

# **BRADFORD WOOD BOROUGH**

**ALLEGHENY COUNTY, PENNSYLVANIA**

## **MUNICIPAL FACILITIES AND ACTIVITIES INVENTORY**

### **POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS AND MAINTENANCE PROGRAM**

#### **MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) STORM WATER MANAGEMENT PROGRAM**

# **SECTION 1**

## **MUNICIPAL FACILITIES AND ACTIVITIES**

### **Municipal Building**

- Location: 4908 Wexford Run Road
- Contact Person(s): Natalie Theiss, Borough Manager
- Facility/Activities O&M Procedures:
  - Inlets/Catch Basins
  - Stormwater Conveyances
  - Parking Lot
  - Material Storage
  - Vehicle and Equipment Storage
  - Vehicle Washing
  - Vehicle Maintenance
  - Spill Cleanup

### **Public Works Garage**

- Location: Forest Drive
- Contact Person(s): Jake Turner, Road Department
- Facility/Activities O&M Procedures:
  - Inlets/Catch Basins
  - Stormwater Conveyances
  - Parking Lot
  - Material Storage
  - Vehicle and Equipment Storage
  - Vehicle Washing
  - Vehicle Maintenance
  - Spill Cleanup
  - Salt Storage

## SECTION 2

# **OPERATION AND MAINTENANCE PROCEDURES**

### Section A: Catch Basins / Inlets

- Inspect all municipally owned inlets/catch basins on a minimum basis of once annually. Inlet inspections consist of a visual review for structural integrity of the inlet box, risers, frame and grate, along with a review of the structure for the presence of sediment, debris or garbage accumulations within inlet or grate openings. Reviews should also note evidence of observed or potential illicit discharges. Inspect inlets in priority areas, known flooding areas, or that are known to accumulate debris at more frequent intervals.
- Compile written and photographic documentation of annual inspections. File inspection results documentation in the MCM #6 compliance documentation binder.
- Review “Dump No Waste” placards installed on municipal inlets. Replace placards as needed.
- Remove and dispose of accumulated sediment, debris and garbage from all municipally owned inlets on a minimum basis of once annually. Clean inlets known to accumulate debris at more frequent intervals. Compile written and photographic documentation of inlet cleaning and file inspection results documentation in the MCM #6 compliance documentation binder. Dispose of all removed waste from inlet cleaning operations. All waste material must be properly disposed of at a landfill, per DEP requirements. Store waste material in a lined, water-tight dumpster for hauling to landfill site.
- Repair or replace failing or structurally unsound inlets. Properly dispose of waste from repair or replacement operations. Document in writing and

with photographs activities completed related to repair or replacement of inlets. Repair and replace inlets based on the long term plan prioritizing repairs dependent on the inlet condition, location and other factors.

### Section B: Stormwater Conveyances

- Complete periodic inspections of stormwater conveyances including, but not limited to pipes, swales channels and ditches. Document the results of all inspection or observations of conveyance facilities in need of repair. Compile written and photographic documentation annual inspections. File inspection results documentation in the MCM #6 compliance documentation binder.
- Supplement surface reviews of conveyance facilities with CCTV surveys of enclosed conveyance facilities. Complete routine CCTV surveys of the MS4 system as resources are available to evaluate the condition of the system. Use CCTV surveys to specifically examine portions of the conveyance system where known problems exist.
- Repair or replace failing or deficient storm sewer pipes when identified. Install proper Erosion and Sedimentation BMPs during repair operations to prevent pollution to the MS4 system or streams. Install and maintain silt sacks in inlets and utilize compost filter socks or filter fence where needed when earth disturbances are required. Properly dispose of waste from repair operations. Compile written and photographic documentation of repairs. File repair results documentation in the MCM #6 compliance documentation binder.
- Review swales and channels for accumulation of sediment or debris, the presence of erosion or overgrowth of vegetation. Complete repairs as needed. Implement E&S BMPs and dispose of excavated material properly, as noted above. Compile written and photographic documentation of results of channel and swale maintenance. File repair results documentation in the MCM #6 compliance documentation binder.

- Complete outfall maintenance as identified during annual screening and as otherwise discovered. Address structural deficiencies, erosion and overgrowth of vegetation at outfall locations. Compile written and photographic documentation of results of outfall maintenance. File repair results documentation in the MCM #6 compliance documentation binder.

### Section C: Fertilizing

- Store fertilizers in dry locations and as noted in Section J Material Storage.
- Evaluate fertilizers before use. Use natural compost or organic fertilizers when possible.
- Control the amount of fertilizers used based on manufacturer's specifications. Limit quantities of fertilizers used to avoid placement of unnecessary, excess chemicals. Inspect and calibrate spreading equipment prior to use to limit the potential for over application.
- Install fertilizers in accordance with manufacturer's recommendations for best results. Do not place fertilizers during rainfall events or at times when rainfall is expected. Do not apply fertilizers immediately prior to an irrigation cycle.
- Properly dispose of or store waste or excess fertilizer. Do not deposit fertilizer in any part of the MS4 system or in any stream or drainage course.
- Utilizing plantings that require minimal care and fertilizers.

### Section D: Mowing

- Mulch clippings in place when possible. If collection of clippings is necessary, properly dispose of waste at an approved composting site. Never dump yard waste or grass clippings in an area tributary to a stream or MS4.

- Protect or cover inlets, catch basins or yard drains prior to mowing. Sweep and collect clippings and other waste from adjacent impervious surfaces. Do not wash clippings into inlets or allow runoff to do the same.
- Clean grass clipping and debris from mowing equipment in a permeable area. Collect and properly dispose of all waste. Never wash mowing equipment with water and allow runoff to enter the MS4.

#### Section E: Vehicle and Equipment Storage

- When possible store equipment and vehicle inside or under cover.
- Inspect parking areas for leaking equipment or stains. Use drip pans for vehicles known to leak, until such time that the leak can be repaired. Dispose of material collected in drip pans as described in Section H Spill Cleanup.

#### Section F: Vehicle and Equipment Washing

- Wash vehicles and equipment indoors in designated wash bays. Wash bays drains should connect to the separate sanitary sewer system and no discharge shall be directed to the MS4. Maintain oil/water separators for floor drains as required.
- Use commercial car washes for police vehicles and smaller vehicles.
- If outdoor vehicle washing is necessary, wash vehicles only in permeable areas. No wash water may be allowed to discharge to the MS4 or any drainage course. Install inlet protection in surrounding inlets and implement measures to contain wash water to the permeable areas.
- If vehicles are washed on a non-permeable surface (concrete, asphalt, etc.), storm connections must be blocked off using inserts and wash water must be allowed to drain onto a permeable area (grass, stone, etc.).
- Use Phosphate-free biodegradable soaps and detergents to wash vehicles / equipment.

### Section G: Vehicle and Equipment Fueling

- Fill vehicles cautiously to avoid spill or leaks. Discourage “topping off” vehicles through training and signage at the fueling station.
- Maintain a spill kit at the location of the fueling station. Provide signage and labels to clearly identify the spill kit.
- Control, contain and clean all spills immediately. Clean all spills with dry procedures as detailed in Section H Spill Cleanup. Do not use water to clean any spill or direct spilled fuel to any storm drain or stream.
- Provide and maintain signage and labels to clearly identify the fuel pump emergency shut off.
- Provide and maintain signage with emergency contact numbers at the site of the fueling station.
- Provide secondary containment for above ground storage tanks. Place tanks and fueling areas to discourage run-on and ponding of water.
- Never leave vehicles or equipment unattended while fueling.

### Section H: Spill Cleanup

- Install and maintain spill kits throughout applicable municipal facilities. Each spill kit should be clearly identified with signage and labels. Conduct periodic training for Township Staff with regard to the contents of each spill kit and the proper procedures for use.
- When a spill is observed, identify and stop the source of the spill. Contain the spill with absorbent socks or other methods. Protect or block any inlets or storm drains to prevent spilled material from entering the MS4. Utilize only dry cleanup procedures to clean up spills. Granular absorbent or absorbent pads may be used. Spills may never be hosed down with wash water or be washed into the MS4 system or to any drainage course.
- Collect and store all materials used in spill cleanup. Store materials in an approved, sealed container. Implement proper hazardous waste disposal

procedures for contaminated materials. Spill clean up materials must be disposed of by a licensed third-party hazardous waste company. File waste disposal documentation in the MCM #6 compliance documentation binder.

- Document procedures used for clean-up of individual spills. Maintain a log of spills that identifies, at a minimum, the type of material spilled, amount spilled and cleanup procedures. File spill clean up documentation in the MCM #6 compliance documentation binder.
- Provide assistance to the Police Department and Fire Departments with regard to spill cleanup from car accidents. Provide training to each Department with regard to spill cleanup procedure. Provide a receptacle available for use in disposal of contaminated spill clean up materials.

#### Section I: Vehicle Maintenance

- Complete vehicle maintenance indoors in designated repair areas with drains connected to the separate sanitary sewer system. Maintain oil/water separators for floor drains as required.
- Use drip pans on leaking vehicles / equipment prior to and during repairs / maintenance. Clean stains on the garage floor from leaking vehicle and maintenance activities immediately.
- Store fluids as detail in Section J Material Storage.
- Waste fluids, used oil filters, greasy rags, air filters, spent coolant, degreasers, dry absorbent material, etc. must be stored in in a sealed container for disposal by a licensed third party hazardous waste company. Empty storage receptacles using the proper disposal method prior to overflowing. Provide signage and labels to clearly identify storage receptacles for specific types of waste. Maintain documentation of waste material collected from the site and properly disposed of. Never dispose of waste liquids or materials in any storm drain.

- Clean parts in a designated parts washer area serviced by a licensed third party hazardous waste company.
- Immediately clean all spills as noted in Section H: Spill Cleanup.

#### Section J: Material Storage

- Store materials inside or under cover. Provide secondary containment for all liquid storage containers. To prevent contamination of run on, do not store containers directly on the ground
- Store all materials per manufacturer's recommendations. For example, flammable materials should be stored in an approved storage cabinet.
- Clearly label all liquid storage containers. Keep materials in their original container to avoid misidentification.
- Maintain MSDS information for storage materials.
- Maintain a spill kit in close proximity to material storage areas.
- Review containers for leaks periodically and when in use. Include secondary containment systems in review procedures.
- Address spills immediately as detailed in Section H Spill Cleanup.

#### Section K: Salt Storage

- Provide complete coverage for salt storage. Review the salt storage facility periodically for leaks or areas that would allow rainfall to reach the salt and contaminate runoff.
- Unload directly into the storage facility to the extent practicable. Sweep and clean the loading area after salt deliveries or winter maintenance activities to prevent tracking of salt on vehicles to the MS4 or contamination of runoff in future rainfall events.
- Protect all inlets with potential to receive runoff from the salt storage areas.

### Section L: Street Sweeping

- Review equipment prior to sweeping operations to ensure that it is free of leaks. If leaks or other spills are encountered during sweeping operations, immediately address spills as noted in Section H Spill Cleanup.
- Deposit collected street sweepings and debris in only designated areas. These areas must be contained to prevent run on and run off from the waste piles from entering the MS4.
- Deposit waste material in a sealed or lined, water tight dumpster for disposal at landfill. Complete all hazardous waste testing as required by the waste hauler.
- Clean debris from the sweeper only in designated areas. Refer to Section F Vehicle and Equipment Washing.
- Implement street sweeping routes and techniques that limit materials from being pushed into inlet or catch basins.

### Section M: Salting and Snow Removal

- Calibrate salt spreaders to prevent over application.
- Use only the minimum amount of salt needed for roadway conditions.
- Utilize interior wash bays for cleaning of trucks, spreaders, plows, etc. after use. Wash equipment as described in Section F Vehicle and Equipment Washing. Do not clean equipment in an area where runoff can reach the MS4 or will discharge to any drainage course.
- Minimize spillage of salt by not overloading trucks or loader bucket capacities when transferring material.

### Section N: PCSM BMP Maintenance

- Complete annual inspections of all municipally owned PCSM BMPs in accordance with the Township's Inspection Program detailed under MCM#5 of the Township Stormwater Management Program.
- Document inspections as detailed in the MCM #5 Inspection Program.
- Complete annual maintenance in accordance with the facility's O&M Plan.

#### Section O: Bituminous Roadway/Parking Lot Paving and Patching

- Complete paving and patching operations in dry weather only.
- Cover inlets and catch basins prior to paving or patching operations. Install silt sacks as needed. Immediately remove any waste bituminous material that enters any inlet.
- Review equipment prior to paving operations to ensure that it is free of leaks. If leaks or other spills are encountered during paving operations, immediately address spills as noted in Section H Spill Cleanup.
- After paving and patching operations are complete, sweep or vacuum areas as needed to remove all construction debris.

#### Section P: Garbage/Waste Material Disposal

- Locate dumpsters on flat, impervious surfaces away from storm sewer inlet or surface waters.
- Keep dumpster lids closed when not actively being filled.
- Utilize leak tight dumpsters. Maintain dumpster lids or store dumpsters under cover to prevent collection of stormwater.
- Use curbs or berms to prevent run-on and runoff in the dumpster area.
- Do not wash out dumpsters or other waste or recycling receptacles except in areas where wash water may be directed to a treatment system.