STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

Rockland Recycling Center

Town of Rockland, MA

June 2020

ENVIRONMENTAL PARTNERS

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SECTION 1 INTRODUCTION

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

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

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

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

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

This SWPPP accomplishes these requirements by:

- Providing an inventory of the materials and equipment at a facility that have the potential to cause stormwater pollution, and identifying locations where these materials are stored;
- Describing how stormwater is managed at a facility, including: engineered storm drain system conveyance; on-site pretreatment, treatment and infiltration systems; and discharges to surface water directly from the site;

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

SECTION 2 DETAILED FACILITY ASSESSMENT

2.1 FACILITY SUMMARY

The Rockland Recycling Center is located at 1000 Beech Street and is owned and operated by the Town of Rockland. The Locus Map in Figure 2-1 shows the location of the facility. The Recycling Center property is approximately 0.75 acres, and is part of an 89-acre Town-owned parcel. This parcel includes a capped landfill, solar panel arrays, and brush and compost stockpiles. The Rockland Highway Department is primarily responsible for activities at, and maintenance of, the Recycling Center.

2.2 SITE INSPECTION

The site inspection associated with the development of this SWPPP was completed on August 31, 2020. The inspection was conducted by William Watts of Environmental Partners. Site tour and information provided by David Taylor Jr., Rockland Highway Superintendent.

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

2.3 POLLUTION PREVENTION TEAM

A Pollution Prevention Team for the Recycling Center has been prepared and designated the task of developing, implementing, maintaining, and revising, as necessary, the SWPPP for this facility. Table 2-1 includes the list of Pollution Prevention Team members.

Table 2-1: Pollution Prevention Team Members

Rockland Recycling Center

Name	Title	Division
David P. Taylor Jr.	Highway Superintendent	Highway Department

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

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

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

Pollution Prevention Team Member Responsibilities: Implements the preventative maintenance program; oversees good housekeeping activities; serves as spill response coordinator; conducts inspections; assists with employee training programs; conducts sampling/visual monitoring. Assists in all components of the stormwater program, as needed. Maintains spill kits.

2.4 FACILITY DESCRIPTION

The primary purpose of the Recycling Center is so collect and responsibly recycle waste items dropped off by the residents of Rockland. Activities at the site are described in SECTION 2.7.

The facility covers approximately 07.5 acres and contains the structures and other features shown on the Site Map in Figure 2-2 and described in detail in the following sections. Components shown on the site map include:

- Direction of surface water flow
- Waste oil tank
- Materials stockpiles

2.5 FACILITY STRUCTURES

Waste Oil Burner

There is one (1) waste oil furnace on the Recycling Center property, which are used and operated by the Town of Rockland. The furnace can be found behind the Attendants' Shed.

Vehicle Garage

The Vehicle Garage is located at the center of the property. This building is unheated, and is predominately used for storage of equipment, signs, and work tools. No Town-owned vehicles are stored here.

Administrative Building

The Recycling Center's sole administrative building is the Attendants' Shed, located at the center of the property. This building includes an open room used for administrative space and for Town of Rockland residents to receive transfer station stickers. This building does not contain any bathrooms or floor drains.

Recycling Area

The Recycling Center's primary recycling collection location is to the south of the Attendants' Shed, approximately 65 square feet away. It is used to collect different types of recycling material, including batteries, cardboard, plastics, and other miscellaneous household items. The Recycling

Area consists of seven (7) dumpsters. Propane tanks are stored on the floor next to the Vehicle Garage. The Recycling Area is not covered or enclosed, but there are no nearby catch basins.

2.5.1 Additional Site Features

Parking Areas

There is a designated impervious parking area for about six (6) vehicles at the Recycling Center. This parking area is located directly in front of the Vehicle Garage. It is used primarily for visitors to the Recycling Center, as well as employees' personal vehicles. No Town-owned trucks and/or heavy equipment are not kept in this parking area.

Materials for Use by Residents

The Recycling maintains a compost stockpile for use by Rockland residents. This pile is comprised of grass clippings deposited by residents and Town employees, and then composted by Recycling Center staff. This pile is located to the north of the property and is uncovered. However, three sides of the stockpile are enclosed by a concrete wall, which minimizes erosion.

A brush stockpile is maintained by the Recycling Center for use by Rockland residents. It is located directly next to the compost pile. Like the compost pile, the brush stockpile is uncovered, but three sides of the stockpile are enclosed by a concrete wall.

2.6 SITE DRAINAGE

No stormwater from adjacent properties impacts the Recycling Center property.

Sheet Flow

Drainage from the impervious surfaces of the access road is primarily directed downhill, along the north gutter of the road. From there, the sheet flow is directed through a ditch behind the Attendants' Shed, eventually begin discharged to the woods to the east of the property. In front of the Attendants' Shed, the surface water flows down towards the main entrance and into Beech Street. There are no catch basins on Beech Street nearby the Recycling Center.

Engineered Drainage

There is no engineered drainage at the Recycling Center. However, the Town is currently evaluating the site for a redesign and engineered drainage will be incorporated into the final design.

2.6.1 Receiving Waters

Stormwater generated by this site discharges to an upland forest. The good housekeeping practices, preventative maintenance, and Best Management Practices implemented at the facility are appropriate and adequate to protect water quality and are generally consistent with the Massachusetts Stormwater Standards.

2.7 SITE ACTIVITIES

The following activities occur at the facility:

- Compost production or storage
- Facility or building maintenance
- Solid waste management (including scrap metal)
- Stockpiles
- Tool storage
- Waste handling and disposal
- Waste oil storage

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

The Rockland Recycling Center Department does not store hazardous materials on site other than those noted in Table 2-4, and no obsolete vehicles or other potential sources of pollutants are kept in any structure at the Recycling Center.

No solvent-based parts washers were observed in any structure at the Recycling Center. Any hazardous materials are either collected by a third party vendor contracted by the Town of Rockland on an annual basis, or collected at the annual Household Hazardous Waste Day (HHHW Day) that is hosted for the benefit of the Town of Rockland residents. Waste materials from the Recycling Center operations that may be collected at the annual HHHW Day include used motor vehicle fluids that cannot be utilized for the waste oil burner, such as used antifreeze and brake fluid. Any oil that may be contaminated with antifreeze, brake fluid, paint, or other additive that makes it unburnable in the waste oil furnace is also collected on the HHHW Day instead of being used in the waste oil furnace. These materials are properly labeled and stored using appropriate Best Management Practices between the time of generation and disposal.

The Recycling Center Department does not apply or utilize fertilizers, herbicides, or pesticides, and, therefore, none are stored or used at the Recycling Center.

2.7.1 Compost Production or Storage

Potential Sources of Stormwater Pollution

Compost production and storage locations present a threat to contaminate stormwater with pathogens, including bacteria and viruses, nutrients, including phosphorus and nitrogen, fertilizers, pesticides and sediments.

Pollution Prevention

Compost storage areas shall be located and properly labeled within a designated stockpile area that is covered and contained to prevent exposure to precipitation. If the storage area is unable to be covered it should be contained within an area contained by silt fence or concrete barriers and located in an area that does not receive a substantial amount of runoff from upland areas and does not drain directly to a waterbody. The compost shall be kept in neat, separate piles from all other

materials. The Recycling Center is currently looking into methods to better contain its compost stockpiles to minimize contamination of stormwater.

2.7.2 Stockpiles

Potential Sources of Stormwater Pollution

Stockpiled materials such as wood chips represent a potential source of stormwater pollution. When stored unprotected outdoors, material stockpiles are exposed to precipitation. When the resulting eroded material enters the stormwater system, the wood chips can quickly fill the sumps of catch basin structures, rendering them ineffective.

Pollution Prevention

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

Sediment barriers should be placed around the perimeter of the storage site to prevent any runoff carrying wood chips from entering storm drains and surface waters. Please refer to SOP "Erosion and Sedimentation Control," included in Appendix A, for more information.

Ensuring that the storage area is regularly swept and kept clean is an important good housekeeping practice.

2.7.3 Solid Waste Management

Potential Sources of Stormwater Pollution

Solid waste production and storage locations present a threat to contaminate stormwater with pathogens, including bacteria and viruses, nutrients, including phosphorus and nitrogen, metals and sediments.

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

Pollution Prevention

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

1. All staff shall be properly trained in proper solid waste management practices, including waste disposal and spill prevention and response. All employees shall also be knowledgeable of the potential hazards associated with solid waste handling and storage.
2. Each waste storage location shall be properly labeled and all significant sources of pollution shall be kept in a secure, covered, and contained area.
3. The facility and storage containers shall remain locked at all times other than during normal hours of operation.
4. All waste storage containers and waste handling equipment shall be routinely inspected for signs of spills, leaks, corrosion, or general deterioration.

The facility shall maintain spill response materials in accordance with SOP “Spill Response and Cleanup.”

2.7.4 Waste Handling and Disposal

Potential Sources of Stormwater Pollution

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

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

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

Pollution Prevention

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

Solid Waste

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

Hazardous Materials and Wastes

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

Pesticides, Fertilizers and Petroleum Products

1. Do not handle the materials more than necessary.
2. Store materials in a dry, covered, contained area.
3. Clean up spills immediately and in accordance with SOP “Spill Response and Cleanup”.

Detergents

1. Never dump wastes containing detergents to a storm drain system. All wastes containing detergents shall be directed to a sanitary sewer system for treatment at a wastewater treatment plant.

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

1. Leaks
2. Corrosion
3. Support or Foundation Failure
4. Other Deterioration

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

2.7.1 Waste Oil Storage

Potential Sources of Stormwater Pollution

When not stored properly, waste oil can be a potential source of petroleum in stormwater. Waste oil containers can leak, and spills can occur performing maintenance on vehicles.

Pollution Prevention

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

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

Waste oil should be stored indoors or under a covered structure to prevent exposure to precipitation. When possible, steps should be taken to recycle waste oil or reduce the amount generated.

2.8 LOCATION OF LEAK AND SPILL CLEANUP MATERIALS

Leak and spill cleanup materials are stored at the Recycling Center in order to facilitate rapid response. Locations and types of leak and spill cleanup materials are identified in Table 2-2.

Table 2-2: Leak and Spill Cleanup Materials

Building or Area	Location	Materials Available
Vehicle Garage	Inside, enclosed	Oil-Dri Absorbent

2.9 ALLOWABLE NON-STORMWATER DISCHARGE

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

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

2.10 EXISTING STORMWATER MONITORING DATA

Historical stormwater monitoring data at the Recycling Center has not occurred.

2.11 SIGNIFICANT MATERIAL INVENTORY

Materials stored include those specified in SECTION 2.7, "Site Activities". An inventory of these materials at the Recycling Center is included in Table 2-3, which also reviews the likelihood for each identified material to come in contact with stormwater. The type of container has also been identified. Oil, gasoline, and other petroleum-based materials are listed separately in the table.

Table 2-3: Significant Material Inventory

Rockland Recycling Center

Material	Storage Location	Quantity	Potential Pollutant	Covered (C) or Enclosed (E)	Likelihood of Contact with Water
Non-Petroleum Significant Materials					
Solid Waste, Recyclable	Recycling Area	5 dumpsters	Miscellaneous debris/ solids, particulate matter, metals	*	High
Solid Waste, for Disposal	Recycling Area	2 dumpsters	Household appliances, metals	*	High
Spill response material (Speedi-Dri or similar)	Vehicle Garage	64 quarts	Particulate matter, solids, residual oil	E	Low

2.12 APPLICABILITY OF SPILL PREVENTION, CONTROL AND COUNTERMEASURE (SPCC) REQUIREMENTS

Under federal regulations 40 CFR Part 112 (and Amendments), a Spill Prevention, Control, and Countermeasure (SPCC) Plan is required when a facility has an aboveground oil storage capacity greater than 1,320 gallons, when including containers with a capacity of 55 gallons or more. The Recycling Center does not have aboveground oil storage capacity that exceeds 1,320 gallons.

2.13 DESCRIPTION OF SIGNIFICANT MATERIAL STORAGE AREAS

Most activities at the Recycling Center involving the materials included in Table 2-3 occur within the contained garage or recycle area. Resident drop-offs of all materials to the Recycling Center is monitored by a Recycling Department employee. Residents are not permitted to drop off hazardous waste materials at this site.

2.14 LIST OF SIGNIFICANT LEAKS OR SPILLS

No significant leaks or spills have occurred at the Recycling Center in the last three years. Forms included in Appendix B will be used to document any spill or leak that occurs at the facility in the future.

2.15 STRUCTURAL BMPS

Structural BMPs include onsite constructed systems that provide pretreatment or treatment of stormwater flows. There are no structural BMPs presently used at the Recycling Center.

2.16 SEDIMENT AND EROSION CONTROL

The Recycling Center's natural topography convey most of the facility's stormwater to the nearby woods. The stormwater may then flow towards wetlands that discharges to French Stream. However, these wetlands are approximately 1.15 miles upgradient of French Stream, making it highly unlikely for sedimentation from the Recycling Center to reach French Stream. Any remaining stormwater that does not enter the woods flows down the Recycling Center's paved entrance road and into Beech Street, where there are no nearby catch basins. Therefore, no stormwater from the Recycling Center can enter the Town's storm drain system.

SECTION 3 NON-STRUCTURAL CONTROLS

3.1 GOOD HOUSEKEEPING

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

- All fluid products and wastes are kept indoors.
- Spill materials and cleanup kits are maintained at all locations where oil materials are used, stored, or may be present.
- Used spill cleanup materials are disposed of properly.
- Materials are stored indoors or in covered areas to minimize exposure to stormwater.
- No fertilizers, herbicides, or pesticides are stored or used at the facility.
- Storage drums and containers are not located close to storm drain inlets.
- All hazardous material storage areas and containers have proper signage, labels, restricted access, locks, inventory control, overhead coverage, and secondary containment.
- All materials and gas cans are properly labeled.
- Speedi Dri (or similar absorbent) is readily available and used for appropriate spills.
- Spill kits are located in areas where fluids are stored or where activities may result in a spill.
- Tools and materials are returned to designated storage areas after use.
- Waste materials are properly collected and disposed of.
- Different types of wastes are separated as appropriate.
- Regular waste disposal is arranged.
- Work areas are clean and organized.
- Work areas are regularly swept or vacuumed to collect metal, wood, and other particulates and materials.
- Obtain only the amount of materials required to complete a job.
- Materials are recycled when possible.
- Staff is familiar with manufacturer directions for proper use of materials and associated Safety Data Sheets (SDSs).
- Staff is familiar with proper use of equipment.

The facility maintains a supply of spill cleanup materials at the buildings on site, and will maintain this inventory. An inventory of spill containment, control, and cleanup materials and spill kits maintained at the Recycling Center was shown in Table 2-2.

3.2 PREVENTATIVE MAINTENANCE

Preventative Maintenance can minimize the occurrence of stormwater pollution by addressing issues before they become problems. Vehicles and equipment should be regularly inspected to prevent leaks of fuel, oil, and other liquids. Structural stormwater controls should be regularly maintained to prevent inadequate performance during storm events.

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

- All staff members are aware of spill prevention and response procedures.
- All staff members have received formal spill prevention and response procedure training.
- All equipment fueling procedures are completed by qualified personnel trained in spill response procedures.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Material storage tanks and containers are regularly inspected for leaks.
- All material and bulk deliveries are monitored by facility employees.

3.3 BEST MANAGEMENT PRACTICES

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

1. Minimize the volume of gasoline stored within the buildings and on the site.
2. Clean up any oil spills observed in the parking lot, garages, or other surfaces in a timely manner.
3. Monitor all material deliveries.
4. Inspect all storage tanks prior to filling activities for spills, leaks and corrosion.

3.4 SPILL PREVENTION AND RESPONSE

The following procedures apply to the facility:

- All personnel are instructed in location, use, and disposal of spill response equipment and supplies maintained at the site such as oil absorbent materials.
- The Pollution Prevention Team leader will be advised immediately of all spills of hazardous materials or regulated materials, regardless of quantity.
- Spills will be evaluated to determine the necessary response. If there is a health hazard, fire or explosion potential, 911 will be called. If a spill exceeds five gallons or threatens surface waters, including the storm drain system, state or federal emergency response agencies will be called.
- Spills will be contained as close to the source as possible with oil-absorbent materials. Additional materials or oil-absorbent socks will be utilized to protect adjacent catch basins.

SECTION 4 PLAN IMPLEMENTATION

4.1 EMPLOYEE TRAINING

Regular employee training is required for employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP, including all members of the Pollution Prevention Team.

The Superintendent of the Highway Department is responsible for stormwater management training for Recycling Center employees. This position coordinates training related to stormwater management on an annual basis at a minimum to review specific responsibilities for implementing this SWPPP, what and how to accomplish those responsibilities, including BMP implementation.

Additionally, general awareness training is provided regularly (preferably annually) to all employees whose actives may impact stormwater discharges. The purpose of this training is to educate workers on activities that can impact stormwater discharges and to help implement BMPs.

All employees responsible for the fueling or lubrication of vehicles or equipment stored at the facility will be trained regularly (preferably annually). The topics below will be covered at employee training sessions.

1. Spill prevention and response.
2. Good housekeeping.
3. Materials management practices

Pollution Prevention Team members will meet at least twice a year to discuss the effectiveness of and improvement to the SWPPP. Appendix C contains copies of training documentation from these training activities including attendance sheets, instructor name and affiliation, date, time, and location of the training.

4.2 SITE INSPECTION REQUIREMENTS

It is required that the entire Recycling Center be inspected at least once per quarter when the facility is in operation (at least one inspection must be conducted during a period when stormwater discharge is occurring). The Superintendent of the Highway Department is responsible for completing this inspection.

The inspection must check for evidence of pollution, evaluate non-structural controls in place at the site, and inspect equipment. The site inspection report must include:

- The inspection date and time
- The name of the inspector
- Weather information and a description of any discharge occurring at the time of the inspection
- Identification of any previously unidentified discharges from the site
- Any control measures needing maintenance or repair
- Any failed control measures that need replacement

- Any SWPPP changes required as a result of the inspection
- Signed certification statement.

The inspection form for these inspections, and copies of completed inspection forms, are included in Appendix D.

Corrective actions may be required based on evidence of past stormwater pollution or the high potential for future stormwater pollution to occur. Information about any issues and the respective corrective actions must be included in a Compliance Evaluation report. The permittee must repair or replace control measures in need of repair or replacement before the next anticipated storm event if possible, or as soon as practicable. In the interim, the permittee shall have back-up measures in place. The Compliance Evaluation report must be kept with the SWPPP and must state the problem, the solution, and when the solution was implemented.

4.3 RECORDKEEPING AND REPORTING

The permittee must keep a written record (hardcopy or electronic) of all activities required by the SWPPP including but not limited to maintenance, inspections, and training for a period of at least five years.

This SWPPP shall be kept at the Highway Department Administrative Office and shall be updated if any conditions occur. The SWPPP and records shall be made available to state or federal inspectors and the general public upon request.

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

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

4.4 TRIGGERS FOR SWPPP REVISIONS

The Town of Rockland shall review this SWPPP regularly to determine if any update or revision is required. Changes that may trigger revision include:

- An increase in the quantity of any potential pollutant stored at the facility;
- The addition of any new potential pollutant (not already addressed in this SWPPP) to the list of materials stored or used at the facility;
- Physical changes to the facility that expose any potential pollutant (not presently exposed) to stormwater;
- Presence of a new authorized non-stormwater discharge at the facility; or
- Addition of an activity that introduces a new potential pollutant.

Changes in activity may include an expansion of operations, or changes in any significant material handling or storage practices which could impact stormwater.

The amended SWPPP will describe the new activities that could contribute to increased pollution, as well as control measures that have been implemented to minimize the potential for pollution.

This SWPPP will be amended if a state or federal inspector determines that it is not effective in controlling stormwater pollutants discharged to waterways.

SECTION 5 SWPPP CERTIFICATION

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

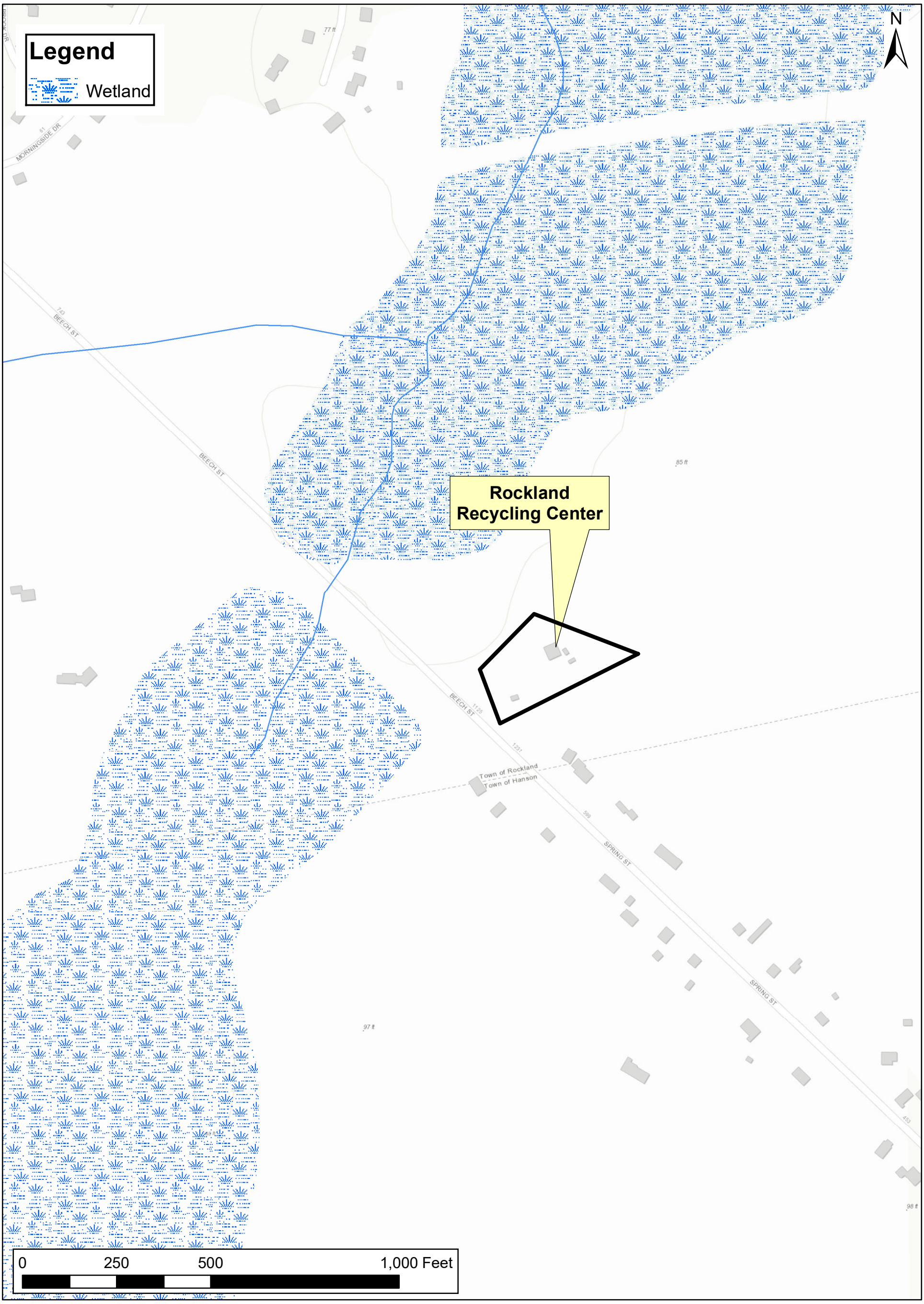
_____ _____

Authorized Official Title

_____

Date

FIGURES



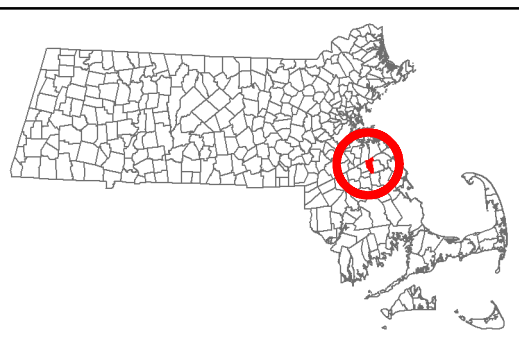


Figure 2-1. Locus Map
Recycling Center
Rockland, Massachusetts

ENVIRONMENTAL PARTNERS

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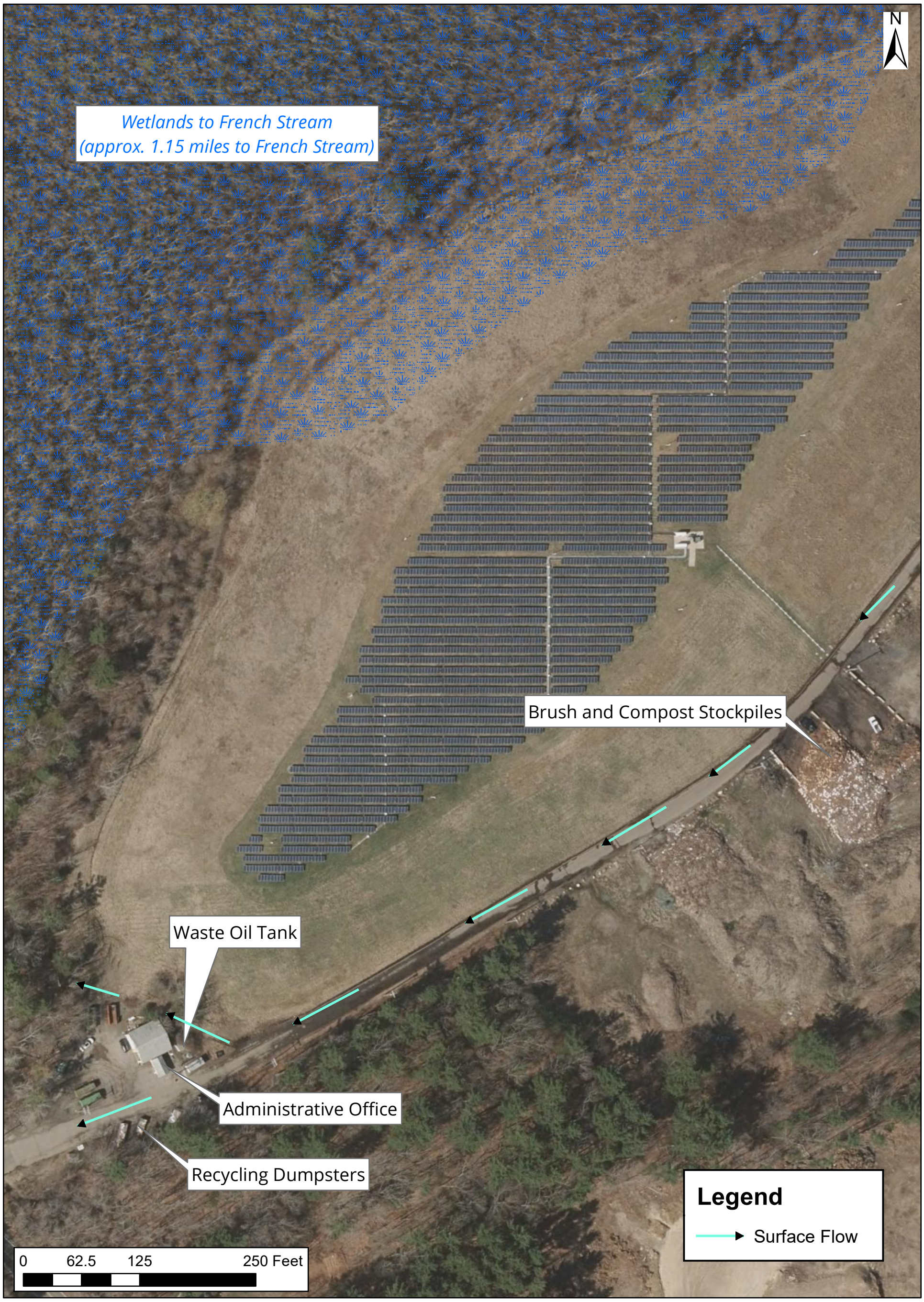

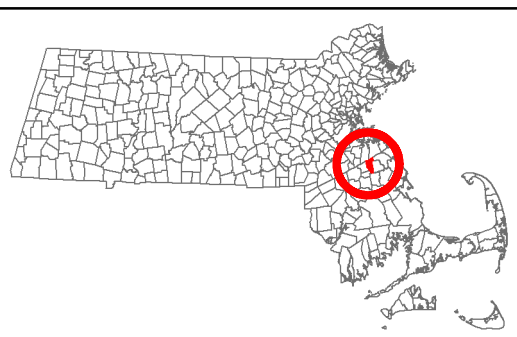

Figure 2-2. Site Map
Recycling Center
Rockland, Massachusetts

ENVIRONMENTAL PARTNERS

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APPENDIX A

Standard Operating Procedures

STANDARD OPERATING PROCEDURE:

SPILL RESPONSE AND CLEANUP PROCEDURES

Introduction

Municipalities are responsible for any contaminant spill or release that occurs on property they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil or hazardous waste, including schools, garages, DPW yards, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release.

Responding to a Spill

In the event of a spill, follow these spill response and cleanup procedures:

1. Notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer.
2. Assess the contaminant release site for potential safety issues and for direction of flow.
3. With proper training and personal protective equipment, complete the following:
    a. Stop the contaminant release;
    b. Contain the contaminant release through the use of spill containment berms or absorbents;
    c. Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers;
    d. Clean up the spill;
    e. Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
        i. Products contaminated with petroleum shall be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils, http://www.mass.gov/dep/cleanup/laws/94-400.pdf.
        ii. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
        iii. Waste oil contaminated products:
            1. Perform the "one drop" test to ensure absorbents do not contain enough oil to be considered hazardous. Wring absorbents through a paint filter. If doing so does not generate one drop of oil, the materials are not hazardous.
            2. If absorbents pass the "one drop" test they may be discarded in the trash, unless contaminated with another hazardous waste.
                a. It is acceptable to mix the following fluids and handle them as waste oil:
                    i. Waste Motor Oil;

ii. Hydraulic Fluid;
iii. Power Steering Fluid;
iv. Transmission Fluid;
v. Brake Fluid;
vi. Gear Oil.

b. Do not mix the following materials with waste oil, store each separately:
i. Gasoline;
ii. Antifreeze;
iii. Brake and Carburetor Cleaners;
iv. Cleaning Solvents;
v. Other Hazardous Wastes.

3. If absorbents do not pass the "one drop" test they should be placed in separate metal containers with tight fittings lids, labeled "Oily Waste Absorbents Only".
4. If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact your local fire department. However, in the case of an emergency, call 911;
5. Contact the MassDEP 24-hour spill reporting notification line, toll-free at (888)-3104-1133;
    a. The following scenarios are exempt from MassDEP reporting requirements:
        i. Spills of less than 10 gallons of petroleum and do not impact a water body;
        ii. Spills of less than one pound of hazardous chemicals and do not present an imminent health or safety hazard;
        iii. Spills from passenger vehicle accidents;
        iv. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals.

Procedures for Reporting Spill Response

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

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
    a. What was released;
    b. How much was released, which may include:
        i. Pounds;
        ii. Gallons;
        iii. Number of containers.
4. Where was the release sent/what was contaminated, addressing:

    a. Pavement;
    b. Soil;
    c. Drains;
    d. Catch Basins;
    e. Water Bodies;
    f. Public Street; and
    g. Public Sidewalk.
5. The concentration of the released contaminant.
6. What/who caused the released contaminant.
7. Is the release being contained and/or cleaned up, or is the response complete.
8. Type and amount of petroleum stored on site, if any.
9. Characteristics of contaminant container, including
    a. Tanks;
    b. Pipes;
    c. Valves.

Maintenance and Prevention Guide

Prevention of spills is preferable to even the best response and cleanup. To mitigate the effects of a contaminant release, provide proper maintenance and inspection at each facility.

To protect against contaminant release adhere to the following guidance:

1. Ensure all employees are properly trained to respond in the case of a spill, understand the nature and properties of the contaminant and understand the spill control materials and personnel safety equipment. Maintain training records of current personnel on site and retain training records of former personnel for at least three years from the date last worked at the facility;
2. Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site;
3. Implement good management practices where chemicals and hazardous wastes are stored;
    a. Ensure storage in closed containers inside a building and on an impervious surface;
    b. If storage cannot be provided inside, ensure secondary containment for 110 percent of the maximum volume of the storage container;
    c. Locate storage areas near maintenance areas to decrease the distance required for transfer;
    d. Provide accurate labels, MSDS information and warnings for all stored materials;
    e. Regularly inspect storage areas for leaks;
    f. Ensure secure storage locations, preventing access by untrained or unauthorized persons;
    g. Maintain accurate records of stored materials.
4. Replace traditional hazardous materials such as pesticides and cleansers with non-hazardous products such as bio-lubricants which can reduce response costs in the case of a spill;

5. Maintain an oil and grease spill response kit with the following materials, at a minimum, at each facility:
    a. 6.5 gallon bucket with screw top lid and handle
    b. 10 gallons of sand
    c. 200 pounds of Speedi Dry absorbent
    d. Drain covers
    e. Spill containment berms
    f. (4) 3’ absorbent socks
    g. (16) 16” x 18” absorbent pads
    h. Goggles
    i. Nitrile gloves
    j. Disposable bags to dispose of used materials
    k. Laminated contacts list shall include the following names and numbers:
        i. Safety Officer;
        ii. Facility Supervisor;
        iii. Local Fire Department;
        iv. MassDEP spill report notification line;
        v. MassDEP Regional Office;
        vi. Hazardous Waste Compliance Assistance Line;
        vii. Household Hazardous Products Hotline;
        viii. Massachusetts Department of Fire Services;
        ix. Licensed Site Professionals Information.

Attachments

1. Spill Response and Cleanup Contact List

SPILL RESPONSE AND CLEANUP CONTACT LIST

	Phone Number	Date and Time contacted
Safety Officer: _____		
Facility Supervisor: _____		
Fire Department: _____		
MassDEP 24-Hour Spill Reporting	(888)-304-1133	
MassDEP Regional Offices:		
Northeast Regional Office	(978) 694-3200	
Southeast Regional Office	(508) 946-2700	
Central Regional Office	(508) 792-7650	
Western Regional Office	(413) 784-1100	
Hazardous Waste Compliance Assistance Line	(617) 292-5898	
Household Hazardous Products Hotline	(800) 343-3420	
Massachusetts Department of Fire Services	(978) 567-3100 or (413) 587-3181	
Licensed Site Professionals Association (Wakefield, MA)	(781) 876-8915	
Licensed Site Professionals Board	(617) 556-1091	

STANDARD OPERATING PROCEDURE:

EROSION AND SEDIMENTATION CONTROL

Introduction

Erosion and sedimentation from land-disturbing human activities can be a significant source of stormwater pollution. This Standard Operating Procedure describes methods for reducing or eliminating pollutant loading from such activities.

Controlling Erosion and Sediment through Design and Planning

Prevention of erosion and sedimentation is preferable to installing treatment devices. Consistent application and implementation of the following guidelines during the design and review phases can prevent erosion and sedimentation:

1. Avoid sensitive areas, steep slopes, and highly erodible soils to the maximum extent possible when developing site plans.
2. Identify potential problem areas before the site plan is finalized and approved.
3. Plan to use sediment barriers along contour lines, with a focus on areas where short-circuiting (i.e., flow around the barrier) may occur.
4. Use berms at the top of a steep slopes to divert runoff away from the slope's edge.
5. Design trapezoidal or parabolic vegetated drainage channels, not triangular.
6. Use vegetated channels with rip rap check dams, instead of impervious pavement or concrete, to reduce the water velocity of the conveyance system.
7. Design a check dam or sediment forebay with level spreader at the exit of outfalls to reduce water velocity of the discharge and collect sediment.
8. Use turf reinforcement matting to stabilize vegetated channels, encourage vegetation establishment, and withstand flow velocities without scouring the base of the channel.
9. Plan open channels to follow land contours so natural drainage is not disrupted.
10. Use organic matting for temporary slope stabilization and synthetic matting for permanent stabilization.
11. Provide a stable channel, flume, or slope drain where it is necessary to carry water down slopes.

Controlling Erosion and Sediment on Construction Sites

During the construction phase, it is important to inspect active sites regularly to ensure that practices are consistent with approved site plans and the site's Stormwater Pollution Prevention Plan (SWPPP) or other document, as required by the municipality's legal authority. The following guidelines apply:

1. Erosion and sediment control features should be constructed before initiating activities that remove vegetated cover or otherwise disturb the site. These shall be installed consistent with the approved site plans and with manufacturer's instructions.
2. Erosion and sediment control devices shall be inspected by the contractor regularly, and maintained as needed to ensure function.
3. In the SWPPP or other document, the contractor shall clearly identify the party responsible for maintaining erosion and sediment control devices.
4. An inspection should be completed of active construction sites every month, at a minimum, to check the status of erosion and sedimentation controls. Refer to SOP "Construction Site Inspection", for construction site stormwater inspection procedures.
5. Existing vegetation should be maintained on site as long as possible.
6. Construction should proceed progressively on the site in order to minimize exposed soil, and disturbed areas should be restored as soon as possible after work has been completed.
7. Stockpiles shall be stabilized by seeding or mulching if they are to remain for more than two weeks.
8. Disturbed areas shall be protected from stormwater runoff by using protective Best Management Practices (BMPs).
9. Clean water shall be diverted away from disturbed areas on construction sites to prevent erosion and sedimentation.
10. Sediment traps and sediment barriers should be cleaned out regularly to reduce clogging and maintain design function.
11. Vegetated and wooded buffers shall be protected.
12. Soils shall be stabilized by mulching and/or seeding when they would be exposed for more than one week during the dry season, or more than two days during the rainy season.
13. Vegetation shall be allowed to establish before introducing flows to channels.
14. Regular light watering shall be used for dust control, as this is more effective than infrequent heavy watering.
15. Excessive soil compaction with heavy machinery shall be avoided, to the extent possible.
16. Construction activities during months with higher runoff rates shall be limited, to the extent possible.

Controlling Erosion and Sediment by Proper Maintenance of Permanent BMPs

Many construction phase BMPs can be integrated into the final site design, but ongoing inspection and maintenance are required to ensure long-term function of any permanent BMP. Refer to SOP "Inspection of Constructed Best Management Practices", for more information. The following guidelines summarize the requirements for long-term maintenance of permanent BMPs.

1. Responsibility for maintaining erosion and sediment control devices shall be clearly identified.
2. Erosion and sediment control devices shall be inspected following heavy rainfall events to ensure they are working properly.
3. Erosion control blankets shall be utilized when seeding slopes.
4. Vegetated and wooded buffers shall be protected, and left undisturbed to the extent possible.
5. Runoff shall not be diverted into a sensitive area unless this has been specifically approved.

6. Sedimentation basins shall be cleaned out once sediment reaches 50% of the basin's design capacity.
7. Snow shall not be plowed into, or stored within, retention basins, rain gardens, or other BMPs.
8. Easements and service routes shall be maintained, to enable maintenance equipment to access BMPs for regular cleaning.

STANDARD OPERATING PROCEDURE:

FUEL AND OIL HANDLING PROCEDURES

Introduction

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, even in small volumes, representing a potential source of stormwater pollution. This Standard Operating Procedure addresses a variety of ways by which fuels and petroleum-based materials can be delivered, as well as steps to be taken when petroleum products (such as waste oil) are loaded onto vehicles for offsite disposal or recycling. Delivery, unloading, and loading of waste oils are hereafter referred to as “handling”.

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

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

Delivery by Bulk (Tanker) Truck

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

1. The truck driver shall check in with the facility upon arrival.
2. The facility representative shall ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible.

Refer to SOP “Spill Response and Cleanup Procedures”, for examples of spill cleanup and response materials.

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

Delivery of Drummed Materials

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

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

Delivery of Drummed Materials

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

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

STANDARD OPERATING PROCEDURE:

STORAGE AND USE OF PESTICIDES AND FERTILIZERS

Introduction

Use and improper storage of pesticides and fertilizers can contribute to loading of nutrients and toxic compounds to surface waters. This SOP addresses Best Management Practices for storing these materials, and guidelines for safe and appropriate application. In this SOP, the term “pesticide” includes products used as herbicides.

Storage of Pesticides and Fertilizers

Procedures for the storage of pesticides and fertilizers shall include the following, many of which are included on the Massachusetts Pesticide Safety Checklist, attached:

1. Store pesticides and fertilizers in high, dry locations in accordance with the manufacturer’s specifications.
2. Store in cool, well-ventilated, and insulated areas to protect against temperature extremes.
3. Store in an area which has been constructed in accordance with local fire codes for storing flammable or combustible materials.
    a. Flammable products shall be stored separately from non-flammable products, preferably in a fire-proof cabinet.
    b. Small quantities (less than 500 lbs or 220 gallons) of pesticides can be stored in cabinets constructed of double-walled 18-gauge sheet metal.
    c. Large quantities (greater than 500 lbs or 220 gallons) of pesticides can be stored in a prefabricated Hazardous Material Storage Building or in a purpose-built storage facility. It is not anticipated that many municipal facilities will store quantities in excess of 500 lbs or 220 gallons of pesticides.
    d. Building walls should have a two hour fire rating and be impervious to the stored materials.
    e. Floors should be water tight, impervious, and provide spill containment. Refer to SOP “Spill Response and Cleanup Procedures”, for more information on spill cleanup.
4. Store materials in an enclosed area or in covered, impervious containment, such as a locked cabinet. The cabinet shall be located in a first story room or one which has direct access to the outdoors.
5. For pesticides, storage cabinets should be kept locked and the door to the storage area should contain a weather proof sign warning of the existence and danger of pesticides inside. The door should be kept locked. The sign should be visible at a distance of twenty five feet and should read as follows:

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

The sign should be posted in both English and the language or languages understood by workers if this is not English.

6. Pesticides shall not be stored in the same place as ammonium nitrate fertilizer.
7. Separate pesticides and fertilizers from other chemical storage and other flammable materials.
8. Label all containers with date of purchase, and use the older materials first.
9. Clearly label all secondary containers.
10. Never leave unlabeled or unstable pesticides and fertilizers in uncontrolled locations.
11. Maintain a current written inventory of all pesticides and fertilizers at the storage site.
12. Order for delivery as close to time of use as possible to reduce the amount of chemical stored at the facility.
13. Order only the amount of materials needed in order to minimize excess or obsolete materials, which require storage and disposal.
14. Regularly inspect storage area for leaks and spills.
15. Storage area should be equipped with easily accessible spill cleanup materials and portable firefighting equipment.
16. Emergency eyewash stations and emergency drench showers should be located near the storage area.
17. Ensure that contaminated waste materials are kept in designated containers and stored in a labeled, designated, covered, and contained area.
18. Dispose of excess or obsolete pesticides/fertilizers and associated waste materials in accordance with the manufacturer's specifications and all applicable regulations.

Storage of Pesticides and Fertilizers

All fertilizer products manufactured or distributed in the State of Massachusetts must be registered with the Department of Agricultural Resources. There is no licensing or certification required for individuals in order to purchase or apply fertilizers.

Procedures for the use of fertilizers include the following:

1. Fertilizers should only be applied by properly trained personnel.
2. Perform soil testing before evaluating and choosing a fertilizer. The quantity of available nutrients already present in soil will determine the type and amount of fertilizer that is recommended. The soil test will also determine soil pH, humic matter and exchangeable acidity, which will indicate whether pH adjustment is required for a fertilizer to work efficiently. A soil test should be completed at each facility, as soil type and quality can vary

widely within a single community. Type of turf and turf use should also be considered in fertilizer selection.

3. Fertilizer selection shall take into account any surface waters within the watershed that are impaired for nutrients. Future regulatory actions may limit use of many fertilizers within these watersheds.
4. Calibrate application equipment regularly to ensure proper application and loading rates.
5. Never apply fertilizers in quantities exceeding the manufacturer's instructions.
6. Time fertilizer application periods for maximum plant uptake, usually in the fall and the spring.
7. Do not over-apply fertilizer in late fall to "use it up" before winter. The effectiveness of fertilizer will not reduce when stored.
8. Do not fertilize during a drought or when the soil is dry.
9. Never apply fertilizer to frozen ground.
10. Never apply fertilizer if it is raining or immediately before expected rain.
11. Mix fertilizers and clean application equipment under cover in an area where accidental spills will not enter surface water or groundwater and will not contaminate soil.
12. Do not hose down paved areas after fertilizer application if drainage will enter to an engineered storm drain system or drainage ditch.
13. Apply fertilizers in amounts appropriate for the type of vegetation to minimize losses to surface water and groundwater
14. Where applicable, till fertilizers into the soil rather than dumping or broadcasting (proper application techniques will depend on the types of soil and vegetation).
15. If phosphorous fertilizer is used when re-seeding, mix the phosphorous into root zone. Do not apply directly to the soil surface.
16. Use alternatives to chemical fertilizers, such as natural compost and organic fertilizers, which are beneficial to soil organisms.
17. Avoid combined products such as "weed and feed," which do not target specific problems at the appropriate time.
18. Use slow-release fertilizer for turf grass.

Storage of Pesticides and Fertilizers

The State of Massachusetts has a stringent program for registration of pesticides and certification of those authorized to apply them. Once a pesticide has been approved for use by the U.S. EPA, it must be registered by the Massachusetts Pesticide Board Subcommittee prior to being distributed, purchased, or used in Massachusetts. Pesticide classification in Massachusetts is based on the potential adverse effects the pesticide may have on humans or the environment. "Restricted Use" pesticides can only be sold by Licensed Dealers to Certified Applicators, while "State Limited Use" pesticides may be restricted to use by certain individuals or require written permission from the Department of Agricultural Resources prior to use.

Legal application of pesticides must be performed by an individual licensed or certified by the Massachusetts Department of Agricultural Resources. A Commercial Applicator License is required for applying general use pesticides, and a Commercial Applicator Certification is required for applying restricted and state limited use products.

Procedures for the use of pesticides include the following:

1. Pesticides should only be applied by licensed or certified applicators.
2. Calibrate application equipment regularly to ensure proper application and loading rates.
3. Ensure that pesticide application equipment is capable of immediate shutoff in case of emergency.
4. Conduct spray applications according to specific label directions and applicable local regulations.
5. Never apply pesticides in quantities exceeding the manufacturer's instructions.
6. Apply pesticides at the life stage when the pest is most vulnerable.
7. Never apply pesticides if it is raining or immediately before expected rain.
8. Do not apply pesticides within 100 feet of open waters or of drainage channels.
9. Establish setback distances from pavement, storm drains, and water bodies, which act as buffers from pesticide application with disease-resistant plants and minimal mowing.
10. Spot treat infected areas only instead of the entire location.
11. Mix pesticides and clean application equipment under cover in an area where accidental spills will not enter surface water or groundwater and will not contaminate soil.
12. Do not hose down paved areas after pesticide application to a storm drain or drainage ditch.
13. Recycle rinsate from equipment cleaning back into product.
14. Choose the least toxic pesticide that is still capable of reducing the infestation to acceptable levels.
15. Use alternatives to pesticides, such as manual weed control, biological controls, and Integrated Pest Management strategies (learn more at http://www.mass.gov/agr/pesticides/publications/docs/IPM_kit_for_bldg_mgrs.pdf).
16. For use of herbicides, reduce seed release of weeds by timing cutting and pesticide application at seed set. Select vegetation and landscaping that is low-maintenance, in order to tolerate low levels of weeds without interfering with aesthetics.

APPENDIX B

Spill Documentation Forms

Significant Spills, Leaks or Other Releases

Instructions:

- Include the descriptions and dates of any incidences of significant spills, leaks, or other releases that resulted in discharges of pollutants to waters of the U.S., through stormwater or otherwise; the circumstances leading to the release and actions taken in response to the release; and measures taken to prevent the recurrence of such releases .
- Provide information, as shown below, for each incident, and attach additional documentation (e.g., photos, spill cleanup records) as necessary. Repeat as necessary by copying and pasting the fields below.

Date of incident:
Location of incident:
Description of incident:
Circumstances leading to release:
Actions taken in response to release:
Measures taken to prevent recurrence:

Date of incident:
Location of incident:
Description of incident:
Circumstances leading to release:
Actions taken in response to release:
Measures taken to prevent recurrence:

Date of incident:
Location of incident:
Description of incident:
Circumstances leading to release:
Actions taken in response to release:
Measures taken to prevent recurrence:

Date of incident:
Location of incident:
Description of incident:
Circumstances leading to release:
Actions taken in response to release:
Measures taken to prevent recurrence:

APPENDIX C

Training Documentation and Attendance Sheets

Employee Training

Instructions:

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

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

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

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

APPENDIX D

Facility Inspection Form

Site Inspection Reports

Instructions:

- Include in your records copies of all routine facility inspection reports completed for the facility.
- The sample inspection report is consistent with the requirements in the 2016 Massachusetts MS4 Permit relating to site inspections. **If MassDEP provides you with an inspection report, use that form.**

Using the Sample Site Inspection Report

- This inspection report is designed to be customized according to the specific control measures and activities at your facility. For ease of use, you should take a copy of your site plan and number all of the stormwater control measures and areas of industrial activity that will be inspected. A brief description of the control measures and areas that were inspected should then be listed in the site-specific section of the inspection report.
- You can complete the items in the "General Information" section that will remain constant, such as the facility name and inspector (if you only use one inspector). Print out multiple copies of this customized inspection report to use during your inspections.
- When conducting the inspection, walk the site by following your site map and numbered control measures/areas of industrial activity to be inspected. Also note whether the "Areas of Materials or Activities exposed to stormwater" have been addressed (customize this list according to the conditions at your facility). Note any required corrective actions and the date and responsible person for the correction.

Stormwater Site Inspection Report

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

Weather Information
Weather at time of this inspection? ❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds ❑ Other: Temperature:
Have any previously unidentified discharges of pollutants occurred since the last inspection? ❑Yes ❑No **If yes, describe:**
Are there any discharges occurring at the time of inspection? ❑Yes ❑No **If yes, describe:**

Control Measures

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

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

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

Areas of Materials or Activities exposed to stormwater

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of materials or activities at your facility.

	Area/Activity	**Inspected?**	**Controls Adequate (appropriate, effective, and operating)?**	**Corrective Action Needed and Notes**
1	**Material loading/unloading and storage areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
2	**Equipment operations and maintenance areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
3	**Fueling areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
4	**Outdoor vehicle and equipment washing areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
5	**Waste handling and disposal areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
6	**Erodible areas/construction**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
7	**Non-stormwater/ illicit connections**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
8	**Salt storage piles or pile containing salt**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
9	**Dust generation and vehicle tracking**	❑Yes ❑No ❑ N/A	❑Yes ❑No	
10	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑No	

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

Non-Compliance

Describe any incidents of non-compliance observed and not described above:

Additional Control Measures

Describe any additional control measures or changes to the SWPPP needed to comply with the permit requirements:

Notes

Use this space for any additional notes or observations from the inspection:

Print inspector name and title:
_____

Signature:_____Date:_____

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

Instructions:

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

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

(Complete a separate form for each outfall you assess)

Name of Facility:

Outfall Name: "Substantially Identical Outfall"? ☐ No ☐ Yes

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

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

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

Nature of Discharge: ☐ Rainfall ☐ Snowmelt

Parameter

Color ☐ None ☐ Other (describe):

Odor ☐ None ☐ Musty ☐ Sewage ☐ Sulfur ☐ Sour ☐ Petroleum/Gas _____
☐ Solvents ☐ Other (describe):

Clarity ☐ Clear ☐ Slightly Cloudy ☐ Cloudy ☐ Opaque ☐ Other

Floating Solids ☐ No ☐ Yes (describe):

Settled Solids* ☐ No ☐ Yes (describe):

Suspended Solids ☐ No ☐ Yes (describe):

Foam (gently shake sample) ☐ No ☐ Yes (describe):

Oil Sheen ☐ None ☐ Flecks ☐ Globs ☐ Sheen ☐ Slick
☐ Other (describe):

Other Obvious Indicators of Stormwater Pollution ☐ No ☐ Yes (describe):

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

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

A. Name: B. Title:

C. Signature: D. Date Signed:

ENVIRONMENTAL PARTNERS

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