Stormwater Pollution Prevention Plan
Department of Public Works
Facility

Sherborn, Massachusetts

March 2020

Prepared by:

AECOM

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SECTION 1 – Introduction

This Stormwater Pollution Prevention Plan (SWPPP) has been developed by Sherborn to address the requirements of the United States Environmental Protection Agency's (USEPA's) 2016 National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts, hereafter referred to as the 2016 Massachusetts MS4 Permit.

The 2016 Massachusetts MS4 Permit requires that each permittee, or regulated community, address six Minimum Control Measures. These measures include the following:

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

Under Measure 6, Good Housekeeping and Pollution Prevention for Permittee Owned Operations, the permittee is required, per Section 2.3.7.b of the 2016 Massachusetts MS4 Permit (page 50-54), to:

> *"…develop and fully implement a SWPPP for each of the following permittee-owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater as determined by the permittee.*
>
> *The SWPPP shall contain the following elements:*
> 1. *Pollution Prevention Team*
> 2. *Description of the facility and identification of potential pollutant sources.*
> 3. *Identification of stormwater controls*
> 4. *Management practices including: minimize or prevent exposure, good housekeeping, preventative maintenance, spill prevention and response, erosion and sediment control, management of runoff, management of salt storage piles or piles containing salt, employee training, and maintenance of control measures.*
> 5. *Site inspections"*

This SWPPP accomplishes these requirements by:

- Describing how stormwater is managed at a facility, 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 at the facility that represent a potential for stormwater pollution;
- Describing the Best Management Practices (BMPs) that will be implemented at the facility to reduce, eliminate and prevent the discharge of pollutants to stormwater;
- Identifying the employees responsible for developing, implementing, maintaining, and revising, as necessary, this SWPPP;
- Establishing a schedule and description of site inspections to be conducted at the facility to determine if the SWPPP is effective in preventing the discharge of pollutants;
- Serving as a tool for the facility employees, including a place to maintain recordkeeping associated with these requirements.

SECTION 2 – Detailed Facility Assessment

2.1 Facility Summary

The Department of Public Works (DPW) Facility is located at 7 Butler Street and is owned and operated by the Town of Sherborn. The Locus Map in **Figure 2-1** shows the location of the facility within the Town on the MS4 Area Map.

The DPW is primarily responsible for activities at, and maintenance of, the facility.

2.2 Site Inspection

The site inspection associated with the development of this SWPPP was completed on July 29, 2019. The inspection was conducted by Sean Killeen (DPW Director) and Sean Maxwell (AECOM).

During the site inspection, information related to activities at the site, vehicles stored at the site, fueling operations, material storage, transport of oil and other materials, and spill history was gathered.

2.3 Pollution Prevention Team

A Pollution Prevention Team for DPW has been prepared and designated the task of developing, implementing, maintaining, and revising, as necessary, the SWPPP for this facility. Listed below are Pollution Prevention Team members and their respective responsibilities.

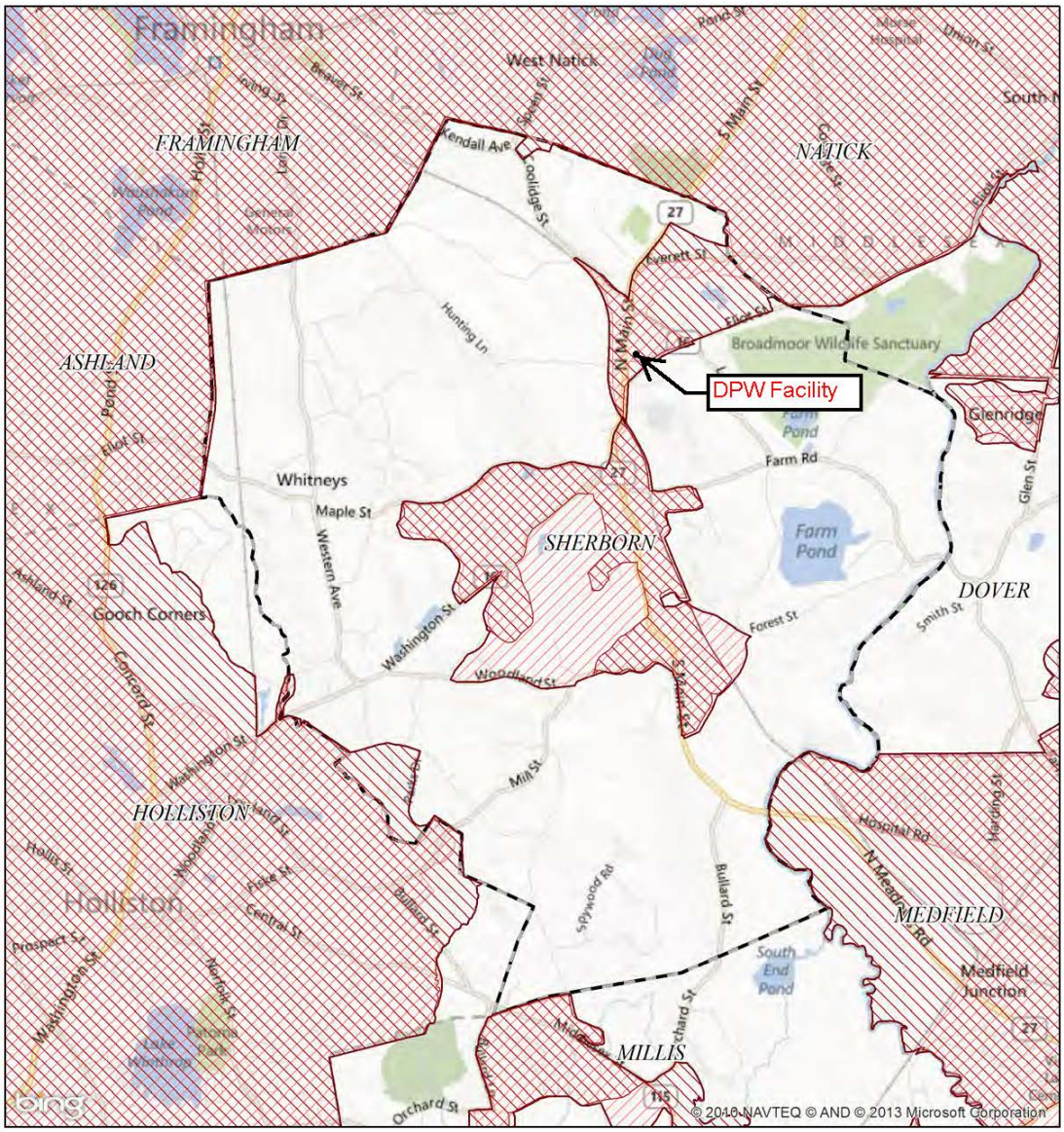
Responsibilities assigned to one or more members of the Pollution Prevention Team include:

- Implementing, administering and revising the SWPPP
- Regularly inspecting stormwater control structures
- Conducting stormwater training
- Recordkeeping

Leader: Sean Killeen
Title: DPW Director
Office Phone: (508) 651-7878
Cell Phone: 774-270-7155

Responsibilities: Considers all stages of plan development, inspections, and implementation; coordinates employee training programs; maintains all records and ensures that reports are submitted; oversees sampling program. Responsible for certifying the completeness and accuracy of the SWPPP.

Figure 2-1. Locus Map



Member: Henry Rojas **Primary Phone:** (774) 279-7401
Title: Heavy Equipment Mechanic **Alternate Phone:** (774) 279-2269

Responsibilities: Implements the preventative maintenance program; oversees good housekeeping activities; serves as spill response coordinator; conducts inspections; assists with employee training programs; conducts sampling/visual monitoring.

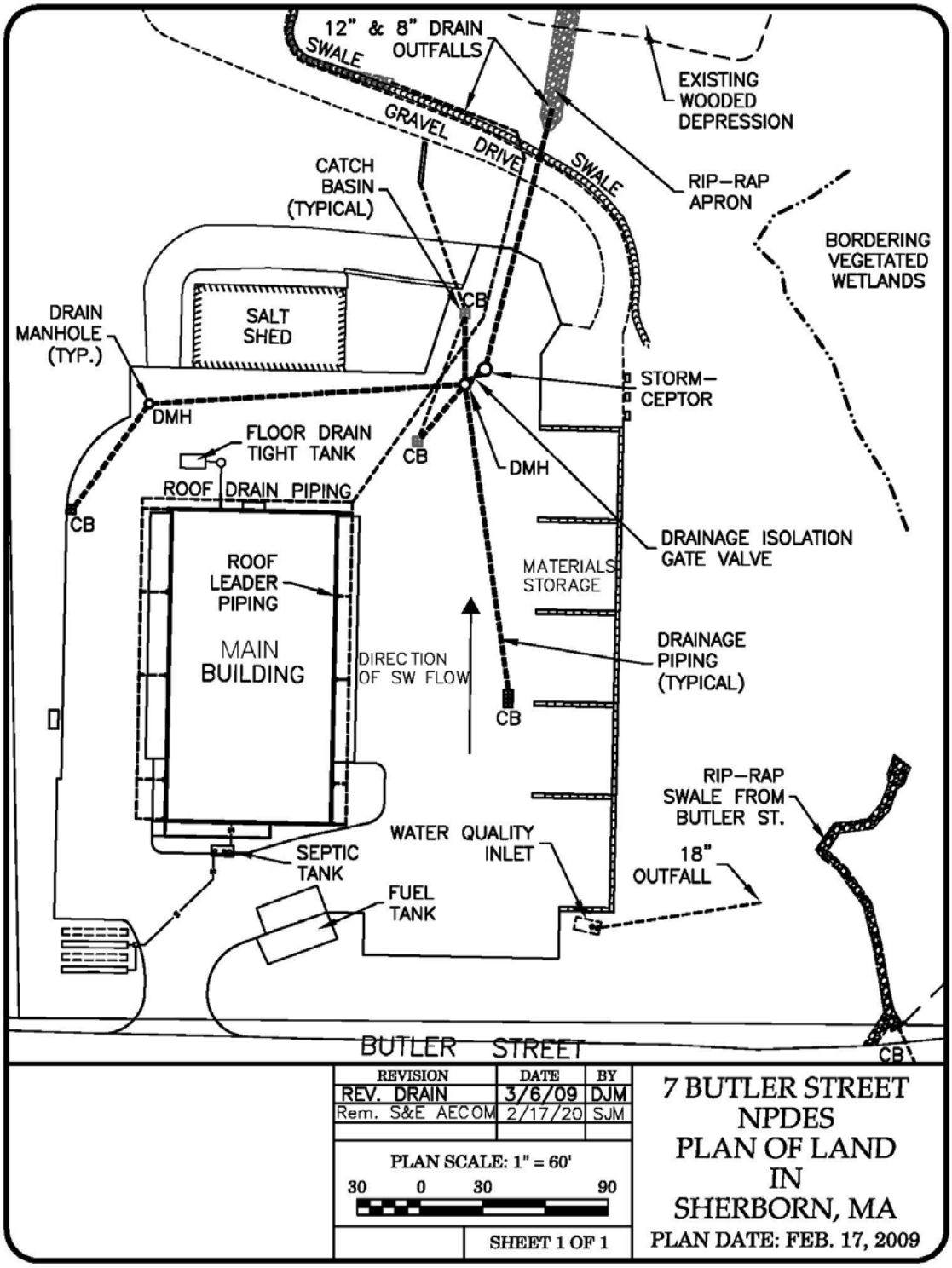
2.4 Facility Description

The primary purpose of the DPW facility is to manage and maintain municipally owned properties and critical infrastructure including streets, parking lots, parks, waterways, sewer/stormwater collection systems, and other publicly used entities. Activities at the site are described in **SECTION 2.7**

The facility covers approximately 2.8 acres, and contains the structures and other features shown on the Site Map in **Figure 2-2** and described in the following sections. Components shown on the site map include:

- Location of the engineered drainage system, including catch basins, ditches, drain manholes, and treatment BMPs
- Direction of surface water flow
- Structural stormwater pollution control measures
- Vehicle washing areas
- Vehicle fueling areas
- Aboveground storage tanks
- Salt storage areas
- Materials stockpiles
- Septic system location

Figure 2-2. Site Map



2.5 Facility Structures

Vehicle Storage and Maintenance
Buildings at the DPW facility are used to provide Sherborn personnel with heated, covered areas in which to complete maintenance, oil changes and preparation of vehicles, equipment and tools for use at locations around Sherborn.

The Main Building is located at the southern portion of the property. Activities in this structure include vehicle and equipment storage, routine maintenance, vehicle repairs, washing, inspections, and minor repairs as well as carpentry, electrical, and other miscellaneous minor maintenance activities. Small equipment, signage, tools, latex paint, spray paint, and similar products are also stored in this building. These products are properly stored in flammable materials storage cabinets. Oils, waste oils, and small amounts of pesticide are also stored in this building in secure locations separate from the office spaces. This building contains a floor drain throughout the garage portion of the building which discharges to a tight tank located on the northern side of the building. See Figure 2-2 Site Plan for the location of the tight tank. The runoff from the fully enclosed wash bay at the northern end of the garage is also captured by in the tight tank. The tank is emptied by a third party waste disposal contractor on an as needed basis.

Storage of Deicing Materials
Sherborn uses a mix of 60% sand and 40% salt to deice roads; this material is stored in the Salt Shed (See Figure 2-2) located at the northern portion of the property. This building is covered and enclosed; the materials are fully contained within the building. The loading area is swept regularly during the winter or when salt has accumulated on the paved surface. As of the writing of this document, the Town has plans to make improvements to the salt shed including a covered loading/unloading area.

Storage of Road Deicing Equipment
Sherborn utilizes a number of salt spreaders, sanders, and snow plows on its vehicles to adequately maintain roads. The plows are stored outdoors at this time. Two of the smaller spreaders are stored outside in the offseason, but are thoroughly cleaned before storage. The larger spreaders are stored in the Main Building. The equipment is completely contained and covered by a roof, but has garage doors along the sides of the building to allow plow trucks and other vehicles to easily attach to required devices and equipment.

Administrative Offices
The DPW facility administrative offices are located at the southern portion of the property. This part of the building includes lockers, office space, bathrooms, kitchen, and materials storage. There are no floor drains at this part of the property.

2.5.1 Additional Site Features

Aboveground Storage Tanks
There are above-ground storage tanks (ASTs) at the DPW facility that are used for storage of diesel and gasoline. These ASTs are located at the southern portion of the property. Each tank has a capacity of 4000 gallons. The ASTs are not covered.

Fuel Pump
Fuel pumps for gasoline and diesel fuel are located at the southern portion of the property next to the fuel tanks (see Figure 2-2), and are used on a 24-hour basis for fueling of all Sherborn vehicles. The pumps are not covered, but are surrounded by a chain link fence. Access to these fuel pumps is controlled by locks on the covers, and the pumps can only be activated if the user swipes a site specific key fob at an electronic activation device. The location of the fuel pumps is such that all users are visible to personnel at the at the facility.

Emergency Generators
An emergency generator located at the western side of the facility provides backup power to the facility during outages. The generator is outside and does not have 110% containment of its 400-gallon day tank. The generator is on a concrete slab surrounded by a pervious surface. Non-structural controls applicable to this equipment are addressed in SECTION 3 of this SWPPP.

Oil/Grit Separators
Sherborn maintains a Stormceptor® at the DPW facility. The Stormceptor oil/grit separator is located at the northern portion of the property (See Figure 2-2). This pretreatment structure has a cleanout manhole, and uses centrifugal force to separate particulates from water; it is pumped out on an annual basis or as needed. The DPW is responsible for contracting this work, and maintains records on the pumpout activities. This oil/grit separator provides treatment of flow from stormwater runoff around the facility. It does not include discharge from the Main Building roof drains. This allows maximum capacity of the Stormceptor to be utilized by the runoff that is more likely to contain pollutants. Any liquids entering the catch basins and drainage manholes around the site receive pretreatment via this oil/grit separator. See more details on the drainage that this device treats in Section 2.6- 'Site Drainage' below.

Tight Tanks
The Sherborn maintains a single tight tank at the DPW facility. The tight tank is located at the northern portion of the property. This pretreatment structure has a cleanout manhole, and is pumped on an as needed basis. The DPW is responsible for contracting this work, and maintains records on the pump-out activities. This tight tank provides containment of flow from the Main Building floor drains from all areas where oil materials are used and where vehicles are stored.

Solid Waste Management

The Sherborn maintains a dumpster at the northern portion of the property. This dumpster is kept closed when not in use. No inappropriate materials were observed during the facility inspection.

Parking Areas
There are several designated parking areas at the DPW facility, each of which is an impervious surface. These parking lots are used primarily for visitors to the DPW facility, Sherborn-owned cars for daily use by DPW facility employees, and employees' personal vehicles; DPW facility trucks and/or heavy equipment are not kept in this parking lot. The total number of parking spaces at the DPW facility is approximately 18.

Landscaped Areas
There are minimal amounts of landscaped areas at the facility and they are maintained without pesticides or fertilizers.

Septic System
The facility has a septic system on site located at the southeastern end of the property. The septic tank is located at the southeastern corner of the main building. The leach field is under a mowed area as shown on Figure 2-2.

2.6 Site Drainage

Sheet Flow
A small portion of runoff at the site southeast corner of the site flows to a water quality inlet and discharges to an outfall east of the property to an existing swale. Sheet flow drainage from the rest of the paved impervious surfaces at the DPW facility are directed to an engineered drainage system of catch basins, drainage manholes, an oil/grit separator, two swales, and an infiltration area in an existing wooded depression (See Figure 2-2). Sheet flow generally goes from south to north. Stormflow from the roof is drained by a separate system. No stormwater from adjacent properties impacts the DPW facility property.

Engineered Drainage
Engineered drainage at the DPW facility includes four catch basins, two drainage manholes, one Stormceptor, one water quality inlet, two swales, and three outfalls. The majority of the sheet flow at the facility is captured by the four catch basins and is preliminarily treated by the Stormceptor before discharging to a rip-rap apron and into a wooded depression area. There is an existing berm in place to the east of the infiltration area to prevent any stormwater from reaching the wetland area located east of the DPW property. The two northernmost catch basins have a high overflow connections for heavy precipitation events, this pipe discharges to a small swale at the hillside near the other discharges.

The flow from the roof is collected by roof drain piping, carried by an 8-inch pipe and is discharged at a swale to the north of the property. Flow from the swale that is not

infiltrated overflows into the infiltration area. Maintenance of the stormwater structures, including sediment removal at the catch basins and Stormceptor, is completed by the DPW.

2.7 Site Activities

The following activities occur at the facility:

- Facility or Building Maintenance
- Fueling Operations
- Chemical unloading, handling, and storage (including paint, flammables, fertilizers, and pesticides)
- Painting
- Paving
- Sand storage
- Salt storage
- Snow disposal
- Tool storage
- Vehicle and equipment storage
- Vehicle and equipment maintenance/repair (including oil changes)
- Vehicle and equipment washing
- Waste Handling and Disposal
- Waste oil storage (small amounts).

Below is a discussion of site activities and the potential pollutant sources associated with each, as well as measures taken to minimize pollution. Locations of each activity are shown on the Site Plan (**Figure 2-1**).

The DPW facility does not store hazardous materials other than those noted previously, and no obsolete vehicles or other potential sources of pollutants are kept in any structure at the DPW facility.

Any hazardous materials are either collected by a third-party vendor contracted by the Sherborn on an annual basis, or collected at the annual Household Hazardous Waste (HHHW) Day that is hosted for the benefit of Sherborn residents. Waste materials from DPW facility operations that may be collected at the annual HHHW Day include used motor vehicle fluids, such as used antifreeze and brake fluid. Any oil that may be contaminated with antifreeze, brake fluid, paint, or other additive that makes it unburnable in the waste oil furnace is also collected on the HHHW Day instead of being used in the waste oil furnace. These materials are properly labeled and stored using appropriate Best Management Practices between the time of generation and disposal.

2.7.2 Stockpiles and Sand Storage

Potential Sources of Stormwater Pollution

Sand stored in piles for use during construction and during winter plowing and deicing activities represents a potential source to stormwater pollution. Stockpiled materials such as gravel, loam, and crushed rock represent a similar source of pollution. When stored unprotected outdoors, sand piles and material stockpiles are exposed to precipitation. When the resulting eroded material enters the stormwater system, the sediment can quickly fill the sumps of catch basin structures, rendering them ineffective.

Mixing sand and salt for use in deicing activities poses an additional element of stormwater pollution, particularly if the mixing area is not fully enclosed and protected from the elements.

Pollution Prevention
To avoid contamination of stormwater by sand and other stockpiled materials, erosion and sediment control measures should be implemented at each storage site. When planning a location for a stockpile, a relatively level site away from slopes and water features should be selected.

Stockpiles can be stabilized by seeding or mulching if they are to remain exposed for more than two weeks, or can be covered with impermeable sheeting to protect the material from rainwater. If the stockpile location becomes a permanent storage site for sand, a roofed structure should be considered to reduce erosion.

Sediment barriers should be placed around the perimeter of the storage site to prevent any runoff carrying sand from entering storm drains and surface waters. If the weather becomes dry and windy, regular light watering of the stockpile and surrounding area will provide effective dust control.

Sand that has been mixed with salt for use during winter plowing and deicing activities should always be stored in an enclosed and covered salt shed. Salt sheds should be constructed on level ground with an impervious base on which to store the salt/sand mixture. Under no circumstances should loose salt/sand mix be stored outside and unprotected. All mixing of salt and sand should take place within the salt shed or other covered, enclosed area.

Ensuring that the storage area is regularly swept and kept clean is an important good housekeeping practice. Refer to the "Materials Storage" SOP (#5) in **Appendix A** for more details.

2.7.3 Salt Storage

Potential Sources of Stormwater Pollution
Salt stored in piles for use during winter plowing and deicing operations represents a potential major contributor to stormwater pollution. When stored unprotected outdoors, salt is exposed to precipitation, causing leachate with high chloride that can be discharged to the receiving water. Salt delivery and loading activities can contribute pollutants to stormwater if the material is not handled with care, and if spills from handling operations are not promptly cleaned up.

Pollution Prevention
To prevent stormwater pollution, all salt piles should be enclosed and covered in sheds to prevent exposure to precipitation. Salt sheds should be constructed on level ground with an impervious base on which to store the salt. The shed should prevent disturbance or migration of the salt by wind.

During delivery and loading activities, salt should be transferred to and from vehicles within the salt shed, whenever possible. Any spills during unloading and loading events should be tended to without delay. Ensuring that the salt storage area is regularly swept and kept clean is an important good housekeeping practice.

If it is not feasible to fully enclose a salt pile, the salt should be stored on an impervious base and covered with an impermeable membrane material. Under no circumstances should loose salt be stored outside and exposed to precipitation.

The area should not be hosed down to a storm drain as a cleaning method. To further limit stormwater pollution, an independent runoff collection system may be installed in the area of the salt storage to collect and convey runoff directly to a treatment best management practice.

2.7.4 Solid 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.

Solid waste may be classified as both hazardous and non-hazardous waste consisting of agricultural, construction and demolition, dead animals, industrial, municipal, and tire waste.

Pollution Prevention
To prevent or reduce the potential for stormwater pollution from solid waste management practices the following preventative maintenance procedures are recommended:

1. All staff shall be properly trained in correct solid waste management practices, including waste disposal and spill prevention and response. All employees shall

also be knowledge of the potential hazards associated with solid waste handling and storage.
2. Each waste storage location shall be properly labeled and all significant sources of pollution shall be kept in a secure, covered and contained area.
3. The facility and storage containers shall remain locked at all times other than during normal hours of operation.
4. All waste storage containers and waste handling equipment shall be routinely inspected for signs of spills, leaks, corrosion or general deterioration.
5. The facility shall maintain spill response materials in accordance with SOP 6, "Spill Response and Cleanup" in **Appendix A**.

Refer to the "Materials Storage" SOP (#5) in **Appendix A** for more details on storage of solid waste.

2.7.5 Snow Disposal

Potential Sources of Stormwater Pollution
Snow collected from plowing and road clearing activities and managed in snow dumps can contaminate engineered storm drain systems and receiving waters if disposal sites are not properly selected and maintained. As snow is removed from roadways, parking lots, sidewalks, and other paved areas, contaminants such as sand, salt, litter, and automotive oil are collected along with the snow. These pollutants are ultimately transported to the storage site and eventually to receiving waters once the snow melts.

Infiltration of pollutants in snow, such as chlorides from road salt, can impact groundwater, including drinking water aquifers.

When snow, including sand and debris contained within it, is stored directly on top of catch basins, when combined with sand and debris, discharge to the engineered drainage system can be blocked, causing localized flooding.

Pollution Prevention
To avoid contamination of stormwater and drinking water supplies by snow dumps, storage sites should be selected and prepared before the snow season begins. The snow dump should be located on a pervious surface in an upland area away from water resources and wells, so that meltwater can be filtered through the soil.

Selected sites should have a combined capacity large enough to cope with the estimated snowfall totals for the season. Snow should not be dumped within a Zone II or Interim Wellhead Protection Area of a public water supply, or within 75 feet of a private well. Sanitary landfills are not appropriate locations for snow dumps because the infiltration of meltwater will result in greater amounts of contaminated leachate. High groundwater levels also make gravel pits poor sites for snow storage.

Proper preparation and maintenance of snow disposal sites will also prevent stormwater pollution. Before winter begins, a silt fence or sediment barrier should be placed on the down-gradient side of the snow dump to collect any sediment in snow meltwater. If the site is located near a body of water, a 50-foot vegetated buffer strip (at minimum) should be maintained during the growth season to filter pollutants out of meltwater. Prior to using the site for snow disposal, all debris should be cleared.

Except under the most extraordinary of circumstances, when all land-based snow disposal options have been exhausted, snow should not be dumped into any body of water. When this option is necessary, requirements of "Snow Disposal Guidance" (BRPG01-01) issued by MassDEP on March 8, 2001, shall be followed.

2.7.6 Use or Storage of Pesticides or Fertilizers

Potential Sources of Stormwater Pollution
Improper use and storage of fertilizers and pesticides can contribute to loadings of nutrients and toxic compounds to stormwater. This site contains minimal amounts of maintained landscape surfaces, and there is minimal use of pesticides or fertilizers. Applying fertilizers and pesticides in quantities exceeding the manufacturer's recommendations does not make the product more effective. Rather, excess fertilizer and pesticide will be washed away during precipitation events, entering directly into stormwater and surface waters. The risk of incorrect use or spilling of fertilizers and pesticides increases when the chemicals are not handled by properly trained personnel. Contamination of stormwater can also occur during storage, when the pesticides and fertilizers are not being directly used. Leaks and spills from faulty containers can migrate to the storm drain system if not promptly controlled. Fires may break out if pesticides and fertilizers are not stored in the appropriate facilities.

Pollution Prevention
To avoid contamination of stormwater by fertilizers and pesticides during application, all products should be used in strict accordance with the manufacturer's instructions and with local regulations. Soil testing should be performed before evaluating and selecting a fertilizer. Using the right type and amount of fertilizer for the location will help ensure that the proper nutrients are absorbed by the plants and will reduce runoff. Efficient use of pesticides is maximized when pesticides are applied at the life stage when the pest is most vulnerable. Pesticides must be handled and applied by individuals licensed with the Massachusetts Department of Agricultural Resources.

Fertilizers and pesticides should always be stored indoors in well-ventilated, dry locations. Floors of storage areas should be water tight, impervious, and provide spill containment. In case a spill or leak does occur, storage areas and any vehicles transporting fertilizers and pesticides should be equipped with a spill response kit. For more information, please refer to SOP 6 "Spill Response and Cleanup," and SOP 4 "Fertilizer and Pesticide Application and Storage," both included in **Appendix A**.

2.7.7 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 the course of offsite activities or at other facilities, and then deposit these pollutants at the storage facility.

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 should be kept on a covered slab or within a building with a common drain. Discharge to this drain is managed by an oil/ grit separator (refer to the Oil/Grit Separator Maintenance instructions) to remove oils and gasoline. Vehicle washing activities shall not be completed in areas served by an oil/water separator.

No equipment should be kept in an area where leaks could result in pollutants entering catch basins, channels leading to outfalls, or the engineered storm drain system. If vehicles and equipment are stored outdoors, catch basins or engineered drainage system structures should include devices intended to remove oils and sediments prior to entering the system. These treatment devices should be inspected and replaced at the frequency recommended by the manufacturer.

Refer to the Vehicle Maintenance & Fuel and Oil Handling SOP (#2) in **Appendix A** for more details.

2.7.8 Vehicle and Equipment Maintenance/Repair

Potential Sources of Stormwater Pollution
Vehicle and equipment maintenance and repair often requires the use of harmful liquids such as fuels, oils, and lubricants, and has the potential for producing dust, scrap and by-products that may contain pollutants. Both accidental and purposeful spillage, i.e., a leaky oil pan needing repair vs. draining the pan during an oil change, can lead to situations where pollutants can potentially enter stormwater runoff if the situations are not approached properly. Although there is little potential for effecting stormwater, it should be noted that hazardous gases can be produced during maintenance and repair as well.

Pollution Prevention
Proper maintenance and repair for vehicles and equipment shall include a preliminary assessment of potential pollutant sources. This assessment shall be used to determine the best means of containing any potential spills or by-products of the situation at hand. Approved containers shall be used to capture hazardous liquids to then be disposed of according to applicable MassDEP and USEPA guidelines. If the project may produce

hazardous dust that could come in contact and mix with any liquids, the proper containment shall be utilized.

Due to heavy metal accumulation in antifreeze, brake fluid, transmission fluid, and hydraulic oils, it is not recommended that any of these liquids are disposed of in the septic system. Contaminated parts removed or replaced on any vehicles or equipment shall be disposed of properly.

All work shall take place on a covered slab or within a building with a common drain. Discharge to this drain is managed by an oil/grit separator to remove oils and gasoline.

Maintenance and repairs shall not take place in areas prone to stormwater runoff or where pollutants could enter catch basins, channels leading to outfalls, or an engineered storm drain system. All catch basins or engineered drainage systems on site that could be affected by accidental spills should include devices intended to remove oils and sediments prior to entering the system. These treatment devices should be inspected and replaced at the frequency recommended by the manufacturer.

Refer to the Vehicle Maintenance & Fuel and Oil Handling SOP (#2) in **Appendix A** for more details.

2.7.9 Vehicle and Equipment Washing

Potential Sources of Stormwater Pollution
Vehicle and equipment washing activities are a potential source of pollution not only from petroleum products and pollutants deposited on the exterior of the equipment, but also from nutrients and sediment being washed into water bodies from the act of washing itself. Although some cleaning agents are becoming environmentally friendly, many still contain regulated contaminants. Due to the possibility for multiple types of pollutants, vehicle and equipment washing activities have a high potential for degrading stormwater quality.

Pollution Prevention
The use of a tight tank or other similar structure that can contain the wash water is ideal. If the wash water cannot be contained, it shall not be allowed to directly enter water bodies. Use phosphate free detergents that do not contain regulated contaminants and avoid using solvents where the wash water may enter a septic sewer. Impervious surfaces may be used to promote infiltration and treatment before wash water enters the groundwater, but wash water coming from impervious pavement shall be treated to remove nutrients and petroleum products before entering an engineered storm drain system. Infiltration shall not be used within wellhead protection areas or other protected resource areas. Power washing, steam cleaning and engine and undercarriage washing shall not occur outdoors. Heavily soiled or vehicle dirtied from salting shall not be washed outdoors. All adjacent catch basins shall have a sump and be cleaned

periodically. All debris and particulate accumulation shall be removed and swept clean in all outdoor washing areas.

Washing vehicles and equipment indoors in the proper facilities is preferred over washing outdoors whenever possible. Indoor facilities shall have a common drain and it shall utilize a tight tank or other containment device to hold the wash water. If not using a tight tank, the use of detergents shall be avoided and when the use of detergents cannot be avoided, use detergents free from phosphates and regulated contaminants. Detergents shall not be used when the discharge of this drain is controlled by an oil/water separator. All drains that discharge directly to a water body of engineered storm drain system shall be plugged or abandoned. Dry clean-up methods such as vacuuming and sweeping shall be used whenever possible to avoid washing down floors with water.

For both outdoor and indoor washing, maintain absorbent pads and drip pans to collect spills and leaks observed during washing activities. Refer to SOP 6, "Spill Response and Cleanup" included in **Appendix A** for more information.

Washing of all facility vehicles is completed in the wash bay at the DPW facility. Wastewater from vehicle washing operations is discharged to a tight tank that is maintained by the DPW

Salt and sand spreaders stored at the DPW Facility are occasionally pressure washed at that location.

Refer to the Vehicle Maintenance & Fuel and Oil Handling SOP (#2) in **Appendix A** for more details.

2.7.10 Waste Handling and Disposal

Potential Sources of Stormwater Pollution
Waste handling and disposal facilities and activities present a potential to contaminate stormwater with pathogens (including bacteria and viruses), nutrients, including phosphorus and nitrogen, fertilizers, pesticides and sediments.

There are several classifications of waste which contribute to stormwater pollution, including:

1. Solid Waste
2. Hazardous Materials and Waste
3. Pesticides and Fertilizers
4. Petroleum Products
5. Detergents

Pollution Prevention

A variety of measures are considered appropriate to prevent pollution from waste handling and disposal activities, based on the waste classifications noted previously.

Solid Waste

1. Designate a waste collection area on the site that does not receive a substantial amount of runoff from upland areas and does not drain directly to a receiving water.
2. Ensure that containers have lids so they can be covered before periods of rain and keep containers in a covered area whenever possible.
3. Schedule waste collection to prevent the containers from overfilling.
4. Clean up spills immediately and in accordance with SOP 6, "Spill Response and Cleanup" included in **Appendix A**.

Hazardous Materials and Wastes

1. To prevent leaks, empty and clean hazardous waste containers before disposing of them.
2. Never remove the original product label from the container. Follow the manufacturer's recommended method of disposal, printed on the label.
3. Never mix excess products when disposing of them, unless specifically recommended by the manufacturer.
4. Clean up spills immediately and in accordance with SOP 6, "Spill Response and Cleanup" included in **Appendix A**.

Pesticides, Fertilizers and Petroleum Products

1. Do not handle the materials more than necessary.
2. Store materials in a dry, covered, contained area.
3. Clean up spills immediately and in accordance with SOP 6, "Spill Response and Cleanup" included in **Appendix A**.

Detergents

1. Never dump wastes containing detergents to a storm drain system. All wastes containing detergents shall be directed to the septic system.

In addition to the pollution prevention requirements, a waste management plan is recommended. The plan shall include employee training and signage informing individuals of the hazards associated with improper storage, handling and disposal of wastes. It is imperative that all employees are properly trained and follow the correct procedures to reduce or eliminate stormwater pollution. Routine visual inspection of storage and use areas is critical. The visual inspection process shall include identification of containers or equipment which could malfunction and cause leaks or spills. The equipment and containers shall be inspected for the following:

1. Leaks
2. Corrosion
3. Support or Foundation Failure

4. Other Deterioration

In the case a defect is found, immediately repair or replace the equipment or container.

2.7.11 Waste Oil Storage

Potential Sources of Stormwater Pollution
When not stored properly, waste oil can be a potential source of petroleum in stormwater. Waste oil containers can leak, and spills can occur while during transportation activities.

Pollution Prevention
All waste oil containers should be properly labeled and stored with secondary containment. Containers should be regularly inspected for rust, leaks, or other signs of deterioration. Defective containers should be promptly removed and replaced. A spill response kit should be located wherever waste oil is stored. Facility personnel should know where the spill kit is located and be familiar with the procedures outlined in SOP 6 "Spill Response and Cleanup" in **Appendix A**. Used oil filters should also be properly disposed.

Care should be taken when transferring used oil to and from storage containers. For additional information see SOP 2 "Vehicle Maintenance & Fuel and Oil Handling" found in **Appendix A**.

Waste oil should be stored indoors or under a covered structure to prevent exposure to precipitation. Floor drain in waste oil storage areas drain to a tight tank. When possible, steps should be taken to recycle waste oil or reduce the amount generated.

2.7.12 Septic System Maintenance

This facility is served by an on-site septic system. That system will be maintained in accordance with 310 CMR 15.000 and the Town of Sherborn Sewage Disposal Regulations of the Board of Health.

The Operator will ensure that no waste materials other than sanitary sewage are discharged to the septic system and that the septic tank is inspected and pumped on a regular basis. The Sherborn Board of Health recommends that tanks be inspected annually and pumped when the depth of the sludge at the bottom of the tank plus the depth of scum at the top of the tank are one-third or more of the total tank liquid depth below the outlet pipe. 310 CMR 15.351 requires that tanks be pumped when the top of the sludge or solids layer is within 12 inches or less of the bottom of the outlet tee or the top of the scum layer is within two inches of the top of the outlet tee or the bottom of the scum layer is within two inches of the bottom of the outlet tee. 310 CMR 15.351 notes that septic tank pumping should occur at least every three years. Cleaners or septic tank additives will not be used.

Any system deficiencies noted during regular inspections and pumping will be remedied as soon as possible in accordance with the regulations cited.

2.8 Allowable Non-Stormwater Discharges

A non-stormwater discharge is defined as any discharge or flow to the engineered storm drain system that is not composed entirely of stormwater runoff.

Allowable non-stormwater discharges that may occur at this facility include:

- Discharge from potable water sources
- Air conditioning condensation
- Irrigation water, springs
- Street wash waters
- Residential building wash waters without detergents.

It has been determined that the above non-stormwater discharges at the DPW do not represent a significant contribution of pollution to the MS4 or the waters of the United States. Therefore, these discharges are considered authorized under the current MS4 permit.

2.9 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 DPW facility does not have aboveground oil storage capacity that exceeds 1,320 gallons.

2.10 Structural BMPs

Structural BMPs include onsite constructed systems that provide pretreatment or treatment of stormwater flows. The following structural BMPs are presently used at the DPW facility to maintain water quality.

2.10.1 Pretreatment Structural BMPs

- Deep sump catch basins
- Oil/Grit Separator- Stormceptor®
- Water quality inlet
- Infiltration trench
- Fortified swales

2.10.2 Treatment Structural BMPs

- Vegetated swale
- Infiltration berm & retentive grading
- Dry extended detention basin

2.11 Sediment and Erosion Control

Site topography at the DPW facility prevents drainage of stormwater and any associated sedimentation from entering the Sherborn storm drain system or discharging directly to a water body. There are no areas where erosion is a concern.

SECTION 3 – Non-Structural Controls

3.1 Good Housekeeping

Good housekeeping practices are activities, often conducted daily, that help maintain a clean facility and prevent stormwater pollution problems. The following is a list of good housekeeping measures that are practiced at the facility:

- All washing of vehicles is performed within the designated vehicle wash bay.
- All fluid products and wastes are kept indoors.
- All floor drains present within garage bays drain to a tight tank.
- Spill materials and cleanup kits are maintained at all locations where oil materials are used, stored, or may be present, including at the fuel pumps.
- Used spill cleanup materials are disposed of properly.
- Materials are stored indoors or in covered areas to minimize exposure to stormwater.
- Lead-acid batteries are stored indoors and within secondary containment.
- Hazardous materials storage lockers with spill containment are used. Storage areas are located away from vehicle and equipment paths to reduce the potential of accident related leaks and spills.
- All hazardous material storage areas and containers have proper signage, labels, restricted access, locks, inventory control, overhead coverage, and secondary containment.
- All materials, waste oil storage containers, and gas cans are properly labeled.
- The oil/grit separator and catch basins are maintained regularly and properly.
- Speedi Dri (or similar absorbent) is readily available and used for appropriate spills.
- Spill kits are located in areas where fluids are stored or where activities may result in a spill.
- Exterior building maintenance such as janitorial practices, waste management, pressure washing & exterior surface cleaning, painting, sanding, & sandblasting, and HVAC system maintenance are performed in a manner to reduce pollutants from entering stormwater. See SOP #3 for more details on this in the Exterior Building Maintenance SOP in **Appendix A**.
- 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.
- Regular waste disposal is arranged.
- Work areas are clean and organized.
- Work areas are regularly swept or vacuumed to collect metal, wood, and other particulates and materials.
- Obtain only the amount of materials required to complete a job.
- 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.
- Bollards, berms, and containment features are in place around areas and structures where fluids are stored.
- Drip pans are used for maintenance operations involving fluids and under leaking vehicles and equipment waiting repair.
- The facility maintains a supply of spill cleanup materials at many buildings onsite, and will maintain this inventory.
- The paved portions of the site will be swept regularly to reduce TSS accumulation, including the following:
  - At least eight times per year (average of once per month except for the months of November thru February).
  - Street sweeping shall be more intensive (approximately every 3 weeks) during the spring and fall seasons and less intensive (approximately every 5-6 weeks) in the summer months.
  - Spring sweeping shall commence as soon after frost dissipation in the spring as possible with the goal of removing winter accumulations of sand before spring rains have an opportunity to wash them into the on-site drainage systems.

Further details are included in the General Good Housekeeping Procedures SOP (#1) in **Appendix A**.

3.2 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. Structural stormwater controls should be regularly maintained to prevent inadequate performance during storm events.

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

- All staff members are aware of spill prevention and response procedures.
- Most staff members have received formal spill prevention and response procedure training.
- A 12” gate valve has been provided between the Stormceptor and the upstream drain manhole to be used to isolate the drainage system in the event of a hazardous spill. Should such a spill occur and should it be determined that it is appropriate to seal the drainage system, a water gate key can be used to close the gate valve, containing any spilled substances within the closed drainage system.
- All equipment fueling procedures are completed by qualified personnel trained in spill response procedures.
- 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.
- All waste oil is fully contained and the containers are inspected regularly.

3.3 Best Management Practices

In a SWPPP, existing and planned BMPs are identified that will prevent or reduce the discharge of pollutants in stormwater runoff for each area of concern listed in **SECTION 2**.

To prevent or reduce the potential of stormwater contamination from petroleum products, the following BMPs shall continue to be followed:

1. Follow Standard Operating Procedures during delivery of waste oil to the equipment/waste oil storage bay. These SOPs (#2 and #5) are included in **Appendix A**.
2. Follow Standard Operating Procedures during delivery of bulk oil to the emergency generator and bulk fuel to the fuel tanks. These SOPs (#2 and #5) are included in **Appendix A**.
3. Minimize the volume of gasoline stored within the buildings and on the site.
4. Clean up any oil spills observed in the parking lot, garages, or other surfaces in a timely manner.
5. Monitor all material deliveries.
6. Inspect all storage tanks prior to filling activities for spills, leaks and corrosion.

3.4 Spill Prevention and Response

The following procedures apply to the facility:

- All personnel are instructed in location, use, and disposal of spill response equipment and supplies maintained at the site such as oil absorbent materials.
- The Pollution Prevention Team leader will be advised immediately of all spills of hazardous materials or regulated materials, regardless of quantity.
- Spills will be evaluated to determine the necessary response. If there is a health hazard, fire or explosion potential, 911 will be called. If a spill exceeds five gallons or threatens surface waters, including the storm drain system, state or federal emergency response agencies will be called.
- Spills will be contained as close to the source as possible with oil-absorbent materials. Additional materials or oil-absorbent socks will be utilized to protect adjacent catch basins.
- A 12” gate valve has been provided between the Stormceptor and the upstream drain manhole to be used to isolate the drainage system in the event of a hazardous spill. Should such a spill occur and should it be determined that it is

appropriate to seal the drainage system, a water gate key can be used to close the gate valve, containing any spilled substances within the closed drainage system.

Further details are included in the Incidental Spill Response & Cleanup SOP (#6) in **Appendix A**.

SECTION 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 Pollution Prevention Team.

DPW is responsible for stormwater management training for DPW facility 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.

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.

Pollution Prevention Team members will meet at least twice a year to discuss the effectiveness of and improvement 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.

4.2 Site Inspection Requirements

It is required that the entire DPW facility be inspected at least once each calendar quarter when the facility is in operation (at least one inspection must be conducted during a period when stormwater discharge is occurring).

The inspection must 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**.

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 must be included in a Compliance Evaluation report. 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 Compliance Evaluation report must be kept with the SWPPP and must state the problem, the solution, and when the solution was implemented.

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 years.

This SWPPP shall be kept at the DPW facility administrative office and shall be updated if any significant changes to the stormwater pollution potential of the site occur as described in Section 4.4 below. The SWPPP and records shall be made available to state or federal inspectors and the general public upon request.

The 2016 Massachusetts MS4 Permit requires that each permittee report on the findings from Site Inspections in the annual report to USEPA and MassDEP.

Inspections of the DPW facility should be performed at least quarterly (at least one during stormwater discharge) and described in the Annual Report, including any corrective actions taken, to demonstrate that operation of the DPW facility is in compliance with the 2016 Massachusetts MS4 Permit.

4.4 Triggers for SWPPP Revisions

Sherborn 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.

SECTION 5 – SWPPP Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

_____ _____

Authorized Official Title

_____

Date

Appendix A- Standard Operating Procedures

AECOM

Prepared for:
The Town of Sherborn, MA

Prepared by:
AECOM
Chelmsford, MA
March 30, 2020

Sherborn, MA

Stormwater Standard Operation Procedures for the Department of Public Works Facility

List of Acronyms

DEP – Department of Environmental Protection

DPW – Department of Public Works

O&M – Operations and Maintenance

MS4 - Municipal Separate Storm Sewer Systems

MSDS – Materials Safety Data Sheet

NPDES – National Pollutant Discharge Elimination System

SOP – Standard Operating Procedures

SPCC - Spill Prevention and Countermeasure

SWMP – Stormwater Management Plan

SWPPP - Stormwater Pollution Prevention Plan

Table 1. Summary of Standard Operating Procedures for the DPW SWPPP

Standard Operating Procedures	SOP #	Applicable Work
General Good Housekeeping Procedures	**1**	All outdoor work conducted by any DPW employee, Town employee, or contractor.
Vehicle Maintenance & Fuel and Oil Handling	**2**	Fuel delivery, handling, and disposal at the DPW facility. Vehicle and equipment maintenance, good housekeeping & waste disposal, and vehicle washing.
Exterior Building Maintenance	**3**	Exterior janitorial practices, waste management, pressure washing & exterior surface cleaning, painting, sanding, & sandblasting, HVAC system maintenance.
Fertilizer and Pesticide Application and Storage	**4**	Storage, mixing, and application of fertilizers, herbicides, and pesticides.
Materials Storage	**5**	Liquid materials storage, hazardous materials storage, stockpiling materials including: sand & gravel, wood products, including lumber, chips, sawdust, or hog fuel, demolition debris including asphalt and concrete, decommissioned vehicles or equipment.
Incidental Spill Response & Cleanup	**6**	Limited actions taken to respond to an incidental release of potentially hazardous materials.

Standard Operating Procedures (SOPs)

1. Good Housekeeping for Outdoor Operations and Maintenance	
Purpose of SOP:	To prevent the discharge of pollutants to stormwater in the course of conducting all outdoor operations and maintenance work at the Department of Public Works.
Location of SOP:	Department of Public Works Office
Last Update:	March 2020
Administrator of SOP:	Director of Public Works

Prerequisites

1. Employees should attend training on Municipal Stormwater Pollution Prevention.
2. Employees should read the procedures contained in this SOP and any related references.

Equipment and Materials Needed

1. Weatherproof containment and storage materials, including containers, drums, pallets, etc.
2. Spill Kit and equipment for dry cleanup, including kitty litter, absorbent pads, brooms, etc.
3. Storm drain inlet protection, including drain covers, berms, etc.

Standard Operating Procedures

1. All employees should be familiarized with the location of all storm drains and conveyance structures.
2. Protect stormwater facilities during all work to ensure that only rain water enters the drainage system.
3. Do not dump liquids or other materials outside.
4. Pick up trash and dispose in dumpster.
5. Keep trash receptacles closed at all times.
6. Do not put liquids in trash receptacles.
7. Do not put hazardous materials in trash receptacles.
8. Keep outside work areas clean and sweep up after projects.
9. Do not hose down outside work areas.
10. Quickly clean up and contain all solid or liquid pollutant spills. Use solid absorbents and rags for clean-up of liquid spills and leaks.
11. Sweep paved maintenance and material usage areas often as needed.

12. Promptly repair or replace leaking connections, pipes, valves, hoses, or other leaking equipment that could contaminate stormwater.
13. Report any suspected illegal connections or illegal discharges to the Department of Environmental Protection (DEP), call 978-694-3200.

Hazardous Waste Disposal

1. Hazardous wastes should be labeled as such and may include cleaning products, paints, fertilizers, herbicides, and pesticides, oil, fuels, acids, poisons, antifreeze, brake fluid, and solvents.
2. Small amounts of oil, paints, antifreeze, some solvents, and brake fluid will be taken to the transfer station promptly. All other hazardous waste materials must be removed by Clean Harbors twice a year.
3. All chemicals brought to the DPW for disposal must be clearly labeled with the chemical identification and must be contained in leak proof, secure containers.
4. For removal of hazardous wastes that the Department of Public Works cannot safely transport, call Clean Harbors at 978-683-1002.

Standard Operating Procedures (SOPs)

2. Vehicle Maintenance & Fuel and Oil Handling	
Purpose of SOP:	To prevent the discharge of pollutants to stormwater in the course of DPW vehicle and equipment maintenance, good housekeeping & waste disposal, vehicle washing, and fuel spill cleanup.
Location of SOP:	Department of Public Works Office
Last Update:	March 2020
Administrator of SOP:	Director of Public Works

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, representing a potential source of stormwater pollution, even in small volumes. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on a variety of ways by which fuels and petroleum-based materials can be delivered, as well as steps to be taken when petroleum products (such as waste oil) are loaded onto vehicles for offsite disposal or recycling. Delivery, unloading, and loading of waste oils are hereafter referred to as "handling."

The Town has only one fueling operation area for vehicles located at the DPW facility. The facility uses a Stormceptor™ to filter out particulates and petroleum from any stormwater that comes from the fueling area. The effluent water goes to a detention area that is not connected to any waterbody.

Prerequisites

1. Employees who handle or deliver fuel and/or oil should attend training on Municipal Stormwater Pollution Prevention, proper handling procedures, and spill and response procedures annually.
2. Employees should read the procedures contained in this SOP and any related references.

Equipment and Materials Needed

1. Weather proof containers
2. Polyethylene or plastic pallets
3. Drum covers
4. Tarps
5. Spill kit and equipment for dry cleanup (socks, absorbent pads, kitty litter, broom, and dustpan)
6. Drip pan
7. Parts washer

Standard Operating Procedures

General Guidelines

For all manners of fuel and oil handling described below, a member of the facility's Pollution Prevention Team or another knowledgeable person familiar with the facility should be present during handling procedures. This person should ensure that the following are observed:

1. There is no smoking while fuel handling is in process or underway.
2. Sources of flame are kept away while fuel handling is being completed. This includes smoking, lighting matches, carrying any flame, or carrying a lighted cigar, pipe, or cigarette.
3. The delivery vehicle's hand brake is set and wheels are chocked while the activity is being completed.
4. Catch basins and drain manholes are adequately protected.
5. No tools are to be used that could damage fuel or oil containers or the delivery vehicle.
6. No flammable liquid should be unloaded from any motor vehicle while the engine is operating, unless the engine of the motor vehicle is required to be used for the operation of a pump.
7. Ensure that local traffic does not interfere with fuel transfer operations. If it does, make appropriate accommodations.
8. The attending persons should watch for any leaks or spills:
9. Any small leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly. Follow the procedures in SOP 4: Spill Response and Cleanup.
10. In the event of a large spill or one that discharges to surface waters or an engineered storm drain system, the facility representative should activate the facility's Stormwater Pollution Prevention Plan (SWPPP) and report the incident as specified in the document.

Delivery by Bulk (Tanker) Truck

Procedures for the delivery of bulk fuel should include the following:

1. The truck driver should check in with the facility upon arrival.
2. The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP 4: Spill Response and Cleanup for examples of spill cleanup and response materials.
3. The facility representative should check to ensure that the amount of delivery does not exceed the available capacity of the tank.

4. A level gauge can be used to verify the level in the tank.
5. If a level gauge is not functioning or is not present on the tank, the tank should be stick tested prior to filling.
6. The truck driver and the facility representative should both remain with the vehicle during the delivery process.
7. The truck driver and the facility representative should inspect all visible lines, connections, and valves for leaks.
8. When delivery is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
9. The delivery vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.
10. The facility representative should inspect the fuel tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned and disposed of properly.
11. The facility representative should gauge tank levels to ensure that the proper amount of fuel is delivered and collect a receipt from the truck driver.

Delivery of Drummed Materials

Drummed materials may include motor oil, hydraulic fluid, transmission fluid, or waste oil from another facility (as approved). Procedures for the delivery of drummed materials should include the following:

1. The truck driver should check in with the facility upon arrival.
2. The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible Refer to SOP 4: Spill Response and Cleanup for examples of spill cleanup and response materials. The facility representative should closely examine the shipment for damaged drums.
3. If damaged drums are found, they should be closely inspected for leaks or punctures.
4. Breached drums should be removed to a dry, well-ventilated area and the contents transferred to other suitable containers.
5. Drums should be disposed of in accordance with all applicable regulations.
6. Drummed materials should not be unloaded outdoors during wet weather events.
7. The truck driver and the facility representative should both remain with the vehicle during the delivery process.
8. Drums should be handled and unloaded carefully to prevent damage.
9. Upon completion of unloading, the facility representative should inspect the unloading point and the drums to verify that no leaks have occurred, that any

leaked or spilled material has been cleaned up and disposed of properly, and that the unloaded drums are not leaking.

10. The facility representative should check to ensure that the proper amount of fuel or other material is delivered, and collect a receipt from the truck driver.

Removal of Waste Oil from the Facility

When waste oil or similar oil products need to be removed from the premises, only haulers certified to transport waste oil should be utilized. Procedures should include the following:

1. The disposal truck driver should check in with the facility upon arrival.
2. The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP 4: Spill Response and Cleanup for examples of spill cleanup and response materials. The truck driver and the facility representative should both remain with the vehicle during the tank draining process.
3. When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
4. The facility representative should inspect the loading point and the tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned up and disposed of properly.
5. The facility representative should collect a receipt from the truck driver.
6. When draining bulk oil tanks:
7. The facility representative should verify that the volume of waste oil in the tank does not exceed the available capacity of the disposal hauler's vehicle.
8. The disposal hauler vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.

Vehicle and Equipment Maintenance

1. Conduct all maintenance and repair work inside or under cover.
2. Only emergency maintenance or maintenance that does not involve fluids may be performed outside.
3. Move leaking vehicles or equipment indoors or under cover.
4. Use drip pans for leaking vehicles that need to be stored outside.
5. Contain leaking fluids and tag the vehicle to alert drivers that vehicle is non-operational.
6. Perform all maintenance activities involving fluids indoors only (except in emergency cases).

7. Dispose of wastewater from tire leak checks to sanitary sewer, not storm drain.
8. Promptly transfer used fluids to recycling drums or hazardous waste containers.
9. Dispose of liquid waste properly.
10. Store cracked batteries in leak proof secondary containers.

Equipment Fueling

1. Fuel carefully to minimize drips on the ground.
2. Do not "top off" fuel tanks.
3. When fueling small equipment in the field such as lawn mowers, weed whackers, etc., do so over a paved surface, at a location that is down gradient from and far away from the nearest storm drain.

Clean Up of Leaks, Drips, or Spills

1. Clean up leaks, drips, or spills thoroughly and promptly.
2. If fluids leak or have spilled on an impervious surface, such as a road or parking lot, locate nearest down gradient storm drain and dike or berm the drain to prevent fluids from entering.
3. Put absorbent on the spill area.
4. After clean up, sweep up the contaminated absorbent and remove berm or dike from the storm drain.
5. If spills occur on a pervious surface such as gravel or grass, mark the area and contact the 24-Hour Emergency Spill Response line at 888-304-1133.
6. Never hose down leaks, drips, or spills.
7. Always use dry methods for cleanup of fuel spills (gas, diesel or kerosene).
   - Spread absorbents (kitty litter or loose absorbents, sheets, pillows, pigs, or socks) on the spill.
   - Sweep up or pick up the absorbed materials.
   - Dispose of wastes properly.

Vehicle & Equipment Washing

1. Wash all vehicles and equipment in the designated wash bay of the DPW or at a commercial car wash.
2. If washing cannot be conducted at the designated wash facility or a commercial wash facility, vehicle and equipment may be rinsed using water only on a pervious surface (grass or gravel) at a location where wash water will not drain to a storm drain inlet, waterway, or wetland. Do not use soap or detergent in these areas.
3. Wash all vehicles and equipment indoors whenever possible.

Hazardous Waste Disposal

1. Hazardous wastes should be labeled as such and may include cleaning products, paints, fertilizers, herbicides, and pesticides, oil, fuels, acids, poisons, antifreeze, brake fluid, and solvents.
2. Small amounts of oil, paints, antifreeze, some solvents, and brake fluid will be taken to the transfer station promptly. All other hazardous waste materials must be removed by Clean Harbors twice a year.
3. All chemicals brought to the DPW for disposal must be clearly labeled with the chemical identification and must be contained in leak proof, secure containers.
4. For removal of hazardous wastes that the Department of Public Works cannot safely transport, call Clean Harbors at 978-683-1002.

Standard Operating Procedures (SOPs)

3. Exterior Building Maintenance	
Purpose of SOP:	To prevent the discharge of pollutants to stormwater in the course of DPW building maintenance activities, including: janitorial practices, waste management, pressure washing & exterior surface cleaning, painting, sanding, & sandblasting.
Location of SOP:	Department of Public Works Office
Last Update:	March 2020
Administrator of SOP:	Director of Public Works

Prerequisites

1. Employees should attend training on Municipal Stormwater Pollution Prevention.
2. Employees should read the procedures contained in this SOP and any related references.

Equipment and Materials Needed

1. Spill kit and equipment for dry cleanup (socks, absorbent pads, kitty litter, broom, and dustpan)
2. Inlet protection (wattles, drain covers, berms, and/or filter fabric)
3. Containers for collecting paint wastes
4. Tarps or ground cloths

Standard Operating Procedures

Janitorial Practices and Waste Management

1. Never dump mop water or cleaning wastewater outside, on paved surfaces, or into storm drains. Dispose of wastewater in mop sink or other sanitary sewer drain.
2. Do not pour, transfer, or dispose of any material outdoors or near a storm drain.
3. All waste containers must be leak-tight with tight-fitting lids or covers.
4. Keep container lids closed at all times unless adding or removing material. If possible, store waste receptacles
5. Sweep around outdoor waste containers regularly.
6. When working in the field, collect all wastes in bags or other leak-proof containers and bring back to the garage for proper disposal.
7. Do not wash dumpsters with water outdoors. If a dumpster requires washing, contact the service provider and have them remove it for cleaning, or move it to the wash bay at the DPW for washing.
8. Minimize waste by purchasing products that have minimal packaging. Recycle

cardboard, plastics and paper products in the proper container.

9. Purchase the least toxic cleaning product possible to accomplish the job. Purchase biodegradable cleaning products where possible.

Painting, Staining, Scraping, Sanding, and Sandblasting

1. Use a ground cloth securely attached to the base on the building for any scraping or sanding of the exterior surface.
2. Use a ground cloth or oversized tub for paint mixing and tool cleaning. Properly dispose of the wastes.
3. Enclose spray-painting operations with tarps or other means, as possible, to minimize wind drift and to contain overspray.
4. Clean paintbrushes and tools used to apply water-based paints in sinks plumbed to a sanitary sewer or in portable containers that can be emptied into sanitary sewer drains.
5. Brushes and tools used for oil-based paints, finishes, thinners, solvents or other materials must be cleaned over a tub or container. The cleaning wastes must be disposed or recycled at an approved hazardous waste facility.
6. Never clean tools over a storm drain or outside.
7. Promptly cleanup any spills of paints, cleaners or other maintenance chemicals or supplies.
8. When sand blasting exterior surfaces, place tarps or ground cloths beneath the work area to capture sand blasting media and debris. Enclose the sand blasting area with tarps or plastic to protect from wind and to capture airborne particles (dust).
9. Stop all sand blasting operations on windy days.

Pressure Washing & Exterior Surface Cleaning

1. Prior to pressure washing, identify where all storm drains are located; wash water must not be allowed to flow down gutters or enter into storm drains.
2. Block or cover all storm drains with booms and weighted storm drain covers before pressure washing.
3. Determine where water will pool for collection. Use a wet vac to vacuum up the wastewater or allow water to evaporate.
4. Use dry cleanup methods, including sweeping, vacuuming, and scrapping off dried debris prior to pressure washing any surface.
5. Use minimal water when pressure washing.
6. If you are not using any chemicals or detergents, the wash water can be directed to a grassy or gravel area where it can infiltrate. Verify that water is not running out of the area and encountering a paved surface.
7. If any additives are used in the wash water, the waste water must be captured for

disposal to sanitary sewer.

8. Solids should be removed from the area prior to pressure washing and a filter bag or similar filtration device should be used to remove suspended solids from the wastewater.
9. A visible sheen must not be evident in the discharge. Use an absorbent pad or boom to eliminate any oil from the discharge.
10. Do not pressure wash an entire building. Spot clean, steam clean, or scrape dirty areas rather than pressure washing the entire structure.

Hazardous Waste Disposal

1. Hazardous wastes should be labeled as such and may include cleaning products, paints, fertilizers, herbicides, and pesticides, oil, fuels, acids, poisons, antifreeze, brake fluid, and solvents.
2. Small amounts of oil, paints, antifreeze, some solvents, and brake fluid will be taken to the transfer station promptly. All other hazardous waste materials must be removed by Clean Harbors twice a year.
3. All chemicals brought to the DPW for disposal must be clearly labeled with the chemical identification and must be contained in leak proof, secure containers.
4. For removal of hazardous wastes that the Department of Public Works cannot safely transport, call Clean Harbors at 978-683-1002.

Floor Drains

1. There are no floor drains connected to the MS4 for any of the buildings covered by this SOP.

Standard Operating Procedures (SOPs)

4. Fertilizer, Herbicide, and Pesticide Application and Storage	
Purpose of SOP:	To prevent the discharge of pollutants to stormwater resulting from the application of fertilizer, herbicide or pesticide.
Location of SOP:	Department of Public Works Office
Last Update:	March 2020
Administrator of SOP:	Director of Public Works

Prerequisites

1. Employees who handle pesticides, fertilizers, and herbicides are trained annually on proper handling and storage procedures.
2. Pesticide application must be done under the supervision of staff holding a Public Applicator's License.
3. All employees who handle or apply fertilizers, herbicides, or pesticides must be trained on the most recent Material Safety Data Sheets (MSDS).

Equipment and Materials Needed

1. ANSI approved sprayers.
2. Polyethylene or plastic pallets and pails for secondary containment.
3. Spill kit and equipment for dry cleanup (socks, absorbent pads, kitty litter, broom, and dustpan).
4. Proper PPE (rubber gloves and eye protection).

Standard Operating Procedures

General

1. Always follow the manufacturer's recommendations for mixing, application, and disposal.
2. Use manual or mechanical methods for weed control whenever possible.
3. When chemicals are used, use the least toxic and most biodegradable product possible.

Mixing

1. Mix fertilizers, herbicides, and pesticides inside a protected area with impervious secondary containment so that spills and leaks will not contact soil or enter the stormwater system.
2. Label all containers.
3. Only mix the minimum amount of product that will be needed for the immediate

job.

4. If possible, use rinse water from cleaning of containers and application equipment as a dilution for the next batch.

Application

1. Fertilizers should only be applied by properly trained personnel.
2. Follow application guidance on the product label.
3. Time the application to concur with manufacturer's recommendation for best results. Do not spray if rain is expected or during a draught.
4. Limit use of pesticides in general and do not broadcast spray pesticides.
5. Spot spray herbicides whenever possible.
6. Use herbicide only when there is vegetation present that need management (do not use preventatively or more often than required).
7. Fertilizers may be broadcast sprayed, with care taken to avoid waterways or any inlet to the storm drain system.
8. Use granular materials when possible to avoid application losses and till into soil.
9. Do not apply fertilizers, herbicide, or pesticides within 50 feet of any open water, drainage ditch, wetland, stormwater basin or inlet to the storm drain system.
10. Avoid combined products such as "weed and feed," which do not target specific problems at the appropriate time.
11. Use alternatives to pesticides, such as manual weed control, biological controls, and Integrated Pest Management strategies (learn more at: https://www.mass.gov/files/documents/2016/08/wk/ipm-kit-for-bldg-mgrs.pdf).

Cleanup

1. Follow all manufacturers' recommendations for cleanup of the chemical.
2. Sweep paved areas where any granular product has fallen and direct product into grassy areas.
3. Cleanup any spills of product quickly using the methods described in SOP: Incidental Spill Response & Cleanup.
4. Dispose of excess chemicals and empty expired fertilizer, herbicide or pesticide containers according to the instructions on the label and preferably on the target vegetation or pest.
5. If possible reuse the triple rinsate from containers as dilution for the next batch.
6. Never dispose of rinsate by pouring into the storm drain system.
7. Any product that cannot be disposed of through application on the target vegetation or pest must be disposed of as Hazardous Waste.

Storage

1. Store fertilizers, herbicides, and pesticides inside a dry, well-ventilated, protected area with impervious secondary containment so that spills or leaks will not enter soils or the storm drain system.
2. For pesticides, storage cabinets should be kept locked and the door to the storage area should contain a weather proof sign that warns of the existence and danger of the pesticides inside. The door should be kept locked. The sign should be visible at a distance of 25 feet and should read as follows:

DANGER
PESTICIDE STORAGE AREA
ALL UNAUTHORIZED PERSONS KEEP OUT
KEEP DOORS LOCKED WHEN NOT IN USE

3. Floors should be watertight, impervious, and provide spill containment,
4. All containers must be clearly and accurately labeled.
5. Pesticides and fertilizers should be separated from other chemical storage and other flammable materials.

Hazardous Waste Disposal

1. Hazardous wastes should be labeled as such and may include cleaning products, paints, fertilizers, herbicides, and pesticides, oil, fuels, acids, poisons, antifreeze, brake fluid, and solvents.
2. Small amounts of oil, paints, antifreeze, some solvents, and brake fluid will be taken to the transfer station promptly. All other hazardous waste materials must be removed by Clean Harbors twice a year.
3. All chemicals brought to the DPW for disposal must be clearly labeled with the chemical identification and must be contained in leak proof, secure containers.
4. For removal of hazardous wastes that the Department of Public Works cannot safely transport, call Clean Harbors at 978-683-1002.

Standard Operating Procedures (SOPs)

5. Materials Storage	
Purpose of SOP:	To prevent the discharge of pollutants to stormwater resulting from materials storage associated with DPW maintenance & operations, including liquid materials storage, hazardous materials storage, stockpiling materials including: sand & gravel, wood products such as lumber, chips, sawdust, or hog fuel, demolition debris including asphalt and concrete, decommissioned vehicles or equipment.
Location of SOP:	Department of Public Works Office
Last Update:	March 2020
Administrator of SOP:	Director of Public Works

Prerequisites

1. Employees should attend training on Municipal Stormwater Pollution Prevention.
2. Employees should read the procedures contained in this SOP and any related references.

Equipment and Materials Needed

1. Weatherproof containers
2. Polyethylene or plastic pallets
3. Drum covers
4. Tarps
5. Spill kit and equipment for dry cleanup (socks, absorbent pads, kitty litter, broom, and dustpan)
6. Inlet protection (wattles, drain covers, berms, and/or filter fabric)

Standard Operating Procedures

Outdoor Storage Areas

1. If possible, store all containers indoors. If they must be stored outdoors, place them in a shed or under a roof.
2. All containers and dry materials should be covered or have secondary containment.
3. Place all containers on a plastic pallet or other device that elevates them off the ground or pavement and provides containment. This avoids contact with stormwater on the ground.
4. Place containers on paved, impervious surfaces and as far from (or at lower elevation than) storm drain inlets and drainage ditches as possible.

5. Keep a spill kit near storage areas. Clean up any spills, leaks or discharges promptly.
6. Inspect all containers stored outdoors regularly.
7. If a container is found to be leaking either empty the contents into a leak-tight container or place entire leaking container inside of a larger leak-tight container. Clean up spills promptly.
8. Make sure outdoor barrels are covered at all times, and use barrels that do not have holes in the bottom.
9. If rain water collects in a secondary containment structure, allow the water to evaporate if possible. If not possible, verify with sight & smell that the water is not contaminated with a hazardous substance and then pump to sanitary sewer for disposal. If water is suspected of containing hazardous waste (oil sheen, odor), the water must be treated as hazardous waste and be disposed of properly.

Sand, Salt, Dirt or Gravel Stockpiles

1. Cover sand/salt piles with a tarp or store inside a building or under a roof.
2. Contain stormwater runoff from dirt and gravel stockpiles by using barriers or berms.

Liquid Bulk Material Storage

1. Provide impervious secondary containment for all Above Ground Storage Tanks (ASTs), except double-walled tanks, sufficient to contain the entire contents of the largest single tank plus an additional 4 inches of rainfall.
2. Keep drain valves in secondary containment at ASTs locked in the closed position at all times. Open for draining only under supervision.
3. Make sure an adequate spill kit with sufficient equipment and supplies is located near storage areas where spills are possible. Clean up any spills, leaks or discharges immediately.
4. Make sure that inspections for petroleum storage continue once a year, unless a year pass is granted for passing the previous two years in a row.

Construction & Demolition Materials

1. Stockpile only materials that have value and a high likelihood of being reused on projects.
2. Locate stockpiled materials far from storm drains and cover any materials that could erode or leach in stormwater.
3. Treated timber, sand/gravel, and asphalt debris must be stored under cover or tarps with provisions to avoid contact with surface runoff (placed on tarp/pallet or berm).
4. Chipped or ground wood products must be stored under cover where they will not be mobilized by stormwater.

5. Dispose of all other building demolition, land clearing, pavement maintenance, or other construction debris immediately after completing the project.
6. Inspect all containers stored outdoors regularly.
7. If a container is found to be leaking, either empty the contents into a leak-tight container or place entire leaking container inside of a larger leak-tight container. Clean up spills promptly.

Hazardous Waste Disposal

1. Hazardous wastes should be labeled as such and may include cleaning products, paints, fertilizers, herbicides, and pesticides, oil, fuels, acids, poisons, antifreeze, brake fluid, and solvents.
2. Small amounts of oil, paints, antifreeze, some solvents, and brake fluid will be taken to the transfer station promptly. All other hazardous waste materials must be removed by Clean Harbors twice a year.
3. All chemicals brought to the DPW for disposal must be clearly labeled with the chemical identification and must be contained in leak proof, secure containers.
4. For removal of hazardous wastes that the Department of Public Works cannot safely transport, call Clean Harbors at 978-683-1002.

References

1. DPW Stormwater Pollution Prevention Plan

Standard Operating Procedures (SOPs)

6. Spill Response & Cleanup	
Purpose of SOP:	To establish standard operating procedures for taking limited action in response to an incidental release of potentially hazardous materials.
Location of SOP:	Department of Public Works Office
Last Update:	March 2020
Administrator of SOP:	Director of Public Works

NOTE: This SOP applies only to incidental releases of potentially hazardous materials, which means spills that are not highly toxic. DPW personnel are not trained to respond to an uncontrolled release of potentially hazardous materials, which means any medium or large spill or small spills of extremely hazardous or dangerous materials. No DPW employee should respond to any release of a potentially hazardous material without proper training.

Prerequisites

1. Employees should attend training on Municipal Stormwater Pollution Prevention on an annual basis.
2. Employees should read the procedures contained in this SOP and any related references.
3. Any employee undertaking the actions outline in this SOP must have received training to the First Responder Operations Level as outlined in the Emergency Spill Response Plan.

Equipment and Materials Needed

1. Material Safety Data Sheets (MSDS)
2. PPE (gloves, protective clothing, respirator- only if employee is properly trained and fitted)
3. Stormwater Management System Map
4. Spill kit and equipment for dry cleanup. The spill kit will include the following at a minimum:
   - Universal chemical sorbent capable of absorbing up to 50 gallons of liquid.
   - Gloves and safety glasses,
   - Four chemical socks,
   - Four chemical pads,
   - Four chemical pillows, and
   - Four plastic disposal bags.
5. Inlet protection (wattles, drain covers, berms, and/or filter fabric)
6. Appendix B- Spill Response and Cleanup Contact List

7.

Standard Operating Procedures

General Spill Response

1. Notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer in the spill response contact list.
2. A 12" gate valve has been provided between the Stormceptor and the upstream drain manhole to be used to isolate the drainage system in the event of a hazardous spill. Should such a spill occur and should it be determined that it is appropriate to seal the drainage system, a water gate key can be used to close the gate valve, containing any spilled substances within the closed drainage system.
3. Assess the contaminant release site for potential safety issues and for direction of flow.
4. Complete the following:
    - Stop the contaminant release.
    - Contain the contaminant release through the use of spill containment berms or absorbents.
    - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers.
    - Clean up the spill.
    - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
5. Soil contaminated with petroleum should be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils (https://www.mass.gov/files/documents/2016/08/mq/94-400.pdf).
6. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
7. Waste oil contaminated industrial wipes and absorptive minerals:
8. Perform the "one drop" test to ensure absorbents do not contain enough oil to be considered hazardous, as described in the MassDEP Waste Oil Management Guide (https://www.mass.gov/files/documents/2018/12/18/oilwiper.pdf).
9. Wring absorbents through a paint filter. If doing so does not generate one drop of oil, the materials are not hazardous.
10. If absorbents pass the "one drop" test they may be discarded in the trash unless contaminated with another hazardous waste.
11. It is acceptable to mix the following fluids and handle them as waste oil:

- Waste motor oil
- Hydraulic fluid
- Power steering fluid
- Transmission fluid
- Brake fluid
- Gear oil

12. Do not mix the following materials with waste oil. Store each separately:
    - Gasoline
    - Antifreeze
    - Brake and carburetor cleaners
    - Cleaning solvents
    - Other hazardous wastes
13. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fitting lids, labeled “Oily Waste Absorbents Only.”
14. If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact your local fire department using the number listed below. **In the case of an emergency call 911.**

    SHERBORN FIRE DEPARTMENT: (508) 635-3270

    Contact the MassDEP 24-hour spill reporting notification line, toll-free at (888)-304-1133;
15. The following scenarios are exempt from MassDEP reporting requirements (see the MassDEP factsheet on oil and hazardous materials handling for more information: https://www.mass.gov/files/documents/2016/08/xm/spillmgm.pdf).
16. Spills that are less than 10 gallons of petroleum and do not impact a water body
17. Spills that are less than one pound of hazardous chemicals and do not present an imminent health or safety hazard
18. Fuel spills from passenger vehicle accidents
19. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals

Upland Spills

1. Confirm that the spill is an incidental release before proceeding. If the spill is an uncontrolled release of hazardous materials as defined in the Spill Prevention Control and Countermeasure (SPCC) plan, this SOP does not apply and the employee should initiate an emergency response by calling 911 per the SPCC.
2. Consult the MSDS sheet for the product of concern. MSDS sheets are transported with all hazardous materials and are kept in a binder at the DPW.
3. Block nearby storm drain inlets and place containment materials (boom) around the spill if it is or has the potential to become mobile.
4. Put on the appropriate PPE, as specified in the MSDS sheet. Only use a respirator if you have been properly trained and fitted for a personal respirator, and are using

the appropriate cartridge for the spilled chemical.

5. Place absorbents on the spill and sweep the dry material into a containment vessel.
6. Dispose of the material as hazardous waste.
7. Notify the Department of Environmental Protection (DEP) of the spill and cleanup as soon as practical at (888) 304-1133.

   NOTE: If a spill is too large to cleanup easily with absorbent from the spill kit and a broom, it is not an incidental release and this SOP does not apply. The employee should consult the DEP and initiate a response for an uncontrolled release.

In-Water Spills

1. For small spills that can be contained with materials in the DPW spill kit, deploy containment boom and absorbent pads.
2. Contact a cleanup contractor, if needed to complete the in-water cleanup.
3. For any spill involving flammable liquid (i.e. fuel), any spill involving more than a minor and very small area of sheen, or any spill of a substance representing an immediate hazard to life or the aquatic environment, call 911 and initiate the SPCC emergency response actions.
4. Notify the Department of Environmental Protection 24-hour Spill Response & Reporting Line at (888) 304-1133.

Reporting a Spill

When contacting emergency response personnel or a regulatory agency, or when reporting the contaminant release, be prepared to provide the following information:

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
   a. What was released;
   b. How much was released, which may include:
      i. Pounds
      ii. Gallons
      iii. Number of containers
4. Where was the release sent/what was contaminated, addressing:
   c. Pavement
   d. Soil
   e. Drains
   f. Catch basins
   g. Water bodies
   h. Public streets

    i. Public sidewalks
5. The concentration of the released contaminant.
6. What/who caused the release.
7. Is the release being contained and/or cleaned up or is the response complete.
8. Type and amount of petroleum stored on site, if any.
9. Characteristics of contaminant container, including:
    j. Tanks
    k. Pipes
    l. Valves

Notes on the Drain System Isolation Valve

A 12" gate valve has been provided between the drain manhole and the Stormceptor to be used to isolate the drainage system in the event of a hazardous spill. Should such a spill occur and should it be determined that it is appropriate to seal the drainage system, a water gate key can be used to close the gate valve, containing any spilled substances within the closed drainage system. A permanent sign shall be posted near the fuel tank which reads "In the Event of a Spill, Close the Drain Pipe Isolation Valve in Rear of the Building" or similar language as approved by the Fire Department. A notice shall also be posted in the building in a conspicuous place describing the location of the isolation valve and attaching a copy of the Drainage System Operations and Maintenance Plan. The drain system isolation valve, shall be exercised once per year to assure continued operability. Should the valve fail to operate properly, it shall be replaced in-kind.

Hazardous Waste Disposal

1. Hazardous wastes should be labeled as such and may include cleaning products, paints, fertilizers, herbicides, and pesticides, oil, fuels, acids, poisons, antifreeze, brake fluid, and solvents.
2. Small amounts of oil, paints, antifreeze, some solvents, and brake fluid will be taken to the transfer station promptly. All other hazardous waste materials must be removed by Clean Harbors twice a year.
3. All chemicals brought to the DPW for disposal must be clearly labeled with the chemical identification and must be contained in leak proof, secure containers.
4. For removal of hazardous wastes that the Department of Public Works cannot safely transport, call Clean Harbors at 978-683-1002.

References

1. Appendix B- Spill Response and Cleanup Contact List

Appendix B- Spill Contact List

Spill Response and Cleanup Contact List

Contact	Phone Number	Date and Time Contacted
Safety Officer	**(508) 653-3270**	
Facility Supervisor: ___Sean Killeen_____	**(508) 651-7878**	
Fire Department	**(508) 653-3270**	
Sherborn Board of Health	**(508) 651-7852**	
Sherborn Conservation Commission	**(508) 651-7863**	
MassDEP 24-Hour Spill Reporting	**(888)-304-1133**	
MassDEP Northeast Regional Office	**(978) 694-3200**	
Hazardous Waste Compliance Assistance Line	**(617) 292-5898**	
Household Hazardous Products Hotline	**(800) 343-3420**	
Massachusetts Department of Fire Services	**(978) 567-3100 or (413) 587-3181**	
Licensed Site Professionals Association (Wakefield, MA) Licensed Site Professionals Board	**(781) 876-8915** **(617) 556-1091**	

Appendix C- Training Documentation and Attendance Sheets

Employee Training

Instructions:

- Keep records of employee training, including the date of the training.
- For in-person training, consider using the tables below to document your employee trainings. For computer-based or other types of training, keep similar records on who was trained and the type of training conducted.

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
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Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
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Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
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Employee(s) trained	Employee signature

Training Date:	
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Employee(s) trained	Employee signature

Training Date:	
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Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
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Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Training Date:	
Training Description (including duration and subjects covered):	
Trainer:	
Employee(s) trained	Employee signature

Appendix D- Facility Inspection Form

Facility 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 Report

General Information			
Facility Name			
Date of Inspection		**Start/End Time**	
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			
Inspector's Qualifications			

Weather Information

Weather at time of this inspection?
❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds
❑ Other: Temperature:

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:

Control Measures

- *Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.*
- *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.*

	Structural Control Measure	**Control Measure is Operating Effectively?**	**If No, In Need of Maintenance, Repair, or Replacement?**	**Corrective Action Needed and Notes** (identify needed maintenance and repairs, or any failed control measures that need replacement)
1		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
2		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
3		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
4		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
5		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
6		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	

	Structural Control Measure	**Control Measure is Operating Effectively?**	**If No, In Need of Maintenance, Repair, or Replacement?**	**Corrective Action Needed and Notes** (identify needed maintenance and repairs, or any failed control measures that need replacement)
7		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
8		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
9		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
10		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	

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**
1	**Material loading/unloading and storage areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
2	**Equipment operations and maintenance areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
3	**Fueling areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
4	**Outdoor vehicle and equipment washing areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
5	**Waste handling and disposal areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
6	**Erodible areas/construction**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
7	**Non-stormwater/ illicit connections**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
8	**Salt storage piles or pile containing salt**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
9	**Dust generation and vehicle tracking**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
10	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑No	

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
11	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
12	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑No	

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:_____

Quarterly Visual Assessment Reports – additional form when stormwater discharge is occurring

Instructions:

- Include in your records copies of all quarterly visual assessment reports completed for the facility. An example quarterly visual assessment report can be found on the following page.
- At least one quarterly inspection per year must occur while stormwater is discharging.

Quarterly Visual Assessment Form– additional form when stormwater discharge is occurring

(Complete a separate form for each outfall you assess)

Name of Facility:

Outfall Name: "Substantially Identical Outfall"? ☐ No ☐ Yes (identify substantially identical outfalls):

Person(s)/Title(s) collecting sample:

Person(s)/Title(s) examining sample:

Date & Time Discharge Began (approx.): Date & Time Visual Sample Collected: Date & Time Visual Sample Examined:

Nature of Discharge: ☐ Rainfall ☐ Snowmelt

Parameter	
Color	☐ None ☐ Other (describe):
Odor	☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petroleum/Gas _____ ☐ Solvents ☐ Other (describe):
Clarity	☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other
Floating Solids	☐ No ☐ Yes (describe):
Settled Solids*	☐ No ☐ Yes (describe):
Suspended Solids	☐ No ☐ Yes (describe):
Foam (gently shake sample)	☐ No ☐ Yes (describe):
Oil Sheen	☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick ☐ Other (describe):
Other Obvious Indicators of Stormwater Pollution	☐ No ☐ Yes (describe):

* Observe for settled solids after allowing the sample to sit for approximately one-half hour.

Detail any concerns, additional comments, descriptions of pictures taken, and any corrective actions taken below (attach additional sheets as necessary).

A. Name: B. Title:

C. Signature: D. Date Signed: