Town of Oxford

Stormwater Pollution Prevention Plan

Rocky Hill Yard Waste Facility
Rocky Hill Rd.

Revised September 28, 2020

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SECTION 1 – Introduction

This Stormwater Pollution Prevention Plan (SWPPP) has been developed by the Town of Oxford to address the requirements 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.

The 2016 Massachusetts MS4 Permit requires that each permittee, or regulated community, address six Minimum Control Measures. These measures include the following:

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

Under Measure 6, Good Housekeeping and Pollution Prevention for Permittee Owned Operations, the permittee is required, per Section 2.3.7.b of the 2016 Massachusetts MS4 Permit (page 50-54), to:

> *...develop and fully implement a SWPPP for each of the following permittee-owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater as determined by the permittee.*
>
> *The SWPPP shall contain the following elements:*
> 1. *Pollution Prevention Team*
> 2. *Description of the facility and identification of potential pollutant sources.*
> 3. *Identification of stormwater controls*
> 4. *Management practices including: minimize or prevent exposure, good housekeeping, preventative maintenance, spill prevention and response, erosion and sediment control, management of runoff, management of salt storage piles or piles containing salt, employee training, and maintenance of control measures.*
> 5. *Site inspections*

This SWPPP accomplishes these requirements by:

- Providing an inventory of the materials and equipment at a facility that have the potential to cause stormwater pollution, and identifying locations where these materials are stored;
- Describing how stormwater is managed at a facility, including: engineered storm drain system conveyance; on-site pretreatment, treatment and infiltration systems; and discharges to surface water directly from the site;
- Reviewing activities that occur at the facility that represent a potential for stormwater pollution;
- Describing the Best Management Practices (BMPs) that will be implemented at the facility to reduce, eliminate and prevent the discharge of pollutants to stormwater;
- Identifying the employees responsible for developing, implementing, maintaining, and revising, as necessary, this SWPPP;
- Establishing a schedule and description of site inspections to be conducted at the facility to determine if the SWPPP is effective in preventing the discharge of pollutants;
- Serving as a tool for the facility employees, including a place to maintain recordkeeping associated with these requirements.

SECTION 2 – Detailed Facility Assessment

2.1 Facility Summary

The Rocky Hill Yard Waste Facility is located at the end of Rocky Hill Road and is owned and operated by the Town of Oxford. The facility is used for storage of catch basin cleaning material, road sweeping material and residential drop-off of yard waste The DPW maintains the facility and is responsible for activities at the site. The Locus Map in **Figure 2-1** shows the location of the facility.

2.2 Site Inspection

The site inspection associated with the development of this SWPPP was completed on September 23, 2020 by Peter Gerhard, DPW Project Manager.

During the site inspection, information related to activities at the site, vehicles stored at the site, fueling operations, material storage, transport of oil and other materials, and spill history was gathered.

2.3 Pollution Prevention Team

A Pollution Prevention Team for Rocky Hill Yard Waste Facility has been prepared and designated the task of developing, implementing, maintaining, and revising, as necessary, the SWPPP for this facility. Listed below are Pollution Prevention Team members and their respective responsibilities.

Responsibilities assigned to one or more members of the Pollution Prevention Team include:

- Implementing, administering and revising the SWPPP
- Regularly inspecting stormwater control structures
- Conducting stormwater training
- Recordkeeping

Leader: Sean Divoll
Title: DPW Director
Office Phone: 508-987-6006
Cell Phone: 508-365-9222

Responsibilities: Considers all stages of plan development, inspections, and implementation; coordinates employee training programs; maintains all records and ensures that reports are submitted; oversees sampling program. Responsible for certifying the completeness and accuracy of the SWPPP.

Member: Jim Esposito
Title: Highway Superintendent
Office Phone: 508-987-6006
Cell Phone: (508) 365-9374

Responsibilities: Assists in all components of the stormwater program, as needed Implements the preventative maintenance program; oversees good housekeeping activities; serves as spill response coordinator; conducts inspections; assists with employee training programs; conducts sampling/visual monitoring; maintains spill kits.

2.4 Facility Description

The primary purpose of the Rocky Hill Yard Waste Facility is to provide storage of catch basin cleaning material, road sweeping material and residential drop-off of yard waste material. Activities at the site are described in Section 2.7

The facility covers approximately 2.29 acres, and contains the features shown on the Site Map in Figure 2-2 and described in detail in the following sections. Components shown on the site map include:

- Direction of surface water flow
- Materials stockpiles

Figure 2-1. Locus Map

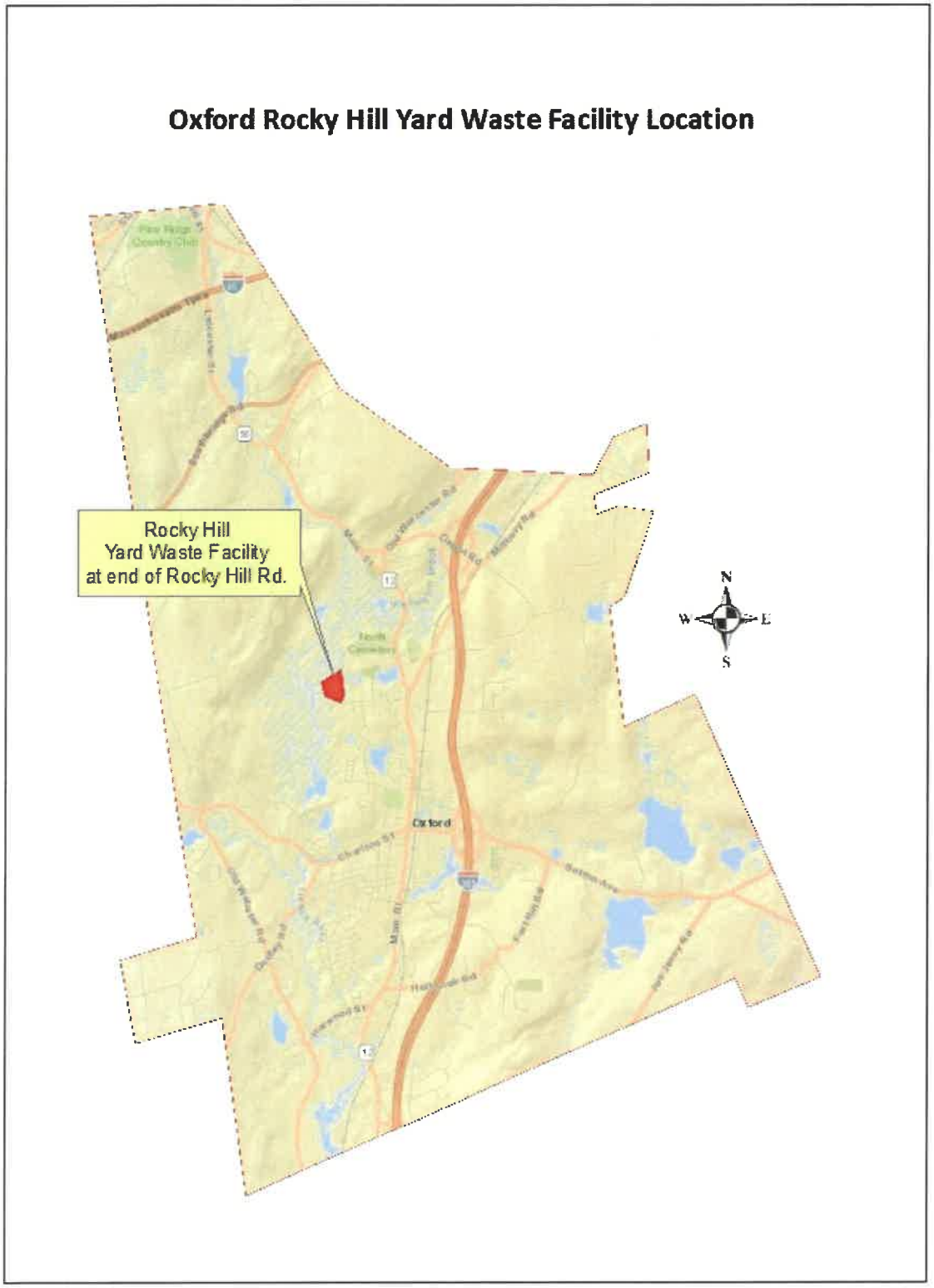
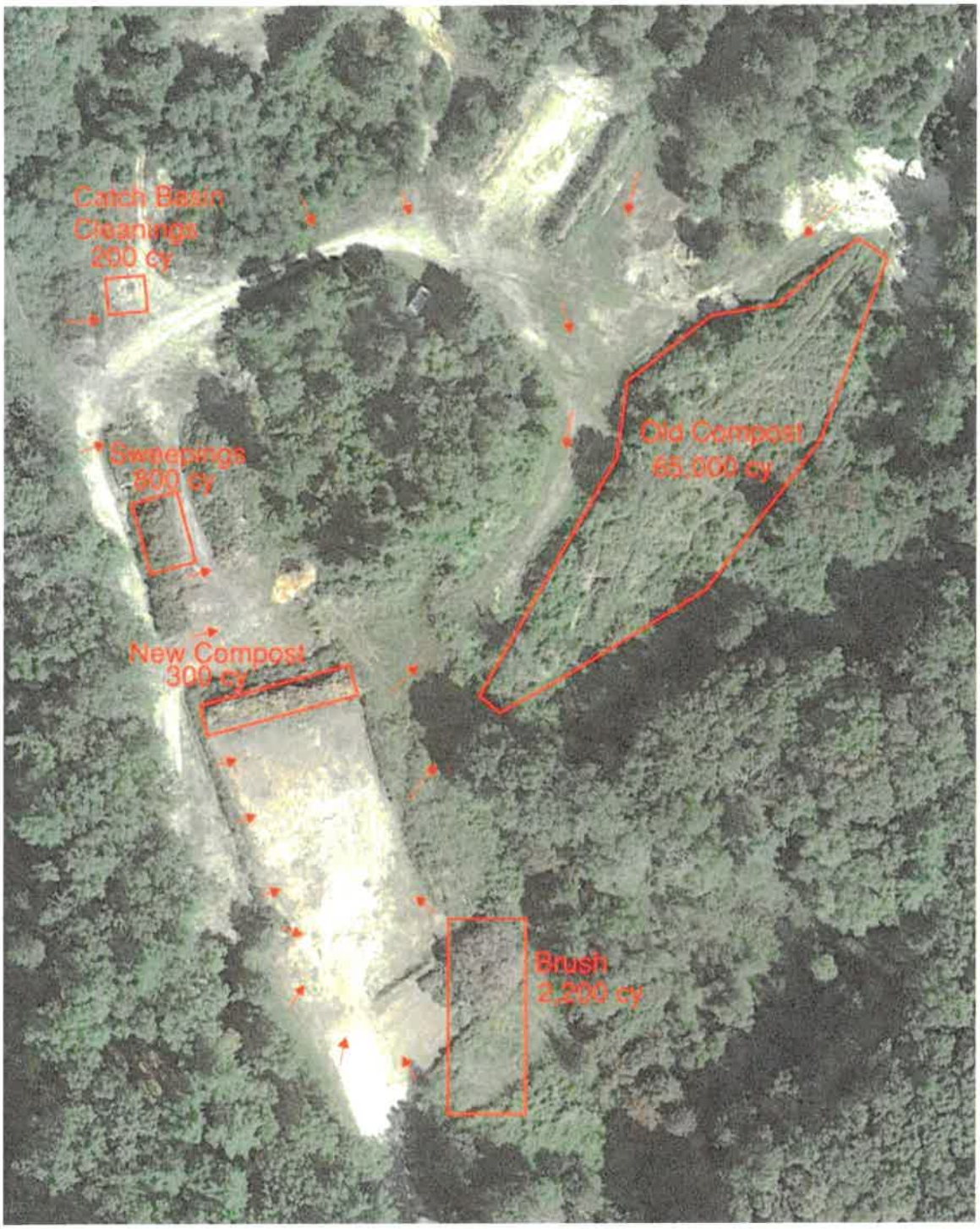


Figure 2-2. Site Map



2.5 Facility Structures

There are no structures located at the Rocky Hill Yard Waste Facility.

2.6 Site Drainage

Due to the topography of the site, stormwater sheet flows to the center of the property as shown on the Site Map and naturally infiltrates. No stormwater from adjacent properties impacts the facility.

2.6.1 Receiving Waters

The facility is located in a subbasin that discharges to the French River. The French River has been categorized as a 303(d) List (Impaired) surface water. The impairment of this river, assigned the unique identifier MA42-04, is considered a Category 5, "Waters requiring a TMDL". Impairments of this water body are shown in Table 2-1.

Table 2-1. Impaired Waters Receiving Drainage from the Rocky Hill Yard Waste Facility

Water Body Name	ID	Category	Impairment(s)
French River	MA42-04	5	Mercury in Fish Tissue

The types of impairments documented for this surface water body are related to mercury in fish. Mercury is a naturally occurring metallic element that is toxic to people and wildlife. It is found in many common items including:

Thermometers
Fluorescent bulbs
Thermostats
Some topical disinfectants, older medications, nasal sprays, ointments, and contact lens solutions.
Certain bleaches, detergents, stain removers, and soaps.
Batteries, latex paint, and pesticides made before 1990;
Button batteries found in watches, calculators, hearing aids, and electronics;
Pilot lights in gas appliances; and
Switches in certain automatic shut-off irons, car trunks, fire alarms, and septic tanks.
When a product containing mercury is broken, thrown in the trash, or poured down the drain, it cycles through the environment, polluting air and water, and accumulating in fish.

The activities and stored materials at the Rocky Hill Yard Facility do not have the potential to affect these impairments.

The good housekeeping practices, preventative maintenance and Best Management Practices implemented at the facility are methods to limit potential negative impacts to stormwater. These practices are discussed in Section 3 of this SWPPP.

2.7 Site Activities

The following activities occur at the facility:

- Compost production and storage
- Temporary storage of street sweepings and catch basin cleanings

Below is a discussion of site activities and the potential pollutant sources associated with each, as well as measures taken to minimize pollution. Locations of each activity are shown on the Site Plan (Figure 2-1).

The Rocky Hill Yard Waste Facility does not store hazardous materials and no obsolete vehicles or other potential sources of pollutants are kept at the facility.

The DPW does not apply or utilize fertilizers, herbicides, or pesticides at the Rocky Hill Yard Waste Facility, as such, no fertilizers, herbicides, or pesticides are stored at the site.

2.7.1 Compost Production or Storage

Potential Sources of Stormwater Pollution

Compost production and storage locations present the threat to contaminate stormwater with pathogens, including bacteria and viruses, nutrients, including phosphorus and nitrogen, fertilizers, pesticides and sediments.

Pollution Prevention

Compost storage areas and temporary street sweepings and catch basin cleaning materials are located and properly labeled within designated stockpile areas that do not receive a substantial amount of runoff from upland areas and does not drain directly to a waterbody. Incoming residential leaf and yard waste is monitored for unacceptable material and controlled to minimize potential contaminants.

Street sweepings and catch basin cleaning materials are stored for separately from the composting area. Street sweepings and catch basin cleaning materials are removed and disposed of by an authorized waste disposal contractor.

2.10 Allowable Non-Stormwater Discharges

A non-stormwater discharge is defined as any discharge or flow to the engineered storm drain system that is not composed entirely of stormwater runoff.

There are no allowable non-stormwater discharges at the Rocky Hill Yard Waste Facility.

2.11 Existing Stormwater Monitoring Data

There is no historical stormwater monitoring data from the Rocky Hill Yard Waste Facility. Any future monitoring data will be added to this SWPPP.

2.12 Significant Material Inventory

Materials stored include those specified in Section 2.7, Site Activities. An inventory of these materials is included in Table 2-2, which also reviews the likelihood for each identified material to come in contact with stormwater. The type of container has also been identified. Oil, gasoline, and other petroleum-based materials are not used or stored at the facility.

The locations of these material storage areas are provided on the Site Plan in Figure 2-2.

Table 2-2. Significant Material Inventory
Rocky Hill Yard Waste Facility

Material	Storage Location	Quantity	Potential Pollutant	Likelihood of Contact with Stormwater
Petroleum-Based Compounds				
Total Volume of Oil At Facility = 0				
Non-Petroleum Significant Materials				
Catch Basin Cleanings	Outside	Varies	Miscellaneous debris/solids, particulate matter, metals	Likely
Street Sweepings	Outside	Varies	Miscellaneous debris/solids, Particulate matter metals	Likely

Material	Storage Location	Quantity	Potential Pollutant	Likelihood of Contact with Stormwater
Yard Waste, Compost	Outside	Varies	Trace amounts of heavy metals, pesticides and inorganic nutrients	Likely

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

Under federal regulations 40 CFR Part 112 (and Amendments), a Spill Prevention, Control, and Countermeasure (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. The Rocky Hill Yard Waste Facility does not have aboveground oil storage capacity that exceeds 1,320 gallons.

2.14 List of Significant Leaks or Spills

There have been no significant leaks or spills at the facility in the last three years. Any future significant leaks or spills will be added to Table 2-3.

Table 2-3. Significant Leaks or Spills

Building or Area	Material	Volume

Forms included in Appendix B will be used to document any spill or leak that occurs at the facility in the future.

2.15 Structural BMPs

The following structural BMPs are presently used at the facility to maintain water quality.

2.15.1 Pretreatment Structural BMPs

- Vegetated Filter strip
- Infiltration trench

- Level Spreader

2.15.2 Treatment Structural BMPs

- Vegetated swale
- Infiltration berm & retentive grading

2.16 Sediment and Erosion Control

Existing site conditions are monitored for areas that may become eroded and preventative actions will be taken to correct any such areas. Corrective actions may include the installation of sediment and erosion control devices, repair of damaged areas and the implementation of permanent erosion control such as establishment of vegetation or other surface cover. This SWPPP will be revised with any future sediment and erosion control implemented.

SECTION 3 – Non-Structural Controls

3.1 Good Housekeeping

Good housekeeping practices are activities, often conducted daily, that help maintain a clean facility and prevent stormwater pollution problems. The following is a list of good housekeeping measures that are practiced at the facility:

- No fertilizers, herbicides, or pesticides are stored or used at the facility.
- Waste materials are properly collected and disposed of.
- Different types of wastes are separated as appropriate.

3.2 Preventative Maintenance

Preventative Maintenance can minimize the occurrence of stormwater pollution by addressing issues before they become problems. Vehicles and equipment should be regularly inspected to prevent leaks of fuel, oil, and other liquids. Structural stormwater controls should be regularly maintained to prevent inadequate performance during storm events.

The following is a list of preventative maintenance procedures practiced at the facility

- Hydraulic equipment is kept in good repair to prevent leaks.
- All material and bulk deliveries are monitored by facility employees.

3.3 Best Management Practices

In a SWPPP, existing and planned BMPs are identified that will prevent or reduce the discharge of pollutants in stormwater runoff for each area of concern listed in Section 2.

To prevent or reduce the potential of stormwater contamination from the loading and unloading of materials, the following BMPs are followed:

1. All material entering the facility is monitored and deposited into appropriate storage areas.
2. Municipal vehicles and equipment are inspected and maintained on a regular basis.
3. Removal of temporary street sweepings and catch basin cleaning materials is monitored by DPW staff.

3.4 Spill Prevention and Response

The following procedures apply to the facility:

- The Pollution Prevention Team leader will be advised immediately of all spills of hazardous materials or regulated materials, regardless of quantity.
- Spills will be evaluated to determine the necessary response. If there is a health hazard, fire or explosion potential, 911 will be called. If a spill exceeds five gallons or threatens surface waters, including the storm drain system, state or federal emergency response agencies will be called.
- Spills will be contained as close to the source as possible with oil-absorbent materials. Additional materials or oil-absorbent socks will be utilized to protect adjacent catch basins.

SECTION 4 – Plan Implementation

4.1 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 Pollution Prevention Team.

The DPW is responsible for stormwater management training for the Rocky Hill Yard Waste Facility employees. This position coordinates training related to stormwater management on at least an annual basis to review specific responsibilities for

implementing this SWPPP, what and how to accomplish those responsibilities, including BMP implementation.

Additionally, general awareness training is provided regularly (preferably annually) to all employees whose actives 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.

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

4.2 Site Inspection Requirements

It is required that the entire Rocky Hill Yard Waste Facility be inspected at least once each calendar quarter when the facility is in operation (at least one inspection must be conducted during a period when stormwater discharge is occurring). ##MEMBER OF THE POLLUTION PREVENTION TEAM is responsible for completing this inspection.

The inspection must check for evidence of pollution, evaluate non-structural controls in place at the site, and inspect equipment. The site inspection report 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 control measures needing maintenance or repair
- Any failed control measures that need replacement
- Any SWPPP changes required as a result of the inspection
- Signed certification statement.

The inspection form for these inspections, and copies of completed inspection forms, are included in Appendix D.

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 a Compliance Evaluation report. 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. The Compliance Evaluation report must be kept with the SWPPP and must state the problem, the solution, and when the solution was implemented.

4.3 Recordkeeping and Reporting

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 years.

This SWPPP shall be kept at the DPW Headquarters, 450 Main St. and shall be updated if any of the conditions in SECTION 2.21 occur. 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 USEPA and MassDEP.

Inspections of the Rocky Hill Yard Waste Facility should be performed at least quarterly (at least one during stormwater discharge) and described in the Annual Report, including any corrective actions taken, to demonstrate that operation of the facility is in compliance with the 2016 Massachusetts MS4 Permit.

4.4 Triggers for SWPPP Revisions

The Town of Oxford 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.

SECTION 5 – SWPPP Certification

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.

Authorized Official SEAN DIVOLL

DPW DIRECTOR
Title

9/30/2020
Date

Instructions: The SWPPP must be signed by a ranking elected official or by a duly authorized representative of that person. A person is a duly authorized representative only if:

1. The authorization is made in writing;

2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and

3. The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Appendix A

Standard Operating Procedures

SOP 4: Spill Prevention, Response and Cleanup

SOP 4: Spill Prevention, 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 on maintenance activities and prevention guidance and to help reduce the discharge of pollutants from the MS4 as a result of spills or releases.

Procedures

The Town of Oxford will implement the following maintenance and prevention activities, spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

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:

- 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.
- Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site.
- 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.
- 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.

Maintain appropriately stocked spill response kits at each facilities and locations where oil, chemicals, or other hazardous materials are handled and stored.

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:

In the case of an emergency call 911.

Assess the contaminant release site for potential safety issues and for direction of flow.

In any of the following cases, call 911:

- **Release greater than five gallons**
- **Release of an unknown substance**
- **Release to a waterbody or stormwater system**

- The Oxford Fire Department will contact the MassDEP Spill Response Team when warranted.
- Notify a member of the facility's Pollution Prevention Team and the facility supervisor

If an emergency response is not needed, follow these procedures:

- Notify a member of the facility's Pollution Prevention Team and the facility supervisor
- 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.
        i. 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).
        ii. 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.
        iii. 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."

- **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 OXFORD FIRE DEPARTMENT: 508-987-0156 or call 911.**

- Fill out the attached Spill Response and Cleanup Contact Form.

Reporting a Spill

When contacting emergency response personnel 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

Employee Training

- Employees who perform work with potential stormwater pollutants are trained annually on proper spill procedures.
- Employees are also trained on stormwater pollution prevention and illicit discharge detection and elimination (IDDE) 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. Spill Response and Cleanup Contact List Form

Spill Response and Cleanup Contact List Form

Contact	Phone Number	Date and Time Contacted
Safety Officer: _____		
Facility Supervisor: _____		
Oxford Fire Department	(508) 987-0156	
MassDEP 24-Hour Spill Reporting	(888)-304-1133	
MassDEP Central Regional Office	(508) 792-7650	
Hazardous Waste Compliance Assistance Line	(617) 292-5898	
Household Hazardous Products Hotline	(800) 343-3420	
Massachusetts Department of Fire Services	(978) 567-3100 or (413) 587-3181	
Licensed Site Professionals Association Licensed Site Professionals Board	(781) 876-8915 (617) 556-1091	

Appendix B

Significant Spills, Leaks or Other Releases

Date of incident:
Location of incident:
Description of incident:
Circumstances leading to release:
Actions taken in response to release:
Measures taken to prevent recurrence:

Appendix C

Training Documentation and Attendance Sheets

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	**Employee signature**

Appendix D

Stormwater Site Inspection Report

General Information			
Facility Name			
Date of Inspection		**Start/End Time**	
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			
Inspector's Qualifications			

Weather Information

Weather at time of this inspection?
❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds
❑ Other: Temperature:

Have any previously unidentified discharges of pollutants occurred since the last inspection? ❑Yes ❑No
If yes, describe:

Are there any discharges occurring at the time of inspection? ❑Yes ❑No
If yes, describe:

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		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
2		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
3		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
4		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
5		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ 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**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
2	**Equipment operations and maintenance areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
3	**Fueling areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
4	**Outdoor vehicle and equipment washing areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
5	**Waste handling and disposal areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
6	**Erodible areas/construction**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
7	**Non-stormwater/ illicit connections**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
8	**Salt storage piles or pile containing salt**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
9	**Dust generation and vehicle tracking**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
10	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
11	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
12	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑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: _____

Signature: _____ **Date:** _____

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

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

(Complete a separate form for each outfall you assess)

Name of Facility:

Outfall Name: "Substantially Identical Outfall"? ☐ No ☐ Yes

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

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

Date & Time Discharge Began (approx.): Date & Time Visual Sample Collected: Date & Time Visual Sample Examined:

Nature of Discharge: ☐ Rainfall ☐ Snowmelt

Parameter

Color ☐ None ☐ Other

Odor ☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petroleum/Gas _____
☐ Solvents ☐ Other

Clarity ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other

Floating Solids ☐ No ☐ Yes

Settled Solids* ☐ No ☐ Yes

Suspended Solids ☐ No ☐ Yes

Foam (gently shake sample) ☐ No ☐ Yes

Oil Sheen ☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick
☐ Other

Other Obvious Indicators of Stormwater Pollution ☐ No ☐ Yes

* 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).

A. Name: B. Title:

C. Signature: D. Date Signed: