Town of Oxford

Stormwater Pollution Prevention Plan

Parks & Cemetery Garage Facility
505 Main St.

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 Oxford Parks & Cemetery Garage Facility is located at 505 Main St. and is owned and operated by the Town of Oxford. The Locus Map in Figure 2-1 shows the location of the facility.

The Oxford Department of Public Works is primarily responsible for activities at the facility and maintenance of the facility. The majority of activities at the Parks & Cemetery Garage Facility involves the storage of lawn and parks maintenance equipment. Minimal chemicals such as fertilizer and herbicides are stored at the facility. Small quantities of gasoline are stored for use in lawn equipment. Equipment maintenance and occasional minor repair is conducted at 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, material storage, and spill history was gathered.

2.3 Pollution Prevention Team

A Pollution Prevention Team for Parks & Cemetery Garage 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: Matt Benoit
Title: Cemetery / Grounds Superintendent
Office Phone: 508-987-5252
Cell Phone: 774-276-0281

Responsibilities: Assists in all components of the stormwater program, 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 at the facility.

2.4 Facility Description

The primary purpose of the Parks & Cemetery Garage Facility is to house equipment used for the maintenance of the town's parks and cemeteries. Activities at the site are described in Section 2.7

The facility covers approximately 6,040 square feet, and contains the structures and other features shown on the Site Map in Figure 2-2. Components shown on the site map include:

- Location of stormwater structures
- Direction of surface water flow
- Chemical storage areas
- Pesticide and fertilizer storage areas
- Equipment and tool storage

Figure 2-1. Locus Map

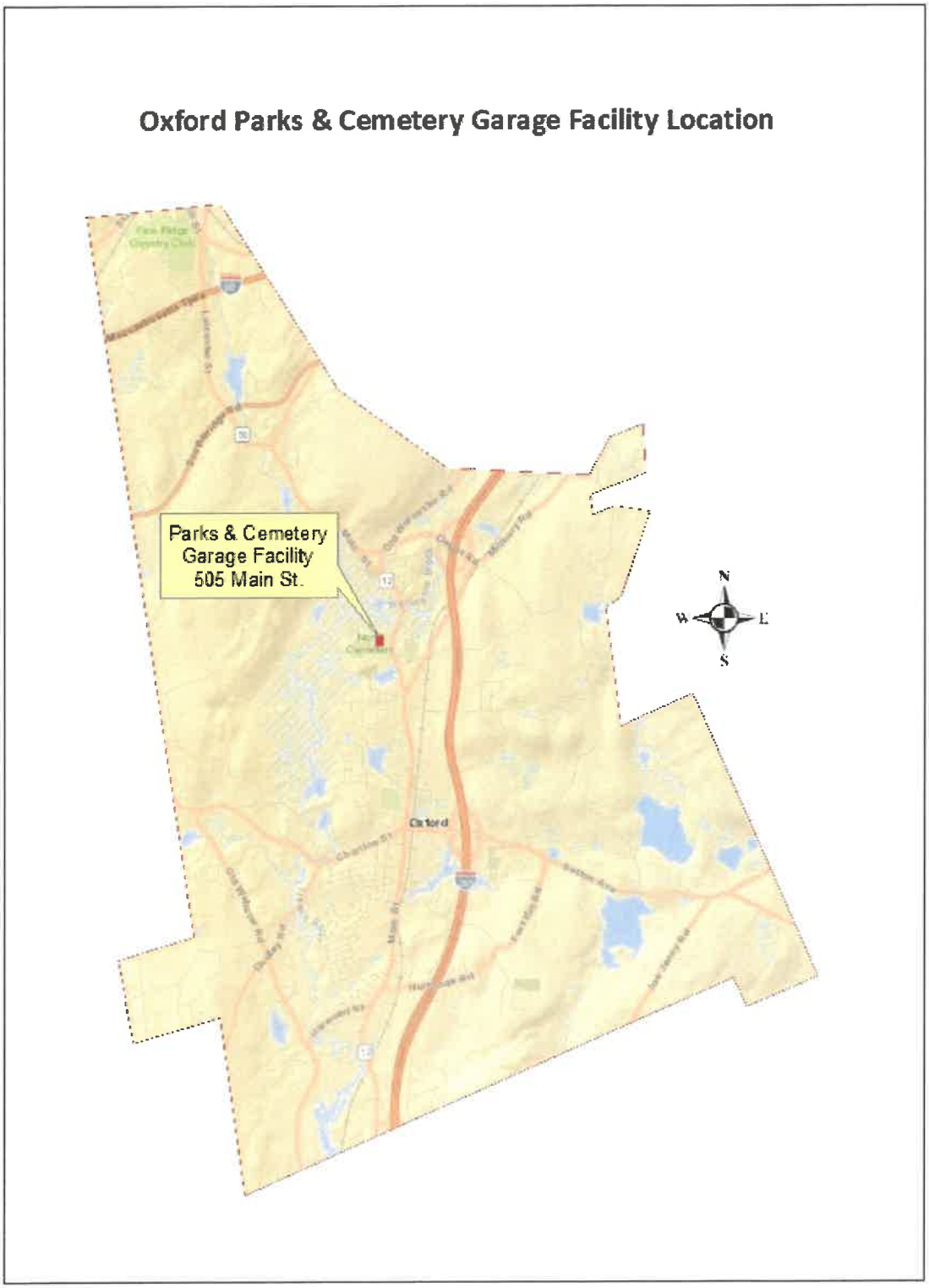
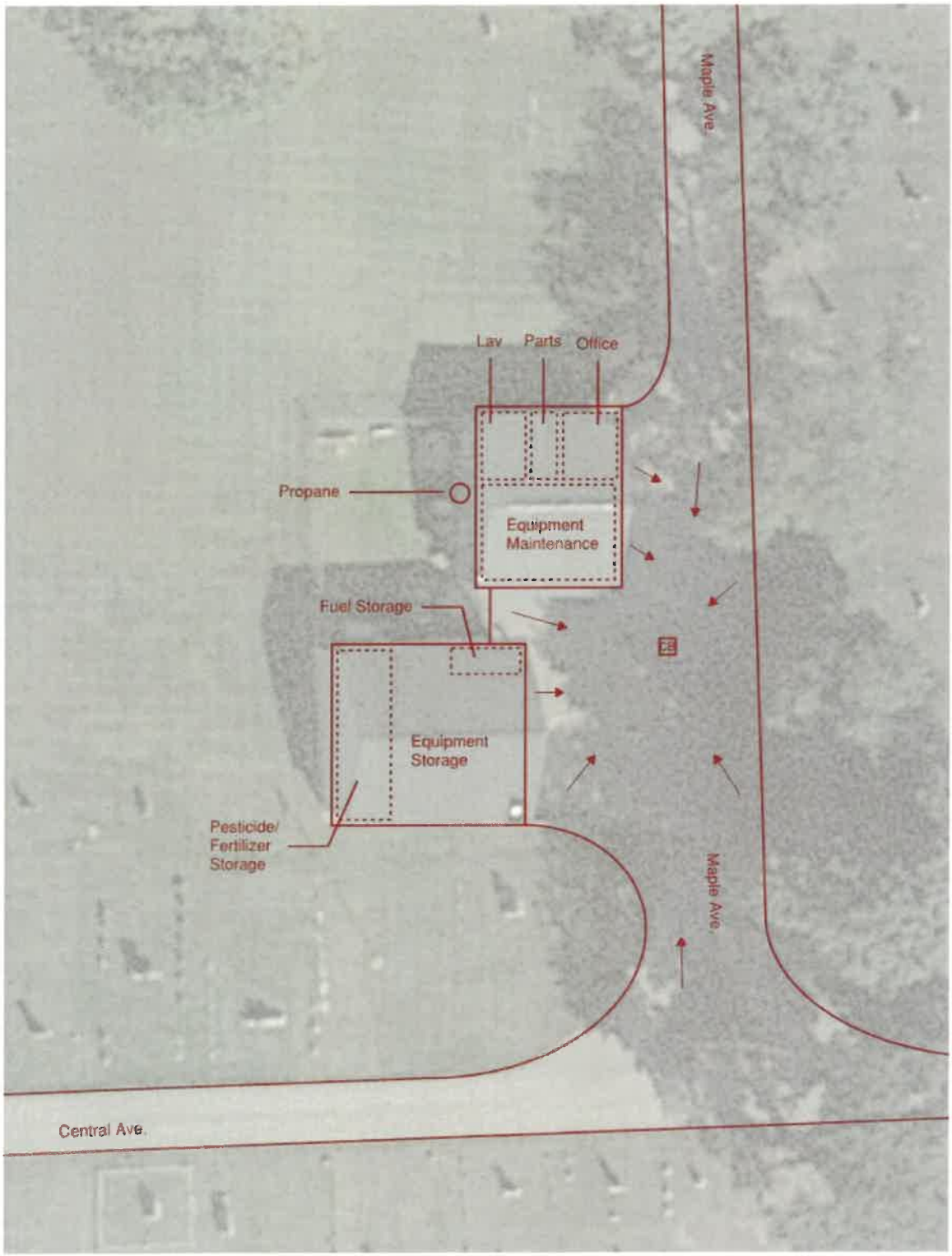


Figure 2-2. Site Map



2.5 Facility Structures

Garage #1 (Beige Garage)

Garage #1 is used primarily for cold storage of lawn maintenance equipment including a trailer, lawn mowers, edge trimmers and hand tools. Bagged fertilizer is also stored in Garage #1. This building contains no floor drains and is fully enclosed.

Garage #2 (Green Garage)

Garage #2 is used primarily for office space, tool and parts storage and storage of liquids such as herbicide. Minor maintenance activities are completed in Garage #2. This building contains no floor drains and is fully enclosed. A 100-gallon propane tank is located behind this garage for heating.

2.6 Site Drainage

The design of the site is such that stormwater runoff is directed into a dry well located in the paved area in front of the garages that facilitates the infiltration of the water. This structure is inspected on a regular basis and cleaned as necessary.

No stormwater from adjacent properties impacts the Parks & Cemetery Garage Facility property.

2.7 Site Activities

The following activities occur at the facility:

- Minimal landscaping
- Chemical handling, and storage (including paint, flammables, fertilizers, and pesticides)
- Tool storage
- Equipment storage, maintenance and minor repairs
- Waste handling and disposal (one trash barrel inside and one trash container outside)
- Minimal waste oil storage.

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 Parks & Cemetery Garage Facility does not store hazardous materials other than those noted previously, and no obsolete vehicles or other potential sources of pollutants are kept in any structure at the facility.

Used motor oil is brought to the DPW Facility for disposal. These materials are properly labeled and stored using appropriate Best Management Practices between the time of generation and disposal.

2.7.1 Use or Storage of Pesticides or Fertilizers

Potential Sources of Stormwater Pollution

Improper use and storage of fertilizers and pesticides can contribute to loadings of nutrients and toxic compounds to stormwater. Applying fertilizers and pesticides in quantities exceeding the manufacturer's recommendations does not make the product more effective. Rather, excess fertilizer and pesticide will be washed away during precipitation events, entering directly into stormwater and surface waters. The risk of incorrect use or spilling of fertilizers and pesticides increases when the chemicals are not handled by properly trained personnel. Contamination of stormwater can also occur during storage, when the pesticides and fertilizers are not being directly used. Leaks and spills from faulty containers can migrate to the storm drain system if not promptly controlled. Fires may break out if pesticides and fertilizers are not stored in the appropriate facilities.

Pollution Prevention

To avoid contamination of stormwater by fertilizers and pesticides during application, all products should be used in strict accordance with the manufacturer's instructions and with local regulations. Soil testing should be performed before evaluating and selecting a fertilizer. Using the right type and amount of fertilizer for the location will help ensure that the proper nutrients are absorbed by the plants and will reduce runoff. Efficient use of pesticides is maximized when pesticides are applied at the life stage when the pest is most vulnerable. Pesticides must be handled and applied by individuals licensed with the Massachusetts Department of Agricultural Resources.

Fertilizers and pesticides should always be stored indoors in well-ventilated, dry locations. Floors of storage areas should be water tight, impervious, and provide spill containment. In case a spill or leak does occur, storage areas and any vehicles transporting fertilizers and pesticides should be equipped with a spill response kit. For more information, please refer to SOP 4 Spill Prevention, Response and Cleanup Procedures, and SOP 12 Storage and Use of Pesticides and Fertilizer, both included in Appendix A.

2.7.2 Equipment Storage

Potential Sources of Stormwater Pollution

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 machinery may contain. In addition, vehicles or machinery may pick up pollutants during the course of offsite activities or at other facilities, and then deposit these pollutants at the storage facility.

Pollution Prevention

Regular visual inspection and maintenance of equipment can greatly reduce the potential for pollution by finding and addressing leaks before pollution of the environment occurs. When in storage, equipment is stored inside and inspected regularly for leaks.

2.7.3 Equipment Maintenance/Minor Repair

Potential Sources of Stormwater Pollution

Equipment maintenance and repair often requires the use of harmful liquids such as fuels, oils, and lubricants, and has 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 stormwater runoff if the situations are not approached properly. Although there is little potential for effecting stormwater, it should be noted that hazardous gases can be produced during maintenance and repair as well.

Pollution Prevention

Proper maintenance and repair for 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 to then be disposed of according to applicable MassDEP and USEPA guidelines. If the project may produce hazardous dust that could come in contact and mix with any liquids, the proper containment shall be utilized.

Due to heavy metal accumulation in antifreeze, brake fluid, transmission fluid, and hydraulic oils, it is not recommended that any of these liquids are disposed of in the sanitary sewer system. Contaminated parts removed or replaced on any equipment shall be disposed of properly.

Maintenance and minor repairs to the equipment should be conducted inside where available spill cleanup materials are readily available. Repairs other than minor fixes are

conducted at the DPW Facility with appropriate stormwater pollutant prevention measures in place.

2.7.4 Waste Handling and Disposal

Potential Sources of Stormwater Pollution

Waste handling and disposal facilities and activities present a potential to contaminate stormwater with pathogens (including bacteria and viruses), nutrients, including phosphorus and nitrogen, fertilizers, pesticides and sediments.

There are several classifications of waste at the facility which could contribute to stormwater pollution, including:

1. Hazardous Materials and Waste
2. Pesticides and Fertilizers
3. Petroleum Products

Pollution Prevention

Hazardous Materials and Wastes

1. To prevent leaks, empty and clean hazardous waste containers before disposing of them.
2. Never remove the original product label from the container. Follow the manufacturer's recommended method of disposal, printed on the label.
3. Never mix excess products when disposing of them, unless specifically recommended by the manufacturer.
4. Clean up spills immediately and in accordance with SOP 4, Spill Prevention, Response and Cleanup.

Pesticides, Fertilizers and Petroleum Products

1. Do not handle the materials more than necessary.
2. Store materials in a dry, covered, contained area.
3. Clean up spills immediately and in accordance with SOP 4, Spill Prevention, Response and Cleanup.

In addition to the pollution prevention requirements a waste management plan is recommended. The plan shall include employee training and signage informing individuals of the hazards associated with improper storage, handling and disposal of wastes. It is imperative that all employees are properly trained and follow the correct procedures to reduce or eliminate stormwater pollution. Routine visual inspection of storage and use areas is critical. The visual inspection process shall include identification of containers or equipment which could malfunction and cause leaks or spills. The equipment and containers shall be inspected for the following:

1. Leaks
2. Corrosion
3. Support or Foundation Failure
4. Other Deterioration

In the case a defect is found, immediately repair or replace.

2.8 Vehicle and Equipment Inventory

Vehicles are not stored at this facility. Major equipment stored and maintained at the facility are shown in Table 2-1.

Table 2-1. Vehicle & Equipment Inventory

DPW ASSET #	ITEM	MAKE	MODEL
0011	AIR COMPRESSOR CAST IRON	SPEEDAIRE	4B236B
0187	AERATOR	JOHN DEERE	
0185	BACKHOE ATTACHMENT FOR TRACTOR	JOHN DEERE	48
0173	BACK PACK BLOWER	ECHO	PB650T
0186	BACK PACK BLOWER	ECHO	PB650T
0024	BACK PACK BLOWER	ECHO	PB751T
0172	BACK PACK BLOWER	ECHO	PB755T
0175	BACK PACK BLOWER	ECHO	PB755ST
0005	WALK BEHIND BLOWER	BILLY GOAT	F1301H
0191	HAND HELD BLOWER	HUSQVARNA	125B
0192	HAND HELD BLOWER	HUSQVARNA	125B
0198	POWER BROOM	SHINDAIWA	PB270
0199	POWER BROOM	SHINDAIWA	PB270
0034	CHAIN HOIST 1/2 TON	HARRINGTON	CF4146
0020	SOIL COMPACTOR	WACKER	BS45Y
0013	CREMATION STAND		
0012	CREMATION STAND		
0022	POWER DRILL CORDED	SNAP-ON	ET1250 TYPE 101
0023	DRILL, RECIP SAW, CIRC SAW,18V	DEWALT	
0197	EDGER / TRIMMER	JOHN DEERE	XT140SB
0176	FORKS ATTACHMENT FOR TRACTOR	JOHN DEERE	
	GRASS SETS - CREMATION		
	GRASS SETS - CREMATION		
	GRASS SETS - FULL BURIAL		
	GRASS SETS - FULL BURIAL		
0021	ANGLE GRINDER	DEWALT	DW400
0374	BENCH GRINDER W/ STAND	DELTA	
0434	INFIELD GROOMER - SANDSTAR 2	SMITHCO	SMI.45-002
0171	WATER HOSE REEL	COX-REEL	1125-4-200
0014	3 TON FLOOR JACK	LINCOLN	W93652
0015	STEP LADDER 8 FOOT	NATIONWIDE	F108
0004	TRUCK MOUNT LEAF VAC 25HP	BILLY GOAT	EH72

DPW ASSET #	ITEM	MAKE	MODEL
0382	LEAF COLLECTION BOX	TARCO	FORT MILLER FAB 3
0017	CEMETERY LOWERING DEVICE	FRIDGID	4901S
0016	CEMETERY LOWERING DEVICE	FRIDGID	4901S
	TURF MATS 2' X 6' (QUANT. 8)	ALTURNA	
	TURF MATS 3' X 8' (QUANT. 30)	ALTURNA	
0019	METAL DETECTOR	WHITES	ULC-950
0371	CEMENT MIXER	MQ MULTIQUIP	MC-62
0007	MOWER SELF PROPELLED 21 INCH	TORO	22198
0009	MOWER SELF PROPELLED 21 INCH	TORO	22198
0008	MOWER SELF PROPELLED 21 INCH	TORO	22198
0010	MOWER SELF PROPELLED 21 INCH	TORO	22198
0031	MOWER SELF PROPELLED 21 INCH	TORO	22198
0032	MOWER SELF PROPELLED 21 INCH	TORO	22198
0006	BRUSH MOWER 17HP	DR	FH500V
0177	ZERO TURN MOWER 52 INCH DECK	HUSQVARNA	P-ZT5224
0369	ZERO TURN MOWER 52 INCH DECK	GRAVELY	992273
0368	ZERO TURN MOWER 52 INCH DECK	GRAVELY	992246
0435	ZERO TURN MOWER 52 INCH DECK	GRAVELY	992273
0183	ZERO TURN MOWER 72 INCH DECK	HUSQVARNA	968999264
0180	FRONT CUT MOWER	JOHN DEERE	F1145
0179	WALK BEHIND MOWER 48-INCH 17HP	JOHN DEERE	48COMMW-B
N/A	SLIDE PROBE (BOUND HOUND)		
0373	RAKE 6 FOOT 3PT HITCH	YORK	
0372	AIR HOSE REEL	COX-REEL	PLP-350
0018	CASKET ROLLERS (SET OF 3)		
0184	GANDY ROLLER TURF ROLLER	GANDY	
0025	ROUTER	PORTER CABLE	6902
0026	BELT SANDER	BOSH	1276D
0027	JIG SAW	BOSH	1587VS
0028	CHOP SAW	DEWALT	DW705
0367	POLE SAW	HUSQVARNA	327PT5S
0030	CHAINSAW 16 INCH	HUSQVARNA	51
0002	CIRCULAR SAW 7-1/4	PORTER CABLE	347-7
0003	TABLE SAW / PORTABLE STAND TS2000	BOSCH	4000
0033	SNOWBLOWER 32 INCH	ARIENS	924516
0351	BROADCAST SPREADER WALK BEHIND	SHINDAIWA	RS75S
0352	BROADCAST SPREADER 3PT HITCH	PIONEER	S51067B

0353	TILLER ATTACHMENT	HUSQVARNA	
DPW ASSET #	**ITEM**	**MAKE**	**MODEL**
0200	HYDROSTATIC TRACTOR 4410 DIESEL	JOHN DEERE	4410
0039	STRING TRIMMER	HUSQVARNA #3	322L
0040	STRING TRIMMER	HUSQVARNA #4	322L
0036	STRING TRIMMER	HUSQVARNA #1	326LX
0037	STRING TRIMMER	HUSQVARNA #6	326LX
0038	STRING TRIMMER	HUSQVARNA #2	326LX
0189	STRING TRIMMER	HUSQVARNA #10	326LS
0193	STRING TRIMMER	HUSQVARNA #9	326LS
0190	STRING TRIMMER	HUSQVARNA #11	326LS
0433	STRING TRIMMER	HUSQVARNA	525LK
0370	STRING TRIMMER	HUSQVARNA	525L
0430	STRING TRIMMER	HUSQVARNA	525L
0432	STRING TRIMMER	HUSQVARNA	525L
0196	STRING TRIMMER DETACHABLE SHAFT	HUSQVARNA	327LDX
0354	HEDGE TRIMMER ATTACHMENT	HUSQVARNA	
0188	HEDGE TRIMMER	HUSQVARNA	226HD605
0194	WHEELBARROW 6 CU FT	JACKSON	MP575
0195	WHEELBARROW 6 CU FT	JACKSON	MP575

2.9 Location of Leak and Spill Cleanup Materials

Leak and spill cleanup materials are stored at facility in order to facilitate rapid response. Locations and types of leak and spill cleanup materials are identified in Table 2-2.

Table 2-2. Leak and Spill Cleanup Materials

Building or Area	Location	Materials Available
Garage #2 (Green Bldg)	Floor	Speedi-Dry
Garage #2 (Green Bldg)	Shelf	Absorbent Pads

2.10 Stormwater Monitoring Data

There is no historical stormwater monitoring data at Parks and Cemetery Garage. Any future monitoring data shall be included in Table 2-3.

Table 2-3. Existing Stormwater Monitoring Data
Parks and Cemetery Garage

Building or Area	Location	Type of Monitoring

2.11 Significant Material Inventory

An inventory of materials at the Parks & Cemetery Facility is listed in Table 2-5, 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 listed separately in the table.

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

2.12 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 facility does not have aboveground oil storage capacity that exceeds 1,320 gallons.

2.13 Description of Significant Material Storage Areas

All of the activities at the facility which involve the materials included in Table 2-4 occur within contained garages. These activities may include minor equipment repair, oil changes, repainting, lubrication, and parts replacement.

Waste oil and other used motor fluids are stored temporarily in Building # 2 (Green Bld) and brought to the DPW Facility for disposal.

Chemicals, including fertilizer and herbicides are stored at the facility. These chemicals are stored within Building#1 (Beige Bld) and Building #2 (Green Bld) and fully contained. Delivery of all chemicals is monitored by a DPW employee.

Table 2-4. Significant Material Inventory
Parks & Cemetery Facility

Material	Storage Location	Maximum Quantity	Potential Pollutant	Location	Likelihood of Contact with Stormwater
Petroleum-Based Compounds					
Diesel fuel	Garage #1 (Beige Bld)	10 gallons	Petroleum hydrocarbons	Floor	unlikely
Gasoline	Garage #1 (Beige Bld)	35 gallons (7 individual 5 gallon containers)	Petroleum hydrocarbons	Floor	unlikely
Motor Oil	Garage#2 (Green Bld)	9 quarts	Petroleum hydrocarbons	Shelf	unlikely
Fuel Oil, No. 2	Garage #1 (Beige Bld)	5 gallons	Petroleum hydrocarbons	Floor	unlikely
Lubricants	Garage#2 (Green Bld)	Grease & Spray	Petroleum hydrocarbons	Shelf	unlikely
Waste Oil	Garage#2 (Green Bld)	5 gallons	Petroleum hydrocarbons	Floor	unlikely
Total MaximumVolume of Oil At Facility = 58 gallons					
Non-Petroleum Significant Materials					
Antifreeze	Garage#2 (Green Bld)	1 gallon	Ethylene glycol; potential source of BOD	Shelf	unlikely
Spray Lubricant	Garage#2 (Green Bld)	2 bottles	Petroleum hydrocarbons	Shelf	unlikely
Detergents	Garage#2 (Green Bld)	1 gallon	Surfactants	Shelf	unlikely
Fertilizers	Garage #1 (Beige Bld)	4-8 bags	Nutrients	Floor/shelf	unlikely

Material	Storage Location	Maximum Quantity	Potential Pollutant	Location	Likelihood of Contact with Stormwater
Paint, Latex	Garage#2 (Green Bld)	4 gallons	Petroleum constituents, including volatile and semivolatile organic compounds	Shelf	unlikely
Paint, Spray	Garage#2 (Green Bld)	12 cans	Petroleum constituents, including volatile and semivolatile organic compounds	Shelf	unlikely
Herbicides	Garage#2 (Green Bld)	4 gallons	Volatile and semivolatile organic compounds	Shelf	unlikely
Solvents	Garage#2 (Green Bld)	2 gallons plus 4 cans	Volatile organic compounds	Shelf	unlikely
Solid Waste, for Disposal	Outside	1 trash container	Particulate matter, solids, metals	Outside	likely
Solid Waste, for Disposal	Garage#2 (Green Bld)	1 trash barrel	Particulate matter, solids, metals	Floor	unlikely
Spill response material (Speedi Dri)	Garage#2 (Green Bld)	5 gallon pail	Particulate matter, solids, residual oil.	Floor	unlikely

2.14 List of Significant Leaks or Spills

Significant leaks or spills that occurred at the Parks & Cemetery Facility in the last three years are shown in Table 2-5.

Table 2-5. Significant Leaks or Spills
Parks & Cemetery Facility

Building or Area	Material	Volume
N/A	N/A	N/A

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

Structural BMPs include onsite constructed systems that provide pretreatment or treatment of stormwater flows. The following structural BMPs are presently used at the facility to maintain water quality.

2.16 Sediment and Erosion Control

Site topography at the Parks & Cemetery Garage Facility prevents drainage of stormwater and any associated sedimentation from entering the municipal storm drain system or discharging directly to a water body.

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:

- All fluid products and wastes are kept indoors.
- Fueling of small equipment is completed indoors.
- Spill materials and cleanup kits are maintained at all locations where oil materials are used, stored, or may be present, including at Fuel Islands.
- Used spill cleanup materials are disposed of properly.
- Materials are stored indoors to minimize exposure to stormwater.
- Storage areas are located away from vehicle and equipment paths to reduce the potential of accident related leaks and spills.
- Storage containers are not located close to storm drain inlets.
- All materials, waste oil storage containers, and gas cans are properly labeled.
- Speedi Dri (or similar absorbent) is readily available and used for appropriate spills.
- Spill kits are located in areas where fluids are stored or where activities may result in a spill.
- Tools and materials are returned to designated storage areas after use.
- Waste materials are properly collected and disposed of.
- Different types of wastes are separated as appropriate.
- Regular waste disposal is arranged.
- Work areas are clean and organized.
- Work areas are regularly swept or vacuumed to collect metal, wood, and other particulates and materials.

- Obtain only the amount of materials required to complete a job.
- Materials are recycled when possible.
- Staff is familiar with manufacturer directions for proper use of materials and associated Safety Data Sheets (SDSs).
- Staff is familiar with proper use of equipment.
- Drip pans are used for maintenance operations involving fluids and under leaking vehicles and equipment waiting repair.

The facility maintains a supply of spill cleanup materials on site, and will maintain this inventory. An inventory of spill containment, control, and cleanup materials and spill kits maintained at the Parks & Cemetery Garage Facility was shown in Table 2-3.

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

- All staff members are aware of spill prevention and response procedures.
- All staff members will receive formal spill prevention and response procedure training.
- All equipment fueling procedures are completed by qualified personnel trained in spill response procedures.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Vehicle storage areas are inspected frequently for evidence of leaking oil.
- Material storage tanks and containers are regularly inspected for leaks.
- All waste oil is fully contained and the containers are inspected regularly.

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 petroleum products, the following BMPs shall continue to be followed:

1. Minimize the volume of gasoline stored within the buildings and on the site.
2. Clean up any oil spills observed in the parking lot, garages, or other surfaces in a timely manner.
3. Monitor all material deliveries.

3.4 Spill Prevention and Response

The following procedures apply to the facility:

- All personnel are instructed in location, use, and disposal of spill response equipment and supplies maintained at the site such as oil absorbent materials.
- 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, the Oxford Fire Department 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.

DPW is responsible for stormwater management training for Parks & Cemetery Garage 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.

All employees responsible for the fueling or lubrication of vehicles or equipment stored at the facility will be trained regularly (preferably annually). The topics below will be covered at employee training sessions.

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

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 Parks & Cemetery Garage 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). A 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 Parks & Cemetery Garage Facility 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 Parks & Cemetery Garage 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

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 12: Storage and Use of Pesticides and Fertilizer

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	

SOP 12: Storage and Use of Pesticides, Herbicides 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 on 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 municipal employees. In this section, the term "pesticide" include products used as herbicides. Refer to the Spill Prevention, Response and Cleanup SOP and the Hazardous Materials Storage and Handling SOP for information on and handling spills and hazardous materials.

Storage

- Store pesticides and fertilizers in high, dry locations in accordance with the manufacturer's specifications.
- Store in cool, well-ventilated, and insulated areas to protect against temperature extremes.
- Store in areas that have been constructed in accordance with local fire codes for storing flammable or combustible materials.
    - Flammable products should be stored separately from non-flammable products, preferably in a fire-proof cabinet.
    - Small quantities (less than 500 lbs. or 220 gallons) of pesticides can be stored in cabinets constructed of double-walled 18-gauge sheet metal.
    - 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.
    - Building walls should have a two-hour fire rating and be impervious to the stored materials.
    - Floors should be watertight, impervious, and provide spill containment.
- 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.
- 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.

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

- All fertilizer products manufactured or distributed in the State of Massachusetts must be registered with the Department of Agricultural Resources.
- 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, as soil type can vary widely within a single community.
    - 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.
    - 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.
- 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.
- Calibrate application equipment regularly to ensure proper application and loading rates.
- 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.

- Fertilizers should only be applied by properly trained personnel.
- Never apply fertilizers in quantities exceeding the manufacturer's instructions. Instead, apply small amounts throughout the growing season.
- 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.
- Never apply fertilizer during a drought, when the soil is dry or frozen, when it is raining, or immediately before expected rain.
- Fertilizer should be applied when the ground temperature is above 55° F.
- 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.
- Where applicable, till fertilizers into the soil rather than dumping or broadcasting (proper application techniques will depend on the type of soil and vegetation).
- Do not hose down paved areas after fertilizer application if drainage will enter into an engineered storm drain system or drainage ditch.
- Limit irrigation after fertilizer application to prevent runoff (approximately ½ inch of water per application for a week following application).
- Turn off irrigation systems during periods of adequate rainfall.
- Do not over-apply fertilizer in late fall to "use it up" before winter. The effectiveness of fertilizer does not reduce when stored.
- If phosphorus fertilizer is used when re-seeding, mix the phosphorus into the root zone. Do not apply directly to the soil surface.
- 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

- Pesticides should only be applied by licensed or certified applicators.
- Calibrate application equipment regularly to ensure proper application and loading rates.
- Ensure that pesticide application equipment is capable of immediate shutoff in case of emergency.

- Conduct spray applications according to specific label directions and applicable local regulations.
- Never apply pesticides in quantities exceeding the manufacturer's instructions.
- Apply pesticides at the life stage when the pest is most vulnerable.
- Never apply pesticides if it is raining or immediately before expected rain.
- Establish setback distances from pavement, storm drains, and waterbodies, which act as buffers from pesticide application, with disease-resistant plants and minimal mowing.
- Do not apply pesticides within 100 feet of open waters or of drainage channels.
- Spot treat infected areas instead of the entire location.
- 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.
- Do not hose down paved areas after pesticide application to a storm drain or drainage ditch.
- Recycle rinsate from equipment cleaning back into product.
- Choose the least toxic pesticide that is still capable of reducing the infestation to acceptable levels.
- 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).
- 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

- Employees who handle pesticides, fertilizers, and herbicides are trained annually on proper handling and storage procedures.
- 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

- Spill Prevention, Response and Cleanup
- Hazardous Materials Storage and Handling

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: