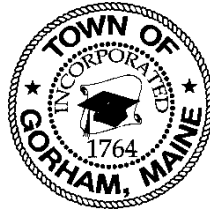


## POINTS OF CONTACT (POC)



# Stormwater Management Operation & Maintenance Procedures

### Primary POC

Police Chief

First Last

(207) XXX - XXXX

### Secondary POC

Assistant Chief

First Last

(207) XXX - XXXX

### Stormwater Coordinator

First Last

(207) XXX - XXXX

## Police Department Public Safety Building



← 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**

## REQUIRED 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.**

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## 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.



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

## 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.

## 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:

- 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 catch basin or near ditches, water bodies, or drinking water wells.



## VEHICLES & EQUIPMENT FUELING

### Always:

- Fuel vehicles at the 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 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.
- Immediately report spills as described above, cleaning up spills and properly disposing of contaminated materials, including soil, in a timely manner.

### Never:

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



## VEHICLE & EQUIPMENT STORAGE

### Always:

- Inspect areas for stains/leaks on a regular basis where vehicles and equipment are stored.
- Use drip pans for leaking vehicles (properly dispose of collected fluids), or park leaking vehicles or equipment inside when awaiting maintenance.
- Address any known leaks or drips and maintain vehicles to prevent leaks.

### Whenever Possible:

- Store vehicles on paved areas, and promptly clean up absorbent materials from leaks or spills.
- Sweep areas on a regular basis.

### Never:

- Never store leaking vehicles over or near a storm drain or near a waterbody.



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

## 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.

## 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.**

