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Section 6.6 – MCM #6

**Good Housekeeping and Pollution Prevention for Permittee-Owned
Operations and Procedures**

Permit Part 2.3.7

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PERMITTEE OWNED FACILITIES

BMP: Parks and Open Spaces Operations and Maintenance Procedures

Requirements Due by Year 2

Description: Pembroke has established procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers (PHF) including minimizing the use of these products in accordance with manufacturer’s instructions; trash management; pet waste disposal; waterfowl management; and erosion and poor vegetative cover and as outlined in Section 2.3.7.1 a. of the MS4 permit.

Municipal Parks and Open Space Inventory

The following is a list of properties covered by these procedures and include all municipal and county facilities where fertilizers are stored, mixed, applied, recycled, or disposed of, and at municipal properties in which lawns or vegetation are mowed, trimmed, and maintained (e.g. parks, golf courses, and open space properties) located within the MS4 area. This inventory shall be updated annually during SWMP review.

| Park/Open Space | Address/Location | Services Contracted | Lawn Mowing | Landscaping | Fertilizing | Pesticide/Herbicide | Trash mgmt. | Pet waste | Waterfowl mgmt. | Other maintenance: |
|--|-------------------------|----------------------------|--------------------|--------------------|--------------------|----------------------------|--------------------|------------------|------------------------|---------------------------|
| Memorial Field | | | | | | | | | | |
| Langmaid Monument | | | | | | | | | | |
| Abbott Cemetery | | | | | | | | | | |
| Blueberry Hill Cemetery (Old North Pembroke) | | | | | | | | | | |
| Buck Street Cemetery | | | | | | | | | | |
| Evergreen Cemetery | | | | | | | | | | |
| French-Dearborn Cemetery | | | | | | | | | | |
| French Family Cemetery | | | | | | | | | | |
| North Pembroke Cemetery | | | | | | | | | | |
| Pembroke Hill Cemetery | | | | | | | | | | |
| Richardson Cemetery | | | | | | | | | | |

Add lines as necessary

Responsible Department/Parties: Pembroke

Training:

Annual maintenance procedures training will be made available to employees involved in Parks and Open Spaces operations. All contractors involved in Parks and Open Spaces operations are provided the information in this section of the SWMP.

Example training video:

<https://www.youtube.com/watch?v=6eD29UBINqE&feature=youtu.be>

Best Management Practices

The following best management practices (BMPs) aim to minimize the concentration of nitrogen and phosphorus in stormwater runoff:

Lawn Maintenance

Landscape Maintenance

- Mulch-mow grasses whenever possible; grass clippings are a natural fertilizer.
- Sweep grass clippings from sidewalks or streets back onto grassy areas.
- Dispose of organic wastes by composting whenever possible. When composting is not possible, dispose of organic wastes at an approved disposal facility. In both cases, ensure that runoff from sites does not enter a waterway.
- Do not wash down or dispose of lawn clippings, leaves, tree trimmings, or other landscape waste in a storm drain, drainage ditch, or open body of water.
- Consider landscape design that utilizes native, drought tolerant vegetation.

Application of Fertilizers

- Properly calibrate all fertilizer application equipment to ensure proper application rate.
- Time the application of fertilizers to coincide with the manufacturer's recommendation for best results.
- Consider using fertilizers with low or no levels of phosphorus.
- Consider use slow release fertilizers.

Storage and Handling of Fertilizers

- Store and mix fertilizers inside a covered area that has an impervious (i.e. hard or paved) surface, preferably indoors, so that spills or leaks will not contact soils or waters.
- Do not handle or dispose of fertilizers, pesticides, herbicides, or fungicides in or near storm drains, irrigation ditches, or surface water.
- Dispose of excess or leftover chemicals according to the instructions on the label, preferably on the target pest, vegetated area, or as hazardous waste.

Trash Management

- Routinely pick up any trash bags left along trails, parks, or streets.
- Empty trash cans and dumpsters regularly.
- Keep lids on all trash cans and dumpsters.

Pet Waste Cleanup

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- Post signs in areas concerning the proper disposal of pet wastes.

Waterfowl Waste Management

- Discourage waterfowl from living in stormwater infrastructure.

Erosion and Poor Vegetative Cover

- Install temporary sediment and erosion control stabilization measures as needed.
- Re-establish grass or native plants, especially within 50 ft of a surface water.

Measurable Goal(s): Implement the BMP’s on 100% of the parks and open spaces.

BMP: Buildings and Facilities Operations and Maintenance Procedures

Requirements Due by Year 2

Description: Evaluate the use, storage, and disposal of petroleum products and other potential stormwater pollutants. Provide employee training as necessary, ensure that Spill Prevention Plans are in place. Develop management procedures for dumpsters and other waste management equipment. Sweep lots and areas surrounding the facilities clean to reduce runoff of pollutants in accordance with Section 2.3.7.1 b. of the MS4 permit.

Municipal Buildings and Facilities Inventory

The following is a list of properties covered by these procedures and include all schools, municipal offices, police and fire stations, municipal pools, parking garages, etc. located within the MS4 area. This inventory shall be updated annually during SWMP review.

| Building | Address/Location | Services Contracted | Trash mgmt. | Building Maintenance | Pollutant Storage | Petroleum Storage | Other maintenance: |
|-----------------------------|-------------------------|----------------------------|--------------------|-----------------------------|--------------------------|--------------------------|---------------------------|
| Town Hall | | | | | | | |
| Safety Center | | | | | | | |
| Town Library | | | | | | | |
| Pembroke Academy | | | | | | | |
| Three Rivers School | | | | | | | |
| Pembroke Village School | | | | | | | |
| Pembroke Hill School | | | | | | | |
| Pembroke Water Works Office | | | | | | | |

Add lines as necessary

Responsible Department/Parties: Pembroke

Training:

Annual maintenance procedures training will be made available to employees involved in Municipal Building and Facilities operations. All contractors involved in Building and Facilities operations are provided the information in this section of the SWMP.

Best Management Practices

The following best management practices (BMPs) will be implemented at all municipally owned or operated buildings and facilities located within the MS4 area:

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

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.

- 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.
- Do not locate dumpsters over or adjacent to catch basins.
- 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.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.

Building Maintenance

- Sweep parking lots and keep areas surrounding facilities clean to reduce runoff of pollutants.

Storage of Petroleum Products and Potential Pollutants

- Evaluate the use, storage and disposal of petroleum products and other potential stormwater pollutants.
- Routinely inspect buildings and facilities for areas of potential discharges or leaks.

Spill Response

- Ensure that spill prevention plans are in place (these should be included for maintenance garages, public works yards, transfer stations and other waste handling facilities see individual SWPPPs).
- Notify the facility’s supervisor immediately and ensure that other staff and/or members of the public are aware of the spill and removed from the spill area as appropriate.
- Coordinate with fire department as necessary.
- For large oil spills, NHDES Petroleum Spill Response program will be notified immediately at (603) 271-3644 and an emergency response contractor would be called in.
- Materials and equipment necessary for spill cleanup may include but are not limited to brooms, dust pans, mops, rags, gloves, goggles, kitty litter, sand, sawdust, and plastic and metal trash containers specifically for the purpose.

Measurable Goal(s): Implement the BMP’s on 100% of buildings and facilities.

BMP: Vehicles and Equipment Operations and Maintenance Procedures

Requirements Due by Year 2

Description: Pembroke has established procedures for the storage of permittee vehicles. Vehicles with fluid leaks shall be stored indoors and containment shall be provided. Evaluate fueling areas owned by the permittee or used by permittee vehicles. Procedures have been established to ensure that vehicle wash waters are not discharged to municipal stormdrains or surface waters. Procedures have been established as outlined below and in accordance with Section 2.3.7.1.c of the MS4 permit.

Responsible Department/Parties: Pembroke

Training: Annual maintenance procedures training will be made available to employees involved in Vehicle Equipment operations.

Best Management Practices The following best management practices (BMPs) will be implemented for all municipally owned or operated vehicles and equipment:

Vehicle Storage

- Vehicles with fluid leaks shall be stored in doors or containment shall be provided until repaired.

Vehicle Maintenance

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- Conduct routine inspections of heavy equipment and vehicles to proactively identify maintenance needs or potential leaks.
- Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
- Recycle or dispose of waste properly and promptly.
- Sweep and pick up trash and debris as needed.
- Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.

Fueling

- Fueling areas owned or operated by the municipality should be covered if possible.
- Fueling areas should be evaluated to ensure that pollutants (e.g., gasoline or oil) do not enter the MS4.

Vehicle Washing Procedures

Outdoor washing of municipal vehicles should be avoided. Vehicle wash waters shall not be discharged to the MS4 or to surface waters.

Measurable Goal(s): Implement the BMP's on 100% of the vehicles.

INFRASTRUCTURE

BMP: Catch Basin Cleaning Program

Requirements Due by Year 1

Description: The Highway Department performs routine inspections, cleaning, and maintenance of the approximately 585 catch basins that are located within the MS4 regulated area. The Pembroke will implement the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4.

- Routine inspection and cleaning of catch basins. Catch basins should be cleaned such that they are no more than 50% full at any time. The Pembroke will initially inspect all catch basins within the regulated area within two (2) years of the effective date of the permit to evaluate sediment or debris accumulation and establish optimal inspection and maintenance frequencies to meet the "50 percent" goal.
- If a catch basin sump is more than 50% full during two consecutive routine inspections or cleaning events, the finding will be documented, the contributing drainage area will be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources will be addressed. If no contributing sources are found, the inspection and cleaning frequency will be increased.
- Catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) will be inspected and cleaned

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more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings (i.e., catch basins more than 50% full). Priority will also be given to catch basins that discharge to impaired waters.

- The following information must be included in each annual report:
 - Any action taken in response to excessive sediment or debris loadings
 - Total number of catch basins
 - Number of catch basins inspected
 - Number of catch basins cleaned
 - Total volume or mass of material removed from catch basins.

Measurable Goal(s): All catch basins are cleaned in accordance to the document above such that no catch basin is more than 50% full at any given time

BMP: Street Sweeping Program

Requirements Due by Year 1

Description: The Pembroke will implement the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4:

- All streets, with the exception of rural uncurbed roads with no catch basins or high speed limited access highways, will be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding).
- More frequent sweeping will be considered for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors.
- More frequent sweeping is required for municipally-owned streets and parking lots in areas that discharge to certain nutrient-impaired waters. Sweeping must be performed in these areas a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).
- For rural uncurbed roadways with no catch basins and limited access highways, the Pembroke will either meet the minimum frequencies above, or develop and implement an inspection, documentation, and targeted sweeping plan outlining reduced frequencies within two (2) years of the effective date of the permit, and submit such plan with its year one annual report.
- The following information will be included in each annual report:
 - Number of miles cleaned or the volume or mass of material removed.

Measurable Goal(s): Annually sweep 100% of all streets and municipal parking lots in accordance with the schedule above.

BMP: Winter Road Maintenance Program

Requirements Due by Year 1

Description: The Pembroke will implement the following winter maintenance procedures to reduce the discharge of pollutants from the MS4:

- Minimize the use, and optimize the application of, sodium chloride and other salt (while maintaining public safety) and consider opportunities for use of alternative materials.
- Optimize sand and/or chemical application rates through the use, where practicable, of automated application equipment (e.g., zero velocity spreaders), anti-icing and pre-wetting techniques, implementation of pavement management systems, and alternate chemicals. Maintain records of the application of sand, anti-icing and/or de-icing chemicals to document the reduction of chemicals to meet established goals.
- Prevent exposure of deicing product (e.g. salt, sand, or alternative products) storage piles to precipitation by enclosing or covering the storage piles. Implement good housekeeping, diversions, containment or other measures 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, groundwater resources, recharge areas, and wells
- Provide training for municipal employees on winter roadway maintenance procedures.

Measurable Goal(s): Evaluate at least one salt/chloride alternative for use in the municipality.

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

Requirements Due by Year 1

Description: Structural stormwater BMPs (excluding catch basins) will be inspected annually at a minimum and maintained as needed.

Measurable Goal(s): Inspect and Maintain 100% of treatment structures to ensure they are properly functioning.

BMP: SWPPP

Requirements Due by Year 2

Description: Develop and implement a SWPPP for each of the following municipally-owned or operated facilities: maintenance garages, public works yards, transfer stations and other waste handling facilities where pollutants are exposed to stormwater; and in accordance with Section 2.3.7.2 of the MS4 permit.

Measurable Goal(s): Develop and implement SWPPPs for 100% of municipally-owned facilities.