STORMWATER POLLUTION PREVENTION PLAN

BRIGGS ROAD FIRE STATION
85 BRIGGS ROAD
WESTPORT, MASSACHUSETTS

PREPARED BY:

KLEINFELDER
Bright People. Right Solutions.

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CERTIFICATION

The Town of Westport understands the necessity for stormwater controls and hereby agrees to implement this Stormwater Pollution Prevention Plan (SWPPP) as described herein and, in accordance with 40 CFR part 23, to commit the necessary resources required to expeditiously control and remove any harmful quantity of discharge.

"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."

Signature: _____

Date: _____

Name: _____

Title: _____

RECORD OF REVISIONS

Westport shall review this SWPPP regularly to determine if any update or revision is required. Changes that may trigger revision include:

- An increase in the quantity of any potential pollutant stored at the facility;
- The addition of any new potential pollutant (not already addressed in this SWPPP) to the list of materials stored or used at the facility;
- Physical changes to the facility that expose any potential pollutant (not presently exposed) to stormwater;
- Presence of a new authorized non-stormwater discharge at the facility; or
- Addition of an activity that introduces a new potential pollutant.

Changes in activity may include an expansion of operations, or changes in any significant material handling or storage practices which could impact stormwater.

The amended SWPPP will describe the new activities that could contribute to increased pollution, as well as control measures that have been implemented to minimize the potential for pollution.

This SWPPP will be amended if a state or federal inspector determines that it is not effective in controlling stormwater pollutants discharged to waterways.

REVISION NUMBER	SECTION CHANGED	REASONS FOR REVISION(S)	DATE	REVISION APPROVED BY

1 INTRODUCTION

1.1 BACKGROUND

This Stormwater Pollution Prevention Plan (SWPPP) was prepared by the Town of Westport to meet the requirements of the United States Environmental Protection Agency's (US EPA's) 2016 *National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4) in Massachusetts*, hereafter referred to as the 2016 Permit or 'the Permit'. This section describes the regulatory program that requires the preparation of this document and the applicability to this facility.

1.2 2016 PERMIT SWPPP REQUIREMENTS

The 2016 Permit requires that the Town of Westport address six (6) Minimum Control Measures (MCMs). These measures include the following:

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

MCM 6 includes the development and implementation of SWPPPs for all permittee-owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants may be exposed to stormwater, according to Part 2.3.7.b. of the Permit. Thus, the Town of Westport is required to develop and implement a SWPPP for its Briggs Road Fire Station within two (2) years of the effective date of the Permit, July 1, 2020. The Permit requires that the SWPPP include the following items:

- Pollution Prevention Team
- Description of the facility and identification of potential pollutant sources
    - Site map including on-site activities
- Identification of stormwater controls

- Management practices including minimizing or preventing exposure, good housekeeping, preventative maintenance, spill prevention and response, erosion and sediment control, management of stormwater runoff, proper salt storage pile controls, employee training, and maintenance of control activities
- Quarterly site inspections

The SWPPP meets these requirements by:

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

2 STORMWATER POLLUTION PREVENTION TEAM

2.1 STORMWATER POLLUTION PREVENTION TEAM

The Fire Chief, Brian Legendre, is responsible for the overall implementation of this SWPPP, including assignment of the Stormwater Pollution Prevention Team. Together the Team is tasked with implementing, administering, and revising the SWPPP, regularly inspecting stormwater control structures, conducting stormwater training, and maintaining records. All members of the Team must have ready access to the most recent SWPPP, supplementary SWPPP documentation such as Standard Operating Procedures (SOPs) or Best Management Practices (BMPs) and applicable portions of the Permit, either in electronic or paper format.

Table 2-1: Stormwater Pollution Prevention Team

STORMWATER POLLUTION PREVENTION TEAM		
TITLE/NAME	**RESPONSIBILITIES**	**CONTACT INFORMATION**
Team Leader: **Fire Chief Brian Legendre**	• Responsible for the overall implementation of the Plan, including certifying the completeness and accuracy of the SWPPP, emergency and spill response, inspections, monitoring/sampling, annual comprehensive compliance evaluations, employee training, and recordkeeping.	Office Phone: (508) 672-0721 Cell Phone: (508) 889-4319
Alternate Team Leader: **Deputy Dan Baldwin**	• Implement emergency response procedures in the absence of the Team Leader. • Implements preventative maintenance programs, oversees good housekeeping activities, conducts inspections, assists with employee training, and conducts visual monitoring	Phone: 508-636-1110
Captain Bruce Martin	• Assists with all components of the stormwater program, as needed. Conducts annual Stormwater Pollution Prevention Training, annual review and update of SWPPP, and provides as-needed direction to site personnel in the proper implementation of the SWPPP.	Phone: 508-672-0721

STORMWATER POLLUTION PREVENTION TEAM		
TITLE/NAME	**RESPONSIBILITIES**	**CONTACT INFORMATION**
Supporting Team Members: Additional Fire Department Personnel	• Supporting Team members assist with all components of the stormwater program as needed. Ensure good housekeeping practices are conducted by all staff members and conduct quarterly inspections.	Office Phone: 508-672-0721

2.1.1 Duties and Responsibilities of the Team Leader or Alternate

The Team Leader or Alternate has the responsibility for coordinating all emergency response measures and has the authority to commit the resources necessary to carry out response actions.

- During an emergency, the Team Leader or Alternate should (as necessary):
  - activate alarm systems,
  - notify emergency responders as needed (fire, spill responders, ambulance),
  - identify the source of the spill and cause,
  - assess the health or environmental hazards, and
  - take all reasonable measures to stabilize the situation.

- After an emergency, the Team Leader or Alternate should (as necessary):
  - arrange for the clean-up, storage and disposal of residues and contaminated soil,
  - arrange for the decontamination and maintenance of emergency equipment, and
  - submit required internal and external reports.

Beyond spill scenarios, the Team Leader is primarily responsible for coordinating the development of the SWPPP, the on-site adherence to the Plan, and updating the Plan as needed. The Team Leader is responsible for ensuring control measures are implemented and maintained, completing corrective actions when necessary, and ensuring the team members know their roles and responsibilities with respect to stormwater management on-site.

3 SITE OPERATION AND DESCRIPTION

3.1 FACILITY SUMMARY

The Briggs Road Fire Station (the Fire Station or the Site) is located at 85 Briggs Road, Westport, Massachusetts and is owned and operated by the Town of Westport. The Locus Map in **Figure 1** shows the facility located in the northwestern portion of the Town. The Fire Department is responsible for site activities and maintenance of the Site. The Site includes four structures: an attached Garage building that is split into two distinct sections, henceforth referred to as Garage East and Garage West, and Office/Living Space, a storage shed, and two (2) above ground storage tanks (ASTs) used for vehicle fueling. The Office/Living Space and Garage West were built in 1970 out of brick masonry, and Garage East was added in 1999 and was constructed out of metal.

3.2 LOCATION

Facility Name:	Briggs Road Fire Station
Facility Address:	85 Briggs Road
	Westport, Massachusetts 02790
Facility Phone:	508.672.0721
Type of Facility:	Fire Station Office Space and Garage
Operating Hours:	Twenty-four hours, seven days per week.

The Fire Station is on a 3.4-acre lot located in a mostly undeveloped area adjacent to mixed-use residential and forested land or open space in the northern portion of Westport, Massachusetts. The Site is bounded by Massachusetts Route 88 (MA-88) to the east and Briggs Road to the south. The property is abutted to the West by a residential neighborhood of single-family homes. Across MA-88, there is a forested wetland, and directly across Briggs Road there is a firewood processing and distribution vendor with a gravel driveway. The following Site drawings provide general and specific information concerning stormwater conveyance, materials storage, and operations locations at the facility.

Figure 1: Site Locus Map: Facility location in relation to transportation routes, surface waters, and adjacent properties (USGS Fall River East Quadrangle, Topographic Map, 2018).

Figure 2: Site Layout Aerial: Building, structures, paved areas, locations of outdoor and indoor activities, vehicle staging areas, and waste storage areas. (Google Maps Aerial, 2020).

Figure 3: Site Drainage Aerial: Building, location of drainage structures, and direction of surface water flow on and off the Site. (Google Maps Aerial, 2020).

The Site drawings have been configured to provide general and specific information concerning the stormwater management at the facility. These maps depict the information required for the SWPPP as understood at this time.

3.3 SITE INSPECTION

The site inspection associated with the development of this SWPPP was completed on February 11, 2020 at 9:00 AM and it was lightly raining. The inspection was conducted by Adria Fichter and Sally Kramer of Kleinfelder. Chief Brian Legendre of the Westport Fire Department served as the on-site representative and assisted with describing the recent history of the site building, site activities, and the approximate locations and functions of site structures.

During the site inspection, information related to activities at the Site such as vehicle and equipment washing and vehicle fueling as well as an inventory of vehicles and equipment stored on-site was gathered. Beyond daily activities, information pertaining to drainage structures such as interior floor drains and exterior catch basins both on-site and off-site was compiled.

3.4 FACILITY DESCRIPTION

The Briggs Road Fire Station is one of two Fire Stations that serves the residents of Westport in fire emergencies as well as during medical emergencies and natural disasters. The Fire Station houses office space, living space and a garage and storage location for fire trucks and other materials and equipment. The two (2) garages (East and West) hold up to six (6) fire-related vehicles. All maintenance of the vehicles occurs at an off-site private autobody shop. All fire

equipment is stored indoors. A disaster relief van, a closed trailer, and a pickup truck with a plow are stored outside in the northeast corner of the parking lot.

The main site building is one-story and is approximately 6,520 square feet. A large percentage of the Site along MA-88 is forested. The remaining portions of the Site are paved areas for employee parking and a fueling area.

3.5 FACILITY STRUCTURES

3.5.1 Site Building

The site building consists of Garage East, Garage West, and the Office/Living space. Built in 1999, Garage East is in the eastern portion of the site building and does not have floor drains. Garage West, built in 1970, is in the western portion of the site building and contains three (3) floor drains that lead to an infiltrating catch basin on the northern side of the site building (**Figure 3**). The Office/Living Space that is connected to Garage West was built in 1970 and does not have floor drains, or any equipment or materials storage. Due to the types of activities that occur in the Office and Living Space, it does not need to be inspected as a part of the quarterly inspections.

3.5.2 Vehicle and Equipment Storage

Garage East houses a forestry utility vehicle, Ladder Truck 4, a Technical Rescue Truck – L8000 Diesel, an open bed trailer, and a jet ski. Garage West contains a Ford Excursion Support Vehicle, a Fire Engine, and an Ambulance. A complete list of vehicles and equipment stored on-site is included in Section 3-11.

3.5.3 Office/Living Space

The administrative offices and living area are in the western portion of the site building. This area includes personnel office space, a dayroom, kitchen, and bedrooms. Due to the type of activities in this area, the likelihood of stormwater contamination is very limited, and therefore, this area will not be included in SWPPP site inspections.

3.6 ADDITIONAL SITE FEATURES

3.6.1 Vehicle Fueling

The vehicles are fueled north of the site building by two (2) above-ground storage tanks (ASTs) that are each 500 gallons. One tank contains diesel and one tank contains gasoline. The tanks are pressure-tested annually. There is no designated fueling pad for vehicles. Due to the presumed age of the tanks and the fuel pumps, it is likely that upgrades will be required to the system soon. At that time, it is important that positive limiting barriers are installed around the fueling area to contain spills. In case of a spill, it is important that spill kits are available in this area.

3.6.2 Emergency Generators and Power Options

An emergency generator is located outside between Garage East and Garage West to provide backup power to the Site during outages. The generator is an Ingersoll Rand N40 generator and is located on a concrete pad (**Figure 2**).

3.6.3 Solid Waste Management

At the time of inspection, there were two (2) 55-gallon trash bins and one (1) 55-gallon recycling bin located on Site. All three bins are in the northern portion of the Site to the east of the fueling tanks (**Figure 2**). All the waste placed in these bins is generated on-site and the bins are emptied weekly by a private contractor.

3.6.4 Other Materials Storage

The Site has a small storage shed on the north side of the main building. It contains shovels, rakes, a propane tank, a table-saw, various small maintenance appliances, and an empty barrel that once contained cleaning chemicals.

3.6.5 Parking Areas

The Site building is surrounded by parking for employees and storage vehicles. There are approximately forty (40) parking spots. Historically, vehicle washing occurred in the parking lot,

south of the Garage East. Currently, the Fire Department utilizes vehicle wash bays at the Highway Department Garage which is outside of the Town's MS4 area.

3.6.6 On-site Septic System

Wastewater from the building is directed to an on-site septic system that has pump-out manholes located in the northern portion of the Site. A circular concrete structure protects the manhole from damage. The septic system is maintained and pumped out regularly as necessary. There is no sewer system in the area.

3.7 SITE DRAINAGE

The northern portion of the parcel is largely forested and pervious. Most of the remainder of the Site, the site building, and parking area, is impervious. During the site visit it was lightly raining which made the drainage pathways easy to observe.

The Site is graded towards the southeast and towards two (2) catch basins on the corner of Briggs Road and MA-88. There are three (3) floor drains in Garage West that lead an infiltrating catch basin in the rear of the of the Site building. Each corner of the Site Building has roof leaders to direct stormwater away from the site building.

Grass areas on-site adjacent to Briggs Road are bermed and make it unlikely for runoff from Briggs Road to run onto the Site. However, stormwater from the Site can flow onto Briggs Road. In particular, the southeastern portion of the Site is steeply sloped towards Briggs Road and any stormwater flows directly to Briggs Road. Site grading and surface flow direction is included in **Figure 3**.

3.8 NON-STORMWATER DISCHARGES

Runoff from non-stormwater discharges are expected to be low in volume and infrequent in occurrence. If in the future, changes to the volume or frequency occur, additional measures will be included.

3.9 RECEIVING WATER BODIES

A review of the Town GIS indicates that the closest water body is an unnamed perennial stream that is a tributary to the Bread and Cheese Brook, that sits directly to the east of MA-88. The Site is located approximately 400 feet from the unnamed perennial stream and positioned upgradient. It is possible that stormwater from the Site could impact the water body, although it would be unlikely via sheet flow.

A large part of the stormwater runoff leaves the Site via various pathways, mostly along the edges of the Site, and eventually flows to Briggs Road which is downgradient from the Site. The infiltrating catch basin in the rear of the site building also captures some stormwater from the Site.

There are two (2) catch basins on the northwest corner of MA-88 and Briggs Road intersection that capture a large portion of the stormwater from the Site. This happens in minor as well as major storm events. The bermed edges of the grassy areas on the Site force the flow to largely remain on impervious surface of the Site prior to flowing offsite.

3.10 SITE ACTIVITIES

Activities onsite support the day to day responsibilities of the Fire Department. The following activities regularly occur at the facility:

- Materials and Waste Management
- Vehicle and Equipment Storage
- Vehicle and Equipment Fueling

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

3.10.1 Materials and Waste Management

Potential Sources of Stormwater Pollution

Solid waste production and storage locations present the threat to contaminate stormwater with pathogens, including bacteria and viruses, nutrients, including phosphorus and nitrogen, metals and sediments. Due to the nature of the day to day activities at the Fire Station, it is not expected that the Site's solid waste will cause stormwater pollution.

The Site does not generate or store any hazardous waste materials and does not conduct vehicle maintenance or repairs. Therefore, the Briggs Road Fire Station is not listed on the February 21, 2020 List of Massachusetts Hazardous Waste Generators.

Small quantities of non-hazardous materials are also maintained on-site. FireAde ® AFFF Liquid Foam Concentrate 3% for use in firefighting activities and a 55-gallon drum of diesel exhaust fluid, an additive used to reduce air pollution from diesel engines, are stored in Garage West. Twenty (20) pounds of PIG Dri Loose Absorbent for use in on-site spills is stored in Garage East. A small propane tank for use with a residential grill is stored in the storage shed.

The Fire Department does not apply or utilize fertilizers, herbicides, or pesticides at the Site and thus does not store any at the Site.

Pollution Prevention

To prevent or reduce the potential for stormwater pollution from materials and waste management practices, Westport employs the following preventative maintenance procedures:

1. All staff is properly trained in correct materials and waste management practices, including waste disposal and spill prevention and response.
2. The facility and storage containers always remain closed other than during use.
3. All waste and materials storage containers are routinely inspected for signs of spills, leaks, corrosion or general deterioration.
4. Waste and other materials:
    a. Are not handled unnecessarily.
    b. Materials are stored in dry, covered, contained areas.
    c. Spills are cleaned immediately.
5. Waste containing detergents are not dumped into the storm drain system.

3.10.2 Vehicle and Equipment Storage

Potential Sources of Stormwater Pollution

Vehicle and equipment storage activities are a potential source of pollution due to the diesel fuel, gasoline, oil, hydraulic fluid, antifreeze and similar hazardous material or fuel the machinery may contain. In addition, vehicles or machinery may pick up pollutants during offsite activities or at other facilities, and then deposit these pollutants at the Site. No vehicle maintenance or repairs occur on-site.

Personal vehicles for employees and visitors are also a potential source of pollution. During dry periods, oils, grease, coolant, and particulate matter from vehicle underbodies, brake pads, and tires are deposited on parking surfaces. Furthermore, windblown particulates from various off-site sources and from the oxidation and rusting of metal fixtures on buildings and other structures on the Site collects on surfaces which are exposed to stormwater. During a stormwater event involving significant amounts of precipitation, these pollutants may become partially dissolved and/or suspended in stormwater runoff.

Garage West stores three (3) vehicles that may contain hazardous materials that have the potential to leak. The three floor drains in Garage West lead directly to an infiltrating catch basin at the rear of the Site.

The Fire Station conducts all washing of vehicles off-site at the wash bays at the Highway Department Garage outside of the Town's MS4 area.

Pollution Prevention

Regular visual inspection and maintenance of vehicles and equipment can greatly reduce the potential for pollution by finding and addressing leaks before pollution of the environment occurs. When in storage, vehicles and equipment are kept indoors in Garage East and Garage West.

The three (3) floor drains located in Garage West could allow discharges from the garage to the infiltrating catch basin on the north side of the site building. Although no maintenance activities occur in the garage space, this is still a potential pathway for pollution. One solution is to permanently close the floor drains and clean up and dispose of materials related to any spills in

Garage West manually. Staff should continue to sweep this area regularly to prevent buildup of potential pollutants.

At the time of inspection, no large equipment was stored outside so there is not a significant threat of leaks.

3.10.3 Vehicle and Equipment Fueling

Potential Sources of Stormwater Pollution

The vehicles that are stored onsite are fueled in the rear of the lot by diesel and gas above ground storage tanks (ASTs). The vehicles pull up to the fueling station and the gate to the fence is opened. There is currently no lock on the gate and no designated fueling pad with a positive limiting barrier to serve as secondary containment.

Pollution Prevention

In the future, the Fire Station should consider installing a fueling pad adjacent to the fueling station for the vehicles to prevent stormwater pollution It is also recommended that a lock system be installed on the fence gate to prevent any unauthorized parties from utilizing the fueling station and potentially contributing to stormwater pollution. A spill kit should be placed adjacent to the fueling area and available for use at any time.

3.11 VEHICLE AND EQUIPMENT INVENTORY

Vehicles and major equipment stored at the Fire Station are summarized in **Table 3-1**.

Table 3-1: Vehicles and Equipment Stored On-Site

Vehicle or Equipment Type	Number on Site	Storage Location
Ford Excursion Support Vehicle	1	Garage West
Fire Engine	1	Garage West
Ambulance	1	Garage West
Forestry Utility Vehicle	1	Garage East
Ladder Truck 4	1	Garage East
Technical Rescue Truck – L8000 Diesel	1	Garage East
Jet ski	1	Garage East
American Red Cross Disaster Relief Van	1	Northeast corner of parking lot

Closed Trailer	1	Northeast corner of parking lot
Pickup Truck with Plow	1	Rear of Garage West
Ingersoll-Rand Generator	1	Between Garage East and Garage West

3.12 LOCATION OF LEAK AND SPILL CLEANUP MATERIALS

Leak and spill cleanup materials are stored in Garage East and Garage West in order to facilitate rapid response. Locations and types of leak and spill cleanup materials are identified in the following table.

Table 3-2: Location of Leak and Spill Cleanup Materials

Location	Materials Available
Garage East	PIG Dri Loose Absorbent, Speedi-Dri, Enviro Bond 403

3.13 APPLICABILITY OF SPILL PREVENTION, CONTROL, AND COUNTERMEASURE (SPCC) REQUIREMENTS

Under federal regulations 40 CFR Part 112 (and Amendments), a Spill Prevention, Control, and Countermeasure (SPCC) Plan is required when a facility has an aboveground oil storage capacity greater than 1,320 gallons, when including containers with a capacity of 55 gallons or more. The Site does not have aboveground oil storage capacity that exceeds 1,320 gallons and therefore is not required to create and implement a SPCC Plan.

3.14 SIGNIFICANT MATERIAL INVENTORY

Many of the materials stored onsite are in small quantities for use on individual vehicles and equipment. These materials are stored indoors in Garage East, Garage West, or the storage shed, and the risk of stormwater exposure is insignificant.

Two (2) 500-gallon ASTs are in the rear of the Site as discussed in Section 3.6.1, Vehicle Fueling. One tank contains diesel and the other contains gasoline.

3.15 DESCRIPTION OF SIGNIFICANT MATERIAL STORAGE AREAS

Vehicles are fueled on-site via the ASTs. The ASTs are encased in concrete, located on a concrete pad, and surrounded by a fence on all sides. The fence is not locked or secured to prevent entry from unauthorized parties.

3.16 PREVIOUS SPILL INCIDENTS

Significant spills or leaks that occurred in the previous three (3) years that drained to a stormwater conveyance or occurred in exposed areas, will be documented in this SWPPP. **No such events have occurred at the facility in the past three years.**

No events have been reported to MassDEP for the Site according to a search of Waste Sites and Reportable Releases. The Spill History Form, which is to be completed and maintained in the facility records in the event of a future significant spill, is included in **Appendix B**.

3.17 STRUCTURAL BMPS

The Site does not have any pretreatment or treatment structural BMPs.

3.18 SEDIMENT AND EROSION CONTROL

Site topography allows drainage of stormwater and associated sedimentation to enter Westport's storm drain system on Briggs Road. At the time of inspection, there were small quantities of loose sand and soil along some areas of the parking lot, but not enough to warrant additional controls or actions.

3.19 NON-STRUCTURAL CONTROLS

3.19.1 Good Housekeeping

Poor housekeeping results in more waste generation and, therefore, an increased potential for stormwater contamination. A clean and orderly work area reduces the possibility of accidental spills caused by collisions, faulty machinery, or mishandling of chemicals and equipment. Well-

maintained material storage areas reduce the possibility of stormwater mixing with products or pollutants.

Good housekeeping is a Best Management Practice (BMP) and includes clean and organized work environments with routine cleanup schedules, orderly work tasks and procedures, proper material handling and storage, up- to-date material inventories, and thorough employee training.

The following is a list of good housekeeping measures that are practiced at the facility:

- All fluid products and wastes are kept indoors.
- Spill materials and cleanup kits are maintained at all locations where oil materials and fluids are used, stored, may be present, or where activities may result in a spill.
- Used spill cleanup materials are disposed of properly.
- Materials are stored indoors or in covered areas to minimize exposure to stormwater.
- No fertilizers are stored or used at the facility.
- Lead-acid batteries are not currently stored on-site but would be stored indoors and within secondary containment.
- Containers are not located close to storm drain inlets.
- All materials are properly labeled.
- Speedi-dri is readily available and used for appropriate spills.
- Tools and materials are returned to designated storage areas after use.
- Waste materials are properly collected and disposed of.
- Different types of wastes are separated as appropriate.
- Work areas are regularly swept or vacuumed to collect metal, wood, and other particulates and materials.
- Materials are recycled when possible.
- Staff is familiar with manufacturer directions for proper use of materials and associated Safety Data Sheets (SDSs).
- Staff is familiar with proper use of equipment.
- Staff regularly collects windblown debris along perimeter of the Site.
- Staff regularly removes sediment and particulate matter from paved areas and from around catch basins.
- Staff is prepared to clean up all fuel and chemical spills.

- All containers of chemicals and other materials stored on-site are properly labeled.
- Staff maintains clean and dry floors.
- Staff regularly disposes of garbage and waste material.
- Staff maintains well-organized work areas.

The facility maintains a supply of spill cleanup materials at many buildings on site and will maintain this inventory. An inventory of spill containment, control, and cleanup materials and spill kits maintained on-site was shown in **Table 3-2.**

The following checklist can be used to establish good housekeeping procedures:

- Are outside areas kept in a neat and orderly condition?
- Is there evidence of ongoing drips or leaks from equipment or machinery on-site?
- Is the facility orderly and neat? Is there adequate space in work areas?
- Is solid waste removed regularly?
- Are walkways and passageways easily accessible, safe, and free of protruding objects, materials or equipment?
- Is there evidence of dust on the ground?
- Are cleanup procedures used for spilled solids?
- Is good housekeeping included in the employee training program?
- Are good housekeeping procedures and reminders posted in appropriate locations around the workplace?
- Are there regular housekeeping inspections?

3.19.2 Preventative Maintenance

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

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

- All staff members are aware of spill prevention and response procedures.

- All staff members have received formal spill prevention and response procedure training.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Vehicle storage areas are inspected frequently for evidence of leaking oil.
- Material storage tanks and containers are regularly inspected for leaks.
- All material and bulk deliveries are monitored by facility employees.

Regularly scheduled preventive maintenance and operation practices is a Best Management Practice (BMP) that ensures that processes and equipment are working correctly. During maintenance checks, if an existing or potential problem is found which could result in an impact to stormwater, it is corrected in a timely manner or the equipment is taken out of service.

3.20 SPILL PREVENTION AND RESPONSE

It is the responsibility of any employee who discovers a spill to take the following action: assess the hazards of the spill, secure the area, and immediately call the Stormwater Pollution Prevention Team Leader. The information provided by the employee at the time of the spill will allow the Team Leader to contact the appropriate response personnel. Employees should be prepared to provide the following information:

- Material spilled
- Estimated amount
- Location of spill
- Date and time of spill
- Injuries
- Proximity to catch basins
- Action currently taken or underway

The Stormwater Pollution Prevention Team response actions include the following.

1. Assess the area for any immediate dangers to health or safety (i.e., a fire risk).
    - If any dangers are present and it is not safe to remove the risk, warn employees in the vicinity, move away from the area and call 911.

- If safe to do so, eliminate all immediate dangers (such as possible ignition sources if material spilled is unknown or flammable/combustible).

2. Notify the Team Leader and then continue the spill response. The Team Leader should assess additional notification requirements.
3. Control the spill to minimize impacts.
    - Try to stop or plug the leak. Retrieve the spill kit from the closest location. Use protective gear (gloves, goggles, protective clothing, etc.).
    - Assess the size of the leak and any immediate threat of the spill reaching the floor/storm drains or permeable surfaces in the area.
    - If there is an immediate threat and there are no safety concerns, then attempt to block the spill from coming in contact with the floor/storm drain or permeable surface. Use means to stop the spill from getting into the drains or to any permeable surfaces (i.e., spill kit materials such as absorbent and/or sock booms).
4. Clean up the impacted area.
    - Once the spill has been contained and any immediate threat to storm drains or permeable surfaces has been minimized, site personnel may continue to clean up if they are able to do so without risking injury. Otherwise, the Team Leader or designee will contact the spill cleanup contractor and dispatch them to clean up the spill.

Spill cleanup for large spills should be handled by a spill clean-up contractor as coordinated by the Team Leader. Emergency spill response reference information is provided in **Appendix B**.

Although the likelihood of spills is low, it is recommended that at least one spill kit be added to the fueling area as a best practice.

3.20.1 Discharge Reporting

Spills should be documented using the Spill/Incident Report Form found in **Appendix B**. Note that based on the quantity of spilled material, type of chemical, or impact, notification to agencies

may be required immediately after having knowledge of the spills (reference **Appendix B**). The following information must be provided in the discharge report:

- The exact address or location and phone number of the facility;
- The date and time of the discharge;
- The type of material discharged;
- Estimates of the total quantity of substance discharged;
- The source of the discharge;
- A description of all affected areas (i.e., soil, concrete, pond, etc.);
- The cause of the discharge;
- Any damages or injuries caused by the discharge;
- Actions being used to stop, remove, and mitigate the effects of the discharge;
- Whether an evacuation was required, or a local area evacuated and secured; and,
- The names of individuals and/or organizations who were contacted.

The likelihood of a spill is very low based on the types of materials present and the layout of the Site.

4 PLAN IMPLEMENTATION

4.1 EMPLOYEE TRAINING

Regular employee training is required for employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP, including all members of the Stormwater Pollution Prevention Team.

The Stormwater Pollution Prevention Team Leader is responsible for stormwater management training for Fire Department employees. This position coordinates training related to stormwater management on at least an annual basis to review specific responsibilities for implementing this SWPPP, what and how to accomplish those responsibilities, including BMP implementation. Training will address and discuss each of the sections in this SWPPP that are relevant to individual employees' responsibilities. Training will consist of a description of employee and management responsibilities in minimizing the risk of stormwater pollution.

Additionally, general awareness training is provided regularly (preferably annually) to all employees whose actives may impact stormwater discharges. The purpose of this training is to educate workers on activities that can impact stormwater discharges and to help implement BMPs.

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

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

Stormwater Pollution Prevention Team members will meet regularly at the discretion of the Team Leader to discuss the effectiveness of and improvements to the SWPPP. **Appendix C** contains copies of training documentation from these training activities including attendance sheets, instructor name and affiliation, date, time, and location of the training. Important training topics include:

1. The procedures to be followed for inspections and monitoring.
2. The procedures to be followed upon recognition of a hazard or potential hazard.
3. Potential spill sources and locations, and drainage routes at the facility.
4. How to report spills and the appropriate individuals to contact.
5. How to quickly and safely implement the spill response procedures.
6. The location and contents of spill response equipment and spill kits.
7. Information that must be provided to on-site contractors, temporary personnel, and fuel/oil delivery/pick-up personnel for minimizing and preventing spills from occurring.
8. Past spill incidents and resulting response activities for lessons learned and improvements.

4.2 SITE INSPECTION REQUIREMENTS

Visual inspections of the Fire Station must be conducted quarterly during normal operating hours. At least one quarterly inspection shall occur during a period when stormwater discharge is occurring. The designated Stormwater Pollution Prevention Team members will inspect the Site for potential stormwater or spill problems and record the results of the inspection. In particular, the vehicles and equipment storage areas, materials storage areas, and catch basins will be closely inspected for signs of corrosion, deterioration, leaks, deficiencies, sediment buildup, or improper use. Any noted deficiencies are reported for prompt corrective action.

The inspector will check for evidence of pollution, evaluate non-structural controls in place at the Site, and inspect equipment. The site inspection report must include:

- The inspection date and time
- The name of the inspector
- Weather information and a description of any discharge occurring at the time of the inspection
- Identification of any previously unidentified discharges from the site
- Any control measures needing maintenance or repair

- Any failed control measures that need replacement
- Any SWPPP changes required as a result of the inspection
- Signed certification statement.

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

The inspector should pay attention to the elements included in **Table 4-1**.

Table 4-1: Key Elements for Inspection

Structure/Item	Activity	Purpose
Site Catch Basins	Visual Check of Catch Basins	To ensure catch basins are clean, empty, and there are no obvious signs of pollutants or debris entering the catch basin. Identify maintenance needs or improvements.
Fueling Area	Visual Check of Pavement, ASTs, and surrounding area	To ensure no leaks are occurring, no spills have occurred, and that the ASTs and fuel pumps are in good working order. Identify maintenance needs or improvements.
Three (3) Floor Drains	Visual Check of the area surrounding each floor drain	To ensure that the area surrounding the drains is clear and free of anything that could enter the infiltrating catch basin.

Corrective actions may be required based on evidence of past stormwater pollution or the high potential for future stormwater pollution to occur. Information about any issues and the respective corrective actions should be recorded on the Site Inspection Form in **Appendix D.** The permittee must repair or replace control measures in need of repair or replacement before the next anticipated storm event if possible, or as soon as practicable. In the interim, the permittee shall have back-up measures in place. The Inspection Form must be kept with the SWPPP and should state the problem, the solution, and when the solution was implemented.

In addition to the required elements of the inspection, the Stormwater Pollution Prevention Team Member should look for and note the following:

- Materials, residue, or trash that could come in contact with stormwater.

- Leaks or spills from equipment or containers.
- Offsite tracking of sediment.
- Tracking or blowing of raw or waste materials.
- Control measures requiring maintenance or repair.
- Observe storm drains to ensure they are operating properly and are not clogged or damaged.
- Slopes, ditches and other drainage features around the property should be inspected for signs of erosion associated with stormwater discharge.
- Corroded or damaged vessels, support brackets, or drain valves.
- Corroded or leaking pipes.
- Leaking or improperly closed valves or fittings.
- Damage to physical barriers designed to prevent stormwater from reaching stored materials.
- Damaged or missing spill control equipment.

Forms for these inspections are in **Appendix D**.

4.3 RECORDKEEPING AND REPORTING

The permittee must keep a written record (hardcopy or electronic) of all activities required by the SWPPP including but not limited to maintenance, inspections, and training for a period of at least five (5) years. This SWPPP shall be kept at the Fire Station for use on-site and shall be updated if any of the conditions in Section 4.4 occur. The SWPPP and records shall be made available to state or federal inspectors and the general public upon request.

The 2016 Permit requires that each permittee report on the findings from Site Inspections in the annual report to US EPA and MassDEP. **The results of the quarterly inspections will be described in the Annual Report, including any corrective actions taken**, to demonstrate that operation of the Fire Station is in compliance with the 2016 Permit.

4.4 TRIGGERS FOR SWPPP REVISIONS

The Town of Westport shall **annually review** and update the SWPPP if necessary. This will be conducted to ensure best management plans and other practices remain in place and to verify that all elements of the SWPPP are accurate. The annual update shall consist of the following:

- An update of the list of significant spill or notation that no spills have occurred.
- A documented re-evaluation of the effectiveness of the BMPs.

Other changes that may trigger revision include:

- An increase in the quantity of any potential pollutant stored at the facility;
- The addition of any new potential pollutant (not already addressed in this SWPPP) to the list of materials stored or used at the facility;
- Physical changes to the facility that expose any potential pollutant (not presently exposed) to stormwater;
- Presence of a new authorized non-stormwater discharge at the facility; or
- Addition of an activity that introduces a new potential pollutant.

Changes in activity may include an expansion of operations, or changes in any significant material handling or storage practices which could impact stormwater. The amended SWPPP will describe the new activities that could contribute to increased pollution, as well as control measures that have been implemented to minimize the potential for pollution. This SWPPP will be amended if a state or federal inspector determines that it is not effective in controlling stormwater pollutants discharged to waterways. Review documentation shall be retained as part of this SWPPP as described in Section 5 of this document.

When completing the annual update, each element of this Plan should be evaluated based on the following criteria and amended appropriately:

Operational Changes

- In the event of the addition of new equipment.
- In the event of a change in operating procedures.
- In the event of a change in chemical usage.
- In the event of the construction of new buildings, control structures, etc.
- In the event that operation of a process is suspended or ceases.

Maps

- Verify that all buildings are included.
- Ensure that all stormwater conveyances are represented.
- Verify that all impervious and pervious areas are properly identified.

Policies and Procedures

- If at any time during the year this policy or procedure failed to reduce or limit the potential for the introduction of pollutants to stormwater.
- If this policy or procedure is not fully implemented.
- If this policy or procedure resulted in the introduction of pollutants to stormwater.

Structural Controls

- If a structure failed to prevent the introduction of pollutants to stormwater.
- If this plan resulted in the introduction of pollutants to stormwater.

Any amendments to the Plan will be recorded in the table located at the front of this Document.

5 DOCUMENTATION

Implementation of this Plan includes the documentation of:

- Spill events.
- Training.
- Quarterly visual inspections and results.
- Annual plan review documentation.
- Annual update of spill list.

During the time that the 2016 Permit is in effect, a copy of this plan and all associated records, reports and documents will be maintained on-site. These documents and records must be maintained for a minimum of five years from the date of creation.

In addition to modifications to the Plan resulting from annual comprehensive evaluations of site compliance and 5-year revisions, the Plan will be amended whenever there is a change in design, construction, operations or maintenance that materially affects the facility potential for a discharge of oil or hazardous materials that could be harmful to human health or the environment.

- Change in design, construction, maintenance procedures or any other circumstances that may increase the potential for a spill or pollution hazard.
- A change in emergency coordinators.
- The plan fails in an emergency.
- The list of emergency equipment changes.
- Applicable regulations are revised.
- As required by the State.

Any amendments to the Plan will be recorded in the Table located on page 1-2 of this document.

6 REFERENCES

Fall River East Quadrangle. United States Department of the Interior, United States Geological Survey, 2018.

General Permits for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts. United States Environmental Protection Agency issued April 4, 2016.

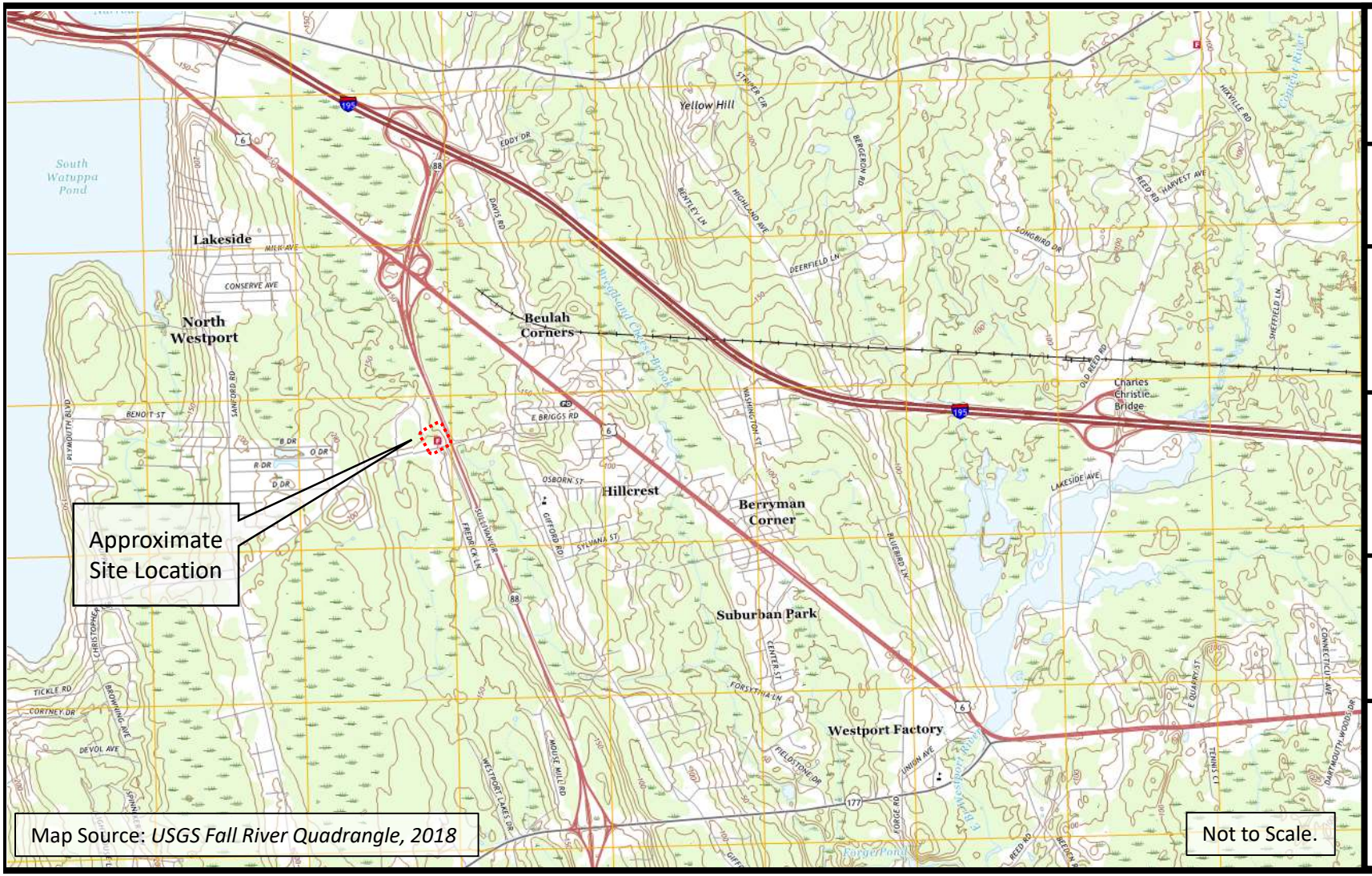
List of Massachusetts Hazardous Waste Generators. State of Massachusetts, February 21, 2020.

Massachusetts Year 2016 Integrated List of Waters, Final Listing of the Condition of Massachusetts' Waters Pursuant to Sections 305(b), 314 and 303(d) of the Clean Water Act. Massachusetts Department of Environmental Protection, December 2019.

Stormwater Pollution Prevention Plan Appendix A Standard Operating Procedures, Central Massachusetts Regional Stormwater Coalition, Fall 2018.

Stormwater Pollution Prevention Plan Template. Central Massachusetts Regional Stormwater Coalition, Fall 2018.

FIGURES



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TOWN OF WESTPORT MASSACHUSETTS

Briggs Road Fire Station,
85 Briggs Road
Westport,
Massachusetts

Draft
Stormwater
Pollution
Prevention Plan
Figure - 1


Site Area: 3.4 acres
Building Area: 4.4%
Paved Area: 42.2%
Pervious Area: 57.8%
Madison Ct
(2) 50-gallon trash cans
(1) 50-gallon recycling can
(2) Garage Doors
Trailer
American Red Cross Van
Garage Door
(2) 500-gallon gas and diesel tanks
Garage East
Storage shed
(2) Garage Doors
Garage West
Westport Fire Department - Station 2
Office/Living Space
Monument
Generator
(2) Garage Doors
Roof leaders
Briggs Rd
Not to Scale.
Map Source: Google Maps, 2020
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TOWN OF WESTPORT
MASSACHUSETTS
Briggs Road Fire Station
85 Briggs Road
Westport, Massachusetts
Draft Stormwater Pollution Prevention Plan
Figure - 2

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TOWN OF WESTPORT MASSACHUSETTS

Briggs Road Fire Station
85 Briggs Road
Westport, Massachusetts

Draft Stormwater Pollution Prevention Plan
Figure - 3

APPENDICES

APPENDIX A:

GOOD HOUSEKEEPING MANUAL – RELEVANT BMPS

BMP 1 – ROAD SAND/SALT APPLICATION AND STORAGE

DESCRIPTION

Westport's current policy is to use salt or sand (or a combination of these materials) on streets and Town-owned parking lots. Currently, road salt, and sand are stored inside at the Highway Department Garage, which is not within the MS4. Proper storage is necessary to prevent contamination to surface and ground water supplies. Salts are very soluble—once in contact with water there is no way to remove salt. The major reasons for keeping salt covered and controlling use are that salt:

- Kills vegetation
- Corrodes infrastructure
- Blocks storm drains and swales
- Increases sedimentation to streams and rivers
- Small quantities (5% road salt) contain phosphorus, nitrogen, copper, and cyanide

POLLUTION PREVENTION APPROACH

Implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

Proper Storage

Currently the Town stores all roadway maintenance materials at the Highway Department Garage that is located outside of the MS4 area. Therefore, due to the location of the Garage, storage and inspection procedures are not included in this manual. If in the future the Town moves the storage location, the Town will update this portion of the manual.

Proper Disposal

Disposal of sand/salt mixtures should not be done in the following areas:

- Wetlands
- Any surface waters
- Well locations and public drinking supplies

Proper Removal

- Street cleaning of all Town roadways within the MS4 at least once per year.
- Catch basin cleaning completed as necessary to ensure that no catch basin within the MS4 is ever greater than 50% full.

TARGETED FACILITIES AND OPERATIONS

- All Town-Owned Facilities within the MS4
- Street Rights-of-Way within the MS4
- Highway Department Services within the MS4

TARGETED CONSTITUENTS

- Sediment
- Salt
- Nutrients
- Trash
- Metals
- Oil & Grease
- Organics
- Low Dissolved Oxygen

REFERENCE

- Westport Snow & Ice Policy
- MassDEP Guidelines on Road Salt Storage (Updated January 1996)

NOTES / SPECIFIC PROCEDURES:
(List identified problem or priority areas, document changes in protocol, or unique conditions along with date(s) of implementation and personnel initials)

BMP 1 – ROAD SAND/SALT APPLICATION AND STORAGE

Proper Use

- Establish a low salt area near any water bodies or residential areas.
- Regulate the amount of road salt applied to prevent over-salting of motorways and increasing runoff concentrations.
- Vary the amount of salt applied to reflect site-specific characteristics, such as road width and design, traffic concentration, and proximity to surface waters.
- Provide calibration devices for spreaders in trucks to aid maintenance workers in the proper application of road salts.
- Establish air temperature and snow depth conditions favorable for successful use of salt.
- Use alternative materials, such as sand or gravel, in especially sensitive areas.
- Use environmentally friendly products alternative to traditional deicing salt.

INSPECTION PROCEDURES

Currently the Town stores all roadway maintenance materials at the Highway Department Garage that is located outside of the MS4 area. Therefore, due to the location of the Garage, inspection procedures for the salt and sand piles are not included in this manual. If in the future the Town moves the storage location, the Town will update this portion of the manual.

- Inspect salt application equipment including calibration equipment and spreaders.
- Inspect for excessive amounts of salt on roads.

MAINTENANCE PROCEDURES

- Service trucks and calibrated spreaders regularly to ensure accurate, efficient distribution of salt.
- Educate and train operators on hazards of over-salting to roads and environment at the beginning of the snow season as part of meetings with supervisors and drivers.

MAINTENANCE LOG BMP 1 - Road Sand/Salt Application & Storage

Control Measure Maintenance Records (copy information below for each control measure)

Control Measure or Equipment:

Regular Maintenance Activities:

Regular Maintenance Schedule:

Date of Action:

Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**

If Problem,

- **Description of Action Required:**
- **Date Control Measure Returned to Full Function:**
- **Justification for Extended Schedule, if applicable:**

Notes:

Control Measure Maintenance Records (copy information below for each control measure)

Control Measure or Equipment:

Regular Maintenance Activities:

Regular Maintenance Schedule:

Date of Action:

Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**

If Problem,

- **Description of Action Required:**
- **Date Control Measure Returned to Full Function:**
- **Justification for Extended Schedule, if applicable:**

Notes:

BMP 2 - SNOW STOCKPILING/REMOVAL

DESCRIPTION

Proper snow management in terms of stockpiling and removal can prevent or minimize runoff and pollutant loading impacts. Snow piles can contain trash, nutrients, sediments, salt, sand, and vehicle pollutants (petroleum, antifreeze, and oil) that can directly be carried into surface waters during snowmelt. Snow removal is completed in accordance with Best Management Practices and procedures outlined herein.

POLLUTION PREVENTION APPROACH

Implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater drainage system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

The Town does not regularly stockpile snow. During extreme conditions when stockpiling is necessary, the following practices should be applied:

- Do not stockpile snow near or within direct drainage to surface waters.
- Do not stockpile snow in wooded areas, around trees, or in vegetated buffer zones due to sediment and salt damage to vegetation.
- Stockpile snow in pervious areas where it can slowly infiltrate.
- During plowing activities on pervious surfaces, blading (plow lowers blade below ground surface level and plows the upper layers of soil in addition to overlying snow) should be avoided to prevent erosion.

INSPECTION PROCEDURES

- Check snow piles for debris that could be windblown.

MAINTENANCE PROCEDURES

- Contain sediments as snow melts and removed every Spring from snow storage areas. This includes sweeping roadways and parking lots or other impervious areas.
- During plowing activities, avoid blocking drainage structures including catch basins, swales, and channels.

TARGETED FACILITIES AND OPERATIONS

- Street Rights-of-Way within MS4
- All Town Owned Facilities within MS4
- Highway Department Services within MS4

TARGETED CONSTITUENTS

- Sediment
- Salt
- Nutrients
- Trash
- Oil & Grease

REFERENCE

- Westport Snow & Ice Policy

NOTES / SPECIFIC PROCEDURES:

(List identified problem or priority areas, document changes in protocol, or unique conditions along with date(s) of implementation and personnel initials)

BMP 3 - MATERIALS MANAGEMENT

DESCRIPTION

Materials management entails the selection of the individual product and quantity, the correct use and storage of the product, and the proper disposal of associated waste(s). It is important to be responsible with common chemicals and solvents including paints, cleaners, and automotive products to reduce contamination to stormwater runoff.

POLLUTION PREVENTION APPROACH

Proper management reduces the likelihood of accidental spills or releases of hazardous materials into storm drains or during storm events. In addition, health and safety conditions at the facility will improve.

Implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater drainage system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

Material Inventory

- Identify all hazardous and non-hazardous substances by reviewing purchase orders and conducting a walk-through of each Town facility within the MS4 area.
- Compile Material Safety Data Sheets (MSDS) for all chemicals. These should be readily accessible to all facility employees and submitted to the Westport Fire Department when applicable.
- Label all containers of significant materials that include cleaners, fuels, and other hazards.
- Identify handling, storage, and disposal requirements of all chemicals.
- Use environmentally friendly or non-hazardous substitutes when appropriate that include but not limited to $H_2Orange_2$, Orange Thunder, and Simple Green®.
- Keep hazardous materials and waste off the ground.
- All drums and containers should be in good condition and properly labeled.
- Loose materials including any gravel piles should be covered or placed in shelter when possible.

Solid Waste

- Trash storage bins, dumpsters, and disposal areas should be clean and free of debris, especially those located near catch basins.
- Dumpsters should be maintained in good condition, inspected regularly, and securely closed.
- All equipment and materials should be stored properly, and work areas should be kept clean.

TARGETED FACILITIES AND OPERATIONS

- All Town-Owned Facilities within MS4
- All Fleet Vehicle and Equipment Operations

TARGETED CONSTITUENTS

- Sediment
- Nutrients
- Trash
- Metals
- Oil & Grease
- Organics
- Low Dissolved Oxygen

NOTES / SPECIFIC PROCEDURES:

(List identified problem or priority areas, document changes in protocol, or unique conditions along with date(s) of implementation and personnel initials)

- Waste shall be disposed of according to local, state, and federal laws.
- Temporary trash storage should be inspected weekly before it is taken to the Westport Transfer Station and Recycling Center located at 72 Hixbridge Road during open hours on Sunday, Monday, Thursday, Friday, or Saturday. The Transfer Station and Recycling Center is not located within the MS4.
- Piled debris, including sweepings, construction, and wood debris should be inspected weekly before it is taken off-site.

INSPECTION PROCEDURES

- Physical on-site verification of sealed floor drains (or redirected to sanitary sewer).
- Regular inspection of material storage areas (inside and outside) to verify items are not exposed to precipitation and are covered or in enclosed areas.
- Regular inspection and cleaning of oil/water separators by qualified contractor or facility personnel.
- Inspect stormwater discharge locations and on-site stormwater drainage infrastructure (e.g., catch basins) regularly (for contaminants, soil staining, plugged discharge lines and other maintenance needs).

MAINTENANCE PROCEDURES

- Repair or replace any leaking/defective containers and replace labels as necessary.
- Maintain caps and/or covers on containers.
- Maintain aisle space for inspection of products/wastes.
- Routinely clean workspaces.
- Properly collect/dispose of waste.
- Routinely maintain and inspect vehicles and equipment.
- Train employees routinely when new products enter the facility on proper use, storage, disposal, and safety concerns. MSDS sheets should be reviewed and readily accessible in a central facility location.
- Review any Spill Prevention, Control, and Countermeasure (SPCC) Plan if applicable for the facility. SPCC Plans are in place for specific facilities with petroleum products.
- Adhere to SWPPP maintenance requirements if facility is required to have a SWPPP.

MAINTENANCE LOG BMP 3 - Materials Management

Control Measure Maintenance Records (copy information below for each control measure)

Control Measure or Equipment:

Regular Maintenance Activities:

Regular Maintenance Schedule:

Date of Action:

Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**

If Problem,

- **Description of Action Required:**
- **Date Control Measure Returned to Full Function:**
- **Justification for Extended Schedule, if applicable:**

Notes:

Control Measure Maintenance Records (copy information below for each control measure)

Control Measure or Equipment:

Regular Maintenance Activities:

Regular Maintenance Schedule:

Date of Action:

Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**

If Problem,

- **Description of Action Required:**
- **Date Control Measure Returned to Full Function:**
- **Justification for Extended Schedule, if applicable:**

Notes:

BMP 5 - VEHICLE FUELING, MAINTENANCE AND STORAGE

DESCRIPTION

Vehicle repair and service (e.g. parts cleaning and fueling), replacement of fluids (e.g. oil change), and outdoor equipment storage and parking (dripping engines) can impact water quality if stormwater runoff from areas with these activities occurring on them becomes polluted by a variety of contaminants. Spills and leaks that occur during vehicle and equipment fueling can contribute hydrocarbons, oil and grease, as well as heavy metals to stormwater runoff. It only takes 1 gallon of oil to contaminate 1 million gallons of drinking water.

The main location for maintenance, storage, and fueling of Town vehicles is at the Highway Department Garage which is located outside of the MS4 area and is therefore not included in this manual.

POLLUTION PREVENTION APPROACH

It is important to properly store and discard vehicle fluids including oil, transmission fluid, antifreeze, and lubricants to prevent surface and groundwater contamination from spills or improper disposal.

Implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater drainage system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

General Practices

- Store fluids in labeled, plastic or metal container with a lid away from drains and catch basins.
- Place flammables in a fire safe cabinet.
- Place drip pans under leaking vehicles, valves, spigots, and pumps.
- Routinely check for leaking vehicles.
- Do not do any vehicle maintenance near storm drains.
- Vehicle maintenance should be done in covered facility.
- Install inlet catch basin equipped with a small sedimentation basin or grit chamber to remove large particles from stormwater in highly impervious areas.

Fueling

- Ensure that all fueling activities are not conducted near storm drains and dry wells or that procedures are in place to control any spills.
- Fuel storage tanks should be placed on impervious surfaces with no cracks or gaps; secondary containment is recommended.
- Provide barriers such as posts, guard rails, or bollards where tanks are exposed, to prevent collision damage with vehicles.
- Post signs at the fuel dispenser or fuel island warning vehicle owners/operators against "topping off" of vehicle fuel tanks.

TARGETED FACILITIES AND OPERATIONS

- Briggs Road Fire Station
- All Town-owned facilities storing vehicles and equipment within the MS4

TARGETED CONSTITUENTS

- Sediment
- Nutrients
- Trash
- Metals
- Oil & Grease
- Hydrocarbons

NOTES / SPECIFIC PROCEDURES:
(List identified problem or priority areas, document changes in protocol, or unique conditions along with date(s) of implementation and personnel initials)

- Label drains within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an oil/water separator, directly to the sewer, to a storm drain or into a drywall.

Vehicle Maintenance

- Provide a designated area for vehicle maintenance on an impervious surface.
- Keep equipment clean; don't allow excessive build-up of oil and grease.
- If possible, perform all vehicle fluid removal or changing inside or under cover:
  - Keep a drip pan under the vehicle while you unclip hoses, unscrew filters, or remove other parts.
  - Promptly transfer used fluids to the proper waste or recycling drums. Don't leave drip pans or other open containers lying around.
  - Keep drip pans or containers under vehicles or equipment that might drip during repairs.
  - Do not change motor oil or perform equipment maintenance in non-appropriate areas.
- If temporary work is being conducted outside: Use a tarp, ground cloth, or drip pans beneath the vehicle or equipment to capture all spills and drips.
- If equipment (e.g., radiators, axles) is to be stored outdoors, oil and other fluids should be drained first. This is also applicable to vehicles being stored and not used on a regular basis.

Disposal

- Recycle or properly dispose of fluids.
- Dump full pans into 55-gallon drums.
- Dispose of debris including oil filters, oil cans, rags, and clean-up supplies.
- Do not dump vehicle fluids down storm drains.
- Interior floor drains should discharge to holding tanks or be sealed.

Used Oil

- Recycle used oil.
- Do not mix wastes with used oil.

INSPECTION PROCEDURES

- Identify locations of floor drains and catch basins and know where they discharge to. Floor drains should be connected to the sanitary sewer system and catch basins should be connected to the drainage system.
- Regularly inspect vehicles and equipment for leaks and repair immediately.
- Inspect fuel storage tank foundations, connections, coatings, and tank walls and piping system. Look for corrosion, leaks, cracks,

scratches, and other physical damage that may weaken the tank or container system. • Inspect fueling areas, catch basin inserts, containment areas, and drip pans on a regular schedule. **MAINTENANCE PROCEDURES** • Sweep the maintenance area on a regular basis, if it is paved, to collect loose particles. Wipe up spills with rags and other absorbent material immediately. Do not hose down the area to a storm drain. • Clean oil/water separators, sumps and on-site treatment/recycling units at appropriate intervals. • Keep ample supplies of spill cleanup materials onsite. Cleanup spills immediately. • Properly train employees on fueling and handling oil and waste oil.	

BMP 6 - VEHICLE WASHING

DESCRIPTION

Wash water from vehicle and equipment cleaning activities performed outdoors or in areas where wash water flows onto the ground can contribute toxic hydrocarbons and other organic compounds, oils and greases, nutrients, phosphates, heavy metals, and suspended solids to stormwater runoff.

Many Town-owned vehicles are washed in the wash-bays located at the Highway Department Garage which is outside of the MS4 area. If the location of vehicle washing changes, this BMP will be updated.

POLLUTION PREVENTION APPROACH

If vehicle washing is necessary elsewhere, implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater drainage system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

General

- Use biodegradable, phosphate-free detergents for washing vehicles as appropriate. Products include Simple Green® biodegradable car wash cleaner.
- Mark the area clearly as a wash area.
- Post signs stating that only washing is allowed in wash area and that discharges to the storm drain are prohibited. Facility employees should know where catch basins are.
- Provide a trash container in wash area.
- Those that use facility to wash vehicles (e.g., students) should be informed of proper washing protocols.

Vehicle and Equipment Cleaning

- Install sumps or drain lines to collect wash water or construction of a berm around the designated area and grading of the area to collect wash water as well as prevent stormwater run-on.
- Consider washing vehicles and equipment inside the building if washing/cleaning must occur on-site.
- If washing must occur on-site and outdoors:
  - Use designated paved wash areas. Designated wash areas must be well marked with signs indicating where and how washing must be done. This area must be covered or bermed to collect the wash water and graded to direct the wash water to a treatment or disposal facility.
  - Cover the wash area when not in use to prevent contact with rainwater.
- Use hoses with nozzles that automatically turn off when left unattended. Use high-pressure, low-volume sprays.

TARGETED FACILITIES AND OPERATIONS

- Town-owned facilities within the MS4

TARGETED CONSTITUENTS

- Sediment
- Nutrients
- Trash
- Metals
- Oil & Grease

NOTES / SPECIFIC PROCEDURES:

(List identified problem or priority areas, document changes in protocol, or unique conditions along with date(s) of implementation and personnel initials)

BMP 6 - VEHICLE WASHING

• Perform pressure cleaning and steam cleaning off-site to avoid generating runoff with high pollutant concentrations. If done on-site, no pressure cleaning and steam cleaning should be done in areas designated as protection areas for public water supply. *Disposal* • Filter and recycle wash water if possible. • If discharging to an oil/water separator, do not use detergents that disperse oil in wash water and make oil/water separators ineffective with oil passing to the sanitary sewer system. It is best to use high pressure water with no cleaning agent. If using a cleaner, it must be a non-emulsifying product such as QOR-110 ("Quick Oil Release"). **INSPECTION PROCEDURES** • Inspect floor drain systems regularly – use only those that discharge to a sanitary sewer. • Identify the need for cleaning of catch basins, oil/water separators. **MAINTENANCE PROCEDURES** • Maintain a figure of on-site storm drain locations to avoid discharges to the storm drainage system. • Take precautions against excess use of and spillage of detergents. • Clean vehicles only where wash-water can be captured for proper disposal.	

BMP 7 - SPILL PREVENTION AND RESPONSE

DESCRIPTION

It is important to have a plan in place in the event a spill should occur, so contaminants do not mix with stormwater runoff. A spill prevention and response plan can be effective at reducing the risk of contamination to surface and groundwater contamination—but only with proper personnel training, the availability of cleanup supplies, and when management ensures procedures are followed.

POLLUTION PREVENTION APPROACH

- Create a well thought out and implemented spill prevention and response plan.
- Post a response checklist in any hazardous waste storage area with contact information (including emergency phone numbers), and spill containment procedures.
- Train personnel.
- Regularly update plan, checklists, and contact information.
- Regularly inspect spill potential areas.
- Facilities with aboveground storage tanks (ASTs) and underground storage tanks (USTs) greater than 1,320 gallons and 42,000 gallons must have SPCC Plans in place.

SPILL PREVENTION AND RESPONSE PLAN

An effective Spill Prevention and Response Plan may include one or more of the following:

- Description of the facilities, the address, activities and materials involved.
- Identification of key spill response personnel and hospital contacts.
- Identification of the potential spill areas or operations prone to spills/leaks.
- Identification of which areas should be or are bermed to contain spills/leaks.
- Facility map identifying the key locations of areas, activities, materials, structural BMPs, etc.
- Material handling procedures and safety measures for each kind of waste.
- Spill response procedures including:
  - Assessment of the site and potential impacts
  - Containment of the material
  - Notification of the proper personnel and evacuation procedures
  - Clean up of the site
  - Disposal of the waste material
  - Proper record keeping procedures
- Plan to protect all storm drains in the event of a spill.
- Descriptions of spill response equipment, including safety and cleanup equipment.

TARGETED FACILITIES AND OPERATIONS

- All Town-Owned Buildings within the MS4
- Street and Public Rights-of-Way within the MS4

TARGETED CONSTITUENTS

- Nutrients
- Metals
- Oil & Grease
- Hydrocarbons
- Organics

NOTES / SPECIFIC PROCEDURES:

(List identified problem or priority areas, document changes in protocol, or unique conditions along with date(s) of implementation and personnel initials)

BMP 7 - SPILL PREVENTION AND RESPONSE

SUGGESTED BEST MANAGEMENT PRACTICES

Spill/Leak Prevention

- If possible, move material handling indoors, under cover, or away from storm drains or sensitive water bodies.
- Properly label all containers so that the contents are easily identifiable.
- Berm storage areas so that if a spill or leak occurs, the material is contained.
- Cover outside storage areas either with a permanent structure or with a seasonal one such as a tarp so that rain will not come into contact with the materials.
- Check containers (and any containment sumps) often for leaks and spills. Replace containers that are leaking, corroded, or otherwise deteriorating with containers in good condition. Collect all spilled liquids and properly dispose of them.
- Store, contain, and transfer liquid materials in such a manner that if the container is ruptured or the contents spilled, they will not discharge, flow or be washed into the storm drainage system, surface waters, or groundwater.
- Place drip pans or absorbent materials beneath all mounted taps and at all potential drip and spill locations during the filling and unloading of containers. Any collected liquids or soiled absorbent materials should be reused/recycled or properly disposed of.
- For Town programs that involve material transport, only transport the minimum amount of material needed for the daily activities and transfer materials between containers at a municipal yard where leaks and spills are easier to control.
- If paved, sweep and clean storage areas monthly, do not use water to hose down the area unless all the water will be collected and disposed of properly (e.g., in an oil/water separator).
- Install a spill control device (such as a tee section) in any catch basins that collect runoff from any storage areas if the materials stored are oil, gas, or other materials that separate from and float on water. This will allow for easier cleanup if a spill occurs.
- If necessary, protect catch basins while conducting field activities so that if a spill occurs, the material will be contained.
- Keep ample supplies of spill cleanup materials such as Speedi Dry and absorbent boom pads onsite.

Spill Clean Up

- Small non-hazardous spills:
  - Use a rag, damp cloth or absorbent materials for general cleanup of liquids.
  - Use brooms or shovels for the general cleanup of dry materials
  - If water is used, it must be collected and properly disposed of. The wash water cannot be allowed to enter the storm drain.
  - Dispose of any waste materials properly.

- Clean or dispose of any equipment used to clean up the spill properly.

- Large non-hazardous spills
  - Use absorbent materials for general cleanup of liquids.
  - Use brooms, shovels or street sweepers for the general y of dry materials.
  - If water is used, it must be collected and properly disposed of. The wash water cannot be allowed to enter the storm drain.
  - Dispose of any waste materials properly.
  - Clean or dispose of any equipment used to clean up the spill properly.
- For hazardous or very large spills, the Fire Department and/or a private cleanup contractor may need to be contacted to assess the situation and conduct the cleanup and disposal of the materials.
- Chemical cleanups of material can be achieved with the use of absorbents, gels, and foams.
- Remove the adsorbent materials promptly and dispose of according to regulations.
- If the spilled material is hazardous, then the used cleanup materials, including rags, are also hazardous and must be sent to a certified laundry facility or disposed of as hazardous waste.

Reporting

- Report any spills immediately to the identified key municipal spill response personnel.
- Report spills in accordance with applicable reporting laws. Spills that pose an immediate threat to human health or the environment must be reported immediately to the Fire Department at 911, the Town's Board of Health at 508-636-1015, and the Highway Department at 508-636-1020.
- Large spills including those over 10 gallons should be reported to the Fire Department at 911 and the Highway Department at 508-636-1020.
- Federal regulations require that any oil spill into a water body or onto an adjoining shoreline be reported to the National Response Center (NRC) at 800-424-8802 (24 hour). An oil spill over 10 gallons that reaches a surface water, sewer, storm drain, ditch, or culvert leading thereto requires MassDEP notification at 508-792-7650.
- After the spill has been contained and cleaned up, a detailed report about the incident should be generated and kept on file. The incident may also be used in briefing staff about proper procedures.

INSPECTION PROCEDURES

- Inspect secondary containment systems and oil/water separators periodically to identify any operational problems.
- Inspect containers for leaks, areas near storm receiver inlets and outlets, and floor drains for indications of spills.

BMP 7 - SPILL PREVENTION AND RESPONSE

MAINTENANCE PROCEDURES • Pump out oil/water separators as needed. • Protect drains with oil absorbent materials. • Clean out receivers on regular schedule. • Remove spilled salt from roadway salting procedures.	

BMP 8 – LAWN AND GROUNDS MAINTENANCE

DESCRIPTION

Nutrient loads generated by suburban lawns as well as municipal properties can be significant, and recent research has shown that lawns produce more surface runoff than previously thought. Pesticide runoff can contribute pollutants that contaminate drinking water supplies and are toxic to both humans and aquatic organisms.

POLLUTION PREVENTION APPROACH

It is important to reduce pesticides, herbicides, fertilizers, and lawn debris from entering surface and ground water supplies by washing and cleaning up with as little water as possible, following good landscape management practices, preventing and cleaning up spills immediately, keeping debris from entering the storm drains, and maintaining the stormwater drainage system.

Implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater drainage system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

Landscaping Activities

- Do not apply any chemicals (insecticide, herbicide, or fertilizer) directly to surface waters, unless the application is approved and permitted by MassDEP
- Use mulch or other erosion control measures on exposed soils.
- Check irrigation schedules so pesticides will not be washed away and to minimize non-stormwater discharge.
- Place temporarily stockpiled material away from watercourses and drain inlets, and berm or cover stockpiles to prevent material releases to the stormwater drainage system.
- Use hand or mechanical weeding where practical.
- Employ mowing techniques to maintain a healthy lawn and minimize chemical use—no more than 1" of lawn should be removed from each mowing (grasses kept at 2.5" to 3.0" high are more heat resistant than close-cropped grass).
- Keep mower blades sharp and leave clippings in place after mowing.
- Water plants in the early morning.

Fertilizer and Pesticide Management

- Follow manufacturers' recommendations and label directions.
- Do not apply insecticides within 100 feet of surface waters such as lakes, ponds, wetlands, and streams.
- Use fewer toxic pesticides that will do the job, whenever possible and use the minimum amount needed. Avoid use of copper-based pesticides if possible.
- Do not use pesticides/fertilizers if rain is expected.

TARGETED FACILITIES AND OPERATIONS

- All Town-Owned Facilities with lawns and grounds within the MS4
- Street and Public Rights-of-Way within the MS4

TARGETED CONSTITUENTS

- Sediment
- Nutrients
- Trash
- Metals
- Bacteria
- Oil and Grease
- Organics
- Low Dissolved Oxygen

REFERENCE

- Westport River Watershed Alliance – *Clean Water Starts at Home*

NOTES / SPECIFIC PROCEDURES:
(List identified problem or priority areas, document changes in protocol, or unique conditions along with date(s) of implementation and personnel initials)

- Do not mix or prepare pesticides/fertilizers for application near storm drains.
- Perform a soil analyses prior to applying fertilizers to determine the appropriate nutrients required for soil conditions.
- Calibrate fertilizer distributors to avoid excessive application.
- Apply pesticides/fertilizers only when wind speeds are low.
- Work fertilizers into the soil rather than dumping or broadcasting them onto the surface.
- Irrigate slowly to prevent runoff and then only as much as is needed.
- Dispose of empty pesticide/fertilizer containers according to the instructions on the container label.
- Use up the pesticides. Rinse containers and use rinse water as product. Dispose of unused pesticide as hazardous waste.
- Implement storage requirements for pesticide products with guidance from the local Fire Department and the Massachusetts Department of Agricultural Resources.
- Provide secondary containment for pesticides.

Debris Removal

- Use yard waste as mulch and topsoil.
- Compost or mulch yard waste.
- Sweep up yard debris instead of hosing down.
- Clean pavement and sidewalk if fertilizer/pesticide is spilled on these surfaces before applying irrigation water.
- Do not leave yard waste in the street or sweep it into storm drains or streams.

INSPECTION PROCEDURES

- Inspect irrigation system periodically to ensure that the right amount of water is being applied and that excessive runoff is not occurring.
- Minimize excess watering, and repair leaks in the irrigation system as soon as they are observed.
- Inspect and remove accumulated debris from grounds.
- Routinely monitor lawns to identify problems during their early stages.
- Identify nutrient/water needs of plants.
- Inspect for problems by testing soils.

MAINTENANCE PROCEDURES

- Sweep paved areas regularly to collect loose particles.
- Wipe up spills with rags and other absorbent material immediately.
- Do not hose down the area to a storm drain.
- Maintain sharp mower blades

BMP 9 - STREET AND PARKING LOT SWEEPING

DESCRIPTION

Street and parking lot sweeping includes self-propelled equipment to remove sediment from paved surfaces that can enter storm drains or receiving waters. Sweeping is most effective for removing coarse particles, leaves, and trash. Regularly sweeping reduces catch basin cleaning. The MS4 Permit requires that the Town sweep All streets except for rural uncurbed roads with no catch basins or high-speed limited access highways at least once per year in the Spring. shall be swept and/or cleaned a minimum of once per year in the spring

POLLUTION PREVENTION APPROACH

Implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater drainage system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

- Adhere to the Town's cleaning schedule – as needed.
- Town parking lots should be checked regularly by Facility personnel and swept when needed.
- Any visible sediment should be swept up (including sand/salt mixtures and granular material).
- Control the number of points where vehicles leave the Facilities to allow sweeping to be focused on certain areas in parking lots.
- Sweep up the smallest particles feasible.
- Sweep in pattern to keep spilled material from being pushed into catch basins.
- Before sweeping, manually rake sand from any turf areas on surfaces to be swept.
- Use hand-held tools to assist with mechanical equipment.
- If possible, recycle Fall leaf sweepings by composting.
- The Highway Department should maintain a log or schedule of sweeping activities they conduct. Information should include mileage, number of sweepings removed, and heavily sedimented areas for street rights-of-way.
- Facilities should maintain a log or schedule for their facility parking lots. Information should include number of sweepings removed, heavily sedimented catch basins, and date of sweeping activities. By recording heavily sedimented areas, prioritizations can be made to sweep these areas or clean catch basins more frequently.

INSPECTION PROCEDURES

- Regularly inspect streets and Town-owned parking lots within the MS4 for debris.

MAINTENANCE PROCEDURES

- Adjust broom frequently to maximize efficiency of sweeping operations.
- After sweeping is finished, properly dispose of sweeper wastes.

TARGETED FACILITIES AND OPERATIONS

- All Town-Owned Facilities within the MS4
- Street Rights-of-Way within the MS4
- Highway Department Services

TARGETED CONSTITUENTS

- Sediment
- Nutrients
- Salt
- Trash
- Metals
- Oil & Grease
- Organics

REFERENCE

- Reuse and Disposal of Street Sweepings, MassDEP Policy # BAW-18-001

NOTES / SPECIFIC PROCEDURES:

(List identified problem or priority areas, document changes in protocol, or unique conditions along with date(s) of implementation and personnel initials)

BMP 9 - STREET AND PARKING LOT SWEEPING

• Do not use kick brooms or sweeper attachments that tend to spread dirt. • When unloading sweeper, make sure there is no dust or sediment release. • Inspect sweepers to check that they are properly maintained and repaired.	

BMP 9 - STREET AND PARKING LOT SWEEPING

Street Sweeping & Parking Lot Maintenance Activity Log

Date	Street Name (Segment) or Facility Name	Distance/Length (miles)	Equipment Employed	Est. Volume of Material Removed

MAINTENANCE LOG BMP 9 - Street & Parking Lot Sweeping

Control Measure Maintenance Records (copy information below for each control measure)

Control Measure or Equipment:

Regular Maintenance Activities:

Regular Maintenance Schedule:

Date of Action:

Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**

If Problem,

- **Description of Action Required:**
- **Date Control Measure Returned to Full Function:**
- **Justification for Extended Schedule, if applicable:**

Notes:

Control Measure Maintenance Records (copy information below for each control measure)

Control Measure or Equipment:

Regular Maintenance Activities:

Regular Maintenance Schedule:

Date of Action:

Reason for Action: ☐ **Regular Maintenance** ☐ **Discovery of Problem**

If Problem,

- **Description of Action Required:**
- **Date Control Measure Returned to Full Function:**
- **Justification for Extended Schedule, if applicable:**

Notes:

BMP 10 - CATCH BASIN CLEANING

DESCRIPTION

It is important to remove sediments from catch basins that can have a high concentration of pollutants including metals and hydrocarbons. These sediments can clog downstream drainage systems and transport pollutants to nearby water bodies.

POLLUTION PREVENTION APPROACH

Implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater drainage system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

- Prioritize inspection and maintenance for catch basins located near construction activities.
- Ensure that no catch basin at any time will be more than 50 percent full
- Documents catch basins with sumps more than 50 percent full during two consecutive inspections/cleanings
- US EPA recommends cleaning basins when solids reach one-third the depth from the basin bottom to the invert of the lowest pipe into or out of the basin.
- Target cleaning for early Spring or late Fall.
- Clean manually or with equipment (i.e., bucket loaders).
- Properly dispose of catch basin material or store until contractor picks up cleanings (MassDEP and US EPA requires chemical analysis to determine if substance is hazardous waste).
- Repair damaged catch basins including outlet traps.
- Install hoods if catch basins do not have them.
- Inform employees that catch basins are part of the stormwater drainage system and not the sanitary sewer system.
- The DPW should maintain a log of cleaning activities Information should include the amount of cleanings removed (volume or weight) and areas with heavily filled basins.
- Facilities should maintain a log of cleaning activities on their parking lots. Information should include amount of cleanings removed, heavily filled catch basins, and dates cleaned by the Highway Department.

INSPECTION PROCEDURES

- Inspect catch basins, grates, and ditches at least once per year (best times are before the start and before the end of the rainy season).
- Inspections should be incorporated during routine cleaning, as part of reconstruction contracts, and through requests made by residents or other Town departments.

TARGETED FACILITIES AND OPERATIONS

- All Town-Owned Facilities within the MS4
- Street Rights-of-Way within the MS4
- Disposal of Removed Solids

TARGETED CONSTITUENTS

- Sediment
- Nutrients
- Trash
- Metals
- Oil & Grease
- Organics

REFERENCE

- MassDEP Management of Catch Basin Cleanings
- Appendix B: Catch Basin Cleaning Program

NOTES / SPECIFIC PROCEDURES:

(List identified problem or priority areas, document changes in protocol, or unique conditions along with date(s) of implementation and personnel initials)

BMP 10 - CATCH BASIN CLEANING

MAINTENANCE PROCEDURES • Clean catch basins based on the cleaning schedule or as needed. Catch basins should be checked for sediment levels in sump. Those in areas that accumulate a significant amount of sediment should be cleaned more frequently. • During catch basin repairs, any hoods missing should be replaced.	

BMP 10 - CATCH BASIN CLEANING

Catch Basin Maintenance Log

Date	Catch Basin Asset ID	Nearest Street Address	Percent Full Sump at Initiation (Estimated)	Volume of Material Removed (Estimated)	Disposal Method	Follow-up Required

CATCH BASIN INSPECTION SHEETS

Background Data

City: Westport, MA	Street:	Catch Basin ID: CB-
Owner: ☐ City ☐ State ☐ Private ☐ Other: _____	Nearest House/Utility Pole #:	
Today's date:	Time (Military):	
Investigators:	Form completed by:	
A: Depth Rim to Lowest Outlet Invert (in):	B: Depth Rim to Top of Sediment (Before Cleaning) (in.):	
C: Depth Rim to Bottom of Sump after Cleaning (in.):	D: Depth of Sump = A – C (in):	Catch Basin Sump % Full = (C-B) / D:

Land Use in Drainage Area (Check all that apply):

☐ Industrial

☐ Urban Residential

☐ Suburban Residential

☐ Commercial

☐ Ongoing Construction Site

☐ Open Space/Wooded

☐ Institutional

Other: _____

Known Industries: _____

Notes:

Visual/Sensory Observations of Potential Illicit Discharge?

Are Any Visual/Sensory Observations Present? ☐ Yes ☐ No *(If No, Skip Entire Section)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Flow	☐	Flow Source:	☐ 1 – Trickle	☐ 2 – Moderate	☐ 3 – Substantial
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint color	☐ 2 – Moderately visible	☐ 3 – Clearly visible
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 7: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

BMP 13 – WASTE MANAGEMENT

DESCRIPTION

Improper storage and handling of solid wastes can allow toxic compounds, oils and greases, heavy metals, nutrients, suspended solids, and other pollutants to enter stormwater runoff.

POLLUTION PREVENTION APPROACH

The discharge of pollutants to stormwater from waste handling and disposal can be prevented and reduced by tracking waste generation, storage, and disposal; reducing waste generation and disposal through source reduction, re-use, and recycling; and preventing run-on and runoff.

Implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater drainage system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

General

- Cover storage containers with leak proof lids or some other means. If waste is not in containers, cover all waste piles (plastic tarps are acceptable coverage) and prevent stormwater run-on and runoff with a berm. The waste containers or piles must be covered except when in use.
- Use drip pans or absorbent materials whenever grease containers are emptied by vacuum trucks or other means. Grease cannot be left on the ground. Collected grease must be properly disposed of as garbage.
- Sweep and clean the storage area regularly. If it is paved, do not hose down the area to a storm drain.
- Dispose of rinse and wash water from cleaning waste containers into a sanitary sewer if allowed by the local sewer authority. Do not discharge wash water to the street or storm drain.
- Transfer waste from damaged containers into safe containers.
- Take special care when loading or unloading wastes to minimize losses.

Controlling Litter

- Post “No Littering” signs and enforce anti-litter laws.
- Provide a sufficient number of litter receptacles for the facility.
- Clean out and cover litter receptacles frequently to prevent spillage.

Waste Collection

- Keep waste collection areas clean before contractor picks up.
- Inspect solid waste containers for structural damage or leaks regularly. Repair or replace damaged containers as necessary.
- Secure solid waste containers; containers must be closed tightly when not in use.
- Place waste containers under cover if possible.
- Do not fill waste containers with washout water or any other liquid.
- 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 (see chemical/ hazardous waste collection section below).

TARGETED FACILITIES AND OPERATIONS

- All Town-Owned Facilities within the MS4

TARGETED CONSTITUENTS

- Sediment
- Nutrients
- Trash
- Metals
- Oil & Grease
- Organics
- Low Dissolved Oxygen

- Do not mix wastes; this can cause chemical reactions, make recycling impossible, and complicate disposal.

Good Housekeeping

- Use the entire product before disposing of the container.
- Keep the waste management area clean at all times by sweeping and cleaning up spills immediately.
- Use dry methods when possible (e.g. sweeping, use of absorbents) when cleaning around restaurant/food handling dumpster areas. If water must be used after sweeping/using absorbents, collect water and discharge through grease interceptor to the sewer.
- Stencil storm drains on the facility's property with prohibitive message regarding waste disposal.

Chemical/Hazardous Wastes

- Select designated hazardous waste collection areas on-site.
- Store hazardous materials and wastes in covered containers protected from vandalism, and in compliance with fire and hazardous waste codes.
- Place hazardous waste containers in secondary containment.
- Make sure that hazardous waste is collected, removed, and disposed of only at authorized disposal areas.

Run-on/Runoff Prevention

- Prevent stormwater run-on from entering the waste management area by enclosing the area or building a berm around the area.
- Prevent the waste materials from directly contacting rain.
- Cover waste piles with temporary covering material such as reinforced tarpaulin, polyethylene, polyurethane, polypropylene, or hypalon.
- Cover the area with a permanent roof if feasible.
- Cover dumpsters to prevent rain from washing waste out of holes or cracks in the bottom of the dumpster.
- Move the activity indoor after ensuring all safety concerns such as fire hazard and ventilation are addressed.

INSPECTION PROCEDURES

- Inspect and replace faulty pumps or hoses regularly to minimize the potential of releases and spills.
- Check waste management areas for leaking containers or spills.
- Repair leaking equipment including valves, lines, seals, or pumps promptly.

MAINTENANCE PROCEDURES

- Maintain equipment for material tracking program.

BMP 14 – BUILDING OPERATIONS

DESCRIPTION

Typical building operations include cleaning operations such as outside pressure washing of buildup and repairs.

POLLUTION PREVENTION APPROACH

Implement applicable suggested Best Management Practices to reduce the influx of pollutants to the stormwater drainage system to the maximum extent practicable.

SUGGESTED BEST MANAGEMENT PRACTICES

Pressure Washing of Buildings, Rooftops, and Other Large Objects

- In situations where soaps or detergents are used and the surrounding area is paved, pressure washers must use a waste/water collection device that enables collection of wash water and associated solids. A sump pump, wet vacuum or similarly effective device must be used to collect the runoff and loose materials. The collected runoff and solids must be disposed of properly.
- If soaps or detergents are not used, and the surrounding area is paved, wash water runoff does not have to be collected but must be screened. Pressure washers must use filter fabric or some other type of screen on the ground and/or in the catch basin to trap the particles in wash water runoff.
- If you are pressure washing on a grassed area (with or without soap), runoff must be dispersed as sheet flow as much as possible, rather than as a concentrated stream. The wash runoff must remain on the grass and not drain to pavement. Ensure that this practice does not kill grass.

Building Repair, Remodeling, and Construction

- Do not dump any toxic substance or liquid waste on the pavement, the ground, or toward a storm drain.
- Use ground or drop cloths underneath outdoor painting, scraping, and sandblasting work, and properly dispose of collected material daily.
- Use a ground cloth or oversized tub for activities such as paint mixing and tool cleaning.
- Clean paint brushes and tools covered with water-based paints in sinks connected to sanitary sewers or in portable containers that can be dumped into a sanitary sewer drain. Brushes and tools covered with non-water-based paints, finishes, or other materials must be cleaned in a manner that enables collection of used solvents (e.g., paint thinner, turpentine, etc.) for recycling or proper disposal. Use a storm drain cover, filter fabric, or similarly effective runoff control mechanism if dust, grit, wash water, or other pollutants may escape the work area and enter a catch basin. The containment device(s) must be in place at the beginning of the work day, and accumulated dirty runoff and solids must be collected and disposed of before removing the containment device(s) at the end of the work day.
- If you need to de-water an excavation site, you may need to filter the water before discharging to a catch basin or off-site. In which case you

TARGETED FACILITIES AND OPERATIONS

- All Town-Owned Facilities within the MS4

TARGETED CONSTITUENTS

- Sediment
- Nutrients
- Trash
- Metals
- Oil & Grease
- Organics
- Low Dissolved Oxygen

should direct the water through hay bales and filter fabric or use other sediment filters or traps. • Store toxic material under cover with secondary containment during precipitation events and when not in use. A cover would include tarps or other temporary cover material. **INSPECTION PROCEDURES** • Sweep paved areas regularly to collect loose particles and wipe up spills with rags and other absorbent material immediately; do not hose down the area to a storm drain.	

APPENDIX B:

SPILL DOCUMENTATION FORM

Significant Spills, Leaks or Other Releases

Instructions:

- Include the descriptions and dates of any incidences of significant spills, leaks, or other releases that resulted in discharges of pollutants to waters of the U.S., through stormwater or otherwise; the circumstances leading to the release and actions taken in response to the release; and measures taken to prevent the recurrence of such releases .
- Provide information, as shown below, for each incident, and attach additional documentation (e.g., photos, spill cleanup records) as necessary. Repeat as necessary by copying and pasting the fields below.

Incident Number	Date/Time of incident	Location of incident	Description of incident – Including approximate volume released	Circumstances leading to release	Actions taken in response to release – Including who was contacted	Measures taken to prevent recurrence

Incident Number	Date/Time of incident	Location of incident	Description of incident – Including approximate volume released	Circumstances leading to release	Actions taken in response to release – Including who was contacted	Measures taken to prevent recurrence

Incident Number	Date/Time of incident	Location of incident	Description of incident – Including approximate volume released	Circumstances leading to release	Actions taken in response to release – Including who was contacted	Measures taken to prevent recurrence

Incident Number	Date/Time of incident	Location of incident	Description of incident – Including approximate volume released	Circumstances leading to release	Actions taken in response to release – Including who was contacted	Measures taken to prevent recurrence

Incident Number	Date/Time of incident	Location of incident	Description of incident – Including approximate volume released	Circumstances leading to release	Actions taken in response to release – Including who was contacted	Measures taken to prevent recurrence

APPENDIX C:

TRAINING SIGN-IN SHEET

TRAINING ATTENDANCE

SWPPP PLAN ANNUAL TRAINING

TOWN OF WESTPORT, MA **Date:**_____

NAME (PRINT)	DEPARTMENT

APPENDIX D:

SITE INSPECTION FORM

Site Inspection Reports

Instructions:

- Include in your records copies of all routine facility inspection reports completed for the facility.
- The sample inspection report is consistent with the requirements in the 2016 Massachusetts MS4 Permit relating to site inspections. **If MassDEP provides you with an inspection report, use that form.**

Using the Sample Site Inspection Report

- This inspection report is designed to be customized according to the specific control measures and activities at your facility. For ease of use, you should take a copy of your site plan and number all of the stormwater control measures and areas of industrial activity that will be inspected. A brief description of the control measures and areas that were inspected should then be listed in the site-specific section of the inspection report.
- You can complete the items in the "General Information" section that will remain constant, such as the facility name and inspector (if you only use one inspector). Print out multiple copies of this customized inspection report to use during your inspections.
- When conducting the inspection, walk the site by following your site map and numbered control measures/areas of industrial activity to be inspected. Also note whether the "Areas of Materials or Activities exposed to stormwater" have been addressed (customize this list according to the conditions at your facility). Note any required corrective actions and the date and responsible person for the correction.

Stormwater Site Inspection Form

General Information			
Facility Name			
Date of Inspection		**Start/End Time**	
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			
Weather Information			
Weather at time of this inspection? ❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds ❑ Other: Temperature: F			
Have any previously unidentified discharges of pollutants occurred since the last inspection? ❑Yes ❑No **If yes, describe:**			
Are there any discharges occurring at the time of inspection? ❑Yes ❑No **If yes, describe:**			

Areas of Materials or Activities exposed to stormwater
Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of materials or activities at your facility.

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes	Person Responsible for Correction	Corrective Action Taken (description and date)
1	**Site Catch Basins**	❑Yes ❑No	❑Yes ❑No			
2	**Fueling Area**	❑Yes ❑No	❑Yes ❑No			
3	**Vehicle Washing Area**	❑Yes ❑No	❑Yes ❑No			
4	**Three (3) Floor Drains**	❑Yes ❑No	❑Yes ❑No			

	Area/Activity	**Inspected?**	**Controls Adequate (appropriate, effective, and operating)?**	**Corrective Action Needed and Notes**	**Person Responsible for Correction**	**Corrective Action Taken (description and date)**

Non-Compliance

Describe any incidents of non-compliance observed and not described above:

Additional Control Measures

Describe any additional control measures or changes to the SWPPP needed to comply with the permit requirements:

Notes

Use this space for any additional notes or observations from the inspection:

Print inspector name and title:
_____

Signature:_____Date:_____