



Operations and Maintenance of Municipal Buildings and Facilities

The Town of Wakefield performs a variety of operations and maintenance activities at its municipal buildings and facilities in accordance with NPDES regulations.

Municipal buildings and facilities often house various chemicals, such as petroleum products and hazardous materials. As a result, these buildings and facilities are potential sources of pollutant discharges to the storm drainage system. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

The Current municipal buildings and facilities maintenance activities regarding the use, storage, and disposal of petroleum products, dumpster and waste management activities, spill prevention plans and parking lot sweeping are as follows:

- Gasoline and oil are used in snow blowers and other gas-powered maintenance equipment
- Gasoline is stored in Steel type II safety Gas containers
- All petroleum products are stored in Flammable fuel storage cabinets
- When gas powered machinery is serviced, it is either sent to the DPW Fleet Maintenance Division or a third party vendor, to properly dispose of any hazardous material.
- If disposal of a Petroleum product or other hazardous waste is necessary, the Environmental Compliance Officer from the Fleet Maintenance Division is contacted.
- Heating oil is present in some of the municipal buildings which are monitored for leaks during daily building checks.
- Exterior Generators that are filled with diesel fuel are inspected regularly and protected by bollard posts.
- Recycling receptacles are kept indoors until they are scheduled to be picked up
- Grounds walks are performed by employees to pick up any loose debris and trash
- Dumpster enclosures are cleaned regularly
- Dumpster and waste management is performed by the Highway Division in conjunction with JRM
- Parking lot sweeping is performed by the Highway Division



Procedures:

Handling, Storage, Transfer, and Disposal of Trash and Recyclables

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
- 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 and sweep up around outdoor waste containers regularly.
- Clean up any liquid leaks or spills with dry cleanup methods.
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container (see Hazardous Materials Storage and Handling SOP).
- 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.
- For regular sweeping of municipally-owned parking lots, refer to Street and Parking Lot Sweeping SOP.

Building Maintenance

- When power washing buildings and facilities, ensure that the washwater does not flow into the drainage system. Containment or filtering systems should be provided.
- 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 up-gradient 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.
- Buildings should be routinely inspected for areas of potential leaks.

Storage of Petroleum Products and Potential Pollutants

- Floor drains in storage areas should be disconnected from the drainage system.
- Routinely inspect buildings and facilities for areas of potential leaks.
- For storage and handling procedures of petroleum products and potential pollutants, refer to Hazardous Materials Storage and Handling SOP and Fuel and Oil Handling Procedures SOP.
- All municipal buildings and facilities should be periodically inspected to address potential pollutant sources (e.g., leaks).

Spill Prevention

- Spill Prevention Control and Countermeasure (SPCC) Plans should be in place where applicable, based on inventories of material storage and potential pollutants. Follow SPCC procedures.

Employee Training

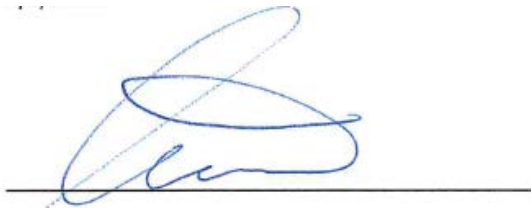
- Employees who perform maintenance or other applicable work at municipal buildings and facilities are trained monthly on these procedures and the proper operation of related equipment.
- Employees are trained annually on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Revising the SOP

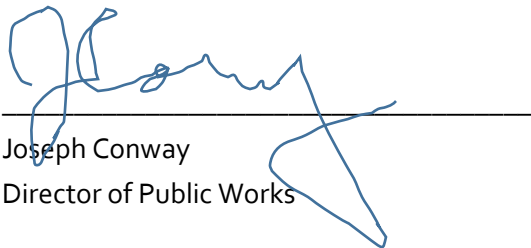
- These procedures are reviewed annually and updated as needed.

Effective

1/1/2020



Christopher Pierce
Buildings Manager



Joseph Conway
Director of Public Works