APPENDIX A

- **Town-owned BMPs and Stormwater Infrastructure Map**

Town of Upton, Massachusetts

Town-owned Facilities, BMPs and MS4 Stormwater Infrastructure Map

WESTBOROUGH

GRAFTON

Concord River Watershed

HOPKINTON

North Pond

Blackstone River Watershed

MILFORD

NORTHBRIDGE

HOPEDALE

MENDON

MASSACHUSETTS TURNPIKE

RIDGE ROAD

SOUTHBORO ROAD

HOWARTH DRIVE

WESTBORO ROAD

OAK KNOLL LANE

GRAFTON ROAD

ORCHARD STREET

MECHANIC STREET

HICKORY LANE

NORTH STREET

EAMES LANE

PRATT HILL ROAD

JAMES ROAD

HOPKINTON ROAD

FOREST STREET

WALNUT STREET

EAST STREET

CROCKETT ROAD

Kiwanis Beach

Pratt Pond

Lakeview Cemetery

Cemetery

KIWANIS BEACH ROAD

CIDER MILL LANE

TAFT STREET

BRIARWOOD LANE

MORONEY ROAD

OLD GRAFTON ROAD

FOWLER STREET

WARREN STREET

EPHRIAM'S WAY

HIGH STREET

SCHOOL STREET

RIVER STREET

ELM STREET

CHRISTIAN HILL ROAD

PEARL STREET

WILDWOOD AVENUE

WILLIAMS STREET

West River

MERRIAM WAY

Fire Department

Police Department

Town Hall

Mill Pond

Town Common

FISKE AVENUE

Leland Field

Library/Risteen Building

Memorial Elementary School

WEST MAIN STREET

MAIN STREET

HARTFORD AVENUE SOUTH

Wastewater Treatment Facility

MAPLE AVENUE

GROVE STREET

BROOKS STREET

MILFORD STREET

FISKE MILL ROAD

TYLER ROAD

POND STREET

PROSPECT STREET

WOOD STREET

GABLE STREET

PLEASANT STREET

PLAIN STREET

HENRY'S PATH

CENTERBROOK WAY

QUAIL RUN

GLEN AVENUE

PIERCE LANE

Public Works Dept & Highway Garage

PEASE ROAD

OLD CEMETERY ROAD

WALKER DRIVE

GLENVIEW STREET

Mill River

PLUMBLEY ROAD

RIVERBEND ROAD

WEST RIVER STREET

CHESTNUT STREET

SADLER ROAD

SOUTH STREET

FARRAR ROAD

SHORE DRIVE

Taft Pond

GOSS POND ROAD

BROUSSEAU DRIVE

GREEN LANE

MISCOE HILL ROAD

JUNIPER ROAD

MENDON STREET

OAK DRIVE

West River

Map Legend

Stormwater System

- Drain Manhole
- Town Owned Catch Basins
- Other Catch Basins
- Town Owned Leaching Catch Basins
- Inlet
- Drainage BMP
- Outfalls
- Interconnection

Conveyance

- Pipe
- Culvert
- Swale/Channel

Hydrography

- Hydrologic Connection
- Open Water
- Wetlands
- Watersheds

***MassDEP 2016 Integrated List of Waters**

- Rivers: Category 4A
- Lakes, Estuaries: Category 4A
- Rivers: Category 4C
- Lakes, Estuaries: Category 4C
- Rivers: Category 5
- Lakes, Estuaries: Category 5

Regulated Areas

- Massachusetts MS4 Area
- Town Parcel

Roadway Owner

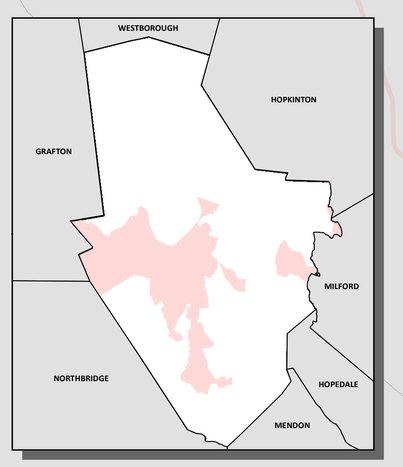
- State

Category 1: Attaining all designated uses.
Category 2: Attaining some of the designated uses and insufficient or no data and information is available to determine if the remaining uses are attained.
Category 3: Insufficient or no data and information to determine if any designated uses are attained.
Category 4A: Impaired for one or more designated uses but does not require the development of a TMDL: TMDL has been completed.
Category 4B: Impaired for one or more designated uses but does not require the development of a TMDL: Other pollution control requirements are reasonably expected to result in the attainment of designated uses.
Category 4C: Impaired for one or more designated uses but does not require the development of a TMDL: Impairment is not caused by a pollutant.
Category 5: Impaired for one or more designated uses, requires the development of a TMDL: Impairment is caused by a pollutant.

Issue Date: June 2021
This Map is Intended for Planning Purposes Only

BETA
www.BETA-Inc.com

0 0.3 0.6 Miles



APPENDIX B

- **Town-owned Facilities Inventory, Maps, and Inspection Log**

Town of Upton, MA
Municipal Stormwater Operations and Maintenance Program
Permittee Owned Facilities Inventory and Reporting Log
Reporting Period: July 1, 20__ - June 30, 20__

1) There are no separate facilities for Vehicles and Equipment storage, these are included under Buildings and Facilities Sites
2) Inventory includes facilities and site within or directly adjacent to the designated MS4 area
3) Recommended maintenance to be conducted in accordance with the Operation and Maintenance (O&M) procedures and best management practices described in the Good Housekeeping and Pollution Prevention Plan developed by the Town.

Parks and Open Space

Facility Name	Location	BMP/Feature Description	Standard Maintenance/Inspection Items	Recommended Maintenance	Follow-Up Required (Y/N)	Inspection Date
Town Common	Main Street at Church and Grove	Maintained Lawn and Landscaping	Inspect for erosion or bare soils conditions, Re-seed as necessary			
Kiwanis Beach	99 Kiwanis Beach Road	1 baseball field, 2 tennis courts, 1 basketball court, and maintained lawn areas	Inspect for erosion or bare soils conditions, Re-seed as necessary			
		Paved parking lot (≈69 spaces) and driveways	Sweep			
		1 catch basin near beach	Remove sediments and debris			
Leland Field (at Memorial Elementary School)	69 Main Street	2 basketball courts, 1 baseball field and a maintained grass field	Inspect for erosion or bare soils conditions, Re-seed as necessary			
		1 catch basin	Remove sediments and debris			
VFW Playground	15 Milford Street	Playground structure with mulch	Refresh mulch			
		Paved parking lot (≈75 spaces)	Sweep			
		1 Rip Rap Swale on west side of parking lot	Remove sediments & debris, inspect for erosion			
Lakeview Cemetery	39 North Main Street	Maintained Lawn	Inspect for erosion or bare soils conditions, Re-seed as necessary			
		Vegetated buffer along pond	Inspect for erosion or bare soils conditions			
		Vegetated Swale off N. Main St.	Remove sediments and debris, inspect for erosion, mow			
		Shed for grounds maintenance equipment and supplies storage	Check for leaks and proper storage			
Cemetery	Maple Street	Maintained Lawn	Inspect for erosion or bare soils conditions, Re-seed as necessary			

Town of Upton, MA
Municipal Stormwater Operations and Maintenance Program
Permittee Owned Facilities Inventory and Reporting Log
Reporting Period: July 1, 20__ - June 30, 20__

1) There are no separate facilities for Vehicles and Equipment storage, these are included under Buildings and Facilities Sites
2) Inventory includes facilities and site within or directly adjacent to the designated MS4 area
3) Recommended maintenance to be conducted in accordance with the Operation and Maintenance (O&M) procedures and best management practices described in the Good Housekeeping and Pollution Prevention Plan developed by the Town.

Buildings and Facilities						
Facility Name	**Location**	**BMP/Feature Description**	**Standard Maintenance/Inspection Items**	**Recommended Maintenance**	**Follow-Up Required (Y/N)**	**Inspection Date**
Upton Public Works Department & Highway Garage - See SWPPP for this facility in Appendix F	100 Pleasant Street	Drainage swale	Inspect for erosion and stabilize, mow, and remove sediments and debris			
		Paved parking and driveway areas	Sweep, check for leaks and spills			
		Gravel/earthen parking and driveway areas	Check for erosion, replace gravel or regrade as necessary			
		Materials stockpile areas	Check for covers or stabilization of materials			
		Floordrains to a tight-tank inside maintenance bldg	Inspect and Pump regularly			
		3 infiltrating catch basins	Remove sediments and debris			
Memorial Elementary School	69 Main Street	Maintained Lawn areas	Inspect for erosion or bare soils conditions, Re-seed as necessary			
		Playground structure with mulch	Refresh mulch			
		Paved parking lot (≈118 spaces) and driveways	Sweep			
		23 catch basins	Remove sediment and debris			
		1 trench drain at loading dock under dumpster	Remove sediment and debris			
		Dumpsters	Check for leaks and spills, covers in place			
Wastewater Treatment Facility	46 Maple Ave	Stockpile of construction materials	Inspect for proper containment			
		Paved Parking lot and driveway	Sweep			
		Vegetated buffer along stream	Inspect for erosion or bare soils conditions			
Fire Department	20 Church Street	Maintained Lawn	Inspect for erosion or bare soils conditions, Re-seed as necessary			
		Water Quality Unit	Remove accumulated oils, grease and sediments			
		1 trench drain outside garage	Remove sediment and debris			
		3 catch basins	Remove sediment and debris			
		Paved parking lot (≈39 spaces)	Sweep			
Police Department	30 School Street	Maintained Lawn	Inspect for erosion or bare soils conditions, Re-seed as necessary			
		1 catch basin	Remove sediment and debris			
		Paved parking lot (≈21 spaces)	Sweep			
Town Hall	1 Main Street	Maintained Lawn	Inspect for erosion or bare soils conditions, Re-seed as necessary			
		Paved parking lot (≈14 spaces)	Sweep			
		Stone chips against front of building	Refresh stone chips			
Library/Risteen Building	2 Main Street	Maintained Lawn	Inspect for erosion or bare soils conditions, Re-seed as necessary			
		1 Main and 1 Auxiliary Paved Parking lot (≈22 spaces)	Sweep			
		1 CB & 1 Sediment Forebay (aux. parking lot)	Remove sediment and debris			

Town of Upton, MA
Municipal Stormwater Operations and Maintenance Program
Permittee Owned Facilities Inventory and Reporting Log
Reporting Period: July 1, 20__ - June 30, 20__

1) There are no separate facilities for Vehicles and Equipment storage, these are included under Buildings and Facilities Sites
2) Inventory includes facilities and site within or directly adjacent to the designated MS4 area
3) Recommended maintenance to be conducted in accordance with the Operation and Maintenance (O&M) procedures and best management practices described in the Good Housekeeping and Pollution Prevention Plan developed by the Town.

MS4 System Drainage BMPs						
Facility Name	**Location**	**BMP/Feature Description**	**Standard Maintenance/Inspection Items**	**Recommended Maintenance**	**Follow-Up Required (Y/N)**	**Inspection Date**
Roadway Stormwater Management System	9 Dairy Drive	Stormwater Basin	Inspection for settlement, erosion, tree growth on embankments, condition of riprap and turf, ponding and sedimentation			
			Mow the buffer area, side slopes, and basin bottom if grassed floor			
			Inspect and clean pretreatment devices associated with the basin			
			Remove sediments & debris			
Roadway Stormwater Management System	Laurel Lane	Stormwater Basin	Inspection for settlement, erosion, tree growth on embankments, condition of riprap and turf, ponding and sedimentation			
			Mow the buffer area, side slopes, and basin bottom if grassed floor			
			Inspect and clean pretreatment devices associated with the basin			
			Remove sediments & debris			

APPENDIX C

- **Catch Basin Inspection Log**

MCM 6: Good Housekeeping - Catch Basin Cleaning

Catch Basin Cleaning Log

Reporting Period: _____ – _____

Date Range	Location(s)	# CBs Cleaned	Volume of Cleaning

RECORD OF CATCH BASINS FOUND TO BE MORE THAN 50% FULL AT CLEANING

Reporting Period: _____ – _____

Inspector:_____ Sheet _____of _____

CB ID	Date	Address	Location Description

APPENDIX D

- **Street and Parking Lot Sweeping Log**

MCM 6: Good Housekeeping - Street and Parking Lot Sweeping

Street and Parking Lot Sweeping Log

Reporting Period: _____ – _____

Spring

Date Range	Location	Volume of Cleaning	# lots

Fall

Date Range	Location	Volume of Cleaning	# lots

Other

Date Range	Location	Volume of Cleaning	# lots

APPENDIX E

- **Stormwater Treatment Structures Inspection and Maintenance Guide**

MCM 6: Good Housekeeping - Stormwater Treatment Structures Inspection & Maintenance

The following establishes inspection and maintenance actions for permittee-owned stormwater treatment structures to be used in conjunction with BMP inspection forms and the Permittee Owned Facilities Inspection Log

#	BMP Description	Required Action
1	Water Quality Unit (Oil/Grit Separator)	a) Remove accumulated oils, grease and sediments
2	Proprietary Separator	a) Inspect and clean units according to manufacturers' recommendations
		b) Remove sediments & debris
3	Leaching Catch Basin	a) Remove sediments & debris
		b) Rehabilitate the basin if it fails due to clogging
4	Bio-retention Areas & Rain Garden	a) Remove sediments & debris
		b) Mow and/or mulch
		c) Replace vegetation if needed
		d) Remove Invasive species as needed
5	Extended Dry Detention Basin	a) Inspect outlets
		b) Mow upper stage, sides slopes, embankment & spillway
		c) Remove trash and debris
		d) Remove sediments from basin
6	Water Quality Swale	a) Make sure vegetation is adequate and slopes are not eroding, check for rilling and gullying, ponding and sedimentation
		b) Mow 3"-6"
		c) Remove sediments & debris
		d) Repair eroded areas if needed
		e) Re-seed as necessary
7	Infiltration Basin	a) Inspection for settlement, erosion, tree growth on embankments, condition of riprap and turf, ponding and sedimentation
		b) Mow the buffer area, side slopes, and basin bottom if grassed floor
		c) Inspect and clean pretreatment devices associated with the basin
		d) Remove sediments & debris
8	Infiltration Trench	a) Inspect the trench 24 hours or several days after a rain event
		b) Mow top of trench if is grassed
		c) Inspect and clean pretreatment BMPs, check inlets and outlets for clogging
		d) Remove sediments & debris
9	Infiltration Chamber	a) Inspect Inlets
		b) Remove sediment from pretreatment BMPs
		c) Remove sediments & debris
10	Porous Pavement	a) Vacuum sweep or Power wash surface
11	Maintained Lawn	a) Re-seed as necessary

STORMWATER BMP INSPECTION FORM – SURFACE STRUCTURES

BMP ID:						
Location:			Length	**±ft.**	Depth	**±ft.**
Description:			Top Width	**±ft.**	Bot Width	**±ft.**
Type:	☐ **Detention**	☐ **Retention**	☐ **Infiltration**	☐ **Bioretention**		
	☐ **Swale**	☐ **Infiltration Trench**	☐ **Other**			
Inspector:				Date:		
Recent Rainfall:						
Notes:						

LOCATION MAP

MAINTENANCE REQUIRED: ☐ YES ☐ NO
(Inspect for all problems listed – provide information for required maintenance only)

Problem	Description	Quantity (±)	Completed (personnel)	Date
☐ Sediment/Debris			☐	
☐ Vegetation			☐	
☐ Erosion			☐	
☐ Water Pond			☐	
☐ Sediment Forebay			☐	
☐ Outlet Struct			☐	
☐ Intlet			☐	
☐ Outlet			☐	
☐ Riprap			☐	
☐ Check Dam			☐	
☐ Access			☐	
☐ Fence			☐	
☐ Other			☐	

BMP PHOTOS

STORMWATER BMP INSPECTION FORM – SUBSURFACE STRUCTURES

BMP ID:					
Location:		Cover/Grate size	**±ft.**	Cover/Grate shape	**±ft.**
Description:		Structure Diameter	**±ft.**	Depth	**±ft.**
		Structure Material			
Type:	☐ **Oil-Grit Separator**	☐ **Proprietary Structure**	☐ **Leaching CB**		
	☐ **Infiltration Chamber/Pipe**	☐ **Sand Filter**	☐ **Other**		
Inspector:			Date:		
Recent Rainfall:					
Add. Info:					

LOCATION MAP

MAINTENANCE REQUIRED: ☐ YES ☐ NO
(Inspect for all problems listed – provide information for required maintenance only)

Problem	Description	Quantity (±)	Completed (personnel)	Date
☐ Grate/Cover			☐	
☐ Structure			☐	
☐ Hood/Trap/Insert			☐	
☐ Pipes & Joints			☐	
☐ Ladder			☐	
☐ Sediment/Debris			☐	
☐ Vegetation/Roots			☐	
☐ Contaminants/Pollution			☐	
☐ Infiltration Capability			☐	
☐ Discharge			☐	
☐ Fence			☐	
☐ Access			☐	
☐ Other			☐	

BMP PHOTOS

APPENDIX F

- **SWPPP**

Upton, Massachusetts

Stormwater Pollution Prevention Plan (SWPPP)

.

June 2021

DEPARTMENT OF PUBLIC WORKS
100 PLEASANT STREET

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

Stormwater Pollution Prevention Plan (SWPPP)

Upton, Massachusetts

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DEPARTMENT OF PUBLIC WORKS
100 PLEASANT STREET

Prepared by: BETA GROUP, INC.
Prepared for: Town of Upton

June 2021

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.

Authorized Official

Director of Public Works
Title

10/8/2021
Date

TABLE OF CONTENTS

LIST OF TABLES

LIST OF ATTACHMENTS

INTRODUCTION

This Stormwater Pollution Prevention Plan (SWPPP) has been developed by BETA Group, Inc. (BETA) on behalf of the Town of Upton (the Town), Massachusetts, Department of Public Works (DPW) to address the requirements of the United States Environmental Protection Agency (EPA) 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 PERMIT. This SWPPP is outlined as follows:

1. *Pollution Prevention Team*
2. *Description of Facility*
3. *Identification of Stormwater Controls*
4. *Management Practices*
5. *Site Inspections*

1.0 POLLUTION PREVENTION TEAM

The Upton DPW has assigned a Pollution Prevention Team (PPT) for this SWPPP. PPT team members and contact information are summarized below. The role of the PPT is to develop, implement, maintain, and revise as necessary, this SWPPP. The PPT also has the following responsibilities:

Name:	**Dennis Westgate**	Title:	**Director**	Department	**Department of Public Works**
Phone:	**508.529.3067**	Email:	**DWestgate@uptonma.gov**		
Responsibilities: **MS4 Coordinator, IDDE Program, Good Housekeeping, Reporting & Record Keeping**					

Name:	**John Johnson**	Title:	**Highway Superintendent**	Department:	**Department of Public Works**
Phone:	**508.529.3067**	Email:	**JJohnson@uptonma.gov**		
Responsibilities: **MS4 Co-Coordinator IDDE Program, Good Housekeeping, SWPPP Training, Reporting & Record Keeping**					

Name:	**Phil Paradis, PE**	Title:	**Project Manager**	Company	**BETA Group**
Phone:	**781-255-7980**	Email:	**PParadis@beta-inc.com**		
Responsibilities: **MS4 Consultant to the Town**					

2.0 DESCRIPTION OF FACILITY

2.1 FACILITY SUMMARY

The Town of Upton DPW facility is located at 100 Pleasant Street in Upton, Massachusetts (the site) and is owned and operated by the Town. Information provided in this, and the following sections is based on observations made during a site visit on April 15, 2020. During the site visit, BETA personnel were escorted by Mr. John Johnson, Highway Supervisor for the Upton DPW. Mr. Johnson provided a general overview and layout of facility operations, activities performed and material storage information.

The site consists of an approximate rectangular-shaped parcel that includes 10.93 acres of land improved with five buildings (one being a temporary mobile office trailer). The site buildings are located along the northern portion of the property, which is paved. The remainder of the site has an earthen or gravel surface. A pond is located on the southern portion of the parcel, which is wooded, along with the remainder of the parcel. An unnamed stream flows southwest of the pond, through marsh and wetland areas, to its confluence with the West River, approximately 1,500 feet southwest of the site. The area surrounding of the site is largely undeveloped, with wooded areas (Upton Town Forest) located to the west, south and southeast of the site. Open space is located to the north of the site, beyond Pleasant Street. Nipmuc Regional High School is located to the northeast of the site. The site's location is depicted on the **Site Map** included in **Attachment A**. Pertinent site details, including layout, location of any stormwater outfalls, receiving waters and structural controls, are depicted on the **Site Map.**

2.2 SITE MAP

The facility consists of approximately 10.93 acres and contains the structures and other features identified above, shown on the **Site Map** and described in detail in the following sections. Components shown on the site map include as applicable:

- 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
- Vehicle fueling areas
- Aboveground storage tanks (indoors and outdoors)
- Salt storage areas
- Materials stockpiles
- Waste disposal areas

2.2.1 Inventory of Building

The site includes the following buildings and structures and their use:

Table 2.1 - Inventory of Buildings

No.	Use	Floor Drain
1	Vehicle Maintenance and Storage	☒Y ☐N
2	Vehicle Storage	☐Y ☒N
3	Salt Storage	☐Y ☒N
4	Vehicle Fueling	☐Y ☒N
5	Administration Building	☐Y ☒N

2.2.2 Parking Areas

Employee parking is provided on the northeast portion of the site, near the Administration building (Building 5).

2.2.3 Inventory of Vehicles & Equipment

The Town maintains an inventory of vehicles and heavy equipment. A copy of the inventory is included in **Attachment B**.

2.3 Site Drainage & Receiving Waters

Drainage at the site generally flows to the northeast over paved and earthen areas. Three leaching catchbasins collect runoff on the northern portion of the site. Runoff also flow towards low-lying areas on the eastern site perimeter. These areas are generally earthen, and infiltration of some runoff is expected. A swale located along on the southern portion of the site diverts runoff north, away from the pond. Floor drains in the maintenance garage (Building 1) are connected to a tight tank, the contents of which are routinely pumped and removed from the site. Sanitary waste is handled by an on-site septic tank and leaching fields, located on the northern portion of the site. Surface runoff flow direction, drainage structures and features are indicated on the **Site Map**.

2.4 Potential Pollutant Sources

An inventory of activities performed at the site and associated potential stormwater pollutants is provided in **Attachment C**. Locations of activities and potential stormwater pollutants are indicated in on the **Site Map**.

3.0 Stormwater Controls

Structural stormwater controls including drainage structures, pipes, and conveyances; stormwater best management practices (BMPs) and outfall(s) are shown on the **Site Map**. These controls, used and maintained in accordance with good engineering practices, manufacturer's specifications and management practices detailed in **Section 4.0**, address the quality of discharges from the site.

4.0 MANAGEMENT PRACTICES

The following sections summarize the management practices (non-structural stormwater controls) to be implemented at the site to mitigate the potential for potential pollutants to impact stormwater.

4.1 MINIMIZE OR PREVENT EXPOSURE

To the extent practicable, either locate materials and activities inside or protect them with storm-resistant coverings to prevent exposure to rain, snow, snowmelt, and runoff (although significant enlargement of impervious surface area is not recommended). Materials do not need to be enclosed or covered if stormwater runoff from affected areas will not be discharged directly or indirectly to surface waters or to the MS4 or if discharges are authorized under another NPDES permit.

Fueling Areas

Vehicle fueling activities can result in gasoline and diesel fuel entering the storm drain system. Spills can occur by topping off fuel tanks and during deliveries. If possible, fueling areas should be placed under cover to minimize exposure. Best management practices for fueling areas include the following:

- Deliveries to fuel tanks and fueling of vehicles and equipment should occur on impervious surfaces with proper containment. Spill response kits should be readily accessible at fueling and maintenance areas.
- Fuel dispenser containment features (grooves in concrete pad perimeter) should be kept free of debris.
- Fueling areas owned or operated by the municipality should be covered.

Vehicle Storage[1]

Rainfall on vehicles and equipment storage areas has the potential to collect pollutants and result in high loads of nutrients, metals, and hydrocarbons in stormwater runoff. To prevent this, best management practices include the following:

- All vehicles, equipment and hazardous waste storage containers should receive regular maintenance and be inspected for leaks or defective parts.
- Vehicles and equipment should be stored on a covered slab or within a building with a common drain that discharges to an oil/water separator.
- Outdoor storage of vehicles and equipment should not occur in areas that drain to the storm drain system unless adequate devices are in place to remove oil, sediment and other pollutants.
- Vehicles with fluid leaks should be stored indoors or containment be provided until repaired.

Vehicle and Equipment Maintenance[1]

Vehicle and equipment maintenance shall be conducted in a manor to reduce the discharge of pollutants by following these best management practices:

[1] Buildings 1 is used for vehicle storage and maintenance. Floor drains in this building is connected to a tight tank, the contents of which are routinely pumped and removed from the site

- Conduct routine inspections of heavy equipment and vehicles to proactively identify maintenance needs or potential leaks.
- Use drip pans as needed until repairs can be performed and when drip pans are used, avoid overtopping.
- Drain fluids from leaking or wrecked vehicles and parts as soon as possible. Dispose of fluids properly.
- Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
- Recycle or dispose of waste properly and promptly.
- Conduct all body repair and painting work indoors.
- Minimize waste from paints and thinners. Calculate paint needs based on surface area.
- Do not wash or hose down storage areas unless there is prior approval to collect and discharge the water into the sanitary sewer. Use dry cleanup methods (vacuum, sweep) to clean up metal filings and dust and paint chips from grinding, shaving, and sanding. Sweep debris from wet sanding after allowing it to dry overnight on the shop floor. Dispose of waste properly; never dump waste into storm or sanitary sewers.
- Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.
- Store materials and waste in labeled containers under cover and in secondary containment.
- Chemicals should not be combined in containers.
- Carefully transfer collected fluids from containers into designated storage areas as soon as possible.
- Waste liquids (oil, antifreeze, etc.) should be properly stored on-site and routinely disposed by licensed waste haulers at licensed disposal facilities.
- Store new and used batteries securely to avoid breakage. Store indoors or in secondary containment to contain potential acid leaks. Recycle used batteries.

Parts Cleaning

Cleaning of parts can transport pollutants into the storm drain system or surface waters. The MS4 Permit does not authorize these types of discharges. Best management practices to avoid this include the following:

- Use designated areas for engine, parts, or radiator cleaning. Do not wash or rinse parts outdoors. If parts cleaning equipment is not available, then capture parts cleaning fluids.
- Recycle cleaning solution. Never discharge waste to the sanitary sewer or storm sewer.
- Use steam cleaning or pressure washing of parts instead of solvent cleaning. Cleaning equipment must be connected to an oil/water interceptor prior entering the sanitary sewer.
- When using solvents for cleaning, drain parts over the solvent tank to avoid drips to the floor. Catch excess solutions and divert them back to tank. Allow parts to dry over the hot tank.

Vehicle and Equipment Wash Waters

Washing down of maintenance and fueling areas, as well as equipment and vehicles can transport pollutants into the storm drain system or surface waters. The MS4 Permit does not authorize these types of discharges. Best management practices to ensure that vehicle wash waters are not discharged to the municipal system or surface waters include the following:

- Vehicles and equipment should be washed inside whenever possible to reduce runoff to the stormwater system.
- Grassy and pervious (porous) surfaces may be used to promote direct infiltration of wash water, providing treatment before recharging groundwater and minimizing runoff to an adjacent stormwater system. Pervious surfaces or other infiltration-based systems should not be used within wellhead protection areas or within other protected resources.
- Avoid discharge of any wash water directly to the storm drainage system or surface water (e.g., stream, pond, or drainage swale)
- Do not use solvents except in dedicated solvent parts washer systems.
- Wash vehicles with non-toxic, phosphate-free, biodegradable cleaners
- Wash vehicles on an asphalt lot using a collection system with containment berms and discharge to water quality devices that will remove pollutants. Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.
- Floor drains should be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface water bodies or engineered storm drain systems should be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
- Designate separate areas for routine maintenance and vehicle cleaning. This helps prevent contamination of wash water by motor oils, hydraulic lubricants, greases, or other chemicals.

Earth Material Stockpile Areas

Stockpiling material on the site may be needed temporarily or permanently depending on the time or year or town projects. BMPs for protecting stockpiles include adequate cover or temporary stabilization as well as temporary sediment perimeter controls at the base of the stockpile.

- Divert stormwater runoff around stockpile areas.
- Cover stockpiles with plastic, geotextile, or temporary seed.
- Temporary sediment perimeter controls, including silt fence, filters socks, or fiber rolls, may be placed a short distance from the base of the stockpile. Maintaining a short distance from the base of the stockpile to the perimeter control is important as it allows water to pond, if needed.

4.2 GOOD HOUSEKEEPING

All exposed areas that are potential sources of pollutants, shall be kept clean using such measures as sweeping at regular intervals. Ensure that trash containers are closed when not in use, keep storage areas well swept and free from leaking or damaged containers; and store leaking vehicles needing repair indoors.

Sweeping and Cleaning of Parking Lots

Vehicle surfaces can collect a variety of contaminants such as sediments, oil, grease, and metals during daily activities. The MS4 permit requires that parking lots are swept, and surrounding areas of the facility are kept clean to reduce runoff of pollutants.

Parking lot sweeping and cleaning follows the same schedule as street sweeping, at least twice per year in Spring and Fall, with additional sweeping as need for specific sites.

Waste Management

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. Best management practices for handling, storage, transfer and disposal of trash and recyclables include the following:

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
- 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.
- Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.
- Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- Do not locate dumpsters over or adjacent to catch basins.
- 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 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.
- 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 dumpster areas, regularly pick up surrounding trash and debris and regularly sweep the area.
- In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks. Regularly sweep the area.

4.3 Preventative Maintenance

All equipment and systems shall be regularly inspected, tested, maintained, and repaired to avoid situations that may result in leaks, spills, and other releases of pollutants to stormwater and receiving waters. Inspections shall occur at a minimum once per quarter.

Use Storage and Disposal of Potential Pollutants

Potential pollutants or hazardous wastes that may be used and stored in or around municipal building and facilities include pesticides, paints, cleaners, petroleum products, fertilizers, and solvents. Careful handling and proper storage of these products are the best means of preventing spills and pollution to the environment. Best management practices include the following:

- Storage and handling areas should be covered or enclosed to reduce potential contact with stormwater and wind.
- Potential pollutants should be transported using approved methods and containers to minimize the chance of spillage, and by employees that have familiarity with the potential environmental and human health hazards of the products.
- Proper spill kits applicable to the products being used at each specific building or facility should be easily accessible and marked clearly so employees can follow procedures quickly and effectively. Leaks or spills should be cleaned up in a timely manner.
- Establish separate storage areas for these types of products with measures in place to contain any spill leaking out of the storage area.
- A designated person should be responsible for these areas.
- The storage area should be inspected frequently, kept clean and in good order with proper labels and signs, and consistent disposal practices.
- Floor drains in storage areas should be disconnected from the stormwater system.
- Routinely inspect buildings and facilities for areas of potential leaks.
- 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.
- Do not discharge chlorinated pool water into the stormwater system. Water must be properly dechlorinated and tested before it is discharged.
- Ensure that the washwater does not flow into the storm system. Containment or filtering systems should be provided.

4.4 Spill Prevention and Response

The permittee shall minimize the potential for leaks, spills, and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the permittee shall have procedures that include:

- Preventive measures such as barriers between material storage and traffic areas, secondary containment provisions, and procedures for material storage and handling.

- Response procedures that include notification of appropriate facility personnel, emergency agencies, and regulatory agencies, and procedures for stopping, containing, and cleaning up leaks, spills and other releases. Measures for cleaning up hazardous material spills or leaks shall be consistent with applicable Resource Conservation and Recovery Act (RCRA) regulations at 40 CFR section 264 and 40 CFR section 265. Employees who may cause, detect, or respond to a spill or leak shall be trained in these procedures and have necessary spill response equipment available. If possible, one of these individuals should be a member of the Pollution Prevention Team; and
- Contact information for individuals and agencies that shall be notified in the event of a leak, spill, or other release. Where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under 40 CFR section 110, 40 CFR section 117, or 40 CFR section 302, occurs during a 24-hour period, the permittee shall notify the National Response Center (NRC) at (800) 424-8802 in accordance with the requirements of 40 CFR section 110, 40 CFR section 117, and 40 CFR section 302 as soon as the permittee has knowledge of the discharge. State or local requirements may necessitate reporting spills or discharges to local emergency, public health or drinking water supply agencies, and owners of public drinking water supplies. Contact information shall be in locations that are readily accessible and available.

Spill Prevention Plans

The Town has spill kits and prevention and control plans in place for all buildings and facilities where hazardous wastes are stored or used. These are coordinated with the fire department as necessary.

Per the Massachusetts Clean Water Toolkit Fact Sheet for Spill Prevention and Control Plans, it is recommended that Spill Prevention and Control Plans (SPCP) clearly state measures to stop the source of a spill, contain the spill, clean up the spill, dispose of contaminated materials, and train personnel to prevent and control future spills. The SPCP should define material handling procedures and storage requirements and outline actions necessary to reduce spill potential and impacts on stormwater quality. The plan can be a procedural handbook, or a poster placed in several locations at the site.

4.5 Erosion and Sediment Control

Structural and non-structural control measures shall be used at the facility to stabilize and contain runoff from exposed areas and to minimize or eliminate onsite erosion and sedimentation. Efforts to achieve this may include the use of flow velocity dissipation devices at discharge locations and within outfall channels where necessary to reduce erosion.

Erosion Control

Site maintenance activities include erosion control, specifically with respect to poor vegetation cover and particularly within 50 feet of surface water. Best management practices include the following:

- Prevention of erosion and sedimentation is preferable to installing treatments devices.
- Protect vegetated and wooded buffers and leave vegetated areas undisturbed to the extent possible.
- Inspect sites regularly for locations of poor vegetation cover, erosion and sedimentation and channelization. If stabilization is required, corrective actions should be identified and implemented as soon as possible.

- If exposed, soils should be stabilized by mulching, seeding with fast-growing native grass and/or planted with native tree and shrubs. Use erosion control blankets when seeding slopes.
- If necessary, slow stormwater runoff velocities with conveyance measures such as riprap channels or vegetated swales, check dams, level spreaders and outlet protection, etc.
- A buffer/filter strip should be left around surface waters. No fertilizers or pesticides should be applied in the buffer/filter strip except where necessary.

4.6 MANAGEMENT OF RUNOFF

The permittee shall manage stormwater runoff from the facility to prevent or reduce the discharge of pollutants. This may include management practices which divert runoff from areas that are potential sources of pollutants, contain runoff in such areas, or reuse, infiltrate or treat stormwater to reduce the discharge of pollutants.

Catch Basin Cleaning Program

All catch basins on the site are to be included in the catch basin inspection and cleaning optimization program.

Stormwater Management BMP Maintenance

Stormwater BMPs for this facility (excluding catch basins) are to be inspected quarterly and maintained as necessary to provide optimum treatment of stormwater runoff. The Town will keep a log of stormwater management structures inspected and report on the condition and maintenance performed. BMPs are included in the SWPPP inspection form provided in **Attachment D.**

The following are maintenance activities and procedures for each type of BMP on the site based on the Massachusetts Stormwater Handbook:

Conveyance BMPs

WATER QUALITY SWALE

Water quality swales are vegetated open channels designed to treat a required water quality volume and incorporate specific features to enhance pollutant removal. Inspection and maintenance should be conducted annually and include the following:

- Inspection – make sure vegetation is adequate and slopes are not eroding, check for rilling and gullying, ponding and sedimentation
- Manually remove sediment and debris
- Mow swale depending on vegetation type – if grass, now when height reaches 6 inches but do not cut shorter than 3 inches
- Repair eroded areas and re-vegetate if needed
- Re-seed as necessary

Infiltration BMPs

LEACHING CATCH BASINS

A leaching catch basin is a pre-cast concrete barrel and riser with an open bottom the allows runoff to infiltrate into the ground. These can be configured as a stand-alone structure or combined with a deep sump catch basin to provide pretreatment. Leaching basins are typically set in an excavation lined with a geotextile liner to prevent fine soil particles from migrating into the void spaces of the stone surrounding it. Inspection and maintenance should include the following:

- Inspect unit and remove debris
- Remove sediment when the basin is 50% full
- Rehabilitate the basin as needed if it fails do to clogging

Other BMPs

STONE CHIP OR GRAVEL DRIVEWAYS AND PARKING AREAS

Stone chip or gravel surfaces allows parking lot, driveway and/or roadway runoff to infiltrate directly into the soil. They need to be designed and constructed with a base similar to a traditional road in order to prevent ponding of water and washout. Inspection should be conducted annually, and maintenance as needed including the following:

- Inspect the surface annually for deterioration and assess exfiltration capacity- monitor after a storm to ensure the surface drains properly without ponding
- Remove debris (leaves, sticks, weeds, etc.) on a weekly basis
- Regrade surface for proper drainage and add new stone/gravel where necessary to fill holes and ruts
- Apply a fresh layer of gravel to the surface every 1-2 years

Additional guidance for Structural BMP operations and maintenance can be found in the latest version of the Massachusetts Department of Environmental Protection Stormwater Handbook, Volume 2, Chapter 2, located at: https://www.mass.gov/doc/massachusetts-stormwater-handbook-vol-2-ch-2-stormwater-best-management-practices/download

4.7 Salt Storage Piles or Piles Containing Salt

For storage piles of salt or piles containing salt used for deicing or other purposes (including maintenance of paved surfaces) for which the discharge during precipitation events discharges to the permittee's MS4, any other storm sewer system, or to a Water of the US, the permittee shall prevent exposure of the storage pile to precipitation by enclosing or covering the storage piles. As of July 1, 2020, such piles shall be enclosed or covered. The permittee shall implement appropriate measures (e.g., good housekeeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile. The permittee is encouraged to store piles in such a manner as not to impact surface water resources, ground water resources, recharge areas, and wells.

4.8 Employee Training

The permittee shall regularly train employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP (e.g., inspectors, maintenance personnel), including all members of the Pollution Prevention Team. Training shall cover both the specific components and scope of the SWPPP, and the control measures required under this part, including spill response, good housekeeping, material management practices, any best management practice operation and maintenance, etc. EPA recommends annual training.

The permittee shall document the following information for each training:

- The training date, title and training duration
- List of municipal attendees
- Subjects covered during training

4.9 Maintenance of Control Measures

The permittee shall maintain all control measures, required by the permit in effective operating condition. The permittee shall keep documentation onsite that describes procedures and a regular schedule for preventative maintenance of all control measures and discussions of back-up practices in place should a runoff event occur while a control measure is off-line. Nonstructural control measures shall also be diligently maintained (e.g., spill response supplies available, personnel trained).

5.0 Site Inspections

Inspect all areas that are exposed to stormwater and all stormwater control measures. Inspections shall be conducted at least once each calendar quarter (winter, spring, summer and fall). The quarters begin on January 1, April 1, July 1, and October 1. More frequent inspections may be required if significant activities are exposed to stormwater. Inspections shall be performed when the facility is in operation. At least one of the quarterly inspections shall occur during a period when a stormwater discharge is occurring.

The permittee shall document the following information for each facility inspection:

- 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

If during the inspections, or any other time, the permittee identifies control measures that need repair or are not operating effectively, the permittee shall repair or replace them before the next anticipated storm event if possible, or as soon as practicable following that storm event. In the interim, the permittee shall have back-up measures in place.

A SWPPP inspection form is provided in **Attachment D**. The permittee shall report the findings from the Site Inspections in the annual report.

6.0 RECOMMENDATIONS

Based on BETA's April 15, 2020 site visit, we are providing the following recommendations to attain or maintain compliance with the MS4 permit requirements.

1. Stormwater runoff at the site generally flows to the northwest over paved surfaces and discharges leaching catchbasins and low-lying areas at the perimeter of the site. Stormwater runoff is controlled via a swale on the southern portion of the site. We suggest that these stormwater structures be routinely inspected and maintained (mowing, cleared of debris, sedimentation, etc.) to maintain their effectiveness as summarized in **Section 4.6**.
2. Vehicle washing is currently performed outside on paved areas and washwater flows to the leaching catchbasins. We suggest continuing to inspect the leaching catchbasins routinely and clean out as necessary.
3. There are several uncovered material stockpiles on the southeastern portion of the property. These are generally on earthen cover where stormwater runoff would be expected to infiltrate the ground. We recommend following BMPs summarized in **Section 4.1** to address any potential impacts to stormwater runoff resulting from these stockpiles.

ATTACHMENT A – Site Map

Map 1 of 1

DPW Yard

100 Pleasant Street

Town of Upton, MA
SWPPP Map

Construction Materials Storage

Building 3 Salt/Sand Storage

Building 2 Vehicle Storage

Equipment & Supply Storage

Construction Material Stockpiles

Building 1 Vehicle Maintenance & Storage

Leaching Field

Septic Tank

Tight Tank

Building 4 Vehicle Fueling

Fuel Oil AST

Solid Waste

Seasonal Equipment Storage

Building 5 Administration

PLEASANT STREET

MAPLE AVENUE

Stormwater Legend

- Town-Owned DMH
- Town-Owned Leaching CB
- Town-Owned Non-Leaching CB
- Pipe
- Swale
- Surface Water Flow Direction

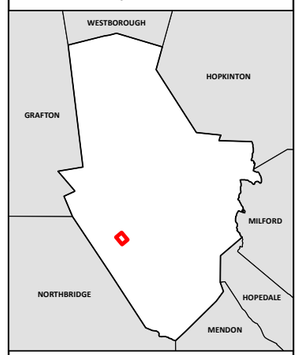
N

0 40 80 Feet

Plot Date: 5/11/2020

For Internal Review Only

Map Location



BETA

ATTACHMENT B – Vehicle Inventory

Town of Upton
FY20 Capital Improvement Plan

DEPARTMENT	VEHICLE NUMBER	PROJECT DESCRIPTION	FY20
HIGHWAY		1987 OSHKOSH DUMP TRUCK	
HIGHWAY	28	1990 INTERNATIONAL 10-WHEEL	
HIGHWAY		1993 OSHKOSH PLOW TRUCK	
HIGHWAY		1994 HUDSON HBC10 TRAILER	
HIGHWAY	58	1997 TRACKLESS	
HIGHWAY	59	2012 TRACKLESS	
HIGHWAY		1998 INGERSOL RAND COMPRESSOR	
HIGHWAY		1999 CATERPILLAR FRONT-END LOADER	
HIGHWAY		2004 CATERPILLAR BACKHOE	
HIGHWAY	27	2005 INERNATIONAL 700 SER 10-WHEEL	
HIGHWAY		2005 MAGNUM GENERATOR	
HIGHWAY	55	2006 CHEVY SILVERADO PICKUP	
HIGHWAY	21	2008 CHEVY SILVERADO PICKUP	
HIGHWAY	23	2011 CHEVY SILVERADO 1-TON DUMP	
HIGHWAY	22	2011 CHEVY SILVERADO 1-TON DUMP	
HIGHWAY	26	2012 INTERNATIONAL 6-WHEEL	
HIGHWAY	25	2012 INTERNATIONAL 6-WHEEL	
HIGHWAY	20	2014 EXPLORER DPW DIRECTOR	
HIGHWAY		2015 BIG TEX TILT TRAILER	
HIGHWAY		2015 FALCO HOT BOX	
HIGHWAY	50	2017 CHEVY SILVERADO PICKUP H SUPT	
HIGHWAY	24	2019 INTERNATIONAL 6-WHEEL	
HIGHWAY		1963 CLARK C20B FORK TRUCK	$10,000.00
HIGHWAY		2005 3060M LIGHT TOWER	
HIGHWAY		2017 BOMAG ROLLER 900-50	
HIGHWAY		2000 TEREX AERIALS TS20 MAN LIFT	
HIGHWAY		2003 VERMEER BC1000XL CHIPPER	
HIGHWAY		2017 POWER AMERICA AC162 PRESSURE WASHER	
HIGHWAY		2017 SNOWLOWER ATTACHMENT/TRACKLESS	
HIGHWAY		2005 SNOWBLOWER ATTACHEMENT/TRACKLESS	
HIGHWAY		2005 V-PLOW ATTACHEMENT/TRACKLESS	
HIGHWAY		2012 V-PLOW ATTACHEMENT/TRACKLESS	
HIGHWAY		2005 BROOM ATTACHEMENT/TRACKLESS	
NEW CAPITAL		JOHN DEERE ROAD-SIDE BRUSH/MOWING TRACTOR	**$130,000.00**
TOTAL			**$140,000.00**
PARK/CEMETERY	52	2000 FORD 1-TON FLAT BED	
PARK/CEMETERY		1987 RAZORBACK FS10 TRAILER	
PARK/CEMETERY		2010 HOMESTEAD UTILITY TRAILER	
PARK/CEMETERY		2012 KRISTI TRAILER	
PARK/CEMETERY		2012 JOHN DEER TRACTOR W/LOADER	
PARK/CEMETERY		2012 MONSTER UTILITY LEAF VAC	
PARK/CEMETERY		2016 CHEVY SILVERADO PICKUP P/F/C FOREMAN	
PARK/CEMETERY		2014 HUSTLER SUPER Z MOWER	
PARK/CEMETERY		2019 HUSTLER SUPER Z MOWER	

ATTACHMENT C –Summary of Site Activities and Potential Stormwater Pollutants

ATTACHMENT C: Summary of Site Activities and Potential Stormwater Pollutants

Activity	Description	Building Reference	Material Inventory	Potential Stormwater Pollutants	Quantity	Potential Exposure to Stormwater	Management Practices	
							Structural	Non-structural
Vehicle Fueling	Fueling of Town-owned and operated vehicles	4	Diesel Fuel	Petroleum Hydrocarbons	1,000-gal AST	Low - covered storage	Covered storage	Spill Kit in Close Proximity
Vehicle Maintenance	Maintenance and Storage of Town-owned and operated vehicles and equipment	1	Motor Oil	Petroleum Hydrocarbons	Varies	Low - in covered bldg	Floor Drains are connected to a tight tank which is emptied routinely	Maintenance conducted inside building, good housekeeping and tight tank maintenance
			Hydraulic Fluid	Petroleum Hydrocarbons				
			Lubricants	Petroleum Hydrocarbons				
			Transmission Fluid	Petroleum Hydrocarbons				
			Waste Oil	Petroleum Hydrocarbons				
			Antifreeze	Ethylene glycol				
			Coolant	Ethylene glycol				
			Brake Fluid	Glycols				
Vehicle Washing	Washing of Town-owned and operated vehicles	1	Detergents	Surfactants	Varies	Low - vehicles washed primarily outdoors, washwater discharges to onsite leaching basins. If washed indoors, washwater discharges to floor drains that are connected to a tight tank	Catchbasin maintenance	Good housekeeping practices
				Wastewater				Regular sweeping
Construction Materials	Storage and handling of construction materials and miscellaneous maintenance products (gravel, loam, aggregates, etc.)	N/A	Asphalt	Petroleum Hydrocarbons	Varies	High - materials not covered but are generally stored on earthen areas and stormwater runoff is expected to infiltrate the ground. Runoff to other areas is diverted via a swale to low-lying areas and leaching basins	Swale and leaching basins	Routine inspection and maintenance, good housekeeping practices
			Aggregate	Sediment				
			Loam	Sediment				
			Paint	Sediment, debris				
			Brush/Compost	Nutrients, debris				
			Castings, blocks	Metals				
			Scrap Metal	Metals				
Sand/Salt Storage and Handling	Storage and handling of sand/salt for winter roadway applications	3	Sand	Sediment	100 cy (approx.)	High - not covered, discharge to on-site leaching basins or earthen areas	Covered storage for salt	Routine sweeping
			Salt	Chlorides	1,500 ton (approx.)	Low - covered storage		Good housekeeping practices
Above Ground Storage Tanks	Deicing	2	Calcium chloride	Chlorides	2,500-gal	Low - stored in covered area	Covered storage	Good housekeeping practices
	Building 1 heating	1	Fuel oil	Petroleum Hydrocarbons	1,000-gal			
	Waste oil	1	Waste Oil	Petroleum Hydrocarbons	275-gal			
Emergency Generators	Facility back-up generator	1	Diesel Fuel	Petroleum	100-gal	Low - petroleum products are stored in generator in a covered building	Covered storage	Spill Kit on-site
Solid Waste Management	Dumpsters located on-site	N/A	Solid waste	Debris, metals	Varies	Low - potential pollutants are covered and contained. Routinely removed	Covered storage	Solid waste removal
								Good housekeeping practices
Parking Areas	Parking for Town employees at the Administration Building and DPW Yard	N/A	N/A	Sediment, oil from vehicles	Varies	Low - stormwater runoff from parking areas discharges to a leaching basin	Catchbasin maintenance	Routine sweeping
								Good housekeeping practices
Administration	Town administrative offices (temporary office trailer)	5	N/A	N/A	N/A	Low - potential pollutants, if present are covered and consist of minor quantities	Covered storage	Good housekeeping practices

ATTACHMENT D – SWPPP Inspection Form

Report No. _____

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) INSPECTION FORM

Location:	Department of Public Works: 100 Pleasant St.	Date:		Last Insp:	
		Arrive:		Leave:	
Inspector:					
Recent Rainfall:		Current Weather:			
Unidentified Discharges? Spills?					
Add. Info:					

CONTROL MEASURES/ACTION REQUIRED: ☐ YES ☐ NO

(INSPECT FOR ALL APPLICABLE CONTROLS LISTED)

Control	Condition	Required Action	Completed (by)	Date
☐ Fuel Dispensing Area BMPs			☐	
☐ Vehicle Washing Area BMPs			☐	
☐ Vehicle Repair Indoors			☐	
☐ Pavement Sweeping			☐	
☐ Trash Management			☐	
☐ Spill Prevention & Response			☐	
☐ Erosion & Sediment Controls			☐	
☐ Manage Runoff			☐	
☐ Salt Storage Area			☐	
☐ Drainage Swale			☐	
☐ Leaching Catch Basins			☐	
☐ Other			☐	

FAILED CONTROL MEASURES REQUIRE REPLACEMENT: ☐ YES ☐ NO

Control	Condition	Required Action	Completed (by)	Date
☐			☐	

SWPPP CHANGES: ☐ YES ☐ NO

Control	Change	Completed (by)	Date
☐		☐	

MANAGEMENT PRACTICES

1. Minimize or Prevent Exposure: To the extent practicable either locate materials and activities inside, or protect them with storm-resistant coverings in order to prevent exposure to rain, snow, snowmelt and runoff (although significant enlargement of impervious surface area is not recommended). Materials do not need to be enclosed or covered if stormwater runoff from affected areas will not be discharged directly or indirectly to surface waters or to the MS4 or if discharges are authorized under another NPDES permit.
2. Good Housekeeping: Keep clean all exposed areas that are potential sources of pollutants, using such measures as sweeping at regular intervals. Ensure that trash containers are closed when not in use, keep storage areas well swept and free from leaking or damaged containers; and store leaking vehicles needing repair indoors.
3. Preventative Maintenance: Regularly inspect, test, maintain, and repair all equipment and systems to avoid situations that may result in leaks, spills, and other releases of pollutants in stormwater to receiving waters. Inspections shall occur at a minimum once per quarter.
4. Spill Prevention and Response: Minimize the potential for leaks, spills, and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the permittee shall have procedures that include:
    a. Preventive measures such as barriers between material storage and traffic areas, secondary containment provisions, and procedures for material storage and handling.
    b. Response procedures that include notification of appropriate facility personnel, emergency agencies, and regulatory agencies, and procedures for stopping, containing, and cleaning up leaks, spills and other releases. Measures for cleaning up hazardous material spills or leaks shall be consistent with applicable Resource Conservation and Recovery Act (RCRA) regulations at 40 CFR section 264 and 40 CFR section 265. Employees who may cause, detect, or respond to a spill or leak shall be trained in these procedures and have necessary spill response equipment available. If possible, one of these individuals should be a member of the Pollution Prevention Team; and
    c. Contact information for individuals and agencies that shall be notified in the event of a leak, spill, or other release. Where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under 40 CFR section 110, 40 CFR section 117, or 40 CFR section 302, occurs during a 24-hour period, the permittee shall notify the National Response Center (NRC) at (800) 424-8802 in accordance with the requirements of 40 CFR section 110, 40 CFR section 117, and 40 CFR section 302 as soon as the permittee has knowledge of the discharge. State or local requirements may necessitate reporting spills or discharges to local emergency, public health or drinking water supply agencies, and owners of public drinking water supplies. Contact information shall be in locations that are readily accessible and available.
5. Erosion and Sediment Control: Use structural and non-structural control measures at the facility to stabilize and contain runoff from exposed areas and to minimize or eliminate onsite erosion and sedimentation.
6. Management of Runoff: Manage stormwater runoff from the facility to prevent or reduce the discharge of pollutants. This may include management practices which divert runoff from areas that are potential sources of pollutants, contain runoff in such areas, or reuse, infiltrate or treat stormwater to reduce the discharge of pollutants.
7. Salt Storage Piles or Piles Containing Salt: Prevent exposure of the storage pile to precipitation by enclosing or covering the storage piles. Such piles shall be enclosed or covered within two (2) years of the permit effective date. Implement appropriate measures (e.g., good housekeeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile. Store piles in such a manner as not to impact surface water resources, ground water resources, recharge areas, and wells.