


Town of Hampden, Massachusetts

Hampden Highway Department Garage Stormwater Pollution Prevention Plan (SWPPP)

589 Main Street, Hampden, MA

NPDES Permit # MAR041009

June 2020

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SECTION 1

Section 1
Introduction and Background

The United States Environmental Protection Agency (EPA) nationally regulates the discharge of stormwater runoff that is transported into local water bodies through Municipal Separate Storm Sewer Systems (MS4s) that are located in Urbanized Areas (also known as "regulated areas"). The Town of Hampden is required to obtain coverage under a National Pollutant Discharge Elimination System (NPDES) permit for its stormwater discharges from the MS4 in its Urbanized Area.[1]

In Massachusetts, the EPA and the Massachusetts Department of Environmental Protection (MassDEP) jointly administer the municipal stormwater program, and Hampden is authorized to discharge stormwater under the 2016 NPDES General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, known as the "2016 Small MS4 General Permit".[2] Under this permit, the Town has developed and implemented a Stormwater Management Program (SWMP) to reduce the contamination of stormwater runoff.[3]

According to the 2016 Small MS4 General Permit, the Town must develop and fully implement a site-specific Stormwater Pollution Prevention Plan (SWPPP) for Town-owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater within two years of the effective date of the permit. If facilities are located on the same property, one SWPPP may be developed for the entire property. Relevant sections of the 2016 Small MS4 General Permit are included in **Appendix A**.

This MS4 SWPPP should not be confused with the EPA regulatory definition of a SWPPP as it pertains to the NPDES Construction General Permit (CGP) or Multi-Sector General Permit (MSGP). However, if a facility has a previously developed SWPPP or a no exposure (NOE) certification under the MSGP or a different NPDES permit, a SWPPP does not need to be developed under the Small MS4 General Permit.

1.1 SWPPP Purpose and Scope

This SWPPP is a good housekeeping guidance document prepared for the Hampden Highway Department Garage at 589 Main Street in Hampden, MA. The purpose of the SWPPP is to meet the following 2016 Small MS4 General Permit requirements to minimize pollution in stormwater runoff from the facility covered by the SWPPP:

- Create a pollution prevention team
- Identify pollutant sources
- Provide a set of best management practices (BMPs) for municipal operations and activities at the Highway Department Garage Facility

[1] https://www3.epa.gov/region1/npdes/stormwater/ma/ram/hampden.pdf

[2] https://www3.epa.gov/region1/npdes/stormwater/ma/tms4noi/hampden-auth.pdf

[3] https://www.hampdenma.gov/stormwater-committee/links/town-hampden-stormwater-management-plan

In accordance with Section 2.3.7.b.ii.4 of the 2016 Small MS4 General Permit, these BMPs include:

- Minimizing or preventing exposure
- Good housekeeping
- Preventative maintenance
- Spill prevention and response
- Runoff management
- Employee training
- Maintenance of control measures
- Erosion and sediment control
- Preventing salt storage piles from impacting water resources

The BMPs in **Section 4** of this SWPPP were selected based on a review and inspection of the Town's Highway Department Garage. The BMPs are intended to provide straightforward and up-to-date procedures for personnel to follow while conducting day-to-day activities.

The SWPPP should be reviewed periodically and revised whenever Town operations and/or facility activities change, as described in **Section 7.2**.

1.2 Glossary of Terms

The following terms and definitions may be used to interpret and implement the SWPPP.

Activities: Practices that routinely occur at the Highway Department Garage.

Best Management Practices (BMPs): An activity, procedure, restraint, or structural improvement that helps reduce the quantity or improve quality of stormwater runoff.

Catch Basin: An underground structure used to collect runoff from the surface and divert it to the stormwater drainage system.

Clean Water Act (CWA): (33 U.S.C. 1251 et seq.) Requirements of the NPDES program are defined under Sections 307, 402, 318 and 405 of the CWA.

Discharge: A release or flow from a conduit, sewer, drain, outfall, pump, stack, tank or treatment process, or any emission, intentional or unintentional, including but not limited to, flow resulting from spilling, leaking, seeping, pumping, pouring, emitting, emptying, depositing, dumping, releasing, injecting, escaping, leaching, or infiltration whether direct or indirect.

Illicit Discharge: Any direct or indirect discharge to the stormwater drainage system that is not composed entirely of stormwater, except as exempted in Section 7 of the Town's *Stormwater Management Bylaw* (Chapter XIV of the General Bylaws of the Town of Hampden.[4] The term does not include a discharge in compliance with an NPDES Storm Water Discharge Permit or resulting from fire fighting activities exempted per the bylaw.

[4] https://www.hampdenma.gov/sites/hampdenma/files/uploads/gbl_18-05-14_indexed.pdf

Municipal Separate Storm Sewer System (MS4): A conveyance or system of conveyances owned or operated by the Town designed or used for collecting or conveying stormwater, including any road with a drainage system. Street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or manmade or altered drainage channel, reservoir, and other drainage structure that together comprise the stormwater drainage system.

National Pollutant Discharge Elimination System (NPDES) Permit: A permit issued by the EPA, or jointly with the Commonwealth of Massachusetts that authorizes the discharge of pollutants to waters of the United States.

Nonpoint Source Pollution: Pollution from many diffuse sources caused by rainfall or snowmelt moving over and/or through the ground. As runoff moves, it picks up and carries natural and human-made pollutants, depositing them into water resource areas.

Non-Stormwater Discharge: Any discharge to the storm drain not comprised entirely of stormwater.

Oil/Water Separator: A receptacle designed to separate petroleum-based oil and grease from water. Also called a trap or interceptor.

Outfall: A point source where an MS4 discharges to a water body, wetland, or land surface. Culverts connection segments of the same stream and open conveyances connecting two MS4s are not considered outfalls. EPA regulations define "outfall" at 40 CFR 122.26(b)(9).

Point Source: Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged. EPA regulations define "point source" at 40 CFR 122.2.

Pollutant: Any element or property of sewage, or of agricultural, industrial, manufacturing, or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sanitary sewer system or waters of the US or Commonwealth. Pollutants shall include:

(1) Paints, varnishes, and solvents

(2) Oil and other automotive fluids

(3) Non-hazardous liquids and solid wastes and yard wastes

(4) Refuse, rubbish, garbage, litter or other discarded or abandoned objects, ordnances, accumulations and floatables

(5) Pesticides, herbicides and fertilizers

(6) Hazardous materials and wastes; sewage, fecal coliform and pathogens

(7) Dissolved and particulate metals

(8) Animal wastes

(9) Rock; sand; salt; soils

(10) Construction wastes and residues

(11) Noxious or offensive matter of any kind

Pollution Prevention: Practices and actions that reduce or eliminate the generation, or release, of pollutants.

Resource Area: Any area protected under, including without limitation, the Massachusetts Wetlands Protection Act (MAWPA), Massachusetts Rivers Protection Act, or Town of Hampden Wetlands Protection Bylaws.

Runoff: Water originating from rainfall, melted snow, or irrigation water, which is not absorbed into the ground. Instead, it flows over the land into streams, other surface water bodies, or stormwater management structures.

Run-on: Off-site stormwater surface flow or other surface flows which enters a site.

Sedimentation: The process of depositing soil particles, clays, sands, or other sediments that were picked up by runoff.

Sediments: Soil, sand, and minerals washed from land into water, usually after rain, that collect in reservoirs, rivers, and harbors, destroying fish nesting areas and clouding the water, thus preventing sunlight from reaching aquatic plants. Farming, mining, and building activities without proper implementation of BMPs will expose sediment materials to stormwater, allowing them to be washed off the land after rainfall.

Stormwater: Runoff from precipitation or snowmelt.

Toxic or Hazardous Material or Waste: Any material which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential hazard to human health, safety, welfare, or to the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under MGL Ch 21C and 21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000. This type of waste possesses at least one of four characteristics (ignitability, corrosivity, reactivity, or toxicity) or appears on special EPA or MassDEP lists. Hazardous waste is regulated under the EPA's Resource Conservation and Recovery Act (RCRA) laws and regulations.

Waters of the Commonwealth: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

1.3 Maintenance and Availability of Plan

One complete master copy and a second copy of this SWPPP are maintained at the Highway Department at 589 Main Street in Hampden, MA for immediate access by Highway personnel. The SWPPP shall be made available to the Regional Administrator of the EPA, or his/her designee, if so required. This Plan is not required to be submitted to the EPA or to MassDEP unless requested.

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SECTION 2

Section 2
Pollution Prevention Team

Under Section 2.3.7.b.ii.1 of the 2016 Small MS4 General Permit, the Town shall:

"*Identify the staff on the team, by name and title. If the position is unstaffed, the title of the position should be included and the SWPPP updated when the position is filled. The role of the team is to develop, implement, maintain, and revise, as necessary, the SWPPP for the facility.*"

The Pollution Prevention Team for the Town of Hampden Highway Department Garage and their associated roles and responsibilities are summarized in **Table 2-1** below:

Table 2-1
Hampden Highway Department Garage Pollution Prevention Team

Primary SWPPP Coordinator / Emergency Contact / Inspector	
Staff Name and Title	Mark Langone Highway Superintendent
Contact Information	(413) 566-8842 Highway@HampdenMA.gov
Responsibilities	**Primary Coordinator:** In charge of implementation of the SWPPP and supervision of Highway Department Employees. Responsibilities include oversight of good housekeeping and pollution prevention activities, coordination of employee training programs, record keeping and reporting, oversight of facility inspections, and plan revisions. **Emergency Contact:** Contacted in the event of a spill or release of a pollutant. Responsibilities include evaluating emergency situations and ensuring proper spill response procedures are being followed (refer to **Section 4.6** for additional information on spill response procedures). The Emergency Contact will be notified in the event of a spill or release of a pollutant or hazardous waste in a location potentially exposed to stormwater runoff that cannot be easily remedied by the spill response procedure (see **Section 4.6**) or where the situation is potentially dangerous for Highway Department staff. **SWPPP Inspector**. Responsibilities include conducting the required facility inspections as described in **Section 6**.
SWPPP Implementation	
Staff Name and Title	Highway Department Employees
Contact Information	(413) 566-8842
Responsibilities	**SWPPP Implementation:** Responsible for implementing the Best Management Practices (BMPs) and Standard Operating Procedures (SOPs) recommended in this SWPPP. All employees will be required to participate in the employee training program. Highway Department employees will be expected to report stormwater management issues and concerns to Mark Langone, the Primary SWPPP Coordinator

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SECTION 3

Section 3
Facility Description

Under Section 2.3.7.b.ii.2 of the 2016 Small MS4 General Permit, the facility description shall:

"… include a map of the facility and a description of the activities that occur at the facility. The map shall show the location of the stormwater outfalls, receiving waters, and any structural controls. Identify all activities that occur at the facility and the potential pollutants associated with each activity including the location of any floor drains."

3.1 Maps of the Facility

The following figures in **Appendix B** show the location of the Highway Garage and activities that occur on-site and are described in this section:

- Figure 1: Site Location Map
- Figure 2: Priority Resource Map
- Figure 3: Aerial Photograph
- Figure 4: Site Plan
- Figure 5: Massachusetts Year 2016 Integrated List of Waters – Hampden, MA

Figure 3.1. Hampden Highway Garage.

The Site Plan (**Figure 4** in Appendix B) for the Highway Department Garage facility includes information based on a site visit conducted on November 7, 2019. The Site Plan shows the location of:

- **Structural Controls**: Stormwater sheet flows across the parking area into four catch basins.
- **Receiving Waters**: The Scantic River is located approximately 640 feet south of the Highway Garage, across Main Street. A priority resource map (**Figure 2**) and an impaired waters map (**Figure 5**) are included in **Appendix B**. The entire site is located within the Connecticut River Watershed. See **Section 3.4** for more information.

The Site Plan also shows the location of buildings, the salt and sand storage shed, and material storage areas. The Site Plan does not include floor drains or stormwater outfalls, as there are currently none on the site.

3.2 Facility Description

The Highway Department Garage is located at 589 Main Street in Hampden, Massachusetts, in an area of mixed residential and business zoning. The property occupies approximately 1.8 acres of land across two parcels: # 35-012 (589 Main Street, 1 acre) and Parcel # 35-019 (Main Street, 0.8 acres), as shown in **Figure 3.2**.

Figure 3.2. Hampden Highway Department Garage parcels and zoning (from Hampden's online GIS: https://www.axisgis.com/hampdenma/).

The parcels are bordered by a wooded area with mapped Massachusetts Natural Heritage & Endangered Species Program (NHESP) Estimated Habitats of Rare Wildlife and NHESP Priority Habitats of Rare Species to the west and north, the Town Fire Department to the east, Town Hall to the southeast, and a Verizon service building and a residence to the south.

Appendix B of this SWPPP includes a general location map (**Figure 1**), a priority resources amp (**Figure 2**), an aerial photograph (**Figure 3**), a site plan (**Figure 4**) of the facility, and a map of the Massachusetts Year 2016 Integrated List of Waters in Hampden (**Figure 5**). The parcel is improved with four buildings/structures. One serves as an office building and garage for the Hampden Highway Department with several indoor maintenance areas where vehicles, heavy equipment, and machinery are maintained, repaired, and stored. A second garage shed and a salt and sand storage shed are located to the east of the office/garage building. A small shed for residential sand is located to the southwest of the office/garage building.

Materials are stored at several locations at the facility. There is a dumpster located on the east side of the office/garage building. A large uncovered sand pile is located east of the office/garage building. A variety of items are stored adjacent to the salt and sand storage shed, including concrete blocks and piping. Some of these items are in containers and some are in exposed piles. Behind (north of) the office/garage building is an uncovered loam pile. Northeast of the office/garage building is a scrap metal stockpile. Equipment and materials are stored under an open, covered extension of the office/garage building and in the second garage/shed structure.

The topography of the property is generally flat with the major elevation change being within the driveway that slopes up to the facility from Main Street and elevations ranging from approximately 324 to 344 feet. Approximately 74% of the property is covered with impervious surface, including buildings and pavement. The other portion of the property is wooded. Surface drainage is collected by the storm drain system, which consists of catch basins and drainage piping.

3.3 Facility Activities and Potential Pollutants

Table 3-1 lists all of the current activities that occur at the Highway Department Garage with the potential to impact stormwater runoff and the pollutants associated with each activity. The facility has no point source discharges located on the site.

Table 3-1
Facility Activities and Potential Pollutants

Activity	Potential Pollutants
Stockpiled material storage and loading	Sediment
Employee and visitor parking	Oil and grease, heavy metals, salt, sediment, temperature, gross pollutants (e.g., trash)
Sand and salt storage and loading	Sediment, salt
Fueling station and waste oil burner	Oil and grease
Solid waste management	Pathogens, nutrients, metals, sediment, gross pollutants

Tighe & Bond assumes that the following activities will occur indoors or under a roof and will not be exposed to stormwater. Therefore, these activities are not addressed in this SWPPP.

- Vehicle maintenance is conducted in the garage.
- Equipment and vehicles are stored in the garage to the extent feasible.
- All hazardous waste containers are stored within the garage in accordance with MassDEP's Hazardous Waste Regulations.
- All waste oil and antifreeze containers are stored within the garage.

3.4 Potential Impact on Water Quality

The Town must be continuously mindful that activities conducted at the Highway Department Garage have the potential to impact water quality. The impacts of the potential stormwater pollutants listed in **Table 3-1** on water quality are described in **Table 3-2**.[5]

[5] Text included in this table is based on Table 1-1: Pollutant Impacts on Water Quality from the California Stormwater Quality Association Stormwater BMP Handbook for New Development and Redevelopment. URL: https://www.casqa.org/resources/bmp-handbooks/new-development-redevelopment-bmp-handbook

Table 3-2
Stormwater Pollutant Impacts on Water Quality

	Sediment
	Sediment is a common component of stormwater, and can be a pollutant. Sediment can be detrimental to aquatic life (primary producers, benthic invertebrates, and fish) by interfering with photosynthesis, respiration, growth, reproduction, and oxygen exchange in water bodies. Sediment can transport other pollutants that are attached to it including nutrients, trace metals, and hydrocarbons. Sediment is the primary component of total suspended solids (TSS), a common water quality analytical parameter.
	Heavy Metals
	Metals, including lead, zinc, cadmium, copper, chromium, and nickel, are commonly found in stormwater. Many artificial surfaces in urban environments (e.g., galvanized metal, paint, automobiles, or preserved wood) contain metals, which enter stormwater as the surfaces corrode, flake, dissolve, decay, or leach. Over half the trace metal load carried in stormwater is associated with sediments. Metals are of concern because they are toxic to aquatic organisms, can bioaccumulate (accumulate to toxic levels in aquatic animals such as fish), and have the potential to contaminate drinking water supplies.
	Oil and Grease (Hydrocarbons)
	Oil and grease includes a wide array of hydrocarbon compounds, some of which are toxic to aquatic organisms at low concentrations. Sources of oil and grease include leakage, spills, cleaning and sloughing associated with vehicle and equipment engines and suspensions, leaking and breaks in hydraulic systems, restaurants, and waste oil disposal.
	Gross Pollutants (Trash, Debris, and Floatables)
	Gross Pollutants may include heavy metals, pesticides, and bacteria in stormwater. Typically resulting from an urban environment, industrial sites and construction sites, trash and floatables may create an aesthetic "eye sore" in waterways. Gross pollutants also include plant debris (such as leaves and lawn-clippings from landscape maintenance), animal excrement, street litter, and other organic matter. Such substances may harbor bacteria, viruses, vectors, and depress the dissolved oxygen levels in streams, lakes and estuaries sometimes causing fish kills.
	Bacteria and Viruses
	Bacteria and viruses are common contaminates of stormwater. For separate storm drain systems, sources of these contaminants include animal excrement and septic system malfunctions. High levels of indicator bacteria in stormwater have led to the closure of beaches, lakes, and rivers to contact recreation such as swimming.
	Nutrients
	Nutrients including nitrogen and phosphorous are the major plant nutrients used for fertilizing landscapes, and are often found in stormwater. These nutrients can result in excessive or accelerated growth of vegetation, such as algae, resulting in impaired use of water in lakes and other sources of water supply. In addition, un-ionized ammonia (one of the nitrogen forms) can be toxic to fish.

Table 3-2
Stormwater Pollutant Impacts on Water Quality

	**Organics** Organics may be found in stormwater at low concentrations. Often synthetic organic compounds (adhesives, cleaners, sealants, solvents, etc.) are widely applied and may be improperly stored and disposed. In addition, deliberate dumping of these chemicals into storm drains and inlets causes environmental harm to waterways.
	**Pesticides, Herbicides, Fungicides, Rodenticides, and Insecticides** Pesticides have been repeatedly detected in stormwater at toxic levels, even when pesticides have been applied in accordance with label instructions. As pesticide use has increased, so have concerns about adverse effects on the environment and human health. Accumulation of these compounds in simple aquatic organisms, such as plankton, provides an avenue for biomagnification through the food web, potentially resulting in elevated levels of toxins in organisms that feed on them.

The facility is located within the Scantic River subwatershed of the Connecticut River, but is not directly proximate to and does not directly discharge to the Scantic River. The *Massachusetts Year 2016 Integrated List of Waters* report[6] lists the Scantic River (MA34-30) as a Category 5 water impaired by *Escherichia coli* (*E. coli*) and requiring development of a Total Maximum Daily Load (TMDL).

Section 4 includes recommended BMPs intended to address the potential pollutants associated with the activities conducted at the Highway Department Garage.

[6] https://www.mass.gov/doc/final-massachusetts-year-2016-integrated-list-of-waters/download

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SECTION 4

Section 4
Best Management Practices

Under Section 2.3.7.b.ii.4 of the 2016 Small MS4 General Permit, the SWPPP shall include the following BMPs. Permit language for each management practice is included in *italicized* text.

Minimize or Prevent Exposure: The permittee shall to the extent practicable either locate materials and activities inside or protect them with storm-resistant coverings in order to prevent exposure to rain, snow, snowmelt and runoff (although significant enlargement of impervious surface area is not recommended). Materials do not need to be enclosed or covered if stormwater runoff from affected areas will not be discharged directly or indirectly to receiving waters or to the MS4 or if discharges are authorized under another NPDES permit.

Good Housekeeping: The permittee shall keep clean all exposed areas that are potential sources of pollutants, using such measures as sweeping at regular intervals. Ensure that trash containers are closed when not in use, keep storage areas well swept and free from leaking or damaged containers; and store leaking vehicles needing repair indoors.

Preventative Maintenance: The permittee shall regularly inspect, test, maintain, and repair all equipment and systems to avoid situations that may result in leaks, spills, and other releases of pollutants in stormwater to receiving waters. Inspections shall occur at a minimum once per quarter.

Erosion and Sediment Control: The permittee shall use structural and non-structural control measures at the facility to stabilize and contain runoff from exposed areas and to minimize or eliminate onsite erosion and sedimentation. Efforts to achieve this may include the use of flow velocity dissipation devices at discharge locations and within outfall channels where necessary to reduce erosion.

Management of Runoff: The permittee shall manage stormwater runoff from the facility to prevent or reduce the discharge of pollutants. This may include management practices which divert runoff from areas that are potential sources of pollutants, contain runoff in such areas, or reuse, infiltrate or treat stormwater to reduce the discharge of pollutants.

This section describes how these management practices will be implemented (as applicable) for each activity conducted at the Highway Department Garage. Three other required management practices, Spill Prevention and Response, Employee Training, and Maintenance of Control Measures, are applicable site-wide and are addressed in **Sections 4.7**, **4.8**, and **5**.

4.1 Vehicle and Equipment Washing

Wash water from vehicle and equipment cleaning activities performed outdoors or in areas where wash water flows onto the ground can contribute hydrocarbons and other organic compounds, oil and greases, nutrients, detergents, heavy metals, and suspended solids to stormwater runoff. The EPA and MassDEP regulations prohibit the direct discharge of pollutants to waters of the U.S. without a permit.

4.1.1 Facility Description

Highway Department personnel indicated that equipment and vehicles are washed off-site, at a car wash facility. The following BMPs are recommended in the event that equipment and vehicles are rinsed on site outside the garage on the asphalt, in which case the wash water would sheet flow across the parking area to the catch basins on site.

4.1.2 Suggested Best Management Practices

General Practices

- Use hoses with spring-loaded nozzles that automatically turn off when let go of.
- Train employees on proper cleaning procedures and maintenance measures. See Section 4.8, Employee Training.

Minimize or Prevent Exposure

- Only wash vehicles with detergents and/or high pressure hoses indoors where floor drains lead to an oil-water separator to a MassDEP approved and certified tight tank that is pumped out on a regular basis by a licensed hauler, or at an off-site commercial car wash.
- Perform pressure cleaning and steam cleaning off-site to avoid generating runoff with high pollutant concentrations.

Good Housekeeping

- If vehicle rinsing is performed, provide a trash container in a designated rinse area.

Preventative Maintenance

- If vehicle rinsing is performed, sweep the washing area frequently to remove solid debris.

Erosion and Sediment Control

- Not applicable for off-site or indoor vehicle and equipment washing.

Management of Runoff

- Outdoor rinsing of vehicles without soap or high-pressure hosed should be conducted where water discharges to grassed areas.

Spill Response and Prevention

- Keep the Oil Spill Prevention Control and Countermeasure (SPCC) Plan up to date. See Section 4.7, Spill Prevention and Response, for more information.

4.2 Stockpiled Material Storage and Loading

Stockpile management procedures and practices are designed to reduce or eliminate stormwater pollution from stockpiles of bulk materials. When stored unprotected outdoors, sand piles and material stockpiles are exposed to precipitation. When the resulting eroded material enters the stormwater system, the sediment can quickly fill the sumps of catch basins, rendering the drainage system ineffective. This section excludes salt storage, which is specifically addressed in **Section 4.4**.

4.2.1 Facility Description

Stockpiled bulk material storage is kept in multiple locations around the Highway Department Garage. Along the eastern and northern portions of the site, near the salt and sand storage shed, uncovered sand and loam stockpiles are located on paved areas (as shown in **Figure 4.1**).

Figure 4.1: Uncovered sand (left) and loam (right) stockpiles at the Hampden Highway Garage.

Drainage from this area flows as sheet flow to the catch basins on site. Additionally, road material, scrap metal, concrete, and piping materials are stored north of the building and adjacent to the salt/sand shed (**Figure 4.2**).

Figure 4.2: Piping and scrap metal (left) and concrete blocks at the Hampden Highway Garage.

4.2.2 Suggested Best Management Practices

General Practices

- Locate stockpiles a minimum of 50 feet away from concentrated flows of stormwater, drainage courses, and inlets.
- Implement wind erosion control practices as appropriate on all stockpiled material.
- Place bagged materials on pallets and under cover, not directly on the ground.
- Refer to the MassDEP guidance document for Reuse & Disposal of Street Sweepings and Management of Catch Basin Cleanings, included in **Appendix C**.

Minimize or Prevent Exposure

- Cover and contain the stockpiles of raw materials. The covers must be in place at all times when work with the stockpiles is not occurring (applicable to small stockpiles only).Non-active stockpiles can be stabilized by seeding or mulching if they are to remain exposed for more than two weeks or can be covered with impermeable sheeting to protect the material from rainwater.
- If the stockpile location becomes a permanent storage site for sand, a roofed structure should be considered to reduce erosion.
- Sediment barriers should be placed around the perimeter of the storage site to prevent any runoff carrying sand from entering storm drains and surface waters. If the weather becomes dry and windy, regular light watering of the stockpile and surrounding area will provide effective dust control.
- See Erosion and Sediment Control for additional information.

Good Housekeeping

- Sweep paved storage areas regularly for collection and disposal of loose solid materials. Do not hose down the area to a storm drain or conveyance ditch.
- Clean nearby catch basins as necessary, at least annually.

Preventative Maintenance

- Frequently inspect and verify that BMPs are in place and functioning properly.
- Repair and/or replace perimeter controls and covers as needed to keep them functioning properly.

Erosion and Sediment Control

- If the stockpiles are so large that they cannot feasibly be covered and contained, implement erosion control practices at the perimeter of the Highway Department Garage and at any catch basins to prevent erosion of the stockpiled materials off site.
- Ensuring that the storage area is regularly swept and kept clean is an important good housekeeping practice.

Management of Runoff

- Protect all stockpiles from stormwater run-on using a temporary perimeter sediment barrier such as berms, dikes, fiber rolls, silt fences, sandbags, or gravel bags.

4.3 Employee Parking Area

Parking lots can contribute substances, such as trash, suspended solids, hydrocarbons, oil and grease, and heavy metals that can enter receiving waters through stormwater runoff.

4.3.1 Facility Description

At the Highway Garage, there is a parking area for employees and visitors in the front of and to the west of the office/garage building. (**Figure 4.3**).

Figure 4.3: Employee and visitor parking in front of the Highway Garage building.

4.3.2 Suggested Best Management Practices

General Practices

- Keep the parking area clean and free of trash and debris.

Minimize or Prevent Exposure

- Not applicable for this parking area.

Good Housekeeping

- Provide trash receptacles in parking areas or just inside of the facility to discourage litter.
- Sweep parking areas annually at a minimum.
- Clean nearby catch basins as necessary.

Erosion and Sediment Control

- Sediment control will be achieved through routine sweeping in the parking area.
- Additional Erosion and Sediment Controls will be necessary for major repairs, repaving, and/or re-grading the parking area.

Management of Runoff

- Consider allowing sheet runoff to flow into vegetated strip and swales or an infiltration area.

4.4 Solid Waste Management

Solid waste production and storage locations can contaminate stormwater runoff with pathogens such as bacteria and viruses, nutrients such as phosphorus and nitrogen, metals, and sediment. Solid waste may be classified as both hazardous and non-hazardous. At the Highway Department Garage storage of all hazardous material is within the Garage Building where it is not exposed to precipitation and therefore greatly reduces the risk of stormwater pollution.

Figure 4.4: Dumpster on the east side of the Highway Garage building.

4.4.1 Facility Description

At the Highway Department Garage, there is a trash dumpster located adjacent to the office/garage building, on the east side of the building (**Figure 4.4**).

4.4.2 Suggested Best Management Practices

General Practices

- Utilize waste storage containers to keep the parking area and facility clean and free of trash and debris.
- Keep waste collection areas clean, especially those located near catch basins and wetland resource areas.
- Solid waste containers should be located as far away from wetland resource areas as practicable.

Minimize or Prevent Exposure

- Secure solid waste containers. Containers must be closed tightly when not in use.
- Place waste containers under cover if possible.
- Ensure that only appropriate solid wastes are added to the solid waste container. Certain wastes such as hazardous wastes, appliances, fluorescent lamps, pesticides, etc. may not be disposed of in solid waste containers.
- Do not mix wastes; this can cause chemical reactions, make recycling impossible, and complicate disposal.

Good Housekeeping

- All staff shall be properly trained in correct solid waste management practices, including waste disposal and spill prevention and response. All employees shall also be knowledgeable of the potential hazards associated with solid waste handling and storage.
- Each waste storage location shall be properly labeled, and all significant sources of pollution shall be kept in a secure, covered, and contained area.
- Schedule regular waste collection to prevent the containers from overfilling.

Preventative Maintenance

- Inspect solid waste containers for structural damage or leaks regularly. Repair or replace damaged containers as necessary.
- Repair or replace any leaking or defective containers and replace labels as necessary.
- Maintain caps and/or covers on containers.

Erosion and Sediment Control

- Sediment control will be achieved through routine sweeping in the parking area and a regular waste collection schedule.

Management of Runoff

- See Minimize or Prevent Exposure for more information.

4.5 Salt Storage and Loading

The 2016 Small MS4 General Permit provides specific requirements for "Salt Storage Piles or Piles Containing Salt," as follows:

"For storage piles of salt or piles containing salt used for de-icing or other purposes (including maintenance of paved surfaces) for which the discharge during precipitation events discharges to the permittee's MS4, any other storm sewer system, or to a Water of the US, the permittee shall prevent exposure of the storage pile to precipitation by enclosing or covering the storage piles. Such piles shall be enclosed or covered within two (2) years of the permit effective date. The permittee shall implement appropriate measures (e.g., good housekeeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile. The permittee is encouraged to store piles in such a manner as not to impact surface water resources, ground water resources, recharge areas, and wells."

Salts are very soluble – once in contact with water there is no way to remove salt. The major reasons for keeping sand and salt covered are that these materials:

- Kill vegetation and aquatic life
- Corrode infrastructure
- Block storm drains and swales
- Increase sedimentation to streams and rivers
- Small quantities (5% road salt) contain phosphorous, nitrogen, copper, and cyanide

4.5.1 Facility Description

There is a large salt and sand storage shed on the site to prevent exposure of the stockpiles to precipitation. The Town currently treats roads with a salt and sand mixture. The salt pile is contained within the salt storage building and only accessed during winter months. Additionally, there is a small salt and sand storage shed on site for use by residents of the Town of Hampden (**Figure 4.5)**. Materials stored in the salt/sand storage shed are not directly exposed to precipitation.

Figure 4.5: Salt/sand shed (left) and resident salt/sand shed (right) at the Highway Garage.

4.5.2 Suggested Best Management Practices

Minimize or Prevent Exposure

- Sand and salt must be stored properly to prevent exposure to precipitation. Hampden's storage sheds have the following key elements:
    - Covered structure on impervious surface
    - Salt handling is conducted within the storage facility.

Good Housekeeping

- Sweep the surrounding area regularly for collection and disposal of loose materials.
- Do not hose down the area to a storm drain or conveyance ditch.

Preventative Maintenance

- Keep the storage buildings in good condition (e.g., maintain or repair the roof and pavement) to limit releases to runoff. Problems should be identified and reported as part of routine inspections, described in **Section 6**, Inspections.

Erosion and Sediment Control

- Sediment control will be achieved through routine sweeping of the areas around the sheds.

Management of Runoff

- See Minimize or Prevent Exposure for additional information.

4.6 Spill Prevention and Response

Under Section 2.3.7.b.ii.4.d of the 2016 Small MS4 General Permit:

"Spill Prevention and Response: The permittee shall minimize the potential for leaks, spills, and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the permittee shall have procedures that include:

- *Preventive measures such as barriers between material storage and traffic areas, secondary containment provisions, and procedures for material storage and handling.*
- *Response procedures that include notification of appropriate facility personnel, emergency agencies, and regulatory agencies, and procedures for stopping, containing, and cleaning up leaks, spills and other releases. Measures for cleaning up hazardous material spills or leaks shall be consistent with applicable Resource Conservation and Recovery Act (RCRA) regulations at 40 CFR section 264 and 40 CFR section 265. Employees who may cause, detect, or respond to a spill or leak shall be trained in these procedures and have necessary spill response equipment available. If possible, one of these individuals should be a member of the Pollution Prevention Team; and*
- *Contact information for individuals and agencies that shall be notified in the event of a leak, spill, or other release. Where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under 40 CFR section 110, 40 CFR section 117, or 40 CFR section 302, occurs during a 24-hour period, the permittee shall notify the National Response Center (NRC) at (800) 424-8802 in accordance with the requirements of 40 CFR section 110, 40 CFR section 117, and 40 CFR section 302 as soon as the permittee has knowledge of the discharge. State or local requirements may necessitate reporting spills or discharges to local emergency, public health or drinking water supply agencies, and owners of public drinking water supplies. Contact information shall be in locations that are readily accessible and available."*

4.6.1 Facility Description

There is a diesel fueling pump on-site behind the Highway Department Garage, which is used to fuel Highway and Police Department vehicles (**Figure 4.6**).

4.6.2 Suggested BMPs

General Practices

Figure 4.6: Fuel pump at the Hampden Highway Department Garage.

- Keep a spill kit at the fueling and maintenance area and accessible at all times in case of an emergency spill. Spill kits should consist of emergency clean-up and spill containment materials that can be used in the event of a fuel or other chemical spill, such as absorbent socks and/or pillows and wipes and temporary disposal bags.
- Manufacturer's recommended methods for cleanup will be clearly posted and site personnel will be made aware of the procedures and the location of the information and clean up supplies.
- Spills of toxic or hazardous material will be reported to the appropriate state or local government agency if minimum reportable quantities are exceeded.
- The site superintendent responsible for day to day operations will be the Spill Response Coordinator (SRC). The SRC is responsible for decisive actions in the event of a spill at the facility. The SRC will supervise efforts to provide immediate containment of the spill to prevent a more difficult cleanup situation.

Minimize or Prevent Exposure

- Persons performing fueling operations should watch for leaks or spills. Any small leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly.

Good Housekeeping

- Use drip pans, drip cloths, or absorbent pads when replacing spent fluid.

Preventative Maintenance

- Vehicles shall be inspected regularly for leaks or damage.

Management of Runoff

- See Minimize or Prevent Exposure for additional information.

4.6.3 Federal and State Spill Notification

In the event of a spill of oil/hazardous material, the SRC shall call the Hampden Fire Department via **911** and the MassDEP's Emergency Response number **(888) 304-1133** as soon as possible.

In accordance with 310 CMR 40.0333, the SRC shall notify the Massachusetts Department of Environmental Protection (Western Region) at (413) 784-1100 and any other authorities or agencies within two hours if an accident or other type of incident results in a release to:

- Land: 10 gallons or more of Oils with Polychlorinated Biphenyls (PCBs) < 500 parts per million (ppm) OR 1 gallon or more of Oils (PCBs > 500 ppm)
- Waterways: any quantity of Oils

- Triggers the exposure to toxic chemical levels as listed in 301 CMR 40.1600, Revised Massachusetts Contingency Plan (MCP). Note: Trigger volumes for other chemical spills vary. Contact the MassDEP or a Licensed Site Professional (LSP) for specific guidance on reporting thresholds and requirements for other chemicals.

The SRC shall notify the National Response Center (NRC) at **(800) 424-8802** where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity consistent with Part 2.3.3.4c and established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302, occurs during a 24-hour period.

In either event, the SRC will work with state and federal agencies to ensure that all appropriate forms and reports are submitted in a timely manner.

4.6.4 Local Spill Notification

The following local agencies will be called to provide emergency assistance at the facility on the judgment of the SRC:

Agency/Facility	Emergency Number	Non-Emergency Number
Hampden Fire Department	911	(413) 566-3314
Hampden Police Department	911	(413) 566-8011
Baystate Medical Center (Springfield)	(413) 794-0000	(413) 794-0000

4.7 Employee Training

Requirements for annual employee training on implementation of the SWPPP is described in Section 2.3.7.b.ii.4.h of the 2016 Small MS4 General Permit:

"The permittee shall regularly train employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP (e.g., inspectors, maintenance personnel), including all members of the Pollution Prevention Team. Training shall cover both the specific components and scope of the SWPPP and the control measures required under this part, including spill response, good housekeeping, material management practices, any best management practice operation and maintenance, etc. EPA recommends annual training. The permittee shall document the following information for each training:

- *The training date, title and training duration;*
- *List of municipal attendees;*
- *Subjects covered during training"*

The Hampden Highway Department is responsible for stormwater management training for Highway employees. Employee training will be conducted upon hiring and on an annual basis thereafter to inform personnel responsible for implementing the activities described in this Plan, or otherwise responsible for stormwater management, of the components and goals of this Plan. Personnel will be trained in the proper operation and maintenance of equipment as well as in procedures to follow during an emergency. The purpose of the training is to ensure that discharges are prevented, and spill response procedures are reviewed.

Training will consist of classroom and/or hands-on sessions and will be arranged by the Primary SWPPP Coordinator. At a minimum, annual training will cover applicable stormwater regulations, stormwater pollution prevention concepts, the goals of this SWPPP, and structural controls and nonstructural controls (BMPs), including spill prevention and response, inspection, reporting, and general good housekeeping practices.

The SWPPP training can be periodically combined with other required training topics, such as the Illicit Discharge Detection and Elimination (IDDE) training. Documentation of training, including dates held, topics covered, and a list of attendees, shall be retained on-site. An example training record is included in **Appendix D**.

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SECTION 5

Section 5
Stormwater Controls

As described in Section 2.3.7.b.ii.3 of the 2016 Small MS4 General Permit, the Town is required to implement and maintain stormwater controls at the SWPPP facility:

"The permittee shall select, design, install, and implement the control measures detailed in paragraph iv below to prevent or reduce the discharge of pollutants from the permittee owned facility.

The selection, design, installation, and implementation of the control measures shall be in accordance with good engineering practices and manufacturer's specifications. The permittee shall also take all reasonable steps to control or address the quality of discharges from the site that may not originate at the facility.

If the discharge from the facility is to a water quality limited water and the facility has the potential to discharge the pollutant identified as causing the water quality limitation, the permittee shall identify the control measures that will be used to address this pollutant at the facility so that the discharge does not cause or contribute to a violation of a water quality standard."

Also, under Section 2.3.7.b.ii.4.i of the 2016 Small MS4 General Permit:

"Maintenance of Control Measures: The permittee shall maintain all control measures, required by this permit in effective operating condition. The permittee shall keep documentation onsite that describes procedures and a regular schedule for preventative maintenance of all control measures and discussions of back-up practices in place should a runoff event occur while a control measure is off-line. Nonstructural control measures shall also be diligently maintained (e.g., spill response supplies available, personnel trained)."

5.1 Operations and Maintenance

The Hampden Highway Department shall maintain all structural and non-structural control measures in effective operating condition. Non-structural control measures shall be diligently maintained (e.g., spill response supplies available, personnel trained).

As shown in **Figure 4** in **Appendix B**, there are four catch basins on-site. The catch basins connect to the MS4 in Main Street, which eventually discharges via an outfall to the Scantic River. There are no outfalls on site.

The drainage system and stormwater BMPs should be inspected according to **Sections 5.2** and **6** and maintained as follows:

- Avoid disposing of snow on top of storm drain catch basins or in stormwater drainage swales or ditches. Snow combined with sand and debris may block a storm drainage system, causing localized flooding. A high volume of sand, sediment, and litter released from melting snow also may be quickly transported through the system into surface water.

- Additional information about selecting a location and best practices for snow removal and stockpiling are in MassDEP's Snow Disposal Guidance in **Appendix C**.
- The drainage system and stormwater BMPs onsite, including catch basins, pipes, and swales, must be maintained according to the Massachusetts Stormwater Handbook, Volume 2. Excerpts are provided in **Appendix C**.

It may be necessary in the future for the Town to make additional site improvements and implement structural controls beyond the BMPs described in **Section 4**. For example, to further limit the migration of sediment and stockpiled materials into the catch basins on site, the Town may consider covering the stockpiles or grading runoff from the site toward a structural BMP to treat runoff.

Records for all maintenance activities may be kept in **Appendix D** of this plan or electronically.

5.2 Site Inspections

As described in **Section 6**, the Town will perform regular site inspections to monitor compliance with this SWPPP. If the following conditions are observed, corrective measures must be taken.

- Migration of materials (sediment, bulk materials, debris) and visible pollutants (oil sheen) to the surrounding wetlands or storm drain outfall; and/or
- Erosion or other damage to vegetated areas around the site perimeter.

If these conditions are recurring, it may be necessary for the Town to make additional site improvements and install or improve structural controls at the Highway Department Garage.

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SECTION 6

Section 6
Inspections

Inspections of SWPPP facilities are required per Section 2.3.7.b.iii of the 2016 Small MS4 General Permit:

"Inspect all areas that are exposed to stormwater and all stormwater control measures. Inspections shall be conducted at least once each calendar quarter. More frequent inspections may be required if significant activities are exposed to stormwater. Inspections shall be performed when the facility is in operation. At least one of the quarterly inspections shall occur during a period when a stormwater discharge is occurring."

The Town is required to conduct quarterly facility inspections, as described in this section and in the 2016 Small MS4 General Permit. Mark Langone, the Hampden Highway Superintendent, will be responsible for conducting all site inspections and preparing the necessary documentation.

6.1 Routine Facility Inspections

Inspect all areas that are exposed to stormwater and all stormwater control measures. Inspections shall be conducted at least quarterly (i.e., once each calendar quarter) and may follow the following schedule to coincide with the Fiscal Year and Permit Year:

- Q1: July through September
- Q2: October through December
- Q3: January through March
- Q4: April through June

As described in Section 2.3.7.b.iii.1 of the 2016 Small MS4 General Permit, the facility must be in operation during all inspections, and **at least one of the quarterly inspections must occur while a stormwater discharge is actively occurring**.

Figure 6.1. Labeled catch basin off of the Highway Garage driveway.

The following information must be documented for each routine facility inspection:

- 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

Quarterly inspections should be documented using the Quarterly Inspection Form included in **Appendix D**.

6.2 Corrective Actions

If during the inspections, or any other event or observation, the SWPPP Inspector identifies control measures that need repair or are not operating effectively, the Hampden Highway Department is required to repair or replace them before the next anticipated storm event if possible, or as soon as practicable following that storm event. In the interim, back-up measures must be put in place to ensure that the quality of the stormwater discharge is not diminished. There is no grace period for making repairs to any control measures.

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SECTION 7

Section 7
Record Keeping and Reporting

7.1 SWPPP Records

Per Section 2.3.7.b.iv of the 2016 Small MS4 General Permit, the Town must keep a written record (either hard copy or electronic) of all activities associated with the development and implementation of the SWPPP. These activities include, but are not limited to, maintenance, inspections, and training. The Town shall maintain all records associated with the development and implementation of the SWPPP for a period of at least five years. These records shall be made available to State or Federal inspectors and the general public upon request.

As outlined in **Section 6**, the findings of all site inspections must be included in the annual reports submitted to the EPA in accordance with Section 2.3.7.b.iii of the 2016 Small MS4 General Permit.

7.2 SWPPP Revisions

The Town may update or revise the SWPPP as needed. Changes that may trigger revision include, but are not limited to, the following:

- Physical changes to the facility that expose any potential pollutant, which is not presently exposed, to groundwater
- Presence of a new authorized non-stormwater discharge at the facility
- Addition of an activity not previously addressed in this SWPPP, which introduces a new potential pollutant

If it is necessary to modify or update the SWPPP, the Highway Department should follow this procedure to formalize the changes:

- Keep a log with a description of the modification, the date, and the name and signature of the person making it
- Re-sign and date the certification statement in Section 8 of this SWPPP

A SWPPP revision log and additional certification statements are located in Appendix D.

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SECTION 8

Section 8
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."

Name: Robert T. Markel Title: Town Admin

Signature: Robert T Markel Date: 7/1/2020

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APPENDIX A

United States Environmental Protection Agency (EPA)
National Pollutant Discharge Elimination System (NPDES)

GENERAL PERMITS FOR STORMWATER DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS IN MASSACHUSETTS

AUTHORIZATION TO DISCHARGE UNDER THE
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

In compliance with the provisions of the Clean Water Act (CWA), as amended (33 U.S.C. §1251 *et seq.*), and the Massachusetts Clean Waters Act, as amended (M.G.L. Chap.21 §§ 26-53), any operator of a small municipal separate storm sewer system whose system:

- Is located in the areas described in part 1.1;
- Is eligible for coverage under part 1.2 and part 1.9; and
- Submits a complete and accurate Notice of Intent in accordance with part 1.7 of this permit and EPA issues a written authorization

is authorized to discharge in accordance with the conditions and the requirements set forth herein.

The following appendices are also included as part of these permits:
Appendix A – Definitions, Abbreviations, and Acronyms;
Appendix B – Standard permit conditions applicable to all authorized discharges;
Appendix C – Endangered Species Act Eligibility Guidance;
Appendix D – National Historic Preservation Act Eligibility Guidance;
Appendix E – Information required for the Notice of Intent (NOI);
Appendix F – Requirements for MA Small MS4s Subject to Approved TMDLs;
Appendix G – Impaired Waters Monitoring Parameter Requirements;
Appendix H – Requirements related to discharges to certain water quality limited waterbodies;

These permits become effective on **July 1, 2017**.

These permits and the authorization to discharge expire at midnight, **June 30, 2022**.

Signed this 4th day of April 2016

Ken Moraff, Director
Office of Ecosystem Protection
United States Environmental Protection Agency
5 Post Office Square – Suite 100
Boston, Massachusetts 02109-3912

Signed this 4th day of April 2016

Douglas E. Fine
Assistant Commissioner for Water Resources
Department of Environmental Protection
One Winter Street
Boston, Massachusetts 02108

The assessment should indicate if the practices are allowed in the MS4 jurisdiction and under what circumstances are they allowed. If the practices are not allowed, the permittee shall determine what hinders the use of these practices, what changes in local regulations may be made to make them allowable, and provide a schedule for implementation of recommendations. The permittee shall implement all recommendations, in accordance with the schedules, contained in the assessment. The permittee shall report in each annual report on its findings and progress towards making the practices allowable.(Information available at: http://www.epa.gov/region1/npdes/stormwater/assets/pdf/AddressingBarrier2LID.pdf and http://www.mapc.org/resources/low-impact-dev-toolkit/local-codes-lid)

d. Four (4) years from the effective date of this permit, the permittee shall identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs designed to reduce the frequency, volume, and pollutant loads of stormwater discharges to and from its MS4 through the reduction of impervious area. Properties and infrastructure for consideration shall include those with the potential for reduction of on-site impervious area (IA) as well as those that could provide reduction of off-site IA. At a minimum, the permittee shall consider municipal properties with significant impervious cover (including parking lots, buildings, and maintenance yards) that could be modified or retrofitted. MS4 infrastructure to be considered includes existing street right-of-ways, outfalls and conventional stormwater conveyances and controls (including swales and detention practices) that could be readily modified or retrofitted to provide reduction in frequency, volume or pollutant loads of such discharges through reduction of impervious cover.

In determining the potential for modifying or retrofitting particular properties, the permittee shall consider factors such as access for maintenance purposes; subsurface geology; depth to water table; proximity to aquifers and subsurface infrastructure including sanitary sewers and septic systems; and opportunities for public use and education. In determining its priority ranking, the permittee shall consider factors such as schedules for planned capital improvements to storm and sanitary sewer infrastructure and paving projects; current storm sewer level of service; and control of discharges to water quality limited waters, first or second order streams, public swimming beaches, drinking water supply sources and shellfish growing areas.

Beginning with the fifth year annual report and in each subsequent annual report, the permittee shall identify additional permittee owned sites and infrastructure that could be retrofitted such that the permittee maintains a minimum of 5 sites in their inventory, until such a time as when the permittee has less than 5 sites remaining. In addition, the permittee shall report on all properties that have been modified or retrofitted with BMPs to mitigate IA that were inventoried in accordance with this part. The permittee may also include in its annual report non-MS4 owned property that has been modified or retrofitted with BMPs to mitigate IA.

2.3.7. Good House Keeping and Pollution Prevention for Permittee Owned Operations

Objective: The permittee shall implement an operations and maintenance program for permittee-owned operations that has a goal of preventing or reducing pollutant runoff and protecting water quality from all permittee-owned operations.

a. Operations and Maintenance Programs

i. Within two (2) years from the effective date of the permit, the permittee shall develop, if not already developed, written (hardcopy or electronic) operations and maintenance procedures for the municipal activities listed below in part 2.3.7.a.ii. These written procedures shall be included as part of the SWMP.

waters. These materials should be managed in compliance with current MassDEP policies:

- For catch basins cleanings: http://www.mass.gov/eea/agencies/massdep/recycle/regulations/management-of-catch-basin-cleanings.html
- For street sweepings: http://www.mass.gov/eea/docs/dep/recycle/laws/stsweep.pdf.

5. The permittee shall establish and implement procedures for winter road maintenance including the use and storage of salt and sand; minimize the use of sodium chloride and other salts, and evaluate opportunities for use of alternative materials; and ensure that snow disposal activities do not result in disposal of snow into waters of the United States. For purposes of this MS4 Permit, salt shall mean any chloride-containing material used to treat paved surfaces for deicing, including sodium chloride, calcium chloride, magnesium chloride, and brine solutions.

6. The permittee shall establish and implement inspection and maintenance frequencies and procedures for all stormwater treatment structures such as water quality swales, retention/detention basins, infiltration structures, proprietary treatment devices or other similar structures. All permittee-owned stormwater treatment structures (excluding catch basins) shall be inspected annually at a minimum.

iv. The permittee shall report in the annual report on the status of the inventory required by this part and any subsequent updates; the status of the O&M programs for the permittee-owned facilities and activities in part 2.3.7.a.ii; and the maintenance activities associated with each.

v. The permittee shall keep a written (hardcopy or electronic) record of all required activities including but not limited to maintenance activities, inspections and training required by part 2.3.7.a. The permittee shall maintain, consistent with part 4.2.a, all records associated with maintenance and inspection activities required by part 2.3.7.a.

b. Stormwater Pollution Prevention Plan (SWPPP)

The permittee shall 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. If facilities are located at the same property, the permittee may develop one SWPPP for the entire property. The SWPPP is a separate and different document from the SWMP required in part 1.10. A SWPPP does not need to be developed for a facility if the permittee has either developed a SWPPP or received a no exposure certification for the discharge under the Multi-Sector General Permit or the discharge is authorized under another NPDES permit.

i. No later than two (2) years from the effective date of the permit, the permittee shall develop and implement a written (hardcopy or electronic) SWPPP for the facilities described above. The SWPPP shall be signed in accordance with the signatory requirements of Appendix B – Subparagraph 11.

ii. The SWPPP shall contain the following elements:

1. Pollution Prevention Team
   Identify the staff on the team, by name and title. If the position is unstaffed, the title of the position should be included and the SWPPP updated when the position is filled. The role of the team is to develop, implement, maintain, and revise, as necessary, the SWPPP for the facility.

2. Description of the facility and identification of potential pollutant sources
   The SWPPP shall include a map of the facility and a description of the activities that occur at the facility. The map shall show the location of the stormwater outfalls, receiving waters, and any structural controls. Identify all activities that occur at the facility and the potential pollutants associated with each activity including the location of any floor drains. These may be included as part of the inventory required by part 2.3.7.a.

3. Identification of stormwater controls
   The permittee shall select, design, install, and implement the control measures detailed in paragraph iv below to prevent or reduce the discharge of pollutants from the permittee owned facility.

   The selection, design, installation, and implementation of the control measures shall be in accordance with good engineering practices and manufacturer's specifications. The permittee shall also take all reasonable steps to control or address the quality of discharges from the site that may not originate at the facility.

   If the discharge from the facility is to a water quality limited water and the facility has the potential to discharge the pollutant identified as causing the water quality limitation, the permittee shall identify the control measures that will be used to address this pollutant at the facility so that the discharge does not cause or contribute to a violation of a water quality standard.

4. The SWPPP shall include the following management practices:
   a) Minimize or Prevent Exposure: The permittee shall to the extent practicable either locate materials and activities inside, or protect them with storm-resistant coverings in order to prevent exposure to rain, snow, snowmelt and runoff (although significant enlargement of impervious surface area is not recommended). Materials do not need to be enclosed or covered if stormwater runoff from affected areas will not be discharged directly or indirectly to surface waters or to the MS4 or if discharges are authorized under another NPDES permit.

   b) Good Housekeeping: The permittee shall keep clean all exposed areas that are potential sources of pollutants, using such measures as sweeping at regular intervals. Ensure that trash containers are closed when not in use, keep storage areas well swept and free from leaking or damaged containers; and store leaking vehicles needing repair indoors.

   c) Preventative Maintenance: The permittee shall regularly inspect, test, maintain, and repair all equipment and systems to avoid situations that

may result in leaks, spills, and other releases of pollutants in stormwater to receiving waters. Inspections shall occur at a minimum once per quarter.

d) Spill Prevention and Response: The permittee shall minimize the potential for leaks, spills, and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the permittee shall have procedures that include:

- Preventive measures such as barriers between material storage and traffic areas, secondary containment provisions, and procedures for material storage and handling.
- Response procedures that include notification of appropriate facility personnel, emergency agencies, and regulatory agencies, and procedures for stopping, containing, and cleaning up leaks, spills and other releases. Measures for cleaning up hazardous material spills or leaks shall be consistent with applicable Resource Conservation and Recovery Act (RCRA) regulations at 40 CFR section 264 and 40 CFR section 265. Employees who may cause, detect, or respond to a spill or leak shall be trained in these procedures and have necessary spill response equipment available. If possible, one of these individuals should be a member of the Pollution Prevention Team; and
- Contact information for individuals and agencies that shall be notified in the event of a leak, spill, or other release. Where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under 40 CFR section 110, 40 CFR section 117, or 40 CFR section 302, occurs during a 24-hour period, the permittee shall notify the National Response Center (NRC) at (800) 424-8802 in accordance with the requirements of 40 CFR section 110, 40 CFR section 117, and 40 CFR section 302 as soon as the permittee has knowledge of the discharge. State or local requirements may necessitate reporting spills or discharges to local emergency, public health or drinking water supply agencies, and owners of public drinking water supplies. Contact information shall be in locations that are readily accessible and available.

e) Erosion and Sediment Control: The permittee shall use structural and non-structural control measures at the facility to stabilize and contain runoff from exposed areas and to minimize or eliminate onsite erosion and sedimentation. Efforts to achieve this may include the use of flow velocity dissipation devices at discharge locations and within outfall channels where necessary to reduce erosion.

f) Management of Runoff: The permittee shall manage stormwater runoff from the facility to prevent or reduce the discharge of pollutants. This may include management practices which divert runoff from areas that

are potential sources of pollutants, contain runoff in such areas, or reuse, infiltrate or treat stormwater to reduce the discharge of pollutants.

g) Salt Storage Piles or Piles Containing Salt: For storage piles of salt or piles containing salt used for deicing or other purposes (including maintenance of paved surfaces) for which the discharge during precipitation events discharges to the permittee's MS4, any other storm sewer system, or to a Water of the US, the permittee shall prevent exposure of the storage pile to precipitation by enclosing or covering the storage piles. Such piles shall be enclosed or covered within two (2) years of the permit effective date. The permittee shall implement appropriate measures (e.g., good housekeeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile. The permittee is encouraged to store piles in such a manner as not to impact surface water resources, ground water resources, recharge areas, and wells.

h) Employee Training: The permittee shall regularly train employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP (e.g., inspectors, maintenance personnel), including all members of the Pollution Prevention Team. Training shall cover both the specific components and scope of the SWPPP and the control measures required under this part, including spill response, good housekeeping, material management practices, any best management practice operation and maintenance, etc. EPA recommends annual training.

The permittee shall document the following information for each training:

- The training date, title and training duration;
- List of municipal attendees;
- Subjects covered during training

i) Maintenance of Control Measures: The permittee shall maintain all control measures, required by this permit in effective operating condition. The permittee shall keep documentation onsite that describes procedures and a regular schedule for preventative maintenance of all control measures and discussions of back-up practices in place should a runoff event occur while a control measure is off-line. Nonstructural control measures shall also be diligently maintained (e.g., spill response supplies available, personnel trained).

iii. The permittee shall conduct the following inspections:

1. Site Inspections: Inspect all areas that are exposed to stormwater and all stormwater control measures. Inspections shall be conducted at least once each calendar quarter. More frequent inspections may be required if significant activities are exposed to stormwater. Inspections shall be performed when the facility is in operation. At least one of the quarterly inspections shall occur during a period when a stormwater discharge is occurring.

The permittee shall document the following information for each facility inspection:

- 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.

If during the inspections, or any other time, the permittee identifies control measures that need repair or are not operating effectively, the permittee shall repair or replace them before the next anticipated storm event if possible, or as soon as practicable following that storm event. In the interim, the permittee shall have back-up measures in place.

The permittee shall report the findings from the Site Inspections in the annual report.

iv. The permittee must keep a written (hardcopy or electronic) record of all required activities including but not limited to maintenance, inspections, and training required by part 2.3.7.b.The permittee shall maintain all records associated with the development and implementation of the SWPPP required by this part consistent with the requirements of part 4.2.

3.0. Additional Requirements for Discharges to Surface Drinking Water Supplies and Their Tributaries

a. Permittees which discharge to public surface drinking water supply sources (Class A and Class B surface waters used for drinking water) or their tributaries should consider these waters a priority in the implementation of the SWMP.

b. Permittees should provide pretreatment and spill control measures to stormwater discharges to public drinking water supply sources or their tributaries to the extent feasible.

c. Direct discharges to Class A waters should be avoided to the extent feasible.

4.0. Program Evaluation, Record Keeping, and Reporting

4.1. Program Evaluation

a. The permittee shall annually self-evaluate its compliance with the terms and conditions of this permit and submit each self-evaluation in the Annual Report. The permittee shall also maintain the annual evaluation documentation as part of the SWMP.

b. The permittee shall evaluate the appropriateness of the selected BMPs in achieving the objectives of each control measure and the defined measurable goals. Where a BMP is found to be ineffective the permittee shall change BMPs in accordance with the provisions below. In addition, permittees may augment or change BMPs at any time following the provisions below:

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APPENDIX B

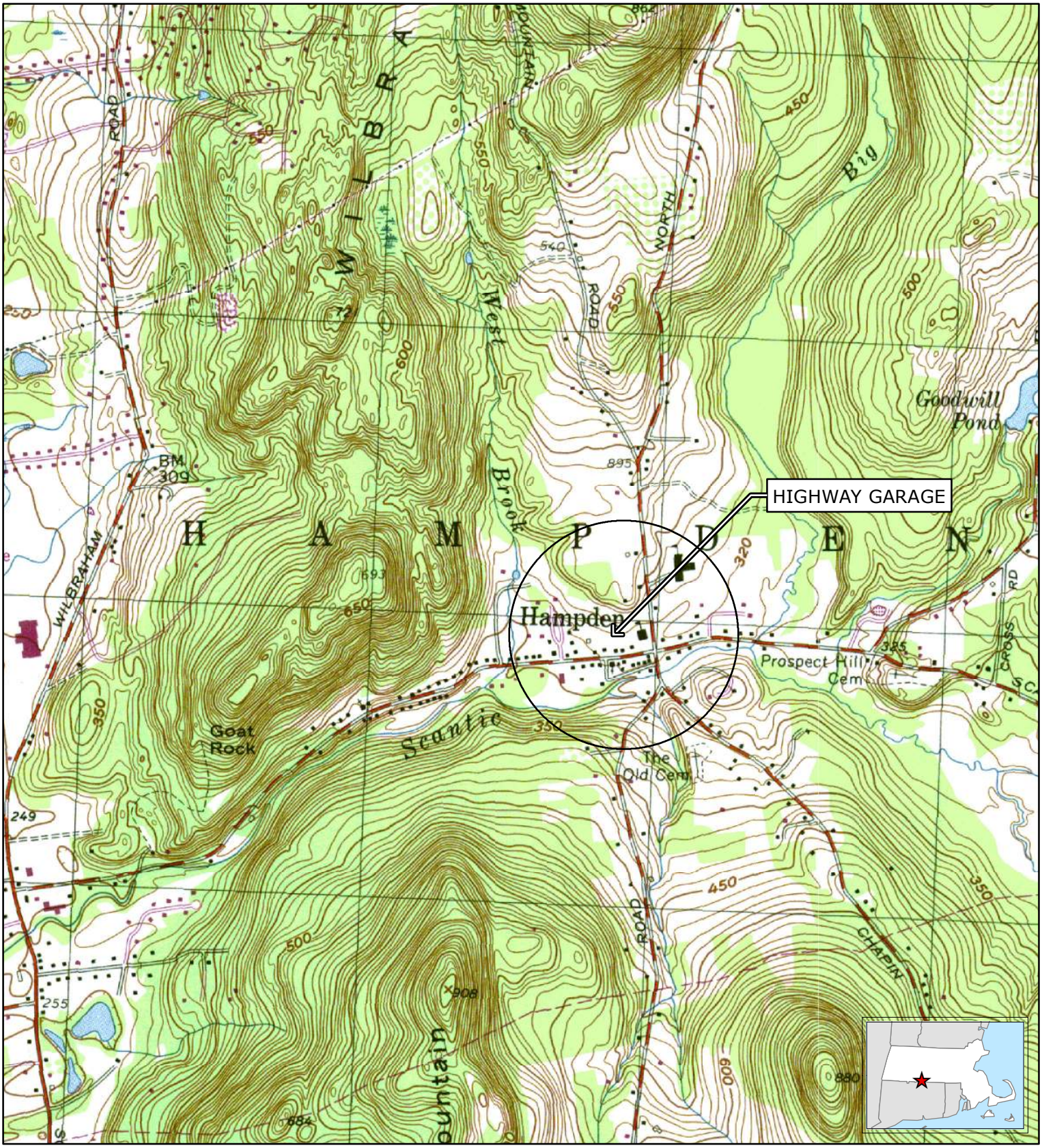

FIGURE 1
SITE LOCATION

Highway Garage SWPPP
Hampden, Massachusetts

Tighe&Bond
Engineers | Environmental Specialists

Based on USGS Topographic Map for hAMPDEN, MA Revised 1979
Circle indicates a quarter mile radius
Contour Interval Equals 10 ft

1:18,000
0 1,000 2,000
Feet

N

January 2020

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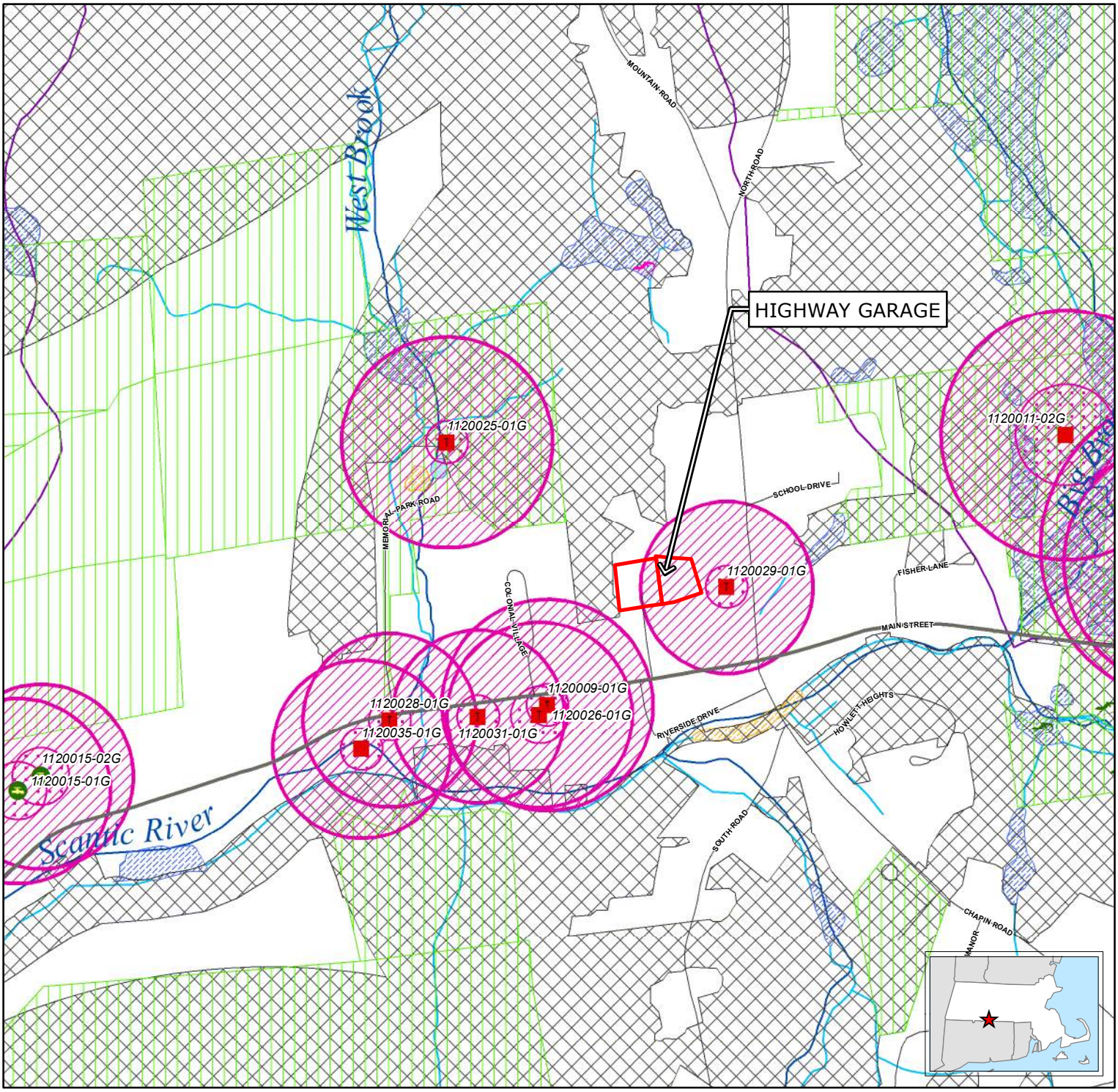

Legend

- NHESP Certified Vernal Pools
- NHESP Potential Vernal Pools
- Non-Landfill Solid Waste Sites
- Proposed Well
- Emergency Surface Water
- Community Public Water Supply - Surface Water
- Community Public Water Supply - Groundwater
- Non-Community Non-Transient Public Water Supply
- Non-Community Transient Public Water Supply
- Limited Access Highway
- Multi-Lane Highway, NOT Limited Access
- Other Numbered Highway
- Major Road - Collector
- Minor Street or Road
- Aquaducts
- Hydrologic Connections
- Stream/Intermittent Stream
- Powerline
- Pipeline
- Track or Trail
- Trains
- Public Surface Water Supply Protection Area (Zone A)
- DEP Approved Wellhead Protection Area (Zone I)
- DEP Approved Wellhead Protection Area (Zone II)
- DEP Interim Wellhead Protection Area (IWPA)
- Protected and Recreational Open Space
- Solid Waste Landfill
- Area of Critical Environmental Concern (ACEC)
- NHESP Priority Habitats for Rare Species
- NHESP Estimated Habitats for Rare Wildlife
- EPA Designated Sole Source Aquifer
- Major Drainage Basin
- Sub Drainage Basin
- MassDEP Open Water
- MassDEP Inland Wetlands
- MassDEP Coastal Wetlands
- MassDEP Not Interpreted Wetlands
- Public Surface Water Supply (PSWS)
- Water Bodies
- Non-Potential Drinking Water Source Area - High Yield
- Non-Potential Drinking Water Source Area - Medium Yield
- Potentially Productive Medium Yield Aquifer
- Potentially Productive High Yield Aquifer
- County Boundary
- Town Boundary
- USGS Quadrangle Sheet Boundary
- Highway Garage

1:8,000

0 300 600

Feet

N

FIGURE 2
PRIORITY RESOURCES

Highway Garage SWPPP
Hampden, Massachusetts

Data source: Bureau of Geographic Information (MassGIS), Commonwealth of Massachusetts, Executive Office of Technology
Data valid as of January 2020.

January 2020

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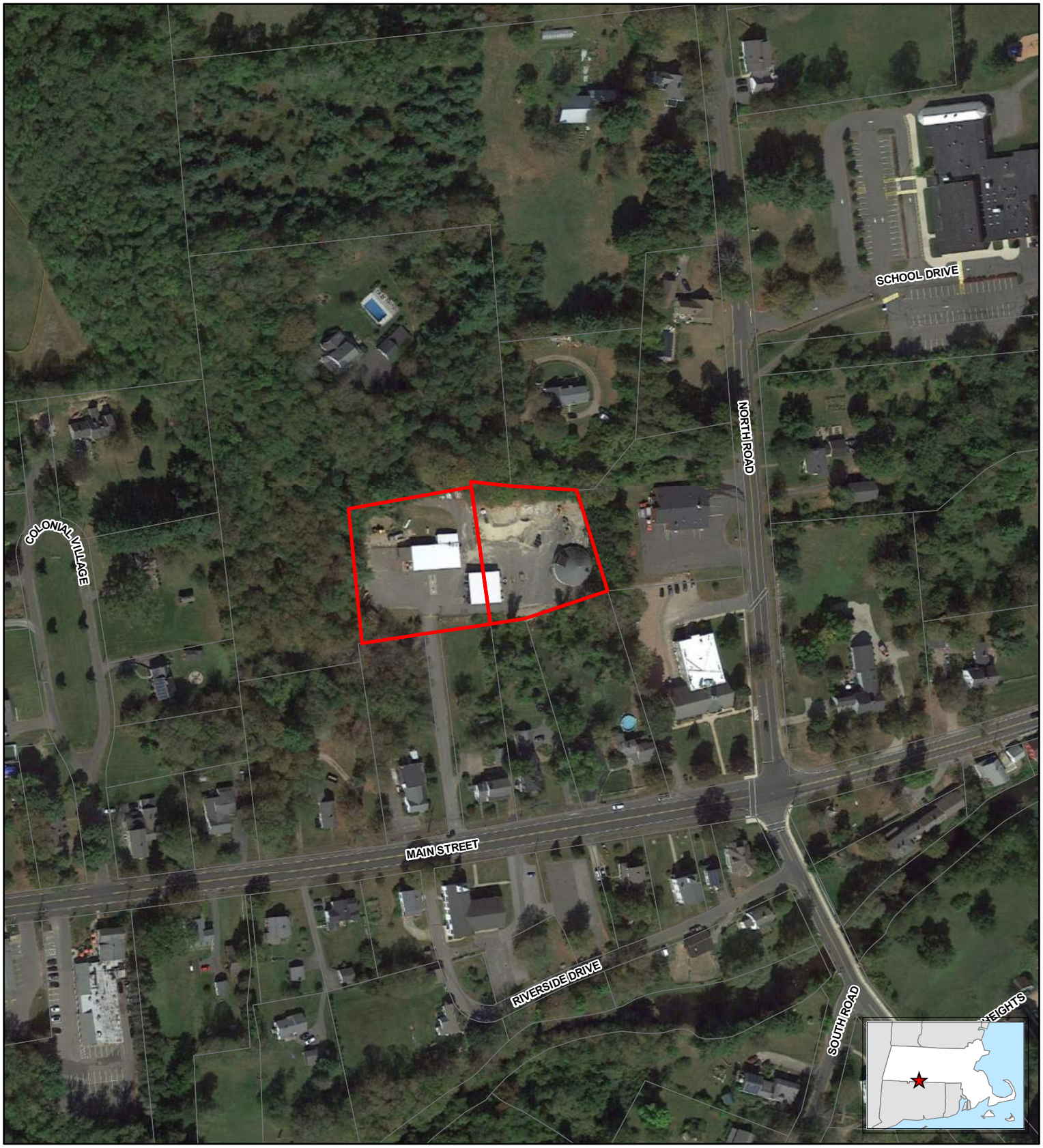

Legend

Highway Garage

Parcels

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Engineers | Environmental Specialists

1. Based on MassGIS Color Orthophotography (2013)
2. Data Source: Office of Geographic Information (MassGIS) Commonwealth of Massachusetts, MassIT Executive Office of Environmental Affairs. Data valid as of November 2019

1:2,500

0 100 200

Feet

N

FIGURE 3
AERIAL PHOTOGRAPH

Highway Garage SWPPP
Hampden, Massachusetts

January 2020

J:\H\H1436 Hampden\015 - MS4 Year 2 Compliance\Reports\SWPPPs\Highway Garage\Draft\Appendices\Appendix B - Figures\GIS\Figure 3 - Aerial Photograph - MUNICIPAL ONLY.mxd [Exported By: KDippold, 1/16/2020, 4:32:22 PM]

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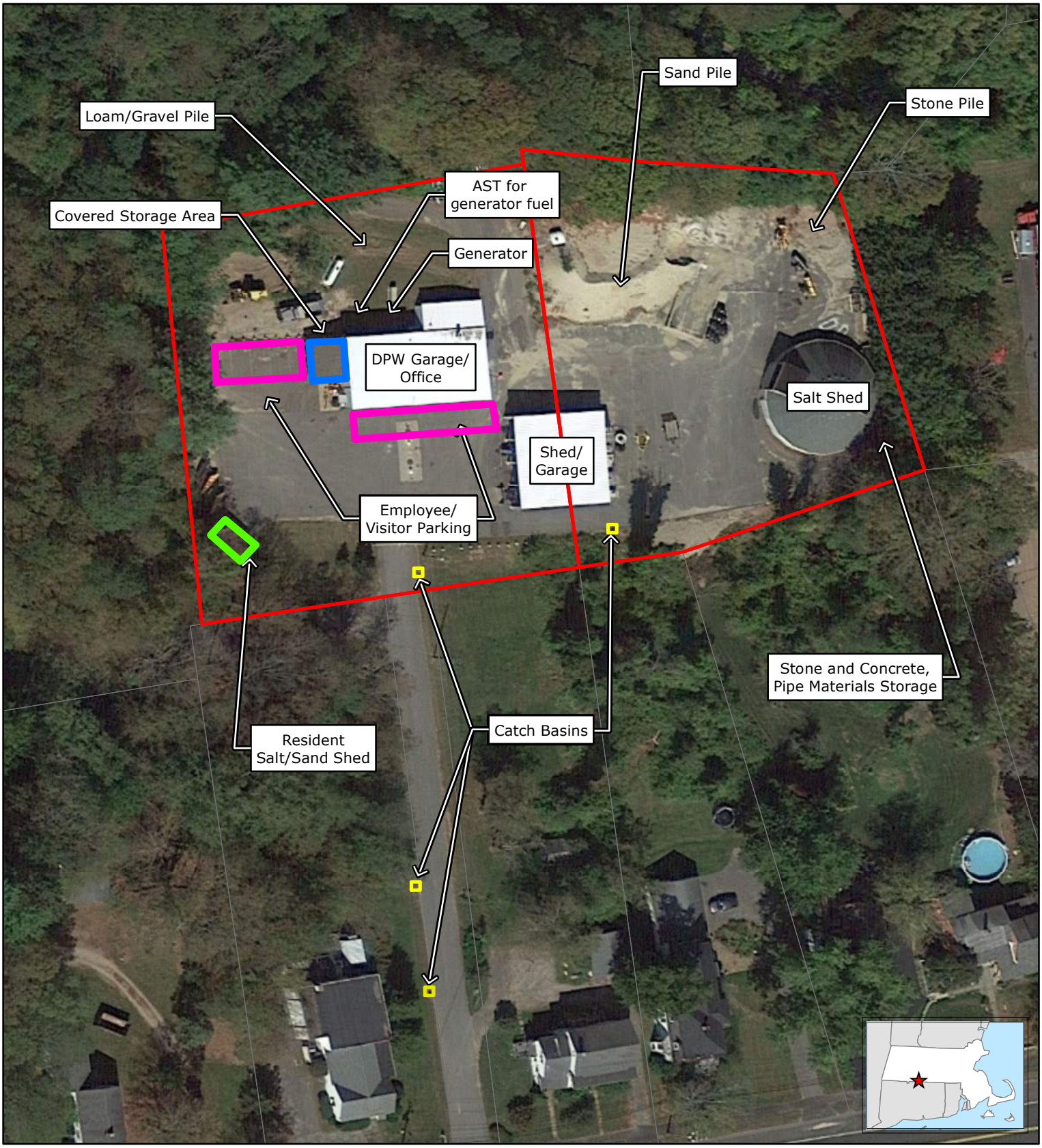

Legend

Highway Garage

Parcels

Tighe&Bond
Engineers | Environmental Specialists

1. Based on MassGIS Color Orthophotography (2013)
2. Data Source: Office of Geographic Information (MassGIS) Commonwealth of Massachusetts, MassIT Executive Office of Environmental Affairs. Data valid as of November 2019

1:850

0 30 60

Feet

N

FIGURE 4
SITE PLAN

Highway Garage SWPPP
Hampden, Massachusetts

March 2020

J:\H\H1436 Hampden\015 - MS4 Year 2 Compliance\Reports\SWPPPs\Highway Garage\Draft\Appendices\Appendix B - Figures\GIS\Figure 4 - Site Plan.mxd [Exported By: KDippold, 3/19/2020, 2:04:10 PM]

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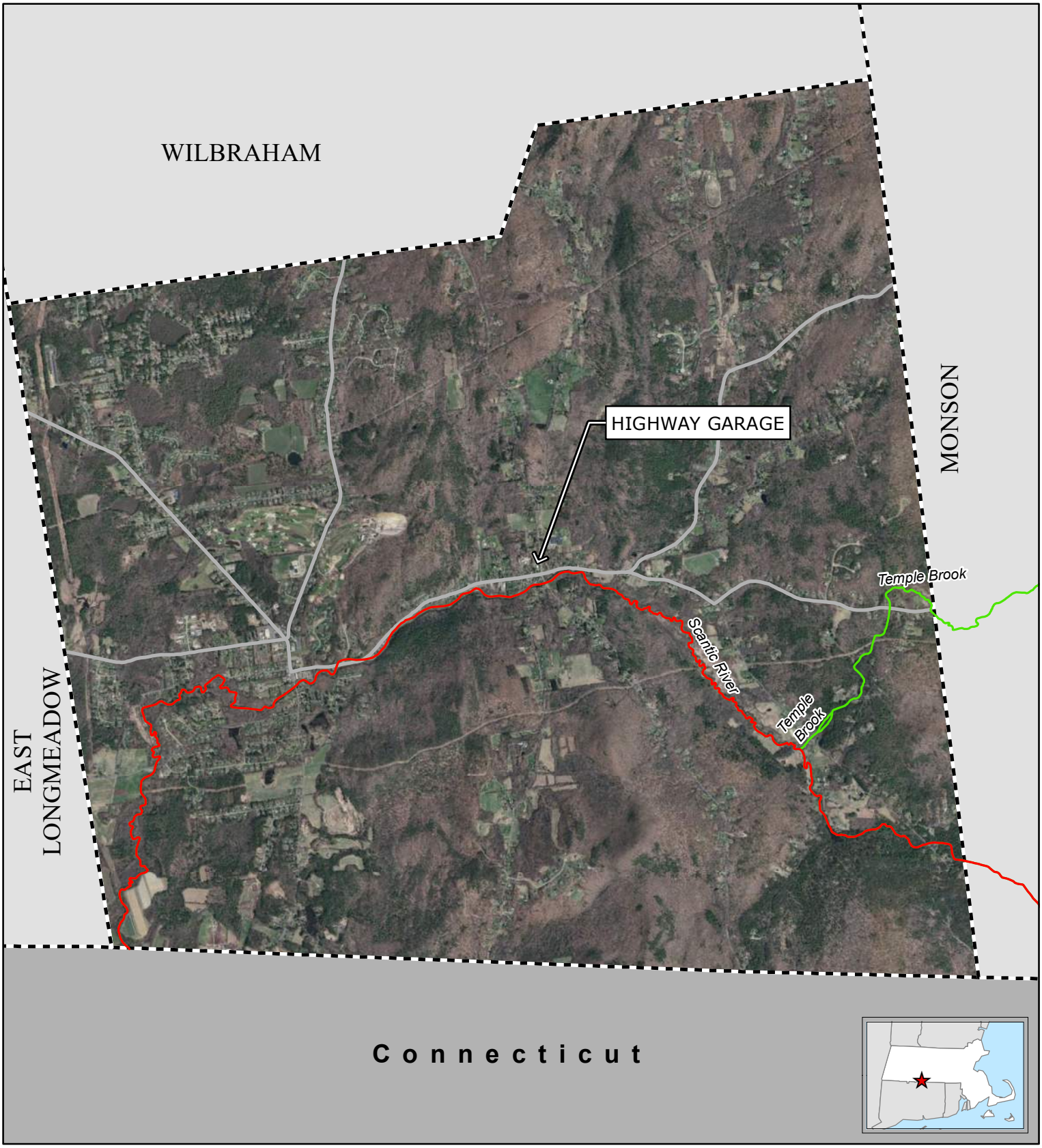

Legend

Water Body Segments - Rivers (arcs)
Category
- 2 - Attaining some uses; other uses not assessed
- 3 - No uses assessed
- 4A -Impaired - TMDL is completed
- 4C - Impairment not caused by a pollutant
- 5 - Impaired - TMDL required

Water Body Segments - Lakes, Estuaries (polygons)
Category
- 2 - Attaining some uses; other uses not assessed
- 3 - No uses assessed
- 4A -Impaired - TMDL is completed
- 4C - Impairment not caused by a pollutant
- 5 - Impaired - TMDL required

MassDOT Major Roads
Road Type
- Limited Access Highway
- Multi-lane Hwy, not limited access
- Other Numbered Highway
- Major Road, Collector
- Town Boundary
- Connecticut

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1. Based on MassGIS Color Orthophotography (2013)
2. Data Source: Office of Geographic Information (MassGIS) Commonwealth of Massachusetts, MassIT Executive Office of Environmental Affairs. Data valid as of November 2019
3. Integrated List Data based on Massachusetts Year 2016 Integrated List of Waters

0 1,500 3,000
Feet

N

1:45,000

FIGURE 5
INTEGRATED LIST OF WATERS

Highway Garage SWPPP
Hampden, Massachusetts

January 2020

Tighe&Bond

APPENDIX C

Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection
One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

REUSE AND DISPOSAL OF STREET SWEEPINGS

DEPARTMENT OF ENVIRONMENTAL PROTECTION

POLICY # BAW-18-001

(SUPERSEDES POLICY # BWP-94-092)

This Policy provides guidance to the regulated community about the Department of Environmental Protection's requirements, standards, and approvals for handling reuse or disposal of street sweepings. This Policy supersedes Department Policy BWP-94-092.

5/14/18
Date

Christine Kirby
Assistant Commissioner

POLICY #BAW-18-001
TABLE OF CONTENTS

1. Policy Statement and Scope

This Policy explains MassDEP requirements for managing Street Sweepings. Street Sweepings are "solid waste" subject to the Massachusetts solid waste regulations. The options for managing Street Sweepings are as follows.

- Use the Street Sweepings in accordance with the preapproved uses described in Section 4 of this policy.
- Use the Street Sweepings for a beneficial use not included in the list of preapproved uses after obtaining a permit from MassDEP under the provisions of the solid waste regulations, 310 CMR 19.060, Beneficial Use of Solid Wastes.
- Dispose of Street Sweepings at a permitted solid waste landfill.

2. Applicability

This policy applies to the reuse or disposal of Street Sweepings that are generated in the ordinary and customary cleaning of roadways and parking lots. This policy does not apply to catch basin cleanings or Street Sweepings mixed with catch basin cleanings or any other type of wastes. The disposal and reuse of catch basin cleanings is discussed in the "Management of Catch Basin Cleanings" Fact Sheet issued by the MassDEP (https://www.mass.gov/lists/massdep-solid-waste-policies-guidance-fact-sheets).

This policy does not apply to the material generated as the result of the clean-up of an oil or hazardous material spill. However, Street Sweepings that are generated in the ordinary and customary maintenance of roadways and parking lots are not exempt from the Hazardous Waste Regulations, 310 CMR 30.000, and must be handled as hazardous waste when they exhibit any of the characteristics of a hazardous waste. If there is no evidence of unusual contamination, MassDEP does not require Street Sweepings to be routinely tested, but, as is the case with any waste, the generator has the ultimate responsibility for determining whether the waste is a hazardous waste.

Although Street Sweepings are not considered soil, they may be managed under Policy #COMM-97-001, "Reuse and Disposal of Contaminated Soil at Massachusetts Landfills", in accordance with Section 5.5 of this policy.

3. Definitions

This section contains definitions of the important terms used in this Policy.

Department or *MassDEP* means the Massachusetts Department of Environmental Protection.

Parking lots mean publicly or privately owned paved areas that provide access for the general public to park their car while patronizing retail or service businesses. Parking lots also include the paved areas used by the employees at office parks and businesses.

Private way means the strip of land over and under a privately owned, paved road or highway.

Public way means the strip of land over and under a publicly owned, paved road or highway and includes the publicly owned land adjacent to the road or highway.

Street Sweepings means materials consisting primarily of sand and soil generated during the routine cleaning of roadways or parking lots but may also contain some leaves and other miscellaneous solid wastes collected during street sweeping. Street Sweepings do not include the material generated during the clean-up of a spill or material from other structures associated with a roadway such as catch basins.

Urban center roads mean local roads in central commercial and retail business districts and industrial and manufacturing areas.

4. Handling

4.1 Collection of Street Sweepings

Although MassDEP does not regulate the collection of Street Sweepings, collection practices should be compatible with intended uses. Keeping sweepings from Urban Center Roads separate from sweepings from other areas will provide the generator of the Street Sweepings with the most options under this policy.

This policy does not cover sweepings known to be contaminated by spills, and such sweepings should be collected separately and kept segregated. Depending on the contamination and circumstances, the handling of contaminated sweepings may be governed by the Massachusetts Contingency Plan, 310 CMR 40.0000, the Massachusetts Hazardous Waste Regulations, 310 CMR 30.000, the Massachusetts Site Assignment Regulations for Solid Waste Facilities, 310 CMR 16.00 or the Massachusetts Solid Waste Management Facility Regulations, 310 CMR 19.000.

4.2 Storage

Street Sweepings shall be temporarily stored prior to use, only when the following conditions are satisfied:

- Storage must be:
    - at the site where the sweepings are generated (e.g. at a parking area that was swept);
    - at a location, such as a Department of Public Works (DPW) yard, that is under the control of the governmental entity doing the sweeping or has contracted for the sweeping; or,

  - at other locations with prior written approval from the appropriate MassDEP Regional Office.
- The Street Sweepings shall be protected from wind and rain to the extent necessary to prevent dust, erosion, and off-site migration;
- The Street Sweepings shall not be stored within the 100 foot buffer zone of a wetland or within wetland resource areas including bordering vegetative wetlands and riverfront areas;
- The Street Sweepings shall not be stored within 500 feet of a ground or surface drinking water supply;
- Storage of the Street Sweepings shall incorporate good management practice and result in no public nuisance; and
- Storage of the Street Sweepings must be temporary. Street Sweepings shall be used within one year of collection unless the MassDEP Regional Office where the Street Sweepings are stored grants a written extension. An extension may be granted when it is demonstrated that all storage conditions will continue to be satisfied and the stored Street Sweepings will be put to a specific identified use prior to the expiration of the extension period.

4.3 Preparation Prior to Use

Solid waste, such as paper, auto parts and other trash, shall be removed from all Street Sweepings prior to use. Solid waste screened from the Street Sweepings shall be disposed of at a permitted solid waste facility. Leaves, twigs and other organic matter should also be removed when good engineering practice indicates this is necessary to produce a material that is suitable for the intended use.

5. Approved Uses, Restrictions & Conditions-No Prior Approval Needed from MassDEP

This policy allows Street Sweepings to be used in several applications. An approval from MassDEP is not required when the restrictions and conditions are adhered to as identified in this policy. However, Street Sweepings shall not be used unless prior approval is obtained from the owner of the location where the sweepings are to be used.

5.1 Use at Landfills

Street Sweepings may be used for daily cover at permitted lined solid waste landfills and need no prior MassDEP approval if the Street Sweepings satisfy the requirements for daily cover material specified at 310 CMR 19.130(15). A list of active permitted solid waste landfills can be found on the MassDEP website.

5.2 Use as Fill in Public or Private Ways and Parking Lots

Street Sweepings may be used for fill in public and private ways and parking lots without prior approval from MassDEP only when the following additional restrictions and conditions are observed:

- The Street Sweepings have not been collected from Urban Center Roads (see definition);
- Any collection, storage, or preparation for use of the Street Sweepings shall be in accordance with Sections 4.1 and 4.2 of this policy.
- The Street sweepings have been screened to remove all debris and solid waste and all debris/solid waste screened from the sweepings shall be disposed at a permitted solid waste facility (see Section 8);
- The Street Sweepings are kept above the level of the groundwater;
- The Street Sweepings are not used in designated "No Salt Areas";

- The Street Sweepings are not used within the 100 foot buffer zone of a wetland or within wetland resource areas including bordering vegetative wetlands and riverfront areas;
- The Street Sweepings are not used within 500 feet of a ground or surface drinking water supply;
- In public ways the Street Sweepings are used under the paved road surface or, except in residential areas, as fill along the side of the road within the public way;
- In private roadways or in residential areas the Street Sweepings are used only under the paved road surface; and
- In parking lots the Street Sweepings are used only under the paved parking surface.

5.3 Use As an Additive to Restricted Use Compost

Street Sweepings may be used as an additive to compost without prior written approval from MassDEP only when the following additional restrictions and conditions are observed:

- The Street Sweepings have not been collected from Urban Center Roads (see definition);
- Any collection, storage, or preparation for use of the Street Sweepings shall be in accordance with Sections 4.1 and 4.2 of this policy.
- The Street Sweepings have been screened to remove all debris and solid waste and all debris and solid waste screened from the sweepings is disposed at a permitted solid waste facility (see Section 8);
- The compost is used only along public ways and parking lot areas;
- The compost is not used in residential areas;
- The compost is kept above the level of the groundwater;
- The compost is not used in designated "No Salt Areas";
- The compost is not used within the 100 foot buffer zone of a wetland or within wetland resource areas including bordering vegetative wetlands and riverfront areas; and
- The compost is not used within 500 feet of a ground or surface drinking water supply.

5.4 Reuse as Anti-Skid Material

Street Sweepings may be used as a component to anti-skid material (e.g. street sanding material) without prior written approval from MassDEP only when the following additional restrictions and conditions are observed:

- The Street Sweepings have not been collected from Urban Center Roads (see definition);
- Any collection, storage, or preparation for use of the Street Sweepings shall be in accordance with Sections 4.1 and 4.2 of this policy;
- The Street Sweepings have been screened to remove all debris and solid waste and all debris and solid waste screened from the Street Sweepings is disposed at a permitted solid waste facility (see Sections 8);
- The anti-skid material/Street Sweepings are not used in designated "No Salt Areas";
- The anti-skid material/Street Sweepings are not used within the 100 foot buffer zone of a wetland or within wetland resource areas including bordering vegetative wetlands and riverfront areas; and
- The anti-skid material/Street Sweepings are not used within 500 feet of a ground or surface drinking water supply.

The use of Street Sweepings as anti-skid material in accordance with this policy is not a determination of the efficacy of the material for this purpose. Proper engineering review should be done to ensure the material works as intended.

5.5 Reuse at Landfills Regulated Under MassDEP Policy #COMM-97-001

Street Sweepings may be reused at a permitted Massachusetts landfill and need no prior written MassDEP approval if the sweepings have been adequately characterized pursuant to the MassDEP Policy #COMM-97-001 and the Street Sweepings have been screened to remove debris and solid waste.

All screened debris and solid waste removed from Street Sweepings shall be disposed of at a permitted solid waste facility. Street Sweepings for use at the landfill may contain only incidental, randomly dispersed, de minimis quantities of ash and/or Solid Waste as defined in 310 CMR 16.000 and 310 CMR 19.000, which collectively shall comprise less than 1% by volume of the Street Sweeping materials, as determined by visual inspections. Any Street Sweeping materials approved and brought onto the landfill property for use at the landfill shall contain no more than 5% (by volume) of Asphalt Pavement, Brick, and Concrete ("ABC") material (as defined in 310 CMR 19.000), as determined by visual inspection. Any such material must measure less than 6 inches in any dimension.

Persons who wish to send Street Sweepings to a landfill must comply with MassDEP Policy #COMM-97-001 which requires sampling of the Street Sweepings to demonstrate that the Street Sweepings meet the standards listed in the Policy.

5.6 Use at Reclamation Soil Facilities Regulated Under MassDEP Policy # COMM-15-01

Street Sweepings may be used for fill at a permitted Reclamation Soil Facility (the Facility) and need no prior written MassDEP approval if the Street Sweepings have been adequately characterized pursuant to the Facility-specific Soil/Fill Management Plan and the Street Sweepings have been screened to remove debris and solid waste.

All screened debris and solid waste removed from Street Sweepings shall be disposed of at a permitted solid waste facility. Street Sweepings for use at the Facility may contain only incidental, randomly dispersed, de minimis quantities of ash and/or Solid Waste as defined in 310 CMR 16.000 and 310 CMR 19.000, which collectively shall comprise less than 1% by volume of the Street Sweeping materials, as determined by visual inspections. Any Street Sweeping materials approved and brought onto the property for use at the Facility shall contain no more than 5% (by volume) of ABC material, as determined by visual inspection. Any such material must measure less than 6 inches in any dimension.

Pursuant to Policy # COMM-15-01, persons who wish to send Street Sweepings to a Facility must sample and analyze the Street Sweepings as required by the Facility's Soil/Fill Management Plan and demonstrate that the Street Sweepings meets the Facility's acceptance criteria. Unless specifically addressed in a Facility's Soil/Fill Management Plan, a minimum sampling frequency of 1 sample per 100 cubic yards is required for characterization of Street Sweepings originating from Urban Center Roads. Street Sweepings originating from non-Urban Center Roads may be sampled at a minimum of 1 sample per 500 cubic yards. Regardless of its point of origin, if the total quantity of Street Sweepings is less than 100 cubic yards, a minimum of one composite sample is required for characterization of the material. A list of active permitted Reclamation Soil facilities may be found at https://www.mass.gov/soil-transport-re-use-and-disposal.

6. Approved Use, Restrictions & Conditions- Prior Approval Needed from MassDEP

This policy allows Street Sweepings to be used in several applications. Prior written approval from MassDEP is required when using the Street Sweepings as identified in this section of the policy. In addition, Street Sweepings shall not be used at a location until prior written approval is obtained from the owner of the location where the Street Sweepings are to be used.

6.1 Use as a Bulking Agent for Wastewater Sludge or Septage Disposal

Street Sweepings may be used as a bulking material for wastewater treatment plant sludge or septage when the mixed material will be disposed in a permitted lined or unlined sludge or septage landfill in compliance with MGL Chapter 21, Sections 26-53 and MGL Chapter 83 Sections 6 & 7 provided that the appropriate MassDEP Regional Office's Bureau of Water Resources has granted prior written approval.

7. Other Uses

Any use not approved in this policy requires a MassDEP permit under the Beneficial Use provisions of the Solid Waste Management Facility Regulations at 310 CMR 19.060. A "Beneficial Use Determination" (BUD) can be issued only after the submission of an application characterizing the waste and describing the proposed beneficial use.

8. Disposal

While the beneficial use of Street Sweepings is strongly encouraged, MassDEP does not prohibit the disposal of Street Sweepings. Street Sweepings may be disposed in permitted solid waste landfills without prior approval from the Department.

9. Record Keeping

Any entity using Street Sweeping for any use listed under sections 5.3 or 5.4 shall keep records for a period of three years of the source of the sweepings, the location of use and the amount of sweepings used.

10. Additional Information

For additional copies of this policy, permit application forms or other MassDEP documents, call any MassDEP Regional Office and ask for the Service Center or visit http://www.mass.gov/dep. The permit application numbers for Beneficial Use Determinations are BWP SW 39, 40, 41 and 42.

Copies of all Massachusetts regulations, including the solid waste regulations, are available at the MassDEP website and may also be purchased from the State House Bookstore at 617-727-2834. The solid waste regulations are:

- 310 CMR 16.000, Site Assignment Regulations for Solid Waste Facilities: and,
- 310 CMR 19.000, Solid Waste Management Facility Regulations.

If you have technical questions about the policy, please call any MassDEP Regional Office and ask to speak with a staff member in the solid waste program

Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs
Department of Environmental Protection
One Winter Street Boston, MA 02108 • 617-292-5500

Management of Catch Basin Cleanings

Catch basin cleanings - solid materials such as leaves, sand and twigs removed from storm water collection systems during cleaning operations - are typically classified as a solid waste by the Department of Environmental Protection (MassDEP). Catch basin cleanings must be handled and disposed in accordance with the agency's applicable regulations, policies and guidance.

Handling & Disposal

Except as explained below, catch basin cleanings from storm water-only drainage systems may be disposed at any landfill that is permitted by MassDEP to accept solid waste.

MassDEP does not routinely require storm water only catch basin cleanings to be tested before disposal, unless there is evidence that they have been contaminated by a spill or some other means. Contaminated catch basin cleanings must be evaluated in accordance with 310 CR 30.000: Hazardous Waste Regulations and handled as hazardous waste if appropriate.

Systems that collect storm water run-off into sanitary sewers are called "combined sewers." MassDEP may require cleanings from combined sewer catch basins to be tested before disposal.

Landfill Restrictions

The MassDEP 310 CMR 19.000: Solid Waste Management Facility Regulations (specifically see Section 19.130(7)) prohibit Massachusetts landfills from accepting materials that contain free draining liquids. When there is no free water in a truck used to transport catch basin cleanings, the agency will generally be satisfied that the material is sufficiently dry. Otherwise, the material will need to undergo a Paint Filter Liquids Test.

One way to remove liquids is to use a hydraulic lift truck during catch basin cleaning operations so that the material can be decanted at the site. After material from several catch basins along the same system is loaded, the truck may be elevated so that any free draining liquid is allowed to flow back into the drainage structure.

MassDEP may approve catch basin cleanings for use as grading and shaping material at landfills undergoing closure (see the agency's Revised Guidelines for Determining Closure Activities at Inactive Unlined Landfill Sites for additional information). Catch basin cleanings may be used as daily cover or grading material at active landfills only with specific MassDEP approval of the proposed use.

Consult with the Solid Waste Section Chief in the appropriate MassDEP Regional Office for information about applying for an approval and/or a Beneficial Use Determination (see Section 19.060 for other uses, including non-landfill uses).

Mass.gov

OFFERED BY Massachusetts Department of Environmental Protection(/orgs/massachusetts-department-of-environmental-protection)

Snow Disposal Guidance

This guide will help communities and businesses dispose of plowed snow without harming the environment. The guide includes a link to an interactive map to locate snow disposal sites.

TABLE OF CONTENTS

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Overview

The Massachusetts Department of Environmental Protection's Snow Disposal Guidance offers information on the proper steps to take when locating sites for the disposal of snow. Finding a place to dispose of collected snow poses a challenge to municipalities and businesses as they clear roads, parking lots, bridges, and sidewalks. Public safety is of the utmost importance. However, care must be taken to ensure that collected snow, which may be contaminated with road salt, sand, litter, and automotive pollutants such as oil, is disposed of in a manner that will minimize threats to nearby sensitive resource areas.

In order to avoid potential contamination to wetlands, water supplies, and waterbodies, MassDEP recommends that municipalities and businesses identify and map appropriate upland snow disposal locations. To assist municipalities and businesses in this planning effort, and to avoid use of snow disposal at sites which compromise wetlands resources or public water supplies, MassDEP has developed this snow disposal mapping tool:

Feedba

https://maps.env.state.ma.us/dep/arcgis/js/templates/PSF/(https://maps.env.state.ma.us/dep/arcgis/js/templates/PSF/)

If a community or business demonstrates that there is no remaining capacity at upland snow disposal locations, local conservation commissions are authorized to issue Emergency Certifications under the Massachusetts

Wetlands Protection Act for snow disposal in certain wetland resource areas. In such cases, Emergency Certifications can only be issued at the request of a public agency or by order of a public agency for the protection of the health or safety of citizens, and are limited to those activities necessary to abate the emergency.

In the event of a regional or statewide severe weather event, MassDEP may also issue a broader Emergency Declaration under the Wetlands Protect Act which allows greater flexibility in snow disposal practices. Details of this approval process are found below.

Key Actions

Snow Disposal Mapping Tool
(https://maps.env.state.ma.us/dep/arcgis/js/templates/PSF/)

KEY ORGANIZATIONS

MassDEP Regional Service Centers

Phone

Northeast (Wilmington): 978-694-3249(tel:9786943249)

Southeast (Lakeville): 508-946-2714(tel:5089462714)

Central (Worcester): 508-767-2722(tel:5087672722)

Western (Springfield): 413-755-2214(tel:4137552214)

Snow Disposal Guidance

Effective Date: December 12, 2018

Applicability: Applies to all federal, state, regional and local agencies, as well as to private businesses.

Supersedes: BRP Snow Disposal Guideline No. BRPG01-01 issued March 8, 2001, December 21, 2015, and all previous snow disposal guidance.

Approved by: Douglas Fine, Assistant Commissioner for Water Resources

PURPOSE: To provide guidelines to all government agencies and private businesses regarding snow disposal site selection, site preparation and maintenance, and emergency snow disposal options that are protective of wetlands, drinking water, and water bodies, and are acceptable to the Massachusetts Department of Environmental Protection (MassDEP) Bureau of Water Resources.

APPLICABILITY: These Guidelines are issued by MassDEP's Bureau of Water Resources on behalf of all Bureau Programs (including Drinking Water Supply, Wetlands and Waterways, Wastewater Management, and Watershed Planning and Permitting). They apply to all State agencies, State authorities, municipal agencies and private businesses disposing of snow in the Commonwealth of Massachusetts.

INTRODUCTION

Finding a place to dispose of collected snow poses a challenge to municipalities and businesses as they clear roads, parking lots, bridges, and sidewalks. While we are all aware of the threats to public safety caused by snow, collected snow that is contaminated with road salt, sand, litter, and automotive pollutants such as oil also threatens public health and the environment.

As snow melts, road salt, sand, litter, and other pollutants are transported into surface water or through the soil where they may eventually reach the groundwater. Road salt and other pollutants can contaminate water supplies and are toxic to aquatic life at certain levels. Sand washed into waterbodies can create sand bars or fill in wetlands and ponds, impacting aquatic life, causing flooding, and affecting our use of these resources.

There are several steps that communities can take to minimize the impacts of snow disposal on public health and the environment. These steps will help communities avoid the costs of a contaminated water supply, degraded waterbodies, and flooding. Everything we do on the land has the potential to impact our water resources. Given the authority of local government over the use of the land, municipal officials and staff have a critically important role to play in protecting our water resources.

The purpose of these guidelines is to help State agencies, State authorities, municipalities and businesses select, prepare, and maintain appropriate snow disposal sites before the snow begins to accumulate through the winter. Following these guidelines and obtaining the necessary approvals may also help municipalities in cases when seeking reimbursement for snow disposal costs from the Federal Emergency Management Agency is possible.

RECOMMENDED GUIDELINES

These snow disposal guidelines address: (1) site selection; (2) site preparation and maintenance; and (3) emergency snow disposal.

1. SITE SELECTION

The key to selecting effective snow disposal sites is to locate them adjacent to or on pervious surfaces in upland areas or upland locations on impervious surfaces that have functioning and maintained storm water management systems away from water resources and drinking water wells. At these locations, the snow meltwater can filter in to the soil, leaving behind sand and debris which can be removed in the springtime. The following areas should be avoided:

- Avoid importing snow from outside a Zone II or Interim Wellhead Protection Area (IWPA) of a public water supply well or within 75 feet of a private well, where road salt may contaminate water supplies. Only snow

from within the Zone II or IWPA should be disposed of within this resource area so as not to increase the potential for pollution of water supplies.

- Avoid dumping of snow into any waterbody, including rivers, the ocean, reservoirs, ponds, or wetlands. In addition to water quality impacts and flooding, snow disposed of in open water can cause navigational hazards when it freezes into ice blocks.
- Avoid dumping snow on MassDEP-designated high and medium-yield aquifers where it may contaminate groundwater.
- Avoid dumping snow in sanitary landfills and gravel pits. Snow meltwater will create more contaminated leachate in landfills posing a greater risk to groundwater, and in gravel pits, there is little opportunity for pollutants to be filtered out of the meltwater because groundwater is close to the land surface.
- Avoid disposing of snow on top of storm drain catch basins or in stormwater drainage swales or ditches. Snow combined with sand and debris may block a storm drainage system, causing localized flooding. A high volume of sand, sediment, and litter released from melting snow also may be quickly transported through the system into surface water.

Recommended Site Selection Procedures

It is important that the municipal Department of Public Works or Highway Department, Conservation Commission, and Board of Health work together to select appropriate snow disposal sites. The following steps should be taken:

1. Estimate how much snow disposal capacity may be needed for the season so that an adequate number of disposal sites can be selected and prepared.
2. Identify sites that could potentially be used for snow disposal, such as municipal open space (e.g., parking lots or parks).
3. Sites located in upland locations that are not likely to impact sensitive environmental resources should be selected first.
4. If more storage space is still needed, prioritize the sites with the least environmental impact (using the site selection criteria, and local or MassGIS maps as a guide).

()Snow Disposal Mapping Assistance

MassDEP has an online mapping tool to assist municipalities and businesses in identifying possible locations to potentially dispose of snow, should the need arise. The disposal locations depicted on these maps will also aid MassDEP and the Massachusetts Emergency Management Agency assist communities with snow disposal in the event of severe winter storm emergencies. The tool identifies wetland resource areas, public drinking water supplies and other sensitive locations where snow should not be disposed. The tool may be accessed through the Internet at the following web address: **https://maps.env.state.ma.us/dep/arcgis/js/templates/PSF/** (https://maps.env.state.ma.us/dep/arcgis/js/templates/PSF/).

By clicking on the link for the OLIVER Online Data Viewer, communities can select your town and overlay different resource areas. The MassGIS site includes MassDEP orthophoto maps depicting local wetland resources, hard copies of which were mailed to each Conservation Commission in the past.

2. SITE PREPARATION AND MAINTENANCE

In addition to carefully selecting disposal sites before the winter begins, it is important to prepare and maintain these sites to maximize their effectiveness. The following maintenance measures should be undertaken for all snow disposal sites:

- A silt fence or equivalent barrier should be placed securely on the downgradient side of the snow disposal site.
- To filter pollutants out of the meltwater, wherever possible a 50-foot vegetative buffer strip should be maintained during the growth season between the disposal site and adjacent waterbodies.
- Debris should be cleared from the site prior to using the site for snow disposal.
- Debris should be cleared from the site and properly disposed of at the end of the snow season and no later than May 15.

3. SNOW DISPOSAL APPROVALS

Proper snow disposal may be undertaken through one of the following approval procedures:

1. Routine snow disposal – Minimal, if any, administrative review is required in these cases when upland and pervious snow disposal locations or upland locations on impervious surfaces that have functioning and maintained storm water management systems have been identified, mapped, and used for snow disposal following ordinary snowfalls. Use of upland and pervious snow disposal sites avoids wetland resource areas and allows snow meltwater to recharge groundwater and will help filter pollutants, sand, and other debris. This process will address the majority of snow removal efforts until a community exhausts all available upland snow disposal sites. The location and mapping of snow disposal sites will help facilitate each municipality's routine snow management efforts.
2. Emergency Certifications – If a community or business demonstrates that there is no remaining capacity at upland snow disposal locations, local conservation commissions are authorized to issue Emergency Certifications under the Massachusetts Wetlands Protection Act for snow disposal in buffer zones to wetlands, certain open water areas, and certain wetland resource areas, i.e. within flood plains. In such cases, Emergency Certifications can only be issued at the request of a public agency for the protection of the health or safety of citizens or by order of a public agency, and limited to those activities necessary to abate the emergency. Use the following guidelines in these emergency situations:
    a. Dispose of snow in open water with adequate flow and mixing to prevent ice dams from forming.
    b. Do not dispose of snow in salt marshes, vegetated wetlands, certified vernal pools, shellfish beds, mudflats, drinking water reservoirs and their tributaries, Zone IIs or IWPAs of public water supply wells, Outstanding Resource Waters, or Areas of Critical Environmental Concern.

c. Do not dispose of snow where trucks may cause shoreline damage or erosion.

d. Consult with the municipal Conservation Commission to ensure that snow disposal in open water complies with local ordinances and bylaws.

3. Emergency Declarations – In the event of a large-scale severe weather event, MassDEP may issue a broader Emergency Declaration under the Wetlands Protection Act which allows State agencies, State authorities, municipalities, and businesses greater flexibility in snow disposal practices. Emergency Declarations typically authorize greater snow disposal options while protecting especially sensitive resources such as public drinking water supplies, vernal pools, land containing shellfish, FEMA designated floodways, coastal dunes, and salt marsh. In the event of severe winter storm emergencies, the snow disposal site maps created by municipalities will assist MassDEP and the Massachusetts Emergency Management Agency in helping communities identify appropriate snow disposal locations.

   If upland disposal sites have been exhausted, the Emergency Declaration issued by MassDEP allows for snow disposal near water bodies. A buffer of at least 50 feet, preferably vegetated, should still be maintained between the site and the waterbody in these situations. Furthermore, it is essential that the other guidelines for preparing and maintaining snow disposal sites be followed to minimize the threat to adjacent waterbodies.

   Under extraordinary conditions, when all land-based snow disposal options are exhausted, the Emergency Declaration issued by MassDEP may allow disposal of snow in certain waterbodies under certain conditions. ***A State agency, State authority, municipality or business seeking to dispose of snow in a waterbody should take the following steps****:*

   a. Call the emergency contact phone number - 1-888-304-1133 - and notify the MEMA bunker personnel of the municipality's intent.

   b. The MEMA bunker personnel will ask for some information about where the requested disposal will take place.

   c. The MEMA bunker personnel will confirm that the disposal is consistent with MassDEP's Emergency Declaration and these guidelines and is therefore approved.

During declared statewide snow emergency events, MassDEP's website will also highlight the emergency contact phone number (1-888-304-1133) for authorizations and inquiries. For further non-emergency information about this Guidance you may contact your MassDEP Regional Office Service Center:

Northeast Regional Office, Wilmington, 978-694-3234
Southeast Regional Office, Lakeville, 508-946-2714
Central Regional Office, Worcester, 508-767-2722
Western Regional Office, Springfield, 413-755-2214

APPENDIX D

Training Date:	
Title of Training:	
Training Duration (minutes):	
Subject(s) covered during Training: (Check items or attach copy of training materials)	
Employee(s) Trained:	**Signature:**

General Information	
Date of Inspection:	**Time of Inspection:**
Name and Title of Inspector(s):	
Contact Information of Inspector:	
Signature of Inspector:	

Inspection Period: *Inspections shall be conducted at least once each calendar quarter. At least one of the quarterly inspections shall occur during a period when a stormwater discharge is occurring.*

❑ 1st Quarter (July - September) ❑ 3rd Quarter (January - March)

❑ 2nd Quarter (October - December) ❑ 4th Quarter (April - June)

Weather Information

Weather at time of this inspection:

❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds

❑ Other:

Temperature:

Discharge Information

Have any previously unidentified discharges of pollutants from the site 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 Needing Maintenance or Repairs

Structural Control Measure	Specific Inspection Notes	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)
Catch Basins (4)	Are any sumps more than 50% full (approx.) of material? ❑Yes ❑No *If yes, clean ASAP.* Are any of the follow present? • Sewage odor ❑Yes ❑No • Suds ❑Yes ❑No • Bulk material/trash ❑Yes ❑No Any structural issues? ❑Yes ❑No	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	*Indicate CBs requiring corrective action on Site Plan on p.5.*

Areas of Industrial Materials or Activities Exposed to Stormwater

Area/Activity	Inspected?	Specific Inspection Notes	Controls Adequate?	Corrective Action Needed and Notes
Material loading/ unloading and stockpile areas	❑Yes ❑No	Waste, debris on ground ❑Yes ❑No General cleanliness ❑Good ❑Bad	❑Yes ❑No	
Equipment operations and maintenance areas	❑Yes ❑No	General cleanliness ❑Good ❑Bad	❑Yes ❑No	
Solid waste handling and disposal areas	❑Yes ❑No	General cleanliness ❑Good ❑Bad	❑Yes ❑No	

Area/Activity	Inspected?	Specific Inspection Notes	Controls Adequate?	Corrective Action Needed and Notes
Sand/salt storage pile	❑Yes ❑No	Large quantity of sand or salt on ground outside shed ❑Yes ❑No General cleanliness ❑Good ❑Bad Other comments:	❑Yes ❑No	

Overall Site Walkthrough

Any signs of spill or leaks ❑Yes ❑No
Any erosion problems ❑Yes ❑No
Any housekeeping problems ❑Yes ❑No
Comments:

Additional Control Measures

Describe any additional control measures needed to reduce potential for pollution or improve good housekeeping:

Other Notes

Use this space and the Site Plan on the back for any additional notes or observations from the inspection:

Date of incident:	
Location of incident:	
Description of incident:	Spill or Leak:
	Type of Material:
	Quantity (approximate):
	Other Notes:
Circumstances leading to release:	Source:
	Other Notes:
Actions taken in response to release:	Amount of Material Recovered (approx.):
	Material still exposed to stormwater? (Yes/No)
	Other Notes:
Measures taken to prevent recurrence:	

Amend. No.	Description of the Amendment	Date of Amendment	Amendment Prepared by (Name/Signature)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			