

MUNICIPAL FACILITY POLLUTION PREVENTION AND GOOD HOUSE KEEPING PROGRAM

POLLUTION PREVENTION AND GOOD HOUSEKEEPING

Under Federal Regulations 40 CFR Section 122.34 local governments must develop and implement an operation and maintenance program to prevent or reduce pollutant runoff from municipal operations.

The program must include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance.

Storm water runoff provides drinking water and supplies water to our rivers, lakes, and streams. Pollutants picked up in storm water runoff can contaminate local streams, rivers, and surface waters that in turn can cause harmful effects on humans and wildlife.

The goal of Pollution Prevention and Good Housekeeping Program is to eliminate pollution at the source.

Turnover Folders

1. Facility Information
2. Site Plan
3. Spill Response Procedures
4. Best Management Practices
5. Inspections
6. Stormwater Discharge Outfall Monitoring
7. Staff Training
8. Supporting Documents

Turnover Folders

Turnover Folders should identify the facility and include a site plan, spill response procedures, best management practices, inspection checklist, monitoring records, training records and other relevant documents.

1. Facility Identification

- Facility Name
- Facility Address
- Facility Contact and Phone No
- Provide a brief description of facility
- Identify potential sources of stormwater pollution
- Identify allowable stormwater discharges



Facility Information

Provide facility name, address, contact information, and a brief description of the operations.

Some potential sources of Storm Water Pollution include:

- Fuel Storage and Transfer Areas
- Fueling Operations
- Hazardous Material and Waste Storage and Handling Areas
- Maintenance Areas
- Salt storage and Deicing Operations
- Vehicle Washing Operations
- High Soil Erosion Areas

Discharges of non-stormwater may also be allowed if such discharges have been determined not to be significant sources of pollutants to the storm water system. Some examples include:

- Water line and fire hydrant flushing
- Landscape irrigation;
- Uncontaminated groundwater infiltration
- Uncontaminated pumped groundwater
- Discharges from uncontaminated potable water sources
- Foundation and/or footing drains
- Air conditioning condensate.

2. Site Plan

- Drainage areas
- Stormwater and sanitary piping
- Manholes, cleanouts, drains,
- Inlets and outfalls,
- Oil water separators (OWS)
- Stormwater control devices



Site Plan

Tab 3: Site plan that show drainage areas, material storage areas, underground storage tanks, above ground storage tanks, secondary containment, loading and unloading areas, stormwater and sanitary piping, manholes, cleanouts, drains, inlets, outfalls, oil water separators, and stormwater control devices.

Identify where MSDS, personal protective equipment, spill response kits, and storm drain inlet/outlet protection is maintained.

3. Spill Response

- Includes written spill response procedures
- Identifies what employees should do in the event of a minor spill or release
- Identifies any spills or releases in the past 12 months
- Documents releases reported
- Identifies the point of contact
- Identifies where MSDS, PPE, spill kits, and storm drain inlet/outlet protection



Spill Response

Includes written spill response procedures.

Identifies what employees should do in the event of a minor spill or release. A minor spill or releases can be controlled at the time of the release by employees in the immediate work area. Major spills and emergency response require specialized training.

Identifies any spills or releases in the past 12 months.

Document releases, i.e., when, what and how much was spilled or released, action taken, who reported the spill and who the spill or release was reported to.

Identifies the point of contact.

Identifies where MSDS, personal protective equipment, spill response kits, and storm drain inlet/outlet protection is maintained.

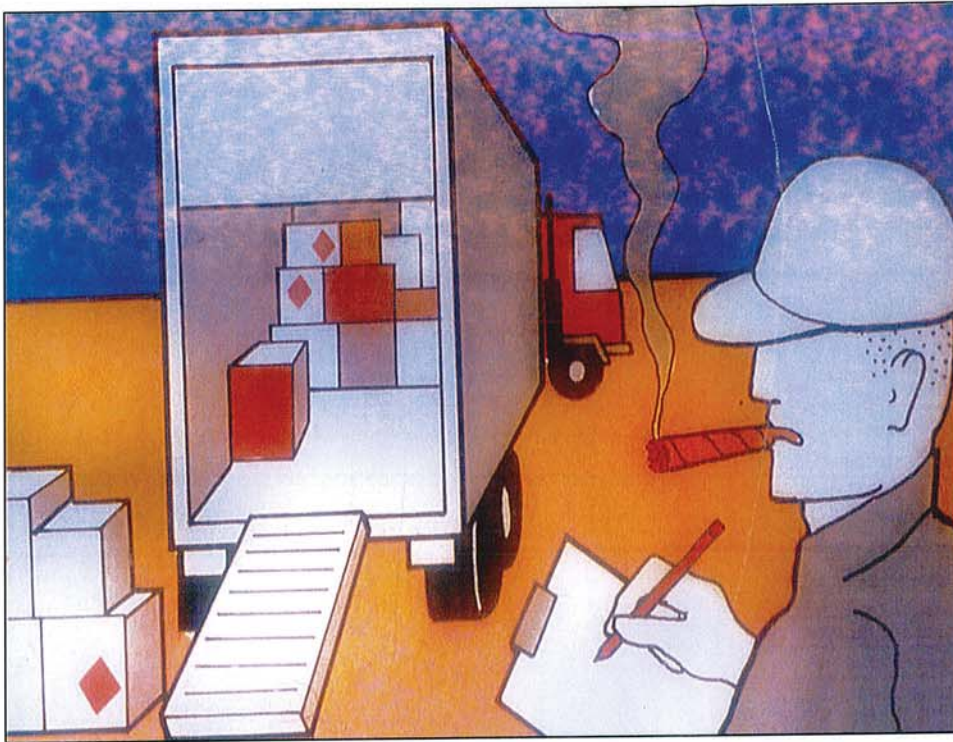
4. Best Management Practices

Best Management Practices

The facility must develop and implement best management practices designed to prevent or minimize exposure (e.g., standard operating procedures, work instructions).

Best Management Practices help prevent or mitigate storm water pollution. Some examples include:

- Good housekeeping procedures
- Preventive Maintenance
- Secondary containment
- Proper material handling and storage procedures
- Inspections
- Erosion controls
- Storm Water Monitoring



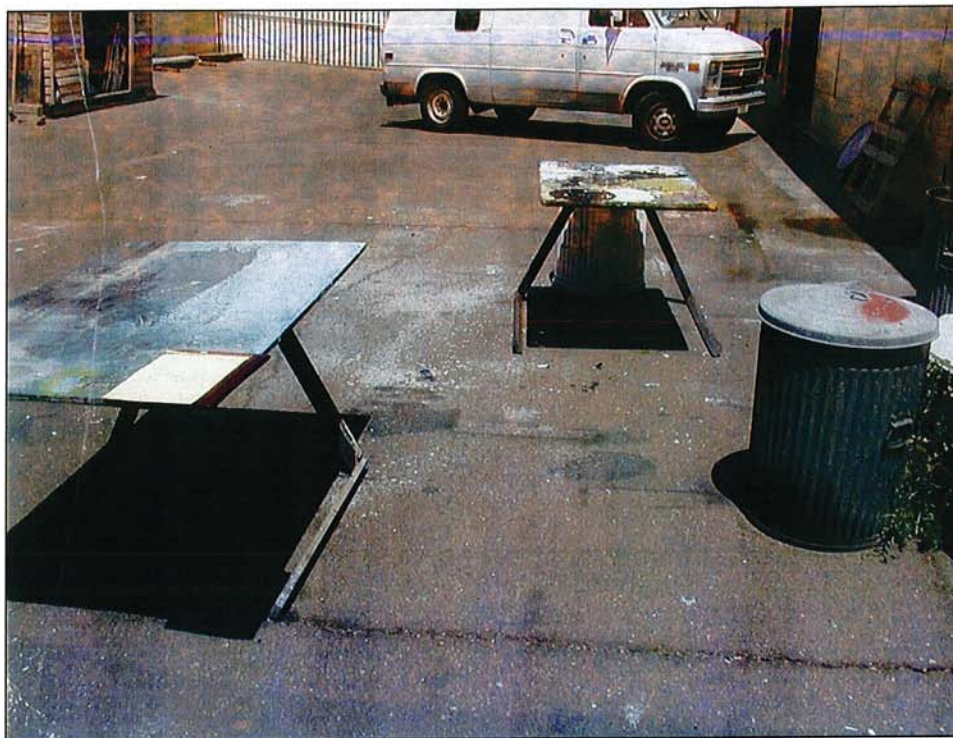
Best Management Practices

Review any best management practices designed to prevent or minimize exposure, i.e. , loading and unloading procedures.



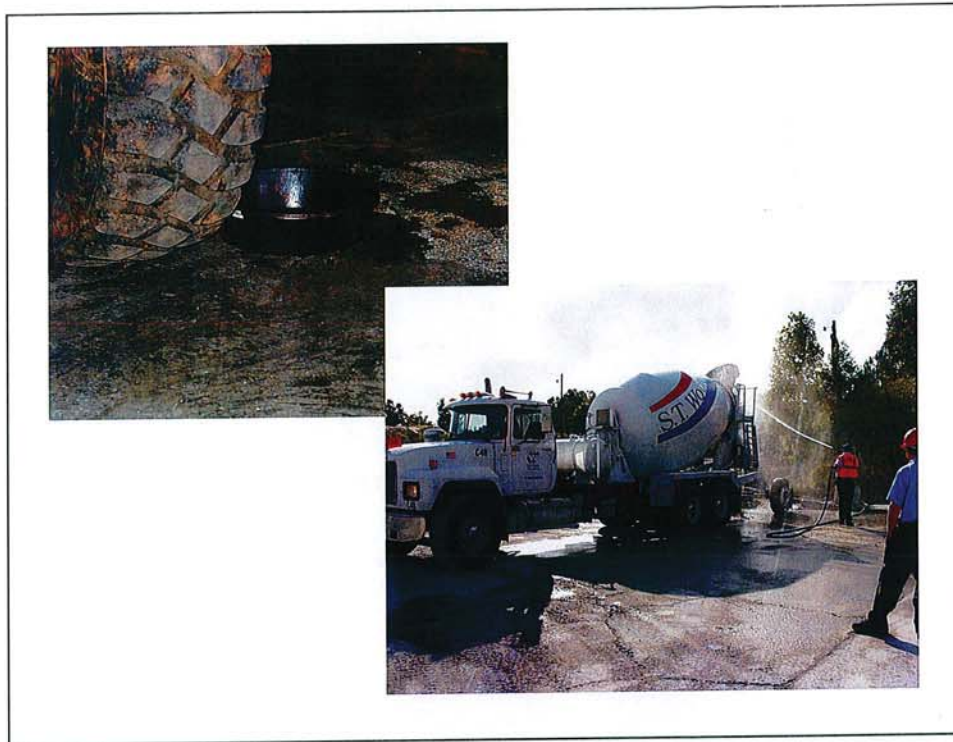
Best Management Practices

Review any best management practices designed to prevent or minimize exposure, i.e. , material handling procedures.



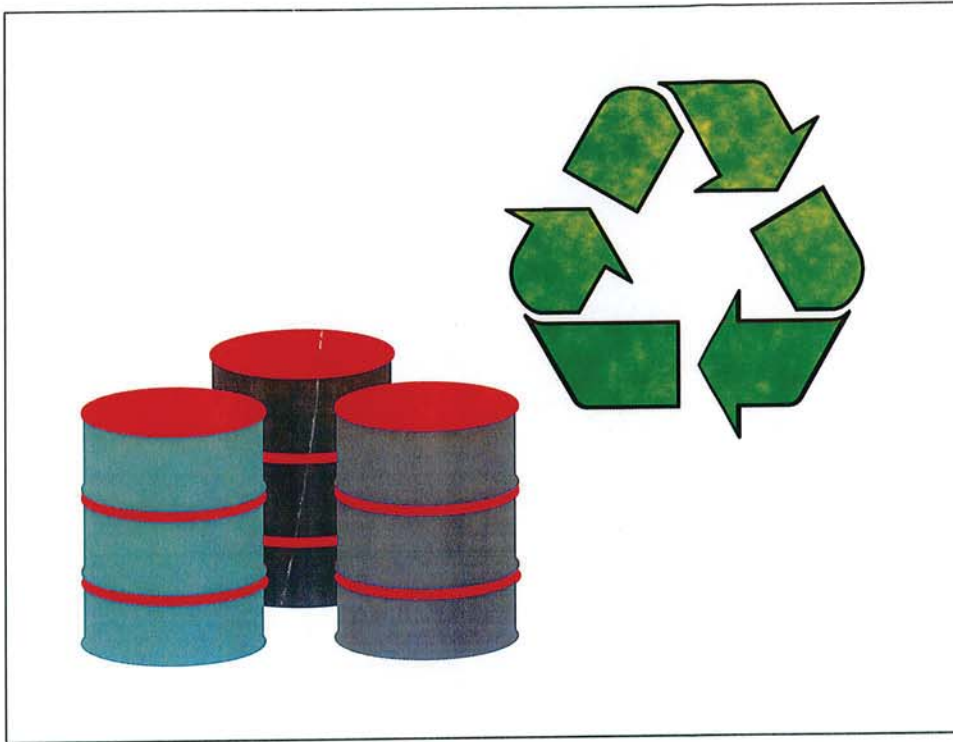
Best Management Practices

Review any best management practices designed to prevent or minimize exposure, i.e. , are there any practices that are prohibited.



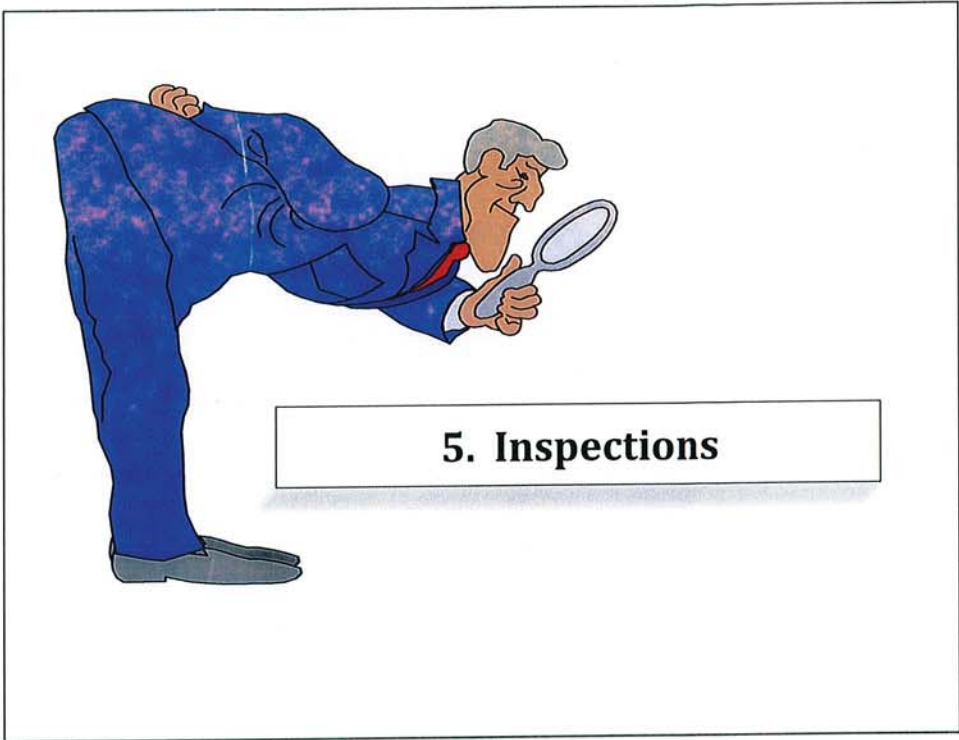
Best Management Practices

Review any best management practices designed to prevent or minimize exposure, i.e., procedures for equipment and vehicle maintenance and/or washing.



Best Management Practices

Review any best management practices designed to prevent or minimize exposure, i.e. , procedures for waste management and recycling?



Inspections

Tab 7 includes inspection checklist for stormwater control devices, oil water separators, tank and container management, solid waste containers, and general site conditions.



Stormwater Control Devices

Review checklist for Stormwater Control Devices.

- Are structural stormwater control devices accessible?
- Are structural stormwater control devices free of debris, oil and grease?
- Is the perimeter free of any bare soil, erosion, or gullies?
- Are inlet/outlet pipes and/or devices clear and undamaged?
- Are embankments free of unplanted shrubs or trees?
- Are embankments in good condition?
- Is grass cover healthy?
- Are forebay areas in good condition?
- Is rip rap displaced?
- Are weeds or noxious plants present?
- Are storm water management devices maintained and functioning properly?



Oil Water Separator (OWS)

Review checklist for OWS.

- Is the OWS accessible?
- Is the area free of signs of overflow?
- Are all drains in the OWS free flowing with no water back-up?
- Are all drains free from obstruction?
- Is the discharge free of visible signs of oil or debris?
- Has the facility posted appropriate warnings about the proper use of the OWS?

Tanks and Container Management



Tank and Container Management

Review checklist for any materials or products stored outside in tanks and/or containers.

Are any materials or products stored outside in tanks and/or containers?



Tank and Container Management

Review checklist for any materials or products stored outside in tanks and/or containers.

Are any waste material stored outside?



Tank and Container Management

Are any empty containers stored outside?



Tank and Container Management

Review checklist for any materials or products stored outside in tanks and/or containers.

Is secondary containment provided for tanks and containers?

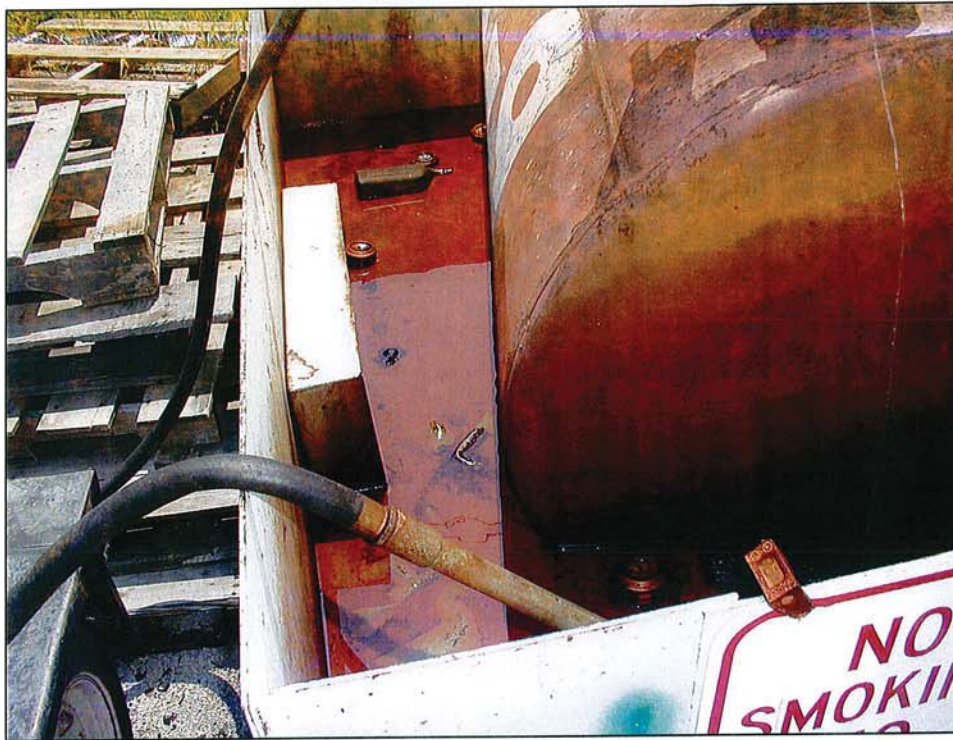


Tank and Container Management

Review checklist for any materials or products stored outside in tanks and/or containers.

Is secondary containment free of debris and accumulated water?

Is secondary containment free of any debris, cracks, holes, or evidence of leaks?



Tank and Container Management

Review checklist for any materials or products stored outside in tanks and/or containers.

Is secondary containment free of accumulated water?



Tank and Container Management

Review checklist for any materials or products stored outside in tanks and/or containers.

Are secondary containment drain valves maintained in the closed position unless the facility is draining the secondary containment?

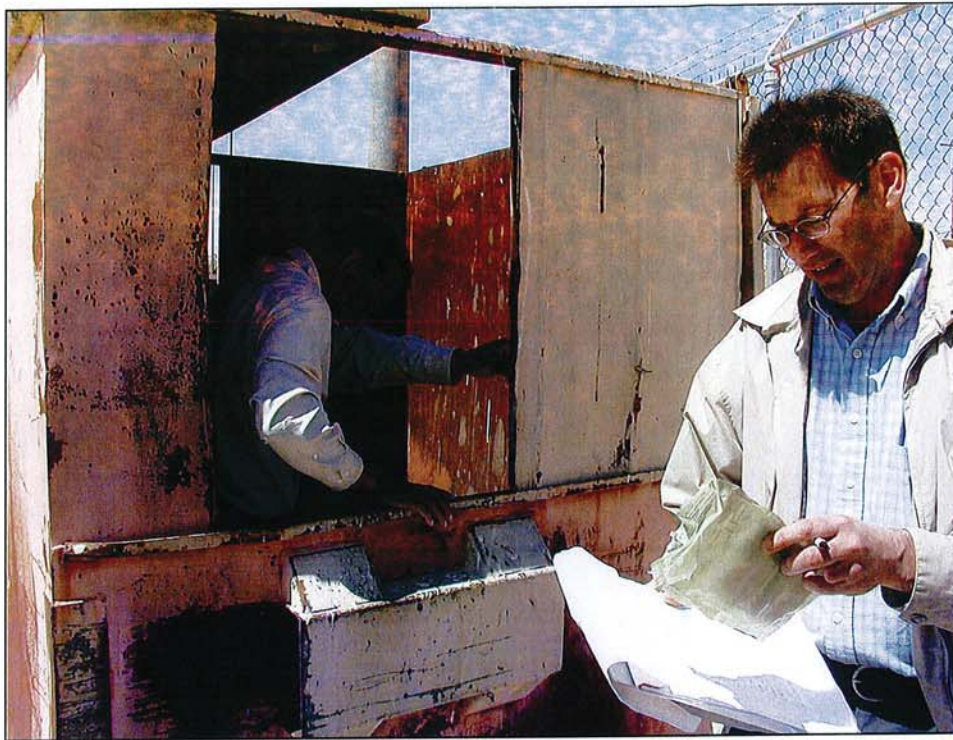
Are drain logs being maintained?



Solid Waste Containers

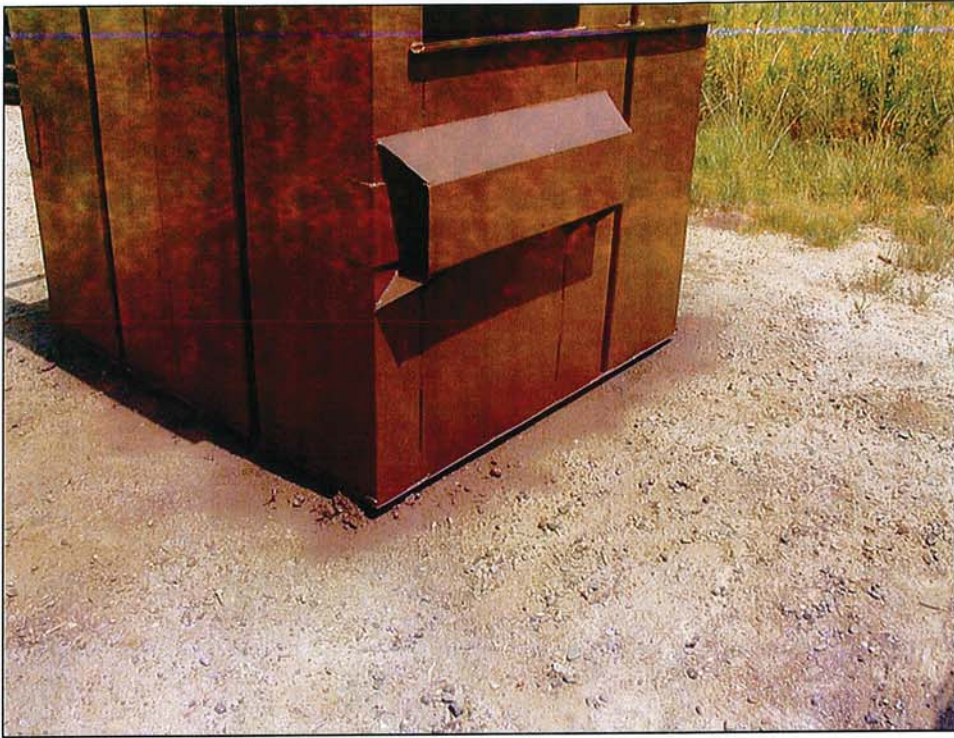
Are solid waste containers in good condition and of sufficient size to contain all materials

Are solid waste containers labeled "Prohibited - No Hazardous Waste, No Recyclable Materials, No Liquids?"



Solid Waste Containers

Do solid waste containers have lids and are they free of recyclable materials, hazardous materials, tires, liquids, and any leak?



General Site Conditions

Does the facility conduct any activities outside where chemicals could be exposed to stormwater runoff?

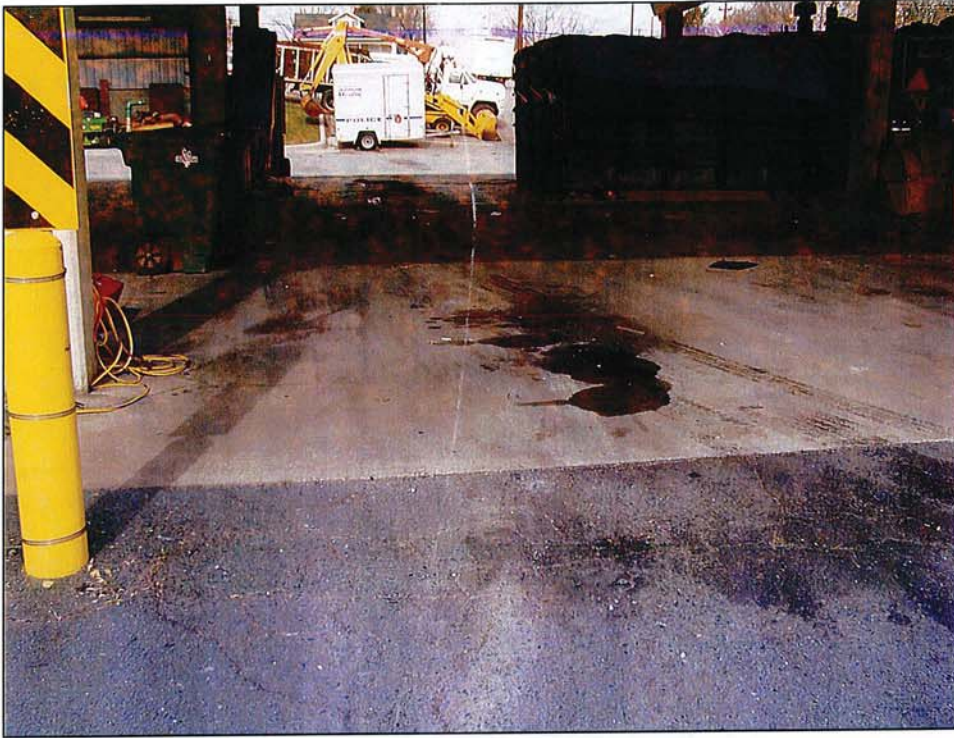


General Site Conditions

Does the facility store material handling equipment, industrial machinery and/or equipment and vehicles stored outside?

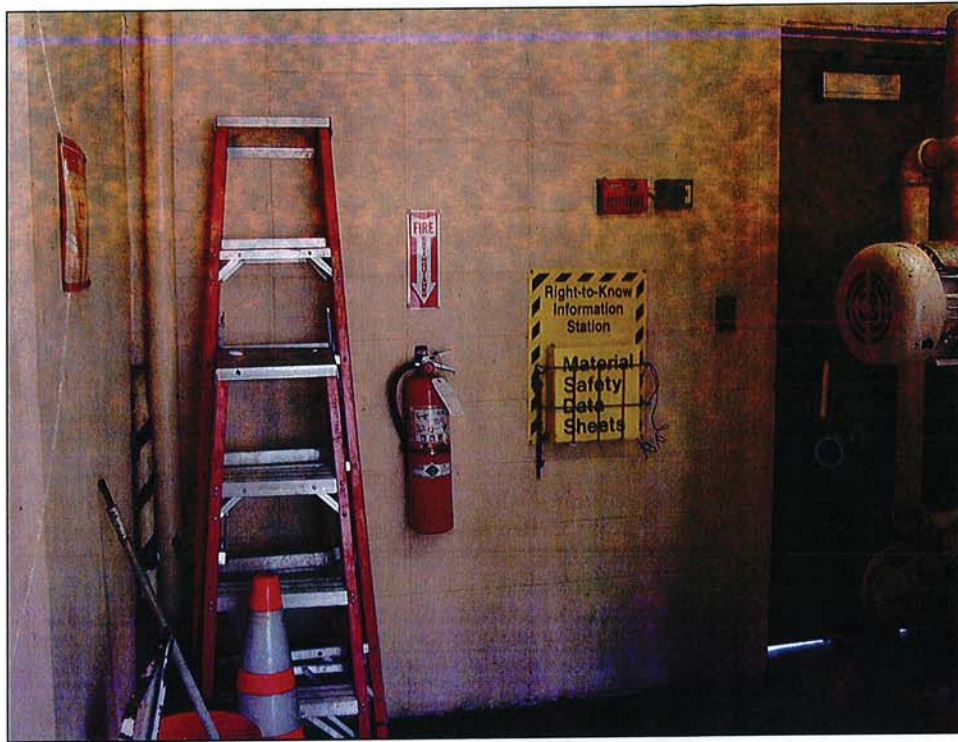
Are there any signs of residual or past spills and leaks?

Are materials protected from rainfall, run-on and run-off?



General Site Conditions

Are there any signs of residual or past spills and leaks?



Minor Spills

Do employees have access to MSDS?



Minor Spills

Do employees have access to personal protective equipment?



Minor Spills

Do employees have access to spill response kits?

Are spill kits available and fully stocked?



General Site Conditions

Do employees know where the drains discharge?

Are stormwater inlets and outlets clearly identified and accessible?

Are catch basins and inlets in good condition and free of trash and debris, floatables, pollutants, oil and grease and are free of any signs of past spills, releases, or illicit discharges?



General Site Conditions

Are loading/unloading areas designed to minimize storm water run-on?

Are materials protected from rainfall, run-on and run-off?



General Site Conditions

Is the facility free of any particulate matter or visible deposits of residuals from roof stacks and/or vents?

6. Stormwater Discharge Outfall (SDO) Monitoring

- Inspect storm water discharges, note any signs of contamination - cloudy discharges, unusual color, odors, floating, suspended, or settled solids, foaming, oil sheens and other obvious signs of contamination
- Immediately report any signs of possible contamination
- Investigate any possible contamination and correct as soon as possible
- Document findings and corrective action

Stormwater Discharge Outfall (SDO) Monitoring

Identify any discharge points.

Storm water discharge points or outfalls should be monitored to make sure that pollutants are not being released. When inspecting storm water discharges, look for possible signs of contamination. These signs may include cloudy discharges, unusual color, odors, floating, suspended, or settled solids, foaming, oil sheens and other obvious signs of contamination.

Review inspection procedures, for example:

- Inspect storm water discharges
- Immediately report any signs of possible contamination
- Investigate any possible contamination and correct as soon as possible
- Document findings and corrective action

7. Training

- Identified who needs to be trained, what they need to be trained on, and when they need to be trained.
- Records of who was trained, what they were trained on, and when they were trained.
- Includes Power Point Presentations, sign in sheet that documents who was trained, what they were trained on, and when they were trained.

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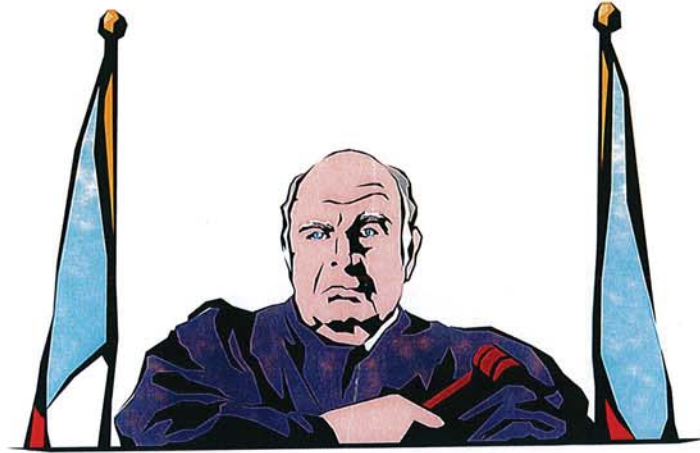
8. Supporting Documents

- EPA and OSHA Regulatory Training Citations
- Permits
- Correspondence
- Policy Documents
- Fact Sheets

Supporting Documents

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Questions