**Section 6.6 – MCM #6**

Good Housekeeping and Pollution Prevention for Permittee-Owned Operations

Permit Part 2.3.7

**Prepared By:**

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**PERMITTEE OWNED FACILITIES**

##### BMP: Parks and Open Spaces Operations and Maintenance Procedures

Requirements Due by Year 2

**Description:** Establish procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers (PHF) including minimizing the use of these products in accordance with Section 2.3.7.1 a. of the MS4 permit.

##### Measurable Goal(s): Implement the SOP on 100% of the parks and open spaces.

##### BMP: Buildings and Facilities Operations and Maintenance Procedures

Requirements Due by Year 2

**Description:** Evaluate the use, storage, and disposal of petroleum products and other potential stormwater pollutants. Provide employee training as necessary, ensure that Spill Prevention Plans are in place. Develop management procedures for dumpsters and other waste management equipment. Sweep lots and areas surrounding the facilities clean to reduce runoff of pollutants in accordance with Section 2.3.7.1 b. of the MS4 permit.

##### Measurable Goal(s): Implement the SOP on 100% of buildings and facilities.

##### BMP: Vehicles and Equipment Operations and Maintenance Procedures

Requirements Due by Year 2

**Description:** Establish procedures for the storage of permittee vehicles. Vehicles with fluid leaks shall be stored indoors and containment shall be provided. Evaluate fueling areas owned by the permittee or used by permittee vehicles. Establish procedures to ensure that vehicle wash waters are not discharged to municipal stormdrains or surface waters.

##### Measurable Goal(s): Implement the SOP on 100% of the vehicles.

### INFRASTRUCTURE

**BMP: Catch Basin Cleaning Program**

Requirements Due by Year 1

##### Description: The ##AGENCY OR DEPARTMENT performs routine inspections, cleaning, and maintenance of the approximately ##NUMBER OF CATCH BASINS catch basins that are located within the MS4 regulated area. The ##MUNICIPALITY will implement the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4.

##### Routine inspection and cleaning of catch basins. Catch basins should be cleaned such that they are no more than 50% full at any time. The ##MUNICIPALITY will initially inspect all catch basins within the regulated area within two (2) years of the effective date of the permit to evaluate sediment or debris accumulation and establish optimal inspection and maintenance frequencies to meet the “50 percent” goal.

* If a catch basin sump is more than 50% full during two consecutive routine inspections or cleaning events, the finding will be documented, the contributing drainage area will be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources will be addressed. If no contributing sources are found, the inspection and cleaning frequency will be increased.
* Catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) will be inspected and cleaned more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings (i.e., catch basins more than 50% full). Priority will also be given to catch basins that discharge to impaired waters.
* The following information must be included in each annual report:
  + Any action taken in response to excessive sediment or debris loadings
  + Total number of catch basins
  + Number of catch basins inspected
  + Number of catch basins cleaned
  + Total volume or mass of material removed from catch basins.

##### Measurable Goal(s): All catch basins are cleaned in accordance to the document above such that no catch basin is more than 50% full at any given time

**BMP: Street Sweeping Program**

Requirements Due by Year 1

##### Description: The ##MUNICIPALITY will implement the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4:

* All streets, with the exception of rural uncurbed roads with no catch basins or high speed limited access highways, will be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding).
* More frequent sweeping will be considered for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors.
* More frequent sweeping is required for municipally-owned streets and parking lots in areas that discharge to certain nutrient-impaired waters. Sweeping must be performed in these areas a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).
* For rural uncurbed roadways with no catch basins and limited access highways, the **##MUNICIPALITY** will either meet the minimum frequencies above, or develop and implement an inspection, documentation, and targeted sweeping plan outlining reduced frequencies within two (2) years of the effective date of the permit, and submit such plan with its year one annual report.
* The following information will be included in each annual report:
  + Number of miles cleaned or the volume or mass of material removed.

**Measurable Goal(s):** Annually sweep 100% of all streets and municipal parking lots in accordance with the schedule above.

**BMP: Winter Road Maintenance Program**

Requirements Due by Year 1

**Description:** The **##MUNICIPALITY** will implement the following winter maintenance procedures to reduce the discharge of pollutants from the MS4:

* Minimize the use, and optimize the application of, sodium chloride and other salt (while maintaining public safety) and consider opportunities for use of alternative materials.
* Optimize sand and/or chemical application rates through the use, where practicable, of automated application equipment (e.g., zero velocity spreaders), anti-icing and pre-wetting techniques, implementation of pavement management systems, and alternate chemicals. Maintain records of the application of sand, anti-icing and/or de-icing chemicals to document the reduction of chemicals to meet established goals.
* Prevent exposure of deicing product (e.g. salt, sand, or alternative products) storage piles to precipitation by enclosing or covering the storage piles. Implement good housekeeping, diversions, containment or other measures to minimize exposure resulting from adding to or removing materials from the pile. Store piles in such a manner as not to impact surface water resources, groundwater resources, recharge areas, and wells
* Provide training for municipal employees on winter roadway maintenance procedures.

##### Measurable Goal(s): Evaluate at least one salt/chloride alternative for use in the municipality.

**BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures**

Requirements Due by Year 1

**Description:** Structural stormwater BMPs (excluding catch basins) will be inspected annually at a minimum and maintained as needed.

**Measurable Goal(s):** Inspect and Maintain 100% of treatment structures to ensure they are properly functioning.

**BMP: SWPPP**

Requirements Due by Year 2

**Description:** Develop and implement a SWPPP for each of the following municipally-owned or operated facilities: maintenance garages, public works yards, transfer stations and other waste handling facilities where pollutants are exposed to stormwater; and in accordance with Section 2.3.7.2 of the MS4 permit.

**Measurable Goal(s):** Develop and implement SWPPPs for 100% of municipally-owned facilities.