

Standard Operating Procedures

Pembroke, NH

Department of Public Works

Issue Date:

9/26/2022

Municipal Buildings and Facilities

Approved by:

V.J. Ranfos, DPW Director

NH Small MS4 General Permit Requirement Summary:

Part 2.3.7.1.

The permittee must develop an inventory of building and municipal facilities within two (2) years of the effective date of this permit. The permittee shall review this inventory annually and update as necessary.

Part 2.3.7.1.b.

b. Buildings and facilities where pollutants are exposed to stormwater runoff: This includes schools (to the extent they are permittee-owned or operated), town offices, police, and fire stations, municipal pools and parking garages and other permittee-owned or operated buildings or facilities. Evaluate the use, storage, and disposal of petroleum products and other potential stormwater pollutants. Provide employee training as necessary so that those responsible for handling these products know proper procedures. Ensure that Spill Prevention Plans are in place, if applicable, and coordinate with the fire department as necessary. Develop management procedures for dumpsters and other waste management equipment. Sweep parking lots and keep areas surrounding the facilities clean to reduce runoff of pollutants.

Municipal Buildings and Facilities Inventory

The following is a list of properties covered by these procedures. This inventory shall be updated annually during SWMP review.

Park	Address/Location	Services Contracted	Trash Management	Parking Lot Sweep.	Pollutant Storage	Petroleum Storage	Other maintenance:
Town Hall/Library	Pembroke Street	X	X	X			
Safety Center	Pembroke Street	X	X	X			
Municipal Parking	Central Street			X			
Municipal Parking	Union Street			X			
Municipal Parking	Mills Falls			X			
DPW Facility	Exchange Street						See SWPPP

A private contractor is hired to complete maintenance work.

Personnel

The following personnel are responsible for municipal parks and open space management. Employees performing the procedures in this SOP shall attend annual stormwater pollution prevention training.

Name	Responsibility
DPW Director	Oversight

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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.

1. All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
2. Keep lids on dumpsters and containers closed at all times unless adding or removing material.
3. Do not locate dumpsters over or adjacent to catch basins.
4. Clean up any liquid leaks or spills with dry cleanup methods.
5. Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.
6. Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container.
7. Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.

Building Maintenance

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

Storage of Petroleum Products and Potential Pollutants

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

Spill Response

1. 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).
2. 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.
3. Coordinate with Fire Department, as necessary.
4. For large oil spills, NHDES Petroleum Spill Response program will be notified immediately at (603)

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271-3644 and an emergency response contractor would be called in.

5. 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.