

Town of Plainville, MA
Stormwater Management Program (SWMP):
Volume 3
NPDES Phase II Small MS4 General Permit
June 2019

GOOD HOUSEKEEPING & POLLUTION
PREVENTION



315 Norwood Park South
2nd Floor
Norwood, Massachusetts 02062
781.255.1982
www.BETA-Inc.com

Stormwater Management Program (SWMP):

Volume 3

Town of Plainville, MA

NPDES Phase II Small MS4 General Permit

GOOD HOUSEKEEPING & POLLUTION PREVENTION

Prepared by: BETA GROUP, INC.

Prepared for: Town of Plainville, Massachusetts

June 2019

TABLE OF CONTENTS

1.0 Introduction	1
2.0 Objective	1
3.0 Statement of Responsibilities.....	1
4.0 Definitions	1
5.0 Inventory Municipal Owned Facilities	1
6.0 Municipal Facilities Operation and Maintenance Programs.....	2
6.1 Parks and Open Space	2
6.2 Buildings and Facilities.....	2
6.3 Vehicles and Equipment	2
7.0 Municipal Infrastructure Operation and Maintenance	3
7.1 Catchbasin Inspection and Maintenance Optimization.....	3
7.2 Sweeping and or Cleaning of Street and Town Owned Parking Lots	3
7.3 Storage and Disposal of Catchbasin Cleanings and Sweepings.....	4
7.4 Winter Road Maintenance Procedures	4
7.5 Construction Site Inspection for New and Redevelopment Projects	5
7.6 Site Plan Review for New and Redevelopment Projects	5
7.7 Stormwater Structures Inspection and Maintenance Procedures.....	5
8.0 Stormwater Pollution Prevention Plans.....	6
9.0 Training	6
10.0 Records and Reporting.....	6

1.0 INTRODUCTION

This Good Housekeeping and Pollution Prevention Plan has been developed by the Town of Plainville (the Town) to prevent and/or reduce pollutants in stormwater runoff from being discharged to the water of the United States. The Permit requires a Stormwater Management Program (SWMP), which is comprised of four volumes. This Good Housekeeping and Pollution Prevention Plan is Volume 3 of 4.

- SWMP Volume 1: Stormwater Management Program
- SWMP Volume 2: Illicit Discharge Detection and Elimination (IDDE) Plan
- SWMP Volume 3: Good Housekeeping and Pollution Prevention Plan
- SWMP Volume 4: Annual Reports

The majority of this volume will be completed for year 2 of the permit. This interim plan is provided to include the required procedures for year 1 of the Permit.

2.0 OBJECTIVE

The objective of this Good Housekeeping and Pollution Prevention Plan is to prevent or reduce pollutant runoff and protect water quality from all permittee-owned operations.

3.0 STATEMENT OF RESPONSIBILITIES

The Department of Public Works is the lead municipal department responsible for implementing the Good Housekeeping program.

The Town will develop a full list of responsibilities within Year 2 of the Permit.

The Department of Public Works will conduct meetings involving persons with key roles from the departments listed above to review the responsibilities and coordinate Good Housekeeping efforts between the departments. The meetings will educate the different departments about Good Housekeeping and the roles of each in identifying and resolving illicit discharges.

4.0 DEFINITIONS

The Town will develop a full list of definitions within Year 2 of the Permit.

5.0 INVENTORY MUNICIPAL OWNED FACILITIES

The Town will develop an inventory of all permittee owned facilities including parks and open space, buildings and facilities and Vehicles and materials storage. The permittee shall review this inventory annually and update as necessary.

The Town will develop this inventory within Year 2 of the Permit.

6.0 MUNICIPAL FACILITIES OPERATION AND MAINTENANCE PROGRAMS

The Town will develop, if not already developed, written (hardcopy or electronic) operations and maintenance procedures for the Town owned properties listed below

6.1 PARKS AND OPEN SPACE

6.2 BUILDINGS AND FACILITIES

6.3 VEHICLES AND EQUIPMENT

The Town will develop the program in the SWMP within Year 2 of the Permit.

7.0 MUNICIPAL INFRASTRUCTURE OPERATION AND MAINTENANCE

The Town will develop a written (hardcopy or electronic) program detailing the activities and procedures that the Town will implement so that the MS4 infrastructure is maintained in a timely manner to reduce the discharge of pollutants from the MS4.

7.1 CATCHBASIN INSPECTION AND MAINTENANCE OPTIMIZATION

The Town has established this procedure to optimize routine inspections, cleaning and maintenance of catch basins with a goal that the frequency of routine cleaning will ensure that no catch basin at any time will be more than 50 percent full.

For the purposes of this part, an excessive sediment or debris loading is a catch basin sump more than 50 percent full. A catch basin sump is more than 50 percent full if the contents within the sump exceed one half the distance between the bottom interior of the catch basin to the invert of the deepest outlet of the catch basin.

Optimization Procedure:

As part of routine inspections/cleaning events, debris levels in catchbasins will be recorded prior to cleaning in one of three conditions (<25% full, 25-50% full, and >50%) – See Catchbasin Inspection Form.

Records from consecutive inspections/cleaning events will be compared to identify basins that may be cleaned every other period, basin that need clean each period and basins that will require additional interim cleaning.

Inspection and maintenance for catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) will be prioritized. Clean catch basins in such areas more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings.

If a catch basin sump is more than 50 percent full during two consecutive cleanings the Town will document that finding, investigate the contributing drainage area for sources of excessive sediment loading, and to the extent practicable, and abate contributing sources. The Town will describe any actions taken in its annual report.

The Town will keep a log of catch basins cleaned or inspected and report in each annual report the total number of catch basins, number inspected, number cleaned, and the total volume or mass of material removed from all catch basins.

7.2 SWEEPING AND OR CLEANING OF STREET AND TOWN OWNED PARKING LOTS

The Town will establish and implement procedures for sweeping and/or cleaning streets, and permittee-owned parking lots. All streets with the exception of rural uncurbed roads with no catch basins or high speed limited access highways shall be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding). The procedures shall also include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or TMDL waters or other relevant factors as determined by the permittee. The Town will report in each annual report the number of miles cleaned and/or the volume or mass of material removed.

For rural uncurbed roadways with no catch basins and limited access highways, the Town will either meet the minimum frequencies above, or develop and implement an inspection, documentation and

targeted sweeping plan within year 2 of the effective date of the permit, and submit such plan with its year two annual report.

7.3 STORAGE AND DISPOSAL OF CATCHBASIN CLEANINGS AND SWEEPINGS

The Town will ensure proper storage of catch basin cleanings and street sweepings prior to disposal or reuse such that they do not discharge to receiving waters. These materials should be managed in compliance with current MassDEP policies:

- For catch basins cleanings:
<http://www.mass.gov/eea/agencies/massdep/recycle/regulations/management-of-catch-basin-cleanings.html>
- For street sweepings:
<http://www.mass.gov/eea/docs/dep/recycle/laws/stsweep.pdf>.

7.4 WINTER ROAD MAINTENANCE PROCEDURES

The Town has established and implemented the following procedures for winter road maintenance including the use and storage of salt and sand; minimize the use of sodium chloride and other salts, and evaluate opportunities for use of alternative materials; and ensure that snow disposal activities do not result in disposal of snow into waters of the United States. For purposes of this MS4 Permit, salt shall mean any chloride-containing material used to treat paved surfaces for deicing, including sodium chloride, calcium chloride, magnesium chloride, and brine solutions.

The Department of Public Works reserves the right to modify any plan as needed to adjust to various circumstances that a storm might present. The Director of Public Works will be responsible for carrying out this policy and distributing copies to each employee and posting it on the Town website. Parking during snow removal shall comply with the General Bylaws.

Priorities

1. The first priority is to ensure that police, fire and medical emergency equipment can move safely on Town streets.
2. The second priority is to open main and secondary roads for use by the public.
3. The third priority is to open residential streets.
4. The fourth priority is to open all schools, public facilities, and clear sidewalks used to walk to schools/businesses/public transportation.

Materials Used

With safety as the priority, the Town's goal is to minimize the use of salt and sand through optimization of application. This is achieved through the use, where practicable, of automated application equipment, anti-icing and pre-wetting techniques, implementation of pavement management systems, and alternate chemicals. The types of materials used by the DPW are detailed below.

- Rock Salt (Sodium Chloride): Salt is used to expedite the melting of snow and ice from the street surface and also to keep the ice from forming a bond to the street surface.
- Sand: Sand is used as an abrasive for traction on slick roadways.
- Other Materials: The Town may choose to use alternative chloride-containing materials used to treat paved surfaces for deicing, including sodium chloride, calcium chloride, magnesium chloride, and brine solutions.

Materials Storage

All salt, sand and deicing compounds are properly stored under cover to ensure they are not exposed to precipitation or otherwise carried to a catch basin, resource area or waterbodies. Diversion berms and good housekeeping practices shall be used to minimize runoff from storage areas.

Application and Equipment Calibration

Each piece of application equipment owned by the Town is calibrated prior to the winter season. Salt application shall be calibrated to dispense rates of 200 pounds per mile lane. Trucks equipped with pre-wetting brine tanks are calibrated to dispense 8 gallons of pre-wet liquid to 1 ton of salt, to be varied based on temperature.

Snow Disposal

The MS4 Permit prohibits snow disposal into waters of the United States. Snow disposal activities, including selection of appropriate snow disposal sites, will adhere to the Massachusetts Department of Environmental Protection Snow Disposal Guidance, Guideline No. BWR G2015-01 (Effective Date: December 21, 2015).

Record Keeping

The Town maintains records of prioritized plow routes, miles of roads plowed annually, the quantity of salt and other materials used annually, and equipment calibration records.

7.5 CONSTRUCTION SITE INSPECTION FOR NEW AND REDEVELOPMENT PROJECTS

The Town has developed regulations that include site inspections of subdivisions. These will be updated to meet the 2016 permit by year 2 of the permit.

- Division 4: Planning Board Regulations, CH 540 Subdivision of Land

7.6 SITE PLAN REVIEW FOR NEW AND REDEVELOPMENT PROJECTS

The Town has developed a Stormwater Management Review for projects that require permits. These will be updated to meet the 2016 permit by year 2 of the permit.

- Division 2: Zoning Bylaws, CH 500-39. Site Plan Review
- Division 4: Planning Board Regulations, CH 540 Subdivision of Land
- Division 5: Board of Health Regulations, CH 680 Public and Environmental Health
- Division 7: Conservation Commission Regulations, CH 900 Wetland Protection Regulations

7.7 STORMWATER STRUCTURES INSPECTION AND MAINTENANCE PROCEDURES

The Town has established and implemented inspection and maintenance frequencies and procedures for all stormwater treatment structures such as water quality swales, retention/detention basins, infiltration structures, proprietary treatment devices or other similar structures. All permittee-owned stormwater treatment structures (excluding catch basins) shall be inspected annually at a minimum.

The Town will keep a log of stormwater management structures inspected and report on the condition and maintenance performed in each annual report.

8.0 STORMWATER POLLUTION PREVENTION PLANS

The Town will 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. If facilities are located at the same property, the permittee may develop one SWPPP for the entire property.

A SWPPP does not need to be developed for a facility if the permittee has either developed a SWPPP or received a no exposure certification for the discharge under the Multi-Sector General Permit or the discharge is authorized under another NPDES permit.

The Town will develop SWPPPs within Year 2 of the Permit.

9.0 TRAINING

The Town will, at a minimum, annually provide training to employees involved in the Good Housekeeping program.

Annual training will commence in year 2 of the Permit.

10.0 RECORDS AND REPORTING

The progress and effectiveness of the Good Housekeeping program will be evaluated and reported on in each annual report. The success of the Good Housekeeping program will be measured by the activities completed within the required Permit timelines.