

# Pollution Prevention/Good Housekeeping Procedures For Municipal Operations

This document summarizes procedures to be taken to prevent a hazardous material spill and waste materials handling and disposal at the vehicle maintenance facility in York County.

## Section Description

- 1.0 Prevention of Illicit Discharges
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### 1.0 Prevention of Illicit Discharges.

The York County permit prohibits discharges of anything but storm water to the storm drains. Trained personnel will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge offsite. Connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated.

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employees lack of understanding, coupled with a lack of readily available proper routes for the discharge.

The County will make a long-term ongoing effort to assure that no illegal discharges will occur from municipal operations. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures are to help prevent non-stormwater discharges will be implemented:

Provide well-marked proper disposal or collection methods for solid or liquid waste.

Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.

Label all storm drain inlets and catch basins “No dumping—flows to the Bay”.

Periodically inspect and maintain the facility operations and BMPS to evaluate the success of efforts to reduce and eliminate non-storm water discharges.

Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.

## 2.0 Waste Material Handling

All waste material will be disposed properly in a dumpster or taken to a landfill. Landscape waste will be taken to the VPPSA Compost Facility.

## 3.0 Municipal Vehicle Wash Water Disposals

All vehicles should be washed at the cleaning station at the Vehicle Maintenance Yard. All drains from the wash area are connected to the sanitary sewer.

## 4.0 Prevention of Wastewater Discharge

The York County permit prohibits discharges of anything but storm water to the storm drains. Trained personnel will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge offsite. Connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. All wastewater must go to HRSD.

## 5.0 Water Pumped from Utility Construction and Maintenance

Water pumped from utility maintenance shall be taken to the Hampton Roads Sanitation District (HRSD). All water pumped from construction activity shall be discharged into a dewatering device in accordance with the Virginia Erosion and Sediment Handbook.

## 6.0 Bulk Storage BMP

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, and construction materials, or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water. Materials of concern on the facility include gravel, sand, lumber, topsoil, compost, concrete, metal products, and others.

The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- On a paved surface with a roof or covering so that no direct rainfall contacts them, and with appropriate berms or runoff controls to prevent run-on of storm water.
- On a specially constructed paved area with a drainage system with a slope to minimize water pooling. Prevent runoff and run-on with berms or curbing along the perimeter. Drainage is directed to treatment facilities or water quality catch basins along the lower edge of the pad.
- Covered with plastic sheeting, secured with weights such as tires or sand bags. If possible, a mounded or bermed area that will prevent run-on of storm water through the material will be used.
- The parking lot or other surfaces near bulk materials storage facilities will be swept periodically to remove fines that may wash out of the materials.
- Liquid tanks will be kept in a designated area on a paved impermeable surface and within a berm or other secondary containment.
- Hazardous materials will be stored in accordance with the Hazardous Material Plan and in a manner that ensures storm water protection.
- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.

- Road salt storage areas are covered.
- Salt truck loading areas are swept regularly to minimize salt laden runoff. Drainage from the salt truck loading area is captured by an onsite basin to minimize salt laden discharges from the facility.

#### 7.0 Prevent Pollution Discharge from Automobiles

Automobiles should be maintained properly without any leaks. If a leak does occur, they will be dealt with as follows:

Small spills: These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service or disposed of.

Medium-sized spills: These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially-prepared sawdust, or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.

Large spills: Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be plugged to prevent the spill enter from entering the MS4. Temporary plugs will be kept onsite for the facility inlets and employees will be trained in when and how to use them. For hazardous materials spills, the procedures described in the Hazardous Materials Management Plan will be implemented.

#### 8.0 Ensure Correct Application of Materials.

Facility managers will ensure all labels are on containers and employees receive training in materials handling and usage in accordance with manufacturer's recommendations.