

Stormwater Management Operation & Maintenance Procedures

POINTS OF CONTACT (POC)

Buildings & Grounds

**Parks
Department
Primary POC**

**First Last
XXX - XXXX**

**Facilities
Maintenance
Primary POC**

**First Last
XXX - XXXX**

**Stormwater
Coordinator**

**First Last
XXX - XXXX**



← Call immediately in the event of a
SPILL, RELEASE, or OBSERVATION OF POLLUTANTS in
STORMWATER CONVEYANCES or WATER BODY

← Call immediately in the event of a
SPILL, RELEASE, or OBSERVATION OF POLLUTANTS entering
MUNICIPAL SEWER or a DRAIN

TRAINING

The Federal Clean Water Act requires annual training for all municipal personnel working in facilities or performing activities that have the potential to contribute to stormwater pollution.

Annually:

- Train all employees (and subcontractors) on these O&M Procedures.
- Train new employees on these O&M Procedures within six (6) months of their date of hire, and annually thereafter.

Always:

- Maintain training records at your facility and send a copy of annual training records to **First Last, Municipality's Stormwater Coordinator.**

FLOOR DRAINS

Always:

- Make sure floor drains are connected to:
 - Municipal sewer system; or
 - An oil-water separator or holding tank.
- Know where to find spill materials (located on the Fire Department's response vehicles) in case of spills. Kits should include:
 - Drain mats to cover the floor drain;
 - Absorbent booms to keep larger spills contained;
 - Speedy dry or other absorbent material; and
 - Equipment (shovel, broom, dust pan, etc.) and a receptacle to clean up and properly dispose of contaminated materials.
- Maintain a regular schedule for inspecting and cleaning out:
 - Floor drains and drain traps;
 - Oil/water separators; and
 - Holding tanks.

Never:

- Never dump anything outside, like mop water.
- Never dump chemicals down floor drains or store hazardous materials near floor drains.
- Never connect floor drains directly to the storm sewer or to the environment.

Whenever Possible:

- Minimize water use or run a dry shop.
- Use secondary containment when storing liquids near a drain.

PAINTING

Always:

- Keep work area clean by:
 - Sweeping paint chips and other residues every day; and
 - Performing a thorough cleanup at the end of the project.
- Use impermeable ground cloths, such as plastic sheeting, during painting.
- Store paint buckets and barrels of materials away from contact with storm water at the end of the work day.
- Treat paint spills as a chemical spill and capture before it flows to the storm drain.
- Clean up paint promptly using dry methods.
- **Clean water based** paint brushes and equipment in a sink connected to the sanitary sewer.
- **Clean oil based** paint materials where the waste paint and solvents can be collected to be handled as small quantity hazardous waste - do not pour it to the sink or to a storm drain.
- Hang tarps or drop cloths to minimize the spread of windblown materials.
- Control sand blasting areas to keep particles off of paved surfaces and out of storm drains.
- Clean up any spilled chemicals promptly.

CLEANING PROCEDURES

Always:

- Use the least amount of product (detergent, wax, degreaser, etc.) to get the job done.
- Use only products approved by your facilities manager.
- Store cleaning products in their original containers, in good condition, in a designated area (storage cabinet, etc.)
- Properly dispose of cleaning tools (rags, mop heads, sponges, paper towels).
- Dump mop water, chemicals, or cleaners into a sink or tub connected to the sanitary sewer.

Never:

- Dump mop water, chemicals, or cleaners outside or into a storm drain or sump.
- Dump mop water, chemicals, or cleaners into a floor drain.

SPILLS: CLEAN UP, RESPONSE, REPORTING & NOTIFICATION

Maine is a “zero tolerance” State for uncontrolled spills that reach the environment. Spills of gasoline, various heating & motor oils, lubricating & hydraulic oil, asphaltic residuals, pesticides & fertilizers, and other pollutants should be properly cleaned up, documented and reported.

Always:

- Stop the source of the spill and contain any liquids, **only if it is safe to do so!**
- Report the spill to local emergency officials: **FIRE CHIEF (first POC) or FIRE SECOND (second POC)**, who will be responsible for contacting **First Last, Municipality’s Stormwater Coordinator at XXX-XXXX** and/or **Maine DEP**:
 - Maine DEP Petroleum Products Spill Response: 1-800-482-0777
 - Maine DEP Hazardous Material (non-oil spill): 1-800-452-4664
- Report any discharge of hazardous materials/waste immediately to **FIRE CHIEF (first POC) or FIRE SECOND (second POC)**, who will be responsible for contacting **First Last, Municipality’s Stormwater Coordinator at XXX-XXXX** and/or **Maine DEP** (as described above).
- Hazardous materials spills involve non-oil spills that pose a threat to human health or the environment, such as chemical releases.
- Hazardous materials spills must be reported to Maine DEP within one hour.
- Cover the spill with absorbent material such as Speedy dry, kitty litter, sawdust, or oil absorbent pads.
- Do not use straw (to cover or absorb spills) or water (to wash away spills)!
- Clean up all contaminated materials in a timely manner (before it rains).
- Properly dispose of all contaminated absorbents and materials.



A secondary containment tray or pallet helps to minimize spills to drains and the environment.

VEHICLES & EQUIPMENT FUELING

Always:

- Fuel vehicles at a central fueling station located at **the Public Works Garage** or in a designated area approved by **First Last, Municipality's Stormwater Coordinator**.
- Fuel carefully to minimize drips to the ground surface.
- When fueling occurs away from the central fueling station:
 - Choose a level, paved or concrete area away from any catch basins, storm drains, ditches, drinking water wells, or water bodies;
 - Keep absorbent material handy for incidental spillage; and
 - Inspect the area for drips, and (if needed) clean up any spillage immediately and properly, before leaving the fueling site.
- When pouring fuel from a jerry can or other mobile container:
 - Use a funnel or drip pan; and
 - Choose a level, paved surface that is not near a catch basin or water body.
- Maintain all fueling equipment in good working order by:
 - Conducting preventive maintenance on vehicles and equipment;
 - Conducting regular inspections of parked equipment and vehicles for evidence of spills or leaks; and
 - Parking leaking equipment indoor with a drip pan while awaiting maintenance or repair.

Never:

- Never allow "topping off" of fuel tanks.
- Never allow drivers or operators to leave their vehicles or equipment unattended while fueling.
- Never dump gas, wastes or contaminated water down storm drains or anywhere outside.
- Never fuel vehicles or equipment near any catch basins, storm drains, ditches, drinking water wells, or water bodies.



VEHICLES & EQUIPMENT WASHING

Always:

- Wash vehicles and equipment in an area approved by **First Last, Municipality's Stormwater Coordinator.**
- Wash equipment inside, where wash water is directed to the floor drain.
- Discharge all wash water containing additives, such as degreasers, acids, bases, metal brighteners, or other agents (polishes, etc.) to:
 - An approved holding tank; or
 - The sanitary sewer in agreement and accordance with the **Portland Water District standards.**

Whenever Possible:

- Rinse vehicles and equipment **in a grassed area** outside, before washing inside.
- Use a commercial car wash for light duty vehicles.
- Obtain and use drain guards (filter inserts) to catch sediments and other pollutants that might enter the storm drains as a result of vehicle washing.

Never:

- Never perform engine or undercarriage washing outside.
- Never wash vehicles over a storm drain or near drinking water wells.

VEHICLES & EQUIPMENT STORAGE & MAINTENANCE

Always:

- Completely drain oil filters before disposal by poking a hole in the top and allowing it to drain in a clearly marked container for 24 hrs.
- Keep “clean-up supplies” such as a containment drum, kitty litter, sand, sawdust, a shovel, a broom and dustpan in your storage facility and ready to use.
- Clean up all spills and leaks immediately with absorbent materials.
- Keep others away from the spill and make sure it does not run off into other areas.
- Scoop all into a leak-proof container and properly dispose of it.

When Possible:

- Conduct maintenance within a building or covered area.
- Park vehicles/equipment indoors or under a roof.
- Drain fluid from stored/salvaged vehicles/equipment.

Never:

- Never conduct maintenance, refuel or change oil near storm drains.
- Never hose down the work area.



Inspect area for leaks on a regular basis. Address any known leaks immediately.

LANDSCAPING PRACTICES (mowing, irrigation, materials storage, etc.)

Always:

- Mow only as low as needed for the area's intended use. If areas are not being used, allow to return to meadow or field and mow once or twice per year rather than every week.
- Keep mower blades sharpened to avoid damaging grass leaf tissue.
- Remove any grass clippings off of paved surfaces and return to the grassed area.
- Water at appropriate times (when no rain is forecasted and in the morning).
- Place stockpiled materials (such as stone and mulch) away from ledge or rock outcrops, storm drains, ditches and surface waters.



When Possible:

- Keep stockpiles under cover or use erosion control mulch to contain.
- Use mulching type mowers if available.
- Re-seed and mulch area where soils are exposed.
- Mow when the grass is dry to prevent spread of turf diseases.

Never:

- Never use leaf blowers to blow waste into storm drains or ditches. Only blow into streets when it will be picked up within 24-48 hours or prior to a rain or heavy wind event.
- Never irrigate based on timers or schedules instead of monitoring for rainfall.
- Never deposit accumulated grass clippings on stream banks or other environmentally-sensitive areas.

BEACH MAINTENANCE

Always:

- Regularly empty trash containers and pick up any trash from the area.
- Report any erosion issues to **First Last, Municipality's Stormwater Coordinator**.
- Follow practices detailed in the "Wildlife" section of this plan.
- Use dry sweeping to clean up walkways and parking areas.

Never:

- Wash down walkways or parking areas.

FERTILIZERS

Always:

- Keep records/documentation of all materials applied, including when and where.
- Check the weather forecast and apply according to product instructions as to whether to apply dry or lightly with water.
- Store in closed containers labeled with contents and purchase date.
- Keep containers in a secure building enclosure and clean as needed.
- Always routinely inspect storage area for leaks, spills, residue, and trash.
- If fertilizer accidentally ends up on pavement, always sweep it up and put it back in the bag for reuse.

Whenever possible:

- Consider a low or no fertilizer approach to maintain turf.
- Perform a soil test to determine actual fertilization needs and application rate.
- Calibrate fertilizer spreaders to avoid excessive application.
- When fertilizer is needed, use slow or timed release nitrogen sources.

Never:

- Never apply fertilizers within five (5) feet of pavement, 25 feet of a storm drain inlet, or 50 feet of a stream or water body.

PESTICIDES

Always:

- Use a licensed commercial pesticide company or licensed personnel for pesticide application, storage and disposal.
- Keep records/documentation of all materials applied, including when and where.
- Check the weather forecast and apply according to product instructions as to whether to apply dry or lightly with water.
- Store in closed containers labeled with contents and purchase date.
- Keep containers in a secure building enclosure and clean as needed.
- Always routinely inspect storage area for leaks, spills, residue, and trash.

DE-ICING

Always:

- Clear snow as soon as possible from driveways, sidewalks, and pathways to minimize the likelihood of ice forming.
- Store deicing agents (rock salt or liquid solutions) in closed containers and/or buildings to avoid exposure to the elements and minimize runoff in stormwater or snow melt.

Whenever Possible:

- Use the minimum amount of salt and sand needed to get the job done.

WILDLIFE

Facts:

- Wildlife always have plenty of natural food source.
- They do not need human food, which has little to no nutritional value to wildlife.
- Birds and other animals that have a steady diet of human food are overweight and undernourished.
- Wildlife instinct is “fear of humans.” If this instinct is lost, wildlife could be hurt or killed and humans put themselves at risk too.

Never:

- Never feed wild animals and birds.



DUMPSTERS

Always:

- Locate dumpsters on concrete or paved areas.
- Only use dumpsters for disposal of non-liquids.
- Keep lids closed and drains plugged.
- Report any damaged or leaking dumpster to **First Last, Municipality's Stormwater Coordinator.**

