Storage Location</b>	<b>Typical Quantity</b>	<b>Potential Pollutant</b>	<b>Covered (C) or Enclosed (E)</b>	<b>Likelihood of Contact with Stormwater (Unlikely / Likely)</b>
Detergents	DPW Maintenance Garage Wash Bay, Light Department, Mechanic Shop	200 gal	Surfactants	C&E	U
Paint, Spray	Mechanic Shop, Water Department	25 cans	Petroleum constituents, including volatile and semi volatile organic compounds	C&E	U
Paints, Oil-Based	Sign Shop	100 gal	Petroleum constituents, including volatile and semi volatile organic compounds	C&E	U
Sand	Material Bay	20 yds	Sediments	C	U
Sewage Dumpster	Storage Yard	10 yards	Miscellaneous debris/solids, pathogens, oils	C&E	U
Solid Waste, Recyclable	Storage Yard Dumpster by Salt Dome	3 yds	Miscellaneous debris/solids, particulate matter, metals	E	U
Solid Waste, for Disposal	Dumpsters	3 dumpsters	Particulate matter, solids, metals	C&E	U
Spill Response Material (Speedi Dry or similar)	Fuel Shed, DPW Maintenance Garage	10 Bags	Particulate matter, solids, residual oil	C&E	U

\*In 2023, these fuel tanks are scheduled to be replaced with smaller tanks with a capacity of 4,000 gallons each

### 3.7.4.2 Applicability of Spill Prevention, Control, and Countermeasure (SPCC) Requirements

Under federal regulations 40 CFR Part 112 (and Amendments), a SPCC Plan is required when a facility has an aboveground oil storage capacity greater than 1,320 gallons, when including

containers with a capacity of 55 gallons or more. Since less than 1,320 gallons of oil is stored aboveground on site, this Facility is not subject to these requirements.

### **3.8 ADDITIONAL SITE FEATURES**

#### **3.8.1 Fuel Island**

An island containing fuel pumps for gasoline and diesel is located at the center of the site between the DPW Maintenance Garage and Building 5. The Fuel Island is used on a 24-hour basis for fueling of all DPW, Light Department, and Water Department vehicles. The island is not covered, though there is a small fuel shed. The location of the fuel island is such that all users are visible to personnel at the Main Office.

#### **3.8.2 Oil/Water Separator**

All floor drains in each of the Facility buildings are connected to an oil/water separator. There are five (5) oil/water separators on the Site:

- Water Department:
  - The main building has a large trench drain spanning four garage bays, which flows into an oil/water separator in the back of the building.
- Light Department:
  - The larger building has a large trench drain spanning five garage bays, which flows into an oil/water separator in the back of the building.
- DPW Buildings:
  - Five floor drains in Building 1 (Maintenance Garage) are connected to an oil/water separator located outside of the Maintenance Garage.
  - Twenty (20) catch basins located in ten garage bays of Building 5 are connected to an oil/water separator to the south of the building, which then connects to the sewer system on C Street.
  - Two floor drains in the Old Firehouse are connected to an oil/water separator located outside of Building 6.

The oil/water separators on site are inspected every six months and cleaned as needed, which is typically on an annual basis.

### 3.8.3 Solid Waste Management

There are nine (9) dumpsters located on paved areas throughout the Facility:

- Water Department:
  - 8 cubic yard dumpster designated for general waste and trash
  - 20 cubic yard dumpster designated for Water Department metal only, such as pipes and hydrants
- Light Department:
  - 8 cubic yard dumpster designated for general waste and trash
  - 8 cubic yard dumpster designated for wire only
  - 20 cubic yard dumpster designated for Light Department wood only, such as utility poles
- Department of Public Works:
  - 8 cubic yard dumpster designated for DPW metal only
  - 8 cubic yard dumpster designated for DPW wood only
  - 8 cubic yard dumpster designated for general recycling
  - 20 cubic yard dumpster designated for emergency sewer and SSO cleanout waste

General waste dumpsters are emptied three times per week, recycling one time per week, and wire, metal, wood, and waste oil are called to be emptied as needed when they are approaching capacity.

### 3.8.4 Parking Areas

The DPW parking areas are located on the southwest side of the site near the Facility entrance at C Street and along the west face of the Main Office building. The parking areas contain 24 parking spaces.

The Light Department parking area is located south of the Light Department buildings near the Prince Street entrance.

The Water Department parking area is located at the northeast corner of the site.

## 3.9 SITE ACTIVITIES

Site activities support the day-to-day responsibilities of the Facility. The following activities regularly occur:

- Material stockpile storage
- Salt Storage
- Solid waste management
- Vehicle and equipment storage
- Vehicle and equipment maintenance/repair
- Vehicle and equipment washing
- Waste handling and disposal (Waste Oil Storage)
- Chemical unloading, handling, or storage
- Fueling Operations
- Tool Storage

Below is a discussion of each site activity with potential stormwater pollutant sources, as well as measures that shall be taken to prevent and minimize pollution. Refer to the **Site Plan (Appendix E)** for locations of site activities.

The Town does not apply or utilize fertilizers, herbicides, or pesticides at any facility owned or managed by the Town. As such, no fertilizers, herbicides, or pesticides are stored at the Site.

### 3.9.1 Material Stockpile Storage

#### **Potential Sources of Stormwater Pollution**

Stockpiled materials such as gravel, loam, and crushed rock represent a potential source of pollution. When stored unprotected outdoors, material stockpiles are exposed to precipitation. When the resulting eroded material enters the stormwater system, the sediment can quickly fill the sumps of catch basin structures, rendering them ineffective.

#### **Pollution Prevention**

To avoid contamination of stormwater by stockpiled materials, erosion and sediment control measures shall be implemented. Stockpiles shall be stabilized or covered with impermeable sheeting if they are to remain exposed for more than two weeks. If the stockpile location becomes a permanent storage site, a roofed structure shall be considered to reduce erosion. Sediment

barriers shall be placed around the perimeter of the storage site to prevent runoff from entering catch basins.

*Facility staff place stockpiles in designated areas with concrete block or brick on three sides. The parking lot shall be swept if sediment accumulation is observed.*

### 3.9.2 Salt Storage

#### **Potential Sources of Stormwater Pollution**

Salt stored in piles for use during winter plowing and deicing operations represents a potential major contributor to stormwater pollution. When stored unprotected outdoors, salt is exposed to precipitation, causing leachate with high chloride that can be discharged to the receiving water. Salt delivery and loading activities can contribute pollutants to stormwater if the material is not handled with care, and if spills from handling operations are not promptly cleaned up.

#### **Pollution Prevention**

To prevent stormwater pollution, all salt piles should be enclosed and covered in sheds to prevent exposure to precipitation. Salt sheds should be constructed on level ground with an impervious base on which to store the salt. The shed should prevent disturbance or migration of the salt by wind.

During delivery and loading activities, salt should be transferred to and from vehicles within the salt shed, whenever possible. Any spills during unloading and loading events should be tended to without delay. Ensuring that the salt storage area is regularly swept and kept clean is an important good housekeeping practice.

If it is not feasible to fully enclose the salt pile, the salt should be stored on an impervious base and covered with an impermeable membrane material. Under no circumstances should loose salt be stored outside and exposed to precipitation.

The area should not be hosed down to a storm drain as a cleaning method. To further limit stormwater pollution, an independent runoff collection system may be installed in the area of the



salt storage to collect and convey runoff either directly to a treatment best management practice or to a sanitary sewer system, with approval from the operator of the sanitary sewer system

*Salt is stored in a covered facility.*

### 3.9.3 Solid Waste Management

#### **Potential Sources of Stormwater Pollution**

Solid waste production and storage locations present the threat to contaminate stormwater with pathogens, including nutrients, such as phosphorus and nitrogen, metals, and sediments. Solid waste may be classified as both hazardous and non-hazardous waste consisting of agricultural, construction and demolition, industrial, municipal, and tire waste.

#### **Pollution Prevention**

To prevent or reduce the potential for stormwater pollution from solid waste management practices, waste storage containers shall remain closed other than during use. Waste storage locations shall be covered and adequately labeled. All waste storage containers and locations shall be routinely inspected for signs of spills, leaks, corrosion, or general deterioration.

*The Facility utilizes 9 dumpsters dedicated to certain materials for waste management, which are maintained on a regular basis. Dumpsters for general trash are emptied three times per week, recycling is emptied once per week, and those dedicated for waste oil, wire, wood, and metal are emptied as they are approaching capacity.*

### 3.9.4 Vehicle and Equipment Storage

#### **Potential Sources of Stormwater Pollution**

Vehicle and equipment storage activities are a potential source of pollution due to the diesel fuel, gasoline, oil, hydraulic fluid, antifreeze, and similar hazardous material or fuel the vehicles may contain. In addition, vehicles may pick up pollutants during off-site activities and then deposit these pollutants at the Facility.

Personal vehicles for employees and visitors are also a potential source of pollution. During dry periods, oils, grease, coolant, and particulate matter from vehicle underbodies, brake pads, and tires may be deposited on parking surfaces. During a stormwater event involving significant amounts of precipitation, these non-industrial pollutants may become suspended in stormwater runoff.

### **Pollution Prevention**

Vehicles and equipment shall be stored in accordance with **Appendix B: Vehicles and Equipment SOP**. Regular visual inspection and maintenance of vehicles and equipment can greatly reduce the potential for pollution by identifying and addressing leaks before they become an issue. Equipment shall be stored indoors to prevent the possibility of pollutants from entering the adjacent catch basins on the property. Parking lots shall be swept by the Town of Belmont in accordance with **Appendix A: Infrastructure O&M**.

*Facility staff perform regular inspections and store vehicles and equipment indoors. Floor drains within the Maintenance Garage and Old Firehouse are discharging to the sewer system after passing through the oil/water separator.*

### 3.9.5 Vehicle and Equipment Maintenance and Repair

#### **Potential Sources of Stormwater Pollution**

Vehicle and equipment maintenance and repair often require the use of harmful liquids such as fuels, oils, and lubricants, and have the potential for producing dust, scrap and by-products that may contain pollutants. Both accidental and purposeful spillage, i.e., a leaky oil pan needing repair vs. draining the pan during an oil change, can lead to situations where pollutants can potentially enter the stormwater system if maintenance and repair activities are not approached properly.

## **Pollution Prevention**

Vehicles and equipment shall be maintained in accordance with **Appendix B: Vehicles and Equipment SOP**. Proper maintenance and repair for vehicles and equipment shall include a preliminary assessment of potential pollutant sources. This assessment shall be used to determine the best means of containing any potential spills or by-products of the situation at hand. Approved containers shall be used to capture hazardous liquids, such as antifreeze, brake fluid, and transmission fluid, to then be disposed of according to applicable MassDEP and EPA guidelines. In addition, contaminated parts removed or replaced on any vehicles or equipment shall be disposed of properly.

*Facility staff perform maintenance and repairs indoors to prevent the possibility of spills causing pollutants to enter adjacent catch basins. Maintenance is performed by personnel trained in spill response procedures, and spill cleanup materials are maintained on-site. Hazardous liquids are captured and disposed according to VSQG guidelines. Well-organized work areas are maintained. The floor is swept regularly and washed down on occasion to reduce dust. Floor drains within the Maintenance Garage discharge to the oil/water separator located adjacent to the Maintenance Garage.*

### 3.9.6 Vehicle and Equipment Washing

#### **Potential Sources of Stormwater Pollution**

Vehicle and equipment washing activities are a potential source of pollution, not only from petroleum products and pollutants deposited on the exterior of the equipment, but also from nutrients and sediment being washed into water bodies from the act of washing itself. Although some cleaning agents are becoming environmentally friendly, many still contain regulated contaminants. Due to the possibility for multiple types of pollutants, vehicle and equipment washing activities have a high potential for degrading stormwater quality.

## **Pollution Prevention**

Vehicles and equipment shall be washed in accordance with **Appendix B: Vehicle Washing SOP**. Washing shall occur in the Old Firehouse garage bay. Due to the likely connectivity of the floor drains to an oil/water separator, detergents shall not be used that disperse oil in wash water.

Therefore, it is recommended that high pressure water is used with no cleaning agent. However, if a cleaning agent must be used, it shall be a non-emulsifying product such as QOR-100 (“Quick Oil Release”). Absorbent pads and drip pans shall be used to collect spills and leaks observed during washing activities. Refer to **Appendix B: Spill Response SOP** for spill prevention and response procedures. Dry cleanup methods such as vacuuming and sweeping shall be used whenever possible to avoid washing down floors with water. In addition, wash water shall be contained in the garage so it does not flow to the adjacent catch basins on the property, which the Town of Belmont shall maintain as detailed in **Appendix A: Infrastructure O&M**.

*The Facility washes all vehicles in the Old Firehouse garage bay. All runoff from vehicle washing runs into the oil water separator before discharging into the sewer. Refer to **Appendix B: Oil Water Separator SOP** for more information.*

### 3.9.7 Waste Handling and Disposal

Waste oil containers can leak, and spills can occur during transportation activities of collecting used waste oil for disposal or transferring oil between storage containers. This can lead to situations where petroleum can potentially enter the stormwater system

#### **Pollution Prevention**

Materials shall be handled and stored in accordance with **Appendix B: Fuel and Oil SOP** and **Hazardous Materials SOP**. All waste oil containers shall be properly labeled and stored indoors with secondary containment. Floor drains in waste oil storage areas shall drain to an oil/water separator rather than the storm drain system. Containers shall be regularly inspected for rust, leaks, or other signs of deterioration. Defective containers shall be promptly removed and replaced. Care shall be taken when transferring used oil to and from storage containers. A spill response kit shall be located wherever waste oil is stored. Facility personnel shall know where the spill kit is located and be familiar with the procedures outlined in **Appendix B: Spill Response SOP**.

Hazardous waste materials shall be collected on Hazardous Waste collection dates hosted for the benefit of Town of Belmont residents by the Lexington Compost Facility on select days throughout the year. These materials shall be properly labeled and stored using appropriate BMPs

between the time of generation and disposal. Products shall not be mixed prior to disposal, unless specifically recommended by the manufacturer. When possible, steps shall be taken to recycle waste oil or reduce the amount generated. According to a review of the Massachusetts Hazardous Waste Generators in May 2020, the Belmont Department of Public Works was listed as a Very Small Quantity Generator (VSQG) with EPA ID MAV000018735. This designation, VSQG, indicates that the CRLS Garage generates less than 100 kilograms or less per month of hazardous waste or one kilogram or less per month of acutely hazardous waste.

*Waste oil is stored in a 300-gallon waste storage container, located in the Maintenance Garage. This waste oil is pumped out by an outside vendor, as needed, which is typically quarterly. No containers are brought outside. Spill cleanup materials are available within the Maintenance Garage.*

### **3.10 NON-STORMWATER DISCHARGES**

The MS4 permit allows certain categories of non-stormwater discharges, provided that the discharge is not a significant contributor of pollutants to the MS4. No allowable non-stormwater discharges occur at the Facility.

## **4 STORMWATER MANAGEMENT**

### **4.1 STRUCTURAL BMPS**

There are no permanent structural BMPs presently used at the Facility to maintain water quality. Permanent structural BMPs would include on-site constructed systems that provide pretreatment or treatment of stormwater flows.

### **4.2 SEDIMENT AND EROSION CONTROL**

The Facility is either paved or covered by buildings, with limited areas of exposed soil that otherwise could be subject to soil erosion or sedimentation. However, aggregate and fill are stored in the designated Material Stockpile Areas of the Facility. Although these areas are contained in bays, they still provide the opportunity for sediment to buildup in the parking lot.

### **4.3 NON-STRUCTURAL CONTROLS**

#### **4.3.1 Good Housekeeping**

Good housekeeping is a BMP that includes clean and organized work environments with routine cleanup schedules, orderly work tasks and procedures, proper material handling and storage, up-to-date material inventories, and thorough employee training. A clean and orderly work area reduces the possibility of accidental spills caused by collisions or mishandling of chemicals and equipment. Well maintained material storage areas reduce the possibility of stormwater mixing with products or pollutants.

The following is a list of good housekeeping measures that shall be practiced at the Facility:

- Spill materials and cleanup kits are to be maintained at all locations where oil materials and fluids are used, stored, may be present, or where activities may result in a spill.
- All fuel and chemical spills shall be cleaned up. Used spill cleanup materials are to be disposed of properly.
- Staff is to be familiar with manufacturer directions for proper use of materials and associated Safety Data Sheets (SDSs).
- Hazardous materials storage lockers with spill containment are to be used.

- All hazardous material storage areas and containers are to have proper signage, labels, restricted access, locks, inventory control, overhead coverage, and secondary containment.
- Materials (including waste materials) are to be stored indoors or in covered areas to minimize exposure to stormwater.
- Storage areas are to be located away from vehicle and equipment paths to reduce the potential of accident-related leaks and spills.
- Drip pans are to be used for maintenance operations involving fluids and under leaking vehicles and equipment waiting repair.
- Fueling of equipment shall be completed indoors.
- Staff is to be familiar with proper use of equipment.
- Any equipment and supplies stored temporarily outside shall be covered with a tarp.
- Waste materials are to be collected and disposed of properly and regularly.
- Different types of wastes are to be separated as appropriate.
- Materials are to be recycled when possible.
- Only the amount of materials required to complete a job shall be obtained.
- Tools and materials are to be returned to designated storage areas after use.
- Well-organized work areas are to be maintained.
- Clean and dry floors are to be maintained. Loading and unloading areas are to be regularly swept. Work areas are to be regularly swept or vacuumed.
- Windblown debris within the Facility shall be regularly collected.
- Sediment and particulate matter shall be regularly removed from paved areas and from around catch basins.

The following list can be used to establish good housekeeping procedures:

- Is there evidence of ongoing drips or leaks from equipment or machinery at the Facility?
- Is the Facility orderly and neat? Is there adequate space in work areas? Are walkways and passageways easily accessible, safe, and free of protruding objects, materials, or equipment?
- Is solid waste removed regularly?
- Is there evidence of dust on the ground from operations?
- Are cleanup procedures used for spills?

- Is good housekeeping included in the employee training program?
- Are good housekeeping procedures and reminders posted in appropriate locations around the Facility?
- Are there regular housekeeping inspections?

#### 4.3.2 Preventative Maintenance

Preventative maintenance can minimize the occurrence of stormwater pollution by addressing issues before they become problems. Vehicles, equipment, and containers shall be regularly inspected to prevent leaks of fuel, oil, and other liquids.

The following is a list of preventative maintenance procedures that shall be practiced at the Facility:

- All staff members are to be aware of spill prevention and response procedures.
- All staff members are to receive formal spill prevention and response procedure training.
- All equipment fueling procedures are to be completed by qualified personnel trained in spill response procedures.
- Vehicle storage areas are to be inspected frequently for evidence of leaking oil.
- Material storage tanks and containers are to be regularly inspected for leaks and corrosion.
- All material and bulk deliveries are to be monitored by Facility employees.
- All waste oil is to be fully contained and the containers are to be inspected regularly.

Regularly scheduled preventive maintenance and operation practices is a BMP that ensures that processes and equipment are working correctly. During maintenance checks, if an existing or potential problem is found which could result in an impact to stormwater, it shall be corrected in a timely manner, or the equipment shall be taken out of service.



## 5 SPILL RESPONSE

### 5.1 LOCATION OF LEAK AND SPILL CLEANUP MATERIALS

Leak and spill cleanup materials are stored at the Facility in order to facilitate rapid response. Locations and types of leak and spill cleanup materials are identified in the following table. The supply of spill cleanup materials at the Facility shall be maintained.

**Table 3: Location of Leak and Spill Cleanup Materials**

<b>Location</b>	<b>Materials Available</b>
Maintenance Garage	Speedi-Dry, Oil Absorbent Pads
Fuel Shed	Speedi-Dry, Oil Absorbent Pads
Water Dept	Oil Absorbent Pads

### 5.2 SPILL RESPONSE ACTIONS

It is the responsibility of any employee who discovers a spill to take the following action: assess the hazards of the spill, secure the area, and immediately call the Stormwater Pollution Prevention Team Member. The information provided by the employee at the time of the spill will allow the Team Member to contact the appropriate response personnel. Employees shall be prepared to provide the following information:

- Location, date, and time of spill
- Material spilled
- Estimated amount
- Cause of spill
- Injuries
- Proximity to drains
- Action currently taken or underway

The Team Member has the responsibility for coordinating all emergency response measures and has the authority to commit the resources necessary to carry out response actions.

- During an emergency, the Team Member shall (as necessary):
  - activate alarm systems,
  - notify emergency responders as needed (fire, spill responders, ambulance),

- notify outside agencies (EPA, MassDEP, National Response Center) as needed and detailed in **Appendix B: Spill Response SOP and Table 4.**
- notify, communicate, and coordinate with the Team Leader and DPW, as needed,
- identify the source of the spill and cause,
- assess the health or environmental hazards, and
- take all reasonable measures to stabilize the situation.

**Table 4: Spill Response and Cleanup Contact List**

Title and Name	Phone Number
DPW:	<b>617-993-2680</b>
Light Department:	<b>617-993-2800</b>
Water Department	<b>617-993-2700</b>
Fire Department	<b>617-993-2200</b>
MassDEP 24-Hour Spill Reporting	<b>(888)-304-1133</b>
Mass DEP Northeast Regional Office	<b>(978) 694-3200</b>
Hazardous Waste Compliance Assistance Line	<b>(617) 292-5898</b>
Household Hazardous Products Hotline	<b>(800) 343-3420</b>
Massachusetts Department of Fire Services	<b>(978) 567-3100 or (413) 587-3181</b>
Licensed Site Professionals Association (Wakefield, MA)	<b>(781) 876-8915</b>
Licensed Site Professionals Board	<b>(617) 556-1091</b>

- After an emergency, the Team Member shall (as necessary):
  - arrange for the clean-up, storage and disposal of residues and contaminated soil,
  - arrange for the decontamination and maintenance of emergency equipment,
  - submit required internal and external reports, as detailed in **Appendix B: Spill Response SOP**, and
  - notify the Team Leader.

The Stormwater Pollution Prevention Team response actions include the following.

1. Assess the area for any immediate dangers to health or safety (i.e., a fire risk).
  - If any dangers are present and it is not safe to remove the risk, warn employees in the vicinity, move away from the area, and call 911.
  - If safe to do so, eliminate all immediate dangers (such as possible ignition sources if material spilled is unknown or flammable/combustible).
2. Notify the Team Member and then continue the spill response. The Team Member shall assess additional notification requirements provided in **Appendix B: Spill Response SOP**.
3. Control the spill to minimize impacts.
  - Try to stop or plug the leak. Retrieve the spill kit from the closest location. Use protective gear (gloves, goggles, protective clothing, etc.).
  - Assess the size of the leak and any immediate threat of the spill reaching the floor/storm drains.
  - If there is an immediate threat and there are no safety concerns, then attempt to block the spill from encountering the floor/storm drain by using spill kit materials, such as absorbent and/or sock booms.
4. Clean up the impacted area.
  - Once the spill has been contained and any immediate threat to storm drains has been minimized, Site personnel may continue to clean up if they are able to do so without risking injury. Otherwise, the Team Member or designee will contact the spill cleanup contractor and dispatch them to clean up the spill.
  - Spill cleanup for large spills is to be handled by a spill cleanup contractor as coordinated by the Team Member.

#### 5.2.1 Discharge Reporting

Spills shall be documented using the **Spill Documentation Form** found in **Appendix C**. Note that based on the quantity of spilled material, type of chemical, or impact, notification to agencies

provided in **Appendix B: Spill Response SOP** may be required immediately after having knowledge of the spills. The following information must be provided in the discharge report:

- The date and time of the discharge;
- The type of material discharged;
- Estimates of the total quantity of substance discharged;
- The source of the discharge;
- A description of all affected areas (i.e., concrete, etc.);
- The cause of the discharge;
- Any damages or injuries caused by the discharge;
- Actions being used to stop, remove, and mitigate the effects of the discharge;

### **5.3 PREVIOUS SPILL INCIDENTS**

According to the Commonwealth of Massachusetts Energy and Environmental Affairs Data Portal, a spill of approximately 25 gallons of diesel fuel was reported to have occurred on 10/9/2020 from a tanker truck hose. No significant spills or leaks have otherwise been reported at this location.

## 6 SWPPP IMPLEMENTATION

### 6.1 EMPLOYEE TRAINING

Regular employee training is required for employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP, including all members of the Stormwater Pollution Prevention Team. Stormwater Pollution Prevention Team members are to meet, as needed at the discretion of Team Leader, to discuss the effectiveness of and improvements to the SWPPP.

The Stormwater Pollution Prevention Team Leader is responsible for the stormwater management training. This position coordinates training related to stormwater management on an as needed basis at the discretion of the Team Leader to review specific responsibilities for implementing this SWPPP, what and how to accomplish those responsibilities, including BMP implementation. Training shall address and discuss each of the sections in this SWPPP that are relevant to individual employees' responsibilities. Training will consist of a description of employee and management responsibilities in minimizing the risk of stormwater pollution.

Additionally, general awareness training is provided regularly (preferably annually) to all employees whose activities may impact stormwater discharges. The purpose of this training is to educate workers on activities that can impact stormwater discharges and to help implement BMPs.

The topics below will be covered at employee training sessions.

1. Spill prevention and response.
2. Good housekeeping.
3. Materials management practices.

Stormwater Pollution Prevention Team members shall meet at least once a year to discuss the effectiveness of and improvements to the SWPPP. **Appendix D** contains copies of training documentation from these training activities including attendance sheets, instructor name and affiliation, date, time, and location of the training.

Important training topics include:

1. The procedures to be followed for inspections and monitoring.
2. The procedures to be followed upon recognition of a hazard or potential hazard.
3. Potential spill sources and locations, and drainage routes at the Site.
4. How to report spills and the appropriate individuals to contact.
5. How to implement the spill response procedures quickly and safely.
6. The location and contents of spill response equipment and spill kits.
7. Information that must be provided to on-site contractors, temporary personnel, and fuel/oil delivery/pick-up personnel for minimizing and preventing spills from occurring.
8. Past spill incidents and resulting response activities for lessons learned and improvements.

## **6.2 SITE INSPECTION REQUIREMENTS**

**Visual inspections of the Facility must be conducted quarterly during normal operating hours. At least one of the quarterly inspections shall occur during a period when it is raining.** The designated Stormwater Pollution Prevention Team members will inspect the Facility for potential stormwater or spill problems and record the results of the inspection using the inspection form and Site Plan (**Appendix E**). Any noted deficiencies shall be reported to the Water Department Liaison and the Team Leader for prompt corrective action. Copies of completed inspections shall be included in **Appendix F**.

The inspector shall check for evidence of pollution, evaluate non-structural controls in place at the Site, and inspect equipment. The site inspection must include:

- The inspection date and time
- The name of the inspector
- Weather information and a description of any discharge occurring at the time of the inspection
- Identification of any previously unidentified discharges from the Site
- Any site activities and control measures that need corrective action
- Any SWPPP changes required as a result of the inspection
- Signed certification statement

- Site Plan

Corrective actions may be required based on evidence of past stormwater pollution or the high potential for future stormwater pollution to occur. Information about any issues and the respective corrective actions must be included in **Appendix F**. The permittee must repair or replace control measures in need of repair or replacement before the next anticipated storm event if possible, or as soon as practicable. In the interim, the permittee shall have back-up measures in place.

Completed inspection forms must be kept with the SWPPP (**Appendix F**) and must state the problem, the solution, and when the solution was implemented. Copies of the completed inspection forms shall be provided to the Team Leader.

### **6.3 RECORDKEEPING AND REPORTING**

Implementation of this SWPPP includes the documentation of:

- Spill events.
- Training.
- Quarterly visual inspections and results.
- Annual SWPPP review documentation.

**The permittee must keep a written record (hardcopy or electronic) of all activities required by the SWPPP including but not limited to maintenance, inspections, and training for a period of at least five (5) years.** This SWPPP shall be kept at the Facility for use on-site and shall be updated if any of the conditions in Section 6.4 occur. An electronic copy of the SWPPP and all associated records, reports, and documents shall also be maintained by the Team Leader. The SWPPP and records shall be made available to state or federal inspectors and the general public upon request.

The 2016 Massachusetts MS4 Permit requires that each permittee report on the findings from site inspections in the annual report to EPA and MassDEP. **The results of the quarterly inspections will be described in the Annual Report, including any corrective actions taken,** to demonstrate that operation of the Facility complies with the 2016 Massachusetts MS4 Permit.

## 6.4 TRIGGERS FOR SWPPP REVISIONS

The Town of Belmont shall **annually review** and update the SWPPP if necessary. This will be conducted to ensure that all elements of the SWPPP are accurate. Review documentation shall be retained as part of this SWPPP as described in Section 6.3 of this document. Each element of this SWPPP shall be evaluated and amended appropriately. The annual update shall consist of the following:

- An update of the list of significant spill or notation that no spills have occurred.
- A documented re-evaluation of the effectiveness of the BMPs.
- An update of figures if changes have occurred

In addition to modifications to the SWPPP resulting from annual comprehensive evaluations of compliance, the SWPPP will be amended whenever there is a change in design, construction, operations or maintenance that materially affects the potential for a discharge of oil or hazardous materials that could be harmful to human health or the environment. Changes that may trigger revision include:

- An increase in the quantity of any potential pollutant stored at the Facility;
- The addition of any new potential pollutant (not already addressed in this SWPPP) to the list of materials stored or used at the Facility;
- Physical changes to the Facility that expose any potential pollutant (not presently exposed) to stormwater;
- Presence of a new authorized non-stormwater discharge at the Facility;
- Addition of an activity that introduces a new potential pollutant;
- A change in emergency coordinators;
- The SWPPP fails in an emergency;
- The list of emergency equipment changes;
- Applicable regulators are revised; or
- As required by the State.

Changes in activity may include an expansion of operations, or changes in any significant material handling or storage practices which could impact stormwater. The amended SWPPP will describe the new activities that could contribute to increased pollution, as well as control measures that have been implemented to minimize the potential for pollution.



As stated in Section 6.3, any amendments to the SWPPP will be recorded in the Table located in the Record of Revisions section at the front of this document.

## 7 REFERENCES

United States Environmental Protection Agency (EPA). 2012. *Massachusetts Small MS4 General Permit*. <https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit>. Accessed 2022.

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Central Massachusetts Regional Stormwater Coalition. *Stormwater Pollution Prevention Plan Appendix A Standard Operating Procedures*. Fall 2018.

Central Massachusetts Regional Stormwater Coalition. *Stormwater Pollution Prevention Plan Template*. Fall 2018.

## **Appendix A: Infrastructure O&M**



**Stormwater Infrastructure  
Operation and Maintenance Plan**

Town of Belmont

EPA NPDES Permit Number:  
MAR041074

2022

Prepared for:

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# STORMWATER INFRASTRUCTURE OPERATION AND MAINTENANCE PLAN

## 1.0 INTRODUCTION

This Operation and Maintenance (O&M) Plan has been prepared by the Town of Belmont to address stormwater infrastructure O&M requirements<sup>1</sup> of the United States Environmental Protection Agency's (USEPA's) 2016 National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts, hereafter referred to as the "2016 Massachusetts MS4 Permit" or "MS4 Permit."

This O&M Plan addresses Minimum Control Measure 6, Good Housekeeping and Pollution Prevention for Permittee Owned Operations, by describing the activities and procedures the Town of Belmont will implement so that the MS4 infrastructure is maintained in a timely manner to reduce the discharge of pollutants from the MS4. The O&M Plan outlines inspection and maintenance procedures for municipally owned catch basins, streets and parking lots, and stormwater BMPs.

The Department of Public Works (DPW) is responsible for inspection and maintenance of the stormwater infrastructure in Town of Belmont.

## 2.0 CATCH BASINS

The DPW performs routine inspections, cleaning, and maintenance of the approximately 2,009 catch basins. The Town implements the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4.

- Routine inspection and cleaning of catch basins. Catch basins are inspected and cleaned each year and moving forward the contractor will note if the catch basin is more than 50 percent full. After receiving this information from the contractor, the Town will establish optimal inspection and maintenance frequencies to meet the "50 percent" goal.
- The following information will be included in each annual report:
  - Any action taken in response to excessive sediment or debris loadings
  - Total number of catch basins
  - Number of catch basins inspected
  - Number of catch basins cleaned
  - Total volume or mass of material removed from catch basins.

## 3.0 STREETS AND PARKING LOTS

Public streets and municipally owned parking lots are swept annually twice in the spring and twice in the fall using a mechanical broom sweeper. Select business areas of the town are swept weekly from the Spring through December. All sweeping is suspended during the winter months.

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<sup>1</sup> See Part 2.3.7.a.iii of the 2016 MS4 Permit for Infrastructure Operation and Maintenance program requirements.



## STORMWATER INFRASTRUCTURE OPERATION AND MAINTENANCE PLAN

The Town will implement the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4:

### Sweeping Frequency

- All streets should be swept and/or cleaned a minimum of once per year in the spring (with the exception of rural uncurbed roads with no catch basins or high speed limited access highways).
- Sweep as soon as possible after snow melt and following winter activities such as sanding to capture sand and debris before it is washed into the storm drainage system.
- The Town will consider more frequent sweeping for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors. Based on the most recent feedback from the Town's catch basin cleaning contract, annual cleaning for all catch-basin locations throughout the Town is currently adequate, with no problem areas identified for targeted cleaning.
- For rural uncurbed roadways with no catch basins and limited access highways, the Town will either meet the minimum frequency described above, or develop and implement an inspection, documentation, and targeted sweeping plan outlining reduced frequencies within two (2) years of the effective date of the MS4 Permit, and submit such plan with its year one annual report.
- In accordance with Charles River Phosphorus TMDL requirements, the Town will conduct more frequent sweeping for municipally-owned streets and parking lots. Sweeping will be performed in these areas a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept. 1 – Dec. 1; following leaf fall) to reduce runoff to Charles River.
- In accordance with the Charles River Phosphorus TMDL requirements, the Town will increase street sweeping frequency in commercial areas, high density residential areas, or drainage areas with a large amount of impervious area.
- The Town's annual report will include the sweeping schedule developed above to target areas with high pollutant loads.

### Sweeping Practices

- Street sweeping should be conducted in dry weather. Sweeping should not be conducted during or immediately after rain storms.
- Dry cleaning methods should be used whenever possible, with the exception of very fine water spray for dust control. Avoid wet cleaning or flushing of the pavement.
- When necessary, enact parking bans to facilitate sweeping on busy streets.
- Sweep in a manner that avoids depositing debris into storm drains.
- Sweeping equipment (mechanical, regenerative air, vacuum filter, tandem sweeping) should be selected depending on the level of debris. Brush alignment, sweeper speed, rotation rate, and sweeping pattern should be set to optimal levels to manage debris.
- Routinely inspect and perform maintenance on sweeping equipment to reduce the potential for leaks. See the SOP for Operations and Maintenance of Municipal Vehicles and Equipment for more information.

### Sweepings Reuse and Disposal

- The reuse of sweepings is recommended by MassDEP. If street sweepings are reused (e.g., as anti-skid material or fill in parking lots), they should be properly filtered to remove solid waste,



## STORMWATER INFRASTRUCTURE OPERATION AND MAINTENANCE PLAN

such as paper or trash, in accordance with their intended reuse. All reuse and/or disposal of street sweepings will be managed in accordance with current MassDEP policies and regulations.

- Sweepings intended for reuse can be stored for up to one year in approved temporary storage areas. Storage areas should be protected to prevent erosion and runoff and should be located away from wetland resource areas and buffer zones, surface water, or groundwater.
- Sweepings are classified as solid waste. If not reused, they should be disposed of at solid waste disposal sites.
- For additional information on approved reuses of sweepings and storage/disposal policies, refer to MassDEP policy #BAW-18-001: Reuse and Disposal of Street Sweeping (<https://www.mass.gov/files/documents/2018/05/14/street-sweepings.pdf>).
- The Town will store sweepings intended for reuse at the DPW yard in accordance with MS4 regulations. Street sweepings will be disposed of in Nashua once full.
- The following information will be included in each annual report:
  - Any action taken in response to excessive sediment or debris loadings
  - Total volume or mass of material removed by street sweeping.

### 4.0 CATCH BASIN CLEANINGS AND STREET SWEEPINGS

Catch basin cleanings (i.e., solid materials such as leaves, sand and twigs removed from stormwater collection systems during cleaning operations) and street sweepings will be managed in compliance with current Massachusetts Department of Environmental Protection policies:

- Catch Basin Cleanings  
<http://www.mass.gov/eea/agencies/massdep/recycle/regulations/management-of-catch-basin-cleanings.html>
- Street Sweepings  
<http://www.mass.gov/eea/docs/dep/recycle/laws/stsweep.pdf>

Prior to disposal or reuse, catch basin cleanings and street sweepings will be stored indoors or using proper controls such that they do not discharge to receiving waters.

### 5.0 WINTER ROAD MAINTENANCE

The Town performs a variety of maintenance activities to ensure safe winter driving conditions on its roads and parking lots. The Town will implement the following winter maintenance procedures to reduce the discharge of pollutants from the MS4:

#### Equipment and Maintenance

- Calibrate equipment to reduce and optimize salt use and ensure deicing agents are being used efficiently. Provide employee training on proper calibration procedures.
- Do not overfill trucks with deicing materials as it may lead to spills.
- Encourage the use of automated application equipment like zero velocity spreaders.





## STORMWATER INFRASTRUCTURE OPERATION AND MAINTENANCE PLAN

- When possible, retrofit vehicles to include equipment such as on-board application regulators, temperature sensors for air and pavement, and anti-icing and pre-wetting equipment.
- Wash equipment using proper procedures to prevent pollutants from entering the stormwater system. Dry cleanup procedures should be used when possible. Vehicles dirtied from salt or sand application should be washed according to procedures in the SOP for Operations and Maintenance of Municipal Vehicles and Equipment.
- Regularly inspect and maintain equipment to reduce the potential for leaks. See SOP for Operations and Maintenance of Municipal Vehicles and Equipment for more information.

### Anti-icing and Deicing

- Minimize the use and optimize the application of sodium chloride and other salt<sup>2</sup> (while maintaining public safety) and consider opportunities for use of alternative materials.
- Optimize sand and/or chemical application rates through the use, where practicable, of automated application equipment (e.g., zero velocity spreaders), anti-icing and pre-wetting techniques, implementation of pavement management systems, and alternate chemicals.
- Remove as much snow as possible using mechanical means like plowing, blowing, or shoveling before deicing to reduce the need for road salt or other deicing chemicals.
- When possible, use anti-icing practices to prevent ice formation and reduce the need for deicers.
- Apply anti-icing agents 1-2 hours before winter weather events to ensure optimal performance (can be applied up to 24 prior).
- Only apply road salt when the pavement temperature is above 15° F.
- When using deicers, use pre-wetting agents (e.g., salt brine) to help them work more efficiently and to reduce road salt scatter and bounce.
- Salt brine solution used for anti-icing and pre-wetting can be stored for up to a year – concentration should be tested before use. If temperatures fall below 0° F, use a circulator pump to prevent the brine from freezing.
- Use alternative deicing materials instead of sodium chloride as appropriate (e.g., calcium magnesium acetate, magnesium chloride, or calcium chloride).
- Avoid mixing road salt and sand. Doing so makes both the salt and sand work less efficiently and leads to over-application.
- Only apply enough deicer so that plows can remove the snow and ice. Adjust the application rate of deicers based on the type of storm, type of agent used, and anti-icing and pre-wetting techniques used.
- Perform unloading/loading of trucks on impervious surfaces whenever possible. These areas should be frequently cleaned and swept to reduce the tracking and runoff of salt and to capture any spills.
- Track the amount of deicer used and maintain records of the application of sand, anti-icing and/or de-icing chemicals to document the reduction of chemicals to meet established goals.

### Storage of Deicing Materials

- Prevent exposure of deicing product (salt, sand, or alternative products) storage piles to precipitation by enclosing or covering the storage piles. Implement good housekeeping,

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<sup>2</sup> For purposes of the MS4 Permit, salt means any chloride-containing material used to treat paved surfaces for deicing, including sodium chloride, calcium chloride, magnesium chloride, and brine solutions.



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diversions, containment, or other measures to minimize exposure resulting from adding to or removing materials from the pile. Store piles in such a manner as not to impact surface water resources, groundwater resources, recharge areas, and wells.

- Store materials under covered or enclosed areas and on impervious surfaces.
- Ensure that there are adequate drainage controls in storage areas to prevent runoff from entering the stormwater system.
- Follow appropriate loading and unloading procedures. If there are spills when loading or unloading materials, follow the protocol outlined in the SOP for Spill Response and Cleanup.
- Frequently sweep near the storage/loading areas to reduce the amount of salt, sand, or other materials that is tracked out.
- For liquid deicing chemicals, provide secondary storage containment.
- Do not store road salt near drinking water supplies, surface water resources, groundwater resources, recharge areas, and wells. Follow proper storage guidelines from MassDEP. (<https://www.mass.gov/guides/guidelines-on-road-salt-storage>).

### Snow Storage and Disposal

- Snow should not be pushed or dumped into waterbodies or wetlands, into stormwater drainage swales or ditches, or on top of catch basins.
- Snow should not be stored near drinking water areas, waterbodies, or wetlands.
- Avoid storing snow in areas that are unstable, areas of potential erosion, or high points where snow may melt and collect debris as runoff before it enters the stormwater system.
- Consider sun exposure when storing snow. Snow in areas with higher sun exposure will melt faster but may require deicers if the snowmelt refreezes.
- Consider practices such as living snow fences to contain snow piles and reduce snow drifting.
- The MS4 Permit prohibits snow disposal into waters of the United States. Snow disposal and storage activities, including selection of appropriate snow disposal sites, will adhere to the MassDEP Snow Disposal Guidance, Guideline No. BWR G2015-01 (<http://www.mass.gov/eea/agencies/massdep/water/regulations/snow-disposal-guidance.html>).
- The Town currently disposes of snow at the incinerator site in compliance with MS4 regulations.

## 6.0 STRUCTURAL STORMWATER BMPS

The Town currently maintains seven (7) structural stormwater Best Management Practices (BMPs). An inventory of structural stormwater BMPs is provided in **Table 1**. Inspections are performed annually using the Central Massachusetts Regional Stormwater Coalition Inspection procedures. The Inspection Form is provided in **Attachment A**.

**Table 1: Inventory of Structural Stormwater Best Management Practices (BMPs)**

BMP ID	Location	BMP Type	Inspection Frequency
B-1	372 Brighton St	Leaching Catch Basin and Manhole	Annual
B-2	Scott Rd at Radcliff Rd	Baffle Tank	Annual
B-3	62 Radcliff Rd	Leaching Catch Basin and Manhole	Annual



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<b>BMP ID</b>	<b>Location</b>	<b>BMP Type</b>	<b>Inspection Frequency</b>
B-4	96 Radcliff Rd	Two Leaching Catch Basins	Annual
B-5	Rutledge Rd @ Claremont St	Baffle Tank	Annual
B-6	83 Richmond Rd	Baffle Tank	Annual
B-7	144 Rutledge Rd	Leaching Manholes	Annual



**STORMWATER INFRASTRUCTURE OPERATION AND MAINTENANCE PLAN**

**ATTACHMENT A**

**INSPECTION OF "OTHER" BMP**

**General Information**

BMP Description			
BMP Location			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular <input type="checkbox"/> Pre-Storm Event <input type="checkbox"/> During Storm Event <input type="checkbox"/> Post-Storm Event <input type="checkbox"/>			
Describe the weather conditions at time of inspection			

**Specific Information**

Maintenance Activity	Maintenance Frequency	Is Status of BMP Satisfactory?	Corrective Action Needed
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes            No	
		Yes            No	
		Yes            No	
		Yes            No	



## **Appendix B: Standard Operating Procedures (SOPs)**

## 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.*



## FUEL AND OIL HANDLING

### *Introduction*

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, representing a potential source of stormwater pollution, even in small volumes. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on a variety of ways by which fuel and petroleum-based materials can be delivered, as well as steps to be taken when petroleum products (such as waste oil) are loaded onto vehicles for offsite disposal or recycling. Delivery, unloading, and loading of waste oils are hereafter referred to as “handling.” Handling is primarily conducted by the vendor, however the Town signs-off on delivery and provides this SOP to vendors for review.

### *Procedures*

The Town will implement the following fuel and oil handling procedures to help reduce the discharge of pollutants from the MS4:

### *General Guidelines*

For all manners of fuel and oil handling described below, a member of the facility’s Pollution Prevention Team (if the facility has a SWPPP) or another knowledgeable person familiar with the facility should be present during handling procedures. This person should ensure that the following are observed:

- There is no smoking while fuel handling is in process or underway.
- Sources of flame are kept away while fuel handling is being completed. This includes smoking, lighting matches, carrying any flame, or carrying a lighted cigar, pipe, or cigarette.
- The delivery vehicle’s hand brake is set and wheels are chocked while the activity is being completed.
- Catch basins and drain manholes are adequately protected.
- No tools are to be used that could damage fuel or oil containers or the delivery vehicle.
- No flammable liquid should be unloaded from any motor vehicle while the engine is operating, unless the engine of the motor vehicle is required to be used for the operation of a pump.
- Ensure that local traffic does not interfere with fuel transfer operations. If it does, make appropriate accommodations.
- The attending persons should watch for any leaks or spills:
  - Any small leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly. Follow the procedures in the Spill Response and Cleanup SOP.
  - In the event of a large spill or one that discharges to surface waters or an engineered storm drain system, the facility representative should activate the facility’s Stormwater Pollution Prevention Plan (SWPPP) and report the incident as specified in the document.

### *Delivery by Bulk (Tanker) Truck*

Procedures for the delivery of bulk fuel should include the following:

The truck driver should check in with the facility upon arrival.

- The Town facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to the SOP for Spill Response and Cleanup for examples of spill cleanup and response materials.
- The facility representative or contractor should check to ensure that the amount of delivery does not exceed the available capacity of the tank.
  - A level gauge can be used to verify the level in the tank.
  - If a level gauge is not functioning or is not present on the tank, the tank should be stick tested prior to filling.
- The facility representative or contractor should remain with the vehicle during the delivery process.
- The facility representative or contractor should inspect all visible lines, connections, and valves for leaks.
- When delivery is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The delivery vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.
- The facility representative or contractor should inspect the fuel tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned and disposed of properly.
- The facility representative or contractor should gauge tank levels to ensure that the proper amount of fuel is delivered, and provide a receipt from the truck driver.

### ***Delivery of Drummed Materials***

Drummed materials may include motor oil, hydraulic fluid, transmission fluid, or waste oil from another facility (as approved). Procedures for the delivery of drummed materials should include the following:

- The contractor should check in with the facility upon arrival.
- The facility representative or contractor should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to the SOP for Spill Response and Cleanup for examples of spill cleanup and response materials.
- The facility representative should closely examine the shipment for damaged drums.
  - If damaged drums are found, they should be closely inspected for leaks or punctures.
  - Breached drums should be removed to a dry, well-ventilated area and the contents transferred to other suitable containers.
  - Drums should be disposed of in accordance with all applicable regulations.
- Drummed materials should not be unloaded outdoors during wet weather events.
- The facility representative or contractor should remain with the vehicle during the delivery process.
- Drums should be handled and unloaded carefully to prevent damage.

- Upon completion of unloading, the facility representative or contractor should inspect the unloading point and the drums to verify that no leaks have occurred, that any leaked or spilled material has been cleaned up and disposed of properly, and that the unloaded drums are not leaking.
- The facility representative or contractor should check to ensure that the proper amount of fuel or other material is delivered, and provide a receipt from the truck driver.

### ***Removal of Waste Oil from the Facility***

When waste oil or similar oil products need to be removed from the premises, only haulers certified to transport waste oil should be utilized. Procedures should include the following:

- The contractor should check in with the facility upon arrival.
- The facility representative or contractor should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to the Spill Response and Cleanup SOP for examples of spill cleanup and response materials. The truck driver and the facility representative should both remain with the vehicle during the tank draining process.
- When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The facility representative or contractor should inspect the loading point and the tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned up and disposed of properly.
- The facility representative or contractor should collect or provide a receipt from the truck driver.
- When draining bulk oil tanks:
  - The facility representative or contractor should verify that the volume of waste oil in the tank does not exceed the available capacity of the disposal hauler's vehicle.
  - The disposal hauler vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.

### ***Employee Training***

- Employees who may handle or deliver fuel and/or oil or oversee vendors that do so are trained annually on proper procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- Many handling services 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

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

## HAZARDOUS MATERIALS STORAGE AND HANDLING

### *Introduction*

A hazardous material is any biological, chemical, or physical material with properties that make it dangerous or potentially harmful to human health or the environment. Hazardous materials can be released to the environment in a variety of ways. When hazardous materials come into contact with rain or snow, the pollutants are washed into the storm sewer system and to surface waterbodies and/or groundwater. Hazardous materials associated with municipal facilities and their operations include, but are not limited to: oil, gasoline, antifreeze, fertilizers, pesticides, and de-icing agents and additives.

Municipally owned or managed facilities where hazardous materials are commonly stored and handled include areas such as:

- Equipment storage and maintenance yards
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Composting facilities
- Materials storage yards
- Municipal buildings and facilities (e.g., schools, libraries, police and fire departments, town offices, municipal pools, and parking garages)
- Public works yards
- Solid waste handling and transfer facilities
- Vehicle storage and maintenance yards

Minimizing or eliminating contact of hazardous materials with stormwater can significantly reduce pollution of receiving waters. Proper hazardous material handling and storage also contributes to employee health, an organized workplace, and efficient operations. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to Town employees to help prevent stormwater pollution resulting from the handling and storage of hazardous materials. If services are contracted, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The Town undertakes various activities in regards to handling and storing hazardous materials, outlined below. Additional spill response procedures may be found in the SOP for Spill Response and Cleanup Procedures.

### *Procedures*

The Town will implement the following procedures for handling and storing hazardous materials to reduce the discharge of pollutants to the MS4:

*Handling, Loading, and Unloading*

1. Avoid loading/unloading materials in the rain and/or provide cover.
2. Retrace areas where materials have been transferred to identify spills. If spills are found, immediately clean them up. Follow procedures in the SOP for Spill Response and Cleanup.
3. Timed delivery and handling of materials during favorable weather conditions whenever possible (e.g., avoid receiving loads of sand during windy weather).
4. Inspect containers for material compatibility and structural integrity prior to loading/unloading any raw or waste materials.
5. Use dry cleanup methods (e.g., squeegee and dust pan, sweeping, and absorbents as last step) rather than hosing down surfaces.

*Material Storage*

1. Confine material storage indoors whenever possible.
2. Confine outdoor material storage to designated areas that are covered, on impervious surfaces, away from high traffic areas, and outside of drainage pathways.
3. Store containers on pallets or equivalent structures to facilitate leak inspection and to prevent contact with wet floors that can cause corrosion. This technique also reduces incidences of container damage by insects and rodents.
4. Store materials and waste in materially compatible containment units.
5. Keep hazardous materials in their original containers.
6. If materials are not in their original containers, clearly label all storage containers with the name of the chemical, the expiration date, and handling instructions.
7. Maintain an inventory of all raw and waste materials to identify leakage. Order new materials only when needed.
8. Provide secondary containment for storage tanks and drums with sufficient volume to store 110 percent of the volume of the material.
9. Provide sufficient aisle space to allow for routine inspections and access for spill cleanup.
10. Inspect storage areas for spills or leaks and containment units for corrosion or other failures.

*Waste Treatment, Disposal, and Cleanup*

1. Adopt a regular schedule for the pick-up and disposal of waste materials.
2. Recycle leftover materials whenever possible.
3. Substitute nonhazardous or less-hazardous materials for hazardous materials whenever possible.
4. Protect empty containers from exposure to stormwater and dispose of them regularly to avoid contamination from container residues.

*Employee Training*

1. Employees who handle and use hazardous materials are trained annually on these procedures.
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.*

## **OIL/WATER SEPARATOR (OWS) MAINTENANCE**

### ***Introduction***

Oil/water separators (OWS), also known as gas/oil separators, are structural devices intended to provide pretreatment of floor drain water from industrial and garage facilities. An OWS allows oils (and substances lighter than water) to be intercepted and be removed for disposal before entering the sanitary sewer system. Substances heavier than water settle into sludge at the bottom of the unit. The remaining water passes through the unit into the sanitary sewer system.

OWS units are generally required where petroleum-based products, wastes containing petroleum, or oily and/or flammable materials are used, produced, or stored. OWS units should not be used to manage stormwater or flow from vehicle washing facilities. High flow rates through an OWS will reduce the structure's ability to separate materials. Detergents and solvents can emulsify oil and grease, allowing the particles to enter the sewer, so these should not be disposed of in drains entering the OWS.

### ***General OWS Maintenance Procedures***

1. Each OWS at a facility may receive different materials in different quantities, so the cleanout schedule may not be the same for every OWS at a facility.
2. Employees performing inspections of an OWS must be properly trained and be familiar with the maintenance of that specific structure, since function can vary based on design.
3. Do not drain petroleum, oil, or lubricants directly to an OWS. The structures are designed to manage these materials at low and medium concentrations in sanitary sewage, not as slug loads.
4. Do not drain antifreeze, degreasers, detergents, fuels, alcohols, solvents, coolant, or paint to the OWS.
5. Separator compartment covers should be tightly sealed to ensure floor drainage only enters the first compartment of the OWS.
6. Drains should be kept free of debris and sediment to the maximum extent practicable.
7. Spill cleanup materials should be maintained in the area served by the OWS. For more information on spill cleanup and response materials, refer to the SOP for Spill Response and Cleanup Procedures.

### ***OWS Inspection Procedures***

Daily inspection of an OWS should include a visual examination of the area served by the OWS for evidence of spills or leaks.

Regular (daily) walk-by inspections of an OWS should include the following:



1. Visually examine the area served by the OWS for evidence of spills or leaks.
2. Inspect the point of discharge (i.e., sewer manhole) for evidence of petroleum bypassing the OWS.
3. Inspect drains for any signs of unauthorized substances entering the OWS.
4. Examine the OWS for signs of leaks or any malfunction.

Annual inspections, which can be performed by contractors as needed, should include the following:

1. Complete tasks noted as appropriate for daily and weekly inspection.
2. Complete the Annual OWS Inspection Checklist, attached, during the inspection.
3. Take the following measurements to benchmark function of the OWS:
  - A. Distance from rim of access cover to bottom of structure
  - B. Distance from rim of access cover to top of sludge layer
  - C. Depth of sludge layer ( $C = A - B$ )
  - D. Distance from rim of access cover to the oil/water interface
  - E. Distance from rim of access cover to the top of the liquid surface
  - F. Depth of oil layer ( $F = D - E$ )

### ***OWS Cleaning Procedures***

Cleaning of the OWS is required when there has been a spill to the OWS that exceeds ten gallons of oil, one gallon of detergent or solvent, or any material prohibited by the owner of the sanitary sewer. Cleaning is also required when the levels of accumulated sludge and/or oil meet the manufacturer's recommended levels for cleaning. This will vary based on the manufacturer of the OWS. If the manufacturer's recommendations are unknown, the following guidelines are appropriate for determining when to clean:

1. When sludge accumulates to 25% of the wetted height of the separator compartment; or
2. When oil accumulates to 5% of the wetted height of the separator compartment; or
3. When 75% of the retention capacity of the OWS is filled.

Cleaning should be performed a minimum of once per year. When cleaning is required, it shall be performed by licensed OWS maintenance companies. Materials removed from the OWS must be disposed of in accordance with Massachusetts Hazardous Waste Regulations, 310 CMR 30.00.

### ***Documentation of Cleaning and Service***

The operator of the premises where the OWS is located shall maintain a log describing the date and type of all inspections, service and maintenance performed in connection with the Separator. Documentation shall include the identity of the inspector (or the identity of the person or entity that performed the service and/or maintenance). Records shall also document the amount of residue removed from the OWS each time it was cleaned, and how removed materials were disposed. This documentation shall be maintained for a minimum of six years.

***Attachments***

1. Annual OWS Inspection Checklist

***Related Standard Operating Procedures***

1. Spill Response and Cleanup

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

## OPERATIONS AND MAINTENANCE OF PARKS AND OPEN SPACES

### *Introduction*

Parks and open space operations and maintenance activities commonly involve the operation of equipment such as mowers and tractors; disposal of waste from mowing, planting, weeding, raking, pruning, and trash collection; application of pesticides, herbicides, and fertilizers; cleaning and maintenance of park amenities such as play equipment, restrooms, and structures; and snow removal. These activities have the potential to generate contaminants such as sediments and toxic chemicals that may be picked up by rainwater, thereby entering the storm drainage system and receiving waters. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to reduce the discharge of pollutants from the MS4 and to receiving waters as a result of parks and open space operations and maintenance. If services 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.

Within two years of the effective date of the MS4 Permit, the Town will create an inventory of all municipal parks and open spaces and update this inventory annually (refer to the attached inventory template).

### *Procedures*

The Town will implement the following procedures at municipal parks and open spaces to reduce the discharge of pollutants to the MS4:

#### *General*

- Repair damage to landscaped or mulch or vegetated bare areas as soon as possible to prevent erosion. If there are areas of erosion or poor vegetation, repair them as soon as possible, especially if they are within 50 feet of a surface water (e.g., pond, lake, or river).
- Remove (sweep or shovel) materials such as soil, mulch, and grass clippings from parking lots, streets, curbs, gutters, sidewalks, and drainage-ways.
- Do not clean up any unidentified or possibly hazardous materials found during maintenance; notify a supervisor immediately.

#### *Maintenance*

- Wastewater from power washing signs, structures, or bleachers cannot be discharged into the stormwater system.
- When painting park equipment, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Sweep parking lots with a street sweeper and dispose of street sweepings in designated areas (see the SOP for Streets and Parking Lots).
- Never wash debris from parking lots into the storm drain.

***Mowing***

- Remove debris and trash from landscaped areas prior to mowing.
- Collect grass clippings and leaves after mowing. Do not blow or wash them into the street, gutter, or storm drains.
- Properly recycle or dispose of organic waste after mowing, weeding, and trimming.
- Reduce mowing frequencies wherever possible by establishing low/no-mow areas in lesser-used spaces.
- Brush off mowers (reels and decks) and tractors over grassy areas or in contained washout areas.
- Leave clippings on grassy areas or dispose of them in the trash or by composting.
- Do not hose off mowers over paved areas that drain into the MS4 or directly to surface waters.
- Follow proper vehicle and equipment maintenance procedures to prevent leaks (see the SOP for Operations and Maintenance of Municipal Vehicles and Equipment)
- Do not allow grease from mowers to fall onto areas where they can be washed into the stormwater system.

***Irrigation***

- Repair broken sprinkler heads as soon as possible.
- Only irrigate at a rate that can infiltrate into the soil to limit run-off.
- Avoid irrigating close to impervious surfaces such as parking lots and sidewalks.

***Landscaping***

- When establishing new plantings, use alternative landscaping materials, such as drought resistant or native plants to reduce the need for irrigation and extensive application of fertilizers and pesticides.
- Follow proper fueling procedures for all equipment to ensure that petroleum products do not enter the stormwater system (see the SOP for Fuel and Oil Handling Procedures).
- Fertilizers, herbicides, and pesticides should be properly used, stored, and handled (see the SOP for Storage and Use of Pesticides and Fertilizer).
- In accordance with the Charles River Watershed Phosphorus TMDL requirements, the Town will document its compliance with Massachusetts Regulation 330 CMR 31 in its Phosphorus Control Plans (PCPs) and certify that all turf grass areas and fertilizer use are managed in accordance with the policy (<https://www.mass.gov/files/documents/2018/01/22/330cmr31.pdf>).
- The Town discharges into the Charles River watershed, therefore, under MS4 Permit requirements, the Town acknowledges that blowing organic waste material (grass cuttings, leaf litter) is strictly prohibited.

***Snow Removal***

- Store salt or sand for snow removal indoors under a roof or in a covered container and on impervious surfaces.
- See the SOP for Winter Road Maintenance for more information on proper snow disposal and storage procedures.
- Any damage done to vegetated areas caused by plows or deicing materials should be repaired as early as possible in the spring.

***Trash Management***

- All waste and recycling containers must be leak-tight with tight-fitting lids or covers.
- Place waste and recycling containers indoors or under a roof or overhang whenever possible.
- Clean and sweep up around outdoor waste containers regularly.
  
- Arrange for waste and recyclables to be picked up regularly and disposed of at approved disposal facilities.
- Do not wash out waste or recycling containers outdoors or in a parking lot.
- Conduct periodic inspections of waste areas to check for leaks and spills.
- Ensure there are enough trash and recycling containers at appropriate areas.
- Monitor waste and recycling containers at heavily-used sites and on holidays to ensure that there is no overflow.

***Other Activities***

- Provide pet waste stations with bags and trash receptacles where pets are permitted. Post signs describing the proper disposal of pet waste.
- All portable toilets should be staked down in flat, secure locations where they are less likely to be knocked down or blown over. They should be placed in a location that would retain any spillage from washing into the MS4 or receiving waters. Ensure routine maintenance and cleaning of portable toilets.
- Identify undesirable waterfowl congregation areas and take steps to prevent waterfowl droppings from entering the stormwater system or surrounding waterbodies.
  - Take measures to discourage congregation near waterbodies and the storm system (e.g., use strobe lights or reflective tape, establish no-mow zones to reduce available feeding areas, or plant thick vegetation along waterlines). If waterfowl congregation cannot be managed, then isolate the drainage from congregation areas away from the storm system and waterbodies.
  - Install signage to educate the public on the negative effects of waterfowl feces entering the stormwater system or nearby waterbodies in order to discourage public feeding. Alternatively, enact feeding bans.

***Employee Training***

- Employees who perform maintenance or other applicable work at municipal parks

and open spaces are trained annually on these procedures and the proper operation of related equipment.

- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

***Attachments***

1. Inventory of Municipal Parks and Open Spaces

***Related Standard Operating Procedures***

1. Fuel and Oil Handling
2. Storage and Use of Pesticides and Fertilizer
3. Streets and Parking Lots
4. Winter Road Maintenance
5. Operations and Maintenance of Municipal Vehicles and Equipment

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

**Inventory of Municipal Buildings and Facilities**

**Town of Belmont, Massachusetts**

Facility	Address	Potential Pollutant Sources										
		Storage of Pesticides	Storage of Fertilizer	Hazardous Materials Storage	Vehicle or Equipment Washing	Vehicle or Equipment Fueling	Vehicle or Equipment Maintenance	Salt or Brine Storage	Storage of Sweeping /Catch Basin material	Pet Waste Area	Chlorine Discharges	Refuse Area
Roger E Wellington Elementary	121 ORCHARD ST			x				x				x
Town Hall	455 CONCORD AVE							x				x
Water Dept	35 WOODLAND ST			x	x		x	x				x
Light Dept	450 CONCORD AVE			x	x		x	x				x
Police Dept	460 CONCORD AVE			x				x				x
DPW Yard/Belmont Light	37 C ST			x	x	x	x	x	x			x
Belmont Municipal Light Dept Substation 3	70 HITTINGER ST											
Everett C. Benton Library	75 OAKLEY RD							x				x
Belmont High School	265 CONCORD AVE			x				x		x	x	x
Daniel Butler Elementary School	90 WHITE ST			x				x		x		x
W L Chenery Middle School	95 WASHINGTON ST			x				x		x		x
Winn Brook Elementary School	97 WATERHOUSE RD			x				x		x		x
Belmont Center Fire Station	99 LEONARD ST			x	x		x	x				x
Cemetery	121 GROVE ST	x	x	x			x	x		x		x
W L Chenery Middle School	182 OAKLEY RD			x				x		x		x
Senior Citizen Center	266 BEECH ST			x				x				x
Burbank Elementary	266 SCHOOL ST			x				x		x		x
High School Harris Field/Viglirolo Skating Rink	291 CONCORD AVE	x	x	x	x		x	x		x		x
Belmont Fire Department (HQ Station 1)	299 TRAPELO RD			x	x		x	x				x
Underwood Pool	320 CONCORD AVE			x						x	x	x
Belmont Public Library	336 CONCORD AVE											x
Viglirolo Skating Rink/Ball fields	345 CONCORD AVE	x	x	x	x		x	x		x		x
Rock Meadow Conservation Land	1034 CONCORD AVE									X		x
Wellington Depot - Town Green	2 COMMON ST									x		x
McLean Barn	248 MILL ST											
Highland Meadow Cemetery	700 CONCORD AVE									x		
Clafin Street Parking Lot	10 CLAFLIN ST									x		x

PQ Playground	310 TRAPELO RD									X		x
Grove St Playground/Tennis Courts	180 GROVE ST									x		x
Payson Park Playground	288 PAYSON RD									X		x
Town Field	288 BEECH ST									X		x



## STORAGE AND USE OF PESTICIDES AND FERTILIZER

### *Introduction*

The use and improper storage of pesticides, herbicides, and fertilizers can contribute to the discharge of nutrients and toxic compounds to the municipal storm drainage system and surface waters. The goal of this Standard Operating Procedure (SOP) is to provide guidance to municipal employees on proper handling and storage of pesticides, herbicides, and fertilizers to prevent the discharge of pollutants from the MS4.

### *Procedures*

Below are procedures for the storage and use of fertilizers, pesticides, and herbicides by Town employees. In this section, the term “pesticide” includes products used as herbicides. Refer to the SOPs for Spill Response and Cleanup, as well as the SOP for Hazardous Materials Storage and Handling, for information on and handling spills and hazardous materials.

#### *Storage*

1. Store pesticides and fertilizers in high, dry locations in accordance with the manufacturer’s specifications.
2. Store in cool, well-ventilated, and insulated areas to protect against temperature extremes.
3. Store in areas that have been constructed in accordance with local fire codes for storing flammable or combustible materials.
  - a. Flammable products should be stored separately from non-flammable products, preferably in a fire-proof cabinet.
  - b. Small quantities (less than 500 lbs. or 220 gallons) of pesticides can be stored in cabinets constructed of double-walled 18-gauge sheet metal.
  - c. Large quantities (greater than 500 lbs. or 220 gallons) of pesticides can be stored in a prefabricated Hazardous Material Storage building or in a purpose-built storage facility. It is not anticipated that many municipal facilities will store quantities in excess of 500 lbs. or 220 gallons of pesticides.
  - d. Building walls should have a two-hour fire rating and be impervious to the stored materials.
  - e. Floors should be watertight, impervious, and provide spill containment.
4. Store materials in an enclosed area or in covered, impervious containment, such as a locked cabinet. The cabinet should be located in a first story room or one that has direct access to the outdoors. Storage areas should be equipped with easily accessible spill cleanup materials and portable firefighting equipment. Regularly inspect storage areas for leaks and spills. Emergency eyewash stations and emergency drench showers should be located near the storage area.
5. For pesticides, storage cabinets should be kept locked and the door to the storage area should contain a weather proof sign that warns of the existence and danger of the pesticides inside. The door should be kept locked. The sign should be visible at a distance of 25 feet and should read as follows:

**DANGER****PESTICIDE STORAGE AREA****ALL UNAUTHORIZED PERSONS KEEP OUT****KEEP DOORS LOCKED WHEN NOT IN USE**

The sign should be posted in both English and any other language used by maintenance workers.

6. Pesticides should not be stored in the same place as ammonium nitrate fertilizer.
7. Separate pesticides and fertilizers from other chemical storage and other flammable materials.
8. Label all containers with date of purchase. Clearly label all secondary containers. Use older materials first.
9. Order for delivery as close to the time of use as possible to reduce the amount of chemicals stored at the facility.
10. Order only the amount of materials needed in order to minimize excess or obsolete materials, which require storage and disposal.
11. Never leave unlabeled or unstable pesticides and fertilizers in uncontrolled locations.
12. Maintain a current written inventory of all pesticides and fertilizers at the storage site.
13. Ensure that contaminated waste materials are kept in designated containers and stored in labeled, designated, covered, and contained areas.
14. Dispose of excess or obsolete pesticides/fertilizers and associated waste materials in accordance with the manufacturer's specification and all applicable regulations.

*Use and Application of Fertilizers*

1. All fertilizer products manufactured or distributed in the State of Massachusetts must be registered with the Department of Agricultural Resources.
2. Perform soil testing before choosing a fertilizer. The quantity of available nutrients already present in the soil will determine the type and amount of fertilizer that is recommended. The soil test will also determine the soil pH, humic matter, texture, and exchangeable acidity, which will indicate whether pH adjustment is required for fertilizer to work efficiently. A soil test should be completed at each facility where fertilizer is used, as soil type can vary widely within a single community.
  - a. Soil tests are recommended every 3-4 years for turf and plantings (more frequently for problem or newly planted areas) and every year for soil where phosphorus-containing fertilizers are used. Soil pH tests should be conducted every year for all sites.
  - b. When collecting soil samples, take multiple samples for each target area at a four-inch depth; mix the samples together in a container and properly label the sample with property information and site use type. Separately sample areas that have discoloration, abnormal plant growth, or other problems. Take the sample at approximately the same

time every year. If the area has been fertilized, wait eight weeks after fertilizing to test the soil to ensure nutrients have been absorbed.

3. When selecting the optimal type of fertilizer to use on an area, consider the soil test results, type of turf, and type of turf use. Slow-use fertilizer should be used for turf grass.
4. Calibrate application equipment regularly to ensure proper application and loading rates.
5. Mix fertilizers using clean application equipment under cover in an area where accidental spills will not enter surface water or groundwater and will not contaminate the soil.
6. Fertilizers should only be applied by properly trained personnel.
7. Never apply fertilizers in quantities exceeding the manufacturer's instructions. Instead, apply small amounts throughout the growing season.
8. Time fertilizer application methods for maximum plant uptake, usually in the fall and spring (e.g., between April 15 and October 15). When applying at the beginning and end of planting season, take into consideration the slower uptake rate of fertilizer by plants and adjust the fertilizer application accordingly.
9. Never apply fertilizer during a drought, when the soil is dry or frozen, when it is raining, or immediately before expected rain.
10. Fertilizer should be applied when the ground temperature is above 55° F.
11. Apply fertilizers in amounts appropriate for the type of vegetation to minimize losses to surface water and groundwater. Use the results of the soil test to determine optimal fertilizer timing and application rates.
12. Where applicable, till fertilizers into the soil rather than dumping or broadcasting (proper application techniques will depend on the type of soil and vegetation).
13. Do not hose down paved areas after fertilizer application if drainage will enter into an engineered storm drain system or drainage ditch.
14. Limit irrigation after fertilizer application to prevent runoff (approximately ½ inch of water per application for a week following application).
15. Turn off irrigation systems during periods of adequate rainfall.
16. Do not over-apply fertilizer in late fall to “use it up” before winter. The effectiveness of fertilizer does not reduce when stored.
17. If phosphorus fertilizer is used when re-seeding, mix the phosphorus into the root zone. Do not apply directly to the soil surface.
18. Avoid combined products such as “weed and feed,” which do not target specific problems at the appropriate time.

#### *Use and Application of Pesticides and Herbicides*

The State of Massachusetts has a stringent program for registration of pesticides and certification of those authorized to apply them. Once a pesticide has been approved for use by the USEPA, it must be registered by the Massachusetts Pesticide Board Subcommittee prior to being distributed, purchased, or used in Massachusetts. Pesticide classification in Massachusetts is based on the potential adverse effects the pesticide may have on humans or the environment. “Restricted Use” pesticides can only be sold by Licensed Dealers to Certified Applicators, while “State Limited

Use” pesticides may be restricted to use by certain individuals or require written permission from the Department of Agricultural Resources prior to use. Legal application of pesticides must be performed by an individual licensed or certified by the Massachusetts Department of Agricultural Resources. A Commercial Applicator License is required for applying general use pesticides, and a Commercial Applicator Certification is required for applying restricted and state limited use products.

### *Use and Application of Pesticides*

1. Pesticides should only be applied by licensed or certified applicators.
2. Calibrate application equipment regularly to ensure proper application and loading rates.
3. Ensure that pesticide application equipment is capable of immediate shutoff in case of emergency.
4. Conduct spray applications according to specific label directions and applicable local regulations.
5. Never apply pesticides in quantities exceeding the manufacturer’s instructions.
6. Apply pesticides at the life stage when the pest is most vulnerable.
7. Never apply pesticides if it is raining or immediately before expected rain.
8. Establish setback distances from pavement, storm drains, and waterbodies, which act as buffers from pesticide application, with disease-resistant plants and minimal mowing.
9. Do not apply pesticides within 100 feet of open waters or of drainage channels.
10. Spot treat infected areas instead of the entire location.
11. Mix pesticides and clean application equipment under cover in an area where accidental spills will not enter surface water or groundwater and will not contaminate soil.
12. Do not hose down paved areas after pesticide application to a storm drain or drainage ditch.
13. Recycle rinsate from equipment cleaning back into product.
14. Choose the least toxic pesticide that is still capable of reducing the infestation to acceptable levels.
15. Use alternatives to pesticides, such as manual weed control, biological controls, and Integrated Pest Management strategies (learn more at: <https://www.mass.gov/files/documents/2016/08/wk/ipm-kit-for-bldg-mgrs.pdf>).
16. For the use of herbicides, reduce seed release of weeds by timing cutting and pesticide application at seed set. Select vegetation and landscaping that is low-maintenance in order to tolerate low levels of weeds without interfering with aesthetics.

### *Employee Training*

1. Employees who handle pesticides, fertilizers, and herbicides are trained annually on proper handling and storage procedures.
2. Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.

3. If services 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. Hazardous Material Storage and Handling

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

## SPILL RESPONSE AND CLEANUP

### *Introduction*

Municipalities are responsible for any contaminant spill or release that occurs on property that they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil, or hazardous waste, including schools, garages, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 as a result of spills or releases.

### *Procedures*

The Town will implement the following spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

#### *Responding to a Spill*

Employees should be trained in proper spill response specific to the materials used at their site and appropriate personal protective equipment (PPE). In the event of a spill, follow these spill response and cleanup procedures:

1. If the facility has a Stormwater Pollution Prevention Plan (SWPPP), notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer (fill out the attached spill response contact list). If not, continue to follow the procedures outlined below.
2. Assess the contaminant release site for potential safety issues and for direction of flow.
3. Complete the following:
  - Stop the contaminant release.
  - Contain the contaminant release through the use of spill containment berms or absorbents.
  - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers.
  - Clean up the spill.
  - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
4. Soil contaminated with petroleum should be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils (<https://www.mass.gov/files/documents/2016/08/mq/94-400.pdf>).
5. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
  - i. Waste oil contaminated industrial wipes and sorptive minerals:
    1. Perform the "one drop" test to ensure absorbents do not contain enough

- oil to be considered hazardous, as described in the MassDEP Waste Oil Management Guide  
(<https://www.mass.gov/files/documents/2018/12/18/oilwiper.pdf>).
2. Wring absorbents through a paint filter. If doing so does not generate one drop of oil, the materials are not hazardous.
  3. If absorbents pass the “one drop” test they may be discarded in the trash unless contaminated with another hazardous waste.
    - a. It is acceptable to mix the following fluids and handle them as waste oil:
      - i. Waste motor oil
      - ii. Hydraulic fluid
      - iii. Power steering fluid
      - iv. Transmission fluid
      - v. Brake fluid
      - vi. Gear oil
    - b. **Do not mix** the following materials with waste oil. Store each separately:
      - i. Gasoline
      - ii. Antifreeze
      - iii. Brake and carburetor cleaners
      - iv. Cleaning solvents
      - v. Other hazardous wastes
  4. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fitting lids, labeled “Oily Waste Absorbents Only.”
6. If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact the fire department using the number listed below. **In the case of an emergency call 911.**
- o Belmont Fire Department: (617) 993-2200
7. Contact the MassDEP 24-hour spill reporting notification line, toll-free at **(888)-304-1133**;
- o The following scenarios **are exempt** from MassDEP reporting requirements (see the MassDEP factsheet on oil and hazardous materials handling for more information: <https://www.mass.gov/files/documents/2016/08/xm/spillmgm.pdf>).
    - i. Spills that are less than 10 gallons of petroleum and do not impact a water body
    - ii. Spills that are less than one pound of hazardous chemicals and do not present an imminent health or safety hazard
    - iii. Fuel spills from passenger vehicle accidents
    - iv. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals

### *Reporting a Spill*

When contacting emergency response personnel or a regulatory agency, or when reporting the contaminant release, be prepared to provide the following information:

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
  - a. What was released;
  - b. How much was released, which may include:
    - i. Pounds
    - ii. Gallons
    - iii. Number of containers
4. Where was the release sent/what was contaminated, addressing:
  - a. Pavement
  - b. Soil
  - c. Drains
  - d. Catch basins
  - e. Water bodies
  - f. Public streets
  - g. Public sidewalks
5. The concentration of the released contaminant.
6. What/who caused the release.
7. Is the release being contained and/or cleaned up or is the response complete.
8. Type and amount of petroleum stored on site, if any.
9. Characteristics of contaminant container, including:
  - a. Tanks
  - b. Pipes
  - c. Valves

#### *Maintenance and Prevention Guidance*

Prevention of spills is preferable to even the best response and cleanup. To mitigate the effects of a contaminant release, provide proper maintenance and inspection at each facility. To protect against contaminant release adhere to the following guidance:

1. Ensure all employees are properly trained to respond in the case of a spill, understand the nature and properties of the contaminant, and understand the spill control materials and personnel safety equipment. Maintain training records of current personnel on site and retain training records of former personnel for at least three years from the date last worked at the facility.
2. Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site.
3. Implement good management practices where chemicals and hazardous wastes are stored:
  - a. Ensure storage in closed containers inside a building and on an impervious surface



- wherever possible.
- b. If storage cannot be provided inside, ensure secondary containment for 110 percent of the maximum volume of the storage container.
  - c. Locate storage areas near maintenance areas to decrease the distance required for transfer.
  - d. Provide accurate labels, Material Safety Data Sheets (MSDS) information, and warnings for all stored materials.
  - e. Regularly inspect storage areas for leaks.
  - f. Ensure secure storage locations, preventing access by untrained or unauthorized persons.
  - g. Maintain accurate records of stored materials.
4. Replace traditional hazardous materials such as pesticides and cleansers with non-hazardous products such as bio-lubricants which can reduce response costs in the case of a spill.
  5. Maintain appropriately stocked spill response kits at each facility and locations where oil, chemicals, or other hazardous materials are handled and stored.

#### *Employee Training*

1. Employees who perform work with potential stormwater pollutants are annually trained on proper spill procedures.
2. Employees are also trained on stormwater pollution prevention and illicit discharge detection and elimination (IDDE) procedures.
3. If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

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

## STREETS AND PARKING LOTS

### *Introduction*

Regular sweeping and catch basin cleanout on streets and municipally-owned parking lots is important for maintaining clean and safe roadways. It also plays a vital role in keeping pollutants like sand, trash, and leaves out of the MS4. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on street and parking lot sweeping and catch basin cleanout procedures and frequencies to reduce the discharge of pollutants to the storm drainage system and receiving waters. When services 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.

Streets and municipally-owned parking lots are swept once per year, each spring, using contractor-selected equipment and catch basin cleanout is performed by contract once every year.

### *Procedures*

The Town will implement the following street and parking lot cleaning procedures to reduce the discharge of pollutants from the MS4:

#### Sweeping Frequency

- All streets should be swept and/or cleaned a minimum of once per year in the spring (with the exception of rural uncurbed roads with no catch basins or high speed limited access highways).
- Sweep as soon as possible after snow melt and following winter activities such as sanding to capture sand and debris before it is washed into the storm drainage system.
- The Town will consider more frequent sweeping for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors. Based on the most recent feedback from the Town's catch basin cleaning contract, annual cleaning for all catch-basin locations throughout the Town is currently adequate, with no problem areas identified for targeted cleaning.
- For rural uncurbed roadways with no catch basins and limited access highways, the Town will either meet the minimum frequency described above, or develop and implement an inspection, documentation, and targeted sweeping plan outlining reduced frequencies within two (2) years of the effective date of the MS4 Permit, and submit such plan with its year one annual report.
- In accordance with Charles River Phosphorus TMDL requirements, the Town will conduct more frequent sweeping for municipally-owned streets and parking lots. Sweeping will be performed in these areas a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept. 1 – Dec. 1; following leaf fall) to reduce runoff to Charles River.
- In accordance with the Charles River Phosphorus TMDL requirements, the Town will increase street sweeping frequency in commercial areas, high density residential areas, or drainage areas with a large amount of impervious area.

- The Town's annual report will include the sweeping schedule developed above to target areas with high pollutant loads.

### ***Sweeping Practices***

- Street sweeping should be conducted in dry weather. Sweeping should not be conducted during or immediately after rain storms.
- Dry cleaning methods should be used whenever possible, with the exception of very fine water spray for dust control. Avoid wet cleaning or flushing of the pavement.
- When necessary, enact parking bans to facilitate sweeping on busy streets.
- Sweep in a manner that avoids depositing debris into storm drains.
- Sweeping equipment (mechanical, regenerative air, vacuum filter, tandem sweeping) should be selected depending on the level of debris. Brush alignment, sweeper speed, rotation rate, and sweeping pattern should be set to optimal levels to manage debris.
- Routinely inspect and perform maintenance on sweeping equipment to reduce the potential for leaks. See the SOP for Operations and Maintenance of Municipal Vehicles and Equipment for more information.

### ***Sweepings Reuse and Disposal***

- The reuse of sweepings is recommended by MassDEP. If street sweepings are reused (e.g., as anti-skid material or fill in parking lots), they should be properly filtered to remove solid waste, such as paper or trash, in accordance with their intended reuse. All reuse and/or disposal of street sweepings will be managed in accordance with current MassDEP policies and regulations.
- Sweepings intended for reuse can be stored for up to one year in approved temporary storage areas. Storage areas should be protected to prevent erosion and runoff and should be located away from wetland resource areas and buffer zones, surface water, or groundwater.
- Sweepings are classified as solid waste. If not reused, they should be disposed of at solid waste disposal sites.
- For additional information on approved reuses of sweepings and storage/disposal policies, refer to MassDEP policy #BAW-18-001: Reuse and Disposal of Street Sweeping (<https://www.mass.gov/files/documents/2018/05/14/street-sweepings.pdf>).
- The Town will store sweepings intended for reuse at the DPW yard in accordance with MS4 regulations. Street sweepings will be disposed of in Nashua once full.

### ***Documentation and Reporting***

The following information will be tracked:

- Number of miles cleaned or the volume or mass of material removed.

### ***Employee Training***

- Employees who perform street and parking lot sweeping are trained annually on these procedures and the proper operation of related equipment.

- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services 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. Operations and Maintenance of Municipal Vehicles and Equipment

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

## MUNICIPAL VEHICLE WASHING PROCEDURES

### *Introduction*

Vehicle washing activities can result in the discharge of nutrients, sediment, petroleum products, and other contaminants to a surface water body or to an engineered drainage system.

Consistent with the 2003 USEPA NPDES Phase II Small Municipal Separate Storm Sewer System (MS4) Permit, municipal vehicle washing activities should not discharge pollutants to the MS4 system.

### *Outdoor Vehicle Washing Procedures*

Washing of municipal vehicles will be conducted at the designated wash bay, connected to the OWS. The following procedures shall be followed:

1. Avoid discharge of any wash water directly to a surface water (e.g., stream, pond, drainage swale, etc.).
2. Minimize use of water to the extent practical.
3. Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. Use of a biodegradable, phosphate-free detergent is preferred.
4. Do not use solvents except in dedicated solvent parts washer systems or in areas not connected to a sanitary sewer.
5. Do not power wash, steam clean or perform engine cleaning or undercarriage cleaning. Instructions for engine cleaning and steam cleaning are provided below.
6. Grassy and pervious (porous) surfaces may be used to promote direct infiltration of wash water, providing treatment before recharging groundwater and minimizing runoff to an adjacent stormwater system. Pervious surfaces or other infiltration-based systems shall not be used within wellhead protection areas or within other protected resources.
7. Impervious surfaces discharging to engineered storm drain systems shall not discharge directly to a surface water unless treatment is provided. Treatment can include a compost-filled sock designed specifically for removal of petroleum and nutrients, such as the Filtrexx™ FilterSoxx product, or equal. The treatment device shall be positioned such that all drainage must flow through the device, preventing bypassing or short-circuiting.
8. Solids and particulate accumulation from the washing area shall be collected through periodic sweeping and/or cleaning.
9. Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Clean up any spills using the procedures described in the SOP for Spill Response and Cleanup Procedures.

Heavily soiled vehicles or vehicles dirtied from salting or snow removal efforts shall not be washed outside of the wash bay, without exception.

### *Indoor Vehicle Washing Procedures*

Indoor vehicle washing procedures shall include the following:

1. Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. Use of a biodegradable, phosphate-free detergent is preferred.
2. Detergents shall not be used in areas where oil/water separators provide pre-treatment of drainage (refer to the SOP for Oil/Water Separator Maintenance for more information).
3. Designate separate areas for routine maintenance and vehicle cleaning. This helps prevent contamination of wash water by motor oils, hydraulic lubricants, greases, etc.
4. Dry clean-up methods, such as sweeping and vacuuming, are recommended within garage facilities. Do not wash down floors and work areas with water.
5. Bring smaller vehicles to commercial washing stations.
6. Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Clean up any spills using the procedures described in the SOP for Spill Response and Cleanup Procedures.

### ***Heavy Equipment Washing Procedures***

Heavy equipment washing procedures shall include the following:

1. Mud and heavy debris removal shall occur on impervious pavement, the wash bay, or within a retention area.
2. Maintain these areas with frequent mechanical removal and proper disposal of spoils.
3. Where use of detergents cannot be avoided, use products that do not contain regulated contaminants. Use of a biodegradable, phosphate-free detergent is preferred.
4. Detergents shall not be used in areas such as the wash bay where oil/water separators provide pre-treatment of drainage (refer to SOP for Oil/Water Separator Maintenance for more information).
5. Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Clean up any spills using the procedures described in the SOP for Spill Response and Cleanup Procedures.

***Engine Washing and Steam Washing Procedures***

Engine and steam washing procedures shall occur at the designated wash bay and include the following:

1. Do not wash parts outside of the wash bay.
2. Maintain drip pans and smaller containers to contain motor oils, hydraulic lubricants, greases, etc. and to capture and collect spills or noticeable leaks observed during washing activities, to the extent practicable. Clean up any spills using the procedures described in the SOP for Spill Response and Cleanup Procedures.
3. Where use of detergents cannot be avoided, use products that do not contain regulated contaminants. Use of a biodegradable, phosphate-free detergent is preferred.
4. Avoid cleaning with solvents except in dedicated solvent parts washer systems. Make use of pressure washing and steam cleaning.
5. Recycle clean solutions and rinse water to the extent practicable.
6. Wash water shall discharge to the oil/water separator connected to the wash bay. Detergents shall not be used in this area (refer to the SOP for Oil/Water Separator Maintenance, for more information).

***Related Standard Operating Procedures***

1. Spill Response and Cleanup Procedures
2. Oil/Water Separator Maintenance

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

## OPERATIONS AND MAINTENANCE OF MUNICIPAL VEHICLES AND EQUIPMENT

### *Introduction*

Regular maintenance of both municipal and contracted vehicles and heavy equipment not only prolongs the life of municipal assets but also helps reduce the potential for leaking of fluids associated with normal wear and tear. Potential pollutants include fuels, oil, antifreeze, brake fluid, solvents, and battery acid. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 as a result of leaks from vehicles and equipment. If services are contracted with respect to vehicles and equipment, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The Town undertakes various procedures and precautions in regards to its municipal vehicles and equipment. Those related to reducing the discharge of pollutants into the MS4 are described below.

Within two years of the effective date of the MS4 Permit, the Town will create an inventory of all municipal vehicles and equipment and update this inventory annually (refer to the attached vehicles and equipment inventory template).

### *Procedures*

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

#### *Vehicle Storage*

- Monitor vehicles and equipment for leaks and use drip pans as needed until repairs can be performed.
- When drip pans are used, avoid overtopping.
- Drain fluids from leaking or wrecked vehicles and parts as soon as possible. Dispose of fluids properly.
- Store and park vehicles on impervious surfaces and/or under cover or indoors whenever possible.



***Vehicle Maintenance***

- Conduct routine inspections of heavy equipment and vehicles to proactively identify maintenance needs or potential leaks.
- Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
- Recycle or dispose of waste properly and promptly.
- Sweep and pick up trash and debris as needed.
- Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.

***Body Repair and Painting***

- Body repair and painting will be contracted off site.

***Fueling***

- Fueling areas owned or operated by the municipality should be covered.
- Fueling areas should be evaluated to ensure that pollutants (e.g., gasoline or oil) do not enter the MS4. Follow the procedures in the SOP for Fuel and Oil Handling.

***Material Management***

- Store materials and waste in labeled containers under cover and in secondary containment.
- Chemicals should not be combined in containers.
- Hazardous waste must be labeled and stored according to hazardous waste regulations. Follow the procedures in the SOP for Hazardous Materials Storage and Handling.
- Carefully transfer collected fluids from containers into designated storage areas as soon as possible.
- Store new and used batteries securely to avoid breakage. Store indoors or in secondary containment to contain potential acid leaks. Recycle used batteries.
- Conduct periodic inspections of storage areas to detect possible leaks.
- Do not wash or hose down storage areas unless there is prior approval to collect and discharge the water into the sanitary sewer. Use dry cleanup methods whenever possible.
- Keep lids on containers. Store them indoors or under cover to reduce exposure to rain.
- Inspect and maintain all pretreatment equipment, including interceptors, according to the manufacturer's maintenance schedule and at least once per year.
- Proper spill protocol should be followed to prevent chemicals from entering the stormwater system. Follow the procedures in the SOP for Spill Response and Cleanup.

***Parts Cleaning***

- Use designated areas for engine, parts, or radiator cleaning. Do not wash or rinse parts outdoors. If parts cleaning equipment is not available then capture parts cleaning fluids.
- Recycle cleaning solution. Never discharge waste to the sanitary sewer or storm sewer.
- Use steam cleaning or pressure washing of parts instead of solvent cleaning. Cleaning equipment must be connected to an oil/water interceptor prior entering the sanitary sewer.
- When using solvents for cleaning, drain parts over the solvent tank to avoid drips to the floor. Catch excess solutions and divert them back to tank. Allow parts to dry over the hot tank

***Vehicle and Equipment Washing***

Vehicle washing can result in the discharge of nutrients, sediment, petroleum products, and other contaminants to a surface water body or to a stormwater system. The MS4 Permit does not authorize the discharge of municipal vehicle washing byproducts into the MS4. See SOP for Vehicle Washing for proper procedures.

***Employee Training***

- Employees who perform work on/with municipal vehicles or equipment are trained annually on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services 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.*

## WINTER ROAD MAINTENANCE

### *Introduction*

Winter road maintenance includes snow removal and the use of salt, sand, or deicers to ensure safe winter driving conditions. Proper maintenance procedures and use and storage of materials can help reduce the discharge of pollutants, such as sand and salt, from the MS4 and to receiving waters. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use and storage of salt and sand, minimizing the use of salt, evaluating opportunities for use of alternative materials, and ensuring that snow disposal activities do not result in disposal of snow into surface waters. If services 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.

### *Procedures*

The Town will implement the following procedures for winter road maintenance to reduce the discharge of pollutants to the MS4:

### *Equipment and Maintenance*

- Calibrate equipment to reduce and optimize salt use and ensure deicing agents are being used efficiently. Provide employee training on proper calibration procedures.
- Do not overfill trucks with deicing materials as it may lead to spills.
- Encourage the use of automated application equipment like zero velocity spreaders.
- When possible, retrofit vehicles to include equipment such as on-board application regulators, temperature sensors for air and pavement, and anti-icing and pre-wetting equipment.
- Wash equipment using proper procedures to prevent pollutants from entering the stormwater system. Dry cleanup procedures should be used when possible. Vehicles dirtied from salt or sand application should be washed according to procedures in the SOP for Operations and Maintenance of Municipal Vehicles and Equipment.
- Regularly inspect and maintain equipment to reduce the potential for leaks. See SOP for Operations and Maintenance of Municipal Vehicles and Equipment for more information.

### *Anti-icing and Deicing*

Minimize the use and optimize the application of sodium chloride and other salt<sup>1</sup> (while maintaining public safety) and consider opportunities for use of alternative materials.

---

<sup>1</sup> For purposes of the MS4 Permit, salt means any chloride-containing material used to treat paved surfaces for deicing, including sodium chloride, calcium chloride, magnesium chloride, and brine solutions.

- Optimize sand and/or chemical application rates through the use, where practicable, of automated application equipment (e.g., zero velocity spreaders), anti-icing and pre-wetting techniques, implementation of pavement management systems, and alternate chemicals.
- Remove as much snow as possible using mechanical means like plowing, blowing, or shoveling before deicing to reduce the need for road salt or other deicing chemicals.
- When possible, use anti-icing practices to prevent ice formation and reduce the need for deicers.
- Apply anti-icing agents 1-2 hours before winter weather events to ensure optimal performance (can be applied up to 24 prior).
- Only apply road salt when the pavement temperature is above 15° F.
- When using deicers, use pre-wetting agents (e.g., salt brine) to help them work more efficiently and to reduce road salt scatter and bounce.
- Salt brine solution used for anti-icing and pre-wetting can be stored for up to a year – concentration should be tested before use. If temperatures fall below 0° F, use a circulator pump to prevent the brine from freezing.
- Use alternative deicing materials instead of sodium chloride as appropriate (e.g., calcium magnesium acetate, magnesium chloride, or calcium chloride).
- Avoid mixing road salt and sand. Doing so makes both the salt and sand work less efficiently and leads to over-application.
- Only apply enough deicer so that plows can remove the snow and ice. Adjust the application rate of deicers based on the type of storm, type of agent used, and anti-icing and pre-wetting techniques used.
- Perform unloading/loading of trucks on impervious surfaces whenever possible. These areas should be frequently cleaned and swept to reduce the tracking and runoff of salt and to capture any spills.
- Track the amount of deicer used and maintain records of the application of sand, anti-icing and/or de-icing chemicals to document the reduction of chemicals to meet established goals.

### ***Storage of Deicing Materials***

- Prevent exposure of deicing product (salt, sand, or alternative products) storage piles to precipitation by enclosing or covering the storage piles. Implement good housekeeping, diversions, containment or other measures to minimize exposure resulting from adding to or removing materials from the pile. Store piles in such a manner as not to impact surface water resources, groundwater resources, recharge areas, and wells.
- Store materials under covered or enclosed areas and on impervious surfaces.
- Ensure that there are adequate drainage controls in storage areas to prevent runoff from entering the stormwater system.
- Follow appropriate loading and unloading procedures. If there are spills when loading or unloading materials, follow the protocol outlined in the SOP for Spill Response and Cleanup.
- Frequently sweep near the storage/loading areas to reduce the amount of salt, sand, or other materials that is tracked out.
- For liquid deicing chemicals, provide secondary storage containment.

Do not store road salt near drinking water supplies, surface water resources, groundwater resources, recharge areas, and wells. Follow proper storage guidelines from MassDEP.

(<https://www.mass.gov/guides/guidelines-on-road-salt-storage>).

### ***Snow Storage and Disposal***

- Snow should not be pushed or dumped into waterbodies or wetlands, into stormwater drainage swales or ditches, or on top of catch basins.
- Snow should not be stored near drinking water areas, waterbodies, or wetlands.
- Avoid storing snow in areas that are unstable, areas of potential erosion, or high points where snow may melt and collect debris as runoff before it enters the stormwater system.
- Consider sun exposure when storing snow. Snow in areas with higher sun exposure will melt faster but may require deicers if the snowmelt refreezes.
- Consider practices such as living snow fences to contain snow piles and reduce snow drifting.
- The MS4 Permit prohibits snow disposal into waters of the United States. Snow disposal and storage activities, including selection of appropriate snow disposal sites, will adhere to the MassDEP Snow Disposal Guidance, Guideline No. BWR G2015-01 (<http://www.mass.gov/eea/agencies/massdep/water/regulations/snow-disposal-guidance.html>).
- The Town currently disposes of snow at the incinerator site in compliance with MS4 regulations.

### ***Employee Training***

- Employees who perform winter road maintenance are trained annually on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services 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. Operations and Maintenance of Municipal Vehicles and Equipment

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

## **Appendix C: Spill Documentation Form**

## Significant Spills, Leaks or Other Releases

**Instructions:**

- Include the descriptions and dates of any incidences of significant spills, leaks, or other releases that resulted in discharges of pollutants to waters of the U.S., through stormwater or otherwise; the circumstances leading to the release and actions taken in response to the release; and measures taken to prevent the recurrence of such releases .
- Provide information, as shown below, for each incident, and attach additional documentation (e.g., photos, spill cleanup records) as necessary. Repeat as necessary by copying and pasting the fields below.

**Date of incident:** [Insert Date of Incident](#)

**Location of incident:** [Insert Location of Incident](#)

**Description of incident:** [Insert Description of Incident](#)

**Circumstances leading to release:** [Describe circumstances leading to release](#)

**Actions taken in response to release:** [Describe actions taken in response to release](#)

**Measures taken to prevent recurrence:** [Describe measures taken to prevent recurrence](#)

**Date of incident:** [Insert Date of Incident](#)

**Location of incident:** [Insert Location of Incident](#)

**Description of incident:** [Insert Description of Incident](#)

**Circumstances leading to release:** [Describe circumstances leading to release](#)

**Actions taken in response to release:** [Describe actions taken in response to release](#)

**Measures taken to prevent recurrence:** [Describe measures taken to prevent recurrence](#)

**Date of incident:** [Insert Date of Incident](#)

**Location of incident:** [Insert Location of Incident](#)

**Description of incident:** [Insert Description of Incident](#)

**Circumstances leading to release:** [Describe circumstances leading to release](#)

**Actions taken in response to release:** [Describe actions taken in response to release](#)

**Measures taken to prevent recurrence:** [Describe measures taken to prevent recurrence](#)

**Date of incident:** [Insert Date of Incident](#)

**Location of incident:** [Insert Location of Incident](#)

**Description of incident:** [Insert Description of Incident](#)

**Circumstances leading to release:** [Describe circumstances leading to release](#)

**Actions taken in response to release:** [Describe actions taken in response to release](#)

**Measures taken to prevent recurrence:** [Describe measures taken to prevent recurrence](#)



## **Appendix D: Employee Training Records**

## **Appendix E: Inspection Form Template and Site Plan**

## Site Inspection Reports

### Instructions:

- Include in your records copies of all routine facility inspection reports completed for the facility.
- The sample inspection report is consistent with the requirements in the 2016 Massachusetts MS4 Permit relating to site inspections. **If MassDEP provides you with an inspection report, use that form.**

### Using the Sample Site Inspection Report

- This inspection report is designed to be customized according to the specific control measures and activities at your facility. For ease of use, you should take a copy of your site plan and number all of the stormwater control measures and areas of industrial activity that will be inspected. A brief description of the control measures and areas that were inspected should then be listed in the site-specific section of the inspection report.
- You can complete the items in the “General Information” section that will remain constant, such as the facility name and inspector (if you only use one inspector). Print out multiple copies of this customized inspection report to use during your inspections.
- When conducting the inspection, walk the site by following your site map and numbered control measures/areas of industrial activity to be inspected. Also note whether the “Areas of Materials or Activities exposed to stormwater” have been addressed (customize this list according to the conditions at your facility). Note any required corrective actions and the date and responsible person for the correction.



	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
	Name		<input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
8	Insert Control Measure Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	Describe Corrective Actions
9	Insert Control Measure Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	Describe Corrective Actions
10	Insert Control Measure Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	Describe Corrective Actions

**Areas of Materials or Activities exposed to stormwater**

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of materials or activities at your facility.

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Material loading/unloading and storage areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
2	Equipment operations and maintenance areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
3	Fueling areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
4	Outdoor vehicle and equipment washing areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
5	Waste handling and disposal areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
6	Erodible areas/construction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
7	Non-stormwater/ illicit connections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
8	Salt storage piles or pile containing salt	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
9	Dust generation and vehicle tracking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
10	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
11	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Describe Corrective Actions</a>
12	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Describe Corrective Actions</a>

**Non-Compliance**

Describe any incidents of non-compliance observed and not described above:  
[Describe Non-compliance](#)

**Additional Control Measures**

Describe any additional control measures or changes to the SWPPP needed to comply with the permit requirements:  
[Describe Additional Controls Needed](#)

**Notes**

Use this space for any additional notes or observations from the inspection:  
**Additional Notes**

**Print inspector name and title:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Quarterly Visual Assessment Reports – additional form when stormwater discharge is occurring

**Instructions:**

- Include in your records copies of all quarterly visual assessment reports completed for the facility. An example quarterly visual assessment report can be found on the following page.
- At least one quarterly inspection per year must occur while stormwater is discharging.



**Quarterly Visual Assessment Form– additional form when stormwater discharge is occurring**

(Complete a separate form for each outfall you assess)

Name of Facility: Name of Facility

Outfall Name: Name "Substantially Identical Outfall"?  No  Yes (identify substantially identical outfalls):

Person(s)/Title(s) collecting sample: Name/Title

Person(s)/Title(s) examining sample: Name/Title

Date & Time Discharge Began (approx.):  
Enter date and time

Date & Time Visual Sample Collected:  
Enter date and time

Date & Time Visual Sample Examined:  
Enter date and time

Nature of Discharge:  Rainfall  Snowmelt

**Parameter**

Color  None  Other (describe):

Odor  None  Musty  Sewage  Sulfur  Sour  Petroleum/Gas \_\_\_\_\_  
 Solvents  Other (describe):

Clarity  Clear  Slightly Cloudy  Cloudy  Opaque  Other

Floating Solids  No  Yes (describe):

Settled Solids\*  No  Yes (describe):

Suspended Solids  No  Yes (describe):

Foam (gently shake sample)  No  Yes (describe):

Oil Sheen  None  Flecks  Globs  Sheen  Slick  
 Other (describe):

Other Obvious Indicators  No  Yes (describe):  
of Stormwater Pollution

\* Observe for settled solids after allowing the sample to sit for approximately one-half hour.

**Detail any concerns, additional comments, descriptions of pictures taken, and any corrective actions taken below (attach additional sheets as necessary). Insert details**

A. Name:

B. Title:

C. Signature:

D. Date Signed:



37 C Street, Belmont, MA

## **Appendix F: Completed Inspection Records**

### Stormwater Site Inspection Report

General Information			
Facility Name	Town of Belmont DPW		
Date of Inspection	4/11/2022	Start/End Time	11:30 AM – 12:30 PM
Inspector's Name(s)	Jen Zoppo, Emily Bonaccorso		
Inspector's Title(s)	Stantec Project Manager, Project Engineer		
Inspector's Contact Information	Jennifer.Zoppo@stantec.com		
Inspector's Qualifications	Engineer		
Weather Information			
Weather at time of this inspection?			
<input type="checkbox"/> Clear <input checked="" type="checkbox"/> Cloudy <input checked="" type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snow <input type="checkbox"/> High Winds <input type="checkbox"/> Other: _____ Temperature: _____			
Have any previously unidentified discharges of pollutants occurred since the last inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, describe: <b>None</b>			
Are there any discharges occurring at the time of inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, describe: <b>Parking lot runoff to on-site catch basins. Some mulch/sediment observed entering CB near the fuel shed.</b>			

**Control Measures**

- Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.
- Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Oil/Water Separators	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<b>None</b>
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
6		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
7		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
8		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
9		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
10		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	

**Areas of Materials or Activities exposed to stormwater**

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of materials or activities at your facility.

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Material loading/unloading and storage areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CB near fuel station needs cleaning, runoff transporting sediment/mulch
2	Equipment operations and maintenance areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3	Fueling areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4	Outdoor vehicle and equipment washing areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5	Waste handling and disposal areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6	Erodible areas/construction	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7	Non-stormwater/ illicit connections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Salt storage piles or pile containing salt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Not fully enclosed at entrance
9	Dust generation and vehicle tracking	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
11	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Non-Compliance**

Describe any incidents of non-compliance observed and not described above:

**Additional Control Measures**

Describe any additional control measures or changes to the SWPPP needed to comply with the permit requirements:

**Notes**

Use this space for any additional notes or observations from the inspection:

**Print inspector name and title:** Jennifer Zoppo, Stantec Project Manager

**Signature:** *Jennifer Zoppo*

**Date:** 4/11/2022

## Stormwater Site Inspection Report

General Information			
Facility Name	Town of Belmont DPW		
Date of Inspection	6/21/2022	Start/End Time	1:00 PM – 2:00 PM
Inspector's Name(s)	Jen Zoppo, Emily Bonaccorso		
Inspector's Title(s)	Stantec Project Manager, Project Engineer		
Inspector's Contact Information	Jennifer.Zoppo@stantec.com		
Inspector's Qualifications	Engineer		
Weather Information			
Weather at time of this inspection?			
<input checked="" type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snow <input type="checkbox"/> High Winds <input type="checkbox"/> Other: _____                      Temperature: _____			
Have any previously unidentified discharges of pollutants occurred since the last inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, describe: <b>None</b>			
Are there any discharges occurring at the time of inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, describe: <b>None</b>			

**Control Measures**

- Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.
- Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Oil/Water Separators	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<b>None</b>
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
6		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
7		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance	



	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
			<input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
8		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
9		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
10		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	

**Areas of Materials or Activities exposed to stormwater**

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of materials or activities at your facility.

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Material loading/unloading and storage areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2	Equipment operations and maintenance areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3	Fueling areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4	Outdoor vehicle and equipment washing areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5	Waste handling and disposal areas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6	Erodible areas/construction	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7	Non-stormwater/ illicit connections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Salt storage piles or pile containing salt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9	Dust generation and vehicle tracking	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
12	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Non-Compliance**

Describe any incidents of non-compliance observed and not described above:

**Additional Control Measures**

Describe any additional control measures or changes to the SWPPP needed to comply with the permit requirements:

**Notes**

Use this space for any additional notes or observations from the inspection:

**Print inspector name and title:** Jennifer Zoppo, Stantec Project Manager

**Signature:** 

**Date:** 6/21/2022

## **Appendix G: Fleet List**



# FLEET LIST

	A	B	C	D	E	F	G	H	I	J	K
1	DEPARTMENT	VEHICLE #	LAST SERVICE DATE	MILEAGE	HOURS	TYPE	VIN #	PLATE #	GVW	COST NEW	ENGINE
52	HIGHWAY DIVISION	21	6/11/2021	33270		2016 CHEV P/U	1GC3KYCG7GZ361312	M2049	10,700	41,042.00	G
53	HIGHWAY DIVISION	22	10/5/2021	111		1999 JOHN DEERE 250	KVO250A151057	M62320	6290	30,162.76	D
54	HIGHWAY DIVISION	23	1/21/2021	334	0	2020 JOHN DEERE 544L	1DW544LZCLF708272	M2068	28,000	223,100	D
55	HIGHWAY DIVISION	24	10/12/2021	7904	5706	2008 JOHN DEERE	DW544JZ620403	M2058	28,000	136,000.00	D
56	HIGHWAY DIVISION	25	10/20/2021	20879		2012 JOHN DEERE	1DW544KZJCE648127	M2090	31,500	177,605.00	D

# FLEET LIST

	A	B	C	D	E	F	G	H	I	J	K
1	DEPARTMENT	VEHICLE #	LAST SERVICE DATE	MILEAGE	HOURS	TYPE	VIN #	PLATE #	GVW	COST NEW	ENGINE
57	HIGHWAY DIVISION	26	10/12/2021	32739		2002 INTER 4300	1HTMMAAR22H532236	M2076	35,000	54,850.00	D
58	HIGHWAY DIVISION	27	8/10/2021	14729		1996 CHEV 3500	1GBJC34R1TE240787	M2070	11,000	17,814.00	G
59	HIGHWAY DIVISION	28	8/10/2021		1774	1992 LEROI	318ZX142	none			D
60	HIGHWAY DIVISION	29	3/26/2019		119	2002 LEROI	515X1027	M2051	3,420		D
61	HIGHWAY DIVISION	30	8/6/2021	3223	724	2019 ELGIN	NP41710	M2066	15,500	238,922.00	D
62	HIGHWAY DIVISION	31	5/17/201	4674		2016 ELGIN	NP30702	M2078	15,500	180,989.00	D
63	HIGHWAY DIVISION	32	12/5/2020	29421		1997 INTER 5000	2HTTEADR9VCO22076	M55150	36,180	98,798	D
64	HIGHWAY DIVISION	33	10/22/2020	28132		2005 INTER 7300	1HTWAAAR75J004013	M2065	35,000	110,000	D
65	HIGHWAY DIVISION	34		15124		2010 INTER 7300	1HTWAAAR5AJ243991	M81870	37,000	104,688.00	D
66	HIGHWAY DIVISION	35				2008 INTER 7300	1HTWAAAR98J670228	M2083	35,000	90,960.00	D
67	HIGHWAY DIVISION	36	5/6/2021	27765		2004 INTER 7300	1HTWAAAR94J018719	M2067	35,000	65,867	D
68	HIGHWAY DIVISION	37				2001 INTER 5600	1HTXEATR71J091878	M2103	37,600	1,147,510.00	D
69	HIGHWAY DIVISION	38	3/14/2019		2504	2002 JCB 214	SLP214TC2V0901748	M68258	17,000		D
70	HIGHWAY DIVISION	39				1994 BOMBADIER SW	14940004	M18821			D
71	HIGHWAY DIVISION	40				1998 BOMBADIER SW	15980366	M2105	5,000	62,900.00	D
72	HIGHWAY DIVISION	41				2018 WANCO	5F12S1016J0042	M99241	2,100	19,400.00	D
73	HIGHWAY DIVISION	42				2016 VENTURE TRACTOR	AK01944	M97932	6,180	36,662.45	D
74	HIGHWAY DIVISION	43				1994 BOMBADIER SW	14940003	M2081			D
75	HIGHWAY DIVISION	44	MIA CONES	SAFETY		2010 TRAFFIC TRAILER	5A3C61254AL001515	M83611			D
76	HIGHWAY DIVISION	45	TAG	ALONG		2012 BALDOR EMERG GEN	PUMP STATIONS	M2052			D
77	HIGHWAY DIVISION	46	6/4/2021		426	2015 WACKER	3033755	M95262	7,500	90,700.00	D
78	HIGHWAY DIVISION	47	6/4/2021			2013 WACKER	3013652TB	M92480	6,878	87,500.00	D
79	HIGHWAY DIVISION	48				2020 STEPP HOT BOX	4S9PHD3Y5Is127079	M92227	9,990	40,000.00	D
80	HIGHWAY DIVISION	49				2018 STEPP HOT BOX	4S9PHD3Y2JS127103	M2694A	9,999	28,567.00	D
81	HIGHWAY DIVISION	50	8/10/2021	5377		2009 INTER 7300	1HTWCAAR99J119194	M76804	46,000	265,000.00	D
82	HIGHWAY DIVISION	52	10/19/2021	12429		2014 CHEVY EXPRESS	1GCZGTCGXE1125442	M2083	9,600	30,000.00	G
83	HIGHWAY DIVISION	53	SEWER			1996 SRECO RODDER	4H5HB16115L952230	M2054			
84	HIGHWAY DIVISION	54	SIGN BOARD			2018 WANCO	5F12S1018J0042	M99228	2100	19,400.00	
85	HIGHWAY DIVISION	55		11/5/2018	691	1997 VERMEER CHIPPER	1VRC14138V1005992	M2050			D
86	HIGHWAY DIVISION	56	SIGN SHOP			2010 TRAILER	16VAX1212A2A54070	M2073			
87	HIGHWAY DIVISION	57	CEMENT	MIXER		2002 STONE	242002214	M68226			
88	HIGHWAY DIVISION	58				2002 LESCO SPRAYER		none			G
89	HIGHWAY DIVISION	59	SIGN BOARD			2018 WANCO	5F12S1011J1006255	M2926A	2100	19,400.00	
90	HIGHWAY DIVISION	60	CEMENT	MIXER		2015 TORO		M44848			G
91	HIGHWAY DIVISION	61	DELTA			2014 BIG TEX	16VPX1827E3049048	M92250			
92	HIGHWAY DIVISION	62				1996 BEUTHING ROLLER	SER 11262	none			G
93	HIGHWAY DIVISION	63	SIGN BOARD			2018 WANCO					
94	HIGHWAY DIVISION	64	SNOW	E2020XT		2018 HI WAY SPREADER	SER # 657306				H
95	HIGHWAY DIVISION	65				2019 JOHN DEERE 35G	1FF035GXEKK286700	M4681A		66,832.00	D
96	HIGHWAY DIVISION	67	SNOW			2012 SUPER P SPREADER	SER# 135025	none			H
97	HIGHWAY DIVISION	68	10/23/2018	603		1990 TARCO LEAF PICKER	L-21-L-A-1838-L00	M24650			D
98	HIGHWAY DIVISION	69	SNOW			2004 SUPER P SPREADER	SER#105560	none			H
99	HIGHWAY DIVISION	70	SNOW			2014 SUPER P SPREADER	SER # 137370	none			H
100	HIGHWAY DIVISION	72	SPARE			2000 CAM TRAILER	4YUUF2027YJ002472	M2062			
101	HIGHWAY DIVISION	73	SNOW	E2020XT		2010 HI WAY SPREADER	SER # 131634	none			H
102	HIGHWAY DIVISION	74	SNOW	E2020XT		2010 HI WAY SPREADER		none			H
103	HIGHWAY DIVISION	75	SIGN SHOP	SPARE		2009 BIG TEX TRAILER	16VPX142392E36913	M79025			
104	HIGHWAY DIVISION	76		SPARE		1991 TRAILER	41GT61227MB000003	M45677			
105	HIGHWAY DIVISION	77	ROLLER	TRAILER		1980 PAVEMASTER	280100	M2048			

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	A	B	C	D	E	F	G	H	I	J	K
1	DEPARTMENT	VEHICLE #	LAST SERVICE DATE	MILEAGE	HOURS	TYPE	VIN #	PLATE #	GVW	COST NEW	ENGINE
106	HIGHWAY DIVISION	92	8/3/2021			2018 HYSTER FORK TRK	H187V05356P	none			P
107	HIGHWAY DIVISION	26R				REAR FLUSHER ENGINE		none			D
108	HIGHWAY DIVISION	50R	8/10/2021			2009 JOHN DEERE	REAR VACTOR ENGINE	none			D
109	HIGHWAY DIVISION	59A	SIGN SHOP	19-Apr		GRACO LAZYLINER 5900		none			G
110	HIGHWAY DIVISION	59B	SIGN SHOP	19-Apr		2008 GRACO LINE 200HS		none			G
111	HIGHWAY DIVISION	59C	SIGN SHOP	19-Apr		2015 GRACO LINEDRIVER		none			G
112	HIGHWAY DIVISION	59D	SIGN SHOP	19-Apr		GRACO LINE DRIVER HD		none			G
113	HIGHWAY DIVISION	59E	SIGN SHOP			GRACO LAZYLINER 5900		none			G
114	HIGHWAY DIVISION	69A	TRANSPORTS	# 65		2019 BIG TOW TRAILER	4KNBF2321LL160351	M98754	15,420	8,530.00	
115	HOUSING AUTHORITY	1	6/23/2021	29456		2011 CHEVY P/U	1GCOKVCG1BZ323729	M84933			G
116	HOUSING AUTHORITY	2	8/3/2021	12284		2017 CHEV P/U	1GCOKUEG2H2289641	M97677			G
117	HOUSING AUTHORITY	3	7/2/2021		1867	1993 BOBCAT	511111477	M47224			D
118	HOUSING AUTHORITY	4	5/21/2018		239	HUSTLER MOWER					G
119	HOUSING AUTHORITY	5				2015 CAM TRAILER	SJPBU2123GP042999	M95379			
120	HOUSING AUTHORITY	8	10/20/2021	7247		2019 Ford 250	1FTBF2B65KEG51439	M5056A			G
121	LIGHT DEPARTMENT	1	6/21/2021	13186		2007 INTER 4300	1HTMMAAR97H464069	M79702			D
122	LIGHT DEPARTMENT	2	7/27/2021	19936	PAUL	2016 FORD F-350	1FTRF3B63GEC85511	M53419			G
123	LIGHT DEPARTMENT	3	6/21/2021	47928	Mike P	2005 INTER 7300	1HTMMAAR75H121368	M72733			D
124	LIGHT DEPARTMENT	4	7/10/2020	18123	MARK	2015 FORD ESCAPE	1FMCU9G97FUB50906	M74178			G
125	LIGHT DEPARTMENT	5			SAM	2021 FORD ESCAPE	1FMCU9BZ7MUA74009	M71615			G
126	LIGHT DEPARTMENT	6	6/15/2021	10627	BILL	2019 FORD RANGER	1FTER4FH4KLA20866	M3733A			G
127	LIGHT DEPARTMENT	8	10/5/2021	48054	CRAIG	2017 FORD EXPLORER	1FM5K8D87HGD33275	M98123			G
128	LIGHT DEPARTMENT	9	10/12/2021	9494		2019 INTER 4000	1HTMMMMR5KH400617	M2692A	35,000		D
129	LIGHT DEPARTMENT	10	10/21/2021	34388	TOM R	2013 INTER 4300	1HTMMAAR4DH305178	M54097			D
130	LIGHT DEPARTMENT	11	6/21/2021	13423	6 MOS	2015 FORD F550	1FD0X5HYXFEB37781	M92476			G
131	LIGHT DEPARTMENT	12	5/27/2021	7906	JOEY	2018 FORD F550	1FDUF5GY2JEB98394	M4905A			G
132	LIGHT DEPARTMENT	15	7/2/2021	47039	John C	2014 FORD ESCAPE	1FMCU9G94EUB51980	M2033			G
133	LIGHT DEPARTMENT	16	3/3/2021	46879	Darren	2007 INTER 4300	1HTMMAAN27H480613	M81004			D
134	LIGHT DEPARTMENT	17			yearly	2020 INTER 7300	3HAEUMMR8ML155698	M9599A			D
135	LIGHT DEPARTMENT	18			MARKP	2020 FORD ESCAPE	1FMCU9BZ4LUB73661	M8545A	4500		H
136	LIGHT DEPARTMENT	19	1/25/2018	180	yearly	2000 ATLAS COPCO	4500A0618YH611717	M65400		AIR COMP	D
137	LIGHT DEPARTMENT	20			ED	2020 FORD ESCAPE	1FMCU9BZ6UB73662	M8544A	4,500		H
138	LIGHT DEPARTMENT	21	YEARLY	10 28	146	2007 MONGOOSE JET	4150	M81016			D
139	LIGHT DEPARTMENT	22	10/5/2021	50635	JOHN S	2015 FORD ESCAPE	1FMCU9G94FUB82552	M69824			G
140	LIGHT DEPARTMENT	23				ALTEC WIRE TRAILER	4HACB1K0XBS000082	M89746			D
141	LIGHT DEPARTMENT	24	10/12/2021	21897	SUB	2015 FORD F-150	1FTEX1E80FFB75375	M75844			G
142	LIGHT DEPARTMENT	25				2017 CHEVY BOLT	1G1FW6S09H4142515	M97559	8500		E
143	LIGHT DEPARTMENT	26			ENG	2021 FORD ESCAPE	1FMCU9BZ6MUA73496	M8780A			G
144	LIGHT DEPARTMENT										
145	PARKS & FACILITIES	101				2002 ZAMBONI 552	552-7466	NONE			P
146	PARKS & FACILITIES	102	10/12/2021	37377		2013 CHEVY P/U	1GCNKPEAXDZ163413	M61499	6400	24,538.00	G
147	PARKS & FACILITIES	103	3/22/2021	44660		2014 CHEVY P/U	1GC3KZCG3EF151133	M2102	10,700	35,090.00	G
148	PARKS & FACILITIES	104	6/23/2021	39044	Frank	2015 CHEVY P/U	1GCNKPEC0FZ147628	M92481	6800	29,127.00	G
149	PARKS & FACILITIES	105	4/5/2021	5647		1998 TORO 455D	90114878	M58168			D
150	PARKS & FACILITIES	106	6/14/2021	29865		2005 FORD F-450	1XDXP47P45EB91922	M73453	16,000	45,860.00	D
151	PARKS & FACILITIES	107	6/11/2021	207		2015 JOHN DEERE	1LV3039REFH240405	M92654	3570	36,680.00	D
152	PARKS & FACILITIES	108	12/5/2020	902	806	2003 JCB	SLP212AV3E0936521	M69818			G
153	PARKS & FACILITIES	109	10/5/2021	3297		2005 TORO 580D	250000162	M74188			D
154	PARKS & FACILITIES	110	3/24/2021	60870		2008 CHEVY P/U	1GCHK34KX8E121773	M2043			G
155	PARKS & FACILITIES	111	TORO			1994 CAM TRAILER	1097ML2T7SL308001	M55108			



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	A	B	C	D	E	F	G	H	I	J	K
1	DEPARTMENT	VEHICLE #	LAST SERVICE DATE	MILEAGE	HOURS	TYPE	VIN #	PLATE #	GVW	COST NEW	ENGINE
156	PARKS & FACILITIES	112	PAINT			2001 INTER TRAILER	12FUF1010YB001981	M75141			
157	PARKS & FACILITIES	113	EQUIP			2006 CAM TRAILER	5JPBU23216P013058	M74189			
158	PARKS & FACILITIES	114		3/23/2016		2002 JOHN DEERE GATOR	W004X2X087312	none			G
159	PARKS & FACILITIES	115				2001 GRACO PAINT MACHINE	12FUF10123001981	none			G
160	PARKS & FACILITIES	116				1995 GRACO PAINT MACHINE		none			G
161	RECREATION	125	7/13/2021	12002		2016 CHEVY VAN	1GAZGNFG2G1145266	M58172			G
162	WATER DIVISION	76	3/25/2021	14246	mark m	2017 FORD ESCAPE	1FMCU9GD2HUA84045	M96151	4760	24,906.00	G
163	WATER DIVISION	77	6/24/2021	59489	Jerry D	2014 FORD ESCAPE	1FMCU9GX4EUA78589	M2044			G
164	WATER DIVISION	78	10/5/2021	3577	DAVID	2020 Chevy 2500 DBL	1GC5YLE71LF290482	M83604	10,350		G
165	WATER DIVISION	79	3/19/2021	4789		2006 JCB	SLP214TC6U0907723	M75831			D
166	WATER DIVISION	80	5/4/2021	22187		2017 Ford Transit 250 VAN	1FTYR2CM0HKB19024	M97845	9,000	34,842.00	G
167	WATER DIVISION	81	7/27/2021	52188	METER	2010 FORD ESCAPE	1FMCU9DG2AKB75896	M81852			G
168	WATER DIVISION	82	6/29/2021	13754		2018 CHEVY P/U 3500	1GC3KYCG5JZ337355	M2104	10,700	44,322.22	G
169	WATER DIVISION	83	6/21/2021	12961		2016 FORD F-550	1FDUF5HT5GEA53782	M94413	19,000	74,265.75	G
170	WATER DIVISION	84	9/10/2020	0	0	2020 INTER 7300	3HAEDTAR9ML241102	M7112A			D
171	WATER DIVISION	85	9/24/2021	21103	yearly	2007 INTER 7300	3HTWAAAR57N458731	M52571			D
172	WATER DIVISION	86	6/21/2021	1971		2016 JOHN DEERE	1T0310SLKGF299948	M95610	17,900	95,850.00	D
173	WATER DIVISION	88	6/21/2021	23902		2006 FORD F550	1FDAF57P16EA39464	M75131			D
174	WATER DIVISION	89	7/29/2021		363	2002 LIGHT TOWER	326959UAM789	M67841			D
175											