Stormwater Pollution Prevention Strategy for Municipal Facilities

Prepared for
City of West Linn
July 1, 2013

City of West Linn
Stormwater Pollution Prevention Strategy for Municipal Facilities

4100 Norfolk Street
West Linn, Oregon 97068
July 1, 2013

KEEP THIS SWPPS

ON SITE AT ALL TIMES

Pollution Prevention Team		
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Definitions

The following definitions are listed in Schedule D.3 of the 1200-Z NPDES permit and have been referenced in this SWPPS.

Best Management Practices (BMP): Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the United States. BMPs also include treatment requirements, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Clean Water Act (CWA): Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972.

Control Measure: Any BMP (structural, operational, or mechanical) used to prevent or reduce the discharge of pollutants to waters of the state.

Industrial Activity: Categories of industrial activates included in the definition of "stormwater discharges associated with industrial activity" per 40 CFR 122.26(b)(14)(i)-(ix) and (xi).

Material Handling Activities: Storage, loading and unloading, transportation or conveyance of raw material, intermediate product, finished product, by-product or waste product.

Point Source Discharge: Discharge from any discernible, confined, and discrete conveyance, including, but not limited to any pipe, ditch, channel, tunnel, or conduit.

Significant Quantity: The volume, concentration, or mass of a pollutant in a storm water discharge that can cause or threaten to cause pollution, contamination, or nuisance, adversely impact human health or the environment, and cause or contribute to a violation of any applicable water quality standards for the receiving water.

Stormwater: Runoff from a rain event, snow melt runoff, or surface runoff and drainage. It does not include infiltration and runoff from agricultural land.

Stormwater Conveyance: Sewer, ditch or swale that is designed to carry stormwater; a stormwater conveyance may also be referred to as a storm drain or storm sewer.

SWPPS: Stormwater Pollution Prevention Strategy

Section 1

Introduction

The City of West Linn's reissued municipal separate storm sewer (MS4) National Pollutant Discharge Elimination System (NPDES) permit (effective date: March 16, 2012) includes specific requirements and provisions related to pollution prevention for municipal facilities. This Stormwater Pollution Prevention Strategy (SWPPS) documents the City's strategy to reduce the impact of stormwater runoff from municipal facilities.

The following facilities are covered by this SWPPS:

- West Linn Public Works at 4100 Norfolk Street, West Linn, OR 97068.

The objective of the SWPPS is to outline a series of Best Management Practices (BMPs) that will control pollutants at their source, limit the opportunity for pollutants to enter stormwater, and, if needed, provide treatment to remove pollutants from stormwater runoff before it is discharged offsite to the MS4. Best Management Practices (BMPs) are described in accordance with current efforts conducted at each site and future efforts that will be considered and incorporated when the City is able to secure funding for specific projects.

1.1 Permit Language and Requirements

Schedule A.4.g of the City's MS4 NPDES permit describes the City's obligations related to Pollution Prevention for Municipal Operations. The City must "…implement a program to reduce the discharge of pollutants to the MS4 from properties owned and operated by the [City] for which the [City] has authority, including, but not limited to, parks and open spaces, fleet and building maintenance facilities, transportation systems and fire fighting training facilities. The [City] must conduct, at a minimum, the following program activities:

i. Operate and maintain public streets, roads, and highways in a manner designed to minimize discharge of stormwater pollutants to the MS4, including pollutants discharged as a result of fire fighting activities;
ii. Implement a management program to control and minimize the use and application of pesticides, herbicides and fertilizers on [City]-owned properties;
iii. By July 1, 2013, inventory, assess, and implement a strategy to reduce the impact of stormwater runoff from municipal facilities that are used to treat, store, or dispose municipal waste, such as yard, landscaping, or catch-basin cleaning waste, and are not already covered under a 1200 series NPDES, a DEQ solid waste permit, or other permit designed to reduce the discharge of pollutants;
iv. Limit infiltration of seepage from the municipal sanitary sewer system into the MS4;
v. Implement a strategy to prevent or control the release of materials related to fire-fighting training activities; and
vi. Assess [City] flood control projects to identify potential impacts on the water quality of receiving water bodies…."

This SWPPS is specifically aimed at meeting the City's obligation under Schedule A4.5.iii, to reduce the impact of stormwater runoff from **municipal facilities that store and/or manage waste but are not already covered under a separate DEQ permit.**

1.2 SWPPS Development

This SWPPS was developed based on site visits, facility inspections, staff interviews, and a facility assessment questionnaire that was used to document existing activities and practices at the City's municipal storage facilities. Brown and Caldwell (BC) worked with City staff to identify facility-specific Best Management Practices (BMPs) aimed at reducing the discharge of pollutants to the MS4. The BMPS documented in Section 3 include staff activities, maintenance practices, operating procedures, structural source controls, and treatment systems (where needed).

The SWPPS was patterned after the Department of Environmental Quality (DEQ) guidelines for Stormwater Pollution Control Plans (SWPCP) for industrial facilities that are covered by the NPDES 1200-Z permit. While the City's municipal storage facilities are not subject to a 1200-Z permit, many of the pollution control principles outlined in DEQ's SWPCP guidance are applicable to waste storage facilities. However, because the City's obligations under the MS4 NPDES permit are different than the requirements for 1200-Z permits, some aspects of the SWPCP (i.e. monitoring and reporting obligations) have not been incorporated into this SWPPS.

1.3 SWPPS Implementation

Implementation of the SWPPS will begin with employee training to understand the City's obligations, refresh current practices/activities, and outline intended future practices and structural controls. While operating procedures and maintenance practices can be implemented right away (and in most cases are already being implemented), some structural elements of the SWPPS will require significant capital funds and will need to be added to the City's capital facilities program to be constructed over time as funding allows.

Section 2

Site Description

The City of West Linn manages municipal waste at 1 facility. Site descriptions for this facility, along with a summary of current activities, potential stormwater pollutants, and existing source control strategies are included in the following sections.

2.1 West Linn Public Works

The City of West Linn Public Works compound is located at 4100 Norfolk Street, in West Linn, Oregon 97068. The site is located in the Sunset Neighborhood. The site is used by Road Maintenance, Parks and Recreation, Water, Storm & Sewer crews to store vehicles, equipment, and maintenance materials. Other activities on the site include Vactor decanting, fueling, vehicle maintenance and repair.

2.1.1 Land Use and Drainage Patterns

The West Linn Public Works site is comprised of a large paved and hard packed gravel storage yard; fully fenced from the surrounding Sunset Neighborhood. The site is approximately 2.07 acres in area, including 1.30 acres of concrete and pavement, .05 acres of compacted gravel, and .21 acres of vegetation. Site facilities consist of 8 permanent buildings: a Water Department bay #1, Vehicle Maintenance shop #2, a Street Department bay #3, Environmental Services bay #4, Parks Department #5 to house sanding gravel and some of the Parks Department equipment, a restroom building #6, a paint/chemical storage building #7 and the office building #8. 4 temporary buildings are used to house dump trucks, the TV van, de-icing agent, bucket truck, front-end loader and street sweeper.

The site is treated by 3 drainage networks and one sewer system. A filtered catch basin is located in the lowest southeast end of the yard and collects approximately 1/3rd of the runoff. This is then piped to a bubbler on Norfolk Street where it enters the MS4, Tanner Creek, and ending in the Willamette River. The office buildings' rain gutters are piped into a storm system that drains to 2 small catch basins on Norfolk Street. The runoff from the West third of the yard is managed by 4 catch basins and enters the MS4. The potentially higher polluting activities that occur on the Wash Rack, in the Auto Shop and fuel pumping area are connected to the sanitary sewer system and do not contribute runoff to the City's MS4.

2.1.2 Potential Pollutants and Pollutant Sources

The West Linn Public Works facility stores materials for municipal operations that have the potential to contribute to stormwater pollution. These materials include cleaning chemicals, landscaping chemicals (pesticide, herbicide, and fertilizers), fuels and oils, sand and gravel, soil and compost/mulch, and landscaping waste. Each of these materials is a potential stormwater pollutant due to their potential to wash off the site and enter a downstream stormwater system. The pesticides, herbicides, fertilizers and paints are housed in the locked building # 7. Gravel, small rock, spoils and cold mix is stored outside in designated areas.

Potential pollutants and potential pollutant sources at the Public Works site are listed in Table 2.1. A more detailed summary of site activities and potential pollutant sources is included in the Municipal Facility Assessment Questionnaire included as Attachment B.

Table 2.1 Potential Pollutants and Pollutant Sources at West Linn Public Works			
Stormwater Exposure Category	Potential Pollutant Sources	Location	Potential Pollutants
Loading and Unloading Operations	• Loading / unloading of landscaping materials • Loading/unloading of sand and gravel. • Loading/unloading of waste materials • Equipment and truck traffic	South end of yard	Cleaning chemicals (if spilled), paint (if spilled), oil/grease, sediment, organic material, dust particles
Hazardous Waste Storage/Disposal	• Indoor storage of paint, fuel additives, and landscaping chemicals • Outdoor storage of diesel fuel (in appropriate containment)	Next to Street Dept. bay and Bldg #7.	Trash and debris, waste chemicals, paint, diesel
Outdoor Material Storage	• Storage of landscaping materials – compost, soil • Storage of sand and gravel • Vehicle and equipment storage area	South end in open and under temp. bldg.'s	Oil/grease, sediment, trash and debris, organic material
Fixed Fueling	• Diesel & Gas fueling station	Next to Street bay	Diesel & Gas (if spilled)
Outdoor Process Activities		Outside Auto Shop	Oil/grease, sediment, paint
Dust or Particulate Generating Processes	• Blowing and cleaning of landscape equipment • Soil collected on vehicle tires, tracked offsite.	Wash Rack area	Sediment, organic material
Vehicle and Equipment Cleaning	• Cleaning and washing of vehicles over paved surface • Cleaning and washing equipment over gravel surface	Wash Rack area	Soap, oil residue, waste fluids, sediment from hydro excavating
Vehicle and Equipment Maintenance	• Outdoor vehicle maintenance near stormwater collection system • Equipment oil changes performed indoors	Auto Shop Bldg. # 2	Oil/grease, automotive fluids
Illicit Connections and Non-Stormwater Discharges		Auto Shop Bldg. # 2	Waste fluids, oil/grease
Waste Management	• Trash dumpster • Recycling dumpsters • Material inventory and recycling	Next to Env.Svc. Bay # 4	Trash and debris, waste chemicals, paint
Vegetation Management	• Application of pesticide, herbicide, and fertilizer on site. • Transfer and storage of landscaping chemicals.	Front yard and Paint/Chem. Bldg. # 7	Landscaping chemicals

2.1.3 Existing Controls

The facility primarily relies on source controls to manage stormwater pollutant discharges onsite. The BMPs include operational actions such as closing dumpster lids, limiting outside material storage, designating storage areas, and reducing the quantities of materials ordered and stored at the facility. Additional information about operational BMPs is further discussed in Section 3.

The primary structural controls on the site include covered buildings used for vehicle storage and storage of sanding gravel. 8 permanent buildings and 4 temporary buildings are located on the property. The Auto Shop is used as a work shop for maintenance crews. The permanent building and temporary buildings at the southern end of the site are used for sanding gravel storage, large vehicles and Parks Department small tools.

The existing treatment systems consisted of:

- Three oil water separators to collect oils and other floatables.
- Runoff from approximately 1/3rd of the yard, central area, is collected in the filtered storm basin and conveyed to the bubbler on Norfolk Street. Filters are replaced as necessary in accordance with monthly inspection results.
- The rain runoff on the west third of the yard goes to 4 different catch basins and empties into the MS4. The catch basins are routinely checked and cleaned out as necessary.
- Contaminants that are generated from the Wash Rack, Auto Shop and fueling area are piped to a Pollution Control Manhole and then to the Sewer System.
- The office building's rain gutters are piped to 2 small catch basins on Norfolk Street.

Section 3

Pollution Prevention Strategy

The intent of the NPDES storm water regulations is to improve the quality of storm water discharges by eliminating or reducing the exposure to potential contaminants. The focus of City's pollution prevention strategy is to use a variety of best management practices (BMPs) to control pollutant sources, minimize exposure of pollutants to stormwater and capture and remove pollutants that may enter stormwater runoff before it is discharged from the site. The BMPs include both operational activities for City staff and structural elements such as buildings, covers, berms, or treatment facilities connected to the stormwater infrastructure.

The pollution prevention strategy identifies source controls in the following categories:

- Minimize Exposure
- Oil and Grease
- Waste Material Disposal
- Erosion and Sediment Control
- Debris Control
- Dust Generation and Vehicle Tracking
- Good Housekeeping
- Treatment BMPs

3.1 Source Control Measures

The primary pollutants of concern at the West Linn Public Works compound are addressed in Table 3.1. The table also outlines the source control BMPs that are applicable at the site along with proposed implementation timelines.

3.1.1 Proposed Operational Measures

The operational BMPs listed in Table 3.1 are generally already in place, as City staff routinely perform the activities required to prevent pollutant exposure to stormwater. With the implementation of this SWPPS, the City will seek to implement the following new or enhanced operational measures:

- Limit the use of soaps or detergents when cleaning equipment on-site. Use dry brushing (instead of pressure washing) when possible and sweep waste materials promptly.
- Regularly inventory material storage areas to identify material quantities that are stored in excess of one season/year of use. Discard or recycle excess materials.
- Coordinate material purchase between maintenance crews (roads, parks, water, sewer & storm and ground maintenance, etc) and only purchase the quantity of material that is needed for a single year/season.

3.1.2 Proposed Structural Controls

In addition to the permanent and temporary buildings, containment blocks, chemical storage lockers, and semi-permanent barriers and covers already in place on the site, the City has plans to construct the following structural control measures:

- Build a rain garden in front of the office building to capture and treat the runoff from the front lower drive and parking lot. Currently the rain water streams along the curb on the south side of the drive way into the yard and flows onto Norfolk Street. In very heavy rain conditions, the rain garden will slow the flow of water that enters the bubbler. This will allow the bubbler to be able to hold more water where it can evaporate as it is intended to do.
- Add additional filtered catch basins at the lowest end of the yard.
- Re-grade and repave the entire compound to allow runoff to flow to the filtered catch basins to the south, the rain garden to the east and the storm and sewer systems on the north and west sides of Public Works.

These structural controls will be constructed based on City priorities and as capital funding is available.

3.1.3 Proposed Treatment Measures

- Build a rain garden in front of the office building to capture and treat the runoff from the front lower drive and parking lot. Currently the rain water streams along the curb on the south side of the drive way into the yard and flows onto Norfolk Street. In very heavy rain conditions, the rain garden will slow the flow of water that enters the bubbler.
- Add additional filtered catch basins on the bottom of compound adjacent to Norfolk Street.

Table 3.1. Source Control BMPs for West Linn Public Works		
BMP Category and Activity	**Application of Control Measures**	**Timeline**
A. Minimize Exposure		
1. Use grading, berming, or curbing to minimize stormwater contact with chemicals or pollutants.	Construct concrete or asphalt berm to prevent stormwater from entering diesel fueling area.	Currently in Place
2. Locate materials and activities indoors or undercover to protect them from contact rain water. Utilize diversion systems to reduce stormwater exposure.	Oil, fuel additives, and antifreeze stored inside (under cover) on containment pallets. Landscaping chemicals stored inside (under cover) in a shed and on containment pallets. Trash dumpsters located in designated area with covers. Outdoor storage for sand and gravel is in a designated, covered area. Outdoor equipment storage is in designated areas, over gravel pad for stormwater absorption. Construct extended roofline to provide cover over diesel fueling area.	Currently in Place Planned for construction as capital budget allows.
3. Store all hazardous substances within berms or other secondary containment devices.	Oil and other chemicals are stored indoors and on containment pallets.	Currently in Place
4. Limit material and chemical storage the quantities that will be used in one season.	Materials and chemicals are routinely inventoried to determine current use. Purchases are made in limited quantities, coordinated among all maintenance departments. Unused or outdated materials are disposed at the County's designated facilities.	Currently in Place
5. Park vehicles in designated areas.	Vehicles are parked in designated areas or at center of lot. Vehicle parking is limited to temporary storage. Long term storage is at the City's Fleet Facility.	Currently in Place
6. Use covered or contained areas for vehicle and equipment cleaning.	Vehicle washing is performed at the wash rack where the water is piped to a pollution manhole then to the sewer system. Limited equipment washing (several times/year) is performed over the wash rack with the use of environmentally safe soaps.	Currently in Place
B. Oil and Grease		
1. Use drip pans or absorbents under or around leaking or leak-prone vehicles/ equipment or store indoors.	Drip pans are used around leaking or leak-prone vehicles. Vehicles are stored indoors or undercover.	Currently in Place

B. Oil and Grease con't.		
2. Use good maintenance procedures to wipe off excess grease, fill oil to appropriate levels, and use drip pans or cloths when working outside with stationary equipment.	Vehicle maintenance is performed in a designated, covered area. Drips or leaks are cleaned-up immediately.	Operational measures currently in place.
3. Prompt spill/leak clean-up.	Spills are cleaned up promptly in accordance with the spill response plan located in Attachment C.	Currently in Place
4. Minimize potential fuel pollution with oil & separator water	Install Oil & water separator next to fuel tank.	Currently in Place
C. Waste Material Disposal		
1. Cover all waste in bins or dumpsters where there is a potential for drainage of stormwater through the waste.	Trash and recycling dumpsters located in the northwest corner of the site are covered.	Currently in Place
2. Recycle or properly dispose of wastes.	Used oil in small quantities is stored inside buildings with appropriate secondary containment. Unused chemicals are removed from the sites and properly disposed at an approved facility.	Currently in Place
3. Ensure all vehicle wash water drains to a proper collection system such as closed loop system or sanitary sewer.	Vehicle washing is performed at the wash rack that flows into the pollution manhole then out to the sewer system on Sussex Street.	Currently in Place
D. Erosion and Sediment Control		
1. Stabilize exposed areas during construction and contain runoff using structural and nonstructural controls.	No construction activities are occurring at the site that would result in exposed surface areas. However, the pavement is well used and is in need of new pavement over 100% of the compound.	Planned for construction as capital budget allows
2. Employ erosion control methods such as vegetating exposed areas, graveling, or paving.	Parking areas are graveled. Areas not used for vehicle movements are vegetated. No exposed soil areas are present on the site.	Currently in Place
3. Employ sediment control methods such as silt fences or vegetated perimeter swales.	Coldmix, spoils from dewatering the Camel, gravel and regular spoils are all contained on three sides with heavy-duty blocks. A berm to control runoff from these materials can be constructed.	Currently in Place Planned for construction as capital budget allows
E. Debris Control		
1. Cover trash and recycling containers.	Trash and recycling containers are covered.	Currently in Place

F. Dust Generation and Vehicle Tracking		
1. Minimize generation of dust.	Vehicle travel areas are graveled. Spray water into gravel while loading it into dump truck.	Currently in Place
2. Minimize off-site tracking of waste material.	Equipment is cleaned using blowers or pressure washers (limited use) to remove debris and allow collection and settling in gravel areas to prevent off-site tracking.	Currently in Place
G. Good Housekeeping		
1. Keep work areas neat and tidy. Routinely clean all exposed areas that may contribute pollutants to stormwater using such measures as sweeping, debris removal, and litter pickup.	Litter and debris are removed throughout the work day using dry methods such as sweeping and littler pick-up. Trash and debris are disposed in appropriate containers.	Currently in Place
2. Keep materials orderly, labeled and stored in appropriate containers.	Materials and equipment are stored in labeled areas. Doors and lids to storage areas are kept closed and locked when areas are not in active use. Chemical containers are labeled and stored in appropriate containers.	Currently in Place
3. Clean up spills or leaks promptly using absorbents or other methods.	All spills are cleaned up promptly in accordance with the Spill Response Plan in Attachment C.	Currently in Place
H. Treatment BMPs		
1. Remove pollutants from the stormwater system through filtering, settling, or mechanical means.	Pollution Control Manholes in the wash rack area. Build rain garden on property along Norfolk Street to capture water runoff from center of property. Add additional filtered catch basins on the South East (bottom) corner.	Currently in Place Planned for construction as capital budget allows Planned for construction as capital budget allows

3.2 Spill Prevention

Spill prevention and response procedures are required to help prevent spill events and to implement proper and effective cleanup procedures should a spill occur. The City maintains spill kits and absorbents to clean-up spills on-site at all times. Spill prevention and response procedures have been described in City's Spill Response Plan included in Attachment C.

3.3 Employee Education

Employee training is designed to familiarize all employees with the purpose for and the requirements of the SWPPS. Training will be provided for all new employees at their initial orientation before beginning work (within 30 days of hire). Existing employees will receive an annual refresher. For all personnel, topics to be included in the training session include:

- Importance of preventing stormwater pollution.
- Good housekeeping procedures.
- Source control BMPs.
- Materials handling and storage procedures.
- Spill prevention, response, and clean-up.

The City maintains records of employee training activities related to stormwater pollution prevention.

3.4 Inspections and Recordkeeping

The City's pollution prevention measures include regular inspection, maintenance, and repair of BMPs to keep the City's waste storage facilities in good working order and prevent the contamination of stormwater. The City generally follows the following inspection schedule:

- Conduct monthly inspections of the facility to identify potential pollutant source exposures and to check functionality of control measures. This includes verifying containment of chemicals, checking stockpiles of stored materials, and clearing locations where debris may accumulate, spoiled product areas and effectiveness of housekeeping.
- Conduct and document annual comprehensive inspections of the facility, documenting the condition and implementation of source control BMPs and any onsite stormwater collection, conveyance, and treatment systems on the West Linn Public Works compound. Inspection Report in Attachment D.
- Clean onsite catch-basins and change treatment filters (if applicable), as conditions dictate.

The City maintains records of annual site inspections and resulting maintenance activities and are included in this manual.

Attachment A: Site Map(s)

Municipal Facility Assessment Questionnaire

For use in developing Stormwater Pollution Prevention Strategy

1 Facility Description

Facility Name:	City of West Linn Public Works
Facility Address:	4100 Norfolk Street, West Linn, OR 97068
Contact Name:	Mike Cardwell
Contact Phone:	503-742-6072
Main Site Activities:	Water Distribution, Sewer, Storm , Street Repair & Maintenance personnel perform their duties out of this site; Snow Plowing; Fueling & Cleaning all City Vehicles, Parks Operations; City/Police/Parks Dept. Equipment and Vehicle Repair and Maintenance. Storage for Gravel, Spoils, Asphalt Cold-Mix, Sanding Gravel & Sand, Wet Spoils from Storm Catch Basins; Housing of Chemicals used for the City Parks, Paint Shed for gas, oils & paints; Building Maintenance Office. Public Works and Parks Maintenance Offices.

Total Area of Facility	2.07	acres
Surface Types:	**X** Permanent Buildings: 8	number of buildings
	16971	square feet
(Check all that apply and fill in approximate area)	**X** Temporary Buildings: 4	number of buildings
	5270	square feet
	X Pavement: 1.24	acres
	X Gravel: .05	acres
	X Concrete: .06	acres
	X Vegetation: .21	acres

2 Stormwater Drainage System

Please attach any maps or sketches of the facility, if available.

General drainage characteristics of the site: The entire site is at a slight slant from north to south. The Northern part is highest and slopes down to the Southern part. It has an asphalt base with small pockets of concrete, compacted gravel and areas of vegetation. _____

_____

_____

_____

Stormwater from the site discharges: (*Check all that apply*)

- ☐ Direct to water body, Name: _____
- X Municipal Sanitary Sewer
- X Municipal Storm Sewer
- X Ground
- ☐ Drywells / Infiltration Trenches
- X Other: Bubbler on Norfolk Street on lowest section of site._____

The stormwater drainage system consists of the following components: *Check all that apply*

- X Catch basins
- ☐ Floor drains
- ☐ Deck drains
- X Roof drains
- X Trench drains
- ☐ Culverts
- X Subsurface Pipes
- ☐ Ditches
- ☐ Dry Wells
- ☐ Pump station
- ☐ General Site Stormwater Treatment:
  - X Oil/water separator
  - X Catch basin inserts
  - ☐ Vegetated swale, infiltration swale, or rain garden
  - ☐ Pond
  - X Filtration System
  - X Other: Pollution Control Manhole

3 Potential Pollutant Sources

This section identifies activities conducted on site that have the potential to contaminate stormwater.

3.1 Waste Management

☐ No waste management activities are performed on site.

X Wastes are managed as follows:

X Dumpster, located: East Side of Environmental Services Bay

☐ Trash compactor, located: _____

X Recycling Containers, located: SW Corner of Office Building

X Used Oil Container, located: Auto Shop

X Other, describe: Flattened Cardboard Dumpster, Wood Debris in High Sided Dump Box, Metal Dumpsters near Auto and Sign Shops.

3.2 Material Storage

☐ No material storage is performed on site.

X *Material storage* is performed as follows:

Storage area structure:

X Covered All Paints, oils, greases, pesticides, herbicides & fertilizers are stored in the Paint and Chemical Building. The cleaning products are stored in the storage room in the Office Building.

☐ Designated Open Area

☐ Other: _____

Surface of Storage Area:

X Asphalt ☐ Concrete ☐ Compacted Gravel ☐ Soil

Type(s) of Liquids Stored:

X Fuels, oils, or greases

X Paints

X Acids

X Pesticides, Herbicides, Fertilizers

X Cleaning products

☐ Other: _____

Liquids are stored in:

X Small Containers

☐ Drums

X Aboveground Tanks Gasoline and Diesel Fuel Tank is on East side of Streets Bay

☐ Other, describe: _____

Type(s) of *Solid Materials* Stored:

X Aggregates (sand, gravel, rock, broken concrete, broken asphalt, etc.)

X Soil and compost (Wet Spoils from Storm Catch Basins)

☐ Wood Products (untreated lumber, logs, wood chips, wood waste, etc.)

X Scrap metals

X Building Materials (masonry products, concrete meter boxes, valves and lids.)

X Water Main Pipe Sections

3.3 Transfer of Liquids or Solids

Includes both indoor and outdoor loading, unloading, and material transfer activities.

☐ No transfer of liquids or solids is performed on site.

X Transfer of liquids or solids is performed as follows:

Location(s) where transfer occurs *(circle liquids or solids)*:

☐ Railroad yard	☐ Liquids	☐ Solids
☐ Loading dock	☐ Liquids	☐ Solids
☐ Self-Contained Building	☐ Liquids	☐ Solids
☐ Covered Pad	☐ Liquids	☐ Solids
X Designated Open Area	☐ Liquids	X Solids

☐ Other: _____

Surface of Transfer Area(s):

X Asphalt ☐ Concrete ☐ Compacted Gravel ☐ Soil

Type(s) of liquids transferred:

X Fuels, oils, or greases: Gas and Diesel are transferred to the tank. _____

☐ Paints: _____

☐ Acids: _____

☐ Pesticides, Herbicides, Fertilizers: _____

☐ Cleaning products: _____

☐ Other: _____

Type(s) of solids transferred:

☐ Shipping Containers: _____

☐ Equipment: _____

X Packaged goods: Water distribution supplies and Street Department supplies. ____

X Bulk materials (aggregate, debris, etc.): Rock is delivered and taken out; spoils are dumped and taken out.

☐ Other: _____

3.4 Vehicle and Equipment Fueling

☐ All fueling performed at off-site commercial station.

X Onsite fueling is performed as follows:

Location of fueling activities: East Side of Streets Bay _____

Fueling area:

☐ Covered Pad

X Designated Open Area

☐ Other: _____

Surface of cleaning or washing area:

☐ Asphalt X Concrete ☐ Compacted Gravel ☐ Soil

3.5 Vehicle and Equipment Storage

☐ No on site vehicle or equipment storage.

X On site vehicle and/or equipment storage and/or parking as follows:

Type and Number of vehicles and equipment that are stored or parked on site:

☐ Passenger vehicles: _____

☐ Utility trucks: 6

☐ Dump truck: 4

☐ Tractor trailer: _____

☐ Top pick: _____

☐ Crane: Cranes are on most of the 6 Utility Trucks.

☐ Forklift: _____

X Earthmoving equipment: 1 Front-end Loader, 3 Tractors, 3 Backhoes

X Miscellaneous Small Equipment: Chain Saws, Lawn Mowers, Pumps, Pressure Washer

X Other: 14 Pickups, 1 TV Van, 1 Connect Van, 1 Bucket Truck, 1 Street Sweeper

Storage or parking area:

X Covered

X Designated Open Area

☐ Other: _____

Surface of storage or parking area:

X Asphalt X Concrete X Compacted Gravel ☐ Soil

3.6 Vehicle and Equipment Maintenance and Repair

☐ No vehicle or equipment maintenance is performed on site.

X Vehicle and/or equipment maintenance is performed on site as follows:

Types of maintenance/repair activities: Anything from weed whackers to the Loader is worked on in the Auto Shop i.e. Lawnmowers, dump trucks, sweeper, chainsaws, pumps.

_____

_____

Location of maintenance/repair Activities:

X Indoors

X Outdoors under Cover

☐ Designated Open Area

☐ Other: _____

Surface of maintenance/repair area:

X Asphalt X Concrete ☐ Compacted Gravel ☐ Soil

3.7 Cleaning and Washing

☐ No cleaning or washing activities are performed on site.

X Vehicle and/or Equipment cleaning and washing is performed as follows:

Location of cleaning or washing activity: The Wash Rack that drains into the sewer system.

Cleaning or washing area:

- ☐ Self-Contained Building
- ☐ Covered Pad
- X Designated Open Area
- ☐ Other: _____

Surface of cleaning or washing area:

☐ Asphalt X Concrete ☐ Compacted Gravel ☐ Soil

Chemical(s) used in washing:

- X Soaps or detergents: "Green" Type Automobile soap _____
- ☐ Abrasives: _____
- ☐ Acids: _____
- ☐ Solvents: _____
- ☐ Other: _____

Discharge location for wash water:

- ☐ Storm Sewer; Treated before discharge? ☐ Yes ☐ No
- X Sanitary Sewer: After going through sedimentation basin and Pollution Control Manhole.
- ☐ Other: _____

☐ Other cleaning and/or washing activities:

- ☐ Buildings
- ☐ Paved areas
- ☐ Other: _____

3.8 Production and Application Activities

Application activities involve the application of product to an object such as painting, coating, spraying, or other treatment.

X No production or application activities are performed on site.

☐ Production and/or application activities are performed as follows:

Location(s) of production and/or application activities: _____

_____

Description of production and/or application activities: _____

_____

3.9 Dust Control and Soil and Sediment Control

☐ No dust generating activities are performed on site and no exposed soils are present.

X Exposed soils are present on site as follows: Spoils from digging up water main breaks or street repair. Spoils from the street sweeper and vactor. Dust can be generated while loading gravel into dump trucks and removing spoils from the yard to a dump truck.

Describe any erosion and sediment control or dust control methods used: We will water the gravel sometimes while loading a dump truck with gravel.

3.10 Landscape Management

☐ There are no vegetated areas on site. No pesticides, herbicides or fertilizers are used.

X Vegetated areas are managed as follows:

Types of vegetation management activities:

X Mowing/Trimming

X Hand Weeding

Vegetated Waste Disposal Location: High Sided Dump Box is located behind dumpster.

X Application of Fertilizer

X Application of Pesticide and Herbicide

☐ Other:

Describe any existing policy, practice, training or BMPs related to pesticide, herbicide, and fertilizer application:

Parks Department personnel maintain the landscaping at Public Works. They have certification to apply Pesticides, Herbicides and Fertilizers. As mandated by out BMP's, we use the least amount of chemicals to get the job done.

3.11 Other Pollution-Generating Activities

This questionnaire does not capture all potential sources of stormwater pollution. Evaluate your site for any additional pollution generating activities not listed above and describe here.

Other pollution-generating activities are performed on site as follows:

All activities are covered in the above document.

4 History of Spills and Leaks

Describe any past spills or leaks on site that resulted in discharge to the storm sewer system, surface waters, or groundwater:

None.

Attachment C: Spill Response Plan

Attachment D: Inspection Forms

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