

TOWN OF OXFORD

MUNICIPAL VEHICLES AND EQUIPMENT OPERATION AND MAINTENANCE PLAN

October 13, 2020



TOWN OF OXFORD
DPW
DEPARTMENT OF PUBLIC WORKS

Municipal Vehicles and Equipment Operation and Maintenance Plan

1. INTRODUCTION

This Operation and Maintenance (O&M) Plan has been developed by the Town of Oxford to address the municipal vehicles and equipment operation and maintenance activities and compliance with the U.S. EPA National Pollutant Discharge Elimination System General Permit for Municipal Separate Stormwater Sewer Systems in Massachusetts (MS4 Permit).

This O&M Plan addresses Minimum Control Measure 6, Good Housekeeping and Pollution Prevention for Permittee-Owned Operations, Section 2.3.7.a.i of the MS4 Permit and outlines the procedures that the Town will take to address the operation and maintenance of vehicles and equipment to reduce pollutants to the MS4 system. Potential pollutants include fuels, oil, antifreeze, brake fluid, solvents and battery acid.

The Town of Oxford's Municipal Vehicle and Equipment Inventory is attached to this document and is updated as needed.

2. PROCEDURES

The Town of Oxford will implement the following procedures for municipally owned and operated vehicles and equipment to reduce the discharge of pollutants from the MS4:

Vehicle Storage

- Monitor vehicles and equipment for leaks and use drip pans as needed until repairs can be performed.
- When drip pans are used, avoid overtopping.
- Drain fluids from leaking or wrecked vehicles and parts as soon as possible. Dispose of fluids properly.
- Store and park vehicles on impervious surfaces and/or under cover or indoors whenever possible.

Vehicle Maintenance

- Conduct routine inspections of heavy equipment and vehicles to proactively

identify maintenance needs or potential leaks.

- Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
- Recycle or dispose of waste properly and promptly.
- Sweep and pick up trash and debris as needed.
- Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.

Body Repair and Painting

- No body repair or painting is conducted at the DPW Facility.

Fueling

- The fueling area at the DPW Facility currently is not covered. A covered area is planned to be included at a new facility.
- Fueling areas should be evaluated to ensure that pollutants (e.g., gasoline or oil) do not enter the MS4. Follow the procedures in SOP 7: Fuel and Oil Handling.

Material Management

- Store materials and waste in labeled containers under cover and in secondary containment.
- Chemicals should not be combined in containers.
- Hazardous waste must be labeled and stored according to hazardous waste regulations. Follow the procedures in SOP 17: Hazardous Materials Storage and Handling.
- Carefully transfer collected fluids from containers into designated storage areas as soon as possible.
- Store new and used batteries securely to avoid breakage. Store indoors or in secondary containment to contain potential acid leaks. Recycle used batteries.
- Conduct periodic inspections of storage areas to detect possible leaks.
- Do not wash or hose down storage areas unless there is prior approval to collect and discharge the water into the sanitary sewer. Use dry cleanup methods whenever possible.
- Keep lids on containers. Store them indoors or under cover to reduce exposure to rain.
- Inspect and maintain all pretreatment equipment, including interceptors, according to the manufacturer's maintenance schedule and at least once per year.
- Proper spill protocol should be followed to prevent chemicals from entering the stormwater system. Follow the procedures in SOP 4: Spill Prevention, Response and Cleanup.

Parts Cleaning

- Use designated areas for engine, parts, or radiator cleaning. Do not wash or rinse parts outdoors. If parts cleaning equipment is not available then capture parts cleaning fluids.
- Recycle cleaning solution. Never discharge waste to the sanitary sewer or storm sewer.
- Use steam cleaning or pressure washing of parts instead of solvent cleaning. Cleaning equipment must be connected to an oil/water interceptor prior entering the sanitary sewer.
- When using solvents for cleaning, drain parts over the solvent tank to avoid drips to the floor. Catch excess solutions and divert them back to tank. Allow parts to dry over the hot tank.

Vehicle and Equipment Washing

- The Town of Oxford contracts with a vehicle washing service to clean the vehicles at the end of the winter. This service includes capturing and removing the wash water. Catch basins are blocked while the vehicles are being washed.
- During other times of the year, vehicles may be rinsed with water only; no detergents are used.

Engine and Steam Washing

- Do not wash parts outdoors.
- Maintain drip pans and smaller containers to contain motor oils, hydraulic lubricants, greases, etc. and to capture and collect spills or noticeable leaks observed during washing activities, to the extent practicable. Follow the procedures in SOP 4: Spill Prevention, Response and Cleanup.
- Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Avoid cleaning with solvents except in dedicated solvent parts washer systems. Make use of pressure washing and steam cleaning.
- Recycle clean solutions and rinse water to the extent practicable.
- Wash water should discharge to a tight tank or a sanitary sewer via an oil/water separator. Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.

Employee Training

- Employees who perform work on/with municipal vehicles or equipment are trained annually on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge

detection and elimination (IDDE) procedures, and spill and response procedures.

- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

3. ATTACHMENTS

Vehicle and Equipment Inventory

4. RELATED STANDARD OPERATING PROCEDURES

SOP 4: Spill Prevention, Response and Cleanup

SOP 7: Fuel and Oil Handling

SOP 17: Hazardous Material Storage and Handling