

# **Stormwater Management Program**

**For Licking County & Others, a Small MS4**

**Ohio EPA Facility Permit Number: 4GQ10011\*CG**

**Permit Period: Starting January 1, 2015**

## Table of Contents:

Introduction – Page 3

MCM 1 – Public Outreach & Education – Page 5

MCM 2 – Public Involvement/Participation – Page 8

MCM 3 – Illicit Discharge Detection and Elimination – Page 10

MCM 4 – Construction Site Runoff Control – Page 12

MCM 5 – Post Construction Activities – Page 15

MCM 6 – Good Housekeeping and Pollution Prevention – Page 16

## Appendices:

A. List of Responsible Staff – Page 17

B. *Expectations for Members of the Licking County MS4 Consortium* – Page 21

C. Table of Organization – Page 27

D. Stormwater Education Programs offered by LCSWCD – Page 28

E. Illicit Discharge and Elimination Plan – Page 30

F. Illicit Discharge Report Form – Page 34

G. Development Process Flow Chart – Page 35

H. Long-term Stormwater System Operations and Maintenance Plan Checklist – Page 38

I. Stormwater Best Management Practices Operations and Maintenance Agreement Template – Page 40

J. Municipal Facilities Map – Page 43

K. SWPPP for Municipal Facilities in the Urbanized Area – Page 44

Licking County Highway Department Headquarters

Village of Buckeye Lake

Village of Hebron

Madison Township

Newark Township

Newton Township

Union Township

## **Introduction**

According to the Ohio EPA, storm water discharges are generated by runoff from land and impervious areas such as paved streets, parking lots, and building rooftops during rainfall and snow events. Storm water often contains pollutants in quantities that could adversely affect water quality. Most storm water discharges are considered point sources and require coverage by a National Pollutant Discharge Elimination System (NPDES) permit. NPDES requires a permit for all facilities discharging pollutants from a point source to a water of the state. Pollutants are broadly defined as any type of industrial, municipal or agricultural wastewater. The primary method to control storm water discharges is through the use of best management practices (BMPs).

As defined by Ohio EPA, a Municipal Separate Storm Sewer System (MS4) is a conveyance or system of conveyances (including roads, catch basins, curbs, gutters, ditches, human-constructed channels, or storm drains) that are owned or operated by a public body, designed and used for collecting storm water. A MS4 is not a combined sewer and is not part of a Publicly Owned Treatment Works (POTW).

NPDES Phase II regulations address storm water runoff of MS4s serving populations less than 100,000, called small MS4s. More particularly, small MS4s located partially or fully within urbanized areas (UAs), as determined by the U.S. Bureau of the Census, and also on a case-by-case basis for those small MS4s located outside of UAs that Ohio EPA designates into the program. Automatically designated Small MS4s, those in UAs, were required to apply for permit coverage and develop and submit a SWMP by March 10, 2003. Since then, the 2010 US Census identified additional MS4s and additional UA acreage in existing MS4s.

In Licking County, there are multiple small MS4s. These small MS4s fall under the [Ohio EPA's Small MS4 Storm Water General Permit](#).

The Licking County & Others MS4 is a consortium of small MS4s who partner to better fulfill the requirements of NPDES. The partnership originated in 2003. Jobes Henderson was contracted in 2003 to create a NPDES Phase II Stormwater Management Program (SWMP) Plan. Entities covered under the initial plan included Licking County, Village of Buckeye Lake, Village of Granville, Village of Hebron, Etna Township, Granville Township, Licking Township, Madison Township, Newton Township, Newark Township, and Union Township. The SWMP plan was updated in 2004 and in 2010. The initial county agency coordinating the MS4 was the Licking County Engineer's Office.

Since 2014, Licking County Soil & Water Conservation District coordinates MS4 permit compliance. Current partners include Licking County, Village of Buckeye Lake, Village of Granville, Village of Hebron, Etna Township, Granville Township, Licking Township, Madison Township, Newton Township, and Union Township. These municipalities, with the exception of Etna Township, surround the Cities of Newark and Heath. Etna Township is adjacent to the Cities of Pataskala and Reynoldsburg. Each entity has a small Urbanized Area (UA) within their borders. The total MS4 is 22.40 square miles based on the 2010 U.S. census. The estimated total population in the MS4 is 17,000. Etna Township, the Village of Granville, and the Village of Hebron are the largest municipalities by population, but not every resident lives within the UA. A list of responsible staff is available in Appendix A.

Licking County has a Stormwater Consortium that meets quarterly to discuss stormwater management best practices. Municipalities under the Licking County & Others MS4 are required to participate in at least 75% of the quarterly meetings. The consortium is chaired by Licking County Soil & Water Conservation District. In addition to the municipalities listed above, the following agencies are members of the consortium: Licking County Engineer's Office, Licking County Planning Department, Licking County Health Department, Licking County Recycling, Licking County Highway Department, Licking County Commissioners Office, (retained) private consultants, and Southwest Licking Community Water and Sewer District. To clarify each partner's roles and responsibilities, the consortium crafted a document entitled *Expectations for Members of the Licking County MS4 Consortium*. The full document is available in Appendix B. Additionally a Table of Organization is available in Appendix C.

There are six minimum control measures (MCM) identified by the Ohio EPA. The following SWMP Plan is organized in order of MCM as follows:

- MCM1: Public Outreach & Education
- MCM2: Public Involvement/Participation
- MCM3: Illicit Discharge Detection and Elimination (IDDE)
- MCM4: Construction Activities
- MCM5: Post Construction Activities
- MCM6: Good Housekeeping and Pollution Prevention

## **MCM 1 – Public Outreach & Education**

Licking County & Others participate in many ongoing and replicable public outreach and education initiatives related to stormwater management.

Non-personal media: Print and digital literature includes *I Live in a Watershed* brochure, *Lawns, Lakes and our Community* brochure, *Licking County's MS4 Program: A Program to Manage Storm Water Runoff and Protect Our Streams from Pollution* informational flyer, and ODOT's *Only Rain goes down the Drain* poster, and NACD's *Backyard Conservation: Lawns and the Environment*. These brochures are available in print or as web links through LCSWCD. LCSWCD also provides at least one stormwater article quarterly. A [Stormwater Management](#) webpage and Facebook pages (Darrel the Rainbarrel, @ConservingSoilandWater, @RiverRoundUp, #LCRiverRoundUp) also add to the educational outreach. LCHD maintains an online [Illicit Discharge Detection and Elimination Program](#) description as well as information about their [Septic System Operation and Maintenance Program](#). As part of this program, LCHD identified areas with historically high septic system failure rates to focus on in 2016-2017 and includes areas in Granville Township, Licking Township, and Union Township, among others that are not part of the Licking County & Others Stormwater Consortium.

An informational mailing is direct mailed annually to all addresses (~4,000) in the FEMA floodplain and fringe that outlines the MS4 program and MCMs. This mailing also reaches the development community as a specific audience. Utility bills are used as appropriate to send messages about stormwater to stakeholders. Promotion of the annual waterway cleanup (River Round Up) has been the primary communication piece for utility bills.

Storm drains have been stenciled in part of the MS4, especially in the Villages. Much of the Townships do not have storm drains so stenciling is not an option.

Hands on efforts: Education also takes place in schools and during field trips for students through formal stormwater programming using Enviroscope and Groundwater models, and water quality testing both in classroom and at field sites. A list of programs offered by LCSWCD is available in Appendix D. Much of the program materials are available for teachers and community volunteers to check out. This addition has the potential to increase our educational reach substantially.

MCM1 efforts are available to the following public school districts:

- Granville EVSD
- Heath CSD
- Lakewood LSD
- Licking Valley LSD
- Newark CSD
- North Fork LSD
- Southwest Licking LSD

Stormwater education for adults is incorporated into a Conservation Learning Series that includes multiple workshops offered throughout the year. These workshops include volunteer training to become a water quality monitor and collect credible data, DIY rain barrel building workshops, tree planting and care, cover crop use for the home gardener, professional development for formal and informal educators, and responsible herbicide and pesticide use. These opportunities are publicized on partner web calendars, newsletters, monthly event flyers, and through social media. Multiple themes are easily addressed during workshops.

Informal education also takes place at public events where displays are set up for attendees to view and ask questions. Some events appropriate to attend include: Hartford Fair, Granville 4<sup>th</sup> of July Celebration, Heath 4<sup>th</sup> of July Celebration, Turn Off Your Screen Week Kickoff at Infirmary Mound Park (Union Township), and National Pollinator Week event at Riverview Preserve (City of Newark). These events include informational literature and a hands-on experience. The Enviroscape model and Stream Team macroinvertebrate samples are effectively used to draw in community members.

Education and Outreach efforts address multiple pollutants but highlight sediment, nutrient, organic and toxic as the four main categories of stormwater pollution. These four categories conveniently spell SNOT so it is an easy acronym to introduce to the general public. This acronym also establishes stormwater themes as follows:

1. Increase awareness and understanding of sediment pollution and how to minimize it in stormwater.
2. Increase awareness and understanding of nutrient pollution and how to minimize it in stormwater.
3. Increase awareness and understanding of organic pollution and how to minimize it in stormwater.
4. Increase awareness and understanding of toxic pollution and how to minimize it in stormwater.
5. For development community, increase their consideration of sediment and erosion control related to construction and development.

Much of the Education and Outreach efforts are offered by LCSWCD. Licking County Recycling offers programs that encourage proper disposal of waste, thus reducing pollution entering our waterways. As other entities offer programs with a stormwater component, this MS4 will try to capture those numbers. Possible entities include the Licking Park District, Master Gardeners of Licking County, Licking County Library, the Works, area colleges and universities, etc.

Many of the education and outreach efforts are ongoing and have been developed and refined over the past several years. Ohio EPA requires that this storm water public education and outreach program reaches at least 50 percent of this MS4's population over the permit term; 50% of 17,000 = 8,500 people reached in a 5-year period. Based on the most recent annual report, the education and outreach program reached nearly 44,000 people in a single year.

The following is the projected schedule for continued success in stormwater education and outreach:

**MCM1**

<b>Year</b>	<b>Entity</b>	<b>Activity</b>
Ongoing	LCSWCD	Maintain a storm water webpage
Ongoing	LCSWCD	Maintain a social media presence where storm water issues and opportunities are shared
Ongoing	LCSWCD	Design and print storm water brochures, posters and other literature as needed
Ongoing	LCSWCD	Offer storm water education programs for youth and adults
Ongoing	LCSWCD	Offer storm water education equipment and supplies for check out by community leaders and educators
Ongoing	LCSWCD	Coordinate Stream Team, the citizen water quality monitoring program for the county
Ongoing	LCSWCD	Maintain storm water management demonstration areas at the Agricultural Services Complex
Ongoing	LCSWCD	Coordinate the Licking County River Round Up and associated events
Ongoing	ALL	Promote public education and outreach opportunities related to the SWMP
Ongoing	ALL	Participate in the Licking County River Round Up and associated events
Ongoing	LC Health Dept.	Provide educational resources related to proper Home Septic Treatment Systems (HSTS) maintenance
Ongoing	LC Recycling	Promote storm water education and public participation through website, social media and other available means
Ongoing	Townships	Promote public education and outreach opportunities related to the SWMP
Ongoing	Villages	Maintain a website and/or social media to promote storm water education and event participation. (Links to LCSWCD resources are acceptable.)

## **MCM 2 – Public Involvement/Participation**

Licking County & Others participate in many ongoing and replicable opportunities for the public to participate in stormwater management. Hands-on, educational programs include rain barrel building workshops, volunteer water quality monitoring (Stream Team), annual waterway clean up (River Round Up), teacher workshops using nationally recognized curriculum (Project WET, Project WILD, Project Learning Tree), and general presentations about natural resource conservation. Participants increase their awareness and understanding of stormwater pollution and how to minimize various types of stormwater pollution. For educators specifically, our goal is to connect educators to the stormwater system so they could be better informed citizens themselves and share their new knowledge with their students. In schools, our goal is to reach youth from PK-12th grade through interactive, in class programming related to watersheds, stormwater, and how people can help or hinder stormwater impacts. We accomplish this goal by using the Enviroscape model, groundwater model and water quality testing equipment and supplies. Youth participate in this hands-on programming to learn about stormwater pollution and how to minimize that pollution.

The River Round Up is our signature event and has expanded to promote the year-round intention of keeping our waterways clean. This initiative includes a major waterway clean up day and events to promote waterway clean ups including a poster contest, local leader float, and River Roundup Day proclamation presentations, Chipper Day, Cleanup and Shred It Day, Cleanup Week, Hazardous Waste Pick-up, Clean-up/Fix-up Week, Brush Pick-up/Chipping/Mulch program, event composting and recycling, and Tire Amnesty Program. River Round Up and associated events reach adults, youth, families, civic organizations, businesses, youth groups, schools and local leaders. The events listed above far exceed the minimum requirement of at least five events during the permit term.

LCSWCD, Licking County Planning and Licking County Engineer's Office host the Technical Review Committee (TRC). They reach the construction and development community groups through regular meetings to discuss construction plans and how the plans consider stormwater management through sediment and erosion controls. These meetings increase awareness and understanding of the county stormwater program and how the development community can help or hinder stormwater impacts. Being able to discuss concerns and considerations on submitted plans with individuals, construction and development representatives and local government officials encourages plan modification to better address stormwater and encourage the use of green infrastructure.

These opportunities are advertised on partner web calendars/websites, social media, press releases, flyers, newspapers, radio, displays at events, newsletters, and at public meetings. Stormwater resources are also available on our Stormwater Management webpage including the Storm Water Management Plan and annual reports.

Many of the public involvement/participation efforts are ongoing and have been developed and refined over the past several years. Ohio EPA requires that this storm water public involvement/participation program includes, *at a minimum, five public involvement activities over the permit term*. Based on the

most recent annual report, the public involvement/participation program offered over 500 events and presentations in a single year.

The following is the projected schedule for continued success in public involvement/participation:

<b>MCM2</b>		
<b>Year</b>	<b>Entity</b>	<b>Activity</b>
Ongoing	LCSWCD	Maintain a social media presence where storm water issues and opportunities are shared
Ongoing	LCSWCD	Offer storm water education programs for youth and adults
Ongoing	LCSWCD	Offer storm water education equipment and supplies for check out by community leaders and educators
Ongoing	LCSWCD	Coordinate the citizen water quality monitoring program for the county
Ongoing	LCSWCD	Maintain storm water management demonstration areas at the Agricultural Services Complex
Ongoing	LCSWCD	Coordinate the Licking County River Round Up and associated events
Ongoing	ALL	Participate in the Licking County River Round Up and associated events
Ongoing	ALL	Participate in Stormwater Consortium meetings
Ongoing	Townships and Villages	Host at least one clean up event in the permit cycle (i.e. Tire Amnesty, Village Clean Up Day)
Ongoing	Townships	Promote public education and outreach opportunities related to the SWMP
Ongoing	Villages	Maintain a website and/or social media to promote storm water education and event participation. (Links to LCSWCD resources are acceptable.)

### **MCM 3 – Illicit Discharge Detection and Elimination (IDDE)**

The Licking County Highway Department and the Villages have sewer service. The Townships are mostly on home septic treatment systems (HSTS). The storm sewer system is mapped and continually updated throughout the UA. The maps locate storm drains, outfalls, and ditches. A separate municipal facilities map also exists. These maps are maintained by Licking County with the exception of the Village of Granville and Village of Hebron who maintain their own maps respectively. These maps will be expanded to include retention and detention areas in this permit cycle.

The 96 known outfalls in the UA will be dry-weather screened during the permit term. LCSWCD takes the lead on this task with the help of the Villages. Annual outfall investigation is required if previous surveillance demonstrates a high likelihood of illicit discharges. LCSWCD completes basic water quality testing on dry-weather flows and partners with the Newark City Water and Wastewater Department Lab for additional testing.

Licking County has an Illicit Discharge Report Form available online at [www.lickingswcd.com](http://www.lickingswcd.com). A copy of the Report Form is available in Appendix F. The report form is used by Licking County & Others leadership and the general public. Reports of sewage are investigated by the Licking County Health Department. Non-HSTS illicit discharge is investigated by LCSWCD and reported to the responsible entity for the specific pollutant (i.e. OEPA).

The Licking County Health Department (LCHD) maintains an Illicit Discharge and Elimination Plan. LCHD protects our streams, rivers and lakes from pollution resulting from the discharge of inadequately treated sewage, wash water or other wastes. The illicit discharge elimination program identifies collector tiles and storm drains that carry pollutants to the streams. These tiles are monitored to make sure no sewage or other pollution is discharging. If a problem is found, the sanitarian will try to follow the tile to the source of the pollution and get corrective action taken. The Illicit Discharge and Elimination Plan focuses extensively on illicit discharge associated with home septic treatment systems (HSTS), specifically failing septic systems. The full plan is available in Appendix E.

LCHD is currently locating all HSTS within Licking County through a long-term 20+ year plan to permit all HSTS, have them inspected, maintained or repaired/replaced. The process of identifying, mapping, and inspecting HSTS is very long term and on-going, but will eventually identify all HSTS within Licking County. HSTS in the UA have been located and mapped in the previous permit cycle. As LCHD works with its new permitting process to locate and permit all HSTS in Licking County, new HSTS in the UA may be identified. When these discoveries happen, they will be added to the HSTS list and mapped. All known HSTS in the Village of Granville and Village of Hebron have been located, inspected and mapped in GIS, though discovery of previously unknown HSTS happens occasionally. It is the responsibility of the LCHD to work with property owners to remedy problems with HSTS.

Ordinances and regulations related to IDDE are enacted and being utilized as follows:

- Village of Buckeye Lake - [Village of Buckeye Lake Ordinances 2013-06 and 2013-07](#)

- Village of Granville - [http://www.granville.oh.us/storage/charter\\_code\\_and\\_policies/H-PlanningZoning.pdf](http://www.granville.oh.us/storage/charter_code_and_policies/H-PlanningZoning.pdf)
- Village of Hebron - [www.hebronvillage.com/stormwater.html](http://www.hebronvillage.com/stormwater.html)
- Licking County Soil Erosion and Stormwater Regulations (covers Townships) - <http://www.lcounty.com/civicax/filebank/blobdload.aspx?BlobID=105602>

The following table summarizes illicit discharge detection and elimination action steps planned over the permit cycle.

<b>MCM3</b>		
<b>Year</b>	<b>Entity</b>	<b>Activity</b>
Ongoing	LCSWCD	Review and update storm water system maps annually
Year 5	LCSWCD	Map retention and detention ponds in MS4
Ongoing	LCSWCD	Oversee dry weather screening of 100% of MS4 outfalls during permit cycle
Ongoing	LCSWCD	Dry weather screen suspect MS4 outfalls annually
Ongoing	LCSWCD	Coordinate Illicit Discharge Reporting response and remediation efforts
Ongoing	LCSWCD	Inspect non-HSTS illicit discharge reports
Ongoing	LCHD	Inspect HSTS/sewage illicit discharge reports
Ongoing	ALL	Use Illicit Discharge Report Form to report illicit discharge
Ongoing	Granville/Hebron Villages	Dry weather screen MS4 outfalls in your municipality

#### **MCM 4 – Construction Site Runoff Control**

*Performance Standards: Your construction site storm water control program shall include pre-construction storm water pollution prevention plan review of all projects from construction activities that result in a land disturbance of greater than or equal to one acre. To ensure compliance, these applicable sites shall be initially inspected. The frequency of followup inspections shall be on a monthly basis unless you document your procedures for prioritizing inspections such as location to a waterway, amount of disturbed area, compliance of site, etc.*

In accordance with Section 307.79 of the Ohio Revised Code, the Licking County Board of Commissioners adopted the Licking County Soil Erosion and Stormwater Regulations for Licking County, Ohio. The Board of Commissioners has delegated the administration of these regulations to the Licking County Planning Commission (Section 103: Administration, Licking County Soil Erosion and Stormwater Regulations).

The Licking County Planning Commission has a Memorandum of Understanding (July 1, 1998) with the Licking County Soil and Water Conservation District to participate in the Licking County Technical Review Committee and assist with the review of the development plans to ensure compliance with the Licking County Soil Erosion and Stormwater Regulations. Additionally, the MOU provides for the LCSWCD staff to conduct site visits and inspections of construction projects to ensure compliance with the regulations and approved development plans.

The Licking County Board of Commissioners has agreements with DLZ Ohio, Inc. for Engineering Services for both Plan Reviews and Inspection Services. These are currently two separate agreements. The engineering services agreement provides for plan reviews to ensure compliance with the Licking County Soil Erosion and Stormwater Regulations, the Licking County Subdivision Regulations and the Licking County Subdivision Improvement Regulations. The inspection services agreement provides for inspections of construction projects to ensure compliance with the approved plans and the regulations herein specified.

Plan reviews are conducted by the Licking County Technical Review Committee, which consists of the following agencies and applicants: Licking County Planning Commission, Licking County Engineer's Office, DLZ Ohio, Inc. (agent of the County), Licking County Soil & Water Conservation District, water and wastewater entity with jurisdiction, Township (Zoning Inspector, Road Superintendent, and/or Trustee), fire district with jurisdiction, Ohio Department of Transportation (if accessing or adjacent to a state, federal or interstate highway), developer, developer's engineer, developer's other agents. The Licking County Technical Review Committee (TRC) meets at least monthly during regularly scheduled meetings to review applications to ensure compliance with applicable regulations. This includes the Licking County Soil Erosion and Stormwater Regulations.

All development in the MS4 is required to present a stand-alone, long-term operations and maintenance plan (O&M) with final construction plans. New development and redevelopment must have their O&M approved by LCSWCD before final plat. An O&M checklist is available on the LCSWCD website ([www.LickingSWCD.com](http://www.LickingSWCD.com)). The O&M checklist is included in Appendix G.

The TRC also conducts a final site walkthrough inspection once all construction is completed to review the development and ensure compliance with the approved construction plans and applicable regulations.

The TRC group in and of itself has no enforcement authority; that falls back on the specified agencies and the regulations that they administer. The TRC is strictly a reviewing body to provide a “one-stop” review of development proposals to ensure that the plans and other required documents comply with all applicable regulations. Appendix G shows the Development Process in a flow chart format.

In regards to the Soil Erosion and Stormwater Regulations, Licking County Soil & Water Conservation District, Licking County Engineer’s Office and DLZ Ohio, Inc. conduct inspections within Townships on behalf of Licking County to ensure that the soil erosion measures as identified on the approved construction plans are in place and maintained, and that the stormwater infrastructure is being constructed in accordance with the approved plans. If there is a violation, a violation letter is presented to the developer. The Licking County Planning Commission enforces any violations of the regulations and works with the Board of Commissioners and the Licking County Prosecutor’s Office to implement enforcement measures if needed.

Upon completion of construction the developer provides an as-built plan to show the actual constructed improvements. The Licking County Engineer’s Office reviews this on behalf of the County to ensure that the constructed improvements comply with the approved plans and/or are in compliance with the applicable regulations. Before moving to final plat, an O&M agreed upon by the developer and LCSWCD must be completed and approved. A Stormwater Best Management Practices Operations and Maintenance Agreement template is available on the LCSWCD website and is included in Appendix H. This Agreement is a legal document stating the operator’s responsible for maintaining the stormwater system in perpetuity. The developer submits a signed original O&M Agreement to Licking County Prosecutor’s Office. The following must be printed on the mailed O&M Agreement: *ATTN: DEVELOPMENT NAME – Long-term Operations and Maintenance Agreement for Stormwater Infrastructure – For Review by Prosecutor’s Office.* The Prosecutor’s assignee will review the Agreement for approval and sign *as to form*. The Prosecutor’s assignee forwards the O&M Agreement to the Licking County Commissioners for signature. LCSWCD will draft a resolution request with LCSWCD’s recommendation for the Commissioners to approve the O&M Agreement as presented. Once signed by the Commissioners, the O&M Agreement will be recorded in conjunction with final plat by the Licking County Planning Department.

The previous information covers the Townships in the MS4. The Villages are responsible for establishing ordinances, reviewing site plans and conducting site inspections. In the Village of Hebron, all site plans are reviewed with an engineer. The engineer’s comments are forwarded to the Developer and resolved before the plans are approved. Hebron also distributes and explains: Village of Hebron Stormwater Construction Site Brochure, EPA Phase II fact sheet 2.6, EPA BMP concrete washout EPA833-F-11-006 and EPA poster *Maintain your BMP* to each Developer. The Villages use direct conversations with Project Managers and violation letters to address issues.

Ordinances and regulations related to Construction Site Runoff Control are enacted and being utilized as follows:

- Village of Buckeye Lake - [Village of Buckeye Lake Ordinances 2013-06 and 2013-07](#)
  - Note 2013-07 adopts a comprehensive SWMP for the Village of Buckeye Lake
- Village of Granville - Chapter 1197, Chapter 1198, Chapter 1199 of the Village of Granville Codified Ordinance
- Village of Hebron – Ordinance #10-10, and Village Ordinance and Subdivision Regulations
- Licking County Soil Erosion and Stormwater Regulations (covers Townships) - <http://www.lcounty.com/civicax/filebank/blobdload.aspx?BlobID=105602>

The following table summarizes construction site runoff control action steps planned over the permit cycle.

<b>MCM4</b>		
<b>Year</b>	<b>Entity</b>	<b>Activity</b>
Monthly	LCSWCD	Participate on Technical Review Committee as the storm water and erosion control expert – review construction plans, and operation and maintenance agreements in the MS4 Urbanized Area (UA)
Monthly	LCPC/LCEO/DLZ/Trustees/ Zoning Inspectors/Fire District/Water-Sewer District	Participate on Technical Review Committee to review construction plans for compliance with subdivision regulations and sediment and erosion control regulations
Monthly	LCPC	Facilitate Technical Review Committee
Ongoing	LCSWCD/LCEO Ditch Petition/DLZ/LCEO	Inspect active construction sites for erosion and sediment controls, as well as stormwater management monthly
Ongoing	LCSWCD	Update stormwater system map to reflect new development
Ongoing	LCEO/DLZ	Review stormwater calculations and report prior to construction
Year 2	LCSWCD	Acquire stormwater/MS4 software to manage data
Year 2	LCSWCD/LCPC/LCRecorder	Institute required Operations and Maintenance Agreement for developments within MS4 and recording O&M with final plat
Year 3	LCPC/LCSWCD/LCEO/ Developers	Review Development process efficiency using Six Sigma Kaizen
Year 3	LCSWCD	Participate in Professional Development for Stormwater Inspection Processes
Year 5	LCSWCD	Map stormwater system to include detention and retention ponds

## **MCM 5 – Post-Construction Activities**

In late 2014, MS4 Program Management was transferred from Licking County Engineer's Office to Licking County Soil & Water Conservation District (LCSWCD).

All post-construction sites within the UA are required to be inspected on an annual basis. LCSWCD is responsible for inspecting storm water infrastructure in townships and villages in partnership with their MS4 representative or their designee. Post construction runoff control is covered in the Village of Granville and the Village of Hebron by the adoption of MORPC design standards for site development. MORPC has specific and rigid requirements for stormwater control, detention, and storm sewer design in general. Since 2004, the villages have demanded all new designs meet these requirements.

Post Construction annual inspections take place annually. LCSWCD coordinates these inspections in Townships. LCSWCD maintains an Urban Technician position to conduct stormwater inspections as a qualified and certified staff member. When an O&M is recorded with final plat, the O&M is referred to. O&Ms were not required until 2016. Final construction plans are also referred to prior to and during post construction annual inspections. Inspection data is maintained in stormwater software. If violations and concerns are discovered, property owner is informed via letter with an explanation of concern and expected actions for correction with a timetable. If no action is taken by owner, Licking County Planning activates the violation process to resolve the issue. All post construction sites will be inspected at least once during the permit cycle. All new post construction sites will be inspected within one year after final plat.

The following table summarizes post construction action steps planned over the permit cycle.

<b>MCM5</b>		
<b>Year</b>	<b>Entity</b>	<b>Activity</b>
Annually	LCSWCD	Conduct post-construction inspections and issue inspection reports for construction completed within permit cycle
As needed	LCPC	Activate violation process
By Year 5	LCSWCD	Conduct post-construction inspections and issue inspection reports for construction completed prior to permit cycle

## **MCM 6 – Good Housekeeping and Pollution Prevention**

Licking County Soil & Water Conservation District (LCSWCD) coordinates annual Good Housekeeping training. Licking County Highway Department employees participate, as well as MS4 representatives and road crews for partner municipalities. LCSWCD maintains attendance logs for these trainings.

The following municipalities have a municipal facility within the UA: Licking County Highway Garage, Village of Buckeye Lake, Village of Hebron, Madison Township, Newark Township, Newton Township, and Union Township. A map showing the location of all municipal facilities of the co-permittees is available in Appendix I. Each municipal facility within the UA is required to have a Stormwater Pollution Prevention Plan (SWPPP). Additionally, an annual walk-through of the municipal site is required to ensure SWPPP compliance. An annual review of the SWPPP and appropriate updates is also required. LCSWCD is available to assist municipalities with their SWPPP and annual review efforts. SWPPP for each municipality with a municipal facility in the UA is available in Appendix J.

<b>MCM6</b>		
<b>Year</b>	<b>Entity</b>	<b>Activity</b>
Annually	Township/Village Representative	SWPPP review and municipal site walk through
As needed	LCSWCD	Assist with SWPPP review and municipal site walk through
Annually	Township/Village Representatives	Participate in annual good housekeeping training
Annually	Hwy. Dept.	Participate in annual good housekeeping training
Annually	LCSWCD	Facilitate annual good housekeeping training
By Year 5	Madison Twp.	Install covered salt storage or eliminate uncovered/tarped salt storage

## Appendix A: List of Responsible Staff

Highlighted names indicate primary contact.

### County Government Contacts

Last Name	First Name	Email	Title	Agency
Adzic	Bev	<a href="mailto:badzic@lcounty.com">badzic@lcounty.com</a>	Clerk	LC Commissioner's Office
Black	Rick	<a href="mailto:rblack@lcounty.com">rblack@lcounty.com</a>	County Commissioner	LC Commissioner's Office
Blatter	Dan	<a href="mailto:DBlatter@lcounty.com">DBlatter@lcounty.com</a>	Ditch Maintenance	LC Engineer's Office
Brooks	Denise Natoli	<a href="mailto:denisebrooks@lickingswcd.com">denisebrooks@lickingswcd.com</a>	District Program Administrator	LCSWCD
Brown	Chad	<a href="mailto:cbrown@lickingcohealth.org">cbrown@lickingcohealth.org</a>	Deputy Director, Public Health	LC Health Dept.
Bubb	Tim	<a href="mailto:tbubb@lcounty.com">tbubb@lcounty.com</a>	County Commissioner	LC Commissioner's Office
Cannon	Steve	<a href="mailto:scannon@lcounty.com">scannon@lcounty.com</a>	Clerk	LC Highway Dept.
Christian	Kim	<a href="mailto:kchristian@lcounty.com">kchristian@lcounty.com</a>		LC Engineer's Office
Conkel	Leo B.	<a href="mailto:lconkel@swlcws.com">lconkel@swlcws.com</a>	General Manager	SWLCWSD
Cramer	Amber	<a href="mailto:acramer@lcounty.com">acramer@lcounty.com</a>		LC Engineer's Office
Dobbins	Loren	<a href="mailto:ldobbins@lcounty.com">ldobbins@lcounty.com</a>	Superintendent	LC Highway Dept.
Ebel	Joe	<a href="mailto:jebel@lickingcohealth.org">jebel@lickingcohealth.org</a>	Director	LC Health Dept.
Eby	Kevin	<a href="mailto:keby@lcounty.com">keby@lcounty.com</a>	Director	Water/Wastewater
Flowers	Duane	<a href="mailto:dflowers@lcounty.com">dflowers@lcounty.com</a>	County Commissioner	LC Commissioner's Office
Harkness	Chris	<a href="mailto:charkness@lcounty.com">charkness@lcounty.com</a>	Director	LC Planning & Development
Krava	Andrea	<a href="mailto:akrava@lcounty.com">akrava@lcounty.com</a>	Director	LC Recycling
Knerr	Jared	<a href="mailto:jknerr@lcounty.com">jknerr@lcounty.com</a>	County Engineer	LC Engineer's Office
Mercer	Brad	<a href="mailto:bmercerc@lcounty.com">bmercerc@lcounty.com</a>	Planning Manager	LC Planning & Development
Simross	Kurt	<a href="mailto:ksimross@lcounty.com">ksimross@lcounty.com</a>		LC Engineer's Office
Troyer	Josh	<a href="mailto:urbantech@lickingswcd.com">urbantech@lickingswcd.com</a>	Urban Technician	LCSWCD

### Village Contacts

Last Name	First Name	Email	Title	Twp/.Village
Baker	Richard	<a href="mailto:blmayor@roadrunner.com">blmayor@roadrunner.com</a>	Mayor	Village of Buckeye Lake
Dymek	Mark	<a href="mailto:blstreets@roadrunner.com">blstreets@roadrunner.com</a>	Roads	Village of Buckeye Lake
Hans	Valerie	<a href="mailto:blservice@roadrunner.com">blservice@roadrunner.com</a>		Village of Buckeye Lake
Large	Mike	<a href="mailto:jlarge@windstream.net">jlarge@windstream.net</a>	Water Department	Village of Buckeye Lake
		<a href="mailto:bldevelopment@roadrunner.com">bldevelopment@roadrunner.com</a>		Village of Buckeye Lake
Walker Yost	Debi	<a href="mailto:dwalker@granville.oh.us">dwalker@granville.oh.us</a>	Village Planner	Village of Granville
Hopkins	Terry	<a href="mailto:thopkins@granville.oh.us">thopkins@granville.oh.us</a>	Service Director	Village of Granville
Nicodemus	Linda	<a href="mailto:hebronicdc@midohio.twcbc.com">hebronicdc@midohio.twcbc.com</a>	Stormwater Coordinator	Village of Hebron
Wise	Ralph	<a href="mailto:hebronadministrator@midohio.twcbc.com">hebronadministrator@midohio.twcbc.com</a>	Administrator	Village of Hebron
Gardner	Andrew	<a href="mailto:agardner@birdbull.com">agardner@birdbull.com</a>	Consultant for V. of Granville/Hebron	Bird and Bull

### Township Contacts

Last Name	First Name	Email	Title	Twp./Village
Johnson	Jeff		Trustee	Etna Twp.
Foor	Randy		Trustee	Etna Twp.
Brown	Laura	<a href="mailto:etnatownship@etnatownship.com">etnatownship@etnatownship.com</a>		Etna Twp. Hall
Smith	Mark		Roads Dept	Etna Twp.
Singleton	John	<a href="mailto:etnatwpzoning@etnatownship.com">etnatwpzoning@etnatownship.com</a>	Zoning	Etna Twp.
Dept.	Roads	<a href="mailto:roads@etnatownship.com">roads@etnatownship.com</a>		Etna Twp.
Carlisle	John	<a href="mailto:trusteecarlisle@insight-bc.com">trusteecarlisle@insight-bc.com</a>	Trustee	Etna Twp.
Bird	Bryn	<a href="mailto:brynbird@granvilletownship.org">brynbird@granvilletownship.org</a>	Trustee	Granville Twp.
Business Office	Granville Twp.	<a href="mailto:businessoffice@granvilletownship.org">businessoffice@granvilletownship.org</a>		Granville Twp.
Van Ness	Dan	<a href="mailto:danvanness@granvilletownship.org">danvanness@granvilletownship.org</a>	Trustee	Granville Twp.
Binckley	Travis	<a href="mailto:roads@granvilletownship.org">roads@granvilletownship.org</a>	Roads	Granville Twp.
Holman	John	<a href="mailto:johnholman48@yahoo.com">johnholman48@yahoo.com</a>	Trustee	Licking Twp.
Hart	Joe	<a href="mailto:hartjs@windstream.net">hartjs@windstream.net</a>	Trustee	Licking Twp.
Lynch	Andrea	<a href="mailto:alynchlickingtwp@yahoo.com">alynchlickingtwp@yahoo.com</a>	Fiscal Officer	Licking Twp.
Miller	Dave	<a href="mailto:davemiller43056@yahoo.com">davemiller43056@yahoo.com</a>	Trustee	Licking Twp.
Mills	Rob		Road Crew	Licking Twp.
Cooperrider	Forrest	<a href="mailto:rjohnsonltzc@gmail.com">rjohnsonltzc@gmail.com</a>	Zoning Inspector	Licking Twp.
McFarland	Jennifer		Fiscal Officer	Madison Twp.
Houston	Rick		Trustee	Madison Twp.
Trager	Steve		Zoning	Newton Twp.
Posey	Jeffery		Trustee	Newton Twp.
Preston	Alicia	<a href="mailto:aliciapreston@windstream.net">aliciapreston@windstream.net</a>	Fiscal Officer	Newton Twp.
Ellis	Scott	<a href="mailto:ellisfarms@windstream.net">ellisfarms@windstream.net</a>	Trustee	Newton Twp.
Hindel	Jeffery	<a href="mailto:jeffhindel@gmail.com">jeffhindel@gmail.com</a>	Trustee	Newton Twp.
Guinsler	Robert		Roads	Newton Twp.

Slater	Jessica	<a href="mailto:fiscalofficer@uniontownship.net">fiscalofficer@uniontownship.net</a>	Fiscal Officer	Union Twp.
Greene	Paula	<a href="mailto:pgreene461@aol.com">pgreene461@aol.com</a>	Administrator	Union Twp.
Cable	Dave	<a href="mailto:d.cable@aol.com">d.cable@aol.com</a>	Roads	Union Twp.
Lebold	Pat	(no email address)	Trustee	Newark Twp.
Weisent	Jim		Trustee	Newark Twp.
Ridenbaugh	Tim		Trustee	Newark Twp.
Oberfield	Andy		Roads and Zoning Inspector	Newark Twp.

End of Appendix A: List of Responsible Staff

## **Appendix B: Expectations for Members of the Licking County MS4 Consortium**

### **Section A: Licking County Government Responsibilities**

#### **County Commissioners' responsibilities**

- Maintain Licking County & Others Municipal Separate Storm Sewer System (MS4) Permit
- Maintain MOU with LCSWCD to manage MS4 program
- Provide funds to LCSWCD to manage MS4 program
- Fund 25% of the cost of the program
- Designate Licking County government departments to fulfill requirements of the MS4 permit as detailed below in Section A: Licking County Government Responsibilities

#### **Licking County Soil & Water Conservation District (LCSWCD) responsibilities**

- Host quarterly storm water consortium meetings
- Administer the Storm Water Management Program (SWMP) for the Licking County & Other MS4 permit
- Maintain a storm water webpage
- Maintain a social media presence where storm water issues and opportunities are shared
- Design and print storm water brochures, posters and other literature as needed
- Offer storm water education programs for youth and adults
- Offer storm water education equipment and supplies for check out by community leaders and educators
- Coordinate the citizen water quality monitoring program for the county
- Maintain storm water management demonstration areas at the Agricultural Services Complex
- Coordinate the Licking County River Round Up and associated events
- Review and update storm water system maps annually
- Dry weather screen MS4 outfalls annually
- Coordinate Illicit Discharge Reporting response and remediation efforts
- Participate on Technical Review Committee as the storm water and erosion control expert – review construction plans, and operation and maintenance agreements in the MS4 Urbanized Area (UA)
- Inspect active construction sites for erosion and sediment controls monthly
- Inspect completed construction sites for maintenance of storm water infrastructure annually
- Offer Good Housekeeping training annually for partners
- Assist partners with writing Storm Water Pollution Prevention Plans (SWPPP) plans as needed
- Review partner SWPPP plans as requested
- Issue annual fee invoices and collect fees on behalf of county commissioners
- Gather data from MS4 consortium and other partner agencies for annual report
- Prepare and submit annual report to Ohio Environmental Protection Agency (OEPA) by April 1 of each year on behalf of the Licking County MS4 consortium

**Licking Planning Department responsibilities**

- Establish an employee as the MS4 consortium representative
- Attend quarterly storm water consortium meetings
- Review the SWMP annually and suggest updates, changes, and supplemental information
- Promote public education and outreach opportunities related to the SWMP
- Maintain and revise as necessary Licking County Subdivision Regulations to include sediment and erosion control requirements that align with the SWMP and MS4 directives
- Participate in the Licking County River Round Up
- Provide data to LCSWCD for inclusion in annual report

**Licking County Engineer's Office/Highway Department responsibilities**

- Establish an employee as the MS4 consortium representative
- Attend quarterly storm water consortium meetings
- Review the SWMP annually and suggest updates, changes, and supplemental information
- Participate in the Licking County River Round Up
- Have a SWPPP in place for municipal facilities within the UA. Review and update SWPPP annually
- Minimize use of salt, pesticides, herbicides and other chemical that contribute to storm water pollution
- Ensure that the MS4 representative and municipal facility employees participate in annual Good Housekeeping training
- Provide data to LCSWCD for inclusion in annual report

**Licking County Health Department responsibilities**

- Establish an employee as the MS4 consortium representative
- Attend quarterly storm water consortium meetings
- Review the SWMP annually and suggest updates, changes, and supplemental information
- Promote storm water education and public participation through website, social media and press releases
- Provide educational resources related to proper Home Septic Treatment Systems (HSTS) maintenance
- Participate in the Licking County River Round Up
- Respond to Illicit Discharge reports in cases related to faulty septic systems/HSTS
- Provide data to LCSWCD for inclusion in annual report

**Licking County Recycling responsibilities**

- Establish an employee as the MS4 consortium representative
- Attend quarterly storm water consortium meetings
- Review the SWMP annually and suggest updates, changes, and supplemental information

- Host community clean up events
- Provide educational resources related to proper disposal of waste/pollutants to reduce storm water contamination
- Promote storm water education and public participation through website, social media and other available means
- Participate in the Licking County River Round Up
- Provide data to LCSWCD for inclusion in annual report

## Expectations for members of the Licking County MS4 Consortium

### Section B: Township responsibilities

- Establish a specific person to be the MS4 consortium representative, preferable a Trustee or a Township employee
- Have a representative attend quarterly storm water consortium meetings
- Promote public education and outreach opportunities related to the SWMP
- Participate in the Licking County River Round Up
- Review the SWMP annually and suggest updates, changes, and supplemental information
- Ensure that the MS4 representative and employees that work in municipal facilities participate in annual Good Housekeeping training
- Have a Storm Water Pollution Prevention Plan (SWPPP) in place for municipal facilities within the Urbanized Area (UA)
- Minimize use of salt, pesticides, herbicides and other chemical that contribute to storm water pollution
- Pay annual fee within one month of invoice receipt
- Provide data to LCSWCD for inclusion in annual report
- Provide LCSWCD with a copy of storm water management policies adopted for use in maintaining a SWMP
- Provide LCSWCD with a copy any correspondence and applications submitted to the OEPA as part of the NPDES Phase II storm water program

\_\_\_\_\_ Township hereby engages Licking County Commissioners and their designees to provide services describes herein under "Section A: Licking County Government Responsibilities."

\_\_\_\_\_ Township hereby agrees to provide Licking County Commissioners and their designees with services described herein under "Section B: Township responsibilities."

\_\_\_\_\_  
Representative signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative printed name and title

## Expectations for members of the Licking County MS4 Consortium

### Section C: Village responsibilities

- Establish a specific person to be the MS4 consortium representative – preferably an elected official or a Village employee
- Attend quarterly storm water consortium meetings
- Review the SWMP annually and suggest updates, changes, and supplemental information
- Maintain a website and/or social media to promote storm water education and event participation. (Links to LCSWCD resources is acceptable)
- Participate in the Licking County River Round Up
- Have a Storm Water Pollution Prevention Plan (SWPPP) in place for municipal facilities within the Urbanized Area (UA)
- Minimize use of salt, pesticides, herbicides and other chemical that contribute to storm water pollution
- Ensure that the MS4 representative and municipal facility employees participate in annual Good Housekeeping training
- Pay annual fee within one month of invoice receipt
- Provide data to LCSWCD for inclusion in annual report
- Provide LCSWCD with a copy of storm water management policies adopted for use in maintaining a SWMP
- Provide LCSWCD with a copy any correspondence and applications submitted to the OEPA as part of the NPDES Phase II storm water program
- Provide LCSWCD with a copy of VILLAGE maps related to storm water systems and outfalls

The Village of \_\_\_\_\_ hereby engages Licking County Commissioners and their designees to provide services describes herein under "Section A: Licking County Government Responsibilities."

The Village of \_\_\_\_\_ hereby agrees to provide Licking County Commissioners and their designees with services described herein under "Section C: Village responsibilities."

---

Representative signature

---

Date

---

Representative printed name and title

## **Expectations for members of the Licking County MS4 Consortium**

### **Section D: Optional partnerships that could enhance MS4 compliance**

#### **Southwest Licking Community Water and Sewer District responsibilities (optional)**

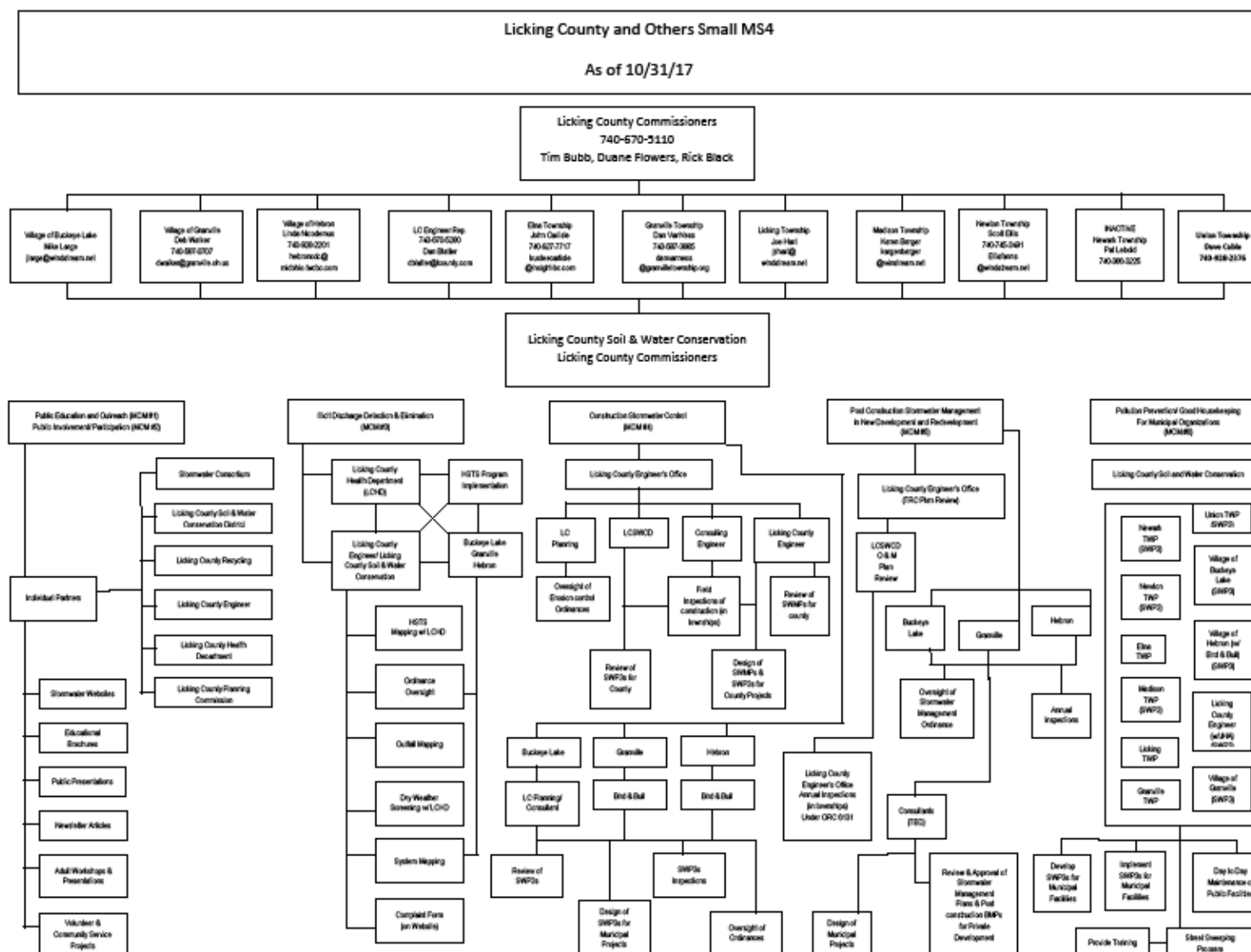
- Optional participation in the Licking County & Others permit
- Promote storm water education opportunities
- Present storm water education programs
- Collaborate on storm water related initiatives
- Provide data to LCSWCD for inclusion in annual report

#### **Licking Park District responsibilities (optional)**

- Optional participation in the Licking County & Others permit
- Promote storm water education opportunities
- Present storm water education programs
- Collaborate on storm water related initiatives
- Provide data to LCSWCD for inclusion in annual report

End of Appendix B: Expectations for Members of the Licking County MS4 Consortium

## Appendix C: Table of Organization



### Education Programs Offered by Licking County Soil & Water Conservation District

**Water-based Programs:** Licking County has a lot of surface water and groundwater. People depend on this water for drinking, watering plants and animals, bathing, cleaning, etc. Observe how water moves above ground and underground. Evaluate and test the health of our waterways. *Choose from the programs below. Mix and match programs to fit your needs and time limitations.*

- **Enviroscape (20 minutes – 1 hour):** Using a hands-on watershed model, students learn about sources of non-point and point source pollution, as well as explore water pollution prevention through visual interaction. With a real-world career focus, the Enviroscope helps students make connections between what we do on Earth and the impact on the environment. Vocabulary words: watershed, non-point source, point source, pollution, runoff, stormwater, best management practices, sediment, nutrient, organic, toxic
- **Groundwater Model (20 minutes – 45 minutes):** Simulate groundwater movement using a table-top model. Demonstration includes pumps to recirculate the water, wells, springs, artesian wells, a lake, an unconfined and a confined aquifer, a malfunctioning septic systems and leaking underground storage tank. Dye injection is used to simulate groundwater or contaminant flow. (Electricity is required to operate model).
- **Water Quality Testing (30 minutes – 1 hour inside or 1 hour - 2 hours at a stream/river site):** Modeled after Licking Soil & Water's Stream Team program, students learn about various types of water pollution and their sources, as well as career paths related to water quality. Participants perform habitat assessments and biological, chemical, and/or physical water quality tests on surface water. This credible data is recorded and analyzed along with other data collected throughout the county.

*over please*

**Soil-based Programs:** The soil under our feet plays a major role in where plants grow and animals live. Participate in soil tests and use scientific equipment to discover characteristics of Ohio soils. Compare soil from various places such as stream banks and grassy fields. Consider how soil is made and how we use the soil, rocks and minerals under our feet. Meet some soil builders and let them teach you how you can build soil in your community. *Choose from the programs below. Mix and match programs to fit your needs and time limitations.*

- **Soil Soup (20 minutes):** This activity is great for introducing soil vocabulary words while making *Soil Soup*. With the help of props, students consider the ingredients needed to make soil. *Vocabulary words:* sand, silt, clay, percolation, horizon, humus, organic matter, invertebrate, organism, ecosystem, reclamation, restoration, habitat, decomposer
- **Soil Testing (30-60 minutes):** Students answer comparative questions by performing soil investigation tests. Students read and follow soil test directions, collect soil samples from various habitats, and use scientific equipment.
- **Decomposer Tag (20 minutes):** Description: Students play a freeze tag game where “Death” tries to tag and freeze the “Nutrients” in plants and animals. The “Decomposers” unfreeze the “Nutrients” trapped in dead bodies, allowing them to return to the cycle of life. Variation 2: To demonstrate that life would stop without “Decomposers” recycling dead things, you can allow “Death” to tag and freeze the “Decomposers” along with the plants and animals. The game (and life on Earth) ends when everyone is frozen except “Death.”
- **Vermicompost and Worm Investigation (20 minutes):** Identify worms as decomposers in a working vermicompost system. Investigate worms in small working groups. Each group gets a worm, investigation equipment, and worksheet to record observations. As a group, conclude with a guided discussion on what ecosystem services worms provide as decomposers.
- **Mineral Puzzle (20 Minutes):** Use rock samples to guide conversation about how are rocks and mineral different, where are they found, and how do we use them. Warm up with a rock sample matching activity. Next build rocks from minerals using a puzzle. Finally students create a work of art by combining their minerals to make a granite sculpture.
- **It Come from Soil Relay (20 minutes):** In teams, students determine if certain everyday items come from the soil beneath our feet or not. As a group, investigate where things ended up and why. The students can make great arguments for why they put things here or there. Ultimately, the group should discover that many everyday items come from soil.

## **Licking COUNTY HEALTH DEPARTMENT ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM**

### **Introduction**

The Licking County Health Department (LCHD) has implemented an Illicit Discharge Detection and Elimination Program (IDDEP) in order to protect public health in the Licking County General Health District. The goal of the program is to eliminate discharges that contain sewage and other contaminants. Doing so will increase the water quality of the waterways in Licking County, and prevent illnesses associated with illegally discharging pollutants.

### **Illicit Discharge Definition**

For the purposes of this document and LCHD's IDDEP an illicit discharge constitutes any discharge to a waterway that is comprised of improperly treated sewage or the characteristics of improperly treated sewage. A waterway can include a stream, river, swale, roadside ditch and other areas capable of receiving a discharging tile.

### **Illicit Discharge Identification**

LCHD has identified a total of 391 potential illicit discharge locations that are inspected on an annual basis. These locations were identified using historical data from public health nuisance complaints related to illegally discharging sewage. LCHD will continue to add locations to the program as additional complaints are received and are found in a condition that warrant being monitored on an annual basis. LCHD will also work with the entities conducting MS4 illicit discharge surveillance in Licking County to investigate and conduct necessary enforcement activities related to discharge locations found with illegally discharging sewage.

### **Illicit Discharge Location Nomenclature**

All potential illicit discharge locations identified as part of this program will be named in a uniform manner. The locations will be identified by the political subdivision code in which they are located followed by a discharge identification number for the political subdivision. For example, a discharge location found in Granville Township will be named 08-001. A list of political subdivisions is included as an appendix to this document.

### **Illicit Discharge Data Collection**

Each potential illicit discharge location identified as part of this program will be documented in LCHD's electronic software. LCHD will utilize an application developed by Fulcrum to input the locations of all potential illicit discharge locations included in this program, as well as the inspection data collected at each location. The inspection data will be entered into the software by the LCHD staff member conducting the inspections of the discharge locations. The data will be entered into the system in the field using a handheld device. This will eliminate the need to duplicate efforts by handwriting the information, and then entering the data at a later time. LCHD staff members working in the program will also enter any new inspection locations in the software in the field using a handheld device. The staff member will enter the required information in the software, which will include a picture of the discharge point. The data collected as part of this program will be used by LCHD to identify areas with an increased probability of an illicit discharge causing a public health

nuisance. These areas will be targeted by LCHD staff in order to reduce the public health risk associated with illegally discharging sewage and wastewater.

### **Illicit Discharge Mapping**

All illicit discharge locations identified as part of this program will be mapped using GIS software. This will allow LCHD to easily identify the locations, and provide a visual depiction of areas of concern to stakeholders and elected officials. LCHD staff will collect accurate GPS coordinates for each illicit discharge location identified as part of this program. This information will be added to the department's database and used to develop maps for the county and each political subdivision in which discharge locations have been identified.

### **Illicit Discharge Location Inspections**

All illicit discharge locations contained in the LCHD program will be inspected on an annual basis. The locations will be inspected by sanitarians, EH technicians, and/or interns. Data from each inspection will be recorded using LCHD's form, and all relevant data will be documented on the form.

### ***Dry Weather Screening***

All inspections will be conducted through a process known as Dry Weather Screening (DWS). DWS requires discharge locations only be inspected when .01" or less of rain has been recorded within the previous 72 hours. This helps to minimize water related to storm runoff from diluting illicit discharges and potentially masking a public health concern.

### ***Inspection Elements***

LCHD's inspection of discharge locations will include the documentation of a variety of parameters. These parameters will provide data related to the quality of the water found at discharge locations, and whether or not further investigation is necessary. The following parameters will be documented at each discharge location:

1. Inspection Date
2. Outfall ID
3. Inspector's Name
4. GPS Coordinates
5. Indication of Last Rainfall Date
6. Type of Pipe at the Discharge Location
7. Discharge Pipe Condition
8. Size of Pipe at the Discharge Location
9. Identification of Flow at Discharge Location
10. Amount of Flow at Discharge Location (1/4 pipe, 1/2 pipe, 3/4 pipe, full pipe)

11. Color of Flow
12. Odor of Flow
13. Temperature of Flow
14. Water Sample Results (If Applicable)
15. Photo of Outfall

### **Water Sampling**

Discharge locations that are discharging at the time of inspection will be sampled in the field for dissolved oxygen, pH, and ammonia. The data collected from these parameters will provide LCHD with an insight of the potential source of the illicit discharge. Any discharge that is blatantly obvious to be characterized as sewage will not be sampled. The table below provides an indication of the benefit of testing for the parameters at the discharge locations.

Table 1

Parameter	Use of Testing Data
<b>Dissolved Oxygen</b>	Low DO can be an indication of household sewage
<b>pH</b>	Extreme pH levels (high and low) can be an indication of an industrial discharge
<b>Ammonia</b>	High levels can be an indication of sanitary wastewater

### **Enforcement Action**

As illicit discharge locations are identified, LCHD staff will conduct a more in depth investigation in order to determine the source of the discharge. This will include a variety of efforts. If the presence of household sewage is suspected, LCHD will begin investigating upstream from the discharge location in order to identify the pollution source. Once the source is identified, LCHD will implement its standard operating procedures for abating public health nuisances. If an industrial discharge is suspected, LCHD will contact the Ohio EPA in order to provide them with the necessary information in order to initiate an investigation. If the presence of sanitary wastewater is suspected, LCHD will contact the nearest purveyor of sanitary sewer service in order to provide them with the necessary information in order to initiate an investigation.

### **Public Education**

In 2012, LCHD implemented the Sewage and Wastewater Elimination Education Program (SWEEP) in order to increase the awareness level of the importance of regular septic system maintenance. LCHD plans to continue this initiative in order to reduce the number of household sewage treatment system failures due to a lack of regular maintenance. This will consist of the distribution of press releases regarding this information and through LCHD's social media outlets. In addition, LCHD will hold a minimum of one (1) homeowner educational workshop each year. The workshop will be designed to provide basic septic system maintenance information and to allow homeowners to ask questions about their specific system.

In addition, LCHD has made its database of approved septic and well permits available on its website. This allows homeowners, realtors, and contractors to easily access this information and better understand the type of system that exists on a specific property. The database can be viewed at [www.lickingcohealth.org](http://www.lickingcohealth.org)

### **Document Review**

<b>Revision</b>	<b>Date of Revision</b>	<b>Section Revised</b>	<b>LCHD Staff Completing Review</b>
1	5/1/13	Document Developed	Chad Brown
2	5/3/13	Water Sampling	Chad Brown
3	5/10/13	Illicit Discharge Data Collection	Chad Brown
4	5/13/13	Document Approved	Joe Ebel

End of Appendix E: Licking County Health Department's Illicit Discharge and Elimination Plan

## Appendix F: Illicit Discharge Report Form

Licking County & Others MS4 Stormwater Program

### ILLICIT DISCHARGE REPORT FORM

**Report Environmental Emergencies to Ohio EPA: (800) 282-9378**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**What type of incident do you wish to report?** (Check all that apply)

- ☐ Dumping Down a Storm Drain
- ☐ Suspicious Discharge from a Pipe into a Stream
- ☐ Unusual Color of Water in Stream
- ☐ Strange Smells in Stream
- ☐ Suspicious Suds or other Substances Floating on Water
- ☐ Death of Aquatic Creatures

Where did the incident take place?

Address (If Applicable): \_\_\_\_\_

Name of Street: \_\_\_\_\_

Name of Closest Cross Street: \_\_\_\_\_

Name of Body of Water Impacted: \_\_\_\_\_

Please provide a brief description of the area affected that might help us locate the site.

---

---

---

---

Date of the incident: \_\_\_\_\_ Time of the incident: \_\_\_\_\_

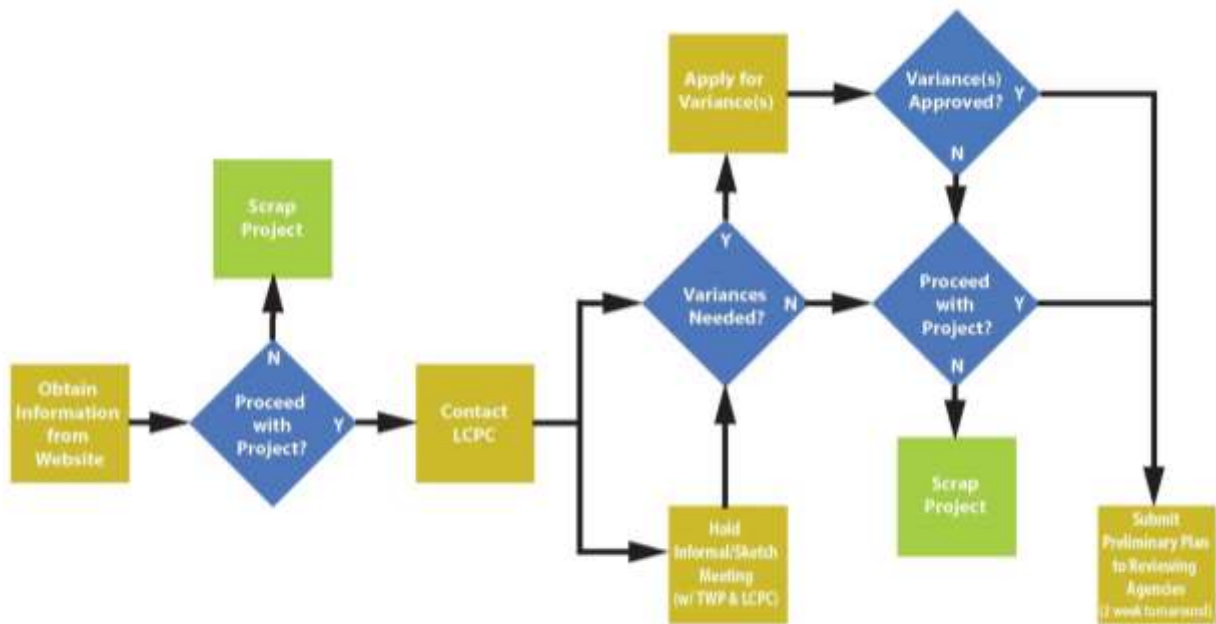
Please send this form along with any additional information and photographs to

Urban Conservation Technician  
Licking County Soil & Water Conservation District  
771 East Main St., Suite 100  
Newark, OH 43055  
[information@lickingswcd.com](mailto:information@lickingswcd.com)  
740 670-5330

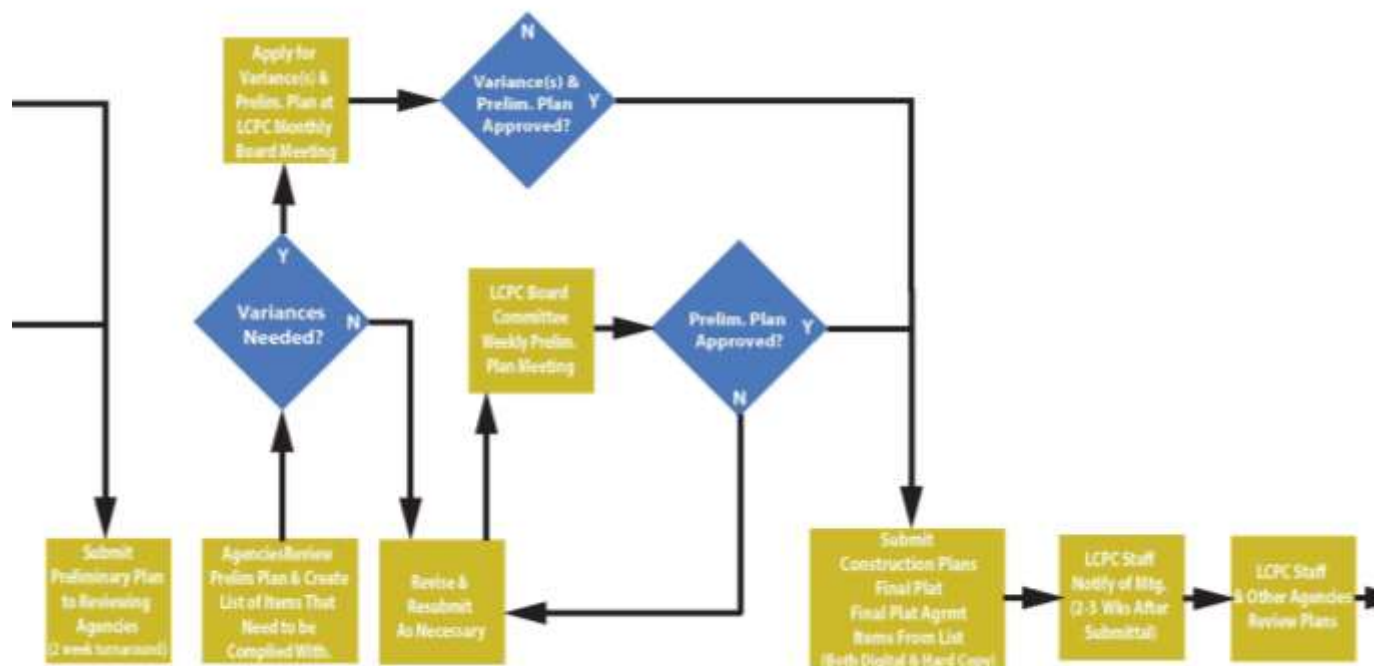
## Appendix G: Development Process Flow Chart



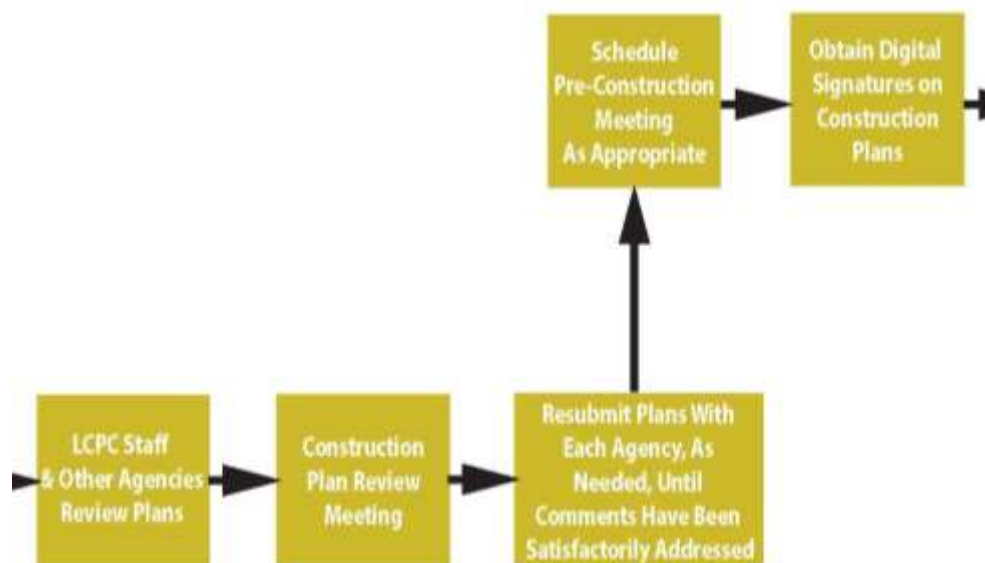
Graphic A	Graphic B	Graphic C	Graphic D	Graphic E
-----------	-----------	-----------	-----------	-----------



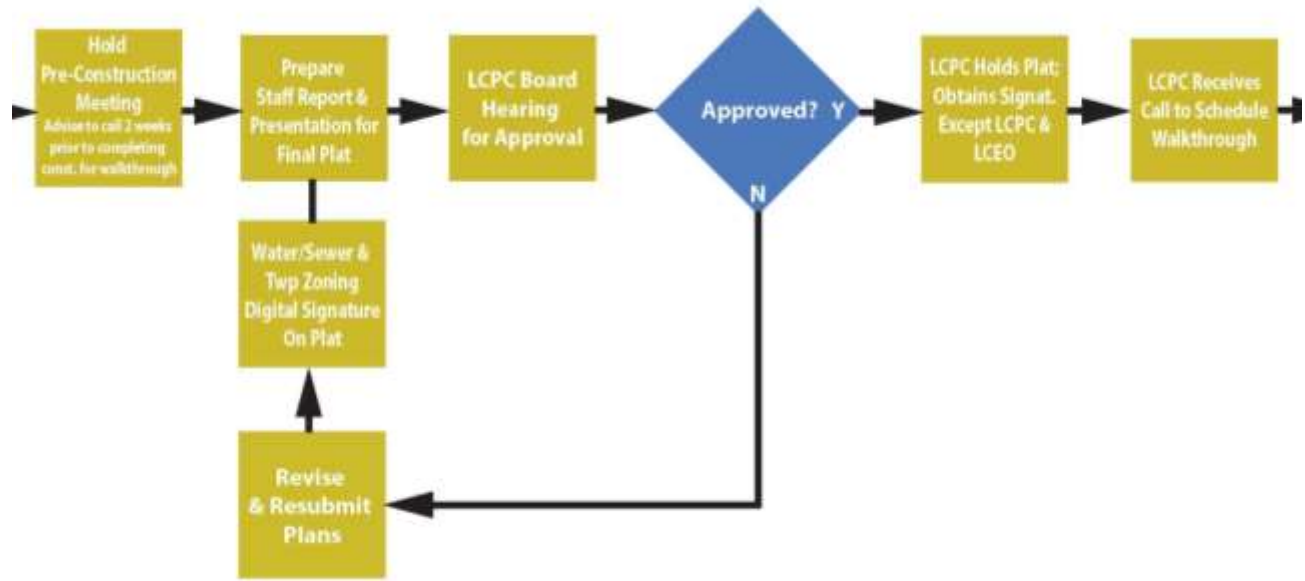
Graphic A



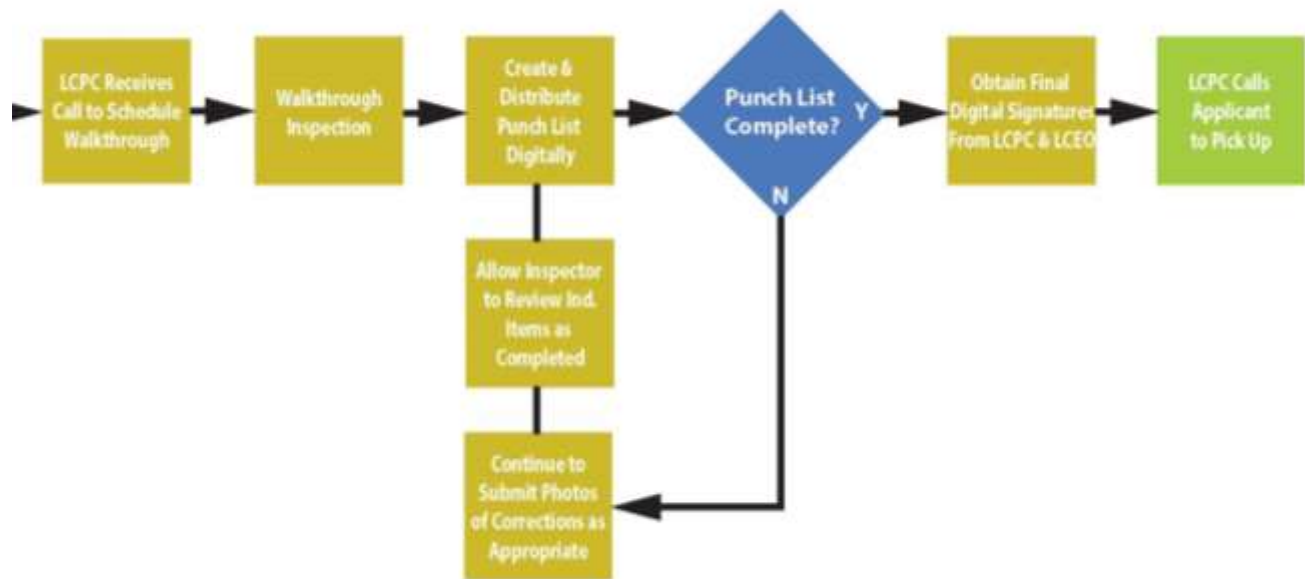
Graphic B



Graphic C



Graphic D



Graphic E

End of Appendix G: Development Process Flow Chart

## Appendix H: Long-term Stormwater System Operations and Maintenance Plan Checklist

### Long-term Stormwater System Operation and Maintenance Plan Checklist

#### Licking County Soil and Water Conservation District

1. Cover Page that includes:

- ☐ Title: "Long-term Stormwater System Operation and Maintenance Plan"
- ☐ Development name
- ☐ Location of development
  - o Address
  - o Inset map showing where the development is located in reference to the township, the county, or the nearest city/village.
- ☐ Post-construction Operator of Stormwater System (Typically this is the developer, unless responsibilities are transferred to a Homeowners Association or the system is put into the Licking County Petition Drainage Program.)
  - o Name
  - o Address
  - o Email
  - o Phone Number

2. Table of Contents

3. Stormwater System Overview, including a list and individual descriptions of each Post Construction BMP onsite, describing the purpose, general use, and technical information, i.e. inverts, pool and top of bank elevations, outlet info, etc.

4. Maintenance and Inspection Procedures, Inspection Schedule, and Maintenance/Inspection Log for BMPs.

5. Blank Stormwater BMP Maintenance Inspection Checklist/Report Form

6. Detail drawings of all BMP structures, including outlet structures, basins, water quality ponds.

7. Post Construction Map with topography (11"x17"), showing post-construction layout of site, identifying the stormwater system and its components. A scaled down version from the construction plan set is acceptable.

8. Copies of the SWPPP pages from the construction plan (11"x17").

9. Copies of Stormwater Management pages from construction plan (11"x17"), if they are not one in the same as the SWPPP pages.

10. Map showing any related easements to the stormwater system.

**11. IF LOCATED IN MS4 URBANIZED AREA** - Long-term Operations and Maintenance Agreement – legal document stating the operators responsibility to maintain the stormwater system.

Please compile the above into an 8.5" x 11" packet and send to Licking County Soil and Water Conservation District:

Mail or deliver to:

Licking County Soil and Water Conservation District  
ATTN: Urban Technician  
771 East Main Street, Suite 100  
Newark, OH 43055  
740-670-5330

**STORMWATER BEST MANAGEMENT PRACTICES  
OPERATIONS AND MAINTENANCE AGREEMENT**

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between **XXXXXXX** (hereinafter the “**Developer**”), and Licking County, Ohio;

**WITNESSTH**

**WHEREAS**, the Developer is presently engage in the improvement of certain lands within Licking County, Ohio corporation limits and is desirous of the construction of stormwater and drainage facilities as required to meet the Licking County Subdivision Regulations Article 6 requirement sand standards established by the Ohio Environmental Protection Agency (herein after “**Ohio EPA**”) to service the private development known as **xxxxxxx** now being developed by the Developer (hereinafter “**Property**”); and

**WHEREAS**, the stormwater management Post-Construction Water Quality Operation and Maintenance Plan has been reviewed by Licking County (hereinafter referred to as the “**Plan**”) for the property identified herein, which is attached hereto as Exhibit B and made part thereof, as reviewed by the Licking County, provides for management of stormwater within the confines of the Property through the use of Best Management Practices (“**BMPs**”); and

**WHEREAS**, Licking County and the Developer, each for itself and its successors and assigns, agree that the health, safety and welfare of the residents of Licking County and the protection and maintenance of water quality require that on-site stormwater BMPs be constructed and maintained by the Developer; and

**WHEREAS**, for the purposes of this agreement, the term “Best Management Practices: is defined as “Activities, facilities, designs, measures or procedures used to manage stormwater impacts from land development, to protect and maintain water quality to otherwise meet the purposes of the Licking County Subdivision Regulations Article 6, including the dry and wet extended detention basins.

**WHEREAS**, Licking County requires, through the implementation of the Plan that stormwater management BMPs are required by said Plan and the Licking County Subdivision Regulations Article 6 be constructed and adequately operated and maintained by the developer, its successors and assigns;

**NOW, THEREFORE**, in consideration of the foregoing promises, the mutual covenants contained here, and the following terms and conditions, the parties hereto agree as follows:

1. **Duty of Operation & Maintenance of Facility.** The Developer shall operate and maintain the BMP(s) as shown on the Plan in good working order acceptable to Licking County and in accordance with the specific maintenance requirements noted on the plan.
  - a. The Developer shall inspect all stormwater management BMPs listed on the Plan every three (3) months and within forty-eight (48) hours of a significant rain event (greater than or equal to one half (1/2) inch of rain over a twenty-four (24) hour period during the entire first year.
  - b. The Developer shall inspect all stormwater management BMPs at least once every year thereafter. The detailed inspection and maintenance procedures are indicated within the Plan.

2. **Right of Entry on Premises.** The developer hereby grants permission to Licking County, its authorized agents and employees, to enter upon the Property, at reasonable times and upon presentation of proper identification, to inspect the BMP(s) whenever the County deems necessary. Whenever possible, Licking County shall notify the Developer prior to entering the Property.
3. **Options if Developer fails to maintain.** In the event the Developer fails to operation and maintain the BMP(s) as shown on the Plan in good working order present to this plan, Licking County or tis representatives may enter upon the Property and take whatever action is deemed necessary to maintain said BMP(s). This provision shall not be construed to allow Licking County to erect any permanent structure on the land of the Developer. It is expressly understood and agreed that Licking County is under no obligation to maintain or repair said facilities, and in on event shall this Agreement be construed to impose any such obligation on Licking County.
4. **Purpose of Agreement.** The intent and purpose of his Agreement is to ensure that proper maintenance of the onsite BMP(s) by the Developer; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or be caused by stormwater runoff.
5. **Release of County.** The Developer, its executors, administrators, assigns, and other successors in interests, shall release Licking County's employees and designated representatives from all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said employees and representatives from the construction, presence, existence, or maintenance of the BMP(s) by the Developer or negligence or intentional act of Licking County's employees or designated representatives. Subject to the exception in the foregoing sentence, in the event that a claim is asserted against the County, its elected officials, County Officers or employees, designated representatives or employees, the County shall promptly notify the Developer and the Developer shall defend at its own expense, any suit based on the claim. If any judgment or claims against the County's employees or designated representatives shall be allowed, the Developer shall pay all costs and expenses regarding said judgment or claim unless such judgment or claim is a result of the gross negligence or intentional act of the County's employees or designated representatives.
6. **Recording of Agreement/Covenant running with the Land.** This Agreement shall be recorded a the Licking County Recorder's Office, and shall constitute a covenant running with Property and/or equitable servitude, and shall be binding on the Developer, its heirs, successors and assigns, and any other successors in interests, in perpetuity.
7. **Transfer of Responsibilities.** The Developer shall promptly notify the County when their responsibilities (pertaining to the stormwater management BMPs) are legally transferred. The transfer must be approved by the County. The Developer shall supply the County with a copy of any document of transfer, executed by both parties.

IN WITNESS THEREOF, the parties hereto have set their hands the date above mentioned.

Witnesses:

Developer(s):

\_\_\_\_\_  
Signature Date  
Printed Name:

\_\_\_\_\_  
Developer's Name Date  
Company Name

\_\_\_\_\_  
Signature Date  
Printed Name:

Witnesses:

Licking County, Ohio

\_\_\_\_\_  
Signature Date  
Printed Name:

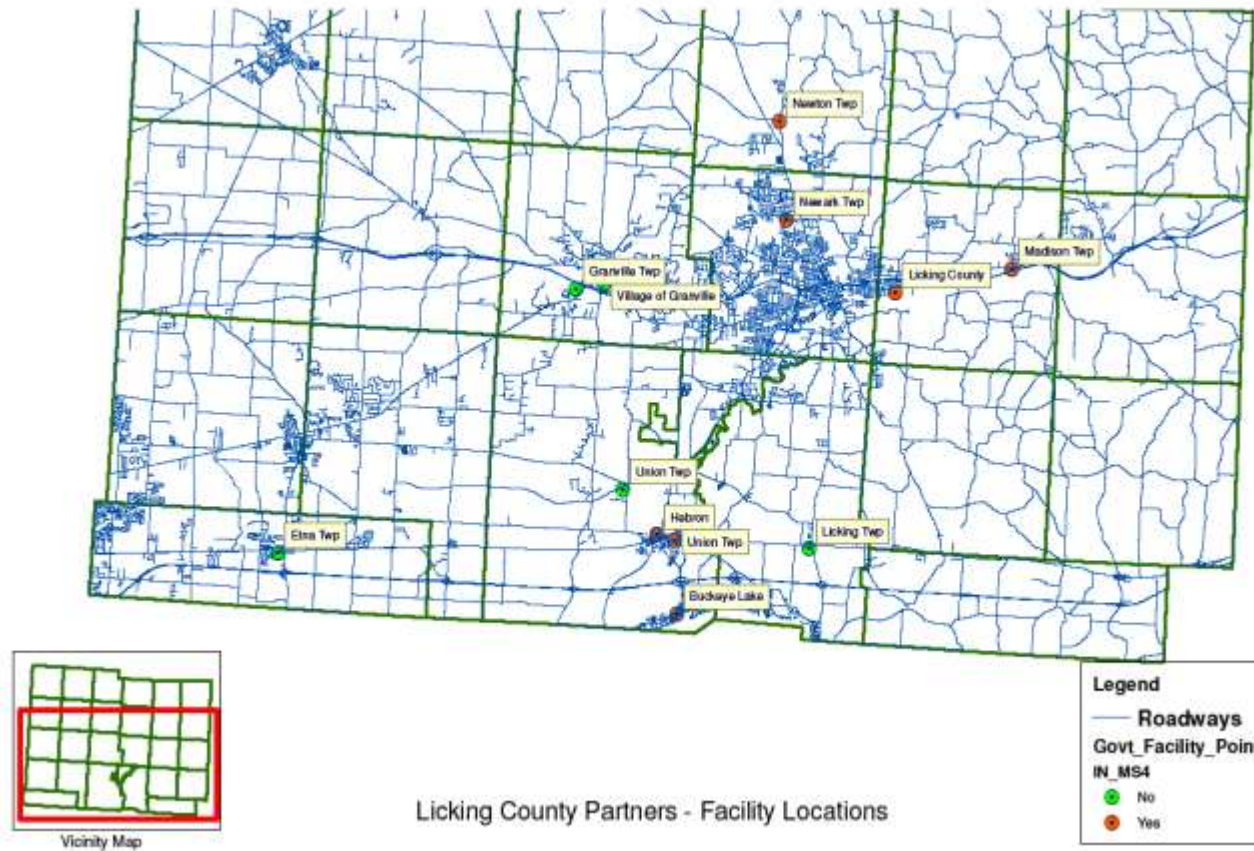
\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date  
Printed Name:

Approved as to form:

\_\_\_\_\_  
Signature Date  
Licking County, OH

## Appendix J: Location of All Co-Permittee Municipal Facilities



## Appendix K: SWPPPs for Municipal Facilities in the UA

### Licking County Highway Garage SWPPP

Table of Contents		
Section	Description	Page
1.0	Introduction	1
2.0	Pollution Prevention Plan	2
3.0	Description of Municipal Facility and Operations	3
3.1	Location Map	4
3.2	Site Map	5
4.0	Potential Pollution Sources	6
4.1	Chemicals / Materials	6
4.2	Exposed Materials	7
4.3	Spills and Leaks	7
4.4	Summary of Potential Pollutant Sources	8
5.0	Stormwater Control Measures	9
5.1	Employee Training	9
5.2	Minimizing Mud and Non-Stormwater Discharges	9
5.3	Spill Prevention, Control and Cleanup	10
5.4	Outdoor Equipment Operations	11
5.5	Outdoor Material Storage and Handling	11
5.6	Waste Handling and Disposal	12
5.7	Vehicle and Equipment Washing	13
5.8	Material Handling	13
5.9	Vehicle Maintenance and Storage	13
5.10	Fueling Operations	13
5.11	Good Housekeeping	14
5.12	Construction Activities	15
5.13	Water Quality Controls	16
6.0	Inspection and Record Keeping	17
6.1	Annual Site Inspection	17
6.2	Non-Stormwater Discharge Visual Inspection	17
6.3	Stormwater Discharge Visual Inspection	17
Table	Acceptable Non-storm Water Discharges	18
	Appendix A	
	Storm Water Inspection Checklist	21
	Spill / Release Incident	23
	Non-Storm Water Discharge	23
	Storm Water Discharge	26
	Annual Site Inspection	27
	OEPA General Permits	

#### 1.0 Introduction

Licking County (OEPA Facility Permit Number: 4GQ100117BQ) has obtained coverage to discharge stormwater from their municipal separate storm sewer system (MS4) under the National Pollutant Discharge Elimination System (NPDES) General Permit No. OH0000002 (General Permit) administered by the Ohio Environmental Protection Agency (Ohio EPA). In accordance with the General Permit, the County is required to develop a Stormwater Pollution Prevention Plan (SWPP) for all County-owned facilities which engage in industrial activities and are not required to obtain general or individual industrial permit coverage. Each SWPP must address the requirements listed in Part IV of permit number OH0000004 (Industrial General Permit). This SWPP is prepared for the **Licking County Maintenance Facility**, located on East Main Street in Newark, Ohio. Copies of these permits are included in Appendix A.

The program described in this document has been developed by **Jobas Henderson & Associates** with the intent to reduce the discharge of pollutants from municipal operations, to the maximum extent practicable, to protect water quality, and to satisfy the Ohio EPA Permits. Specifically, this document addresses pollution prevention and good housekeeping for municipal operations as described in Control Measure 5 of the Ohio EPA Permits. **Licking County** has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or prevent the discharge of pollutants in storm water runoff from municipal operations and facilities within their municipal separate storm sewer system (MS4).

This document was prepared following observations and inspections of the site and municipal operations. During the inspections, the existing storm water control measures already in place were documented, and existing and potential impacts to storm water runoff were noted. Components of other plans already in place at the facilities are incorporated into this plan or expanded upon as necessary. This plan presents storm water controls that will then be used by Licking County to perform regular employee training and to implement and evaluate BMPs and controls at the facility to fulfill the requirements of the Ohio EPA permits.

## 2.0 Pollution Prevention Team

A Pollution Prevention Team has been assembled to manage stormwater at the facility and minimize the potential for stormwater pollution. In addition to daily pollution prevention activities and implementation of the SWP3 which are undertaken by certain members of the Team, duties of the Pollution Prevention Team include:

- Assisting with the maintenance and updates and revisions of the SWP3
- Conducting an annual comprehensive site compliance evaluation to verify that the provisions of the SWP3 are met and that pollution prevention procedures and runoff controls are operating effectively.
- Responding to potentially significant spills or other incidents that could impact waters of the state.

Name/Title	Phone	Responsibility
Ernie Denman Superintendent	(740)670-5349	Overall responsibility
Steve Lynn Highway Safety Supervisor	(740)670-5350	Sign Shop operations
Don Wilson Mechanic Supervisor	(740)670-5352	Mechanic Shop operations
Steve Cannon Administrative Assistant	(740)670-5496/5350	Annual Reports
Steve Hicks Assistant Clerk	(740)670-5347/5350	Annual Reports

## 3.0 Description of Municipal Facility and Operations

The facility is located at 775 East Main Street in Newark, Ohio. The site is approximately 15 acres and lies south of Main Street and is bordered on the south by the Baltimore and Ohio Railroad. The Licking River lies on the other side of the tracks.

The site is significantly lower than Main Street and somewhat lower than the railroad tracks. Storm and Sanitary Mainlines for the City of Newark traverse the site, outfalling into the Licking River (indirectly via 200-300 foot buffer) and Wastewater Treatment Plant, respectively. The City storm sewer serves as the single outfall for portions of the site tributary to the catch basins. This outfall is shared by the surrounding neighborhood. Runoff from the majority of the site flows to one of three low lying areas where it pools until conditions allow for infiltration and evaporation to disperse the runoff. The three ponding areas are identified by relative location as Western, Southern and Eastern Low Areas. Multiple garages and storage buildings populate the central portion of the site, with a stock yard on the eastern portion, a Transit Authority Building on the west, and an open grassed area in the southwest corner of the property.

Building and Structures include:

- Main Garage / Offices
- Storage Buildings
- Highway Building
- Staging Area for Recycling Containers
- Stock Yard
- Salt Bins
- Brine Tanks
- Fueling Station
- Mechanic Shop
- Sign Shop
- Transit Authority
- Wash Area
- Trash Dumpster
- 15 Catch Basins
- 1 Outfall

Operations at the Facility include:

- Vehicle and Equipment Maintenance and Fueling
- Traffic Sign production and storage
- Road Salt delivery and storage
- Highway material storage
- Delivery and exportation of vehicle fluids, brine solutions and raw materials.

### 2.1 Location Map





A summary of materials used at the Facility, and their potential for contacting stormwater, is presented in this section and summarized in the table at the end of this section. The inventory includes materials associated with street maintenance and traffic control operations. The following information is included in the inventory for each material:

- Storage location
- Quantity used, produced, or stored
- Stormwater exposure status

#### 4.1 Chemicals / Materials

##### Brine Solution

There are two brine tanks located in the south central portion of the site, between the Salt Barns and the Sign Shop. One tank has a 8,100 gallon capacity and the other a 5,800 gallon capacity. Currently, tanks are shielded from maintenance vehicles by 3 large posts on the north end and by a concrete curb on the south. The brine tanks have no secondary containment. Access to the tank can be restricted only by locking the primary gate to the Facility which would also restrict access to the Fueling Station. The brine tank represents a potential stormwater pollution source if spills or leaks occur during refilling of the tank or loading of street maintenance vehicles. A spill resulting from structural failure of the tank also presents a potential stormwater pollution source.

##### Fuel

The Fueling Station is located just south of the Main Office and Garage. The primary tank is a large multi-chamber, double-walled tank containing 4,000 gallons of diesel fuel and 1,000 gallons of gasoline. A separate 50 gallon tank contains kerosene. The station is protected by steel bollards and sits on a raised concrete pad. Concrete aprons are provided on the north and south side of the tank for vehicular access from either side. Fuel spills during refueling operations and refilling of the fuel tanks represent potential stormwater pollution sources.

##### Vehicle and Equipment Materials

All vehicle and equipment related fluids at the Facility are housed in garages, with the exception of an exterior used oil storage tank. All maintenance activities are performed in the Garages and Mechanic Shop, which have floor drains and oil separators and are connected to the City of Newark sanitary sewer system. Vehicle-related fluids used at the Facility include antifreeze, oil, lubricants, and hydraulic fluids. Fluid spills and leaks during pick-up or delivery represent potential pollution sources. However, the majority of pick-up and delivery activities occur inside the buildings, making the potential for stormwater pollution slight.

##### Paint

Water-based paints are stored at the Facility and used in conjunction with Traffic Control operations. All water-based paint is stored in the Sign Shop. Spills during delivery and improper washing of tools and equipment in areas not protected from stormwater runoff represent potential stormwater pollution sources.

##### Road Salt

Road salt is stored in the Salt Barns. In total, approximately 3,000 tons of salt are ordered annually and stored at the Facility. This past winter, the Highway Department increased the grit/salt ratio to 3:1. This is up from 2:5 in years prior and even 1:1 in the past, effectively reducing the salt usage dramatically. Road salt and grit spills during delivery and loading operations are potential stormwater pollution sources.

#### 4.2 Inventory of Exposed Materials

The Facility has an assortment of exposed materials, located primarily in the Stock Yard. These materials include precast pipe and manhole sections, manhole rings and covers, trees, signs, posts, poles and pallets.

Stockpiles of various grades of aggregates and berm material are located in the central portion of the site. Larger graded materials such as gravel do not pose a likely stormwater pollution source. Materials with large amounts of fines such as crushed stone and topsoil could represent potential stormwater pollution sources, however runoff from these areas does not leave the site, remaining in the Eastern Low Area.

Traffic control materials, such as sign supports, signs, barricades, drums, cones and sign posts are located around the Sign Shop.

None of these materials are considered potential stormwater pollution sources.

#### 4.3 Waste Materials

Solid waste is stored in a covered dumpster, located at the southwest corner of the Main Office. This dumpster is typically emptied on a weekly basis and holds around 4 cubic yards of waste. Trash dropped around the dumpster or during the emptying process represents a potential stormwater pollutant. If improperly compromised, leaks from the dumpster can also become a source of stormwater pollution. Other wastes generated on-site include used oil, miscellaneous lubricants, and hydraulic fluids which are temporarily stored inside the Garage area in tanks or spent oil/drums in a used oil tank. Waste fluids are trucked from the facility by an external contractor for recycling.

The staging area east of the Highway Building contains empty trailers used for community recycling. The trailers are covered, and exposure to rainfall is minimal; however the potential exists for rainwater to leak into and back out of the compartments as contaminated runoff. The area primarily drains towards the Eastern Low Area. Two catch basins are present in the area but do not receive much of the runoff because most of the site falls away from them.

Potential Pollutant	Storage Location	Storage Method	Quantity	Outfall
Brine	Brine Tank	2 single-walled tanks protected from traffic	5,800 gallons and 6,100 gallons	Southern Low Area
Road Salt	Salt Barn	Stockpiled under roof in 2-walled structures	2,000 tons	Eastern Low Area
Fuel	Fueling Station	Above-ground, double-walled, multi-chambered tank	4,500 gallons diesel, 1,000 gallons gasoline, 50 gallons kerosene	Storm & Southern Low Area
Misc. vehicle fluids	Shop & Garages	Inside building in closed containers	small amounts	Sanitary Sewer
Motor Oil	Main Garage	Overhead from inside building	55 gallons	Sanitary Sewer
Hydraulic Fluid	Main Garage	Drum inside building	65 gallons	Sanitary Sewer
Waterborne paint	Sign Shop	Closed container paint tote inside building	250 gallons	CS 9 to Storm Sewer
Hydraulic Fluid and Motor Oil	Mechanic Shop	Closed containers inside building	250 gallons / 250 gallons	Sanitary Sewer
Used Motor Oil	Mechanic Shop	Closed Tank next to building	250 gallons	Western Low Area
Scrap Box	Mechanic Shop	Uncovered Box next to building	3 cubic yards	Western Low Area
Trash Dumpster	Next to Main Office	Covered commercial dumpster with lids	3 cubic yards	CS 9 to Storm Sewer
Recycle Staging	East of Highway Intersection	Empty compartmental trailers with lids – parked outside	20,000 square feet	Eastern Low area

## 5.0 Stormwater Control Measures

### 5.1 Employee Training

Successful storm water pollution control relies in large part on proper training and education of employees. Many of the recommended controls in this SWP3 will require specific training for employees who conduct the activities. It is essential that employees understand and implement the controls that apply to operations within each facility.

Training can be conducted separately or done in conjunction with regular employee training procedures. Employee training will emphasize the importance of keeping pollutants out of the storm drains, because the drains go directly to the surface waters of the state without benefit of wastewater treatment that the sanitary sewers receive. Facility personnel will be educated about the harmful environmental effects of improper disposal of materials into the storm drain so that they understand the importance of preventing storm water pollution.

The following training will be implemented by the County Engineer's Office:

- Experienced workers or other trained personnel will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel.
- New personnel will be required to review and understand this document prior to initiating work activities.

### 5.2 Eliminating Illicit and Non-Stormwater Discharges

The Ohio EPA Permits prohibit discharges of anything but storm water to the storm drains. The facility manager will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge outlets. Connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated.

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employee lack of understanding, coupled with a lack of readily available proper routes for the discharge. Continuing employee training will be needed.

The County Engineer's Office will make a long-term ongoing effort to assure that no illegal discharges will occur from municipal operations at the facility. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures will be taken to prevent non-stormwater discharges will be implemented:

- Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins "No dumping—flows to streams" so employees can tell which inlets are part of the storm drain system.
- Periodically inspect and maintain the facility operations and BMPs to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.
- All storm and sanitary manholes that are buried or otherwise covered will be exposed for access and inspection.
- All catch basins on the site are reported to be connected to the storm sewer system. The catch basins and sewers will be cleaned periodically, with the spoils being disposed of in a compliant manner.
- The wash basin is reportedly connected to the storm system. This is an illicit discharge that will be corrected by connecting the catch basin to the sanitary sewer.
- If illicit discharges are discovered in the future, the connections will be corrected. Both, sanitary and storm sewers are readily available at the site.

### 5.3 Spill Prevention, Control, and Cleanup

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. The goal is to prevent spills and leaks, maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur.

When a spill does occur, quick and effective response will prevent pollutants from reaching storm water. Spills will be cleaned up promptly and not allowed to evaporate so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, County personnel will determine whether the contamination should be removed to prevent

The spill control and cleanup procedures for this facility are as follows:

- **Small spills:** These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash—they will be stored in a covered tin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service or disposed of with the hazardous wastes if necessary.
- **Medium-sized spills:** These are spills too large to wipe up with a rag. Medium sized spills will be contained and soaked up using dry absorbent material such as Vermiculite, specially-prepared sawdust, or kitty litter. Absorbent sleeves may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosion hazard.
- **Large spills:** Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be plugged to prevent the spill from entering the MS4. Temporary plugs will be kept on-site for the facility inlets and employees will be trained in when and how to use them. For hazardous materials spills, the procedures described in the Hazardous Materials Management Plan will be implemented.

A Spill/Release Incident Reporting form is provided in **Appendix A**. This form should be filled out promptly after a spill or release.

### 5.4 Outdoor Equipment Operations

The facility manager will identify all equipment at the facility that may be exposed to storm water, or that may discharge potential pollutants that may be exposed to storm water. An employee will be assigned to inspect each piece of equipment on a regular basis to see that it is functioning properly. Leaks, malfunctions, staining on and around the equipment, and other evidence of leaks and discharges will be observed and noted. The inspecting person will be responsible for reporting any spills or leaks using the form provided in **Appendix A**.

The exposed equipment operations BMPs for this facility are as follows:

- Equipment will be placed on an impermeable surface, or a drip pan will be installed beneath the potential leak points of the equipment.
- The amount of rainwater that contacts the equipment will be minimized whenever possible.

### 5.5 Outdoor Materials Storage and Handling

outdoors will be covered and protected from storm water & pollutants could enter storm water. Materials of concern on the facility include gravel, sand, lumber, topsoil, compost, concrete, metal products, and others. The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- Material is stored on the eastern portion of the lot around a low lying area that does not have a storm sewer outlet. Runoff from this area is contained in this low area until conditions are favorable for the water to infiltrate the ground and evaporate.
- Liquid tanks will be kept in a designated area on a paved impermeable surface and within a berm or other secondary containment.
- Hazardous materials will be stored as described in the Hazardous Materials Management Plan and in a manner that ensures storm water protection.
- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.
- Road salt storage areas are covered.
- Salt truck loading areas are swept regularly to minimize salt laden runoff. Driveway from the salt truck loading area is captured by an onsite basin to eliminate salt laden discharges from the facility.

#### 5.6 Waste Handling and Disposal

This section summarizes the preferred storage and disposal practices for some common municipal facility wastes. For many wastes, reusing or recycling is the most cost effective means to prevent pollution.

The waste handling and disposal procedures for this facility are as follows:

- General shop trash will be kept in a dumpster with the lid closed. The dumpster is kept in a paved area and kept clean by picking up dropped trash and sweeping the area regularly.
- Liquid wastes are kept out of the dumpster and the lid is kept closed to keep storm water out.
- Hazardous materials or wastes are stored in accordance with the Hazardous Materials Management Plan for the facility and are kept in a covered area or in a locked area.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities are recycled.
- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.

#### 5.7 Vehicle and Equipment Washing/Steam Cleaning

Wash water for municipal equipment should be discharged to the sanitary sewer and is not allowed in storm drains. Steam cleaning is done on the facility only in an area equipped to capture all the water and other wastes. Steam cleaning wash water is prohibited from storm drains. The vehicle and equipment washing/steam cleaning BMPs for this facility are as follows:

- Vehicles and equipment are washed only in designated areas.
- Wash areas are paved and clearly marked.
- A catch basin in the center of the wash area collects the wash water. At the time of this report the basin was partially filled with granular material and an outlet pipe was not visible. The basin will be cleaned and the outlet investigated. The basin reportedly connects to the storm sewer. A new connection will be made to the sanitary sewer, after proper permitting with the waste water authority.
- The wash area will be graded or bermed to prevent storm water run on, keeping clean water out.

#### 5.8 Materials Receiving Areas

Truck loading and unloading areas are potential sources of potential pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that accumulate in these areas. Materials are delivered directly to their storage locations.

#### 5.9 Vehicle and Equipment Maintenance and Storage Areas

Vehicle and equipment maintenance is performed in indoor garages, with floor drains connected to the sanitary sewer through oil and water separators. Vehicles are also stored indoors.

#### 5.10 Vehicle and Equipment Fueling Areas

when they happen every day, add up to a lot of fuel in the drainage system.

The following are the selected BMPs for the proper operation of a fueling area at the facility:

- A concrete slab is used for the fueling area (concrete is preferred because fuel and oils cause asphalt to deteriorate).
- Gasoline overflows and spills will be cleaned using dry methods as described in Section 5.3. Spills will not be allowed to run off or evaporate, and will not be flushed with a hose. Absorbent material will be used and disposed of as described in Section 5.3.
- Signs will be posted that instruct pump operators not to "top off" or overfill fuel tanks.
- A spill kit containing dry cleanup materials will be kept in the fueling area, and employees will be instructed in the proper dry clean up methods described in Section 5.3. Facility personnel will inspect the area every day for gasoline, motor oil, or other fluids that may have leaked.
- Vehicles are able to fuel up on the north and south of the fueling station. Runoff from the north side drains towards a catch basin, connected to the storm sewer system. A drain cover will be kept at the site to be used in the event of a spill. The cover will block spills from entering the storm sewer until the area can be properly cleaned.
- Runoff on the south side drains into the Southern Low Area next to the railroad bed, which lacks a storm sewer outlet and acts as a sump.

#### 5.11 Facility Good Housekeeping Activities

The following good housekeeping practices will be implemented on a regular basis:

- Facility clean-up will be completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- Rooftop drains or downspouts will be arranged so they don't drain directly onto paved surfaces whenever possible.
- The storm water conveyance system will be kept clear of debris and litter to avoid
- Catch basins will be cleaned out annually, shortly before the wet weather season.

#### 5.12 Facility and Municipal Construction Activities

This section describes the BMPs to be implemented at the County Maintenance Facility for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size.

Larger-scale projects, such as the construction of new facilities that disturb greater than one acre of ground must satisfy the requirements of the most current One EPA Construction Permit. Those require more extensive storm water pollution prevention measures than described here.

The following BMPs will be implemented for minor construction and remodeling activities at the facility:

- Building materials will be stored under cover or in contained areas. Impermeable tarp will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day, as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.
- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the work day.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned it up promptly using dry methods.
- Water based paint brushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint will materials will be cleaned 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.
- Tarps or drop cloths will be hung to minimize the spread of windblown materials.
- Sand blasting areas will be controlled to keep particles off of paved surfaces and out of storm drains.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soak into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 5.3.

#### 5.13 Storm Water Management: Water Quality Controls

areas are a benefit to this site, as they provide an area for storm water runoff to disperse gradually and block sediment and debris from leaving the site. The areas can then be cleaned when the water dissipates.

The following features will be added to various parts of the storm water conveyance system to help control potential pollutants in the storm water before it leaves the site, or enters the low areas on site:

- **Oil-Absorbent Materials** - Oil and greases storm water can be removed using oil absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, so it can be used on storm water with small concentrations of oily materials.
- **Vegetated Swale or Channel** - Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.

## **5.0 Reporting and Record Keeping Requirements**

This document and the facility operations shall be reviewed and updated annually to reflect changing site conditions and the effectiveness of the BMPs. All changes to this IWP3 will be documented. A copy of this document and any revisions to the program described herein will be kept onsite at the County Highway Garage Office with the SWP2 at all times. A copy of all documentation shall be forwarded to the County Engineer's Representative for inclusion in the Annual Report before March 1st of each year.

### **6.1 Annual Site Inspection**

The facility manager will yearly inspect the municipal site operations at the Licking County Maintenance Facility before **March 1<sup>st</sup>** of each year using the Annual Site Inspection Form provided in **Appendix A**. The completed form should be kept onsite indefinitely, with this copy of the SWP3. A copy should be sent promptly to the County Engineer's Representative for the preparation of the Annual Report before **March 1st** of each year.

### **6.2 Non-Storm Water Discharge Visual Inspection**

The facility manager will inspect the Licking County Maintenance Facility for non-storm water (or illicit) discharges. A non-storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite, with this copy of the SWP3. A copy should be sent promptly to the County Engineer's Representative for the preparation of the Annual Report before **March 1st** of each year.

This evaluation needs completed only once, and should be repeated when any major changes to the facility occur.

### **6.3 Storm Water Discharge Visual Inspection**

Under the current Industrial Stormwater General Permit (OHR000004), these inspections are not required. The upcoming permit (OHR000005) will require these inspections to be performed quarterly, however at this time, these inspections are optional.

Should the facility manager wish to inspect the Licking County Maintenance Facility storm water discharges during storm events, a storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite, with this copy of the SWP3. A copy will be sent promptly to the County Engineer's Representative.

### **6.4 Reporting Procedures**

This SWP3 need not be submitted to the Ohio EPA, however it shall be made available upon request to the Ohio EPA. Other records including soil reports, training logs and completed inspection forms shall be kept with and included in this plan, to be submitted in the case of an audit. It should be noted in the annual report that the SWP3 is completed and implemented.

Table 1

<p><b>Table 1 – Acceptable Non-Hazardous Water Discharges</b></p> <p><b>Municipal Facility Operations Pollution Prevention/Control Discharge/Control Program</b></p>	
<p>The following are acceptable non-hazardous water discharges (Black Discharge) only (Other are not "significant contributors of pollutants to the MUP")</p>	
<ul style="list-style-type: none"> <li>Water line flushing</li> <li>Landscaping activities</li> <li>Household maintenance</li> <li>Washing of cars</li> <li>Uncontaminated ground water infiltration</li> <li>Uncontaminated ground water seepage</li> <li>Discharges from portable water systems</li> <li>Construction dewatering</li> <li>Discharges from fire fighting activities</li> </ul>	<ul style="list-style-type: none"> <li>Air conditioning condensate</li> <li>Drinking water</li> <li>Sanitary</li> <li>Water from roof drains</li> <li>Laundry drain</li> <li>Leaky water</li> <li>Individual residential or commercial</li> <li>House from various fixtures and appliances</li> <li>Storm water</li> </ul>
<p>The following are acceptable non-hazardous water discharges that are not to be considered Black Discharges (they are not "significant contributors of pollutants to the MUP") but are:</p>	
<p>Other</p>	

Appendix A

Site Inspection Forms

Facility Operations Storm Water Inspection Checklist  
 Municipal Facilities Operations Pollution Prevention and Compliance Program

Year: \_\_\_\_\_

Item	Date Completed
Annual Site Inspection	
<b>NON- STORM WATER INSPECTIONS</b>	
Overflows Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
<b>STORM WATER INSPECTIONS</b>	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	

Promptly forward a copy of this form to Craig Smith, Licking County Engineer's Office when completed. The original should be kept on file.

## Wastewater Facility Operations Pollution Prevention and Housekeeping Program

- From right, Evans and a group of stakeholders in Caring Society, including Counciling House's (CHH) officers completed. The original should be kept inside.

## Municipal Facility Operations Performance Measurement and Benchmarking Program

© 2004 Blackwell Publishing Ltd

[illegible]

#### Managed Operations Polymer Division Local Employment Program

[illegible]

Identified Operations: Pollution Management Control, Housekeeping Process.

Issue being discussed		Vote		Yes	No	Abst.	Comments
							Belarus, Belarus, China, Latvia, Turkey, Belarus, etc.
<b>DO I HAVE TO...?</b>							
How often should I...? (e.g., how often?)							
<b>DO I HAVE TO...? (e.g., how often?)</b>							
Variable...		Time	Change	Change		Change	
I... (e.g., how often?)		Time	Change	Change		Change	
How often should I...?		Yes	No	If you decide to...			
How often should I...?		Yes	No	If you decide to... (e.g., how often?)			
How often should I...?		Yes	No	If you decide to...			

[illegible]

<p>Be completed by March 15th each week by the Student Impact assistant. Revert to the FHSF assessment tool          90. This impact tool is complete 6 working days after the date of the assessment.</p>		
<p>Location: _____</p> <p>Date/Time of assessment: _____</p>		
<p><b>1. STOKOD WATER SUSTAINABILITY PROGRAMS/EMPLOYEE</b></p>		
1	<p>Has a "zero-water" target impacts been implemented and documented?</p> <p>If yes, indicate reason: _____</p>	Yes/No
2	<p>Has a "water audit" impacts been implemented and documented?</p> <p>If yes, indicate reason: _____</p>	Yes/No
3	<p>Have there been any educational activities implemented as a result of the assessment?</p> <p>If yes, have the activities been evaluated in relation to the "STOKOD WTR"?</p> <p>If yes, do you require updates that are not been made, indicate in case: _____</p>	Yes/No Yes/No
<p><b>2. REVERSE SITE STOKOD WATER POLLUTION CONTROL PROGRAM (PP4H)</b></p>		
1	<p>Are there any changes to the site operations controls?</p>	Yes/No
2	<p>Are there any changes to the water in use (WIR)?</p>	Yes/No
3	<p>Are there any changes to the water pollution control systems or activities?</p>	Yes/No
4	<p>Are there any changes to the control water program personnel?</p>	Yes/No
5	<p>Has employee training been conducted and documented?</p> <p>If yes, indicate reason: _____</p>	Yes/No
<p><b>3. ACTIVITIES</b></p>		
1	<p>Are preventive maintenance activities being implemented and documented?</p> <p>Is the system in good working order (Annex 1, 2)?</p> <p>If yes, indicate reason: _____</p>	Yes/No
2	<p>Are there any activities being implemented to control water loss, reduce leaks and spills?</p> <p>If yes, have there been any activities, check the water loss control, leaks, etc.?</p> <p>If yes, indicate reason: _____</p>	Yes/No

3. Are any special items from a PUP's being implemented? Yes/No  
 (Indicate items on the special items list, if any.)  
 If yes, indicate items: \_\_\_\_\_

4. Have spill prevention and control procedures been implemented, and is spill prevention equipment operational and fully functional (adequate, portable, working, deployed)? Yes/No  
 If no, indicate items: \_\_\_\_\_

5. Have spill containment systems been implemented? Yes/No  
 If no, indicate items: \_\_\_\_\_

6. Are there any additional items from the items recommended as a result of the investigation? Yes/No  
 If yes, describe item: \_\_\_\_\_

**IV. SPILL SITE WASTE POLLUTION CONTROL MEASURES (PUPs)**

1. Have all spill items been made as the PUPs? Yes/No  
 If no, indicate items: \_\_\_\_\_

**V. POLLUTION PREVENTION BEST MANAGEMENT PRACTICES (BMPs)**

Inspect the facility using the list of existing BMPs:

BMP description	Existing BMP (Y/N)	New BMP	Status (Y, P, N, O, A)	Implementation Schedule
Excess liquids maintained in containers				
Excess liquids contained in spill kits				
Excess liquids				
Excess liquids waste disposal				
Excess liquids waste storage				
Excess liquids waste disposal				
Excess liquids waste storage				
Excess liquids waste disposal				
Excess liquids waste storage				

Implement containment BMPs as needed				
Excess equipment and materials to be disposed of as				
Excess spill prevention in the spill kit				
Excess waste flow				

Y = Existing BMP  
 N = Fully implemented  
 P = Partially implemented  
 O = Not implemented  
 A = Not Applicable

From the table above, answer the following questions:

1. Do the existing BMPs appear to be effective in reducing the potential for future spill incidents? Yes/No  
 If no, indicate items: \_\_\_\_\_

2. Are additional BMPs needed to address sources of pollution in the site area, more frequent inspections of pollution prevention equipment or spill prevention, etc.? Yes/No  
 If yes, describe the BMPs needed to address sources of pollution and a time schedule for implementation: \_\_\_\_\_

Consent of User/Owner:

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_

Provide a copy of this form to the County Health Department's Office, 200 E. Second Street, Newark, Ohio 43055 when completed. The original should be kept on file.

Village of Buckeye Lake (name of facility) SWPPP



**Licking County & Others –  
Village of Buckeye Lake  
Municipal Operations  
Pollution Prevention/Good Housekeeping  
Program**

**Sites:**

**Village of Buckeye Lake Maintenance Facility  
5200 Walnut Rd, Buckeye Lake, OH**

**Park Land (correct the name)  
(need an address)**

**Prepared in support of:**

**Ohio EPA Facility Permit 4GQ10011\*BG as covered under  
Ohio EPA NPDES Phase II General Permit OHQ000002  
Dated 1/30/2009**

**Prepared by:**

**Dan Blatter  
Office of Licking County Engineer  
Licking County Administration Building  
20 South Second Street  
Newark OH, 43055**

December 5, 2011

## **Table of Contents**

<b><u>Section</u></b>	<b><u>Description</u></b>	<b><u>Page</u></b>
1.0	Introduction	1
2.0	Description of Municipal Facility and Operations	3
3.0	Description of Proposed BMPs	4
3.1	Pollution Prevention Training for Employees	4
3.2	Eliminating Illicit and Non-Storm Water Discharges	4
3.3	Spill Prevention, Control, and Cleanup	5
3.4	Outdoor Equipment Operations	6
3.5	Outdoor Materials Storage and Handling	7
3.6	Waste Handling and Disposal	8
3.7	Vehicle and Equipment Washing	9
3.8	Materials Receiving Areas	9
3.9	Vehicle and Equipment Maintenance and Storage Areas	10
3.10	Vehicle and Equipment Fueling Areas	11
3.11	Facility Good Housekeeping Activities	12
3.12	Facility and Municipal Construction Activities	13
3.13	Storm Water Management: Water Quality Controls	14
4.0	Site Inspection and Recording Keeping Requirements	15
4.1	Annual Site Inspection	15
4.2	Non-Storm Water Discharge Visual Inspection	15
4.3	Storm Water Discharge Visual Inspection	15

## **List of Figures**

1.0	Site map
-----	----------

## **List of Tables**

1.0	Acceptable Non-Storm Water Discharges
-----	---------------------------------------

## **Appendices**

A	Site Inspection Forms
	Facility Storm Water Inspection Checklist

Spill/Release Incident Reporting Form  
Non-Storm Water Discharge Visual Inspection Form  
Storm Water Discharge Visual Inspection Form  
Annual Site Inspection Form

**B**     *<insert existing spill plans or other existing documents in this Appendix>*

## 1.0 Introduction

This Municipal Operations Pollution Prevention/Good Housekeeping Program (PPGHP) for the **Village of Buckeye Lake** has been prepared for the **Licking County & Others** Storm Water Management Program (SWMP) dated **March 2003** and subsequent revisions.

The SWMP was submitted in fulfillment of the requirements of two Ohio Environmental Protection Agency (Ohio EPA) National Pollutant Discharge Elimination System (NPDES) Phase II General Permits (Ohio EPA Permits) issued on December 27, 2002 and as listed below:

- Ohio NPDES Permit No.: OHQ000001 for Small Municipal Separate Storm Sewer Systems;
- And, Ohio NPDES Permit No.: OHQ100000 for Small Municipal Separate Storm Sewer Systems Located Within Rapidly Developing Watersheds.

The SWMP was approved for coverage under the Ohio EPA Permits under the following Facility Permit Number: 4GQ10011\*AG and subsequently 4GQ10011\*BG.

The program described in this document has been developed with the intent to reduce the discharge of pollutants from municipal operations in the **Village of Buckeye Lake**. It is the intent of this program to reduce the discharge of pollutants from the site to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of Ohio Revised Code 6111 as described in the Ohio EPA Permits. Specifically, this document addresses pollution prevention and good housekeeping for municipal operations as described in Control Measure 6 of the Ohio EPA Permits. The **Village of Buckeye Lake** has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or prevent the discharge of pollutants in storm water runoff from municipal operations and facilities within their municipal separate storm sewer system (MS4).

This PPGHP is the main focus of the program BMPs for Control Measure 6 in the SWMP. This document has been prepared following observations and inspections of the site and municipal operations. During the inspections, the existing storm water control measures already in place were documented, and existing and potential impacts to storm water runoff were noted. Components of other plans already in place at the facilities (such as spill response and prevention plans) were incorporated into this PPGHP or expanded upon as necessary. This PPGHP presents storm water controls that will then be used by the **Village of Buckeye Lake** to perform regular employee training and to implement and evaluate BMPs and controls at the facility to fulfill the requirements of the Ohio EPA permits.

The following section of the document describes the municipal site or operations that are the focus of the storm water BMPs. The remaining sections of the document contain a description of the BMPs that are recommended to control storm water pollution from

specific municipal activities at the site. Each section contains BMPs tailored to control storm water impacts for each particular type of municipal activity or operation. The recommended BMPs will be implemented on an ongoing basis for the indefinite future. The **Village of Buckeye Lake** plans to implement these BMPS or similar controls, wherever they would be effective at preventing pollutants from discharging with storm water from the sites.

## 2.0 Description of Municipal Facility and Operations

Site Address: <b>Village Maintenance Facility &amp; Recreational Park</b>	
Primary Site Contact:	Phone number:
Title:	
Secondary Site Contact:	Phone number:
Title:	

Description of Site Activities: <b>Equipment storage, inside and outside</b> <b>Equipment staging area</b> <b>Equipment maintenance</b> <b>Materials storage</b> <b>Fuel storage &amp; fueling</b>
---

*or*

*<Insert a brief paragraph description of the site and operations and activities that take place at the site here>*

*or*

*<Insert a short site description and reference a site map>*

## 3.0 Description of Proposed BMPs

### 3.1 *Pollution Prevention Training for Employees*

Successful storm water pollution control relies in large part on proper training and education of employees. Many of the recommended BMPS in this PPGHP will require specific training for employees who conduct the activities. It is essential that employees understand and implement the BMPs that apply to operations within each facility. Training can be completed separately or done in conjunction with regular employee training procedures.

Employee training will emphasize the importance of keeping pollutants out of the storm drains, because the drains go directly to the surface waters of the state without benefit of wastewater treatment that the sanitary sewers receive. **Village of Buckeye Lake** personnel will be educated about the harmful environmental effects of improper disposal of materials into the storm drain so that they understand the importance of preventing storm water pollution.

The following training will be implemented by the **Village of Buckeye Lake**:

- Experienced workers or other trained personnel will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel.
- New personnel will be required to review and understand this document prior to initiating work activities.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3.2 *Eliminating Illicit and Non-Storm Water Discharges*

The Ohio EPA Permits prohibit discharges of anything but storm water to the storm drains. **Village of Buckeye Lake** personnel will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge offsite. Connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated.

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employees

lack of understanding, coupled with a lack of readily available proper routes for the discharge. Continuing employee training will be needed as described in Section 3.1.

The **Village of Buckeye Lake** will make a long-term ongoing effort to assure that no illegal discharges will occur from municipal operations at their facilities. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures to help prevent non-stormwater discharges will be implemented:

- Provide well-marked proper disposal or collection methods for solid or liquid waste.
- Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins “No dumping—flows to streams” so employees can tell which inlets are part of the storm drain system.
- Periodically inspect and maintain the facility operations and BMPS to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.
- ---

---

---

### **3.3 Spill Prevention, Control, and Cleanup**

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. The goal is to prevent spills and leaks, maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur.

When a spill does occur, quick and effective response will prevent pollutants from reaching storm water. Spills will be cleaned up promptly and not allowed to evaporate so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, **Village of Buckeye Lake** personnel will determine whether the contaminated soil should be removed to prevent it from being a source of future storm water pollutants. Spill procedures will also include cleaning up leaks, drips, and other spills without water whenever possible.

Spill prevention and response procedures for hazardous materials stored or handled onsite will follow the procedures described in the facility Hazardous Materials Management Plan. **Village of Buckeye Lake** personnel will contain and collect the spilled substance,

then dispose of the substances and any contaminated soil in compliance with local hazardous materials regulations.

The spill control and cleanup procedures for this facility are as follows:

- Small spills: These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service (preferred method) or disposed of with the hazardous wastes if necessary.
- 
- 
- 

- Medium-sized spills: These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially prepared sawdust, or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.
- 
- 
- 

- Large spills: Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be plugged to prevent the spill enter from entering the MS4. Temporary plugs will be kept onsite for the facility inlets and employees will be trained in when and how to use them. For hazardous materials spills, the procedures described in the Hazardous Materials Management Plan will be implemented.
- 
- 
- 

A Spill/Release Incident Reporting form is provided in **Appendix A**. This form should be filled out promptly after a spill or release.

### **3.4 Outdoor Equipment Operations**

The facility manager or **Village of Buckeye Lake** representative will identify all equipment at the facility that may be exposed to storm water, or that may discharge potential pollutants that may be exposed to storm water.

An employee will be assigned to inspect each piece of equipment on a regular basis to see that it is functioning properly. Leaks, malfunctions, staining on and around the

equipment, and other evidence of leaks and discharges will be observed and noted. The inspecting person will be responsible for reporting any spills or leaks using the form provided in Appendix A. Spill and leak control and cleanup activities are described in Section 3.3.

The equipment operations BMPs for this facility are as follows:

- Equipment will be placed on an impermeable surface, or a drip pan will be installed beneath the potential leak points of the equipment.
- The amount of rainwater that contacts the equipment will be minimized wherever possible.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.5 Outdoor Materials Storage and Handling**

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, and construction materials, or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water. Materials of concern on the facility include gravel, sand, lumber, topsoil, compost, concrete, metal products, and others.

The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- Material is stored in one of three ways:
  - On a paved surface with a roof or covering so that no direct rainfall contacts them, and with appropriate berms or runoff controls to prevent run-on of storm water.
  - On a specially constructed paved area with a drainage system with a slope to minimize water pooling. Prevent runoff and run-on with berms or curbing along the perimeter. Drainage is directed to treatment facilities or water quality catch basins along the lower edge of the pad.
  - Covered with plastic sheeting, secured with weights such as tires or sand bags. If possible, a mounded or bermed area that will prevent run-on of storm water through the material will be used.
- The parking lot or other surfaces near bulk materials storage facilities will be swept periodically to remove fines that may wash out of the materials.
- Liquid tanks will be kept in a designated area on a paved impermeable surface and within a berm or other secondary containment.
- Hazardous materials will be stored as described in the Hazardous Materials Management Plan and in a manner that ensures storm water protection.

- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.
- A portable pumping system will be used that can be moved to accommodate separate containment structures on the facility. Water can then be pumped into a truck or portable temporary holding tank. The water then can be tested and disposed of according to whether any pollutants are present.
- Road salt storage areas are covered.
- Salt truck loading areas are swept regularly to minimize salt laden runoff. An onsite basin to minimize salt laden discharges from the facility captures drainage from the salt truck loading area.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.6 Waste Handling and Disposal**

This section summarizes the preferred storage and disposal practices for some common municipal facility wastes. For many wastes, reusing or recycling is the most cost-effective means to prevent pollution.

The waste handling and disposal procedures for this facility are as follows:

- General shop trash will be kept in a dumpster with the lid closed. The dumpster is kept in a paved area and kept clean by picking up dropped trash and sweeping the area regularly.
- Liquid wastes are kept out of the dumpster and the lid is kept closed to keep storm water out.
- Scrap metal or other materials kept outdoors are covered by a roof or tarpaulin. Scrap parts or other metals are kept in a shed or under a roof out of the rain.
- Waste metal is collected for delivery to a scrap metal dealer.
- Empty drums stored outdoors are sealed to be watertight.
- Hazardous materials or wastes are stored in accordance with the Hazardous Materials Management Plan for the facility and are kept in a covered area or in a locked area.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities are recycled.
- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.7 Vehicle and Equipment Washing/Steam Cleaning**

Wash water for municipal equipment is discharged to the sanitary sewer and is not allowed in storm drains. Steam cleaning is done on the facility only in an area equipped to capture all the water and other wastes. Steam cleaning wash water is prohibited from storm drains.

The vehicle and equipment washing/steam cleaning BMPs for this facility are as follows:

- Vehicles and equipment are washed only in designated areas
- Wash areas are paved and clearly marked.
- Sumps or drain lines are installed to collect wash water for treatment and discharge to the sanitary sewer; reuse (for repeated washings); or recycle (used elsewhere onsite).
- The wash area is graded or bermed to prevent storm water run on.
- Washing takes place on gravel, grass, or other permeable surfaces.
- Use only biodegradable soaps.
- Equipment and vehicle washing takes place inside a building designed for maintenance or equipment storage. All drains from the wash area are connected to the sanitary sewer and no storm water contacts the area.
- A commercial car wash is used to wash the facility vehicles and equipment.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.8 Materials Receiving Areas**

Truck loading and unloading areas are potential sources of potential pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that accumulate in these areas.

The BMPS for the designated loading areas that use an outdoor loading dock are as follows:

- The loading dock area is covered with a roof overhang and a door skirt that fits snugly to both the building door and the truck door.

- Curbs or berms are installed around the loading area to prevent storm water from running on and any spilled material from running off.
- Shipments are inspected for leaked motor fluids, spilled materials, debris, and other foreign materials.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.9 Vehicle and Equipment Maintenance and Storage Areas**

Whenever possible, vehicle and equipment maintenance is performed in an indoor garage. Outdoor vehicle maintenance takes place in an area designated for vehicle maintenance.

The following are the selected BMPs for vehicle and equipment maintenance at the facility:

- Equipment will be kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Vehicle and equipment maintenance areas are paved with concrete wherever possible.
- Drip pans or containers are kept under the vehicles at all times during maintenance.
- Fluids are drained from any retired vehicles kept on-site for scrap or parts. Stored or out-of service vehicles awaiting restoration or service, and vehicles being held for resale are checked periodically for leakage. Drip pans or containers are being kept under the vehicles.
- A berm or other runoff controls will be installed to prevent run-on and run-off. Drainage will be directed to a connection to the sanitary sewer system.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle and equipment storage areas will be operated with some similar precautions:

- Vehicles and equipment will be inspected to identify sources of spills or leaks. Designated facility personnel will perform regular walk-by inspection.
- The equipment yard will be kept clean and clear of debris and litter because any runoff then becomes an illegal discharge to the storm drain.
- Storm drain inlets will be cleaned on a regular schedule and also after large storms. Special attention will be paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.

- Improvements to a vehicle or equipment storage areas should grade the area to slope to a longitudinal drain, or install curbs to direct all direct storm water to a single point of discharge to easily visually monitor the storm water discharge. If the vehicle or equipment yard is a large source of oily materials, then the inlet will be fitted with an oil/water separator or oil/grease trap.
- Consistent parking spots will be designated for each vehicle so that if a leak is indicated on the ground, the truck can be identified and repaired.
- A special area will be constructed for the facilities ‘dirtiest’ equipment (tar equipment, asphalt paving equipment, etc.) in order to handle the discharges, leaks, and runoff separately with more intensive BMPs.
- Spills will be cleaned up promptly; using dry cleanup procedures described in Section 3.3.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.10 Vehicle and Equipment Fueling Areas**

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids coming into contact with storm water. Even very small spills, when they happen every day, add up to a lot of fuel in the drainage system.

Fueling areas ideally should drain to a sump. However, if the area drains to a valved-off storm drain or sewer connection, it needs to be pumped out before the valve may be opened during a rainfall.

The following are the selected BMPs for the proper operation of a fueling area at the facility:

- A paved area or concrete slab will be used for the fueling area (concrete is preferred because fuel and oils cause asphalt to deteriorate).
- Gasoline overflows and spills will be cleaned using dry methods as described in Section 3.3. Spills will not be allowed to run off or evaporate, and will not be flushed with a hose. Absorbent material will be used and disposed of as described in Section 3.3.
- Signs will be posted that instruct pump operators not to “top off” or overfill gas tanks.
- Dry cleanup materials will be kept in the fueling area, and employees will be instructed in the proper dry clean up methods described in Section 3.3. Facility personnel will inspect the area every day for gasoline, motor oil, or other fluids that may have leaked.
- Keep temporary fuel tanks in a bermed area that has an impervious lining, such as concrete or a heavy-mil plastic liner.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the vehicle fueling area is one of the significant sources from the facility, the following fuel area additional design features that may need to be considered:

- Cover the fueling area to prevent rain from falling directly on the area. Install a roof over the fueling island and the area where vehicles park while fueling.
- Storm drain and sewer inlets that drain the fueling area must be equipped with a shutoff valve to keep fuel out of the drain in the event of a spill from the pumps. The valve should be kept closed at all times except during a storm event. Curtail fueling activities when the valve must be open, or use extra precautions to capture any spilled fuel, such as a large drip pan under the vehicle.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following design features will be incorporated into new fuel area designs:

- The fueling area will be separated from the rest of the yard, both to contain any fuel spill and to prevent clean storm water from running on and contacting accumulated fuel spills and motor fluid leaks. One of the following designs will be adopted:
  - Grade the fueling area to be “mounded or elevated”.
  - Install berms around the area that are high enough to redirect water from a large storm.
- Any storm drain inlets that receive runoff from the fueling area will have a sump (to hold any accumulated liquids for pumping); or will be connected to sanitary sewer lines (after checking to get all the permits the wastewater authority may require)
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

### **3.11 Facility Good Housekeeping Activities**

The following good housekeeping practices will be implemented on a regular basis:

- Facility clean up will be completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- Rooftop drains or downspouts will be arranged so they don’t drain directly onto paved surfaces wherever possible.

- The storm water conveyance system will be kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Storm drain inlets will be cleaned regularly to remove sediment and debris. Inlets will be inspected after each large storm to remove debris; and determine whether additional facility BMPs may be required.
- Catch basins will be cleaned out annually, shortly before the wet weather season.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.12 Facility and Municipal Construction Activities**

This section describes the BMPs to be implemented in the **Village of Buckeye Lake** for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size.

Larger-scale projects, such as the construction of new facilities that disturb greater than one acre of ground must satisfy the requirements of the Ohio EPA Construction Permit (Ohio EPA Permit No. OHC000003) dated April 21, 2008 or subsequent permits. These require more extensive storm water pollution prevention measures than described here.

The following BMPs will be implemented for minor construction and remodeling activities at the facility:

- Building materials will be stored under cover or in contained areas. Impermeable tarp will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day; as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.
- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the workday.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned it up promptly using dry methods.
- Water based paintbrushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint will materials will be cleaned 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.
- Tarps or drop cloths will be hung to minimize the spread of windblown materials.

- Sand blasting areas will be controlled to keep particles off of paved surfaces and out of storm drains.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soak into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 3.3.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.13 Storm Water Management: Water Quality Controls**

The following features may be added to various parts of the storm water conveyance system at the **Village of Buckeye Lake maintenance facility** to help control potential pollutants in the storm water before it leaves the site:

- Oil-Absorbent Materials - Oils and greases storm water can be removed using oil-absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, so it can be used on storm water with small concentrations of oily materials.
- Permanent floating booms - Installed in storm water ditches to control occasional light surface sheen. When the boom is spent, it is full of oil and is visibly heavier, and floats lower in the water. The booms are inexpensive enough that they may easily be replaced whenever the absorbent is saturated.
- Vegetated Swale or Channel - Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.
- Catch Basin Filters - Storm drain inlets or inlet inserts that contains filtration media or other design features to removes particulates and oily wastes from storm water as it enters the storm drain
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## **4.0 Reporting and Record Keeping Requirements**

This document and the facility operations shall be reviewed and updated annually to reflect changing site conditions and the effectiveness of the BMPs in the **Village of Buckeye Lake**. All changes to this PPGHP will be documented. A copy of this document and any revisions to the program described herein will be kept at the **Village of Buckeye Lake Maintenance Facility**. A copy of all documentation shall be forwarded to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for inclusion in the Annual Report in April.

### ***4.1 Annual Site Inspection***

The facility manager or **Village of Buckeye Lake** representative will yearly inspect the municipal site operations at the **Village of Buckeye Lake Maintenance Facility** before March 1<sup>st</sup> of each year using the Annual Site Inspection Form provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for the preparation of the Annual Report.

### ***4.2 Non-Storm Water Discharge Visual Inspection***

The facility manager or **Village of Buckeye Lake** representative will inspect the **Village of Buckeye Lake Maintenance Facility** for non-storm water (or illicit) discharges. A non-storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

### ***4.3 Storm Water Discharge Visual Inspection***

The facility manager or **Village of Buckeye Lake** representative will inspect the **Village of Buckeye Lake Maintenance Facility** storm water discharges during storm events. A storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

## **Figures**

Insert site map here that delineates the following as described in the PPGHP:

- Onsite watershed or the direction of storm water drainage across the site
- Locations where offsite flow enters the site
- Onsite and adjacent offsite storm water conveyance systems (pipe, swales, culverts, trench drains, etc.)
- Point of storm water discharge from the site
- Areas where each facility operation or material storage takes place
- The location and type BMPs onsite
- Where no site requires a SWPPP (facilities are not within the UA of the MS4), no site map is needed.

## Tables

<b>Table 1 - Acceptable Non-Storm Water Discharges</b> <b>Village of Buckeye Lake</b> Municipal Operations Pollution Prevention/Good Housekeeping Program	
The following are acceptable non-storm water discharges (illicit discharges) only if they are not "significant contributors of pollutants to the MS4":	
Water line flushing Landscape irrigation Diverted stream flows Rising ground waters Uncontaminated ground water infiltration Uncontaminated pumped ground water Discharges from potable water sources Foundation drains Dechlorinated swimming pool discharges Discharges or flows from fire fighting activities	Air conditioning condensation Irrigation water Springs Water from crawl space pumps Footing drains Lawn watering Individual residential car washing Flows from riparian habitats and wetlands Street wash water
The following are acceptable occasional incidental non-storm water discharges that are not to be considered illicit discharges (they are not "significant contributors of pollutants to the MS4") from the <b>Village of Buckeye Lake</b> site:	

# **Appendix A**

## **Site Inspection Forms**

**Facility/Operations Storm Water Inspection Checklist**  
**Village of Buckeye Lake Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

**Year:** \_\_\_\_\_

Item	Date Completed
Annual Site Inspection	
<b>NON- STORM WATER INSPECTIONS</b>	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
<b>STORM WATER INSPECTIONS</b>	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	

**Promptly forward a copy of this form to: MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Spill/Release Incident Reporting Form**  
**Village of Buckeye Lake Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

1. Date of spill/release: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Time of spill/release: \_\_\_\_\_ a.m. / p.m.
4. Material spilled/released: \_\_\_\_\_
5. Amount spilled/released: \_\_\_\_\_
6. Cause of spill/release: \_\_\_\_\_

**Promptly forward a copy of  
this form to:  
MS4 Coordinator  
Licking Co Engineer  
20 S 2<sup>nd</sup> St.  
Newark OH 43055  
when completed. The original  
should be kept onsite.**

7. Description of scene (e.g., type of media contaminated (e.g., soil), distance to storm sewers, if spill/release was contained):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Description of clean-up actions taken (e.g., how spill/release was contained (e.g., absorbent pillows), where recovered material was placed, how much material was not recovered, remaining actions to be taken): \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List of offsite emergency responders contacted:

_____	_____
_____	_____
_____	_____

10. List of offsite emergency responders at scene:

_____	_____
_____	_____
_____	_____

11. Action taken to prevent recurrence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Use back of form for additional space as needed. Completed forms should be kept onsite.*

**Non-Storm Water Discharge Visual Inspection Form**  
**Village of Buckeye Lake Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Leaks, Trash & Debris)
<b><u>OUTFALL(S) :</u></b> Any water flowing?(If YES, define the source):				
Irrigation				
Water line flushing				
Broken water line				
Firefighting activities				
Unknown The connection to the source must be identified and eliminated as soon as possible.				
<b><u>SITE HOUSEKEEPING:</u></b> Clean of debris (paper, leaves, etc.)?				
Storm drain inlets clean?				
<b><u>VEHICLE MAINTENANCE/STORAGE AREAS:</u></b> Dirt and grease buildup?				
Clean of debris (paper, leaves, etc.)?				
Stains on the asphalt?				
<b><u>MATERIALS STORAGE AREAS:</u></b> Are recyclable materials accumulating?				
Are stored drums covered?				
Are oily parts exposed to storm water contact?				

**Non-Storm Water Visual Inspection Form**



**Storm Water Discharge Visual Inspection Form**  
**Village of Buckeye Lake Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue being evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>OUTFALL(S):</u></b> Clean of debris (paper, leaves, etc.)?				
<b><u>DISCHARGE WATER (Circle below):</u></b>				
Turbidity?	Clear	Cloudy	Muddy	
Oil & Grease sheen present?	Clear	Discontinuous	Continuous	
Floating Material present?	No	Yes If yes, describe material:		
Odors present?	No	Yes If yes, describe (i.e. petroleum, sewage, etc.):		
Discoloration present?	No	Yes If yes, describe color:		

**Storm Water Discharge Visual Inspection Form**  
**Village of Buckeye Lake Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>SITE AREA(S):</u></b>				
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas?				
Are there leaks or stains around drums or aboveground storage tanks?				
Are the drainage swales, catch basins and/or grates clean of debris (leaves, paper, etc.)?				
<b><u>OTHER OBSERVATIONS:</u></b>				

**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Inspected by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Annual Site Inspection Form**  
**Village of Buckeye Lake Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program

To be completed by March 1<sup>st</sup> of each year for the Annual Report submittal. Revisions to the PPGHP recommended by this inspection shall be completed within 90 days of the date of the inspection.

Location: \_\_\_\_\_

Date/Time of Inspection: \_\_\_\_\_

**I. STORM WATER MONITORING PROGRAM COMPLIANCE**

1. Have ? non-storm water inspections been performed and documented? Yes/No  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Have ? storm water inspections been performed and commented? Yes/No  
Give dates: \_\_\_\_\_  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Have there been any corrective actions recommended as a result of site inspections? Yes/No  
If yes, have the actions been included in updates to the SWPPP/SWMP? Yes/No  
If corrective action updates have not been made, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. REVIEW SITE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)**

1. Are there any changes to the site operations/activities? Yes/No
2. Are there any changes to storm water BMPs? Yes/No
3. Are there any changes to potential pollutant sources or activities? Yes/No
4. Are there any changes to storm water program personnel? Yes/No
5. Has employee training been conducted and documented? Yes/No  
If no, indicate reason: \_\_\_\_\_

**III. SITE INSPECTION**

1. Are preventive maintenance activities being implemented and documented? Yes/No  
(catch basins cleaned, parking areas cleaned, etc.?)  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills, place drip pans under leaking vehicles, clean oily parts before storing outside, etc.)? Yes/No  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are any special storm water BMPs being implemented (sediment erosion, curbs, spill prevention, etc.)? Yes/No  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Have spill prevention and response procedures been implemented, and is spill prevention equipment operational and ready (secondary containment, personnel training, inspection of chemical storage areas, etc.)? Yes/No  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Have sediment erosion controls been implemented? Yes/No  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Are there any additional storm water controls recommended as a result of the site inspection? Yes/No  
If yes, describe here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. UPDATE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)

1. Have all updates been made to the PPGHP? Yes/No  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_

#### V. EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)

Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP (E)	New BMP	Status (FI, PI NI, NA)	Implementation Schedule
Keep vehicle maintenance areas clean				
Regular pavement sweeping				
Control spills				
Practice proper waste disposal				
Eliminate non-storm water discharges				
Properly store materials to minimize exposure				
Store wastes and recycling materials in proper place				
Cover road salt storage area				
Routinely clean catch basins				
Keep equipment and vehicles clean				
Use drip pans under parked, stored vehicles				

Implement construction BMPs as necessary				
Wash equipment and vehicles in designated areas				
Provide spill protection at the fuel islands				
Cover trash bins				

E = Existing BMP  
FI = Fully Implemented  
PI = Partially Implemented  
NI = Not Implemented  
NA = Not Applicable

**From the table above, answer the following questions:**

1. Do the existing BMPs appear to be effective in reducing the potential for storm water pollution? Yes/No  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Are additional BMPs needed to address sources of pollutants at the site (i.e., more frequent inspections of certain areas of operations, changes in operations, etc.)? Yes/No  
If yes, describe the BMPs needed to address sources of pollutants and a time schedule for implementation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

## **Appendix B**

*<existing spill plans or other existing documents>*

Village of Hebron (Street Department) SWPPP

### **STORMWATER POLLUTION PREVENTION PLAN FOR STREET DEPARTMENT SITE 112 Elm Street**

**Village of Hebron, Ohio**

**April 2012**

Prepared by:



**C.F. BIRD & R.J. BULL, INC.**

Engineers and Surveyors

2875 W. Dublin-Granville Road

Columbus, Ohio 43235

Ph: (614) 761-1661

Fax: (614) 761-1328

[WWW.BIRDBULL.COM](http://WWW.BIRDBULL.COM)

## Table of Contents

<b>Introduction</b>	3
<b>Site Map</b>	4
<b>Pollution Prevention Team</b>	5
<b>Site Assessment</b>	6
Discharge Points	6
Site Features	7
<b>Administrative Requirements</b>	9
Required Signatures	9
Plan Retention and Availablity	9
Required Plan Modifications	9
Non-Compliance Notification	9
Maintenance of Records	10
<b>Best Management Practices</b>	11
Good Housekeeping	11
Inspections and Preventative Maintenance	11
Sediment and Erosion Control	12
Source Controls	12
<b>Employee Training Program</b>	13
Frequency	13
Topics	13
<b>Spill Prevention and Emergency Cleanup Plan</b>	14
Purpose and General Information	14
Spill Prevention and Proposed Measures	14
<b>Monitoring Plan</b>	17
Annual Wet Weather Inspection	17
Annual Dry Weather Inspection	17
Reporting	18
Records Retention	18
<b>Owner Certification</b>	19
<b>Appendices</b>	
A. Site Assessment	
B. Inspection Forms	

## Introduction

The Village of Hebron is covered by the Licking County MS4 Program. This permit is issued as part of the National Pollutant Discharge Elimination System (NPDES) Phase II program, which in the state of Ohio is regulated by the Ohio EPA. As a Phase II community, Hebron must prepare Stormwater Pollution Prevention Plans (SWPPPs) for all maintenance or storage yards, and material storage facilities owned or operated by the Village. The Street Maintenance site includes storage and maintenance facilities and therefore the Village has developed this SWPPP to fulfill the NPDES Phase II requirement.

The objectives of this SWPPP are:

- To implement and maintain Best Management Practices (BMPs) that identify, reduce, eliminate, and/or prevent the discharge of stormwater pollutants.
- To prevent violations of surface water quality, groundwater quality, and sediment management standards.
- To eliminate the discharges of unpermitted process wastewater, domestic wastewater, and other illicit discharges to stormwater drainage systems.

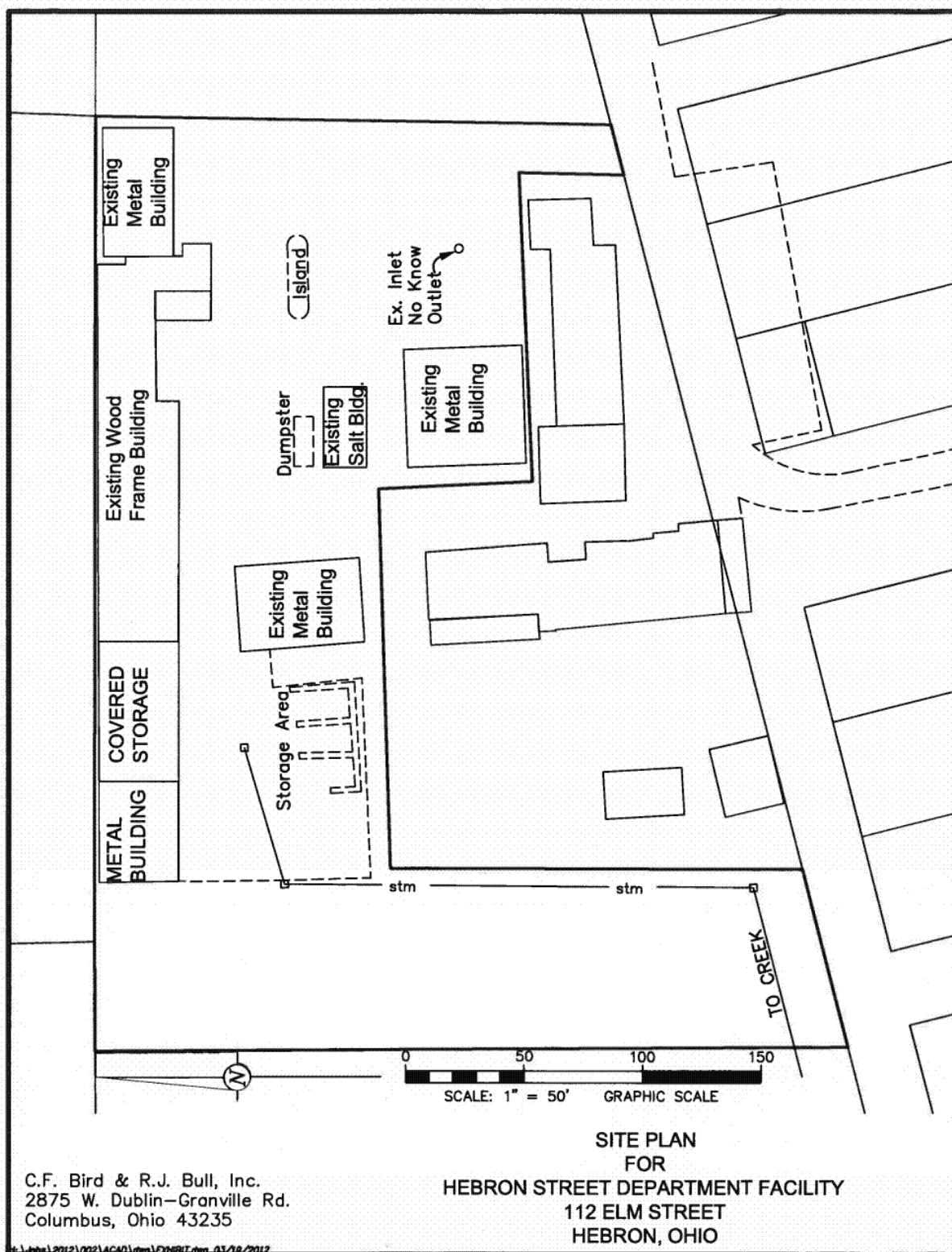
The Village of Hebron is a community located in Licking County between the Villages of Buckeye Lake and Heath, and is traversed by S.R. 79 at its east end. This report deals with the pollution potential of stormwater runoff from the Street Maintenance facility located at 112 Elm Street.

The attached site map presents a facility site plan of the site, which includes;

- A maintenance building
- A garage
- A salt storage building
- Uncovered bays for miscellaneous material storage (sand, gravel, mulch, etc.)
- Covered storage bays

Not all of the facilities listed above contribute to stormwater pollution. The site assessment in the following section focuses on those areas with potential to be sources of pollution.

The site map also shows the drainage system. The storm drainage system is very minimal. There is a catch basin near the outdoor storage bays that runs to the west to another catch basin at the edge of pavement. The storm sewer then continues south in grass area to another catch basin where the storm turns west and discharges to a creek. There is also a small inlet in toward the southeast corner of the parking lot that an outlet for was not able to be determined. However, based upon the grading of the pavement area, it does not appear that there is much drainage going to this inlet. Based upon the overall layout and grading of the facility, there appears to be a minimal amount of stormwater that is captured by the storm sewer system. Therefore, with proper BMPs pollution should not be expected from this site.



## Pollution Prevention Team

The following people will be involved in implementing the SWPPP. Each of these individuals is authorized to sign discharge certification forms, and they may delegate the monitoring tasks to any individual who has been properly trained according to the Employee Training Program in this document.

**Responsible Official:** Linda Nicodemus, Stormwater Coordinator

**Team Leader:** Kenneth Nauer, Street Superintendent  
Office Phone: 740-928-1778  
Cell Phone: 740-404-3695  
Email: [hebronpwd@midohio.twcbc.com](mailto:hebronpwd@midohio.twcbc.com)

**Responsibilities:** Direct, coordinate, and ensure that BMPs are implemented; schedule semiannual compliance evaluations; review and revise SWPPP when needed; budget for maintenance of existing BMP features; request construction of new or major modification of existing BMPs, if needed.

**Site Manager:** To be assigned by SWPPP Team Leader

**Responsibilities:** Coordinate and implement Operational and Source Control BMPs for the facility; participate in compliance evaluations; report problems, needed maintenance, or degradation of BMPs to Team Leader.

**Maintenance and Source Control Coordinator:** To be assigned by SWPPP Team Leader

**Responsibilities:** Participate in compliance evaluations; provide advice and technical support for plan revisions; handle maintenance of BMPs.

**Monitoring Coordinator** To be assigned by SWPPP Team Leader

**Responsibilities:** Conduct site monitoring activities.

## Site Assessment

The Street Department site, its operations, and its site plans were examined to assess the potential of site materials and operational practices to pollute stormwater and consequently impact receiving waters. This assessment includes the production of a Facility Site Plan showing existing features relevant to stormwater pollution prevention. The assessment also includes an inventory of on-site materials and their pollution potential (Form A-1 in Appendix A); a list of previous spills of materials (Form A-2 in Appendix A); and an inspection of the site for the presence of non-stormwater discharges from sanitary sewers or industrial wastewater (Form A-4 in Appendix A). Blank forms for future reassessments are provided in Appendix B.

## Discharge Points

The site has minimal storm sewer or drainage facilities available. There are two catch basins that drain portions of the pavement area. A portion of the site drains by overland flow from the pavement area into grass areas.

- **Discharge Point 1** is a catch basin located near the exposed gravel storage area and collects a small tributary area of drainage. The storm sewer from this catch basin extends westerly to another catch basin located just off the edge of the pavement at the end of the storage area. The storm sewer then continues south through a grass area to another catch basin. From there the storm goes west and discharges to an existing creek. The two catch basins near the storage area have inlet filter mats on them protecting them from allowing stormwater contaminants into the system. The catch basins also have very small drainage areas that contribute to them.
- **Discharge Point 2** is an undefined discharge. There is a small 6 inch inlet located in the pavement area near the southeast corner of the site. The outlet for this storm structure has not been found or determined. Due to the existing topography of the site, very little drainage is received by this structure. Further, there are no potential contamination sources close to this storm structure so it should not be a concern.
- The remainder of the site has overland flow draining to grass areas on the east and west side of the site. On the east side there is an existing catch basin near the gate which collects the majority of the water.

Pollutants from this site that result from site activities include runoff from the gravel storage area which include suspended solids, turbidity, and nutrients. Current site conditions are such that the potential for these pollutants to be conveyed by stormwater runoff into the receiving storm drains and watercourses is minimal.

## **Site Features**

### **Salt Storage Enclosure**

This facility is an 18' x 34' building that stores the Village's salt supply for the winter. A front end loader enters the facility to gather salt and then backs out and loads the salt into a salt truck. Any salt that may be discharged onto the pavement is swept up and put back into use. This facility is not located near any storm sewer structures so the risk for polluting the storm system is minimal. Located next to the salt storage enclosure is an uncovered dumpster. It is recommended that this dumpster be covered if possible.

### **Vehicle Building (Building #2)**

This building is located adjacent to the salt storage enclosure and is used to house vehicles. Maintenance of vehicles occur in this building but any discharge from the equipment would be collected on the floor. There are no floor drains in this building, so any spills are cleaned up and as such, the SWPPP does not identify additional BMPs.

### **Metal Building**

This building is located northwest of the salt storage shed and is used to house vehicles and mowing equipment. Maintenance of vehicles and equipment occur in this building but any discharge from the equipment would be collected by the floor drains which should drain to the sanitary sewer and as such, the SWPPP does not identify additional BMPs.

### **Brick & Frame Building**

This building is a long building of vehicle bays and office space. The facility was formerly a body shop. Vehicles are stored in this building and offices for the street department are also here. Any discharge from the vehicles would be collected by the floor drains which should drain to the sanitary sewer and as such, the SWPPP does not identify additional BMPs.

### **Open Storage Bays**

This area is located at the west end of the Brick & Frame Building. Pipe and supplies are stored in this area. The area is covered and stormwater runoff is not an issue here. Therefore, the SWPPP does not identify additional BMPs.

### **Open Material Storage**

Separate bays for storing gravel are provided on the western end of the site across from the Open Storage Bays. These bays are not covered and their contents are exposed to rainwater. This has the potential for erosion of the stored materials; potential pollutants include suspended solids, turbidity, and nutrients. Options to reduce this potential include temporary covering (plastic) of those materials more susceptible to erosion, berm off the area to trap runoff or divert storm flows away from the catch basins. The existing catch basins near this potential source do have inlet

filter mats to prevent pollutants from entering the system, but these are temporary BMPs for this runoff.

## **Administrative Requirements**

### **Required Signatures**

This SWPPP and certification statements (i.e. non-stormwater discharge) must be signed by a duly authorized representative of the facility. Subsequent modifications to this SWPPP and certification statements must also be signed as described above.

### **Plan Retention and Availability**

This SWPPP shall be retained on-site or within reasonable access to the site. It shall be made available to the OEPA upon request, but is not submitted to OEPA. The plan shall also be on file with the Village Stormwater Coordinator.

### **Required Plan Modifications**

If OEPA notifies the Village of Hebron that the SWPPP does not meet one or more of the minimum requirements of the Stormwater Permit, the Village shall submit a plan modification to OEPA within 30 days of such notice.

The SWPPP shall be modified accordingly whenever there is a change in design, construction, operations, or maintenance that causes the SWPPP to be less effective in controlling pollutants. Modifications need not be submitted to OEPA.

Whenever an inspection reveals that the description of potential pollutant sources or the pollution prevention measures and controls identified in the SWPPP are inadequate, the SWPPP shall be modified, as appropriate, within two weeks of such inspection. Modifications shall be implemented in a timely manner. Modifications need not be submitted to OEPA.

### **Non-Compliance Notification**

If conditions specified in the Permit are not complied with, or will not be complied with, the Village shall notify the OEPA (614-644-2001). The Village shall provide:

- A description of the nature and cause of non-compliance, including the quantity and quality of any unauthorized waste discharges.
- The period of non-compliance, including exact dates and times and/or the anticipated time when compliance will be achieved.
- The steps taken, or to be taken, to reduce, eliminate, and prevent recurrence of the non-compliance.

In addition, immediate action shall be taken as expeditiously as practicable, to stop, contain, and clean up any discharge or spill and all reasonable steps shall be taken to minimize any adverse impacts to waters of the state and correct the problem. OEPA shall be notified by telephone so

that an investigation can be made to evaluate any resulting impacts, the corrective actions taken, and to determine if additional action should be taken.

In the case of any discharge which could constitute a threat to human health, welfare, or the environment, the Village shall notify the OPEA within 24 hours from the time the Village becomes aware of the circumstances. If this information is provided orally, a written submission covering these points shall be provided within five days after knowledge of the circumstances, unless OEPA waives or extends this requirement or extends this requirement on a case-by-case basis.

## **Maintenance of Records**

All records will be kept in this notebook using the forms provided in Appendix B for:

- Storage of new materials constituting a pollution hazard (Form A-1 Material Inventory)
- Spills of significant materials (e.g., oil, antifreeze, leachate, other pollutants) (Form A-2 List of Significant Spills and Leaks)
- Areas associated with industrial activity (Form A-3 Areas Associated with Industrial Activity)
- Non-stormwater discharge dry weather inspections (Form A-4 Non-Stormwater Discharge)
- Wet weather runoff inspections (Form B-1 Wet Weather Inspection)
- Preventative maintenance inspections (Form B-2 Preventative Maintenance Inspection)
- Training achievements (Form B-3 Training Achievements)
- Changes in Stormwater Pollution Prevention Plan

All records are to be dated and kept in reverse chronological order for a period of five years.

# **Best Management Practices**

## **Good Housekeeping**

Good housekeeping practices are important for reducing or eliminating pollutants in stormwater runoff. Good housekeeping involves maintaining a clean and orderly work environment. Keeping all areas clean will prevent the spread of pollutant-containing material. Extra attention to surfaces draining to storm sewer can significantly reduce pollutant washoff. An orderly work environment will reduce the chance for inadvertent spills. The following practices should be employed:

- Site Manager shall keep a running inventory of all chemical substances (Form A-1 Material Inventory) and Material Safety Data Sheets (MSDS) in a fixed location.
- Hazardous materials in the maintenance shops should be kept in enclosed storage lockers and/or on “spill containment pallets” (that provide secondary containment) where possible or stored in an orderly fashion at the back of the shops, as far away from the front as possible. Containers should be well sealed, clean, and labeled with substance name and date (and hazards, if appropriate).
- Promptly and properly dispose of all empty containers from cleaners, oil, or chemicals.
- Ensure an adequate supply of absorbent pads or materials is available for cleanups.
- Use absorbent for any minor oil spills or leakage on pave area in front of the maintenance shops or service areas. When the liquid has been absorbed, sweep up and dispose of it properly.
- Loading and unloading areas are to be frequently cleaned using vacuum-type street sweepers, or hosed off into sanitary sewer drainage system, while avoiding drainage to storm sewers.
- Sweep weekly or as needed. Pick up and properly dispose of any trash or debris, if present.
- For vehicles or equipment under repair, inspect daily for leaks. For all other stored and parked vehicles, containers, or equipment, inspect weekly. Contain leaks and then repair or replace item promptly; clean up as detailed in the Spill Prevention and Emergency Cleanup Plan.

## **Inspections and Preventative Maintenance**

Inspections and preventative maintenance are essential for maintaining the performance of Best Management Practices over time.

Preventative maintenance inspections of stormwater system features should be carried out during inspections (see Monitoring Plan). If inspections reveal recurring maintenance issues at specific locations, increase inspection frequency to monthly at these locations.

Observations from inspections should be recorded on the *Preventative Maintenance Inspection Form* (Form B-2) provided in Appendix B. Conditions of the following features should be recorded:

- Oil/water separator
- All catch basins
- All paved surfaces for evidence of pollutants (e.g. oil stains, discoloration, sediment accumulation).

A nominal cleaning frequency for catch basins and oil/water separators is stated below. Adjust these frequencies as necessary (site-wide or for specific structures) if inspections reveal that more frequent cleaning is needed. Regular vacuuming and sediment removal will maintain maximum sediment retention capacity, prevent washout of sediment, and limit the dissolving of pollutants into water.

#### **Vactor the Following:**

- All catch basins annually or as needed, especially after major storms
- Oil-water separator annually, immediately after significant spills, and additionally as necessary. For heavy oil accumulation, obtain the services of a firm that collects oil/oily liquids.

### **Sediment and Erosion Control**

On the Street Maintenance site, a potential problem is erosion from the uncovered storage bays. The BMP for stockpiles shall be to provide temporary plastic covers or berm off the area to trap runoff and divert storm flows away from the storm sewers. In certain instances, berms or sills at the bottom of the bays to reduce the washout of suspended solids could be an effective alternative.

### **Source Controls**

Source control measures minimize the opportunity for pollutants to enter the stormwater system. Source controls are often the most effective methods for water quality protection. The above site assessment, as well as measures described in the Spill Prevention and Emergency Cleanup section of this SWPPP, include source control measures. This section includes additional source control BMPs.

- For storage of hazardous materials in maintenance shops, use drums and containers set in “drip pan” type receptacles where possible. Use containers that are durable, corrosion resistant, non-absorbent, and non-leaking.
- Use drip plans to collect leaks and spills from equipment/vehicles if parked outside for extended periods.
- Properly dispose of scrap metals by sending them to a landfill or determining if they can be reused as quickly as possible. Otherwise, keep them stored in a covered space until disposal.

# **Employee Training Program**

## **Frequency**

Perform in-depth pollution prevention training for new employees within 30 days of hiring, and a refresher briefing held annually addressing:

- Good housekeeping.
- Spill prevention and response procedures.
- Materials handling and storage.
- Announce any changes to the plan.
- Announce any new management practices related to stormwater pollution prevention.

## **Employee Training Program Topics**

### **Good Housekeeping**

- Review and demonstrate basic cleanup procedures.
- Clearly indicate proper disposal locations.
- Be sure employees know where routine cleanup equipment is located.

### **Spill Prevention and Response**

- Clearly identify potential spill areas and drainage routes.
- Post warning signs in spill areas with emergency contacts and telephone numbers.
- Drill on spill clean-up procedures.
- Identify the locations of spill clean-up equipment and the persons responsible for operation of the equipment.

# **Spill Prevention and Emergency Cleanup Plan**

## **Purpose and General Information**

This plan provides for measures and procedures to prevent or minimize contamination of stormwater runoff from the site during normal operations and in the event of spills. The Street Maintenance facility has two catch basins on site. These structures provide limited to no protection in the event of a spill and the Village should implement some form of response measures in the event of a spill.

## **Spill Prevention and Proposed Measures**

### **Likely Spill Locations**

The most likely spill locations on the site are anywhere that machinery is operated or parked. Other potential locations are where stored hazardous materials are handled and transported around the site (such as fuel tanks and paint containers).

### **Inspections**

One of the most effective spill prevention measures is the performance of routine visual inspections to detect potential spill situations. These shall be done on a regular basis during the course of operating the site.

### **Housekeeping**

Good housekeeping, as described above, can prevent a significant amount of contaminants from entering runoff as well as promote pride in providing a clean facility.

In addition, new employees should be briefed on the spill cleanup plan as part of their job training and orientation. The storm drainage system, spill prevention practices, and spill cleanup procedures are to be reviewed in detail.

All site employees are to be given a refresher briefing on the spill cleanup plan annually, stressing the importance of spill prevention, good housekeeping and emergency spill cleanup procedures.

### **Spill Kit**

It is recommended that the site be equipped with a few pieces of equipment to assist in handling spills. A minimal spill kit should contain the following materials:

- 1 – 40 pound bag of Oil Sponge
- 1 – 5 pound bag of Absorb – All
- 1 – flat-edge short shovel
- 10 – 18-inch x 18-inch oil absorbent pads

- 1 – pair of chemical resistant long rubber gloves
- 1 – roll of duct tape
- 2 – 6 mil thickness 30-gallon plastic bags
- 1 – clear plastic eye and face protection shield
- 2 – plastic tarps
- 4 – oil-absorbent “booms,” minimum length 10 feet each
- 2 – rolls of yellow “caution” tape

If materials from the kit are used for spills, the site supervisor should report the items used and request that they be restocked immediately for use. In addition, the kit should be checked semi-annually to verify that all materials are available.

### **Emergency Spill Response**

In the event of a major or significant spill, the following actions should be taken, remembering that safety of staff and visitors is paramount:

1. **Notify the supervisor on duty.**
2. **Determine the danger to personnel.** If the material is suspicious in nature as indicated by fumes or smoke being released, clear the immediate area and get personnel upwind of the spill. If the situation is severe enough to warrant, close the facility and evacuate the area.
3. **Call for assistance.** The supervisor should make a quick assessment of the nature and severity of the spill so that the appropriate notifications can be made.
4. **Isolate the spill.** For spills of a known material which does not present a personnel hazard, use the materials in the Spill Kit to berm off and soak up the spill as appropriate. Liquids such as hydraulic oil, diesel oil, motor oil, antifreeze, or paint can be controlled in this manner. If catch basins are threatened in the spill area, use the tarps and oil boom rolls to keep the material out as much as is possible. Use rubber gloves, boots and face shield as needed to avoid contact with material. The yellow “Caution” tape may be needed to warn personnel of a slip hazard from oil spills.

For unknown materials which are suspected to present a hazard to personnel, keep personnel at a safe distance. If catch basins are threatened in the spill area and can be safely reached, use the tarps and oil boom rolls to keep the material out as much as possible.

5. **Clean up the spill.** When they are saturated, place the pads, booms and absorbent in the trash bags provided. Place the bags in a hazardous materials storage cabinet using the bulk half-drum container. Use additional absorbent to thoroughly soak up the liquid. Do not wash free liquid or absorbent down catch basins or off of paved areas.

For spills of oily liquids which have occurred in the washing area, inspect oil/water separator tanks (if any) for free oil floating on top. Contact an oil cleaning service to remove large quantities. For small quantities, the absorbent pads or booms may be used to soak up the oil. Dispose of oil-contaminated materials in trash bags provided in the kit. Place the bags in a hazardous materials storage cabinet using the bulk half-drum container, and provide for disposal within 72 hours.

For spills of unknown materials, once a determination has been made of the nature of the material and whether it is a special waste, accomplish cleanup and disposal as recommended by the Fire Department. Use the protective equipment in the spill kit to avoid contact with the material if so advised by the trained specialists called to the scene. Some materials may require special handling and disposal.

After all free liquid or material and absorbent has been removed, the area may be treated with a detergent solution and washed down into a sanitary sewer to eliminate a slip hazard for personnel.

## Monitoring Plan

To comply with the Stormwater Permit, the Village of Hebron must perform periodic visual observations of discharges from the facility to evaluate the effectiveness of the BMPs. Water quality sampling of discharges is not required by this Permit.

Inspection frequency and location is summarized in the following table:

Inspection Type	Period	Frequency	Location
Wet Weather	Oct., Nov., or Dec.	Annually	All catch basins, asphalt surface
Dry Weather	July, Aug., or Sept.	Annually	Same as Wet Weather

The following periodic observations are to be performed, with results recorded on the provided inspection forms. See the Best Management Practices section for additional inspection and maintenance requirements.

### Annual Wet Weather Inspection

Inspect one time during the wet weather period, during a storm event generating observable overland flow. Follow and fill out the *Wet Weather Inspection Form* (Form B-1 in Appendix B) and make additional notes as needed.

During wet weather inspections:

- Verify that the description of potential pollutant sources and the Facility Site Plan are accurate.
- Make certain that the pollutant reduction controls are being implemented, maintained, and are functioning adequately.
- Inspect all drainage structures for defects and maintenance needs.
- List observations of floating materials, suspended solids, oil and grease, discoloration, turbidity, odor, etc. in stormwater discharges and their probable source.

### Annual Dry Weather Inspection

Inspect one time each year, following a least seven days of dry weather. Follow and fill out the *Non-Stormwater Discharge Dry Weather Assessment and Certification Form* (Form A-4 in Appendix A).

The objective of these observations is to determine if unauthorized non-stormwater discharges (e.g. domestic wastewater or noncontact process wastewater) to the stormwater drainage system are occurring. These illicit flows are much more difficult to detect during periods with stormwater flows, and therefore it is important to make these observations during a very dry period.

During dry weather inspections:

- If flow is present, then the inspector must determine whether or not it is a result of non-stormwater discharges. The inspector must use his/her judgment as to the source. Smoke testing or dye studies are not required to differentiate between industrial and non-industrial sources at this site.
- If flow is present and believed to be a non-stormwater discharge (e.g. domestic wastewater, process wastewater, etc.), then corrective action(s) should be identified and completed on Form A-4.
- If flow is present and believed to be industrial discharge (i.e. washwater, leachate), then the OEPA must be notified (614-644-2001).

## **Reporting**

Inspection data obtained during each monitoring period must be summarized and reported on a Discharge Monitoring Report (DMR) form.

## **Records Retention**

Records must be retained for a minimum of five (5) years. Records include but are not limited to:

- Inspection reports
- Maintenance records
- Records of repairs (including costs)
- Spill records

# Owner Certification

## OWNER'S SWPPP CERTIFICATION

I certify under penalty of law this SWPPP have been developed in accordance with good engineering practices. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. And at the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

---

Signature

---

Printed Name

---

Title

---

Date

## **Appendix A**

### **Site Assessment**

<b>FORM A-1</b> <b>Material Inventory</b>	Completed By: Title: Date:
--	----------------------------------

Completed By:

Title:

Date: \_\_\_\_\_

List materials handled, treated, stored, or disposed of at the site that may potentially be exposed to precipitation or runoff.

[illegible]

<b>FORM A-2</b> <b>List of Significant Spills and Leaks</b>	Completed By: Title: Date:
--	----------------------------------

Title:

Date:

List all spills and leaks of toxic or hazardous pollutants that were significant. Significant spills and leaks include but are not limited to, releases or oil or hazardous substances in excess of reportable quantities. Although not required, we suggest you list spills and leaks of non-hazardous materials.

[illegible]

<b>FORM A-3</b> <b>Areas Associated with Industrial Activity</b>	Completed by: Title: Date:
---	----------------------------------

Date:

Industrial Area or Activity	Potential Stormwater Pollutant form Area or Activity	Likelihood of being present in stormwater discharge. If yes describe reason.
-----------------------------	--	--

[illegible]

<b>FORM A-4</b> <b>Annual Non-Stormwater Discharge Dry Weather (July 1 to September 30)</b> <b>Assessment &amp; Certification</b>				Completed By: Title: Date:	
The dry season inspection shall determine the presence of unpermitted non-stormwater discharges such as domestic wastewater, wash water, or leachate to the stormwater drainage system.					
Tests may include: visual observations of flows, odors, oily conditions, and other abnormalities: dye tests, television line surveys; and/or analysis and validation of accurate piping schematics.					
Inspection Date	Inspection Location	Method Used to Test or Evaluate Discharge	Flow Present (yes or no)	Identify Potential Significant Sources of Non-Stormwater Flow	Person Who Conducted the Test
<b>Certification</b> Based on my inquiry of the person or persons who manage the systems 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.					
Name & Title:			Phone:		
Signature:			Date:		

## **Appendix B**

### **Inspection Forms**

<b>FORM B-1</b>			Completed By:
<b>Wet Weather Inspection</b>			Title:
			Date:
These inspections are to be performed and recorded quarterly. The wet weather inspection will be performed during a runoff generating storm to verify the functioning of the storm system.			
<b>Inspection Date</b>	<b>Inspection Location</b>	<b>What to Look For</b>	<b>Condition</b>
<b>Certification</b>			
Based on my inquiry of the person or persons who manage the systems 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.			
Name & Title:		Phone:	
Signature:		Date Signed:	

<b>FORM B-2</b> <b>Preventative Maintenance Inspection</b>			Completed By: Title: Date:
These inspections are to be performed and recorded quarterly.			
<b>Inspection Date</b>	<b>Inspection Location</b>	<b>What to Look For</b>	<b>Condition</b>
<b>Certification</b> Based on my inquiry of the person or persons who manage the systems 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.			
Name & Title:		Phone:	
Signature:		Date Signed:	

<b>FORM B-3</b> <b>Training Achievements</b>	Completed By: Title: Date:
Note all significant training achievements on this form including staff meetings, courses, and job training.	
Date:	
Personnel:	
Achievements:	

**STORMWATER POLLUTION PREVENTION PLAN FOR  
WATER RECLAMATION FACILITY SITE  
3261 Hebron Road SE**

**Village of Hebron, Ohio**

**November 2012**

Prepared by:



**C.F. BIRD & R.J. BULL, INC.**

Engineers and Surveyors

2875 W. Dublin-Granville Road

Columbus, Ohio 43235

Ph: (614) 761-1661

Fax: (614) 761-1328

WWW.BIRDBULL.COM

## Table of Contents

<b>Introduction</b>	3
<b>Site Map</b>	Insert
<b>Pollution Prevention Team</b>	5
<b>Site Assessment</b>	6
Discharge Points	6
<b>Administrative Requirements</b>	7
Required Signatures	7
Plan Retention and Availablity	7
Required Plan Modifications	7
Non-Compliance Notification	7
Maintenance of Records	8
<b>Best Management Practices</b>	9
Good Housekeeping	9
Inspections and Preventative Maintenance	9
Sediment and Erosion Control	10
Source Controls	10
<b>Employee Training Program</b>	11
Frequency	11
Topics	11
<b>Spill Prevention and Emergency Cleanup Plan</b>	12
Purpose and General Information	12
Spill Prevention and Proposed Measures	12
Emergency Spill Response	13
<b>Monitoring Plan</b>	15
Annual Wet Weather Inspection	15
Annual Dry Weather Inspection	15
Reporting	16
Records Retention	16
<b>Owner Certification</b>	17
<b>Appendices</b>	
C. Site Assessment	
D. Inspection Forms	

## Introduction

The Village of Hebron is covered by the Licking County MS4 Program. This permit is issued as part of the National Pollutant Discharge Elimination System (NPDES) Phase II program, which in the state of Ohio is regulated by the Ohio EPA. As a Phase II community, Hebron must prepare Stormwater Pollution Prevention Plans (SWPPPs) for all maintenance or storage yards, material storage facilities, and water reclamation facilities owned or operated by the Village. The Water Reclamation Facility site includes storage and maintenance facilities and therefore the Village has developed this SWPPP to fulfill the NPDES Phase II requirement.

The objectives of this SWPPP are:

- To implement and maintain Best Management Practices (BMPs) that identify, reduce, eliminate, and/or prevent the discharge of stormwater pollutants.
- To prevent violations of surface water quality, groundwater quality, and sediment management standards.
- To eliminate the discharges of unpermitted process wastewater, domestic wastewater, and other illicit discharges to stormwater drainage systems.

The Village of Hebron is a community located in Licking County between the Village of Buckeye Lake and the City of Heath, and is traversed by S.R. 79 at its east end. This report deals with the pollution potential of stormwater runoff from the Water Reclamation Facility located at 3261 Hebron Road SE.

The attached site map presents a facility site plan of the site, which includes;

- Headworks
- Clarifiers
- Orbal Tank
- Filter Building
- Administration Building
- Garage
- Post Aeration Facility
- Old Waste Water Treatment Plant

Not all of the facilities listed above contribute to stormwater pollution. The site assessment in the following section focuses on those areas with potential to be sources of pollution.

The site map also shows the drainage system. This site is divided by existing railroad tracks. On the east side of the tracks is the old waste water plant that was rehabbed as part of the work for the new plant. Although this old plant is no longer the waste water plant for the Village, several treatment processes are still in service. In addition, a sludge drying bed was constructed on this part of the site. The sludge drying bed drains to a trench drain which discharges into the sanitary sewer system. As part of the construction for the new plant, new storm sewers were constructed on this side of the tracks to convey storm water to Beaver Run.

On the west side of the site is the new water reclamation facility where the majority of the treatment processes take place. Most of this portion of the site drains to a storm sewer system which discharges into a retention pond. The pond discharges to a ditch along the railroad tracks which ultimately discharges to Beaver Run. A portion of this side of the site drains by overland flow to the railroad ditch.

There is limited exposure to harmful materials entering the storm sewer system. There are few chemicals on site, and those present are under roof and not exposed to rainwater. Any maintenance operations for vehicles are done in the garage.

## Pollution Prevention Team

The following people will be involved in implementing the SWPPP. Each of these individuals is authorized to sign discharge certification forms, and they may delegate the monitoring tasks to any individual who has been properly trained according to the Employee Training Program in this document.

**Responsible Official:** Linda Nicodemus, Stormwater Coordinator

**Team Leader:** Tom Coleman, Wastewater Superintendent  
Office Phone: 740-928-8793  
Cell Phone: 740-404-8657  
Email: [hebronwrf@midohio.twcbc.com](mailto:hebronwrf@midohio.twcbc.com)

**Responsibilities:** Direct, coordinate, and ensure that BMPs are implemented; schedule semiannual compliance evaluations; review and revise SWPPP when needed; budget for maintenance of existing BMP features; request construction of new or major modification of existing BMPs, if needed.

**Site Manager:** To be assigned by SWPPP Team Leader

**Responsibilities:** Coordinate and implement Operational and Source Control BMPs for the facility; participate in compliance evaluations; report problems, needed maintenance, or degradation of BMPs to Team Leader.

**Maintenance and Source Control Coordinator:** To be assigned by SWPPP Team Leader

**Responsibilities:** Participate in compliance evaluations; provide advice and technical support for plan revisions; handle maintenance of BMPs.

**Monitoring Coordinator** To be assigned by SWPPP Team Leader

**Responsibilities:** Conduct site monitoring activities.

## **Site Assessment**

The Water Reclamation Facility site, its operations, and its site plans were examined to assess the potential of site materials and operational practices to pollute stormwater and consequently impact receiving waters. This assessment includes the production of a Facility Site Plan showing existing features relevant to stormwater pollution prevention. The assessment also includes an inventory of on-site materials and their pollution potential (Form A-1 in Appendix A); a list of previous spills of materials (Form A-2 in Appendix A); and an inspection of the site for the presence of non-stormwater discharges from sanitary sewers or industrial wastewater (Form A-4 in Appendix A). Blank forms for future reassessments are provided in Appendix B.

## **Discharge Points**

All stormwater from the site discharges to Beaver Run by way of the railroad ditches located on each side of the tracks. Storm sewers from both parts of the plant discharge to these railroad ditches. The ditches then discharge to Beaver Run.

Storm sewers on the west side of the site are directed to a retention pond. Here water is controlled for release rate and provides settling of solids before discharge. A portion of the site on the west side discharges by overland flow to the ditch. However, due to the long ditch length, most solids or pollutant materials can settle out before entering Beaver Run.

Storm sewers on the east side of the tracks discharges directly to the railroad ditch without benefit of any stormwater management facility. The flow length of the ditch from the discharge point to Beaver Run is much shorter so there is more potential for pollutants to reach Beaver Run. However, this side of the site has very little process or maintenance work so the potential for pollutants entering the storm sewer is minimal.

## **Administrative Requirements**

### **Required Signatures**

This SWPPP and certification statements (i.e. non-stormwater discharge) must be signed by a duly authorized representative of the facility. Subsequent modifications to this SWPPP and certification statements must also be signed as described above.

### **Plan Retention and Availability**

This SWPPP shall be retained on-site or within reasonable access to the site. It shall be made available to the OEPA upon request, but is not submitted to OEPA. The plan shall also be on file with the Village Stormwater Coordinator.

### **Required Plan Modifications**

If OEPA notifies the Village of Hebron that the SWPPP does not meet one or more of the minimum requirements of the Stormwater Permit, the Village shall submit a plan modification to OEPA within 30 days of such notice.

The SWPPP shall be modified accordingly whenever there is a change in design, construction, operations, or maintenance that causes the SWPPP to be less effective in controlling pollutants. Modifications need not be submitted to OEPA.

Whenever an inspection reveals that the description of potential pollutant sources or the pollution prevention measures and controls identified in the SWPPP are inadequate, the SWPPP shall be modified, as appropriate, within two weeks of such inspection. Modifications shall be implemented in a timely manner. Modifications need not be submitted to OEPA.

### **Non-Compliance Notification**

If conditions specified in the Permit are not complied with, or will not be complied with, the Village shall notify the OEPA (614-644-2001). The Village shall provide:

- A description of the nature and cause of non-compliance, including the quantity and quality of any unauthorized waste discharges.
- The period of non-compliance, including exact dates and times and/or the anticipated time when compliance will be achieved.
- The steps taken, or to be taken, to reduce, eliminate, and prevent recurrence of the non-compliance.

In addition, immediate action shall be taken as expeditiously as practicable, to stop, contain, and clean up any discharge or spill and all reasonable steps shall be taken to minimize any adverse impacts to waters of the state and correct the problem. OEPA shall be notified by telephone so

that an investigation can be made to evaluate any resulting impacts, the corrective actions taken, and to determine if additional action should be taken.

In the case of any discharge which could constitute a threat to human health, welfare, or the environment, the Village shall notify the OPEA within 24 hours from the time the Village becomes aware of the circumstances. If this information is provided orally, a written submission covering these points shall be provided within five days after knowledge of the circumstances, unless OEPA waives or extends this requirement or extends this requirement on a case-by-case basis.

## **Maintenance of Records**

All records will be kept in this notebook using the forms provided in Appendix B for:

- Storage of new materials constituting a pollution hazard (Form A-1 Material Inventory)
- Spills of significant materials (e.g., oil, antifreeze, leachate, other pollutants) (Form A-2 List of Significant Spills and Leaks)
- Areas associated with industrial activity (Form A-3 Areas Associated with Industrial Activity)
- Non-stormwater discharge dry weather inspections (Form A-4 Non-Stormwater Discharge)
- Wet weather runoff inspections (Form B-1 Wet Weather Inspection)
- Preventative maintenance inspections (Form B-2 Preventative Maintenance Inspection)
- Training achievements (Form B-3 Training Achievements)
- Changes in Stormwater Pollution Prevention Plan

All records are to be dated and kept in reverse chronological order for a period of five years.

## Best Management Practices

### Good Housekeeping

Good housekeeping practices are important for reducing or eliminating pollutants in stormwater runoff. Good housekeeping involves maintaining a clean and orderly work environment. Keeping all areas clean will prevent the spread of pollutant-containing material. Extra attention to surfaces draining to storm sewer can significantly reduce pollutant washoff. An orderly work environment will reduce the chance for inadvertent spills. The following practices should be employed:

- Site Manager shall keep a running inventory of all chemical substances (Form A-1 Material Inventory) and Material Safety Data Sheets (MSDS) in a fixed location.
- Hazardous materials in maintenance areas should be kept in enclosed storage lockers and/or on “spill containment pallets” (that provide secondary containment) where possible or stored in an orderly fashion at the back of the shops, as far away from the front as possible. Containers should be well sealed, clean, and labeled with substance name and date (and hazards, if appropriate).
- Promptly and properly dispose of all empty containers from cleaners, oil, or chemicals.
- Ensure an adequate supply of absorbent pads or materials is available for cleanups.
- Use absorbent for any minor oil spills or leakage on paved areas in front of maintenance or service areas. When the liquid has been absorbed, sweep up and dispose of it properly.
- Loading and unloading areas are to be frequently cleaned using vacuum-type street sweepers, or hosed off into sanitary sewer drainage system, while avoiding drainage to storm sewers.
- Sweep weekly or as needed. Pick up and properly dispose of any trash or debris, if present.
- For vehicles or equipment under repair, inspect daily for leaks. For all other stored and parked vehicles, containers, or equipment, inspect weekly. Contain leaks and then repair or replace item promptly; clean up as detailed in the Spill Prevention and Emergency Cleanup Plan.

### Inspections and Preventative Maintenance

Inspections and preventative maintenance are essential for maintaining the performance of Best Management Practices over time.

Preventative maintenance inspections of stormwater system features should be carried out during inspections (see Monitoring Plan). If inspections reveal recurring maintenance issues at specific locations, increase inspection frequency to monthly at these locations.

Observations from inspections should be recorded on the *Preventative Maintenance Inspection Form* (Form B-2) provided in Appendix B. Conditions of the following features should be recorded:

- All catch basins

- All paved surfaces for evidence of pollutants (e.g. oil stains, discoloration, sediment accumulation).

A nominal cleaning frequency for catch basins is stated below. Adjust these frequencies as necessary (site-wide or for specific structures) if inspections reveal that more frequent cleaning is needed. Regular vactoring and sediment removal will maintain maximum sediment retention capacity, prevent washout of sediment, and limit the dissolving of pollutants into water.

#### **Vactor the Following:**

- All catch basins annually or as needed, especially after major storms

### **Sediment and Erosion Control**

On the Water Reclamation Facility site, there is little potential for pollution of the storm sewer system. There are few chemicals stored on site, and those present are stored in enclosed areas where they are not exposed to storm water. Very little vehicle maintenance is done on site, but what is done is performed in the garage.

### **Source Controls**

Source control measures minimize the opportunity for pollutants to enter the stormwater system. Source controls are often the most effective methods for water quality protection. The above site assessment, as well as measures described in the Spill Prevention and Emergency Cleanup section of this SWPPP, include source control measures. This section includes additional source control BMPS.

- For storage of hazardous materials in maintenance areas, use drums and containers set in “drip pan” type receptacles where possible. Use containers that are durable, corrosion resistant, non-absorbent, and non-leaking.
- Use drip pans to collect leaks and spills from equipment/vehicles if parked outside for extended periods.
- Properly dispose of scrap metals by sending them to a landfill or determining if they can be reused as quickly as possible. Otherwise, keep them stored in a covered space until disposal.

# **Employee Training Program**

## **Frequency**

Perform in-depth pollution prevention training for new employees within 30 days of hiring, and a refresher briefing held annually addressing:

- Good housekeeping.
- Spill prevention and response procedures.
- Materials handling and storage.
- Announce any changes to the plan.
- Announce any new management practices related to stormwater pollution prevention.

## **Employee Training Program Topics**

### **Good Housekeeping**

- Review and demonstrate basic cleanup procedures.
- Clearly indicate proper disposal locations.
- Be sure employees know where routine cleanup equipment is located.

### **Spill Prevention and Response**

- Clearly identify potential spill areas and drainage routes.
- Post warning signs in spill areas with emergency contacts and telephone numbers.
- Drill on spill clean-up procedures.
- Identify the locations of spill clean-up equipment and the persons responsible for operation of the equipment.

# **Spill Prevention and Emergency Cleanup Plan**

## **Purpose and General Information**

This plan provides for measures and procedures to prevent or minimize contamination of stormwater runoff from the site during normal operations and in the event of spills. The Water Reclamation Facility has two storm sewer systems on site that both discharge to railroad ditches which drain to Beaver Run.

## **Spill Prevention and Proposed Measures**

### **Likely Spill Locations**

The most likely spill locations on the site are anywhere that machinery is operated or parked. Other potential locations are where stored hazardous materials are handled and transported around the site (such as fuel tanks and paint containers).

### **Inspections**

One of the most effective spill prevention measures is the performance of routine visual inspections to detect potential spill situations. These shall be done on a regular basis during the course of operating the site.

### **Housekeeping**

Good housekeeping, as described above, can prevent a significant amount of contaminants from entering runoff as well as promote pride in providing a clean facility.

In addition, new employees should be briefed on the spill cleanup plan as part of their job training and orientation. The storm drainage system, spill prevention practices, and spill cleanup procedures are to be reviewed in detail.

All site employees are to be given a refresher briefing on the spill cleanup plan annually, stressing the importance of spill prevention, good housekeeping and emergency spill cleanup procedures.

### **Spill Kit**

It is recommended that the site be equipped with a few pieces of equipment to assist in handling spills. A minimal spill kit should contain the following materials:

- 1 – 40 pound bag of Oil Sponge
- 1 – 5 pound bag of Absorb – All
- 1 – flat-edge short shovel
- 10 – 18-inch x 18-inch oil absorbent pads
- 1 – pair of chemical resistant long rubber gloves

- 1 – roll of duct tape
- 2 – 6 mil thickness 30-gallon plastic bags
- 1 – clear plastic eye and face protection shield
- 2 – plastic tarps
- 2 – oil-absorbent “booms,” minimum length 10 feet each
- 2 – rolls of yellow “caution” tape

If materials from the kit are used for spills, the site supervisor should report the items used and request that they be restocked immediately for use. In addition, the kit should be checked semi-annually to verify that all materials are available.

## **Emergency Spill Response**

In the event of a major or significant spill, the following actions should be taken, remembering that safety of staff and visitors is paramount:

6. **Notify the supervisor on duty.**
7. **Determine the danger to personnel.** If the material is suspicious in nature as indicated by fumes or smoke being released, clear the immediate area and get personnel upwind of the spill. If the situation is severe enough to warrant, close the facility and evacuate the area.
8. **Call for assistance.** The supervisor should make a quick assessment of the nature and severity of the spill so that the appropriate notifications can be made.
  - a. Tom Coleman – 740-404-8657 (notify for all spills)
  - b. Hebron Fire Department – 740-928-4721 (for spills which present an imminent danger)
  - c. Ohio EPA Spill Hotline – 800-282-9378 (for any spill that may impact a stormwater discharge)
9. **Isolate the spill.** For spills of a known material which does not present a personnel hazard, use the materials in the Spill Kit to berm off and soak up the spill as appropriate. Liquids such as hydraulic oil, diesel oil, motor oil, antifreeze, or paint can be controlled in this manner. If catch basins are threatened in the spill area, use the tarps and oil boom rolls to keep the material out as much as is possible. Use rubber gloves, boots and face shield as needed to avoid contact with material. The yellow “Caution” tape may be needed to warn personnel of a slip hazard from oil spills.

For unknown materials which are suspected to present a hazard to personnel, keep personnel at a safe distance. If catch basins are threatened in the spill area and can be safely reached, use the tarps and oil boom rolls to keep the material out as much as possible.

10. **Clean up the spill.** When they are saturated, place the pads, booms and absorbent in the trash bags provided. Place the bags in a hazardous materials storage cabinet using the bulk half-drum container. Use additional absorbent to thoroughly soak up the liquid. Do not wash free liquid or absorbent down catch basins or off of paved areas.

For spills of unknown materials, once a determination has been made of the nature of the material and whether it is a special waste, accomplish cleanup and disposal as recommended by

the Fire Department. Use the protective equipment in the spill kit to avoid contact with the material if so advised by the trained specialists called to the scene. Some materials may require special handling and disposal.

After all free liquid or material and absorbent has been removed, the area may be treated with a detergent solution and washed down into a sanitary sewer to eliminate a slip hazard for personnel.

## Monitoring Plan

To comply with the Stormwater Permit, the Village of Hebron must perform periodic visual observations of discharges from the facility to evaluate the effectiveness of the BMPs. Water quality sampling of discharges is not required by this Permit.

Inspection frequency and location is summarized in the following table:

Inspection Type	Period	Frequency	Location
Wet Weather	Oct., Nov., or Dec.	Annually	All catch basins, asphalt surface
Dry Weather	July, Aug., or Sept.	Annually	Same as Wet Weather

The following periodic observations are to be performed, with results recorded on the provided inspection forms. See the Best Management Practices section for additional inspection and maintenance requirements.

### Annual Wet Weather Inspection

Inspect one time during the wet weather period, during a storm event generating observable overland flow. Follow and fill out the *Wet Weather Inspection Form* (Form B-1 in Appendix B) and make additional notes as needed.

During wet weather inspections:

- Verify that the description of potential pollutant sources and the Facility Site Plan are accurate.
- Make certain that the pollutant reduction controls are being implemented, maintained, and are functioning adequately.
- Inspect all drainage structures for defects and maintenance needs.
- List observations of floating materials, suspended solids, oil and grease, discoloration, turbidity, odor, etc. in stormwater discharges and their probable source.

### Annual Dry Weather Inspection

Inspect one time each year, following a least seven days of dry weather. Follow and fill out the *Non-Stormwater Discharge Dry Weather Assessment and Certification Form* (Form A-4 in Appendix A).

The objective of these observations is to determine if unauthorized non-stormwater discharges (e.g. domestic wastewater or noncontact process wastewater) to the stormwater drainage system are occurring. These illicit flows are much more difficult to detect during periods with stormwater flows, and therefore it is important to make these observations during a very dry period.

During dry weather inspections:

- If flow is present, then the inspector must determine whether or not it is a result of non-stormwater discharges. The inspector must use his/her judgment as to the source. Smoke testing or dye studies are not required to differentiate between industrial and non-industrial sources at this site.
- If flow is present and believed to be a non-stormwater discharge (e.g. domestic wastewater, process wastewater, etc.), then corrective action(s) should be identified and completed on Form A-4.
- If flow is present and believed to be industrial discharge (i.e. washwater, leachate), then the OEPA must be notified (614-644-2001).

## **Reporting**

Inspection data obtained during each monitoring period must be summarized and reported on a Discharge Monitoring Report (DMR) form.

## **Records Retention**

Records must be retained for a minimum of five (5) years. Records include but are not limited to:

- Inspection reports
- Maintenance records
- Records of repairs (including costs)
- Spill records

## Owner Certification

### OWNER'S SWPPP CERTIFICATION

I certify under penalty of law this SWPPP have been developed in accordance with good engineering practices. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. And at the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

---

Signature

---

Printed Name

---

Title

---

Date

## **Appendix A**

### **Site Assessment**

<b>FORM A-1</b>					Completed By:		
<b>Material Inventory</b>					Title:		
					Date:		
List materials handled, treated, stored, or disposed of at the site that may potentially be exposed to precipitation or runoff.							
Material	Purpose/Location	Quantity (units)			Likelihood of contact with stormwater. If yes describe reason	Past Spill or Leak	
		Used	Processed	Stored		Yes	No
		(Indicate per/wk. or yr.)					

**FORM A-2**  
**List of Significant Spills and Leaks**

Completed By:  
 Title:  
 Date:

List all spills and leaks of toxic or hazardous pollutants that were significant. Significant spills and leaks include but are not limited to, releases or oil or hazardous substances in excess of reportable quantities. Although not required, we suggest you list spills and leaks of non-hazardous materials.

Date	Location	Description				Response Procedure		Preventive Measures Taken
		Type of Material	Quantity	Source, If Known	Reason for Spill/Leak	Amount of Material Recovered	Material No Longer Exposed to Stormwater (Yes/No)	

<b>FORM A-3</b> <b>Areas Associated with Industrial Activity</b>		Completed by: Title: Date:
List areas and activities, not included on previous worksheets, which may be sources of pollution. Discuss the potential of these areas and activities as potential sources and identify any pollutant that may be generated by that activity.		
<b>Industrial Area or Activity</b>	<b>Potential Stormwater Pollutant form Area or Activity</b>	<b>Likelihood of being present in stormwater discharge. If yes describe reason.</b>

<b>FORM A-4</b> <b>Annual Non-Stormwater Discharge Dry Weather (July 1 to September 30)</b> <b>Assessment &amp; Certification</b>				Completed By: Title: Date:	
<p>The dry season inspection shall determine the presence of unpermitted non-stormwater discharges such as domestic wastewater, wash water, or leachate to the stormwater drainage system.</p> <p>Tests may include: visual observations of flows, odors, oily conditions, and other abnormalities: dye tests, television line surveys; and/or analysis and validation of accurate piping schematics.</p>					
Inspection Date	Inspection Location	Method Used to Test or Evaluate Discharge	Flow Present (yes or no)	Identify Potential Significant Sources of Non-Stormwater Flow	Person Who Conducted the Test
<b>Certification</b> Based on my inquiry of the person or persons who manage the systems 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.					
Name & Title:			Phone:		
Signature:			Date:		

## **Appendix B**

### **Inspection Forms**

<b>FORM B-1</b> <b>Wet Weather Inspection</b>			Completed By: Title: Date:
These inspections are to be performed and recorded quarterly. The wet weather inspection will be performed during a runoff generating storm to verify the functioning of the storm system.			
<b>Inspection Date</b>	<b>Inspection Location</b>	<b>What to Look For</b>	<b>Condition</b>
<b>Certification</b>			
Based on my inquiry of the person or persons who manage the systems 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.			
Name & Title:		Phone:	
Signature:		Date Signed:	

<b>FORM B-2</b>		Completed By:	
<b>Preventative Maintenance Inspection</b>		Title:	
		Date:	
These inspections are to be performed and recorded quarterly.			
<b>Inspection Date</b>	<b>Inspection Location</b>	<b>What to Look For</b>	<b>Condition</b>
<b>Certification</b>			
Based on my inquiry of the person or persons who manage the systems 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.			
Name & Title:		Phone:	
Signature:		Date Signed:	

<b>FORM B-3</b> <b>Training Achievements</b>	Completed By: Title: Date:
Note all significant training achievements on this form including staff meetings, courses, and job training.	
Date:	
Personnel:	
Achievements:	

# **Licking County & Others – Madison Twp Municipal Operations Pollution Prevention/Good Housekeeping Program**

**Site Address:**

**Madison Township Maintenance Facility**

**1<sup>st</sup> Street, in Marne**

**Prepared in support of:**

Ohio EPA Facility Permit 4GQ10011\*BG as covered under

Ohio EPA NPDES Phase II General Permit OHQ000002

Dated 1/30/2009

**Prepared by:**

Dan Blatter

Office of Licking County Engineer

Licking County Administration Building

20 South Second Street

Newark OH, 43055

December 5, 2011

Revised: April 10, 2012

## **Table of Contents**

<b><u>Section</u></b>	<b><u>Description</u></b>	<b><u>Page</u></b>
1.0	Introduction	1
2.0	Description of Municipal Facility and Operations	3
3.0	Description of Proposed BMPs	4
3.1	Pollution Prevention Training for Employees	4
3.2	Eliminating Illicit and Non-Storm Water Discharges	4
3.3	Spill Prevention, Control, and Cleanup	5
3.4	Outdoor Equipment Operations	6
3.5	Outdoor Materials Storage and Handling	7
3.6	Waste Handling and Disposal	8
3.7	Vehicle and Equipment Washing	9
3.8	Materials Receiving Areas	9
3.9	Vehicle and Equipment Maintenance and Storage Areas	10
3.10	Vehicle and Equipment Fueling Areas	11
3.11	Facility Good Housekeeping Activities	12
3.12	Facility and Municipal Construction Activities	12
3.13	Storm Water Management: Water Quality Controls	13
4.0	Site Inspection and Recording Keeping Requirements	15
4.1	Annual Site Inspection	15
4.2	Non-Storm Water Discharge Visual Inspection	15
4.3	Storm Water Discharge Visual Inspection	15

### **List of Figures**

2.0	Site map – SWPPP Site Plan	16
-----	----------------------------	----

### **List of Tables**

2.0	Acceptable Non-Storm Water Discharges
-----	---------------------------------------

### **Appendices**

<b>A</b>	Site Inspection Forms
	Facility Storm Water Inspection Checklist

Spill/Release Incident Reporting Form  
Non-Storm Water Discharge Visual Inspection Form  
Storm Water Discharge Visual Inspection Form  
Annual Site Inspection Form

**B**     *<insert existing spill plans or other existing documents into Appendix B*

## 1.0 Introduction

This Municipal Operations Pollution Prevention/Good Housekeeping Program (PPGHP) for **Madison Township** has been prepared for the **Licking County & Others** Storm Water Management Program (SWMP) dated **March 2003** and subsequent revisions.

The SWMP was submitted in fulfillment of the requirements of two Ohio Environmental Protection Agency (Ohio EPA) National Pollutant Discharge Elimination System (NPDES) Phase II General Permits (Ohio EPA Permits) issued on December 27, 2002 and as listed below:

- Ohio NPDES Permit No.: OHQ000001 for Small Municipal Separate Storm Sewer Systems;
- And, Ohio NPDES Permit No.: OHQ100000 for Small Municipal Separate Storm Sewer Systems Located Within Rapidly Developing Watersheds.

The SWMP was approved for coverage under the Ohio EPA Permits under the following Facility Permit Number: 4GQ10011\*AG and subsequently 4GQ10011\*BG.

The program described in this document has been developed with the intent to reduce the discharge of pollutants from municipal operations in **Madison Township**. It is the intent of this program to reduce the discharge of pollutants from the site to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of Ohio Revised Code 6111 as described in the Ohio EPA Permits.

Specifically, this document addresses pollution prevention and good housekeeping for municipal operations as described in Control Measure 6 of the Ohio EPA Permits.

**Madison Township** has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or prevent the discharge of pollutants in storm water runoff from municipal operations and facilities within their municipal separate storm sewer system (MS4).

This PPGHP is the main focus of the program BMPs for Control Measure 6 in the SWMP. This document has been prepared following observations and inspections of the site and municipal operations. During the inspections, the existing storm water control measures already in place were documented, and existing and potential impacts to storm water runoff were noted. Components of other plans already in place at the facilities (such as spill response and prevention plans) were incorporated into this PPGHP or expanded upon as necessary. This PPGHP presents storm water controls that will then be used by **Madison Township** to perform regular employee training and to implement and evaluate BMPs and controls at the facility to fulfill the requirements of the Ohio EPA permits.

The following section of the document describes the municipal site or operations that are the focus of the storm water BMPs. The remaining sections of the document contain a description of the BMPs that are recommended to control storm water pollution from specific municipal activities at the site. Each section contains BMPs tailored to control

storm water impacts for each particular type of municipal activity or operation. The recommended BMPs will be implemented on an ongoing basis for the indefinite future. **Madison Township** plans to implement these BMPS or similar controls, wherever they would be effective at preventing pollutants from discharging with storm water from the site.

## 2.0 Description of Municipal Facility and Operations

Site Address: <b>1<sup>st</sup> Street in Marne</b>	
Primary Site Contact:	Phone number:
Title:	
Secondary Site Contact:	Phone number:
Title:	

Description of Site Activities: <b>Equipment storage, inside and outside</b> <b>Equipment staging area</b> <b>Equipment maintenance</b> <b>Materials storage</b> <b>Fuel storage &amp; fueling</b>
---

*Options: <Insert a brief paragraph description of the site and operations and activities that take place at the site here>*

*Or*

*<Insert a short site description and reference a site map, which is Figure 1.0>*

### 3.0 Description of Proposed BMPs

#### 3.1 *Pollution Prevention Training for Employees*

Successful storm water pollution control relies in large part on proper training and education of employees. Many of the recommended BMPS in this PPGHP will require specific training for employees who conduct the activities. It is essential that employees understand and implement the BMPs that apply to operations within each facility. Training can be completed separately or done in conjunction with regular employee training procedures.

Employee training will emphasize the importance of keeping pollutants out of the storm drains, because the drains go directly to the surface waters of the state without benefit of wastewater treatment that the sanitary sewers receive. **Madison Township** personnel will be educated about the harmful environmental effects of improper disposal of materials into the storm drain so that they understand the importance of preventing storm water pollution.

The following training will be implemented by **Madison Township**, with assistance from Licking County and others:

- Experienced workers or other trained personnel will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel.
- New personnel will be required to review and understand this document prior to initiating work activities.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 3.2 *Eliminating Illicit and Non-Storm Water Discharges*

The Ohio EPA Permits prohibit discharges of anything but storm water to the storm drains. **Madison Township** personnel will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge offsite. Connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated.

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employees

lack of understanding, coupled with a lack of readily available proper routes for the discharge. Continuing employee training will be needed as described in Section 3.1.

**Madison Township** will make a long-term ongoing effort to assure that no illegal discharges will occur from municipal operations at their facilities. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures to help prevent non-stormwater discharges will be implemented:

- Provide well-marked proper disposal or collection methods for solid or liquid waste.
- Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins “No dumping—flows to streams” so employees can tell which inlets are part of the storm drain system.
- Periodically inspect and maintain the facility operations and BMPS to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.
- ---

---

---

### **3.3 Spill Prevention, Control, and Cleanup**

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. The goal is to prevent spills and leaks, maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur.

When a spill does occur, quick and effective response will prevent pollutants from reaching storm water. Spills will be cleaned up promptly and not allowed to evaporate so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, **Madison Township** personnel will determine whether the contaminated soil should be removed to prevent it from being a source of future storm water pollutants. Spill procedures will also include cleaning up leaks, drips, and other spills without water whenever possible.

Spill prevention and response procedures for hazardous materials stored or handled onsite will follow the procedures described in the facility Hazardous Materials Management Plan. **Madison Township** personnel will contain and collect the spilled substance, then

dispose of the substances and any contaminated soil in compliance with local hazardous materials regulations.

The spill control and cleanup procedures for this facility are as follows:

- Small spills: These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service (preferred method) or disposed of with the hazardous wastes if necessary.
- 
- 
- 

- Medium-sized spills: These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially prepared sawdust, or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.
- 
- 
- 

- Large spills: Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be plugged to prevent the spill enter from entering the MS4. Temporary plugs will be kept onsite for the facility inlets and employees will be trained in when and how to use them. For hazardous materials spills, the procedures described in the Hazardous Materials Management Plan will be implemented.
- 
- 
- 

A Spill/Release Incident Reporting form is provided in **Appendix A**. This form should be filled out promptly after a spill or release.

### **3.4 Outdoor Equipment Operations**

The facility manager or **Madison Township** representative will identify all equipment at the facility that may be exposed to storm water, or that may discharge potential pollutants that may be exposed to storm water.

An employee will be assigned to inspect each piece of equipment on a regular basis to see that it is functioning properly. Leaks, malfunctions, staining on and around the

equipment, and other evidence of leaks and discharges will be observed and noted. The inspecting person will be responsible for reporting any spills or leaks using the form provided in Appendix A. Spill and leak control and cleanup activities are described in Section 3.3.

The equipment operations BMPs for this facility are as follows:

- Equipment will be placed on an impermeable surface, or a drip pan will be installed beneath the potential leak points of the equipment.
- The amount of rainwater that contacts the equipment will be minimized wherever possible.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.5 Outdoor Materials Storage and Handling**

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, and construction materials, or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water. Materials of concern on the facility include gravel, sand, lumber, topsoil, compost, concrete, metal products, and others.

The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- Material is stored in one of three ways:
  - On a paved surface with a roof or covering so that no direct rainfall contacts them, and with appropriate berms or runoff controls to prevent run-on of storm water.
  - On a specially constructed paved area with a drainage system with a slope to minimize water pooling. Prevent runoff and run-on with berms or curbing along the perimeter. Drainage is directed to treatment facilities or water quality catch basins along the lower edge of the pad.
  - Covered with plastic sheeting, secured with weights such sand bags. If possible, a mounded or bermed area that will prevent run-on of storm water through the material will be used.
- The parking lot or other surfaces near bulk materials storage facilities will be swept periodically to remove fines that may wash out of the materials.
- Liquid tanks will be kept in a designated area on a paved impermeable surface and within a berm or other secondary containment.
- Hazardous materials will be stored as described in the Hazardous Materials Management Plan and in a manner that ensures storm water protection.

- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.
- A portable pumping system will be used that can be moved to accommodate separate containment structures on the facility. Water can then be pumped into a truck or portable temporary holding tank. The water then can be tested and disposed of according to whether any pollutants are present.
- Road salt storage bins are covered. Tarps or similar covers are kept in place whenever possible and replaced as they become ineffective.
- Salt truck loading areas are swept regularly to minimize salt laden runoff.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.6 Waste Handling and Disposal**

This section summarizes the preferred storage and disposal practices for some common municipal facility wastes. For many wastes, reusing or recycling is the most cost-effective means to prevent pollution.

The waste handling and disposal procedures for this facility are as follows:

- General shop trash will be kept in a dumpster with the lid closed. The dumpster is kept clean by picking up dropped trash and sweeping the area regularly.
- Liquid wastes are kept out of the dumpster and the lid is kept closed to keep storm water out. A lid-locking bar or tarp straps are suggested to keep lids closed.
- Scrap metal or other materials kept outdoors are covered by a roof or tarpaulin. Scrap parts or other metals are kept in a shed or under a roof out of the rain.
- Waste metal is collected for delivery to a scrap metal dealer.
- Empty drums stored outdoors are sealed to be watertight.
- Hazardous materials or wastes are stored in accordance with the Hazardous Materials Management Plan for the facility and are kept in a covered area or in a locked area.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities are recycled.
- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.7 Vehicle and Equipment Washing/Steam Cleaning**

Wash water for municipal equipment is discharged to the sanitary sewer and is not allowed in storm drains. Steam cleaning is done only in an area equipped to capture all the water and other wastes. Steam cleaning wash water is prohibited from storm drains.

The vehicle and equipment washing/steam cleaning BMPs for this facility are as follows:

- Vehicles and equipment are washed only in designated areas
- Washing takes place on gravel, grass, or other permeable surfaces.
- Use only biodegradable soaps.
- Some equipment and vehicle washing takes place inside a building designed for maintenance or equipment storage. All drains from the wash area are disconnected from the storm sewer and no storm water contacts the area.
- A commercial car wash is used to wash the facility vehicles and equipment from time to time.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.8 Materials Receiving Areas**

Truck loading and unloading areas are potential sources of potential pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that accumulate in these areas.

No loading dock exists at the facility and such deliveries of materials are minimal.

- Shipments are inspected for leaked motor fluids, spilled materials, debris, and other foreign materials.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.9 Vehicle and Equipment Maintenance and Storage Areas**

Whenever possible, vehicle and equipment maintenance is performed in an indoor garage. Outdoor vehicle maintenance takes place in an area designated for vehicle maintenance.

The following are the selected BMPs for vehicle and equipment maintenance at the facility:

- Equipment will be kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Vehicle and equipment maintenance areas are paved with concrete wherever possible.
- Drip pans or containers are kept under the vehicles at all times during maintenance.
- Fluids are drained from any retired vehicles kept on-site for scrap or parts. Stored or out-of service vehicles awaiting restoration or service, and vehicles being held for resale are checked periodically for leakage. Drip pans or containers are being kept under the vehicles.
- ---

---

---

**Vehicle and equipment storage areas will be operated with some similar precautions:**

- Vehicles and equipment will be inspected to identify sources of spills or leaks. Designated facility personnel will perform regular walk-by inspection.
- The equipment yard will be kept clean and clear of debris and litter because any runoff then becomes an illegal discharge to the storm drain.
- Storm drain inlets will be cleaned on a regular schedule and also after large storms. Special attention will be paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.
- Improvements to a vehicle or equipment storage areas should grade the area to slope to a longitudinal drain, or install curbs to direct all direct storm water to a single point of discharge to easily visually monitor the storm water discharge. If the vehicle or equipment yard is a large source of oily materials, then the inlet will be fitted with an oil/water separator or oil/grease trap.
- Consistent parking spots will be designated for each vehicle so that if a leak is indicated on the ground, the truck can be identified and repaired.
- A special area will be designated for the facilities ‘dirtiest’ equipment (tar equipment, asphalt paving equipment, etc.) in order to handle the discharges, leaks, and runoff separately with more intensive BMPs.

- Spills will be cleaned up promptly; using dry cleanup procedures described in Section 3.3.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.10 Vehicle and Equipment Fueling Areas**

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids coming into contact with storm water. Even very small spills, when they happen every day, add up to a lot of fuel in the drainage system.

Fueling areas ideally should drain to a sump. However, if the area drains to a valved-off storm drain or sewer connection, it needs to be pumped out before the valve may be opened during a rainfall.

The following are the selected BMPs for the proper operation of a fueling area at the facility:

- A paved area or concrete slab will be used for the fueling area (concrete is preferred because fuel and oils cause asphalt to deteriorate).
- Gasoline overflows and spills will be cleaned using dry methods as described in Section 3.3. Spills will not be allowed to run off or evaporate, and will not be flushed with a hose. Absorbent material will be used and disposed of as described in Section 3.3.
- Signs will be posted that instruct pump operators not to “top off” or overfill gas tanks.
- Dry cleanup materials will be kept in the fueling area, and employees will be instructed in the proper dry clean up methods described in Section 3.3. Facility personnel will inspect the area every day for gasoline, motor oil, or other fluids that may have leaked.
- Keep temporary fuel tanks in a bermed area that has an impervious lining, such as concrete or a heavy-mil plastic liner.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following design features will be incorporated into new fuel area designs:

- The fueling area will be separated from the rest of the yard, both to contain any fuel spill and to prevent clean storm water from running on and contacting

accumulated fuel spills and motor fluid leaks. One of the following designs will be adopted:

- Grade the fueling area to be “mounded or elevated”.
- Install berms around the area that are high enough to redirect water from a large storm.
- Any storm drain inlets that receive runoff from the fueling area will have a sump (to hold any accumulated liquids for pumping
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

### **3.11 Facility Good Housekeeping Activities**

The following good housekeeping practices will be implemented on a regular basis:

- Facility clean up will be completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- Rooftop drains or downspouts will be arranged so they don’t drain directly onto paved surfaces wherever possible.
- The storm water conveyance system will be kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Storm drain inlets will be cleaned regularly to remove sediment and debris. Inlets will be inspected after each large storm to remove debris; and determine whether additional facility BMPS may be required.
- Catch basins will be cleaned out annually, shortly before the wet weather season.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

### **3.12 Facility and Municipal Construction Activities**

This section describes the BMPs to be implemented in **Madison Township** for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size.

Larger-scale projects, such as the construction of new facilities that disturb greater than one acre of ground must satisfy the requirements of the Ohio EPA Construction Permit

(Ohio EPA Permit No. OHC000003) dated April 21, 2008 or subsequent permits. These require more extensive storm water pollution prevention measures than described here.

The following BMPs will be implemented for minor construction and remodeling activities at the facility:

- Building materials will be stored under cover or in contained areas. Impermeable tarp will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day; as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.
- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the workday.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned it up promptly using dry methods.
- Water based paintbrushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint will materials will be cleaned 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.
- Tarps or drop cloths will be hung to minimize the spread of windblown materials.
- Sand blasting areas will be controlled to keep particles off of paved surfaces and out of storm drains.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soak into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 3.3.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.13 Storm Water Management: Water Quality Controls**

The following features may be added to various parts of the storm water conveyance system at the **Madison Township maintenance facility** to help control potential pollutants in the storm water before it leaves the site:

- Oil-Absorbent Materials - Oils and greases storm water can be removed using oil-absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, so it can be used on storm water with small concentrations of oily materials.

- Permanent floating booms - Installed in storm water ditches to control occasional light surface sheen. When the boom is spent, it is full of oil and is visibly heavier, and floats lower in the water. The booms are inexpensive enough that they may easily be replaced whenever the absorbent is saturated.
- Vegetated Swale or Channel - Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.
- Catch Basin Filters - Storm drain inlets or inlet inserts that contains filtration media or other design features to removes particulates and oily wastes from storm water as it enters the storm drain
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## **4.0 Site Inspection and Record Keeping Requirements**

This document and the facility operations shall be reviewed and updated annually to reflect changing site conditions and the effectiveness of the BMPs in **Madison Township**. All changes to this PPGHP will be documented. A copy of this document and any revisions to the program described herein will be kept at the **Madison Township Office**. A copy of all documentation shall be forwarded to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for inclusion in the Annual Report in April.

### ***4.1 Annual Site Inspection***

The facility manager or **Madison Township** representative will yearly inspect the municipal site operations at the **Madison Township Maintenance Facility** before March 1<sup>st</sup> of each year using the Annual Site Inspection Form provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for the preparation of the Annual Report.

### ***4.2 Non-Storm Water Discharge Visual Inspection***

The facility manager or **Madison Township** representative will inspect the **Madison Township Maintenance Facility** for non-storm water (or illicit) discharges. A non-storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

### ***4.3 Storm Water Discharge Visual Inspection***

The facility manager or **Madison Township** representative will inspect the **Madison Township Maintenance Facility** storm water discharges during storm events. A storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

## **Figures**

Insert site map here that delineates the following as described in the PPGHP:

- Onsite watershed or the direction of storm water drainage across the site
- Locations where offsite flow enters the site
- Onsite and adjacent offsite storm water conveyance systems (pipe, swales, culverts, trench drains, etc.)
- Point of storm water discharge from the site
- Areas where each facility operation or material storage takes place
- The location and type BMPs onsite
- Where no site requires a SWPPP (facilities are not within the UA of the MS4), no site map is needed.

## Tables

<b>Table 1 - Acceptable Non-Storm Water Discharges</b> <b>Madison Township</b> Municipal Operations Pollution Prevention/Good Housekeeping Program	
The following are acceptable non-storm water discharges (illicit discharges) only if they are not "significant contributors of pollutants to the MS4":	
Water line flushing Landscape irrigation Diverted stream flows Rising ground waters Uncontaminated ground water infiltration Uncontaminated pumped ground water Discharges from potable water sources Foundation drains Dechlorinated swimming pool discharges Discharges or flows from fire fighting activities	Air conditioning condensation Irrigation water Springs Water from crawl space pumps Footing drains Lawn watering Individual residential car washing Flows from riparian habitats and wetlands Street wash water
The following are acceptable occasional incidental non-storm water discharges that are not to be considered illicit discharges (they are not "significant contributors of pollutants to the MS4") from the <b>Madison Township</b> site:	

# **Appendix A**

## **Site Inspection Forms**

**Facility/Operations Storm Water Inspection Checklist**  
**Madison Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

**Year:** \_\_\_\_\_

Item	Date Completed
Annual Site Inspection	
<b>NON- STORM WATER INSPECTIONS</b>	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
<b>STORM WATER INSPECTIONS</b>	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	

**Promptly forward a copy of this form to: MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Spill/Release Incident Reporting Form**  
**Madison Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

1. Date of spill/release: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Time of spill/release: \_\_\_\_\_ a.m. / p.m.
4. Material spilled/released: \_\_\_\_\_
5. Amount spilled/released: \_\_\_\_\_
6. Cause of spill/release: \_\_\_\_\_

**Promptly forward a copy of  
this form to:**

**MS4 Coordinator**

**Licking Co Engineer**

**20 S 2<sup>nd</sup> St.**

**Newark OH 43055**

7. Description of scene (e.g., type of media contaminated (e.g., soil), distance to storm sewers, if spill/release was contained):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Description of clean-up actions taken (e.g., how spill/release was contained (e.g., absorbent pillows), where recovered material was placed, how much material was not recovered, remaining actions to be taken): \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List of offsite emergency responders contacted:

_____	_____
_____	_____
_____	_____

10. List of offsite emergency responders at scene:

_____	_____
_____	_____
_____	_____

11. Action taken to prevent recurrence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Use back of form for additional space as needed. Completed forms should be kept onsite.*

**Non-Storm Water Discharge Visual Inspection Form**  
**Madison Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Leaks, Trash & Debris)
<b><u>OUTFALL(S) :</u></b> Any water flowing?(If YES, define the source):				
Irrigation				
Water line flushing				
Broken water line				
Firefighting activities				
Unknown The connection to the source must be identified and eliminated as soon as possible.				
<b><u>SITE HOUSEKEEPING:</u></b> Clean of debris (paper, leaves, etc.)?				
Storm drain inlets clean?				
<b><u>VEHICLE MAINTENANCE/STORAGE AREAS:</u></b> Dirt and grease buildup?				
Clean of debris (paper, leaves, etc.)?				
Stains on the asphalt?				
<b><u>MATERIALS STORAGE AREAS:</u></b> Are recyclable materials accumulating?				
Are stored drums covered?				
Are oily parts exposed to storm water contact?				

**Non-Storm Water Visual Inspection Form**

## Madison Township Maintenance Facility

## Municipal Operations Pollution Prevention/Good Housekeeping Program

## Licking County & Others SWMP

[illegible]

**Inspected By:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Storm Water Discharge Visual Inspection Form**  
**Madison Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue being evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>OUTFALL(S):</u></b> Clean of debris (paper, leaves, etc.)?				
<b><u>DISCHARGE WATER (Circle below):</u></b>				
Turbidity?	Clear	Cloudy	Muddy	
Oil & Grease sheen present?	Clear	Discontinuous	Continuous	
Floating Material present?	No	Yes If yes, describe material:		
Odors present?	No	Yes If yes, describe (i.e. petroleum, sewage, etc.):		
Discoloration present?	No	Yes If yes, describe color:		

**Storm Water Discharge Visual Inspection Form**  
**Madison Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>SITE AREA(S):</u></b>				
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas?				
Are there leaks or stains around drums or aboveground storage tanks?				
Are the drainage swales, catch basins and/or grates clean of debris (leaves, paper, etc.)?				
<b><u>OTHER OBSERVATIONS:</u></b>				

**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Inspected by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Annual Site Inspection Form**  
**Madison Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program

To be completed by March 1<sup>st</sup> of each year for the Annual Report submittal. Revisions to the PPGHP recommended by this inspection shall be completed within 90 days of the date of the inspection.

Location: \_\_\_\_\_

Date/Time of Inspection: \_\_\_\_\_

**I. STORM WATER MONITORING PROGRAM COMPLIANCE**

1. Have ? non-storm water inspections been performed and documented?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Have ? storm water inspections been performed and commented?

Yes/No

Give dates: \_\_\_\_\_

\_\_\_\_\_

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Have there been any corrective actions recommended as a result of site inspections?

Yes/No

If yes, have the actions been included in updates to the SWPPP/SWMP?

Yes/No

If corrective action updates have not been made, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. REVIEW SITE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)**

1. Are there any changes to the site operations/activities?

Yes/No

2. Are there any changes to storm water BMPs?  
Yes/No
  3. Are there any changes to potential pollutant sources or activities?  
Yes/No
  4. Are there any changes to storm water program personnel?  
Yes/No
  5. Has employee training been conducted and documented?  
Yes/No  
If no, indicate reason: \_\_\_\_\_
- 

### III. SITE INSPECTION

7. Are preventive maintenance activities being implemented and documented?  
Yes/No  
(catch basins cleaned, parking areas cleaned, etc.?)  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills, Yes/No  
place drip pans under leaking vehicles, clean oily parts before storing outside, etc.)?  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Are any special storm water BMPs being implemented  
Yes/No  
(sediment erosion, curbs, spill prevention, etc.)?  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Have spill prevention and response procedures been implemented, and is spill prevention Yes/No  
equipment operational and ready (secondary containment, personnel training, inspection  
of chemical storage areas, etc.)?  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

11. Have sediment erosion controls been implemented?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Are there any additional storm water controls recommended as a result of the site inspection? Yes/No

If yes, describe here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. UPDATE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)

2. Have all updates been made to the PPGHP?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

#### V. EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)

Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP (E)	New BMP	Status (FI, PI NI, NA)	Implementa Schedule
Keep vehicle maintenance areas clean				
Regular pavement sweeping				
Control spills				
Practice proper waste disposal				
Eliminate non-storm water discharges				
Properly store materials to minimize exposure				
Store wastes and recycling materials in proper place				
Cover road salt storage area				
Routinely clean catch basins				
Keep equipment and vehicles clean				



**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

# **Licking County & Others – Newark Twp Municipal Operations Pollution Prevention/Good Housekeeping Program**

**Site Address:**

Newark Township Maintenance Facility,  
Fire Department, and Township House

310 Deo Drive  
Newark OH, 43055

**Prepared in support of:**

Ohio EPA Facility Permit 4GQ10011\*BG as covered under  
Ohio EPA NPDES Phase II General Permit OHQ000002  
Dated 1/30/2009

**Prepared by:**

Dan Blatter  
Office of Licking County Engineer  
Licking County Administration Building  
20 South Second Street  
Newark OH, 43055

December 12, 2011  
Revised April 17, 2012

## **Table of Contents**

<b><u>Section</u></b>	<b><u>Description</u></b>	<b><u>Page</u></b>
1.0	Introduction	1
2.0	Description of Municipal Facility and Operations	3
3.0	Description of Proposed BMPs	4
3.1	Pollution Prevention Training for Employees	4
3.2	Eliminating Illicit and Non-Storm Water Discharges	4
3.3	Spill Prevention, Control, and Cleanup	5
3.4	Outdoor Equipment Operations	6
3.5	Outdoor Materials Storage and Handling	7
3.6	Waste Handling and Disposal	8
3.7	Vehicle and Equipment Washing	9
3.8	Materials Receiving Areas	9
3.9	Vehicle and Equipment Maintenance and Storage Areas	10
3.10	Vehicle and Equipment Fueling Areas	11
3.11	Facility Good Housekeeping Activities	12
3.12	Facility and Municipal Construction Activities	13
3.13	Storm Water Management: Water Quality Controls	14
4.0	Site Inspection and Recording Keeping Requirements	15
4.1	Annual Site Inspection	15
4.2	Non-Storm Water Discharge Visual Inspection	15
4.3	Storm Water Discharge Visual Inspection	15

### **List of Figures**

3.0	Site map – SWPPP Site Plan	16
-----	----------------------------	----

### **List of Tables**

3.0	Acceptable Non-Storm Water Discharges
-----	---------------------------------------

### **Appendices**

A	Site Inspection Forms
	Facility Storm Water Inspection Checklist
	Spill/Release Incident Reporting Form
	Non-Storm Water Discharge Visual Inspection Form
	Storm Water Discharge Visual Inspection Form
	Annual Site Inspection Form

## 1.0 Introduction

This Municipal Operations Pollution Prevention/Good Housekeeping Program (PPGHP) for **Newark Township** has been prepared for the **Licking County & Others** Storm Water Management Program (SWMP) dated **March 2003** and subsequent revisions.

The SWMP was submitted in fulfillment of the requirements of two Ohio Environmental Protection Agency (Ohio EPA) National Pollutant Discharge Elimination System (NPDES) Phase II General Permits (Ohio EPA Permits) issued on December 27, 2002 and as listed below:

- Ohio NPDES Permit No.: OHQ000001 for Small Municipal Separate Storm Sewer Systems;
- And, Ohio NPDES Permit No.: OHQ100000 for Small Municipal Separate Storm Sewer Systems Located Within Rapidly Developing Watersheds.

The SWMP was approved for coverage under the Ohio EPA Permits under the following Facility Permit Number: 4GQ10011\*AG and subsequently 4GQ10011\*BG.

The program described in this document has been developed with the intent to reduce the discharge of pollutants from municipal operations in **Newark Township**. It is the intent of this program to reduce the discharge of pollutants from the site to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of Ohio Revised Code 6111 as described in the Ohio EPA Permits. Specifically, this document addresses pollution prevention and good housekeeping for municipal operations as described in Control Measure 6 of the Ohio EPA Permits. **Newark Township** has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or prevent the discharge of pollutants in storm water runoff from municipal operations and facilities within their municipal separate storm sewer system (MS4).

This PPGHP is the main focus of the program BMPs for Control Measure 6 in the SWMP. This document has been prepared following observations and inspections of the site and municipal operations. During the inspections, the existing storm water control measures already in place were documented, and existing and potential impacts to storm water runoff were noted. Components of other plans already in place at the facilities (such as spill response and prevention plans) were incorporated into this PPGHP or expanded upon as necessary. This PPGHP presents storm water controls that will then be used by **Newark Township** to perform regular employee training and to implement and evaluate BMPs and controls at the facility to fulfill the requirements of the Ohio EPA permits.

The following section of the document describes the municipal site or operations that are the focus of the storm water BMPs. The remaining sections of the document contain a description of the BMPs that are recommended to control storm water pollution from specific municipal activities at the site. Each section contains BMPs tailored to control

storm water impacts for each particular type of municipal activity or operation. The recommended BMPs will be implemented on an ongoing basis for the indefinite future. **Newark Township** plans to implement these BMPS or similar controls, wherever they would be effective at preventing pollutants from discharging with storm water from the site.

## 2.0 Description of Municipal Facility and Operations

Site Address: <b>Newark Township</b> <b>310 Deo Dr. ,</b> <b>PO Box 343</b> <b>Newark OH, 43055</b>	
Primary Site Contact: Andy Oberfield	Phone number: 740/366-3235
Title: Street Superintendent	
Secondary Site Contact: Pat Lebold	Phone number: 740/366-2532
Title: Township Trustee	

Description of Site Activities:

**Equipment storage – inside**

**Equipment staging area**

**Equipment maintenance**

**Material storage**

**Fire Department – Fire House, staff & equipment**

**Township Hall (offices)**

See also Figure 1.

*or*

*<Insert a brief paragraph description of the site and operations and activities that take place at the site here>*

*or*

*<Insert a short site description and reference a site map>*

### 3.0 Description of Proposed BMPs

#### 3.1 *Pollution Prevention Training for Employees*

Successful storm water pollution control relies in large part on proper training and education of employees. Many of the recommended BMPS in this PPGHP will require specific training for employees who conduct the activities. It is essential that employees understand and implement the BMPs that apply to operations within each facility. Training can be completed separately or done in conjunction with regular employee training procedures.

Employee training will emphasize the importance of keeping pollutants out of the storm drains, because the drains go directly to the surface waters of the state without benefit of wastewater treatment that the sanitary sewers receive. **Newark Township** personnel will be educated about the harmful environmental effects of improper disposal of materials into the storm drain so that they understand the importance of preventing storm water pollution.

The following training will be implemented by **Newark Township**:

- Experienced workers or other trained personnel will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel.
- New personnel will be required to review and understand this document prior to initiating work activities.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 3.2 *Eliminating Illicit and Non-Storm Water Discharges*

The Ohio EPA Permits prohibit discharges of anything but storm water to the storm drains. **Newark Township** personnel will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge offsite. Connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated. **There are no known storm sewers on the site that discharge off-site.**

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employees

lack of understanding, coupled with a lack of readily available proper routes for the discharge. Continuing employee training will be needed as described in Section 3.1.

**Newark Township** will make a long-term ongoing effort to assure that no illegal discharges will occur from municipal operations at their facilities. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures to help prevent non-stormwater discharges will be implemented:

- Provide well-marked proper disposal or collection methods for solid or liquid waste.
- Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins “No dumping—flows to streams” so employees can tell which inlets are part of the storm drain system. **There are no known storm sewers on the site that discharge off-site.**
- Periodically inspect and maintain the facility operations and BMPS to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains or into the dry wells.
- ---

---

---

### **3.3 Spill Prevention, Control, and Cleanup**

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. The goal is to prevent spills and leaks, maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur.

When a spill does occur, quick and effective response will prevent pollutants from reaching storm water. Spills will be cleaned up promptly and not allowed to evaporate so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, **Newark Township** personnel will determine whether the contaminated soil should be removed to prevent it from being a source of future storm water pollutants. Spill procedures will also include cleaning up leaks, drips, and other spills without water whenever possible.

Spill prevention and response procedures for hazardous materials stored or handled onsite will follow the procedures described in a facility Hazardous Materials Management Plan. **Newark Township** personnel will contain and collect the spilled substance, then dispose

of the substances and any contaminated soil in compliance with appropriate hazardous materials regulations.

The spill control and cleanup procedures for this facility are as follows:

- **Small spills:** These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service (preferred method) or disposed of with the hazardous wastes if necessary.
- 
- 
- 

- **Medium-sized spills:** These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially prepared sawdust, or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.
- 
- 
- 

- **Large spills:** Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be plugged to prevent the spill enter from entering the MS4. Temporary plugs will be kept onsite for the facility inlets and employees will be trained in when and how to use them. For hazardous materials spills, the procedures described in the Hazardous Materials Management Plan will be implemented.
- 
- 
- 

A Spill/Release Incident Reporting form is provided in **Appendix A**. This form should be filled out promptly after a spill or release.

### **3.4 Outdoor Equipment Operations**

The facility manager or **Newark Township** representative will identify all equipment at the facility that may be exposed to storm water, or that may discharge potential pollutants that may be exposed to storm water.

An employee will be assigned to inspect each piece of equipment on a regular basis to see that it is functioning properly. Leaks, malfunctions, staining on and around the

equipment, and other evidence of leaks and discharges will be observed and noted. The inspecting person will be responsible for reporting any spills or leaks using the form provided in Appendix A. Spill and leak control and cleanup activities are described in Section 3.3.

The equipment operations BMPs for this facility are as follows:

- Equipment will be placed on an impermeable surface, or a drip pan will be installed beneath the potential leak points of the equipment. **No equipment is routinely stored outside.**
- The amount of rainwater that contacts the equipment will be minimized wherever possible.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.5 Outdoor Materials Storage and Handling**

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, and construction materials, or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water. Materials of concern on the facility include gravel, sand, lumber, topsoil, compost, concrete, metal products, and others.

The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- Material is stored in one of three ways:
  - On a paved surface with a roof or covering so that no direct rainfall contacts them, and with appropriate berms or runoff controls to prevent run-on of storm water.
  - On a specially constructed paved area with a drainage system with a slope to minimize water pooling. Prevent runoff and run-on with berms or curbing along the perimeter. Drainage is directed to treatment facilities or water quality catch basins along the lower edge of the pad.
  - Covered with plastic sheeting, secured with weights such as tires or sand bags. If possible, a mounded or bermed area that will prevent run-on of storm water through the material will be used.
- The parking lot or other surfaces near bulk materials storage facilities will be swept periodically to remove fines that may wash out of the materials.
- Liquid tanks will be kept in a designated area on a paved impermeable surface and within a berm or other secondary containment. **There are no liquid tanks presently on this site.**

- Hazardous materials will be stored as described in the Hazardous Materials Management Plan and in a manner that ensures storm water protection.
- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.
- A portable pumping system will be used that can be moved to accommodate separate containment structures on the facility. Water can then be pumped into a truck or portable temporary holding tank. The water then can be tested and disposed of according to whether any pollutants are present. **There are no containment structure present on this site.**
- Road salt storage areas are covered.
- Salt truck loading areas are swept regularly to minimize salt laden runoff. There is no drainage from salt loading areas to a storm system that outlets directly or indirectly to a stream.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.6 Waste Handling and Disposal**

This section summarizes the preferred storage and disposal practices for some common municipal facility wastes. For many wastes, reusing or recycling is the most cost-effective means to prevent pollution.

The waste handling and disposal procedures for this facility are as follows:

- General shop trash will be kept in a dumpster with the lid closed. The dumpster is kept in a paved area and kept clean by picking up dropped trash and sweeping the area regularly. Dumpster may be kept inside most of the time for security reasons.
- Liquid wastes are kept out of the dumpster and the lid is kept closed to keep storm water out.
- Only clean metals and materials are stored outside. Oily or potentially contaminated materials are stored inside, kept under roof, or otherwise covered.
- Waste metal is collected for delivery to a scrap metal dealer.
- Empty drums stored outdoors are sealed to be watertight.
- Hazardous materials or wastes are stored in accordance with the Hazardous Materials Management Plan for the facility and are kept in a covered area or in a locked area.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities are recycled.

- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.7 Vehicle and Equipment Washing/Steam Cleaning**

Wash water for municipal equipment is discharged to the sanitary sewer and is not allowed in storm drains. Steam cleaning is done on the facility only in an area equipped to capture all the water and other wastes. Steam cleaning wash water is prohibited from storm drains.

The vehicle and equipment washing/steam cleaning BMPs for this facility are as follows:

- Vehicles and equipment are washed only in designated areas
- Wash areas are paved and clearly marked.
- Sumps or drain lines are installed to collect wash water for treatment and discharge to the sanitary sewer; reuse (for repeated washings); or recycle (used elsewhere onsite).
- Washing takes place on gravel, grass, or other permeable surfaces.
- Use only biodegradable soaps.
- Equipment and vehicle washing takes place inside a building designed for maintenance or equipment storage. All drains from the wash area are connected to the sanitary sewer and no storm water contacts the area.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.8 Materials Receiving Areas**

Truck loading and unloading areas are potential sources of potential pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that accumulate in these areas. Such deliveries are minimal.

The BMPS for the designated loading areas that use an outdoor loading area are as follows:

- Shipments are inspected for leaked motor fluids, spilled materials, debris, and other foreign materials.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.9 Vehicle and Equipment Maintenance and Storage Areas**

Whenever possible, vehicle and equipment maintenance is performed in an indoor garage. Outdoor vehicle maintenance takes place in an area designated for vehicle maintenance.

The following are the selected BMPs for vehicle and equipment maintenance at the facility:

- Equipment will be kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Vehicle and equipment maintenance areas are paved with concrete wherever possible.
- Drip pans or containers are kept under the vehicles at all times during maintenance.
- Fluids are drained from any retired vehicles kept on-site for scrap or parts. Stored or out-of service vehicles awaiting restoration or service, and vehicles being held for resale are checked periodically for leakage. Drip pans or containers are being kept under the vehicles. **No such vehicles are presently on site.**
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle and equipment storage areas will be operated with some similar precautions:

- Vehicles and equipment will be inspected to identify sources of spills or leaks. Designated facility personnel will perform regular walk-by inspection.
- The equipment yard will be kept clean and clear of debris and litter because any runoff then becomes an illegal discharge to the storm drain.
- Storm drain inlets will be cleaned on a regular schedule and also after large storms. Special attention will be paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.
- Improvements to a vehicle or equipment storage areas should grade the area to slope to a longitudinal drain, or install curbs to direct all direct storm water to a single point of discharge to easily visually monitor the storm water discharge. If the vehicle or equipment yard is a large source of oily materials, then the inlet will be fitted with an oil/water separator or oil/grease trap.

- Consistent parking spots will be designated for each vehicle so that if a leak is indicated on the ground, the truck can be identified and repaired. **No vehicles are routinely stored outside.**
- A special area will be constructed for the facilities ‘dirtiest’ equipment (tar equipment, asphalt paving equipment, etc.) in order to handle the discharges, leaks, and runoff separately with more intensive BMPs. **Such equipment is stored inside.**
- Spills will be cleaned up promptly; using dry cleanup procedures described in Section 3.3.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***3.10 Vehicle and Equipment Fueling Areas (No vehicle fueling takes place at this site; however, this section is included for reference.)***

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids coming into contact with storm water. Even very small spills, when they happen every day, add up to a lot of fuel in the drainage system.

Fueling areas ideally should drain to a sump. However, if the area drains to a valved-off storm drain or sewer connection, it needs to be pumped out before the valve may be opened during a rainfall.

The following are the selected BMPs for the proper operation of a fueling area at the facility:

- A paved area or concrete slab will be used for the fueling area (concrete is preferred because fuel and oils cause asphalt to deteriorate).
- Gasoline overflows and spills will be cleaned using dry methods as described in Section 3.3. Spills will not be allowed to run off or evaporate, and will not be flushed with a hose. Absorbent material will be used and disposed of as described in Section 3.3.
- Signs will be posted that instruct pump operators not to “top off” or overfill gas tanks.
- Dry cleanup materials will be kept in the fueling area, and employees will be instructed in the proper dry clean up methods described in Section 3.3. Facility personnel will inspect the area every day for gasoline, motor oil, or other fluids that may have leaked.
- Keep temporary fuel tanks in a bermed area that has an impervious lining, such as concrete or a heavy-mil plastic liner.

If the vehicle fueling area is one of the significant sources from the facility, the following fuel area additional design features that may need to be considered:

- Cover the fueling area to prevent rain from falling directly on the area. Install a roof over the fueling island and the area where vehicles park while fueling.
- Storm drain and sewer inlets that drain the fueling area must be equipped with a shutoff valve to keep fuel out of the drain in the event of a spill from the pumps. The valve should be kept closed at all times except during a storm event. Curtail fueling activities when the valve must be open, or use extra precautions to capture any spilled fuel, such as a large drip pan under the vehicle.

The following design features will be incorporated into new fuel area designs:

- The fueling area will be separated from the rest of the yard, both to contain any fuel spill and to prevent clean storm water from running on and contacting accumulated fuel spills and motor fluid leaks. One of the following designs will be adopted:
  - Grade the fueling area to be “mounded or elevated”.
  - Install berms around the area that are high enough to redirect water from a large storm.
- Any storm drain inlets that receive runoff from the fueling area will have a sump (to hold any accumulated liquids for pumping); or will be connected to sanitary sewer lines (after checking to get all the permits the wastewater authority may require)

### **3.11 Facility Good Housekeeping Activities**

The following good housekeeping practices will be implemented on a regular basis:

- Facility clean up will be completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- The storm water conveyance system will be kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Storm drain inlets will be cleaned regularly to remove sediment and debris. Inlets will be inspected after each large storm to remove debris; and determine whether additional facility BMPS may be required.
- Catch basins will be cleaned out annually, shortly before the wet weather season.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.12 Facility and Municipal Construction Activities**

This section describes the BMPs to be implemented in **Newark Township** for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size.

Larger-scale projects, such as the construction of new facilities that disturb greater than one acre of ground must satisfy the requirements of the Ohio EPA Construction Permit (Ohio EPA Permit No. OHC000003) dated April 21, 2008 or subsequent permits. These require more extensive storm water pollution prevention measures than described here.

The following BMPs will be implemented for minor construction and remodeling activities at the facility:

- Proper permits will be obtained from the County Flood Plain Administrator and/or Army COE prior to placing any fill materials in a regulated flood plain or stream channel.
- Building materials will be stored under cover or in contained areas. Impermeable tarp will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day; as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.
- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the workday.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned up promptly using dry methods.
- Water based paintbrushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint and materials will be cleaned 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.
- Tarps or drop cloths will be hung to minimize the spread of windblown materials.
- Sand blasting areas will be controlled to keep particles off of paved surfaces and out of storm drains.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soak into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 3.3.

### **3.13 Storm Water Management: Water Quality Controls**

The following features may be added to various parts of the storm water conveyance system at the **Newark Township maintenance facility** to help control potential pollutants in the storm water before it leaves the site:

- Oil-Absorbent Materials - Oils and greases storm water can be removed using oil-absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, so it can be used on storm water with small concentrations of oily materials.
- Permanent floating booms - Installed in storm water ditches to control occasional light surface sheen. When the boom is spent, it is full of oil and is visibly heavier, and floats lower in the water. The booms are inexpensive enough that they may easily be replaced whenever the absorbent is saturated.
- Vegetated Swale or Channel - Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.
- Catch Basin Filters - Storm drain inlets or inlet inserts that contains filtration media or other design features to removes particulates and oily wastes from storm water as it enters the storm drain
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## **4.0 Reporting and Record Keeping Requirements**

This document and the facility operations shall be reviewed and updated annually to reflect changing site conditions and the effectiveness of the BMPs in **Newark Township**. All changes to this PPGHP will be documented. A copy of this document and any revisions to the program described herein will be kept at the **Newark Township Office**. A copy of all documentation shall be forwarded to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for inclusion in the Annual Report in April.

### ***4.1 Annual Site Inspection***

The facility manager or **Newark Township** representative will yearly inspect the municipal site operations at the **Newark Township Maintenance Facility** before March 1<sup>st</sup> of each year using the Annual Site Inspection Form provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for the preparation of the Annual Report.

### ***4.2 Non-Storm Water Discharge Visual Inspection***

The facility manager or **Newark Township** representative will inspect the **Newark Township Maintenance Facility** for non-storm water (or illicit) discharges. A non-storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

### ***4.3 Storm Water Discharge Visual Inspection***

The facility manager or **Newark Township** representative will inspect the **Newark Township Maintenance Facility** storm water discharges during storm events. A storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

## **Figures**

Insert site map here that delineates the following as described in the PPGHP:

- Onsite watershed or the direction of storm water drainage across the site
- Locations where offsite flow enters the site
- Onsite and adjacent offsite storm water conveyance systems (pipe, swales, culverts, trench drains, etc.)
- Point of storm water discharge from the site
- Areas where each facility operation or material storage takes place
- The location and type BMPs onsite
- Where no site requires a SWPPP (facilities are not within the UA of the MS4), no site map is needed.

## Tables

<b>Table 1 - Acceptable Non-Storm Water Discharges</b> <b>Newark Township</b> Municipal Operations Pollution Prevention/Good Housekeeping Program	
The following are acceptable non-storm water discharges (illicit discharges) only if they are not "significant contributors of pollutants to the MS4":	
Water line flushing Landscape irrigation Diverted stream flows Rising ground waters Uncontaminated ground water infiltration Uncontaminated pumped ground water Discharges from potable water sources Foundation drains Dechlorinated swimming pool discharges Discharges or flows from fire fighting activities	Air conditioning condensation Irrigation water Springs Water from crawl space pumps Footing drains Lawn watering Individual residential car washing Flows from riparian habitats and wetlands Street wash water
The following are acceptable occasional incidental non-storm water discharges that are not to be considered illicit discharges (they are not "significant contributors of pollutants to the MS4") from the <b>Newark Township</b> site:	

# **Appendix A**

## **Site Inspection Forms**

**Facility/Operations Storm Water Inspection Checklist**  
**Newark Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

**Year:** \_\_\_\_\_

Item	Date Completed
Annual Site Inspection	
<b>NON- STORM WATER INSPECTIONS</b>	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
<b>STORM WATER INSPECTIONS</b>	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	

**Promptly forward a copy of this form to: MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Spill/Release Incident Reporting Form**  
**Newark Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

1. Date of spill/release: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Time of spill/release: \_\_\_\_\_ a.m. / p.m.
4. Material spilled/released: \_\_\_\_\_
5. Amount spilled/released: \_\_\_\_\_
6. Cause of spill/release: \_\_\_\_\_

**Promptly forward a copy of  
this form to:**

**MS4 Coordinator**

**Licking Co Engineer**

**20 S 2<sup>nd</sup> St.**

**Newark OH 43055**

7. Description of scene (e.g., type of media contaminated (e.g., soil), distance to storm sewers, if spill/release was contained):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Description of clean-up actions taken (e.g., how spill/release was contained (e.g., absorbent pillows), where recovered material was placed, how much material was not recovered, remaining actions to be taken): \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List of offsite emergency responders contacted:

_____	_____
_____	_____
_____	_____

10. List of offsite emergency responders at scene:

_____	_____
_____	_____
_____	_____

11. Action taken to prevent recurrence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Use back of form for additional space as needed. Completed forms should be kept onsite.*

**Non-Storm Water Discharge Visual Inspection Form**  
**Newark Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Leaks, Trash & Debris)
<b><u>OUTFALL(S) :</u></b> Any water flowing?(If YES, define the source):				
Irrigation				
Water line flushing				
Broken water line				
Firefighting activities				
Unknown The connection to the source must be identified and eliminated as soon as possible.				
<b><u>SITE HOUSEKEEPING:</u></b> Clean of debris (paper, leaves, etc.)?				
Storm drain inlets clean?				
<b><u>VEHICLE MAINTENANCE/STORAGE AREAS:</u></b> Dirt and grease buildup?				
Clean of debris (paper, leaves, etc.)?				
Stains on the asphalt?				
<b><u>MATERIALS STORAGE AREAS:</u></b> Are recyclable materials accumulating?				
Are stored drums covered?				
Are oily parts exposed to storm water contact?				

**Non-Storm Water Visual Inspection Form**

## Newark Township Maintenance Facility

## Municipal Operations Pollution Prevention/Good Housekeeping Program

## Licking County & Others SWMP

[illegible]

**Inspected By:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Storm Water Discharge Visual Inspection Form**  
**Newark Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue being evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>OUTFALL(S):</u></b> Clean of debris (paper, leaves, etc.)?				
<b><u>DISCHARGE WATER (Circle below):</u></b>				
Turbidity?	Clear	Cloudy	Muddy	
Oil & Grease sheen present?	Clear	Discontinuous	Continuous	
Floating Material present?	No	Yes If yes, describe material:		
Odors present?	No	Yes If yes, describe (i.e. petroleum, sewage, etc.):		
Discoloration present?	No	Yes If yes, describe color:		

**Storm Water Discharge Visual Inspection Form**  
**Newark Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>SITE AREA(S):</u></b>				
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas?				
Are there leaks or stains around drums or aboveground storage tanks?				
Are the drainage swales, catch basins and/or grates clean of debris (leaves, paper, etc.)?				
<b><u>OTHER OBSERVATIONS:</u></b>				

**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Inspected by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Annual Site Inspection Form**  
**Newark Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program

To be completed by March 1<sup>st</sup> of each year for the Annual Report submittal. Revisions to the PPGHP recommended by this inspection shall be completed within 90 days of the date of the inspection.

Location: \_\_\_\_\_

Date/Time of Inspection: \_\_\_\_\_

**I. STORM WATER MONITORING PROGRAM COMPLIANCE**

1. Have ? non-storm water inspections been performed and documented?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Have ? storm water inspections been performed and commented?

Yes/No

Give dates: \_\_\_\_\_

\_\_\_\_\_

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Have there been any corrective actions recommended as a result of site inspections?

Yes/No

If yes, have the actions been included in updates to the SWPPP/SWMP?

Yes/No

If corrective action updates have not been made, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. REVIEW SITE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)**

1. Are there any changes to the site operations/activities?

Yes/No

2. Are there any changes to storm water BMPs?  
Yes/No
3. Are there any changes to potential pollutant sources or activities?  
Yes/No
4. Are there any changes to storm water program personnel?  
Yes/No
5. Has employee training been conducted and documented?  
Yes/No  
If no, indicate reason: \_\_\_\_\_
- 

### III. SITE INSPECTION

13. Are preventive maintenance activities being implemented and documented?  
Yes/No  
(catch basins cleaned, parking areas cleaned, etc.?)  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills, Yes/No  
place drip pans under leaking vehicles, clean oily parts before storing outside, etc.)?  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Are any special storm water BMPs being implemented  
Yes/No  
(sediment erosion, curbs, spill prevention, etc.)?  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. Have spill prevention and response procedures been implemented, and is spill prevention Yes/No  
equipment operational and ready (secondary containment, personnel training, inspection  
of chemical storage areas, etc.)?  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

17. Have sediment erosion controls been implemented?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Are there any additional storm water controls recommended as a result of the site inspection? Yes/No

If yes, describe here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. UPDATE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)

3. Have all updates been made to the PPGHP?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

#### V. EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)

Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP (E)	New BMP	Status (FI, PI NI, NA)	Implementa Schedule
Keep vehicle maintenance areas clean				
Regular pavement sweeping				
Control spills				
Practice proper waste disposal				
Eliminate non-storm water discharges				
Properly store materials to minimize exposure				
Store wastes and recycling materials in proper place				
Cover road salt storage area				
Routinely clean catch basins				
Keep equipment and vehicles clean				



**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

# **Licking County & Others – Newton Twp Municipal Operations Pollution Prevention/Good Housekeeping Program**

**Sites:**

Newton Township Hall & Maintenance Facility  
Wilson Cemetery

**Prepared in support of:**

Ohio EPA Facility Permit 4GQ10011\*BG as covered under  
Ohio EPA NPDES Phase II General Permit OHQ000002  
Dated 1/30/2009

**Prepared by:**

Dan Blatter  
Office of Licking County Engineer  
Licking County Administration Building  
20 South Second Street  
Newark OH, 43055

December 8, 2011

## **Table of Contents**

<b><u>Section</u></b>	<b><u>Description</u></b>	<b><u>Page</u></b>
1.0	Introduction	1
2.0	Description of Municipal Facility and Operations	3
3.0	Description of Proposed BMPs	4
3.1	Pollution Prevention Training for Employees	4
3.2	Eliminating Illicit and Non-Storm Water Discharges	4
3.3	Spill Prevention, Control, and Cleanup	5
3.4	Outdoor Equipment Operations	6
3.5	Outdoor Materials Storage and Handling	7
3.6	Waste Handling and Disposal	8
3.7	Vehicle and Equipment Washing	9
3.8	Materials Receiving Areas	9
3.9	Vehicle and Equipment Maintenance and Storage Areas	10
3.10	Vehicle and Equipment Fueling Areas	11
3.11	Facility Good Housekeeping Activities	12
3.12	Facility and Municipal Construction Activities	13
3.13	Storm Water Management: Water Quality Controls	14
4.0	Site Inspection and Recording Keeping Requirements	15
4.1	Annual Site Inspection	15
4.2	Non-Storm Water Discharge Visual Inspection	15
4.3	Storm Water Discharge Visual Inspection	15

### **List of Figures**

4.0	Site map
-----	----------

### **List of Tables**

4.0	Acceptable Non-Storm Water Discharges
-----	---------------------------------------

### **Appendices**

A	Site Inspection Forms
	Facility Storm Water Inspection Checklist
	Spill/Release Incident Reporting Form
	Non-Storm Water Discharge Visual Inspection Form
	Storm Water Discharge Visual Inspection Form
	Annual Site Inspection Form

## 1.0 Introduction

This Municipal Operations Pollution Prevention/Good Housekeeping Program (PPGHP) for **Newton Township** has been prepared for the **Licking County & Others** Storm Water Management Program (SWMP) dated **March 2003** and subsequent revisions.

The SWMP was submitted in fulfillment of the requirements of two Ohio Environmental Protection Agency (Ohio EPA) National Pollutant Discharge Elimination System (NPDES) Phase II General Permits (Ohio EPA Permits) issued on December 27, 2002 and as listed below:

- Ohio NPDES Permit No.: OHQ000001 for Small Municipal Separate Storm Sewer Systems;
- And, Ohio NPDES Permit No.: OHQ100000 for Small Municipal Separate Storm Sewer Systems Located Within Rapidly Developing Watersheds.

The SWMP was approved for coverage under the Ohio EPA Permits under the following Facility Permit Number: 4GQ10011\*AG and subsequently 4GQ10011\*BG.

The program described in this document has been developed with the intent to reduce the discharge of pollutants from municipal operations in **Newton Township**. It is the intent of this program to reduce the discharge of pollutants from the site to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of Ohio Revised Code 6111 as described in the Ohio EPA Permits. Specifically, this document addresses pollution prevention and good housekeeping for municipal operations as described in Control Measure 6 of the Ohio EPA Permits. **Newton Township** has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or prevent the discharge of pollutants in storm water runoff from municipal operations and facilities within their municipal separate storm sewer system (MS4).

This PPGHP is the main focus of the program BMPs for Control Measure 6 in the SWMP. This document has been prepared following observations and inspections of the site and municipal operations. During the inspections, the existing storm water control measures already in place were documented, and existing and potential impacts to storm water runoff were noted. Components of other plans already in place at the facilities (such as spill response and prevention plans) were incorporated into this PPGHP or expanded upon as necessary. This PPGHP presents storm water controls that will then be used by **Newton Township** to perform regular employee training and to implement and evaluate BMPs and controls at the facility to fulfill the requirements of the Ohio EPA permits.

The following section of the document describes the municipal site or operations that are the focus of the storm water BMPs. The remaining sections of the document contain a description of the BMPs that are recommended to control storm water pollution from specific municipal activities at the site. Each section contains BMPs tailored to control

storm water impacts for each particular type of municipal activity or operation. The recommended BMPs will be implemented on an ongoing basis for the indefinite future. **Newton Township** plans to implement these BMPS or similar controls, wherever they would be effective at preventing pollutants from discharging with storm water from the site.

## 2.0 Description of Municipal Facility and Operations

Site Address:	
Primary Site Contact:	Phone number:
Title:	
Secondary Site Contact:	Phone number:
Title:	

<p>Description of Site Activities:</p> <p><b>Equipment storage, inside and outside</b></p> <p><b>Equipment staging area</b></p> <p><b>Equipment maintenance</b></p> <p><b>Materials storage</b></p>
---

*or*

*<Insert a brief paragraph description of the site and operations and activities that take place at the site here>*

*or*

*<Insert a short site description and reference a site map>*

## 3.0 Description of Proposed BMPs

### 3.1 *Pollution Prevention Training for Employees*

Successful storm water pollution control relies in large part on proper training and education of employees. Many of the recommended BMPS in this PPGHP will require specific training for employees who conduct the activities. It is essential that employees understand and implement the BMPs that apply to operations within each facility. Training can be completed separately or done in conjunction with regular employee training procedures.

Employee training will emphasize the importance of keeping pollutants out of the storm drains, because the drains go directly to the surface waters of the state without benefit of wastewater treatment that the sanitary sewers receive. **Newton Township** personnel will be educated about the harmful environmental effects of improper disposal of materials into the storm drain so that they understand the importance of preventing storm water pollution.

The following training will be implemented by **Newton Township**:

- Experienced workers or other trained personnel will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel.
- New personnel will be required to review and understand this document prior to initiating work activities.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3.2 *Eliminating Illicit and Non-Storm Water Discharges*

The Ohio EPA Permits prohibit discharges of anything but storm water to the storm drains. **Newton Township** personnel will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge offsite. Connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated.

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employees

lack of understanding, coupled with a lack of readily available proper routes for the discharge. Continuing employee training will be needed as described in Section 3.1.

**Newton Township** will make a long-term ongoing effort to assure that no illegal discharges will occur from municipal operations at their facilities. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures to help prevent non-stormwater discharges will be implemented:

- Provide well-marked proper disposal or collection methods for solid or liquid waste.
- Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins “No dumping—flows to streams” so employees can tell which inlets are part of the storm drain system.
- Periodically inspect and maintain the facility operations and BMPS to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.
- ---

---

---

### **3.3 Spill Prevention, Control, and Cleanup**

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. The goal is to prevent spills and leaks, maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur.

When a spill does occur, quick and effective response will prevent pollutants from reaching storm water. Spills will be cleaned up promptly and not allowed to evaporate so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, **Newton Township** personnel will determine whether the contaminated soil should be removed to prevent it from being a source of future storm water pollutants. Spill procedures will also include cleaning up leaks, drips, and other spills without water whenever possible.

Spill prevention and response procedures for hazardous materials stored or handled onsite will follow the procedures described in the facility Hazardous Materials Management Plan. **Newton Township** personnel will contain and collect the spilled substance, then

dispose of the substances and any contaminated soil in compliance with local hazardous materials regulations.

The spill control and cleanup procedures for this facility are as follows:

- Small spills: These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service (preferred method) or disposed of with the hazardous wastes if necessary.
- 
- 
- 

- Medium-sized spills: These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially prepared sawdust, or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.
- 
- 
- 

- Large spills: Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be plugged to prevent the spill enter from entering the MS4. Temporary plugs will be kept onsite for the facility inlets and employees will be trained in when and how to use them. For hazardous materials spills, the procedures described in the Hazardous Materials Management Plan will be implemented.
- 
- 
- 

A Spill/Release Incident Reporting form is provided in **Appendix A**. This form should be filled out promptly after a spill or release.

### **3.4 Outdoor Equipment Operations**

The facility manager or **Newton Township** representative will identify all equipment at the facility that may be exposed to storm water, or that may discharge potential pollutants that may be exposed to storm water.

An employee will be assigned to inspect each piece of equipment on a regular basis to see that it is functioning properly. Leaks, malfunctions, staining on and around the

equipment, and other evidence of leaks and discharges will be observed and noted. The inspecting person will be responsible for reporting any spills or leaks using the form provided in Appendix A. Spill and leak control and cleanup activities are described in Section 3.3.

The equipment operations BMPs for this facility are as follows:

- Equipment will be placed on an impermeable surface, or a drip pan will be installed beneath the potential leak points of the equipment.
- The amount of rainwater that contacts the equipment will be minimized wherever possible.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.5 Outdoor Materials Storage and Handling**

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, and construction materials, or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water. Materials of concern on the facility include gravel, sand, lumber, topsoil, compost, concrete, metal products, and others.

The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- Material is stored in one of three ways:
  - On a paved surface with a roof or covering so that no direct rainfall contacts them, and with appropriate berms or runoff controls to prevent run-on of storm water.
  - On a specially constructed paved area with a drainage system with a slope to minimize water pooling. Prevent runoff and run-on with berms or curbing along the perimeter. Drainage is directed to treatment facilities or water quality catch basins along the lower edge of the pad.
  - Covered with plastic sheeting, secured with weights such as tires or sand bags. If possible, a mounded or bermed area that will prevent run-on of storm water through the material will be used.
- The parking lot or other surfaces near bulk materials storage facilities will be swept periodically to remove fines that may wash out of the materials.
- Liquid tanks will be kept in a designated area on a paved impermeable surface and within a berm or other secondary containment.
- Hazardous materials will be stored as described in the Hazardous Materials Management Plan and in a manner that ensures storm water protection.

- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.
- A portable pumping system will be used that can be moved to accommodate separate containment structures on the facility. Water can then be pumped into a truck or portable temporary holding tank. The water then can be tested and disposed of according to whether any pollutants are present.
- Road salt storage areas are covered.
- Salt truck loading areas are swept regularly to minimize salt laden runoff. An onsite basin to minimize salt laden discharges from the facility captures drainage from the salt truck loading area.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.6 Waste Handling and Disposal**

This section summarizes the preferred storage and disposal practices for some common municipal facility wastes. For many wastes, reusing or recycling is the most cost-effective means to prevent pollution.

The waste handling and disposal procedures for this facility are as follows:

- General shop trash will be kept in a dumpster with the lid closed. The dumpster is kept in a paved area and kept clean by picking up dropped trash and sweeping the area regularly.
- Liquid wastes are kept out of the dumpster and the lid is kept closed to keep storm water out.
- Scrap metal or other materials kept outdoors are covered by a roof or tarpaulin. Scrap parts or other metals are kept in a shed or under a roof out of the rain.
- Waste metal is collected for delivery to a scrap metal dealer.
- Empty drums stored outdoors are sealed to be watertight.
- Hazardous materials or wastes are stored in accordance with the Hazardous Materials Management Plan for the facility and are kept in a covered area or in a locked area.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities are recycled.
- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.7 Vehicle and Equipment Washing/Steam Cleaning**

Wash water for municipal equipment is discharged to the sanitary sewer and is not allowed in storm drains. Steam cleaning is done on the facility only in an area equipped to capture all the water and other wastes. Steam cleaning wash water is prohibited from storm drains.

The vehicle and equipment washing/steam cleaning BMPs for this facility are as follows:

- Vehicles and equipment are washed only in designated areas
- Wash areas are paved and clearly marked.
- Sumps or drain lines are installed to collect wash water for treatment and discharge to the sanitary sewer; reuse (for repeated washings); or recycle (used elsewhere onsite).
- The wash area is graded or bermed to prevent storm water run on.
- Washing takes place on gravel, grass, or other permeable surfaces.
- Use only biodegradable soaps.
- Equipment and vehicle washing takes place inside a building designed for maintenance or equipment storage. All drains from the wash area are connected to the sanitary sewer and no storm water contacts the area.
- A commercial car wash is used to wash the facility vehicles and equipment.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.8 Materials Receiving Areas**

Truck loading and unloading areas are potential sources of potential pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that accumulate in these areas.

The BMPS for the designated loading areas that use an outdoor loading dock are as follows:

- The loading dock area is covered with a roof overhang and a door skirt that fits snugly to both the building door and the truck door.

- Curbs or berms are installed around the loading area to prevent storm water from running on and any spilled material from running off.
- Shipments are inspected for leaked motor fluids, spilled materials, debris, and other foreign materials.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.9 Vehicle and Equipment Maintenance and Storage Areas**

Whenever possible, vehicle and equipment maintenance is performed in an indoor garage. Outdoor vehicle maintenance takes place in an area designated for vehicle maintenance.

The following are the selected BMPs for vehicle and equipment maintenance at the facility:

- Equipment will be kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Vehicle and equipment maintenance areas are paved with concrete wherever possible.
- Drip pans or containers are kept under the vehicles at all times during maintenance.
- Fluids are drained from any retired vehicles kept on-site for scrap or parts. Stored or out-of service vehicles awaiting restoration or service, and vehicles being held for resale are checked periodically for leakage. Drip pans or containers are being kept under the vehicles.
- A berm or other runoff controls will be installed to prevent run-on and run-off. Drainage will be directed to a connection to the sanitary sewer system.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle and equipment storage areas will be operated with some similar precautions:

- Vehicles and equipment will be inspected to identify sources of spills or leaks. Designated facility personnel will perform regular walk-by inspection.
- The equipment yard will be kept clean and clear of debris and litter because any runoff then becomes an illegal discharge to the storm drain.
- Storm drain inlets will be cleaned on a regular schedule and also after large storms. Special attention will be paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.

- Improvements to a vehicle or equipment storage areas should grade the area to slope to a longitudinal drain, or install curbs to direct all direct storm water to a single point of discharge to easily visually monitor the storm water discharge. If the vehicle or equipment yard is a large source of oily materials, then the inlet will be fitted with an oil/water separator or oil/grease trap.
- Consistent parking spots will be designated for each vehicle so that if a leak is indicated on the ground, the truck can be identified and repaired.
- A special area will be constructed for the facilities ‘dirtiest’ equipment (tar equipment, asphalt paving equipment, etc.) in order to handle the discharges, leaks, and runoff separately with more intensive BMPs.
- Spills will be cleaned up promptly; using dry cleanup procedures described in Section 3.3.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.10 Vehicle and Equipment Fueling Areas**

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids coming into contact with storm water. Even very small spills, when they happen every day, add up to a lot of fuel in the drainage system.

Fueling areas ideally should drain to a sump. However, if the area drains to a valved-off storm drain or sewer connection, it needs to be pumped out before the valve may be opened during a rainfall.

The following are the selected BMPs for the proper operation of a fueling area at the facility:

- A paved area or concrete slab will be used for the fueling area (concrete is preferred because fuel and oils cause asphalt to deteriorate).
- Gasoline overflows and spills will be cleaned using dry methods as described in Section 3.3. Spills will not be allowed to run off or evaporate, and will not be flushed with a hose. Absorbent material will be used and disposed of as described in Section 3.3.
- Signs will be posted that instruct pump operators not to “top off” or overfill gas tanks.
- Dry cleanup materials will be kept in the fueling area, and employees will be instructed in the proper dry clean up methods described in Section 3.3. Facility personnel will inspect the area every day for gasoline, motor oil, or other fluids that may have leaked.
- Keep temporary fuel tanks in a bermed area that has an impervious lining, such as concrete or a heavy-mil plastic liner.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the vehicle fueling area is one of the significant sources from the facility, the following fuel area additional design features that may need to be considered:

- Cover the fueling area to prevent rain from falling directly on the area. Install a roof over the fueling island and the area where vehicles park while fueling.
- Storm drain and sewer inlets that drain the fueling area must be equipped with a shutoff valve to keep fuel out of the drain in the event of a spill from the pumps. The valve should be kept closed at all times except during a storm event. Curtail fueling activities when the valve must be open, or use extra precautions to capture any spilled fuel, such as a large drip pan under the vehicle.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following design features will be incorporated into new fuel area designs:

- The fueling area will be separated from the rest of the yard, both to contain any fuel spill and to prevent clean storm water from running on and contacting accumulated fuel spills and motor fluid leaks. One of the following designs will be adopted:
  - Grade the fueling area to be “mounded or elevated”.
  - Install berms around the area that are high enough to redirect water from a large storm.
- Any storm drain inlets that receive runoff from the fueling area will have a sump (to hold any accumulated liquids for pumping); or will be connected to sanitary sewer lines (after checking to get all the permits the wastewater authority may require)
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

### **3.11 Facility Good Housekeeping Activities**

The following good housekeeping practices will be implemented on a regular basis:

- Facility clean up will be completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- Rooftop drains or downspouts will be arranged so they don’t drain directly onto paved surfaces wherever possible.

- The storm water conveyance system will be kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Storm drain inlets will be cleaned regularly to remove sediment and debris. Inlets will be inspected after each large storm to remove debris; and determine whether additional facility BMPs may be required.
- Catch basins will be cleaned out annually, shortly before the wet weather season.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.12 Facility and Municipal Construction Activities**

This section describes the BMPs to be implemented in **Newton Township** for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size.

Larger-scale projects, such as the construction of new facilities that disturb greater than one acre of ground must satisfy the requirements of the Ohio EPA Construction Permit (Ohio EPA Permit No. OHC000003) dated April 21, 2008 or subsequent permits. These require more extensive storm water pollution prevention measures than described here.

The following BMPs will be implemented for minor construction and remodeling activities at the facility:

- Proper permits will be obtained from the County Flood Plain Administrator and/or Army COE prior to placing any fill materials in a regulated flood plain or stream channel.
- Building materials will be stored under cover or in contained areas. Impermeable tarp will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day; as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.
- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the workday.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned up promptly using dry methods.
- Water based paintbrushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint and materials will be cleaned 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.

- Tarps or drop cloths will be hung to minimize the spread of windblown materials.
- Sand blasting areas will be controlled to keep particles off of paved surfaces and out of storm drains.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soak into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 3.3.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.13 Storm Water Management: Water Quality Controls**

The following features may be added to various parts of the storm water conveyance system at the **Newton Township maintenance facility** to help control potential pollutants in the storm water before it leaves the site:

- Oil-Absorbent Materials - Oils and greases storm water can be removed using oil-absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, so it can be used on storm water with small concentrations of oily materials.
- Permanent floating booms - Installed in storm water ditches to control occasional light surface sheen. When the boom is spent, it is full of oil and is visibly heavier, and floats lower in the water. The booms are inexpensive enough that they may easily be replaced whenever the absorbent is saturated.
- Vegetated Swale or Channel - Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.
- Catch Basin Filters - Storm drain inlets or inlet inserts that contains filtration media or other design features to removes particulates and oily wastes from storm water as it enters the storm drain
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## **4.0 Reporting and Record Keeping Requirements**

This document and the facility operations shall be reviewed and updated annually to reflect changing site conditions and the effectiveness of the BMPs in **Newton Township**. All changes to this PPGHP will be documented. A copy of this document and any revisions to the program described herein will be kept at the **Newton Township Office**. A copy of all documentation shall be forwarded to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for inclusion in the Annual Report in April.

### ***4.1 Annual Site Inspection***

The facility manager or **Newton Township** representative will yearly inspect the municipal site operations at the **Newton Township Maintenance Facility** before March 1<sup>st</sup> of each year using the Annual Site Inspection Form provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for the preparation of the Annual Report.

### ***4.2 Non-Storm Water Discharge Visual Inspection***

The facility manager or **Newton Township** representative will inspect the **Newton Township Maintenance Facility** for non-storm water (or illicit) discharges. A non-storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

### ***4.3 Storm Water Discharge Visual Inspection***

The facility manager or **Newton Township** representative will inspect the **Newton Township Maintenance Facility** storm water discharges during storm events. A storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

## **Figures**

Insert site map here that delineates the following as described in the PPGHP:

- Onsite watershed or the direction of storm water drainage across the site
- Locations where offsite flow enters the site
- Onsite and adjacent offsite storm water conveyance systems (pipe, swales, culverts, trench drains, etc.)
- Point of storm water discharge from the site
- Areas where each facility operation or material storage takes place
- The location and type BMPs onsite
- Where no site requires a SWPPP (facilities are not within the UA of the MS4), no site map is needed.

## Tables

<b>Table 1 - Acceptable Non-Storm Water Discharges</b> <b>Newton Township</b> Municipal Operations Pollution Prevention/Good Housekeeping Program	
The following are acceptable non-storm water discharges (illicit discharges) only if they are not "significant contributors of pollutants to the MS4":	
Water line flushing Landscape irrigation Diverted stream flows Rising ground waters Uncontaminated ground water infiltration Uncontaminated pumped ground water Discharges from potable water sources Foundation drains Dechlorinated swimming pool discharges Discharges or flows from fire fighting activities	Air conditioning condensation Irrigation water Springs Water from crawl space pumps Footing drains Lawn watering Individual residential car washing Flows from riparian habitats and wetlands Street wash water
The following are acceptable occasional incidental non-storm water discharges that are not to be considered illicit discharges (they are not "significant contributors of pollutants to the MS4") from the <b>Newton Township</b> site:	

# **Appendix A**

## **Site Inspection Forms**

**Facility/Operations Storm Water Inspection Checklist**  
**Newton Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

**Year:** \_\_\_\_\_

Item	Date Completed
Annual Site Inspection	
<b>NON- STORM WATER INSPECTIONS</b>	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
<b>STORM WATER INSPECTIONS</b>	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	

**Promptly forward a copy of this form to: MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Spill/Release Incident Reporting Form**  
**Newton Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

1. Date of spill/release: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Time of spill/release: \_\_\_\_\_ a.m. / p.m.
4. Material spilled/released: \_\_\_\_\_
5. Amount spilled/released: \_\_\_\_\_
6. Cause of spill/release: \_\_\_\_\_

**Promptly forward a copy of  
this form to:**

**MS4 Coordinator**

**Licking Co Engineer**

**20 S 2<sup>nd</sup> St.**

**Newark OH 43055**

7. Description of scene (e.g., type of media contaminated (e.g., soil), distance to storm sewers, if spill/release was contained):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Description of clean-up actions taken (e.g., how spill/release was contained (e.g., absorbent pillows), where recovered material was placed, how much material was not recovered, remaining actions to be taken): \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List of offsite emergency responders contacted:

_____	_____
_____	_____
_____	_____

10. List of offsite emergency responders at scene:

_____	_____
_____	_____
_____	_____

11. Action taken to prevent recurrence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Use back of form for additional space as needed. Completed forms should be kept onsite.*

**Non-Storm Water Discharge Visual Inspection Form**  
**Newton Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Leaks, Trash & Debris)
<b><u>OUTFALL(S) :</u></b> Any water flowing?(If YES, define the source):				
Irrigation				
Water line flushing				
Broken water line				
Firefighting activities				
Unknown The connection to the source must be identified and eliminated as soon as possible.				
<b><u>SITE HOUSEKEEPING:</u></b> Clean of debris (paper, leaves, etc.)?				
Storm drain inlets clean?				
<b><u>VEHICLE MAINTENANCE/STORAGE AREAS:</u></b> Dirt and grease buildup?				
Clean of debris (paper, leaves, etc.)?				
Stains on the asphalt?				
<b><u>MATERIALS STORAGE AREAS:</u></b> Are recyclable materials accumulating?				
Are stored drums covered?				
Are oily parts exposed to storm water contact?				

**Non-Storm Water Visual Inspection Form**

## Licking County & Others SWMP

[illegible]

**Inspected By:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Storm Water Discharge Visual Inspection Form**  
**Newton Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue being evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>OUTFALL(S):</u></b> Clean of debris (paper, leaves, etc.)?				
<b><u>DISCHARGE WATER (Circle below):</u></b>				
Turbidity?	Clear	Cloudy	Muddy	
Oil & Grease sheen present?	Clear	Discontinuous	Continuous	
Floating Material present?	No	Yes If yes, describe material:		
Odors present?	No	Yes If yes, describe (i.e. petroleum, sewage, etc.):		
Discoloration present?	No	Yes If yes, describe color:		

**Storm Water Discharge Visual Inspection Form**  
**Newton Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>SITE AREA(S):</u></b>				
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas?				
Are there leaks or stains around drums or aboveground storage tanks?				
Are the drainage swales, catch basins and/or grates clean of debris (leaves, paper, etc.)?				
<b><u>OTHER OBSERVATIONS:</u></b>				

**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Inspected by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Annual Site Inspection Form**  
**Newton Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program

To be completed by March 1<sup>st</sup> of each year for the Annual Report submittal. Revisions to the PPGHP recommended by this inspection shall be completed within 90 days of the date of the inspection.

Location: \_\_\_\_\_

Date/Time of Inspection: \_\_\_\_\_

**I. STORM WATER MONITORING PROGRAM COMPLIANCE**

1. Have ? non-storm water inspections been performed and documented?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Have ? storm water inspections been performed and commented?

Yes/No

Give dates: \_\_\_\_\_

\_\_\_\_\_

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Have there been any corrective actions recommended as a result of site inspections?

Yes/No

If yes, have the actions been included in updates to the SWPPP/SWMP?

Yes/No

If corrective action updates have not been made, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. REVIEW SITE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)**

1. Are there any changes to the site operations/activities?

Yes/No

2. Are there any changes to storm water BMPs?  
Yes/No
3. Are there any changes to potential pollutant sources or activities?  
Yes/No
4. Are there any changes to storm water program personnel?  
Yes/No
5. Has employee training been conducted and documented?  
Yes/No  
If no, indicate reason: \_\_\_\_\_
- 

### III. SITE INSPECTION

19. Are preventive maintenance activities being implemented and documented?  
Yes/No  
(catch basins cleaned, parking areas cleaned, etc.?)  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
20. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills, Yes/No  
place drip pans under leaking vehicles, clean oily parts before storing outside, etc.)?  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
21. Are any special storm water BMPs being implemented  
Yes/No  
(sediment erosion, curbs, spill prevention, etc.)?  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
22. Have spill prevention and response procedures been implemented, and is spill prevention Yes/No  
equipment operational and ready (secondary containment, personnel training, inspection  
of chemical storage areas, etc.)?  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

23. Have sediment erosion controls been implemented?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

24. Are there any additional storm water controls recommended as a result of the site inspection? Yes/No

If yes, describe here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### IV. UPDATE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)

4. Have all updates been made to the PPGHP?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

#### V. EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)

Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP (E)	New BMP	Status (FI, PI NI, NA)	Implementa Schedule
Keep vehicle maintenance areas clean				
Regular pavement sweeping				
Control spills				
Practice proper waste disposal				
Eliminate non-storm water discharges				
Properly store materials to minimize exposure				
Store wastes and recycling materials in proper place				
Cover road salt storage area				
Routinely clean catch basins				
Keep equipment and vehicles clean				



**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

Union Township (name of facility) SWPPP

# **Licking County & Others – Union Twp Municipal Operations Pollution Prevention/Good Housekeeping Program**

**Site Address:**

**Union Township Maintenance Facility**

**526 East Main St., Hebron, OH**

**Prepared in support of:**

Ohio EPA Facility Permit 4GQ10011\*BG as covered under

Ohio EPA NPDES Phase II General Permit OHQ000002

Dated 1/30/2009

**Prepared by:**

Dan Blatter

Office of Licking County Engineer

Licking County Administration Building

20 South Second Street

Newark OH, 43055

December 5, 2011

## **Table of Contents**

<b><u>Section</u></b>	<b><u>Description</u></b>	<b><u>Page</u></b>
1.0	Introduction	1
2.0	Description of Municipal Facility and Operations	3
3.0	Description of Proposed BMPs	4
3.1	Pollution Prevention Training for Employees	4
3.2	Eliminating Illicit and Non-Storm Water Discharges	4
3.3	Spill Prevention, Control, and Cleanup	5
3.4	Outdoor Equipment Operations	6
3.5	Outdoor Materials Storage and Handling	7
3.6	Waste Handling and Disposal	8
3.7	Vehicle and Equipment Washing	9
3.8	Materials Receiving Areas	9
3.9	Vehicle and Equipment Maintenance and Storage Areas	10
3.10	Vehicle and Equipment Fueling Areas	11
3.11	Facility Good Housekeeping Activities	12
3.12	Facility and Municipal Construction Activities	13
3.13	Storm Water Management: Water Quality Controls	14
4.0	Site Inspection and Recording Keeping Requirements	15
4.1	Annual Site Inspection	15
4.2	Non-Storm Water Discharge Visual Inspection	15
4.3	Storm Water Discharge Visual Inspection	15

## **List of Figures**

5.0	Site map
-----	----------

## **List of Tables**

5.0	Acceptable Non-Storm Water Discharges
-----	---------------------------------------

## **Appendices**

A	Site Inspection Forms
	Facility Storm Water Inspection Checklist

Spill/Release Incident Reporting Form  
Non-Storm Water Discharge Visual Inspection Form  
Storm Water Discharge Visual Inspection Form  
Annual Site Inspection Form

**B**     *<insert existing spill plans or other existing documents in this Appendix>*

## 1.0 Introduction

This Municipal Operations Pollution Prevention/Good Housekeeping Program (PPGHP) for **Union Township** has been prepared for the **Licking County & Others** Storm Water Management Program (SWMP) dated **March 2003** and subsequent revisions.

The SWMP was submitted in fulfillment of the requirements of two Ohio Environmental Protection Agency (Ohio EPA) National Pollutant Discharge Elimination System (NPDES) Phase II General Permits (Ohio EPA Permits) issued on December 27, 2002 and as listed below:

- Ohio NPDES Permit No.: OHQ000001 for Small Municipal Separate Storm Sewer Systems;
- And, Ohio NPDES Permit No.: OHQ100000 for Small Municipal Separate Storm Sewer Systems Located Within Rapidly Developing Watersheds.

The SWMP was approved for coverage under the Ohio EPA Permits under the following Facility Permit Number: 4GQ10011\*AG and subsequently 4GQ10011\*BG.

The program described in this document has been developed with the intent to reduce the discharge of pollutants from municipal operations in **Union Township**. It is the intent of this program to reduce the discharge of pollutants from the site to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of Ohio Revised Code 6111 as described in the Ohio EPA Permits. Specifically, this document addresses pollution prevention and good housekeeping for municipal operations as described in Control Measure 6 of the Ohio EPA Permits. **Union Township** has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or prevent the discharge of pollutants in storm water runoff from municipal operations and facilities within their municipal separate storm sewer system (MS4).

This PPGHP is the main focus of the program BMPs for Control Measure 6 in the SWMP. This document has been prepared following observations and inspections of the site and municipal operations. During the inspections, the existing storm water control measures already in place were documented, and existing and potential impacts to storm water runoff were noted. Components of other plans already in place at the facilities (such as spill response and prevention plans) were incorporated into this PPGHP or expanded upon as necessary. This PPGHP presents storm water controls that will then be used by **Union Township** to perform regular employee training and to implement and evaluate BMPs and controls at the facility to fulfill the requirements of the Ohio EPA permits.

The following section of the document describes the municipal site or operations that are the focus of the storm water BMPs. The remaining sections of the document contain a description of the BMPs that are recommended to control storm water pollution from specific municipal activities at the site. Each section contains BMPs tailored to control

storm water impacts for each particular type of municipal activity or operation. The recommended BMPs will be implemented on an ongoing basis for the indefinite future. **Union Township** plans to implement these BMPS or similar controls, wherever they would be effective at preventing pollutants from discharging with storm water from the site.

## 2.0 Description of Municipal Facility and Operations

Site Address: <b>526 East Main St., Hebron, OH</b>	
Primary Site Contact:	Phone number:
Title:	
Secondary Site Contact:	Phone number:
Title:	

Description of Site Activities: <b>Equipment storage, inside and outside</b> <b>Equipment staging area</b> <b>Equipment maintenance</b> <b>Materials storage</b> <b>Salt Barn &amp; truck loading</b>
--

*or*

*<Insert a brief paragraph description of the site and operations and activities that take place at the site here>*

*or*

*<Insert a short site description and reference a site map>*

### 3.0 Description of Proposed BMPs

#### 3.1 *Pollution Prevention Training for Employees*

Successful storm water pollution control relies in large part on proper training and education of employees. Many of the recommended BMPS in this PPGHP will require specific training for employees who conduct the activities. It is essential that employees understand and implement the BMPs that apply to operations within each facility. Training can be completed separately or done in conjunction with regular employee training procedures.

Employee training will emphasize the importance of keeping pollutants out of the storm drains, because the drains go directly to the surface waters of the state without benefit of wastewater treatment that the sanitary sewers receive. **Union Township** personnel will be educated about the harmful environmental effects of improper disposal of materials into the storm drain so that they understand the importance of preventing storm water pollution.

The following training will be implemented by **Union Township**:

- Experienced workers or other trained personnel will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel.
- New personnel will be required to review and understand this document prior to initiating work activities.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 3.2 *Eliminating Illicit and Non-Storm Water Discharges*

The Ohio EPA Permits prohibit discharges of anything but storm water to the storm drains. **Union Township** personnel will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge offsite. Connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated.

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employees

lack of understanding, coupled with a lack of readily available proper routes for the discharge. Continuing employee training will be needed as described in Section 3.1.

**Union Township** will make a long-term ongoing effort to assure that no illegal discharges will occur from municipal operations at their facilities. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures to help prevent non-stormwater discharges will be implemented:

- Provide well-marked proper disposal or collection methods for solid or liquid waste.
- Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins “No dumping—flows to streams” so employees can tell which inlets are part of the storm drain system.
- Periodically inspect and maintain the facility operations and BMPS to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.
- ---

---

---

### **3.3 Spill Prevention, Control, and Cleanup**

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. The goal is to prevent spills and leaks, maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur.

When a spill does occur, quick and effective response will prevent pollutants from reaching storm water. Spills will be cleaned up promptly and not allowed to evaporate so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, **Union Township** personnel will determine whether the contaminated soil should be removed to prevent it from being a source of future storm water pollutants. Spill procedures will also include cleaning up leaks, drips, and other spills without water whenever possible.

Spill prevention and response procedures for hazardous materials stored or handled onsite will follow the procedures described in the facility Hazardous Materials Management Plan. **Union Township** personnel will contain and collect the spilled substance, then

dispose of the substances and any contaminated soil in compliance with local hazardous materials regulations.

The spill control and cleanup procedures for this facility are as follows:

- Small spills: These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service (preferred method) or disposed of with the hazardous wastes if necessary.
- 
- 
- 

- Medium-sized spills: These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially prepared sawdust, or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.
- 
- 
- 

- Large spills: Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be plugged to prevent the spill enter from entering the MS4. Temporary plugs will be kept onsite for the facility inlets and employees will be trained in when and how to use them. For hazardous materials spills, the procedures described in the Hazardous Materials Management Plan will be implemented.
- 
- 
- 

A Spill/Release Incident Reporting form is provided in **Appendix A**. This form should be filled out promptly after a spill or release.

### **3.4 Outdoor Equipment Operations**

The facility manager or **Union Township** representative will identify all equipment at the facility that may be exposed to storm water, or that may discharge potential pollutants that may be exposed to storm water.

An employee will be assigned to inspect each piece of equipment on a regular basis to see that it is functioning properly. Leaks, malfunctions, staining on and around the

equipment, and other evidence of leaks and discharges will be observed and noted. The inspecting person will be responsible for reporting any spills or leaks using the form provided in Appendix A. Spill and leak control and cleanup activities are described in Section 3.3.

The equipment operations BMPs for this facility are as follows:

- Equipment will be placed on an impermeable surface, or a drip pan will be installed beneath the potential leak points of the equipment.
- The amount of rainwater that contacts the equipment will be minimized wherever possible.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.5 Outdoor Materials Storage and Handling**

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, and construction materials, or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water. Materials of concern on the facility include gravel, sand, lumber, topsoil, compost, concrete, metal products, and others.

The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- Material is stored in one of three ways:
  - On a paved surface with a roof or covering so that no direct rainfall contacts them, and with appropriate berms or runoff controls to prevent run-on of storm water.
  - On a specially constructed paved area with a drainage system with a slope to minimize water pooling. Prevent runoff and run-on with berms or curbing along the perimeter. Drainage is directed to treatment facilities or water quality catch basins along the lower edge of the pad.
  - Covered with plastic sheeting, secured with weights such as tires or sand bags. If possible, a mounded or bermed area that will prevent run-on of storm water through the material will be used.
- The parking lot or other surfaces near bulk materials storage facilities will be swept periodically to remove fines that may wash out of the materials.
- Liquid tanks will be kept in a designated area on a paved impermeable surface and within a berm or other secondary containment.
- Hazardous materials will be stored as described in the Hazardous Materials Management Plan and in a manner that ensures storm water protection.

- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.
- A portable pumping system will be used that can be moved to accommodate separate containment structures on the facility. Water can then be pumped into a truck or portable temporary holding tank. The water then can be tested and disposed of according to whether any pollutants are present.
- Road salt storage areas are covered.
- Salt truck loading areas are swept regularly to minimize salt laden runoff. An onsite basin to minimize salt laden discharges from the facility captures drainage from the salt truck loading area.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.6 Waste Handling and Disposal**

This section summarizes the preferred storage and disposal practices for some common municipal facility wastes. For many wastes, reusing or recycling is the most cost-effective means to prevent pollution.

The waste handling and disposal procedures for this facility are as follows:

- General shop trash will be kept in a dumpster with the lid closed. The dumpster is kept in a paved area and kept clean by picking up dropped trash and sweeping the area regularly.
- Liquid wastes are kept out of the dumpster and the lid is kept closed to keep storm water out.
- Scrap metal or other materials kept outdoors are covered by a roof or tarpaulin. Scrap parts or other metals are kept in a shed or under a roof out of the rain.
- Waste metal is collected for delivery to a scrap metal dealer.
- Empty drums stored outdoors are sealed to be watertight.
- Hazardous materials or wastes are stored in accordance with the Hazardous Materials Management Plan for the facility and are kept in a covered area or in a locked area.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities are recycled.
- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.7 Vehicle and Equipment Washing/Steam Cleaning**

Wash water for municipal equipment is discharged to the sanitary sewer and is not allowed in storm drains. Steam cleaning is done on the facility only in an area equipped to capture all the water and other wastes. Steam cleaning wash water is prohibited from storm drains.

The vehicle and equipment washing/steam cleaning BMPs for this facility are as follows:

- Vehicles and equipment are washed only in designated areas
- Wash areas are paved and clearly marked.
- Sumps or drain lines are installed to collect wash water for treatment and discharge to the sanitary sewer; reuse (for repeated washings); or recycle (used elsewhere onsite).
- The wash area is graded or bermed to prevent storm water run on.
- Washing takes place on gravel, grass, or other permeable surfaces.
- Use only biodegradable soaps.
- Equipment and vehicle washing takes place inside a building designed for maintenance or equipment storage. All drains from the wash area are connected to the sanitary sewer and no storm water contacts the area.
- A commercial car wash is used to wash the facility vehicles and equipment.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.8 Materials Receiving Areas**

Truck loading and unloading areas are potential sources of potential pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that accumulate in these areas.

The BMPS for the designated loading areas that use an outdoor loading dock are as follows:

- The loading dock area is covered with a roof overhang and a door skirt that fits snugly to both the building door and the truck door.

- Curbs or berms are installed around the loading area to prevent storm water from running on and any spilled material from running off.
- Shipments are inspected for leaked motor fluids, spilled materials, debris, and other foreign materials.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.9 Vehicle and Equipment Maintenance and Storage Areas**

Whenever possible, vehicle and equipment maintenance is performed in an indoor garage. Outdoor vehicle maintenance takes place in an area designated for vehicle maintenance.

The following are the selected BMPs for vehicle and equipment maintenance at the facility:

- Equipment will be kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Vehicle and equipment maintenance areas are paved with concrete wherever possible.
- Drip pans or containers are kept under the vehicles at all times during maintenance.
- Fluids are drained from any retired vehicles kept on-site for scrap or parts. Stored or out-of service vehicles awaiting restoration or service, and vehicles being held for resale are checked periodically for leakage. Drip pans or containers are being kept under the vehicles.
- A berm or other runoff controls will be installed to prevent run-on and run-off. Drainage will be directed to a connection to the sanitary sewer system.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle and equipment storage areas will be operated with some similar precautions:

- Vehicles and equipment will be inspected to identify sources of spills or leaks. Designated facility personnel will perform regular walk-by inspection.
- The equipment yard will be kept clean and clear of debris and litter because any runoff then becomes an illegal discharge to the storm drain.
- Storm drain inlets will be cleaned on a regular schedule and also after large storms. Special attention will be paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.

- Improvements to a vehicle or equipment storage areas should grade the area to slope to a longitudinal drain, or install curbs to direct all direct storm water to a single point of discharge to easily visually monitor the storm water discharge. If the vehicle or equipment yard is a large source of oily materials, then the inlet will be fitted with an oil/water separator or oil/grease trap.
- Consistent parking spots will be designated for each vehicle so that if a leak is indicated on the ground, the truck can be identified and repaired.
- A special area will be constructed for the facilities ‘dirtiest’ equipment (tar equipment, asphalt paving equipment, etc.) in order to handle the discharges, leaks, and runoff separately with more intensive BMPs.
- Spills will be cleaned up promptly; using dry cleanup procedures described in Section 3.3.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.10 Vehicle and Equipment Fueling Areas**

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids coming into contact with storm water. Even very small spills, when they happen every day, add up to a lot of fuel in the drainage system.

Fueling areas ideally should drain to a sump. However, if the area drains to a valved-off storm drain or sewer connection, it needs to be pumped out before the valve may be opened during a rainfall.

The following are the selected BMPs for the proper operation of a fueling area at the facility:

- A paved area or concrete slab will be used for the fueling area (concrete is preferred because fuel and oils cause asphalt to deteriorate).
- Gasoline overflows and spills will be cleaned using dry methods as described in Section 3.3. Spills will not be allowed to run off or evaporate, and will not be flushed with a hose. Absorbent material will be used and disposed of as described in Section 3.3.
- Signs will be posted that instruct pump operators not to “top off” or overfill gas tanks.
- Dry cleanup materials will be kept in the fueling area, and employees will be instructed in the proper dry clean up methods described in Section 3.3. Facility personnel will inspect the area every day for gasoline, motor oil, or other fluids that may have leaked.
- Keep temporary fuel tanks in a bermed area that has an impervious lining, such as concrete or a heavy-mil plastic liner.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the vehicle fueling area is one of the significant sources from the facility, the following fuel area additional design features that may need to be considered:

- Cover the fueling area to prevent rain from falling directly on the area. Install a roof over the fueling island and the area where vehicles park while fueling.
- Storm drain and sewer inlets that drain the fueling area must be equipped with a shutoff valve to keep fuel out of the drain in the event of a spill from the pumps. The valve should be kept closed at all times except during a storm event. Curtail fueling activities when the valve must be open, or use extra precautions to capture any spilled fuel, such as a large drip pan under the vehicle.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following design features will be incorporated into new fuel area designs:

- The fueling area will be separated from the rest of the yard, both to contain any fuel spill and to prevent clean storm water from running on and contacting accumulated fuel spills and motor fluid leaks. One of the following designs will be adopted:
  - Grade the fueling area to be “mounded or elevated”.
  - Install berms around the area that are high enough to redirect water from a large storm.
- Any storm drain inlets that receive runoff from the fueling area will have a sump (to hold any accumulated liquids for pumping); or will be connected to sanitary sewer lines (after checking to get all the permits the wastewater authority may require)
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

### **3.11 Facility Good Housekeeping Activities**

The following good housekeeping practices will be implemented on a regular basis:

- Facility clean up will be completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- Rooftop drains or downspouts will be arranged so they don’t drain directly onto paved surfaces wherever possible.

- The storm water conveyance system will be kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Storm drain inlets will be cleaned regularly to remove sediment and debris. Inlets will be inspected after each large storm to remove debris; and determine whether additional facility BMPs may be required.
- Catch basins will be cleaned out annually, shortly before the wet weather season.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.12 Facility and Municipal Construction Activities**

This section describes the BMPs to be implemented in **Union Township** for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size.

Larger-scale projects, such as the construction of new facilities that disturb greater than one acre of ground must satisfy the requirements of the Ohio EPA Construction Permit (Ohio EPA Permit No. OHC000003) dated April 21, 2008 or subsequent permits. These require more extensive storm water pollution prevention measures than described here.

The following BMPs will be implemented for minor construction and remodeling activities at the facility:

- Building materials will be stored under cover or in contained areas. Impermeable tarp will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day; as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.
- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the workday.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned it up promptly using dry methods.
- Water based paintbrushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint will materials will be cleaned 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.
- Tarps or drop cloths will be hung to minimize the spread of windblown materials.

- Sand blasting areas will be controlled to keep particles off of paved surfaces and out of storm drains.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soak into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 3.3.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3.13 Storm Water Management: Water Quality Controls**

The following features may be added to various parts of the storm water conveyance system at the **Union Township maintenance facility** to help control potential pollutants in the storm water before it leaves the site:

- Oil-Absorbent Materials - Oils and greases storm water can be removed using oil-absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, so it can be used on storm water with small concentrations of oily materials.
- Permanent floating booms - Installed in storm water ditches to control occasional light surface sheen. When the boom is spent, it is full of oil and is visibly heavier, and floats lower in the water. The booms are inexpensive enough that they may easily be replaced whenever the absorbent is saturated.
- Vegetated Swale or Channel - Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.
- Catch Basin Filters - Storm drain inlets or inlet inserts that contains filtration media or other design features to removes particulates and oily wastes from storm water as it enters the storm drain
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## **4.0 Reporting and Record Keeping Requirements**

This document and the facility operations shall be reviewed and updated annually to reflect changing site conditions and the effectiveness of the BMPs in **Union Township**. All changes to this PPGHP will be documented. A copy of this document and any revisions to the program described herein will be kept at the **Union Township Office**. A copy of all documentation shall be forwarded to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for inclusion in the Annual Report in April.

### ***4.1 Annual Site Inspection***

The facility manager or **Union Township** representative will yearly inspect the municipal site operations at the **Union Township Maintenance Facility** before March 1<sup>st</sup> of each year using the Annual Site Inspection Form provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator** before March 1<sup>st</sup> of each year for the preparation of the Annual Report.

### ***4.2 Non-Storm Water Discharge Visual Inspection***

The facility manager or **Union Township** representative will inspect the **Union Township Maintenance Facility** for non-storm water (or illicit) discharges. A non-storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

### ***4.3 Storm Water Discharge Visual Inspection***

The facility manager or **Union Township** representative will inspect the **Union Township Maintenance Facility** storm water discharges during storm events. A storm water discharge visual inspection form is provided in **Appendix A**. The completed form should be kept onsite indefinitely and a copy should be sent promptly to the **MS4 Coordinator**.

## **Figures**

Insert site map here that delineates the following as described in the PPGHP:

- Onsite watershed or the direction of storm water drainage across the site
- Locations where offsite flow enters the site
- Onsite and adjacent offsite storm water conveyance systems (pipe, swales, culverts, trench drains, etc.)
- Point of storm water discharge from the site
- Areas where each facility operation or material storage takes place
- The location and type BMPs onsite
- Where no site requires a SWPPP (facilities are not within the UA of the MS4), no site map is needed.

## Tables

<b>Table 1 - Acceptable Non-Storm Water Discharges</b> <b>Union Township</b> Municipal Operations Pollution Prevention/Good Housekeeping Program	
The following are acceptable non-storm water discharges (illicit discharges) only if they are not "significant contributors of pollutants to the MS4":	
Water line flushing Landscape irrigation Diverted stream flows Rising ground waters Uncontaminated ground water infiltration Uncontaminated pumped ground water Discharges from potable water sources Foundation drains Dechlorinated swimming pool discharges Discharges or flows from fire fighting activities	Air conditioning condensation Irrigation water Springs Water from crawl space pumps Footing drains Lawn watering Individual residential car washing Flows from riparian habitats and wetlands Street wash water
The following are acceptable occasional incidental non-storm water discharges that are not to be considered illicit discharges (they are not "significant contributors of pollutants to the MS4") from the <b>Union Township</b> site:	

# **Appendix A**

## **Site Inspection Forms**

**Facility/Operations Storm Water Inspection Checklist**  
**Union Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

**Year:** \_\_\_\_\_

Item	Date Completed
Annual Site Inspection	
<b>NON- STORM WATER INSPECTIONS</b>	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
Non-Storm Water Visual Inspection	
<b>STORM WATER INSPECTIONS</b>	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	
Storm Water Visual Inspection	

**Promptly forward a copy of this form to: MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Spill/Release Incident Reporting Form**  
**Union Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

1. Date of spill/release: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Time of spill/release: \_\_\_\_\_ a.m. / p.m.
4. Material spilled/released: \_\_\_\_\_
5. Amount spilled/released: \_\_\_\_\_
6. Cause of spill/release: \_\_\_\_\_

**When complete, keep original  
on site and forward a copy of  
this form to:**

**LCSWCD Urban Technician**  
**771 East Main St., Suite 100**  
**Newark OH 43055**  
**urbantech@lickingswcd.com**

7. Description of scene (e.g., type of media contaminated (e.g., soil), distance to storm sewers, if spill/release was contained):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Description of clean-up actions taken (e.g., how spill/release was contained (e.g., absorbent pillows), where recovered material was placed, how much material was not recovered, remaining actions to be taken): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List of offsite emergency responders contacted:

_____	_____
_____	_____
_____	_____

10. List of offsite emergency responders at scene:

_____	_____
_____	_____
_____	_____

11. Action taken to prevent recurrence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Use back of form for additional space as needed. Completed forms should be kept onsite.*

**Non-Storm Water Discharge Visual Inspection Form**  
**Union Township Maintenance Facility**  
Municipal Facility/Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Leaks, Trash & Debris)
<b><u>OUTFALL(S) :</u></b> Any water flowing?(If YES, define the source):				
Irrigation				
Water line flushing				
Broken water line				
Firefighting activities				
Unknown The connection to the source must be identified and eliminated as soon as possible.				
<b><u>SITE HOUSEKEEPING:</u></b> Clean of debris (paper, leaves, etc.)?				
Storm drain inlets clean?				
<b><u>VEHICLE MAINTENANCE/STORAGE AREAS:</u></b> Dirt and grease buildup?				
Clean of debris (paper, leaves, etc.)?				
Stains on the asphalt?				
<b><u>MATERIALS STORAGE AREAS:</u></b> Are recyclable materials accumulating?				
Are stored drums covered?				
Are oily parts exposed to storm water contact?				

**Non-Storm Water Visual Inspection Form**

## Licking County & Others SWMP

[illegible]

**Inspected By:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Storm Water Discharge Visual Inspection Form**  
**Union Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Issue being evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>OUTFALL(S):</u></b> Clean of debris (paper, leaves, etc.)?				
<b><u>DISCHARGE WATER (Circle below):</u></b>				
Turbidity?	Clear	Cloudy	Muddy	
Oil & Grease sheen present?	Clear	Discontinuous	Continuous	
Floating Material present?	No	Yes If yes, describe material:		
Odors present?	No	Yes If yes, describe (i.e. petroleum, sewage, etc.):		
Discoloration present?	No	Yes If yes, describe color:		

**Storm Water Discharge Visual Inspection Form**  
**Union Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program  
**Licking County & Others SWMP**

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>SITE AREA(S):</u></b>				
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas?				
Are there leaks or stains around drums or aboveground storage tanks?				
Are the drainage swales, catch basins and/or grates clean of debris (leaves, paper, etc.)?				
<b><u>OTHER OBSERVATIONS:</u></b>				

**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**

**Inspected by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Annual Site Inspection Form**  
**Union Township Maintenance Facility**  
Municipal Operations Pollution Prevention/Good Housekeeping Program

To be completed by March 1<sup>st</sup> of each year for the Annual Report submittal. Revisions to the PPGHP recommended by this inspection shall be completed within 90 days of the date of the inspection.

Location: \_\_\_\_\_

Date/Time of Inspection: \_\_\_\_\_

**I. STORM WATER MONITORING PROGRAM COMPLIANCE**

1. Have ? non-storm water inspections been performed and documented?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

2. Have ? storm water inspections been performed and commented?

Yes/No

Give dates: \_\_\_\_\_

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

4. Have there been any corrective actions recommended as a result of site inspections?

Yes/No

If yes, have the actions been included in updates to the SWPPP/SWMP?

Yes/No

If corrective action updates have not been made, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. REVIEW SITE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)**

1. Are there any changes to the site operations/activities?

Yes/No

2. Are there any changes to storm water BMPs?

Yes/No

3. Are there any changes to potential pollutant sources or activities?

Yes/No

4. Are there any changes to storm water program personnel?

Yes/No

5. Has employee training been conducted and documented?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

### III. SITE INSPECTION

25. Are preventive maintenance activities being implemented and documented?

Yes/No

(catch basins cleaned, parking areas cleaned, etc.?)

If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

26. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills,

Yes/No

place drip pans under leaking vehicles, clean oily parts before storing outside, etc.)?

If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

27. Are any special storm water BMPs being implemented

Yes/No

(sediment erosion, curbs, spill prevention, etc.)?

If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

28. Have spill prevention and response procedures been implemented, and is spill prevention

Yes/No

equipment operational and ready (secondary containment, personnel training, inspection of chemical storage areas, etc.)?

If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

29. Have sediment erosion controls been implemented?

Yes/No

If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

30. Are there any additional storm water controls recommended as a result of the site inspection?

Yes/No

If yes, describe here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### IV. UPDATE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)

5. Have all updates been made to the PPGHP?

Yes/No

If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_

## V. EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)

Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP (E)	New BMP	Status (FI, PI NI, NA)	Implementation Schedule
Keep vehicle maintenance areas clean				
Regular pavement sweeping				
Control spills				
Practice proper waste disposal				
Eliminate non-storm water discharges				
Properly store materials to minimize exposure				
Store wastes and recycling materials in proper place				
Cover road salt storage area				
Routinely clean catch basins				
Keep equipment and vehicles clean				
Use drip pans under parked, stored vehicles				
Implement construction BMPs as necessary				
Wash equipment and vehicles in designated areas				
Provide spill protection at the fuel islands				
Cover trash bins				

E = Existing BMP

FI = Fully Implemented

PI = Partially Implemented

NI = Not Implemented

NA = Not Applicable

**From the table above, answer the following questions:**

9. Do the existing BMPs appear to be effective in reducing the potential for storm water pollution?

Yes/No

If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Are additional BMPs needed to address sources of pollutants at the site (i.e., more frequent Yes/No

inspections of certain areas of operations, changes in operations, etc.)?

If yes, describe the BMPs needed to address sources of pollutants and a time schedule for implementation: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**General**

**Comments:** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Promptly forward a copy of this form to MS4 Coordinator, Licking Co Engineer, 20 S 2<sup>nd</sup> St., Newark OH 43055 when completed. The original should be kept onsite.**