

MUNICIPAL OPERATIONS

STORM WATER POLLUTION PREVENTION PLAN



CITY OF EVANSVILLE

Municipal Separate Storm Sewer System

(MS4)

MS4 Operator: Stephanie Terry, Mayor

Michael D. Labitzke – City Engineer

Chris Weil, Assistant City Engineer

Qualified Professional: Karan Barnhill, MS4 Director

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1.0 Introduction

This Storm Water Pollution Prevention Plan (SWPPP) is developed to cover all of the Municipal Operations within the City of Evansville. It has been developed as a Best Management Practice (BMP) for implementation of the Municipal Separate Storm Sewer System (MS4) Program in accordance with 327 IAC 15-13-17. This plan describes the facilities, their operations; inventories potential pollutant sources, identifies controls and best management practices (BMPs) for reducing the discharge of pollutants in storm water runoff, and outlines measures for implementing and reviewing this plan.

This plan shall serve as a comprehensive pollution prevention and good housekeeping program. The City of Evansville is committed to prevent or reduce pollutant runoff from MS4 owned and/or operated facilities.

2.0 Facility and Contact Information:

Facility Name	Contact Information	Secondary Point on Contact	Location of Facility	Number of facility on Map
Street Maintenance Dept.	Greg Bryant, Superintendent Transportation Services Phone No.: 812-435-6000, Cell No.: 568-9497	Jamie Ewers, Phone No. 812-435-6000	1304 Waterworks Road	1
METS Building	Alicia Hall Phone No.: 812-568-9493	Jonathan Sebeking, Phone No.: 812-435-6166, ext. 225	601 John Street	2
Evansville Levee Authority	Mike Herke, Superintendent Levee Authority Phone No.: 812-435-6137	Doug Osborne, Supervisor, Phone No.: 812-453-4433	1300 Waterworks Road	3
Fire Departments	Tony Knight , Fire Chief Phone No.: 812-436-4413	Eric Eifert, Deputy Fire Chief Phone No.: 812-436-4461	750 SE Eighth St. (Hose House 1)	4
			3601 Maxx Road (Hose House 2)	5
			310 N Fourth Ave. (Hose House 3)	6
			1200 Oak Hill Rd. (Hose House 4)	7
			2413 W Maryland	8

			(Hose House 5) 6521 Washington	9
			(Hose House 6) 1050 S Barker Ave	10
			(Hose House 7) 2003 N Kentucky	11
			(Hose House 8 Mech. Shop)	
			2020 Keystone	12
			(Hose House 9) 120 E Columbia	13
			(Hose House 10) 545 S Willow Rd	14
			(Hose House 14) 1711 S Weinbach	15
			(Hose House 15) 2801 Washington	16
			(Hose House 16) 425 W Mill Rd	17
			(Hose House 18)	
Evansville Fire Department Administration Building	Tony Knight, Fire Chief Phone No.:812-436-4413	Eric Eifert, Deputy Fire Chief Phone No.: 812-436-4461	550 SE Eighth St.	18
Evansville Fire Department Mechanics Shop	Tony Knight, Fire Chief Phone No.: 812-436-4413	Greg Lantaff, Lead Mechanic 812-435-6152	2005 N. Kentucky	19
Cemeteries	Chris Cooke, Superintendent of City Cemeteries Phone No.: 812-435-6045 Cell No.: 812-568-9534	Becky Zoch Phone No.: 812-435-6045	3800 Kratzville Road (Locust Hill)	20
			1400 E. Virginia St. (Oak Hill)	21
Urban Forestry	Shawn Dickerson, City Arborist Phone No.: 812-475-1426	Chris Cooke, Phone No.: 812-435-6045	1400 E. Virginia Street.	22
Park Maintenance Building	Scott Fankhauser, Phone No.: 812-568-9506	Danielle Crook Phone No.: 812-454-2700	Diamond Avenue	23

Helfrich Golf Course	Cameron Baker Phone No.: 812-454-1073	Scott Fankhauser Phone No.: 812-568-9506	1550 Mesker Park Dr	24
McDonald Golf Course	Jason Pharr Phone No.: 812-457-0366	Scott Fankhauser Phone No.: 812-568-9506	2905 E Morgan Avenue	26
Fendrich Golf Course	Jason Pharr Phone No.: 812-457-0366	Scott Fankhauser Phone No.: 812-568-9506	1900 E Diamond Avenue	25
Goebel Soccer Complex	VCB _ Tim Fulton Phone No. 812-421-2200	Scott Fankhauser Phone No.: 812-568-9506	6800 North Green River Road	28
Helfrich Pool	Scott Fankhauser Phone No.: 812-568-9506	Danielle Crook Phone No.: 812-454-2700	2601 W. Maryland St.	29
Hartke Pool	Scott Fankhauser Phone No.: 812-568-9506	Danielle Crook Phone No.: 812-454-2700	201 North Boeke	30
Lorraine Pool	Scott Fankhauser Phone No.: 812-568-9506	Danielle Crook Phone No.: 812-454-2700	2399 S. Adams	31
Deaconess Aquatic Center	YMCA – Jennifer Brown Phone No.: 812-401-9622	Scott Fankhauser Phone No.: 812-568-9506	1650 N. Main Street	32
Igleheart Park	Scott Fankhauser Phone No.: 812-568-9506	Danielle Crook Phone No.: 812-454-2700	6101 N. First Avenue	33
Lamasco Park	Scott Fankhauser Phone No.: 812-568-9506	Danielle Crook Phone No.: 812-454-2700	Seventh Street	34
Wesselmans Park and Ballfields	Scott Fankhauser Phone No.: 812-568-9506	Danielle Crook Phone No.: 812-454-2700	Boeke Road	35

Swonder Ice Arena	Nich Pairman Phone No.: 812-549-9552	Andrea Lord Phone No: 812-550-5974	209 N. Boeke Road	36
Roberts Park	Scott Fankhauser Phone No.: 812-568-9506	Danielle Crook Phone No.: 812-454-2700	209 N. Boeke Road	37
Mesker Park Zoo	Eric Beck Director, Phone No.: 812-435-0804	Paul Bouseman, Phone No., 812-435-0821	Mesker Park Drive	38
Animal Control	Allisa Webster, Superintendent – 812-435-6016 Office 812-305-6254 Cell	Heather McDaniel, Phone No.: 812-435-6015	815 Uhlhorn Drive	39
Evansville Water Sewer Utility (Maintenance Facility)	Bob Neth, Director of Collection and Distribution Systems Phone No.: 812-421-2120 or 812-470-4471	Ben Barnes, Distribution Manager, Phone No.: 812-421-2120 or 812-217-1002	1931 Allens Lane	40
Evansville Water Sewer Utility (Water and Wastewater Treatment Plants)	Harry Lawson, Director of Plants, Phone No.: 812-436-4487 or 812-483-8065	Vic Kelson, Executive Director, Phone No.: 812-436-4560	1301 Waterworks Road 1015 S Barker Avenue	41 42

3.0 Impaired Waters List – 303(d) List of Impaired Waters:

OHIO TRIBUTARIES	514020204	Vanderburgh/Warrick	INE0224_03	PIGEON CREEK	STREAM	BIOLOGICAL INTEGRITY	Warm Water Aquatic Life
OHIO TRIBUTARIES	514020204	Vanderburgh/Warrick	INE0224_03	PIGEON CREEK	STREAM	NUTRIENTS	Warm Water Aquatic Life
OHIO TRIBUTARIES	514020204	Vanderburgh/Warrick	INE0224_03	PIGEON CREEK	STREAM	DISSOLVED OXYGEN	Warm Water Aquatic Life

OHIO TRIBUTARIES	514020203 01	Vanderburgh/Warr ick	INE0231_T10 09	BLUEGRA SS CREEK - UNNAME D TRIBUTAR Y	STREA M	BIOLOGIC AL INTEGRITY	Warm Water Aquat ic Life
OHIO TRIBUTARIES	514020203 01	Vanderburgh/Warr ick	INE0231_T10 09	BLUEGRA SS CREEK - UNNAME D TRIBUTAR Y	STREA M	DISSOLVE D OXYGEN	Warm Water Aquat ic Life
OHIO TRIBUTARIES	514020203 01	Vanderburgh	INE0231_T10 10	BLUEGRA SS CREEK - UNNAME D TRIBUTAR Y	STREA M	BIOLOGIC AL INTEGRITY	Warm Water Aquat ic Life
OHIO TRIBUTARIES	514020203 06	Vanderburgh	INE0236_03	PIGEON CREEK	STREA M	DISSOLVE D OXYGEN	Warm Water Aquat ic Life
OHIO TRIBUTARIES	514020203 06	Vanderburgh	INE0236_04	PIGEON CREEK	STREA M	NUTRIENT S	Warm Water Aquat ic Life
OHIO TRIBUTARIES	514020203 06	Vanderburgh	INE0236_04	PIGEON CREEK	STREA M	DISSOLVE D OXYGEN	Warm Water Aquat ic Life
OHIO TRIBUTARIES	514020203 06	Vanderburgh	INE0236_05	PIGEON CREEK	STREA M	NUTRIENT S	Warm Water Aquat ic Life
OHIO TRIBUTARIES	514020203 06	Vanderburgh	INE0236_05	PIGEON CREEK	STREA M	DISSOLVE D OXYGEN	Warm Water Aquat ic Life
OHIO TRIBUTARIES	514020203 06	Vanderburgh	INE0236_06	PIGEON CREEK	STREA M	NUTRIENT S	Warm Water Aquat ic Life
OHIO TRIBUTARIES	514020203 06	Vanderburgh	INE0236_06	PIGEON CREEK	STREA M	DISSOLVE D OXYGEN	Warm Water Aquat ic Life

OHIO TRIBUTARI ES	514020206 01	Vanderburgh	INE0261_02	BAYOU CREEK	STREA M	DISSOLVE D OXYGEN	Warm Water Aquati c Life
OHIO TRIBUTARI ES	514020206 01	Vanderburgh	INE0261_03	BAYOU CREEK	STREA M	DISSOLVE D OXYGEN	Warm Water Aquati c Life

4.0 Municipal Facility List of Pollutants and Activities.

Facility Name	Location of Facility	Activities	Potential Pollutant Sources	Receiving Water
Street Maintenance Dept.	1304 Waterworks Road	Street and Road Maintenance, Fueling and Vehicle Repairs	Gas, Diesel, Oil, Batteries, Windshield De- Icer, Paint, Round- up, floor dry, Nox- Ice, Battery Cleaner, Non- Chlorinated Brake Cleaner, Sea Foam, Injection Cleaner, Diesel Flo, Lubricants, Roadway De-Icers, Antifreeze, Herbicides , Storm Sewer and Inlet Debris	Ohio River
METS Building	601 John Street	Public Transportation System, Fueling and Vehicle Repairs, and car wash	Gas, Diesel, Oil, Batteries, Lubricants, Antifreeze, glass cleaner, degreaser, transmission fluit, windshield washer fluid, heavy duty cleaner, detergent,	Ohio River
Evansville Levee Authority	1300 Waterworks Road	Maintenance of Levee, Fueling and minor vehicle repairs	Gas, Diesel, Oil, De-Icer, Antifreeze, Oil, Dry	Ohio River

			Mineral Spirits Lubricants, Herbicides	
Fire Departments	750 SE Eighth St. 3601 Maxx Road 310 N Fourth Ave. 1200 Oak Hill Rd. 2413 W Maryland 6521 Washington 1050 S Barker Ave 2003 N Kentucky 2020 Keystone 120 E Columbia 545 S Willow Rd 1711 S Weinbach 2801 Washington 425 W Mill Rd	Fire Department Emergency Vehicles. Disposal and cleanup of accidental spills.	Absorb All, Haz Mat cleanup materials, Gas, Oil, Diesel Fuel	Bee Slough Sontagg Ditch Pigeon Creek Pigeon Creek Pigeon Creek Aiken Ditch Carpentier Creek Pigeon Creek Hurst Ditch Pigeon Creek Ohio River Bee Slough K-2 Pump Station Dry Branch
Evansville Fire Department Administration Building	550 SE Eighth St.	Administrative Duties, Storage of Some materials and chemicals	Gas, Diesel, Contaminant Clean up materials.	Bee Slough
Evansville Fire Department Mechanics Shop	2005 N. Kentucky	Maintenance of Vehicles.	Gas, Diesel, Oil, Batteries, lubricants, antifreeze, glass cleaner, degreaser, transmission fluids, windshield washer fluid, hydraulic oils, gear oil, carb cleaner, power steering fluid, brake fluid, miscellaneous wheel bearing grease, fuel treatment, non- chlorinated brake cleaner, mineral spirits, Diesel exhaust fluid (DEF) Teflon dry lube, white	Pigeon Creek

			lithium grease, paint, starting fluid.	
Cemeteries	3800 Kratzville Road (Locust Hill) 1400 E. Virginia St. (Oak Hill)	Small Equipment Maintenance, Maintenance of Grounds and Buildings	Gas, Oil, Herbicides	Pigeon Creek Pigeon Creek
Urban Forestry	1400 E. Virginia Street.	Small Equipment Maintenance	Oil, Lubricant Diesel Fuel and Gas, Grease, Spray Paint Herbicides	Pigeon Creek
Park Maintenance Building	Diamond Avenue	Maintenance of Vehicles and Small equipment, storage of old equipment and small tools	Gas, Oil, Lubricants, Round-up, hydraulic Oil, transmission oil, engine oil, washer fluid, gear oil carb cleaner, power steering stop leak, ATF additive, brake fluid, wheel bearing grease, fuel treatment etc. (A full list of chemicals is on file in SWPPP File)	Pigeon Creek
Golf Courses	1550 Mesker Park Dr – Helfrich 1900 E. Diamond – Fendrich 2905 E. Morgan – McDonald Vann Avenue - Wesselman’s Par 3	Maintenance of Small Equipment and upkeep of grounds and buildings	Oil, Lubricants, Herbicides, Fertilizers, degreasers,	Pigeon Creek Pigeon Creek Harper Ditch Harper Ditch
Goebel Soccer Complex	6800 North Green River Road	Maintenance of Small Equipment and upkeep of grounds and buildings	Oil Lubricants, Herbicides	Firlick Creek
Parks and Pools	2601 W. Maryland St. (Helfrich Pool)	Swimming Pools	Pool Chemicals	Pigeon Creek

	201 North Boeke (Hartke Pool)	Swimming Pools	Pool Chemicals	Harper Ditch
	2399 S. Adams (Lorraine Pool)	Swimming Pools	Pool Chemicals	K-2 Pump Station
Aquatic Center	1650 N. Main Street	Swimming Pools	Pool Chemicals	Pigeon Creek
Iglehart Park	6101 N. First Avenue	Swimming Pool	Gas and Oil, Pool Chemicals	Dry Branch Creek
Lamasco Park	Seventh Street	Park and Ball fields	Gas and Oil	Pigeon Creek
Wesselmans Ball Fields	Boeke Road	Park and Ball fields	Gas, Oil,	Harper Ditch
Anthony Oates Park and Pool	2430 Sunburst Blvd.	Pool and Park	Dry Chlorinating granuals, Cyanuric Acid, Sanitizer Trichlor, Sodium Bicarbonate Industrial Grade, Soda Ash, Sodium Thiosulfate	Pump Station K- 2A at Kentucky and Riverside
Swonder Ice Arena	209 N. Boeke Road	Ice Arena with Parking Lot	Gas, Oil, MEK, Xylene, Paint Thinner, Antifreeze, WD40, Weed Killer, Dash Board Cleaner, Diesel, Latex Paint, Oil Dry, Consume Ecolyser, Bleach, Lithium Grease, Coil Cleaner, Mop Cleaner Hard Surface Cleaner	Harper Ditch
Roberts Park	209 N. Boeke Road	Grassy Fields	Gas, Oil	Harper Ditch
Mesker Park Zoo	Mesker Park Drive	Zoo and Botanic Gardens	Gas, Oil, Cleaners and detergents, floor wax defoamer, graffiti remover, insecticides, icemelt, Lubricants, Herbicides, carpet extractor, floor sweep compound,	Pigeon Creek

			orange tough, carbon dioxide,	
Animal Control	815 E Uhlhorn Drive	Animal Control Shelter and Incinerator	Gas, Oil, Cleaners and detergents,	Pigeon Creek
Evansville Water Sewer Utility	1500 Waterworks Road	Maintenance Facility for Wastewater treatment facility		
Evansville Water Sewer Utility	1301 Waterworks Road	Water Utility		
Evansville Water Sewer Utility	1200 Waterworks Road	Wastewater Treatment Facility		
Evansville Water Sewer Utility (Maintenance Facility)	1931 Allens Lane	Maintenance Facility for Water and Sewer Lines	Gas, Oil, Lubricants, herbicides, vehicle maintenance materials	Little Pigeon Creek
Evansville Water Sewer Utility (West Side Wastewater Treatment Plants)	Tekoppel Avenue	Sewer and Water Treatment Plans	Gas, Oil, Lubricants	Ohio River Carpentier Creek

5.0 Maintenance Activities and Schedules for BMPs

Each department will maintain all Best Management Practices that have been installed. This includes routine sweeping of parking lots, proper management of trash disposal, roadside shoulder and ditch stabilization, proper planning and care of roadside vegetation or vegetative swales and monitor and remediation of outfall scouring conditions.

Each department will perform Quarterly inspection to ensure materials and equipment are clean and orderly and to minimize the potential for pollutant discharge for all facilities. An inspection report must include any deficiencies and the corrective actions taken or planned to address the deficiencies.

Each department will put in place controls for reducing or eliminating the discharge of pollutants from operational areas, including roads, parking lots, and maintenance and storage yards. This shall include covering or otherwise reducing the potential for polluted storm water run-off from deicing salt or sand storage piles.

Each department shall have in place standard operating procedures for spill prevention and clean-up during fueling operations. Proper facilities will be providing for containment of any accidental loss

of concentrated solutions, acids, alkalis, salts, oils, or other polluting materials. Best Management Practices shall be in place for vehicular maintenance areas for each department where vehicles, equipment and other maintenance activities take place.

The City of Evansville will prohibit vehicle and equipment washing (with the exception of small equipment such as mower decks, chainsaws, etc.) and concrete or asphalt hydro demolition waste waters into storm water run-off except under the allowance of any appropriate NPDES wastewater permit. Further the minimization of pesticide and fertilizer use will be promoted by the City of Evansville and its employees. Pesticides shall be used, applied, handled, stored, mixed, loaded, transported and disposed of according to the Indiana Chemists guidance requirements.

Each department that has Fueling facilities shall ensure that all fueling areas have an appropriate spill kit that is labeled. Any fueling facility that has secondary containment shall ensure that all secondary containment is functional and any drain plugs are installed or tank is doubled walled. These facilities shall be routinely inspected and any damaged tanks, hoses, or containment shall be replaced/repaired as necessary. All tanks shall have pollution prevention messages with spill contact information and shall have automatic shut off installed as required. Each fueling facility area shall be locked at the end of each work day.

The City of Evansville will promote the proper disposal of animal waste. It will be recommended, where applicable, that canine parks be sited at least one hundred fifty feet away from a surface water body.

All Dumpsters will be maintained, inspected and kept covered after use. Dumpsters will be located away from storm drain inlets.

The City of Evansville will adhere to the reporting guidelines and reportable spill quantities listed with the United States Environmental Protection Agency.

6.0 Fertilizer Application Management

Fertilizers will never be applied within five feet of pavement, 24 feet of a storm drain inlet, or 50 feet of a stream or water body. A low or no fertilizer approach to maintain turf when feasible will be utilized. Fertilizer will not be applied when rain is expected. Soil tests will be performed to determine actual fertilization needs and application rate. Fertilizer spreaders will be calibrated to avoid excessive application.

7.0 Pesticide/Herbicide Application Management (Integrated Pest Management)

The use of mechanical methods of vegetation removal rather than herbicides will be used when possible. Consideration will be given to using a low or no pesticide approach to maintaining landscaped areas. All departments will avoid applying herbicides and pesticides if rain is expected. Equipment will be calibrated in order to avoid over application. The City of Evansville will ensure staff is certified by the Indiana Office of State Chemist for Pesticide Application.

8.0 Onsite Storage of Materials

All hazardous materials will be properly marked and stored on site. This shall include but not be limited to oil, fuel, antifreeze, lubricants, chemicals, and other possible pollutants that may be on site. Where possible these materials will be within an enclosed building where they are not at risk to contaminate the storm water if spilled and can be properly contained should a spill occur.

“Hazard Communication Standard”: Safety Data Sheets

The Hazard Communication Standard (HCS) (29 CFR 1910, 1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) (Formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in consistent user-friendly, 16-section format. This brief provides guidance to help workers who handle hazardous chemicals to become familiar with the format and understand the contents of the SDSs.

The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The information contained in the SDS must be in English (although it may be in other languages as well). In addition, OSHA requires the SDS preparers provide specific minimum information as detailed in Appendix D of 29 CFR 1910.1200. The SDS preparers may also include additional information in various sections(s).

Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe Handling Practices and emergency control measures (e.g., fire fighting). This information should be helpful to those that need to get the information quickly. Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. The SDS must also state that no applicable information was found when the preparer does not find relevant information for any required element.

The SDS must also contain Sections 12 through 15, to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), but OSHA will not enforce the content of these sections because the concern matters handled by other agencies.

A description of all 16 sections of the SDS, along with their contents can be found at the following link: <https://www.osha.gov/sites/default/files/publications/OSHA3514.pdf>

9.0 Catch Basin Cleaning/Storm Drain Maintenance

A daily log of the amount of sediment collected and removed will be maintained. Waste will be analyzed to determine the nature of disposal. Any liquids collected during cleanouts should be decanted and disposed of separately depending on its hazard class. Cleaning will be planned to coincide with municipal street sweeping. All suspicious catch basins will be reported to the MS4 coordinator for follow-up inspection and enforcement (e.g., inappropriate discharges and illegal dumping).

All materials removed from the storm drain system will be disposed of properly. All material removed including dredge spoil, accumulated sediments, floatables, and debris will be reused, recycled or disposed of in accordance with applicable solid waste and other applicable regulations

10.0 Storm Drain Marking

The City of Evansville will ensure that any newly constructed or replaced storm drain covers have pre-cast storm water pollution prevention messages such as “DUMP NO WASTE DRAINS TO WATERWAY”. All interior drains should be marked “DRAINS TO SANITARY SEWER AND OIL SEPERATOR” OR “DRAINS TO STORM SEWER”.

11.0 Waste Disposal of Materials.

All departments that are involved in waste removal of any materials removed from the separate storm sewer systems and operational areas must dispose of the materials in a landfill that is equipped with handling the type of material being disposed of. This disposal shall be in compliance with all applicable solid waste disposal regulations. This shall include but not be limited to trash and debris, dredge spoil, accumulated sediments, floatables, and debris.

12.0 Training of Personnel to Handle Hazardous Waste.

All departments that deal with Hazardous Waste are properly trained, with periodic refresher sessions, on topics such as proper disposal of hazardous wastes, vegetative waste handling, fertilizer and pesticide application, and the function of implemented BMPs.

13.0 Building Perimeter

When feasible, a vegetative buffer around the building perimeter will be established and maintained. Routinely collect and properly dispose of any trash, debris or empty containers.

14.0 Building Interior

All departments with maintenance activities inside of a building will ensure all floors are routinely swept and kept free from oils, hydraulic fluids, fuels etc. Spill kits will be made available where hazardous fluids are placed and will be located in a centralized location and employees will be properly educated on the use of the spill kits. All absorbents are cleaned and disposed of after spills. Drip trays will be placed in all buildings with vehicles and used when needed.

15.0 Vehicle Washing Guidelines

All departments will utilize a commercial washing facility when feasible. Purchase and utilize non-toxic, biodegradable, phosphate free detergents. Designate and label specific areas for washing operations which drains to a sanitary system. Floor drains should have oil and water separators. Vehicles will not be washed outside. No Hazardous materials will be stored in the designated wash area unless adequate containment is provided.

16.0 Vehicle/Equipment Maintenance Guidelines.

All departments will maintain accurate inventory of vehicle/equipment fluids, properly and promptly dispose of used fluids in appropriate labeled containers, recycle all used fluids when feasible, store bulk fluid waste in an appropriate area inside, dry sweep work area routinely, have an appropriate spill kit accessible and utilize approved cleanup procedures, store damaged batteries in a covered secondary container, designate and label specific area for maintenance operations which drain to the sanitary system, floor drains should have oil and water separators, place drip trays under small drips from vehicles/equipment for temporary containment and do not perform maintenance involving fluid handling outside the building.

All bulk fluid containers shall be maintained in spill pallets and routinely inspected for leaks and fluid accumulation. Residual fluid accumulations shall be cleaned in secondary containment.

All containers shall be clearly labeled to accurately identify the contents (i.e. Garbage Cans – “Regular Trash Only” and Used oil containers – “Waste Oil”.)

17.0 Other Practices

- Storm Water Pollution Prevention Plan (SWPPP) – Implement the BMPs within this plan. Revise SWPPP as needed to improve protection of storm water. Conduct annual review of SWPPP to determine effectiveness.
- Quarterly Site Inspections – Designate an individual (facility employee) responsible for conducting inspections. Conduct quarterly MCM 6 Facility Site Inspections to indentify insufficient BMP implementation and corrective actions. Report results of inspections to facility supervisor. If any deficiencies are found the staff will make corrective actions immediately to correct the deficiencies. Maintain written copies of all documentation from inspections at facility. Conduct quarterly visual monitoring of outfalls as specified in this SWPPP.
- Biannual Employee Training. Provide Two (2) opportunities annually for staff to attend Good Housekeeping Training Sessions which may include but is not limited to the following:
 - Spill response procedure
 - Review of past spills
 - Review of SWPPP
 - Review of good housekeeping procedures
 - Proper material handling procedures

- Proper disposal or recycling of materials
- Be sure employees know where spill kits are located
- Review sources of storm water pollutants onsite
- Familiarize employees with drainage routes near areas where industrial materials are handled.
- EPA Webcasts
- NIRPC workshops
- Good Housekeeping Videos
- Maintain records of staff training attendance.

18.0 Documentation and Recording Information

- Track/Document Materials Collected. Keep record of the amount of the following materials collected; Catch Basin Cleaning, Street Sweeping and Ditch Cleaning. Provide MS4 Coordinator with a total amount annually. (See 9.0 Catch Basin Cleaning/Storm Drain Maintenance.)
- Track/Document Materials Applied. Keep record of the amount, locations and acreage of the following material applied; Pesticides, Herbicides, Fertilizers, Road Salt. Provide MS4 Coordinator with a total amount annually. (See 7.0 Pesticide/Herbicide Application Management (Integrated Pest Management).)
- Safety Data Sheets (SDS). Post SDS Binder in a centralized location labeled “SDS CENTER”. Designate individual responsible for SDS updating and training for staff. (See 8.0 Onsite Storage of Materials.)

19.0 General Operational Procedures

- Maintain each facility, minimizing pollutant sources through eliminating exposure, administering good housekeeping procedures, and utilizing proper storage.
- Prohibit the discharge of wash water associated with pavement, external building, and equipment or vehicle cleaning when the activity includes the use of soaps, solvents, or detergents.
- Properly dispose of pet waste from dog facilities.
- Establish designated snow disposal areas that have minimal potential for discharge to water bodies.
- Manage Storage of Salt and other de-icing materials to minimize the discharge of stormwater runoff from the facility.
 - Minimize run-off and run-on.
 - Utilize and maintain permanent structures or coverings.
 - Manage operations to address tracking and spillage.
- Written Spill Prevention Standard Operating Procedures (SOP) for each facility is located at the respective sites.

20.0 Written Operation and Maintenance Plan:

Written Documentation of maintenance activities, maintenance schedules, and long-term inspection procedures for stormwater management measures to reduce floatables and other pollutants discharged from MS4 conveyance systems. Maintenance activities must include:

- Periodic litter pick up.
- Periodic structure cleaning.
- Roadside shoulder and ditch stabilization.
- Planting and proper care of roadside vegetation.
- Remediation of outfall scouring conditions.

Surface visual inspection of all catch basins, outfalls and conveyance systems that are located at the facility.