

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