

# TOWN OF OXFORD

## MUNICIPAL BUILDINGS & FACILITIES OPERATION AND MAINTENANCE PLAN



**TOWN OF OXFORD**  
**DPW**  
DEPARTMENT OF PUBLIC WORKS

Revised October 16, 2020

# Municipal Buildings & Facilities 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 building and facilities 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.ii.2. of the MS4 Permit and outlines the procedures that the Town will take to use, store and dispose of petroleum products and other potential stormwater pollutants at Town-owned buildings and facilities. The Town-owned Buildings and Facilities Inventory, Appendix A of this plan, lists the Town-owned buildings and facilities, addresses, and potential stormwater pollutant. The following activities are covered in this plan, SOP 19: Operation and Maintenance of Municipal Buildings and Facilities Standard Operating Procedures, Appendix B and other applicable Standard Operating Procedures (SOPs), Appendix C – H.

- Handling of Trash and Recyclables
- Building Maintenance
- Storage of Petroleum Products and Potential Pollutants
- Spill Prevention Plans
- Employee Training
- Recordkeeping and Reporting

This Operations and Maintenance Plan will be reviewed annually and updated as facilities and/or practices change.

## 2. HANDLING OF TRASH AND RECYCLABLES

All dumpsters and trash receptacles at town facilities are maintained in areas minimizing exposure to the MS4 system, are kept covered and are inspected on a regular basis. Specific procedures for the

handling, storage, transfer and disposal of trash and recyclables is outlined SOP 19: Operation and Maintenance of Municipal Buildings and Facilities, Appendix C of this plan.

The buildings and facilities that utilize dumpsters or other outdoor trash receptacles are identified in Appendix A. The Town of Oxford contracts out for trash and recycling pickup services. All of the buildings/facilities serviced by this contract are listed in Appendix B along with their pickup frequencies.

Trash and Recycling Contact: Michael Luples, Director of Facilities, 508-901-4470

### **3. BUILDING MAINTENANCE**

The Town of Oxford has a full-time Facility Department that is responsible for the maintenance of the Town-owned buildings including the schools. The Facilities Department regularly inspects building and facilities to ensure any potential pollutant is properly stored and all containers are in good working order. An electronic Asset Essential System is utilized by the Facilities Department to automatically produce work orders for routine inspections and maintenance items. SOP 19: Operation and Maintenance of Municipal Buildings and Facilities, Appendix C, outlines specific building maintenance activities as it relates to the prevention of pollutants into the MS4 system for all Town-owned buildings.

Building Maintenance Contact: Steve Papagni, Facilities Superintendent

### **4. STORAGE OF PETROLEUM PRODUCTS AND OTHER POTENTIAL POLLUTANTS**

The storage of petroleum products and other potential pollutants are generally limited to the Department of Public Works (DPW) Facilities. Minimal cleaning supplies and solvents are used and stored at other Town-owned facilities. SOP 19: Operation and Maintenance of Municipal Buildings and Facilities outlines specific procedures for the storage of petroleum products and other potential pollutants.

Additionally, Stormwater Pollution and Prevention Plans (SWPPP) have been compiled for the following facilities that house petroleum products and other potential pollutants:

- Department of Public Works, 34 Charlton St.
- Parks & Cemetery Garage Facility, 505 Main St.
- Rocky Hill Yard Waste Facility, Rocky Hill Rd.

### **5. SPILL PREVENTION PLAN**

The Town of Oxford is proactive in the storage and handling of chemicals, oils and hazardous waste to minimize any potential spills or leakage. Town-owned facilities are inspected on a regular basis to ensure that proper barriers, containment, labeling and spill kits are maintained where needed.

Specific spill prevention guidelines as well as response procedures and clean up protocols are outlined in SOP 4: Spill Prevention, Response and Cleanup, Appendix D of this plan. Additionally, SOP 7: Fuel and Oil Handling, Appendix E, outlines procedures for delivery, loading and unloading of fuels, petroleum products and waste oils.

A Spill Prevention, Control and Countermeasures (SPCC) Plan was prepared for the DPW Facility at 34 Charlton St., in 2000 by Marin Environmental. The Plan was reviewed in 2002 and amendments noted. The Town of Oxford will have the SPCC Plan reviewed and updated in FY2021 in accordance with applicable EPA Regulations, 40 Code of Federal Regulations (CFR) Part 112.

## **6. EMPLOYEE TRAINING**

Employee Training for the preceding activities is accomplished by a variety of means including attending programs sponsored by local stormwater coalitions, classroom and field sessions, video trainings and self-guided programs. Employee Training is recorded in the Employee Training Log, Appendix I of this document.

## **7. RECORDKEEPING AND REPORTING**

All inspection and maintenance activities described in the preceding sections will be recorded and reported in the NPDES Small MS4 General Permit Annual Report which is submitted to the EPA and MA DEP at the end of each year of the permit (by September 30<sup>th</sup>).

Appendix A Town-owned Buildings and Facilities Inventory

Appendix B Municipal Dumpster and Trash Locations and Pickup Frequency

Appendix C SOP 19: Operation and Maintenance of Municipal Buildings and Facilities

Appendix D SOP 4: Spill Prevention, Response and Cleanup

Appendix E SOP 7: Fuel and Oil Handling

Appendix F SOP 12: Storage and Use of Pesticides and Fertilizer

Appendix G SOP 17: Hazardous Material Storage and Handling

Appendix H SOP 16: Sweeping Streets and Parking Lots

Appendix I Employee Training Log

# Town of Oxford Municipal Buildings & Facilities Inventory

Municipal Buildings & Facilities	Potential Stormwater Pollutants					
	Name and Address	Generator & Diesel Tanks	Material Storage Sheds	Outdoor Storage	Dumpsters/ Outdoor Trash Receptacles	Fleet Vehicle Parking
Animal Shelter 80 Old Webster Rd.		Y	Y			
Bandstand 352 Main St.			Y			
Carbuncle Beach Pavilion 12 Carbuncle Dr.			Y			
Alfred M. Chaffee Elementary School 9 Clover St.		Y	Y		Y	
Clara Barton Elementary School 25 Depot Rd.		Y	Y		Y	
Oxford Community Center 4 Maple Rd.		Y			Y	
DPW Facility 34 Charlton St.		Y	Y	Y	Y	Y
DPW Admin Building 450 Main St.		Y	Y			Y
Facilities Maintenance Department 3 Barton St.		Y	Y	Y		Y
Gore Schoolhouse 352 Main St.						
Oxford High School 100 Carbuncle Dr.		Y	Y	Y	Y	Y

**Contact for all buildings and facilities issues:**

**Steve Papagni, Facilities Superintendent, 774-280-4890**

<b>Municipal Buildings &amp; Facilities</b>	<b>Potential Stormwater Pollutants</b>				
<b>Name and Address</b>	<b>Generator &amp; Diesel Tanks</b>	<b>Material Storage Sheds</b>	<b>Outdoor Storage</b>	<b>Dumpsters/Outdoor Trash Receptacles</b>	<b>Fleet Vehicle Parking</b>
Oxford Public Library 339 Main St.	Y	Y		Y	
Little League Concession/Restrooms 656B Main St.					
Greenbriar Little League Field House 668 Main St.					
Oxford Middle School 497 Main St.	Y	Y		Y	
Parks & Cemetery Garage Facility 505 Main St.		Y			Y
Oxford Fire & EMS 181 Main St.	Y	Y	Y		Y
North Fire Station 656 Main St.	Y				Y
Police Headquarters 503 Main St.	Y	Y			Y
Ruel Field Concession Stand 27 Locust St.		Y			
Senior Center 323 Main St.	Y	Y		Y	Y
Joslin Park Garage 353 Main St.		Y			
Town Hall 325 Main St.	Y		Y	Y	

**Contact for all buildings and facilities issues:**

**Steve Papagni, Facilities Superintendent, 774-280-4890**

## Municipal Dumpster and Trash Locations and Pickup Frequency

### Admin Buildings:

Container	Type	Pickup Frequency	Building	Location
2yd	Trash	Biweekly	Oxford Public Library	339 Main St
(1) 95 gal	Recycling	Biweekly	Oxford Public Library	"
4yd	Trash	Biweekly	Oxford Town Hall	325 Main St
4yd	Recycling	Biweekly	Oxford Town Hall	"
4yd	Corrugated	Monthly	Oxford Town Hall	"
6yd	Trash	Weekly	Community Center	4 Maple Rd
(1) 95 gal	Recycling	Biweekly	Community Center	"
2yd	Trash	Biweekly	Carbuncle Beach	12 Carbuncle Drive
2yd	Trash	Weekly	Animal Control	80 Old Webster Rd
(4) 95 gal	Trash	Weekly	Police Station	503 Main St
(1) 95 gal	Recycling	Biweekly	Police Station	"
(3) 95 gal	Trash	Weekly	Oxford Fire HQ	181 Main St
(2) 95 gal	Recycling	Biweekly	Oxford Fire HQ	"
6 yd	Trash	Weekly	Oxford Fire HQ	"
2yd	Trash	Weekly	N Oxford Fire Station	656 Main St
(2) 95 gal	Trash	Weekly	DPW Garage	34 Charlton St
(1) 6yd	Trash	Weekly	DPW Garage	"
(1) 95 gal	Trash	Weekly	Dept of Public Works	450 Main St
(1) 95 gal	Recycling	Biweekly	Dept of Public Works	"
(2) 95 gal	Trash	Weekly	Facilities Maintenance	3 Barton Street
(1) 95 gal	Recycling	Biweekly	Facilities Maintenance	"

## Municipal Dumpster and Trash Locations and Pickup Frequency (cont'd.)

### School Buildings:

Container	Type	Pickup Frequency	Building	Location
10 cu yd	Trash	Twice per week	Clara Barton School	25 Depot Rd
(4) 95 gal	Recycling	Weekly	Clara Barton School	"
4yd	Corrugated	Weekly	Clara Barton School	"
10yd	Trash	Twice per week	Chaffee School	9 Clover St
4yd	Corrugated	Weekly	Chaffee School	"
(4) 95 gal	Recycling	Weekly	Chaffee School	"
17 yd Compactor	Trash	On Call	Oxford Middle School	497 Main St
10yd	Trash	Weekly	Oxford Middle School	"
6 yd	Corrugated	Biweekly	Oxford Middle School	"
(6) 95 gal	Recycling	Biweekly	Oxford Middle School	"
35yd Compactor	Trash	On Call	Oxford High School	100 Carbuncle Drive
(6) 95 gal	Recycling	Weekly	Oxford High School	"
10yd	Corrugated	Weekly	Oxford High School	"
10yd	Trash	Weekly	Oxford High School	"

# SOP 19: Operations and Maintenance of Municipal Buildings and Facilities

## Introduction

Municipal buildings and facilities (schools, municipal offices, police and fire stations, municipal pools, parking garages, etc.) often house various chemicals, such as petroleum products and hazardous materials. As a result, these buildings and facilities are potential sources of pollutant discharges to the storm drainage system. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

## Procedures

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

## Housekeeping

### General Housekeeping

- Sweep paved areas regularly.
- Clean up debris and old equipment periodically.
- Remove trash and garbage.
- Inspect routinely for leaks and spills.
- Implement waste and material minimization programs.

## Maintenance

### Building Maintenance, Painting and Power Washing

- When power washing buildings and facilities, ensure that the washwater does not flow into the storm system. Containment or filtering systems should be provided.
- Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
- When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods) especially if they are near storm drains. Protect catch basins when maintenance work is conducted upgradient of them.
- When painting, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Buildings should be routinely inspected for areas of potential leaks.
- Streets and parking lots surrounding municipal buildings and facilities should be swept and kept clean to reduce runoff of pollutants and debris to the stormwater system.
- Streets and parking lots around buildings and facilities will be swept in accordance with the Town of Oxford Municipal Stormwater Infrastructure Operation and Maintenance Plan.

## Storage

### Handling, Storage, Transfer, Dumpsters and Disposal of Trash and Recyclables

All liquid and solid waste must be disposed of properly. Some of the most common sources of pollution at municipal facilities are a result of littering, improper collection of debris, and improper disposal of solid or liquid waste.

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
- Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.
- Prior to transporting waste, trash, or recycling, ensure that containers are not leaking (double bag if needed) and properly secure containers to the vehicle.
- Clean and sweep up around outdoor waste containers regularly.
- Clean up any liquid leaks or spills with dry cleanup methods.
- Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container (see SOP 17: Hazardous Materials Storage and Handling).
- Do not wash trash or recycling containers outdoors or in parking lots.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.
- Conduct periodic inspections of work areas to ensure that all wastes are being disposed of properly.
- In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks. Regularly sweep the area.
- Check dumpsters as needed for leaks and to ensure that lids fit tightly.
- Replace lids that are leaking, corroded, or otherwise deteriorating.
- Keep lids on dumpsters and containers closed at all times unless adding or removing material. If using an open-top roll-off dumpster, cover it and tie it down with a tarp unless adding materials.
- Do not locate dumpsters over or adjacent to catch basins.
- Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- In dumpster areas, regularly pick up surrounding trash and debris and regularly sweep the area.

### Storage of Petroleum Products and Potential Pollutants

- Floor drains in storage areas should be disconnected from the stormwater system.
- Routinely inspect buildings and facilities for areas of potential leaks.
- For storage and handling procedures of petroleum products and potential pollutants, refer to the SOP 17: Hazardous Materials Storage and Handling and SOP 7: Fuel and Oil Handling.
- For storage and handling procedures for fertilizers, pesticides, and herbicides, refer to SOP 12: Storage and Use of Pesticides and Fertilizers.
- All municipal buildings and facilities should be periodically inspected to address potential pollutant sources (e.g., leaks).

**Storage of Liquid Materials in Stationary, Generator & Diesel Tanks**

- Ensure that if tank ruptures, no liquid will flow into the storm system.
- Place Drip pans or absorbent materials beneath all mounted taps and at all potential drip and spill locations during filling and unloading of tanks.
- Store and maintain appropriate spill cleanup material near the tank storage area, in a location known to all. Ensure that all employees are familiar with the site's spill cleanup procedures.
- Sweep and clean the area as needed. Do not hose down area to storm drain.
- Check tanks regularly for leaks and spills. Replace tanks that are leaking, corroded, or otherwise deteriorating. Collect any spilled liquids and dispose of them properly.
- Inspect spill control devices regularly to remove separated floatables.
- Place applicable activity sheets near storage area for easy reference.

**Storage of Liquid Materials in Portable Containers in Material Storage Sheds**

- Hire qualified contractor to identify, label and dispose of all "unknown" containers in accordance with applicable regulations.
- Place tight-fitting lids on all containers.
- Enclose or cover the containers where they are stored.
- Raise containers off the ground by using a spill containment pallet or similar control or contain the material in such a manner that if the containers leak or spill, the contents will not discharge, flow, or be washed into the storm drainage system.
- Place drip pans or absorbent materials beneath all mounted traps and at all potential drip and spill locations during filling and unloading of tanks/containers.
- Store and maintain appropriate spill cleanup materials near the container storage area, in a location known to all.
- Sweep and clean the areas as needed.
- Check tanks regularly for leaks and spills. Replace tanks that are leaking, corroded, or otherwise deteriorating.
- Collect any spilled liquids and dispose of them properly.
- Any collected liquids or oiled absorbent materials must be reused, recycled, or disposed of properly.

**Outside storage of non-containerized materials, by-products or finished products**

- Treat runoff in grassed swales, wet and dry ponds prior to discharge offsite.
- Sweep paved storage areas as needed to remove loose materials.
- Store cleanup supplies and equipment (e.g., vacuum sweepers, brooms, dust pans) in an easily accessible place for all employees.

**Parking****Fleet Vehicle and Equipment Parking**

- Sweep parking areas as needed to collect dirt, waste, and debris. Do not hose down area to the storm drainage system.
- If washing/pressure washing of the parking areas occurs, wash water must be collected and discharged to the sanitary sewer system.

- If vehicles are observed to track dirt out of the parking and garage areas, install basic sediment controls if needed to complement existing best management practices and minimize sediment transport to storm drainage systems.

## Prevention

### Spill Prevention Plan

- A Spill Prevention Control and Countermeasure (SPCC) Plan for the DPW Facility is located at that facility at 34 Charlton St.
- Spill prevention guidelines, response procedures and cleanup protocol are outlined in SOP 4: Spill Prevention, Response and Cleanup.

## Education

### Employee Training

- Employees who perform maintenance or other applicable work at municipal buildings and facilities 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.

### Related Standard Operating Procedures

1. SOP 4: Spill Prevention, Response and Cleanup
2. SOP 7: Fuel and Oil Handling
3. SOP 12: Storage and Use of Pesticides and Fertilizer
4. SOP 17: Hazardous Material Storage and Handling

# SOP 19: Operations and Maintenance of Municipal Buildings and Facilities

## Introduction

Municipal buildings and facilities (schools, municipal offices, police and fire stations, municipal pools, parking garages, etc.) often house various chemicals, such as petroleum products and hazardous materials. As a result, these buildings and facilities are potential sources of pollutant discharges to the storm drainage system. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

## Procedures

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

## Housekeeping

### General Housekeeping

- Sweep paved areas regularly.
- Clean up debris and old equipment periodically.
- Remove trash and garbage.
- Inspect routinely for leaks and spills.
- Implement waste and material minimization programs.

## Maintenance

### Building Maintenance, Painting and Power Washing

- When power washing buildings and facilities, ensure that the washwater does not flow into the storm system. Containment or filtering systems should be provided.
- Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
- When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods) especially if they are near storm drains. Protect catch basins when maintenance work is conducted upgradient of them.
- When painting, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Buildings should be routinely inspected for areas of potential leaks.
- Streets and parking lots surrounding municipal buildings and facilities should be swept and kept clean to reduce runoff of pollutants and debris to the stormwater system.
- Streets and parking lots around buildings and facilities will be swept in accordance with the Town of Oxford Municipal Stormwater Infrastructure Operation and Maintenance Plan.

## Storage

### Handling, Storage, Transfer, Dumpsters and Disposal of Trash and Recyclables

All liquid and solid waste must be disposed of properly. Some of the most common sources of pollution at municipal facilities are a result of littering, improper collection of debris, and improper disposal of solid or liquid waste.

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
- Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.
- Prior to transporting waste, trash, or recycling, ensure that containers are not leaking (double bag if needed) and properly secure containers to the vehicle.
- Clean and sweep up around outdoor waste containers regularly.
- Clean up any liquid leaks or spills with dry cleanup methods.
- Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container (see SOP 17: Hazardous Materials Storage and Handling).
- Do not wash trash or recycling containers outdoors or in parking lots.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.
- Conduct periodic inspections of work areas to ensure that all wastes are being disposed of properly.
- In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks. Regularly sweep the area.
- Check dumpsters as needed for leaks and to ensure that lids fit tightly.
- Replace lids that are leaking, corroded, or otherwise deteriorating.
- Keep lids on dumpsters and containers closed at all times unless adding or removing material. If using an open-top roll-off dumpster, cover it and tie it down with a tarp unless adding materials.
- Do not locate dumpsters over or adjacent to catch basins.
- Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- In dumpster areas, regularly pick up surrounding trash and debris and regularly sweep the area.

### Storage of Petroleum Products and Potential Pollutants

- Floor drains in storage areas should be disconnected from the stormwater system.
- Routinely inspect buildings and facilities for areas of potential leaks.
- For storage and handling procedures of petroleum products and potential pollutants, refer to the SOP 17: Hazardous Materials Storage and Handling and SOP 7: Fuel and Oil Handling.
- For storage and handling procedures for fertilizers, pesticides, and herbicides, refer to SOP 12: Storage and Use of Pesticides and Fertilizers.
- All municipal buildings and facilities should be periodically inspected to address potential pollutant sources (e.g., leaks).

**Storage of Liquid Materials in Stationary, Generator & Diesel Tanks**

- Ensure that if tank ruptures, no liquid will flow into the storm system.
- Place Drip pans or absorbent materials beneath all mounted taps and at all potential drip and spill locations during filling and unloading of tanks.
- Store and maintain appropriate spill cleanup material near the tank storage area, in a location known to all. Ensure that all employees are familiar with the site's spill cleanup procedures.
- Sweep and clean the area as needed. Do not hose down area to storm drain.
- Check tanks regularly for leaks and spills. Replace tanks that are leaking, corroded, or otherwise deteriorating. Collect any spilled liquids and dispose of them properly.
- Inspect spill control devices regularly to remove separated floatables.
- Place applicable activity sheets near storage area for easy reference.

**Storage of Liquid Materials in Portable Containers in Material Storage Sheds**

- Hire qualified contractor to identify, label and dispose of all "unknown" containers in accordance with applicable regulations.
- Place tight-fitting lids on all containers.
- Enclose or cover the containers where they are stored.
- Raise containers off the ground by using a spill containment pallet or similar control or contain the material in such a manner that if the containers leak or spill, the contents will not discharge, flow, or be washed into the storm drainage system.
- Place drip pans or absorbent materials beneath all mounted traps and at all potential drip and spill locations during filling and unloading of tanks/containers.
- Store and maintain appropriate spill cleanup materials near the container storage area, in a location known to all.
- Sweep and clean the areas as needed.
- Check tanks regularly for leaks and spills. Replace tanks that are leaking, corroded, or otherwise deteriorating.
- Collect any spilled liquids and dispose of them properly.
- Any collected liquids or oiled absorbent materials must be reused, recycled, or disposed of properly.

**Outside storage of non-containerized materials, by-products or finished products**

- Treat runoff in grassed swales, wet and dry ponds prior to discharge offsite.
- Sweep paved storage areas as needed to remove loose materials.
- Store cleanup supplies and equipment (e.g., vacuum sweepers, brooms, dust pans) in an easily accessible place for all employees.

## Parking

**Fleet Vehicle and Equipment Parking**

- Sweep parking areas as needed to collect dirt, waste, and debris. Do not hose down area to the storm drainage system.
- If washing/pressure washing of the parking areas occurs, wash water must be collected and discharged to the sanitary sewer system.

- If vehicles are observed to track dirt out of the parking and garage areas, install basic sediment controls if needed to complement existing best management practices and minimize sediment transport to storm drainage systems.

## Prevention

### Spill Prevention Plan

- A Spill Prevention Control and Countermeasure (SPCC) Plan for the DPW Facility is located at that facility at 34 Charlton St.
- Spill prevention guidelines, response procedures and cleanup protocol are outlined in SOP 4: Spill Prevention, Response and Cleanup.

## Education

### Employee Training

- Employees who perform maintenance or other applicable work at municipal buildings and facilities 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.

### Related Standard Operating Procedures

1. SOP 4: Spill Prevention, Response and Cleanup
2. SOP 7: Fuel and Oil Handling
3. SOP 12: Storage and Use of Pesticides and Fertilizer
4. SOP 17: Hazardous Material Storage and Handling

## SOP 4: Spill Prevention, Response and Cleanup

### Introduction

Municipalities are responsible for any contaminant spill or release that occurs on property that they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil, or hazardous waste, including schools, garages, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on maintenance activities and prevention guidance and to help reduce the discharge of pollutants from the MS4 as a result of spills or releases.

### Procedures

The Town of Oxford will implement the following maintenance and prevention activities, spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

#### Maintenance and Prevention Guidance

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:

- 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.
- Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site.
- 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 wherever possible.
  - 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, Material Safety Data Sheets (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.
- 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.

Maintain appropriately stocked spill response kits at each facilities and locations where oil, chemicals, or other hazardous materials are handled and stored.

## Responding to a Spill

Employees should be trained in proper spill response specific to the materials used at their site and appropriate personal protective equipment (PPE). In the event of a spill, follow these spill response and cleanup procedures:

### In the case of an emergency call 911.

Assess the contaminant release site for potential safety issues and for direction of flow.

### In any of the following cases, call 911:

- **Release greater than five gallons**
- **Release of an unknown substance**
- **Release to a waterbody or stormwater system**

  

- The Oxford Fire Department will contact the MassDEP Spill Response Team when warranted.
- Notify a member of the facility's Pollution Prevention Team and the facility supervisor

### If an emergency response is not needed, follow these procedures:

- Notify a member of the facility's Pollution Prevention Team and the facility supervisor
- Complete the following:
  - Stop the contaminant release.
  - Contain the contaminant release through the use of spill containment berms or absorbents.
  - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers.
  - Clean up the spill.
  - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
    - i. Soil contaminated with petroleum should be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils (<https://www.mass.gov/files/documents/2016/08/mq/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 industrial wipes and sorptive minerals:
      1. Perform the “one drop” test to ensure absorbents do not contain enough oil to be considered hazardous, as described in the MassDEP Waste Oil Management Guide (<https://www.mass.gov/files/documents/2018/12/18/oilwiper.pdf>).
      2. Wring absorbents through a paint filter. If doing so does not generate one drop of oil, the materials are not hazardous.
      3. 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
4. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fitting lids, labeled “Oily Waste Absorbents Only.”
- 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 the OXFORD FIRE DEPARTMENT: 508-987-0156 or call 911.
- Fill out the attached Spill Response and Cleanup Contact Form.

### Reporting a Spill

When contacting emergency response personnel 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 streets
  - g. Public sidewalks
5. The concentration of the released contaminant.
6. What/who caused the release.
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

### **Employee Training**

- Employees who perform work with potential stormwater pollutants are trained annually on proper spill procedures.
- Employees are also trained on stormwater pollution prevention and illicit discharge detection and elimination (IDDE) procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

### **Attachments**

1. Spill Response and Cleanup Contact List Form

## Spill Response and Cleanup Contact List Form

Contact	Phone Number	Date and Time Contacted
Safety Officer: _____		
Facility Supervisor: _____		
Oxford Fire Department	<u>(508) 987-0156</u>	
MassDEP 24-Hour Spill Reporting	<u>(888)-304-1133</u>	
MassDEP Central Regional Office	<u>(508) 792-7650</u>	
Hazardous Waste Compliance Assistance Line	<u>(617) 292-5898</u>	
Household Hazardous Products Hotline	<u>(800) 343-3420</u>	
Massachusetts Department of Fire Services	<u>(978) 567-3100 or (413) 587-3181</u>	
Licensed Site Professionals Association	<u>(781) 876-8915</u>	
Licensed Site Professionals Board	<u>(617) 556-1091</u>	

## SOP 7: Fuel and Oil Handling

### Introduction

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, representing a potential source of stormwater pollution, even in small volumes. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on 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.” Attached is a fuel delivery form checklist.

### Procedures

The Town of Oxford will implement the following fuel and oil handling procedures to help reduce the discharge of pollutants from the MS4:

#### General Guidelines

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 should be present during handling procedures. This person should ensure that the following are observed:

- There is no smoking while fuel handling is in process or underway.
- 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.
- The delivery vehicle’s hand brake is set and wheels are chocked while the activity is being completed.
- Catch basins and drain manholes are adequately protected.
- No tools are to be used that could damage fuel or oil containers or the delivery vehicle.
- No flammable liquid should 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.
- Ensure that local traffic does not interfere with fuel transfer operations. If it does, make appropriate accommodations.
- The attending persons should watch for any leaks or spills:
  - Any small leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly. Follow the procedures in the Spill Prevention, Response and Cleanup SOP.
  - In the event of a large spill or one that discharges to surface waters or an engineered storm drain system, the facility representative should activate the facility’s Stormwater Pollution Prevention Plan (SWPPP) and report the incident as specified in the document.

#### Delivery by Bulk (Tanker) Truck

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

- The truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to the Spill Prevention, Response and Cleanup SOP for examples of spill cleanup and response materials.

- The facility representative should check to ensure that the amount of delivery does not exceed the available capacity of the tank.
  - A level gauge can be used to verify the level in the tank.
  - If a level gauge is not functioning or is not present on the tank, the tank should be stick tested prior to filling.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- The truck driver and the facility representative should inspect all visible lines, connections, and valves for leaks.
- When delivery is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The delivery vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.
- The facility representative should 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.
- The facility representative should 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 should include the following:

- The truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to the Spill Prevention, Response and Cleanup SOP for examples of spill cleanup and response materials. The facility representative should closely examine the shipment for damaged drums.
  - If damaged drums are found, they should be closely inspected for leaks or punctures.
  - Breached drums should be removed to a dry, well-ventilated area and the contents transferred to other suitable containers.
  - Drums should be disposed of in accordance with all applicable regulations.
- Drummed materials should not be unloaded outdoors during wet weather events.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- Drums should be handled and unloaded carefully to prevent damage.
- Upon completion of unloading, the facility representative should 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.
- The facility representative should check to ensure that the proper amount of fuel or other material is delivered, and collect a receipt from the truck driver.

### **Removal of Waste Oil from the Facility**

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 should include the following:

- The disposal truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to the Spill Prevention, Response and Cleanup SOP for examples of spill cleanup and response materials. The truck driver and the facility representative should both remain with the vehicle during the tank draining process.
- When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The facility representative should 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.
- The facility representative should collect a receipt from the truck driver.
- When draining bulk oil tanks:
  - The facility representative should verify that the volume of waste oil in the tank does not exceed the available capacity of the disposal hauler's vehicle.
  - The disposal hauler vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.

### **Employee Training**

- Employees who handle or deliver fuel and/or oil are trained annually on proper procedures.
- 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.

### **Attachments**

1. Fuel Delivery Checklist

### **Related Standard Operating Procedures**

- Spill Prevention, Response and Cleanup

**TOWN OXFORD**  
**Fuel Delivery and Inspection Form**

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

Time of Arrival: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Truck Number: \_\_\_\_\_

Name of Truck Driver: \_\_\_\_\_

Name of Town Employee: \_\_\_\_\_

**BEFORE UNLOADING:**

Is all spill response equipment and personal protective equipment in place?

Yes  No

In the case of bulk fuel delivery, does tank capacity exceed the amount of delivery?

Yes  No  N/A

In the case of drum fuel delivery, are all drums free of leaks and punctures?

Yes  No  N/A

**COMMENCE UNLOADING. REMAIN WITH VEHICLE AT ALL TIMES.**

**AFTER UNLOADING IS COMPLETE:**

Have all fuel containers, including the vehicle, been inspected for leaks?

Yes  No

Has the ground at the unloading point been inspected for evidence of leaks?

Yes  No

If there are any leaks or spills, has the material been properly cleaned?

Yes  No

Has the correct amount of fuel been delivered?

Yes  No

Has a receipt been collected?

Yes  No

**DELIVERY IS COMPLETE.**

# SOP 12: Storage and Use of Pesticides, Herbicides and Fertilizer

## Introduction

The use and improper storage of pesticides, herbicides, and fertilizers can contribute to the discharge of nutrients and toxic compounds to the municipal storm drainage system and surface waters. The goal of this Standard Operating Procedure (SOP) is to provide guidance on municipal employees on proper handling and storage of pesticides, herbicides, and fertilizers to prevent the discharge of pollutants from the MS4.

## Procedures

Below are procedures for the storage and use of fertilizers, pesticides, and herbicides by municipal employees. In this section, the term “pesticide” include products used as herbicides. Refer to SOP 4: Spill Prevention, Response and Cleanup and SOP 17: Hazardous Materials Storage and Handling for information on and handling spills and hazardous materials.

### *Storage*

- Store pesticides and fertilizers in high, dry locations in accordance with the manufacturer’s specifications.
- Store in cool, well-ventilated, and insulated areas to protect against temperature extremes.
- Store in areas that have been constructed in accordance with local fire codes for storing flammable or combustible materials.
  - Flammable products should be stored separately from non-flammable products, preferably in a fire-proof cabinet.
  - Small quantities (less than 500 lbs. or 220 gallons) of pesticides can be stored in cabinets constructed of double-walled 18-gauge sheet metal.
  - 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.
  - Building walls should have a two-hour fire rating and be impervious to the stored materials.
  - Floors should be watertight, impervious, and provide spill containment.
- Store materials in an enclosed area or in covered, impervious containment, such as a locked cabinet. The cabinet should be located in a first story room or one that has direct access to the outdoors. Storage areas should be equipped with easily accessible spill cleanup materials and portable firefighting equipment. Regularly inspect storage areas for leaks and spills. Emergency eyewash stations and emergency drench showers should be located near the storage area.
- For pesticides, storage cabinets should be kept locked and the door to the storage area should contain a weather proof sign that warns of the existence and danger of the pesticides inside. The door should be kept locked. The sign should be visible at a distance of 25 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 any other language used by maintenance workers.

- Pesticides should not be stored in the same place as ammonium nitrate fertilizer.
- Separate pesticides and fertilizers from other chemical storage and other flammable materials.
- Label all containers with date of purchase. Clearly label all secondary containers. Use older materials first.
- Order for delivery as close to the time of use as possible to reduce the amount of chemicals stored at the facility.
- Order only the amount of materials needed in order to minimize excess or obsolete materials, which require storage and disposal.
- Never leave unlabeled or unstable pesticides and fertilizers in uncontrolled locations.
- Maintain a current written inventory of all pesticides and fertilizers at the storage site.
- Ensure that contaminated waste materials are kept in designated containers and stored in labeled, designated, covered, and contained areas.
- Dispose of excess or obsolete pesticides/fertilizers and associated waste materials in accordance with the manufacturer's specification and all applicable regulations.

***Use and Application of Fertilizers***

- All fertilizer products manufactured or distributed in the State of Massachusetts must be registered with the Department of Agricultural Resources.
- Perform soil testing before choosing a fertilizer. The quantity of available nutrients already present in the soil will determine the type and amount of fertilizer that is recommended. The soil test will also determine the soil pH, humic matter, texture, and exchangeable acidity, which will indicate whether pH adjustment is required for fertilizer to work efficiently. A soil test should be completed at each facility, as soil type can vary widely within a single community.
  - Soil tests are recommended every 3-4 years for turf and plantings (more frequently for problem or newly planted areas) and every year for soil where phosphorus-containing fertilizers are used. Soil pH tests should be conducted every year for all sites.
  - When collecting soil samples, take multiple samples for each target area at a four-inch depth; mix the samples together in a container and properly label the sample with property information and site use type. Separately sample areas that have discoloration, abnormal plant growth, or other problems. Take the sample at approximately the same time every year. If the area has been fertilized, wait eight weeks after fertilizing to test the soil to ensure nutrients have been absorbed.
- When selecting the optimal type of fertilizer to use on an area, consider the soil test results, type of turf, and type of turf use. Slow-use fertilizer should be used for turf grass.
- Calibrate application equipment regularly to ensure proper application and loading rates.
- Mix fertilizers using clean application equipment under cover in an area where accidental spills will not enter surface water or groundwater and will not contaminate the soil.

- Fertilizers should only be applied by properly trained personnel.
- Never apply fertilizers in quantities exceeding the manufacturer's instructions. Instead, apply small amounts throughout the growing season.
- Time fertilizer application methods for maximum plant uptake, usually in the fall and spring (e.g., between April 15 and October 15). When applying at the beginning and end of planting season, take into consideration the slower uptake rate of fertilizer by plants and adjust the fertilizer application accordingly.
- Never apply fertilizer during a drought, when the soil is dry or frozen, when it is raining, or immediately before expected rain.
- Fertilizer should be applied when the ground temperature is above 55° F.
- Apply fertilizers in amounts appropriate for the type of vegetation to minimize losses to surface water and groundwater. Use the results of the soil test to determine optimal fertilizer timing and application rates.
- Where applicable, till fertilizers into the soil rather than dumping or broadcasting (proper application techniques will depend on the type of soil and vegetation).
- Do not hose down paved areas after fertilizer application if drainage will enter into an engineered storm drain system or drainage ditch.
- Limit irrigation after fertilizer application to prevent runoff (approximately ½ inch of water per application for a week following application).
- Turn off irrigation systems during periods of adequate rainfall.
- Do not over-apply fertilizer in late fall to “use it up” before winter. The effectiveness of fertilizer does not reduce when stored.
- If phosphorus fertilizer is used when re-seeding, mix the phosphorus into the root zone. Do not apply directly to the soil surface.
- Avoid combined products such as “weed and feed,” which do not target specific problems at the appropriate time.

### ***Use and Application of Pesticides and Herbicides***

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 USEPA, 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.

### ***Use and Application of Pesticides***

- Pesticides should only be applied by licensed or certified applicators.
- Calibrate application equipment regularly to ensure proper application and loading rates.
- Ensure that pesticide application equipment is capable of immediate shutoff in case of emergency.

- Conduct spray applications according to specific label directions and applicable local regulations.
- Never apply pesticides in quantities exceeding the manufacturer's instructions.
- Apply pesticides at the life stage when the pest is most vulnerable.
- Never apply pesticides if it is raining or immediately before expected rain.
- Establish setback distances from pavement, storm drains, and waterbodies, which act as buffers from pesticide application, with disease-resistant plants and minimal mowing.
- Do not apply pesticides within 100 feet of open waters or of drainage channels.
- Spot treat infected areas instead of the entire location.
- 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.
- Do not hose down paved areas after pesticide application to a storm drain or drainage ditch.
- Recycle rinsate from equipment cleaning back into product.
- Choose the least toxic pesticide that is still capable of reducing the infestation to acceptable levels.
- Use alternatives to pesticides, such as manual weed control, biological controls, and Integrated Pest Management strategies (learn more at: <https://www.mass.gov/files/documents/2016/08/wk/ipm-kit-for-bldg-mgrs.pdf>).
- For the 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.

### Employee Training

- Employees who handle pesticides, fertilizers, and herbicides are trained annually on proper handling and storage procedures.
- 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.

### Related Standard Operating Procedures

- SOP 4: Spill Prevention, Response and Cleanup
- SOP 17: Hazardous Materials Storage and Handling

## SOP 17: Hazardous Materials Storage and Handling

### Introduction

A hazardous material is any biological, chemical, or physical material with properties that make it dangerous or potentially harmful to human health or the environment. Hazardous materials can be released to the environment in a variety of ways. When hazardous materials come into contact with rain or snow, the pollutants are washed into the storm sewer system and to surface waterbodies and/or groundwater. Hazardous materials associated with municipal facilities and their operations include, but are not limited to, oil, gasoline, antifreeze, fertilizers, pesticides, and de-icing agents and additives.

Municipally owned or managed facilities where hazardous materials are commonly stored and handled include:

- Equipment storage and maintenance yards
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Composting facilities
- Materials storage yards
- Municipal buildings and facilities (e.g., schools, libraries, police and fire departments, town offices, municipal pools, and parking garages)
- Public works yards
- Solid waste handling and transfer facilities
- Vehicle storage and maintenance yards
- Water and wastewater facilities

Minimizing or eliminating contact of hazardous materials with stormwater can significantly reduce pollution of receiving waters. Proper hazardous material handling and storage also contributes to employee health, an organized workplace, and efficient operations. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help prevent stormwater pollution resulting from the handling and storage of hazardous materials. If services are contracted, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

### Procedures

The Town of Oxford will implement the following procedures for handling and storing hazardous materials to reduce the discharge of pollutants to the MS4:

#### Handling, Loading, and Unloading

- Avoid loading/unloading materials in the rain and/or provide cover.
- Retrace areas where materials have been transferred to identify spills. If spills are found, immediately clean them up. Follow procedures in SOP 4: Spill Prevention, Response and Cleanup.
- Time delivery and handling of materials during favorable weather conditions whenever possible (e.g., avoid receiving loads of sand during windy weather).

- Inspect containers for material compatibility and structural integrity prior to loading/unloading any raw or waste materials.
- Use dry cleanup methods (e.g., squeegee and dust pan, sweeping, and absorbents as last step) rather than hosing down surfaces.

### **Material Storage**

- Confine material storage indoors whenever possible. Plug or disconnect floor drains that lead to the stormwater system.
- Confine outdoor material storage to designated areas that are covered, on impervious surfaces, away from high traffic areas, and outside of drainage pathways.
- Store containers on pallets or equivalent structures to facilitate leak inspection and to prevent contact with wet floors that can cause corrosion. This technique also reduces incidences of container damage by insects and rodents.
- Store materials and waste in materially compatible containment units.
- Keep hazardous materials in their original containers.
- If materials are not in their original containers, clearly label all storage containers with the name of the chemical, the expiration date, and handling instructions.
- Maintain an inventory of all raw and waste materials to identify leakage. Order new materials only when needed.
- Provide secondary containment for storage tanks and drums with sufficient volume to store 110 percent of the volume of the material.
- Provide sufficient aisle space to allow for routine inspections and access for spill cleanup.
- Inspect storage areas for spills or leaks and containment units for corrosion or other failures.

### **Waste Treatment, Disposal, and Cleanup**

- Adopt a regular schedule for the pick-up and disposal of waste materials.
- Recycle leftover materials whenever possible.
- Substitute nonhazardous or less-hazardous materials for hazardous materials whenever possible.
- Protect empty containers from exposure to stormwater and dispose of them regularly to avoid contamination from container residues.

### **Employee Training**

- Employees who handle and use hazardous materials are trained annually on these procedures.
- 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.

### **Related Standard Operating Procedures**

1. SOP 4: Spill Prevention, Response and Cleanup



**TOWN OF OXFORD**  
**DPW**  
 DEPARTMENT OF PUBLIC WORKS

**Standard Operating Procedures**

**Updated:**

9/11/2020

**SOP 16: Street and Parking Lot Sweeping**

**Purpose of SOPs:**

Procedures for the operation and maintenance of street sweepers, frequency of sweeping, disposal of debris, and recordkeeping to prevent pollution from entering the stormwater sewer systems. This SOP meets the requirements of the Massachusetts Small MS4 General Permit Part 2.3.7.a.iii.3.

**Equipment Inventory:**

The following is a list of street sweeping equipment:

Equipment Number	Make	Description	Sweeper Speed or Other Notes
NP-41597	Elgin	Street Sweeper (Leased Equipment)	3-7 mph Sweeping 0-22 mph Traveling

**Operations**

1. Operate all sweepers and equipment according to the manufacturer's recommended settings, standards, and procedures.
2. While sweeping, drive between the optimal sweeping speed limit, as recorded in the equipment list above.
3. Sweeping will not take place during inclement weather; light rain is optimal.
4. If spills occur or illegal discharges are seen, report to Oxford Fire Department, 508-987-6012 or 508-987-0156.

**Maintenance of Equipment**

1. Sweepers will be checked for leaks daily.
2. Immediately contain and properly clean up any spills.
3. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occurs daily. Grease tubs are filled daily. Machine has an automatic greaser.
4. Parts are replaced as needed. Brushes are replaced when bristle length is less than six inches.
5. Equipment is washed at 34 Charlton St.
6. The hopper is cleaned daily. (Coating in hopper prevents sticking; scraping is not needed.)

<b>Standard Operating Procedures</b>  <b>SOP 16: Street and Parking Lot Sweeping</b>	<b>Updated:</b>  <b>9/11/2020</b>
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## Schedule

1. Street sweeping will primarily take place between the months of April - June, September-November.
2. All streets with curbing and/or catch basins shall be swept a minimum of once per year in the spring (following winter activities). Streets are swept according to type of road. Hot mix asphalt (HMA) roads are swept first in the spring, followed by non-HMA roads.
3. Priority roads and parking lots are identified on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired or TMDL waters or other relevant factors. These roads and parking lots are listed below and will be swept more frequently as indicated in the table.

Priority Road/Parking Lot Name (or Category)	Frequency of Sweeping
Sherwood Forest neighborhood	Extra as needed.
Rocky Hill Rd.	Extra as needed.
Church St.	Extra as needed.

The list of priority roads and parking lots will be reassessed every year.

4. The sweeping schedule is assessed annually and updated as necessary.
5. Location of town roads is shown on the Oxford Town Map at <https://www.mapsonline.net/oxfordma/index.html>. Municipal parking lots swept are listed in Appendix E of this document.
6. Events/activities that require special sweeping are parades, PanMass Challenge Bike Ride, road races and other miscellaneous events.

## Storage and Disposal

1. Solid sweeping debris is stored at the Rocky Hill Road Waste Facility. The material is removed annually by a third party contractor.
2. Weighing process: The amount of solid sweeping debris is calculated by volume. A full truckload equals 10 yards.

<b>Standard Operating Procedures</b> <b>SOP 16: Street and Parking Lot Sweeping</b>	<b>Updated:</b> 9/11/2020
<b>Training</b> <p>Employees are trained annually on this procedure and the proper operation of equipment. Employees are also trained on stormwater pollution prevention, spill and response, and illicit discharge detection and elimination procedures.</p>	
<b>Record Keeping</b> <ol style="list-style-type: none"> <li>1. Records are kept at the DPW Garage, 34 Charlton St., Oxford.</li> <li>2. The <i>Street Sweeping Log</i>, is updated daily to record the streets cleaned and amount of material collected. The log is included in Appendix G of the <i>Municipal Stormwater Infrastructure Operation and Maintenance Plan</i> located at the DPW Headquarters, 450 Main St., Oxford.</li> <li>3. A list of employees implementing the SOPs and the completion of their training(s) can be found in the <i>Municipal Stormwater Infrastructure Operation and Maintenance Plan</i> located at the DPW Headquarters, 450 Main St., Oxford.</li> </ol>	
<b>Revising the SOPs</b> <p>These procedures are reviewed annually and updated as needed.</p>	

# Employee Training Log