

Stormwater Pollution Prevention Plan
Burlington Salt Storage Shed
38 Grant Avenue

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SECTION 1 – Introduction

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

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

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

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

...develop and fully implement a SWPPP for each of the following permittee-owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater as determined by the permittee.

The SWPPP shall contain the following elements:

1. *Pollution Prevention Team*
2. *Description of the facility and identification of potential pollutant sources.*
3. *Identification of stormwater controls*
4. *Management practices including: minimize or prevent exposure, good housekeeping, preventative maintenance, spill prevention and response, erosion and sediment control, management of runoff, management of salt storage piles or piles containing salt, employee training, and maintenance of control measures.*
5. *Site inspections*

This SWPPP accomplishes these requirements by:

- Providing an inventory of the materials and equipment at a facility that have the potential to cause stormwater pollution, and identifying locations where these materials are stored;
- Describing how stormwater is managed at a facility, including: engineered storm drain system conveyance; on-site pretreatment, treatment and infiltration systems; and discharges to surface water directly from the site;
- Reviewing activities that occur at the facility that represent a potential for stormwater pollution;
- Describing the Best Management Practices (BMPs) that will be implemented at the facility to reduce, eliminate and prevent the discharge of pollutants to stormwater;
- Identifying the employees responsible for developing, implementing, maintaining, and revising, as necessary, this SWPPP;
- Establishing a schedule and description of site inspections to be conducted at the facility to determine if the SWPPP is effective in preventing the discharge of pollutants;
- Serving as a tool for the facility employees, including a place to maintain recordkeeping associated with these requirements.

SECTION 2 – Detailed Facility Assessment

2.1 Facility Summary

The Burlington Salt Shed is located at 38 Grant Avenue in Burlington and is owned and operated by the town of Burlington. The Locus Map in **Figure 2-1** shows the location of the facility within the Town of Burlington.

The DPW Highway Department is primarily responsible for activities at, and maintenance of, the facility.

2.2 Site Inspection

The site inspection associated with the development of this SWPPP was completed on May 29, 2020. The inspection was conducted by Eileen Coleman, Burlington Stormwater Coordinator.

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

2.3 Pollution Prevention Team

A Pollution Prevention Team for Burlington Salt Shed has been prepared and designated the task of developing, implementing, maintaining, and revising, as necessary, the SWPPP for this facility. Listed below are Pollution Prevention Team members and their respective responsibilities.

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

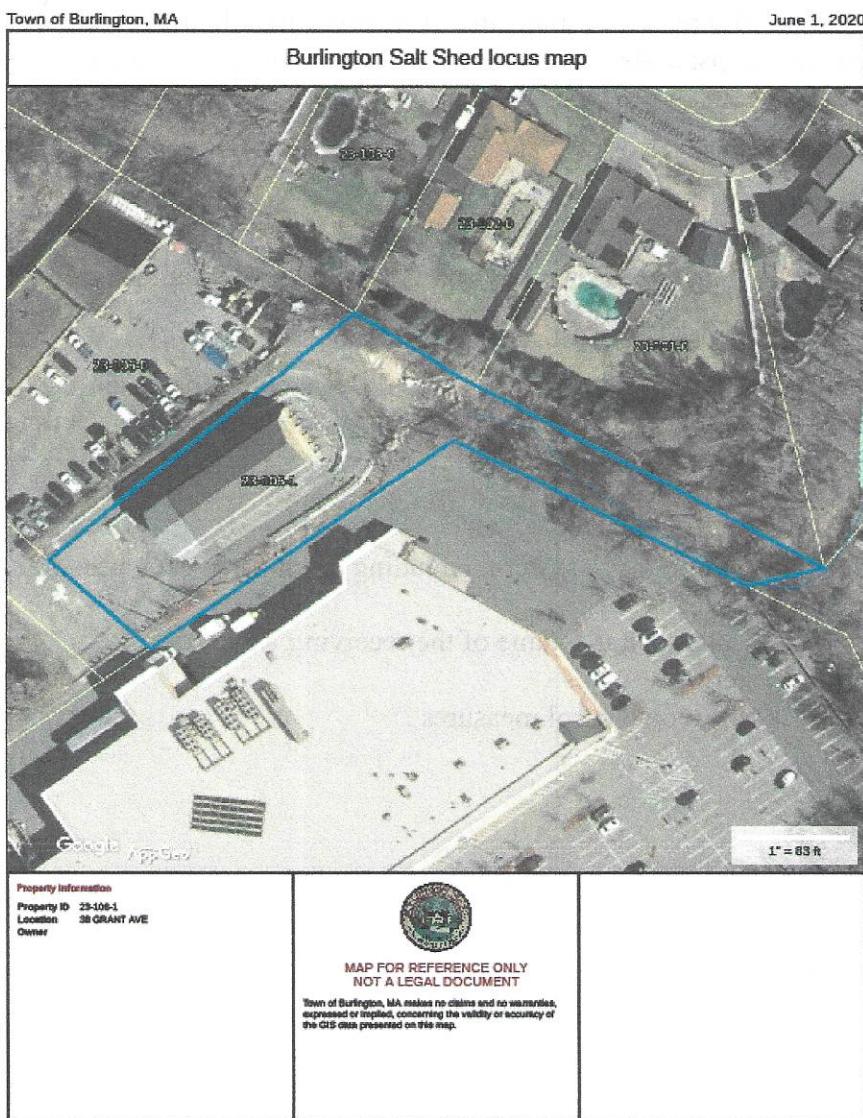
- Implementing, administering and revising the SWPPP
- Regularly inspecting stormwater control structures
- Conducting stormwater training
- Recordkeeping

Leader: Kevin Keene
Title: Highway Department Head

Office Phone: 781-270-1676
Cell Phone: 781-983-5578

Responsibilities: Considers all stages of plan development, inspections, and implementation; implements the preventative maintenance program; oversees good housekeeping activities; serves as spill response coordinator; maintains spill kits at the Burlington Salt Shed; coordinates employee training programs; maintains all records and ensures that reports are submitted; conducts sampling/visual monitoring. Responsible for certifying the completeness and accuracy of the SWPPP.

Figure 2-1. Locus Map



Member: Eileen Coleman
Title: Stormwater Coordinator

Office Phone: 781-270-1655

Responsibilities: Assists with record keeping and overseeing good housekeeping activities; conducts inspections; assists with employee training programs; conducts sampling program.

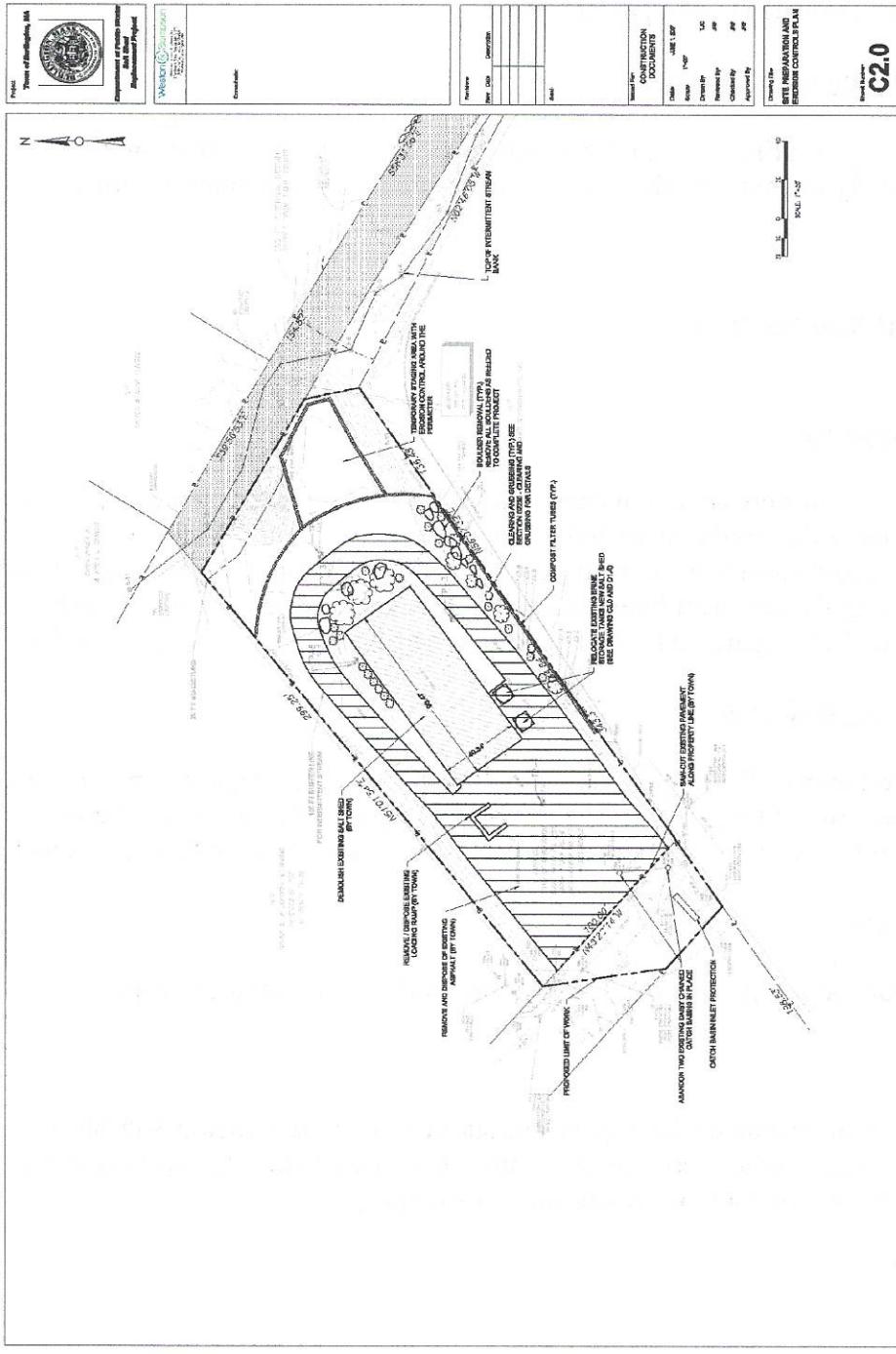
2.4 Facility Description

The primary purpose of the Salt Shed is to store salt for winter road maintenance. Activities at the site are described in **SECTION 2.7**

The facility covers approximately 1 acre, and contains the structures and other features shown on the Site Map in **Figure 2-2** and described in detail in the following sections. Components shown on the site map include:

- Location of the engineered drainage system, including catch basins, ditches, drain manholes, and treatment BMPs
- Outfalls to a receiving water, and the name of the receiving water
- Direction of surface water flow
- Structural stormwater pollution control measures
- Salt storage areas
- Waste disposal areas.

Figure 2-2. Site Map



2.5 Facility Structures

Storage of Deicing Materials

Road Salt for the Town of Burlington municipal use is stored in the Salt Shed. This shed is enclosed and the materials are fully contained within the building. The good housekeeping measure used to minimize the exposure resulting from adding to or removing stored materials include sweeping the loading area and mixing areas regularly or when salt has accumulated on the paved surface.

Storage of Road Deicing Equipment

The Town of Burlington utilizes a number of salt spreaders and snow plows on its vehicles to adequately maintain roads. These vehicles are stored at another location in Town.

2.5.1 Additional Site Features

Solid Waste Management

The Town of Burlington stores material collected by the road sweepers and catch basin cleanings in a corral at the southeastern end of the property. The pile is stored such a manner as not to impact surface water resources, ground water resources, recharge areas, and wells by stacking the sediment between cement barriers flanked by rows of haybales. The closest stormdrain is separated by both a cement barrier and two rows of hay bales.

Materials for Use by Residents

During winter, the Town of Burlington maintains small piles of sand and salt mix outside the salt shed on the ground for private use by residents. These piles are located at the southern portion of the property. Materials contained in the salt shed are fully contained.

2.6 Site Drainage

No stormwater from adjacent properties impacts the Burlington Salt Shed property.

Sheet Flow

Drainage from a small portion of the impervious surfaces at the Burlington Salt Shed is directed partially to the northeastern portion of the site to a wetland. This portion of the site is also with 100 feet of bank on an intermittent stream.

Engineered Drainage

Engineered drainage at the Burlington Salt Shed includes infiltration trenches at the northeastern, northwestern and southern sections of the property and one trench drain and a deep-sump hooded catch basin at the southern end of the property. Most of the drainage from impervious surfaces is directed to the engineered drainage at the southern corner of the site. Maintenance of the catch basin structure, including sediment removal, has, to date, been completed by the Highway Department. A contractor will commence cleaning of municipal catch basins in July 2020. The stormwater ultimately outfalls to Sawmill Brook on Susan Avenue in Burlington.

2.6.1 Receiving Waters

The final point of discharge for stormwater from this site is the Sawmill Brook, which has not been identified as impaired other than for Phosphorus. The good housekeeping practices, preventative maintenance and Best Management Practices implemented at the facility are appropriate and adequate controls.

The good housekeeping practices, preventative maintenance and Best Management Practices implemented at the facility are methods to limit potential negative impacts to stormwater. These practices are discussed in **SECTION 3** of this SWPPP.

2.6.2 Applicable TMDLs

No applicable TMDLs.

2.7 Site Activities

The following activities occur at the facility:

- Facility or Building Maintenance
- Salt and brine storage
- Waste Handling and Disposal

Below is a discussion of site activities and the potential pollutant sources associated with each, as well as measures taken to minimize pollution. Locations of each activity are shown on the Site Plan (**Figure 2-1**).

The Burlington Salt Shed does not store hazardous materials other than those noted previously, and no obsolete vehicles or other potential sources of pollutants are kept in any structure at the Burlington Salt Shed property.

No solvent-based parts washers were observed in any structure at the Burlington Salt Shed

No fertilizers, herbicides, or pesticides are stored at the Burlington Salt Shed.

2.7.1 Salt Storage

Potential Sources of Stormwater Pollution

Salt stored in piles for use during winter plowing and deicing operations represents a potential major contributor to stormwater pollution. When stored unprotected outdoors, salt is exposed to precipitation, causing leachate with high chloride that can be discharged to the receiving water. Salt delivery and loading activities can contribute pollutants to stormwater if the material is not handled with care, and if spills from handling operations are not promptly cleaned up.

Pollution Prevention

To prevent stormwater pollution, all salt piles should be enclosed and covered in sheds to prevent exposure to precipitation. Salt sheds should be constructed on level ground with an impervious base on which to store the salt. The shed should prevent disturbance or migration of the salt by wind.

During delivery and loading activities, salt should be transferred to and from vehicles within the salt shed, whenever possible. Any spills during unloading and loading events should be tended to without delay. Ensuring that the salt storage area is regularly swept and kept clean is an important good housekeeping practice.

If it is not feasible to fully enclose the salt pile, the salt should be stored on an impervious base and covered with an impermeable membrane material. Under no circumstances should loose salt be stored outside and exposed to precipitation.

Liquid calcium chloride (brine) shall be enclosed in sealed liquid tanks.

The area should not be hosed down to a storm drain as a cleaning method. To further limit stormwater pollution, an independent runoff collection system may be installed in the area of the salt storage to collect and convey runoff either directly to a treatment best management practice or to a sanitary sewer system, with approval from the operator of the sanitary sewer system.

2.7.2 Solid Waste Storage

Potential Sources of Stormwater Pollution

Catch basin contents and road sweepings storage locations present the threat to contaminate stormwater with pathogens, including bacteria and viruses, nutrients, including phosphorus and nitrogen, fertilizers, pesticides and sediments.

Pollution Prevention

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

2.8 Vehicle and Equipment Inventory

No vehicles or major equipment is stored and maintained at the Burlington Salt Shed.

2.9 Allowable Non-Stormwater Discharges

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

Allowable non-stormwater discharges that occur at this facility include:

- Rising ground water
- Uncontaminated ground water infiltration (as defined at 40 CFR § 35.2005(20))
- Flows from riparian habitats and wetlands

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

2.10 Existing Stormwater Monitoring Data

Historical stormwater monitoring data at the Burlington Salt Shed includes inspection and sampling in June 2018 for all parameters required under the 2016 MS4 permit, as shown in **Table 2-1**.

**Table 2-1. Existing Stormwater Monitoring Data
Burlington Salt Shed**

Building or Area	Location	Type of Monitoring
CUL556	2 Susan Ave, Burlington	Full analytical monitoring

2.11 Significant Material Inventory

Materials stored include only those specified in **SECTION 2.7**, “Site Activities”. An inventory of these materials at the Burlington Salt Shed is included in **Table 2-2**, which also reviews the likelihood for each identified material to come in contact with stormwater. The type of container has also been identified.

Table 2-2. Significant Material Inventory
Burlington Salt Shed

Material	Storage Location	Quantity	Potential Pollutant	Covered (C) or Enclosed (E)	Likelihood of Contact with Stormwater
Deicer- Calcium Chloride (liquid)	Inside salt shed	Up to 5500 gallons	Chlorides	C	Low
Deicer- Road Salt	Inside salt shed	Up to 2500 tons stored	Chlorides	E	Low

2.12 Applicability of Spill Prevention, Control and Countermeasure (SPCC) Requirements

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

2.13 Description of Significant Material Storage Areas

No significant materials are stored at the Burlington Salt Shed.

Within the Salt Shed, only deicing materials including road salt and liquid calcium chloride are stored. Distribution of deicing materials from the Salt Shed is conducted by DPW employees.

Fueling of all Burlington vehicles occurs at the Fuel Island located at the Town Hall or Central Maintenance. All bulk delivery of fuel to the Fuel Island is monitored by a Town of Burlington employee.

2.14 List of Significant Leaks or Spills

No significant leaks or spills have occurred at the Burlington Salt Shed in the last three years.

Forms included in **Appendix B** will be used to document any spill or leak that occurs at the facility in the future.

2.15 Structural BMPs

Structural BMPs include onsite constructed systems that provide pretreatment or treatment of stormwater flows. The following structural BMPs are presently used at the Burlington Salt Shed to maintain water quality.

2.15.1 Pretreatment Structural BMPs

- Deep sump catch basins
- Infiltration trench

2.15.2 Treatment Structural BMPs

- None

2.15.3 Other Structural BMPs

- None

2.16 Sediment and Erosion Control

Site topography at the Burlington Salt Shed prevents drainage of stormwater and any associated sedimentation from entering the Burlington storm drain system or discharging directly to a water body.

SECTION 3 – Non-Structural Controls

3.1 Good Housekeeping

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

- Materials are stored indoors or in covered areas to minimize exposure to stormwater.
- No fertilizers, herbicides, or pesticides are stored or used at the facility.
- Oil/water separators and catch basins are maintained regularly and properly.
- Tools and materials are returned to designated storage areas after use.
- Waste materials are properly collected and disposed of.
- Work areas are clean and organized.
- Staff is familiar with manufacturer directions for proper use of materials and associated Safety Data Sheets (SDSs).
- Staff is familiar with proper use of equipment.

The facility does not maintain a supply of spill cleanup materials as no materials other than salt and brine is stored onsite.

3.2 Preventative Maintenance

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

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

- All staff members are aware of spill prevention and response procedures.
- All staff members have received formal spill prevention and response procedure training.
- Material storage tanks and containers are regularly inspected for leaks.

3.3 Best Management Practices

In a SWPPP, existing and planned BMPs are identified that will prevent or reduce the discharge of pollutants in stormwater runoff for each area of concern listed in **SECTION 2**.

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

1. Clean up any oil or fuel leaks or spills observed on the property in a timely manner.
2. Monitor all material deliveries.

3.4 Spill Prevention and Response

The following procedures apply to the facility:

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

SECTION 4 – Plan Implementation

4.1 Employee Training

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

Both the Conservation and Engineering Departments are responsible for stormwater management training for Highway Department employees. This position coordinates training related to stormwater management on at least an annual basis to review specific responsibilities for implementing this SWPPP, what and how to accomplish those responsibilities, including BMP implementation.

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

The topics below will be covered at employee training sessions.

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

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

4.2 Site Inspection Requirements

It is required that the entire Salt Shed be inspected at least once each calendar quarter when the facility is in operation (at least one inspection must be conducted during a period when stormwater discharge is occurring). The current town Stormwater Coordinator and Team Member (currently Eileen Coleman) is responsible for completing this inspection.

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

- The inspection date and time
- The name of the inspector
- Weather information and a description of any discharge occurring at the time of the inspection

- Identification of any previously unidentified discharges from the site
- Any control measures needing maintenance or repair
- Any failed control measures that need replacement
- Any SWPPP changes required as a result of the inspection
- Signed certification statement.

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

Corrective actions may be required based on evidence of past stormwater pollution or the high potential for future stormwater pollution to occur. Information about any issues and the respective corrective actions must be included in a Compliance Evaluation report.

The permittee must repair or replace control measures in need of repair or replacement before the next anticipated storm event if possible, or as soon as practicable. In the interim, the permittee shall have back-up measures in place. The Compliance Evaluation report must be kept with the SWPPP and must state the problem, the solution, and when the solution was implemented.

4.3 Recordkeeping and Reporting

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

This SWPPP shall be kept at the Central Maintenance Facility and Conservation Department and shall be updated if any significant changes occur, such as a change to the materials stored. The SWPPP and records shall be made available to state or federal inspectors and the general public upon request.

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

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

4.4 Triggers for SWPPP Revisions

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

- An increase in the quantity of any potential pollutant stored at the facility;
- The addition of any new potential pollutant (not already addressed in this SWPPP) to the list of materials stored or used at the facility;

- Physical changes to the facility that expose any potential pollutant (not presently exposed) to stormwater;
- Presence of a new authorized non-stormwater discharge at the facility; or
- Addition of an activity that introduces a new potential pollutant.

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

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

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

SECTION 5 – SWPPP Certification

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

Paul F. Dagrado
Authorized Official

Town Administrator
Title

7/15/2020
Date

SOP 3: CATCH BASIN INSPECTION AND CLEANING

Introduction

Catch basins help minimize flooding and protect water quality by removing trash, sediment, decaying debris, and other solids from stormwater runoff. These materials are retained in a sump below the invert of the outlet pipe. Catch basin cleaning reduces foul odors, prevents clogs in the storm drain system, and reduces the loading of suspended solids, nutrients, and bacteria to receiving waters.

During regular cleaning and inspection procedures, data can be gathered related to the condition of the physical basin structure and its frame and grate and the quality of stormwater conveyed by the structure. Observations such as the following can indicate sources of pollution within the storm drain system:

- Oil sheen
- Discoloration
- Trash and debris

Both bacteria and petroleum can create a sheen on the water surface. The source of the sheen can be differentiated by disturbing it, such as with a pole. A sheen caused by an oil will remain intact and move in a swirl pattern; a sheen caused by bacteria will separate and appear “blocky”. Bacterial sheen is not a pollutant but should be noted.

Observations such as the following can indicate a potential connection of a sanitary sewer to the storm drain system, which is an illicit discharge.

- Indications of sanitary sewage, including fecal matter or sewage odors
- Foaming, such as from detergent
- Optical enhancers, fluorescent dye added to laundry detergent

Each catch basin should be cleaned and inspected at least annually. Catch basins in high-use areas may require more frequent cleaning. Performing street sweeping on an appropriate schedule will reduce the amount of sediment, debris, and organic matter entering the catch basins, which will in turn reduce the frequency with which structures need to be cleaned.

Cleaning Procedure

Catch basin inspection cleaning procedures should address both the grate opening and the basin's sump. Document any and all observations about the condition of the catch basin structure and water quality on the Catch Basin Inspection Form, using Mobile 311 or another program.

Catch basin inspection and cleaning procedures include the following:

1. Work upstream to downstream.
2. Clean sediment and trash off grate.
3. Visually inspect the outside of the grate.

4. Visually inspect the inside of the catch basin to determine cleaning needs.
5. Inspect catch basin for structural integrity.
6. Determine the most appropriate equipment and method for cleaning each catch basin.
 - a. Manually use a shovel to remove accumulated sediments, or
 - b. Use a bucket loader to remove accumulated sediments, or
 - c. Use a high pressure washer to clean any remaining material out of catch basin while capturing the slurry with a vacuum.
 - d. If necessary, after the catch basin is clean, use the rodder of the vacuum truck to clean downstream pipe and pull back sediment that might have entered downstream pipe.
7. If contamination is suspected, chemical analysis will be required to determine if the materials comply with the Massachusetts DEP Hazardous Waste Regulations, 310 CMR 30.000 (<http://www.mass.gov/dep/service/regulations/310cmr30.pdf>). Chemical analysis required will depend on suspected contaminants. Note the identification number of the catch basin on the sample label, and note sample collection on the Catch Basin Inspection Form.
8. Properly dispose of collected sediments. See following section for guidance.
9. If fluids collected during catch basin cleaning are not being handled and disposed of by a third party, dispose of these fluids to a sanitary sewer system, with permission of the system operator.
10. If illicit discharges are observed or suspected, notify the DPW and Conservation Departments.
11. Using Mobile 311, or another program, document location and number of catch basins cleaned, amount of waste collected, and disposal method for all screenings.
12. Report additional maintenance or repair needs to the appropriate Department.

Disposal of Screenings

Catch basin cleanings from storm water-only drainage systems may be disposed at any landfill that is permitted by MassDEP to accept solid waste. MassDEP does not routinely require stormwater-only catch basin cleanings to be tested before disposal, unless there is evidence that they have been contaminated by a spill or some other means.

Screenings may need to be placed in a drying bed to allow water to evaporate before proper disposal. In this case, ensure that the screenings are managed to prevent pollution.

Sample of Burlington Catch Basin Inspection form, using Mobile 311

53 Bedford St	State	Zip
Burlington	Mass	01803
Asset Id Enter or Select	Priority 5-Medium	
GIS Layer Name (must be exact) Enter GIS Layer Name for Asset		
Description A 10' x 10' catch basin with a 12" diameter pipe leading to the street.		
Comments		
Basin Condition Good		
Sediment Buildup 0-6 inches		
Illicit Discharge Present? None		
If Other, Explain		
Required Maintenance		
Tree Work Required <input type="checkbox"/>		
New Grate Required <input type="checkbox"/>		
Pipe is Blocked <input type="checkbox"/>		
Frame Maintenance Req. <input type="checkbox"/>		
Remove Accumulated Sediment <input type="checkbox"/>		
Pipe Maintenance <input type="checkbox"/>		
Basin Undermined or Bypassed <input type="checkbox"/>		
Cannot Remove Cover <input type="checkbox"/>		
Ditch Work <input type="checkbox"/>		
Corrosion at Structure <input type="checkbox"/>		
Erosion Around Structure <input type="checkbox"/>		
Remove Trash & Debris <input type="checkbox"/>		
Need Cement Around Grate <input type="checkbox"/>		
Other Maintenance <input type="checkbox"/>		
If Other, What?		

Attachment 2
SOP : Spill 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 to help reduce the discharge of pollutants from the MS4 as a result of spills or releases.

The Town of Burlington undertakes various precautions with spill response and cleanup procedures.

Procedures

Burlington will implement the following spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

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:

- If the facility has a Stormwater Pollution Prevention Plan (SWPPP), notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer (refer to the spill response contact list). If not, continue to follow the procedures outlined below.
- Assess the contaminant release site for potential safety issues and for direction of flow.
- 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 your local fire department using the number listed below. **In the case of an emergency call 911.**
 - BURLINGTON FIRE DEPARTMENT: 781-270-1925
- Contact the MassDEP 24-hour spill reporting notification line, toll-free at **(888)-304-1133**;
 - The following scenarios **are exempt** from MassDEP reporting requirements (see the MassDEP factsheet on oil and hazardous materials handling for more information: <https://www.mass.gov/files/documents/2016/08/xm/spillmgm.pdf>).
 - i. Spills that are less than 10 gallons of petroleum and do not impact a water body
 - ii. Spills that are less than one pound of hazardous chemicals and do not present an imminent health or safety hazard
 - iii. Fuel spills from passenger vehicle accidents
 - iv. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals

Reporting a Spill

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

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
 - a. What was released;
 - b. How much was released, which may include:
 - i. Pounds
 - ii. Gallons
 - iii. Number of containers
4. Where was the release sent/what was contaminated, addressing:
 - a. Pavement
 - b. Soil
 - c. Drains
 - d. Catch basins
 - e. Water bodies
 - f. Public 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

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.

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

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.

Spill Response and Cleanup Contact List

Contact	Phone Number	Date and Time Contacted
Department Head:		
Kevin Keene	781-270-1676	
Tom Lee	781-270-1145	
Paul Bieren	781-316-5447	
Russ Makiej	339-234-1280	
Frank Anderson	781-270-1982	
Tom Hayes	781-270-1644	
Fire Department	781-270-1925	
Board of Health	781-273-7687	
MassDEP 24-Hour Spill Reporting	888-304-1133	
MassDEP Regional Offices:		
Northeast Regional Office	978-694-3200	
Southeast Regional Office	508-946-2700	
Central Regional Office	508-792-7650	
Western Regional Office	413-784-1100	
Hazardous Waste Compliance Assistance Line	617-292-5898	
Household Hazardous Products Hotline	800-343-3420	
Massachusetts Department of Fire Services	978-567-3100 or 413-587-3181	
Licensed Site Professionals Association (Wakefield, MA)	781-876-8915	
Licensed Site Professionals Board	617-556-1091	

Appendix B

Employee Training

Instructions:

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

Training Date: October 2018	
Training Description (including duration and subjects covered): wetlands & Stormwater	
Trainer: Eileen Coleman	
Employee(s) trained	18 members DPW Highway and Water/Sewer Staff

Training Date: April 2019	
Training Description (including duration and subjects covered): IDDE and what to do if observe discharges	
Trainer: Eileen Coleman	
Employee(s) trained	12 DPW Highway staff, 8 DPW Water/Sewer staff, and to 7 DPW Office staff

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

Site Inspection Reports

Instructions:

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

Using the Sample Site Inspection Report

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

Stormwater Site Inspection Report

General Information			
Facility Name	Insert Name		
Date of Inspection	Insert Date	Start/End Time	Insert Start/End Time
Inspector's Name(s)	Insert Name		
Inspector's Title(s)	Insert Title		
Inspector's Contact Information	Insert Contact Info		
Inspector's Qualifications	Insert qualifications or add reference to the SWPPP		
Weather Information			
Weather at time of this inspection? <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Snow <input type="checkbox"/> High Winds <input type="checkbox"/> Other: Temperature:			
Have any previously unidentified discharges of pollutants occurred since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: Describe			
Are there any discharges occurring at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: Describe			

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Material loading/unloading and storage areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
2	Equipment operations and maintenance areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
5	Waste handling and disposal areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
6	Erodible areas/construction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
7	Non-stormwater/ illicit connections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
8	Salt storage piles or pile containing salt	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
9	Dust generation and vehicle tracking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions

Non-Compliance

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

[Describe Non-compliance](#)

Additional Control Measures

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

[Describe Additional Controls Needed](#)

Notes

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

[Additional Notes](#)

Print inspector name and title:

Signature: _____ **Date:** _____

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

Instructions:

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

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

(Complete a separate form for each outfall you assess)

Name of Facility: [Name of Facility](#)Outfall Name: Name "Substantially Identical Outfall"? No Yes (identify substantially identical outfalls):Person(s)/Title(s) collecting sample: [Name/Title](#)Person(s)/Title(s) examining sample: [Name/Title](#)

Date & Time Discharge Began (approx.):

[Enter date and time](#)

Date & Time Visual Sample Collected:

[Enter date and time](#)

Date & Time Visual Sample Examined:

[Enter date and time](#)Nature of Discharge: Rainfall Snowmelt**Parameter**Color None Other (describe):Odor None Musty Sewage Sulfur Sour Petroleum/Gas _____
 Solvents Other (describe):Clarity Clear Slightly Cloudy Cloudy Opaque OtherFloating Solids No Yes (describe):Settled Solids* No Yes (describe):Suspended Solids No Yes (describe):Foam (gently shake sample) No Yes (describe):Oil Sheen None Flecks Globs Sheen Slick
 Other (describe):Other Obvious Indicators No Yes (describe):
of Stormwater Pollution

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

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

A. Name:

B. Title:

C. Signature:

D. Date Signed:

