

STANDARD OPERATING PROCEDURE POLLUTION PREVENTION AND GOOD HOUSEKEEPING

DPW FACILITY

370 E. Columbia

PREPARED FOR:

THE CITY OF BELLEVILLE

370 E. Columbia Belleville, MI 48111



APRIL 2017

SECTION A – PURPOSE

The Michigan Department of Environmental Quality (MDEQ) National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II Stormwater Discharge Permit Application requires a description of current and proposed BMPs to meet the minimum control measure requirements for the Pollution Prevention and Good Housekeeping Program to the maximum extent practicable to prevent or reduce the discharge of pollutants from municipal facilities and operations. The following standard operating procedure is intended for the **City of Belleville DPW facility**, which has been deemed as a high priority based on the operations that are conducted at the site.

SECTION B – FACILITY ASSESSMENT AND PRIORITIZATION

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a standard operating procedure (SOP) for identifying the structural and non-structural stormwater controls implemented and maintained to prevent or reduce pollutant runoff at each facility with the high potential for pollutant runoff. The DPW was assessed for its potential to discharge pollutants to the waters of the state and is deemed a high priority based on the following applicable criteria:

1. Amount of urban pollutants stored at the site (i.e. sediment, nutrients, metals, hydrocarbons, pesticides, fertilizers, herbicides, chlorides, trash, bacteria, or other site-specific pollutants)

Based on these criteria, the DPW facility has been deemed a high priority site, which has prompted the need for a site-specific standard operating procedure to prevent or minimize the potential for pollutants from entering surface waters of the state as outlined in the NPDES permit application.

SECTION C – INVENTORY AND ASSESSMENT

The following is an inventory and assessment of stormwater controls (i.e. catch basins, detention basins, etc.) and facility operations that occur on site.

- Stormwater catch basins (1)
- 10 cubic yard Dumpsters (2)
- 6 cubic yard Dumpsters (3)
- 100 cubic yards salt storage structure (1)
- Stockpiles (6)

C.1 DPW Inventory and Description of Materials and Activities

The City of Belleville's DPW Facility is located at 370 E. Columbia Belleville, MI 48111. Activities at the facility include DPW administration, fleet storage, and general material storage. Municipal activities that occur at the facility include the following:

- Salt storage
- Stockpiling

SECTION D – FUEL STORAGE AND FUELING

The City's DPW Facility does not have any fuel storage or fueling operations on site.

SECTION E – ON SITE WASTE DISPOSAL

Five (5) dumpsters are kept on site for office trash and construction refuse. The dumpsters are not used for the disposing of hazardous materials.

E.1 Household Hazardous Waste

The City relies on the services of the Republic Waste Service for collaborative household hazardous waste recycling events. www.republicservices.com

SECTION F – VEHICLE WASHING AND MAINTENANCE

The City's DPW Facility does not conduct any vehicle washing or maintenance on site. Vehicles are serviced at an offsite, independent contractor location.

SECTION G – WINTER OPERATIONS

The City DPW field staff applies rock salt as part of their deicing procedures during the winter months. Bulk storage of road salt is located at the 370 E. Columbia Belleville, MI 48111. Salt storage and application training is performed annually to DPW staff. Staff has been trained to minimize any track-out from loading operations. Salt application vehicles are calibrated before the winter season.

G.1 Salt Storage and Loading

The City of Belleville has one (1) salt storage structure, which consists of a salt dome with a capacity of 100 cubic yards. The floor of the salt dome is comprised of an impervious cement pad and is free of any drains. The structure is not located within 50 feet of a lake shore, stream bank, or wetland, nor is it located in a 100-year floodplain.

Loading of salt takes place at the structure entrance on a paved surface. The loading area is maintained after each use, with excess salt being swept back inside the storage facility. There are no catch basins located near the salt storage structures.

SECTION H – STOCKPILED MATERIALS

Stockpiled materials include:

- Gravel
- Topsoil
- Woodchips
- Sand
- Concrete
- Asphalt

Some of these materials are contained in concrete bins, while others are dumped on bare, impervious ground.

SECTION I – NON-STRUCTURAL CONTROLS

The City of Belleville is committed to employing preventative maintenance practices using several non-structural controls to prevent stormwater pollution. These non-structural controls are everyday types of activities undertaken by employees at the facility. The non-structural controls implemented at the DPW facility are as follows:

I.1 Routine Inspections and Good Housekeeping Procedures

Preventive maintenance involves the regular inspection, testing, and cleaning of facility equipment, vehicles, and operational systems. DPW foremen meeting DPW field staff on a daily basis to discuss daily assignments and objectives. A routine inspection is conducted by facility staff during site walkthroughs during normal operations activities. The purpose of these inspections is to identify and prevent conditions that could lead to stormwater pollution. A log of corrective actions will be kept on file using the City's computer system.

Staff inspects all vehicles consistent with Commercial Driver's License Procedures, and performs detailed vehicle inspections every month. Completed vehicle maintenance records and fueling logs are kept on file at the DPW facility.

Part 5 rules also require surveillance of polluting materials. The routine inspections will include this information for the salt storage and fueling areas.

I.2 Comprehensive Site Inspections

The comprehensive site inspection will include the areas and equipment identified in the preventive maintenance program, good housekeeping procedures, a review of the routine preventive maintenance reports, and any other paperwork associated with this SOP. All DPW related activities will be evaluated during the comprehensive inspection. In contrast to the routine inspections, comprehensive inspections will focus on areas that have a reasonable potential for significant materials to contaminate stormwater runoff. The comprehensive site inspection for DPW areas will be conducted every (six) 6 months which generally coincides with a planned cleaning of the entire facility. Documentation of the comprehensive site inspection results will be prepared and kept on file.

I.3 Employee Training Program

Employee training programs will be implemented to inform appropriate personnel at all levels of responsibility of safety, environmental impacts, and good housekeeping practices. The standard operating procedure for employee training can be found in the City's general Pollution Prevention and Good Housekeeping Standard Operating Procedure.

SECTION J – PROCESS FOR REVISION

This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.