STORMWATER MANAGEMENT PROGRAM

POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAM

Skippack Township
4089 Heckler Road
Skippack, PA 19474

Developed: December 2024

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Introduction

This document serves as the written Operation and Maintenance (O&M) program for Skippack Township. The purpose of the program is to prevent and reduce pollutant runoff from municipal operations, facilities, and activities. This program is required as part of Skippack Township's (Township) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) individual MS4 permit (PAI130073). Specifically, the Minimum Control Measure (MCM) #6 Pollution Prevention and Good Housekeeping, requires an inventory of municipal operations, as well as the maintenance and management practices for these municipal operations with the ultimate goal of preventing and reducing pollutants generated from their municipal operations from entering local waterbodies. The Township O&M program includes information provided in Table 1 that is required in MCM #6, Best Management Practice (BMP) #2, and will be reviewed annually and updated as necessary.

Table 1. Operation and Maintenance Program MS4 Requirements

- Develop and implement management practices, policies and procedures to reduce or prevent pollutants to the MS4
- Identify maintenance activities, schedules and inspection procedures
- Identify controls for reducing or eliminating pollutants from municipal operations
- Include controls for solid chemical products stored and utilized for the principal purpose of deicing roadways for public safety that are consistent with the BMPs for existing salt storage and distribution sites contained in the PAG-03 NPDES General Permit for Stormwater Discharges Associated with Industrial Activity
- Develop procedures for proper disposal of waste

This O&M program provides a summary of pollution producing activities and good housekeeping practices at municipal owned facilities. These facilities include roadways, parking lots, maintenance and storage yards, parks, public works facility, and stormwater management practices. Daily tasks by municipal employees at these operations generate pollution that enters local waterbodies and eventually into the Delaware River. Good housekeeping practices address the proper storage, disposal, and maintenance at municipal operations to help improve local water quality. According to the 2017 PA DEP MS4 Requirements Table[1], water quality impairments in the Township include siltation impairments to unnamed tributaries to the Perkiomen Creek, excessive

[1] https://files.dep.state.pa.us/water/bpnpsm/stormwatermanagement/municipalstormwater/municipal_ms4_requirements_table.pdf

algal growth in Shady Brook Run and Towamencin Creek and the Skippack Creek Watershed Total Maximum Daily Load (TMDL) for siltation. Additionally, Perkiomen Creek has an impairment for Pathogens, Skippack Creek has an impairment for excessive algal growth and nutrients, and the Schuylkill River is impaired for PCBs.

1 Roadways

Daily use and repair operations on the Township's roadways generate sediment and pollutants including hydrocarbons and heavy metals. Pollution prevention practices are provided for several roadway operations including catch basin maintenance, roadway surface repair and maintenance, road salt and de-icer application, and street sweeping. Use of these procedures will reduce pollutants in stormwater runoff reaching local waterways. According to the PennDOT Type 5 map for Skippack Township, the Township's Road system consists of 45.82 miles and the state highway system consists of 21.09 miles for a total of 66.91 miles of roadways in the Township[2]. Table 2 provides a list of state owned and maintained roads from the Township website. All municipal facility BMPs and activities should be documented in Appendix A.

Table 2. State owned and maintained roads

• Anders Road • Bridge Road (Route 113) • Collegeville Road (between Meetinghouse Road and Route 73) • Creamery Road • Creek Road • Cross Road • Evansburg Road • Graterford Road	• Meetinghouse Road • Mill Road • Old Forty Foot Road • Plank Road • Skippack Creek Road • Skippack Pike (Route 73) • Stump Hall Road • Water Street

[2] https://gis.penndot.gov/BPR_pdf_files/Maps/Type5/46215.pdf

1.1 Catch Basin Maintenance

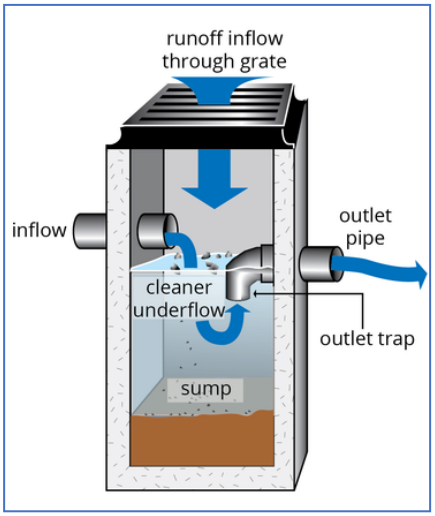

Figure 1. Maintenance is critical to ensure proper functioning of catch basins.[3]

• Catch basins trap sediment and organic matter, prevent pollutants from entering the waterway and prevent clogging of the catch basin system (**Error! Not a valid bookmark self-reference.**). The Township will follow the guidelines provided for the maintenance of these systems. The Township should use Appendix E to document operation and maintenance needs for the storm sewer system.

• Maintain a log of the amount of sediment collected and the date removed.

• Analyze waste to determine the nature of disposal method.

• Any liquids collected during cleanouts should be decanted and disposed of separately, depending on its hazard class.

- Minimally clean once or twice per year (just before and just after the rainy season) or when the catch basin storage is one-third full, whichever happens first.
- Plan cleaning to coincide with municipal street sweeping
- Keep records on accumulation rates within each individual catch basin using GIS or other tracking system. Document the quantity of sediment removed in Appendix C.
- Report all potential pollution issues in catch basins to appropriate local authorities for follow-up inspection and enforcement (e.g., illicit discharges and illegal dumping).

1.2 Roadway Repair and Maintenance

Roadway repair and maintenance activities include roadway resurfacing, repaving, surface patching, pothole repair, and others. If hazardous spills occur, the Township should use Appendix D to document the spill and actions taken to clean-up the spill. Spills should be reported to PA DEP immediately per 25 Pa. Code §91.33 and mitigated accordingly. If uncertain of whether the spill is required to be reported, just report it. To avoid and/or minimize stormwater pollution, the Township will follow the guidelines provided below:

- Avoid paving activities during wet weather.

[3] https://www.portland.gov/bes/preventing-pollution/prevent-pollution/catch-basin-maintenance

- Ensure that catch basins and open manholes are protected during road repair work to prevent slurry mixes, dust, and debris from entering the storm sewers.
- Avoid using water to clean up. Mechanically sweep and/or vacuum dust and debris following all activities. DO NOT wash residue into the catch basin.
- Place stockpiles away from waterways and stormwater inlets to prevent materials from being washed into streams. Cover stockpiles or contain with berms.
- Contain water and waste generated during cleaning and flushing of spray equipment and field servicing of equipment. Use inlet protection and allow area to dry before uncovering catch basins.
- Recycle used materials such as asphalt. Store these materials properly.
- Use drip pans to contain leaks from vehicles and equipment parked at the site overnight.
- Clean equipment and properly dispose of waste materials.

1.3 Road Salt and De-Icer Storage

Figure 2. Road salt stored in a shed with a secure tarp at Public Works Facility

The storage and application of materials used for roadway de-icing or traction control shall be conducted in a manner that reduces the impact to the storm sewer system and the environment. Skippack Township uses salt for de-icing. The road salt is stored within a storage shed at the Public Works Facility. It has a secure tarp over the pile to prevent runoff when not in use (Figure 2). The Township will follow the guidelines provided to reduce salt from entering the MS4 system. Pollution prevention practices for salt storage are provided in Appendix K of the NPDES General Permit for Discharges of Stormwater Associated with Industrial Activity (PAG-03 Rev. 12/2022) and are summarized below. Reference the permit for details. The Township should document the quantity of salt used in Appendix C.

- Continue to keep salt piles covered when loading and unloading is not being performed.
- Ensure that the equipment is calibrated to optimum levels according to manufacturer's instructions.
- Near open drains, restrict the application of deicing salt and redirect any runoff away from reservoirs and open drains.

- Consider using alternative deicing agents such as brine as pre-treatment (less toxic, biodegradable, etc.).
- Maintain adequate cover at the lower edge or toe of the working face to permit maximum possible resealing of the edge of the cover when operations are completed for the day. Take care to avoid cover damage caused by cascading salt from the upper section of the working face.
- Remove covering at the working face just high enough to load out the day's shipment. This will minimize moisture absorption and secure the cover if wind direction shifts toward the working face.
- Clean up material spills from loading/unloading areas at the end of the workday.

1.4 Street Sweeping

Many municipalities use street sweeping as a practice to remove roadway dirt and debris before it enters the waterway. Dirt and debris tend to accumulate along the curbs of roadways in between rainfall events. The effectiveness of roadway dirt removal is dependent on the type of street sweeper used and frequency of sweeping. Street sweepers generally are better at removing larger size particles. Research shows that a regenerative air/vacuum street sweeper is more effective than a mechanical street sweeper. Skippack Township uses a mechanical sweeper on asphalt trails in the summer and fall. Pollution prevention practices for street sweeping are provided. The Township should document the quantity of material removed in Appendix C.

- Select the most effective combination of street sweeper technology that is consistent with municipal budget resources.
- Sweep prior to rainstorms so pollutants are not washed into the catch basin.
- Sweep as soon as possible after the application of de-icers, curbside leaf collection, and peak pollen production in the spring.
- Store swept material in a covered and contained site until it can be disposed of at a landfill.
- Properly maintain sweepers and operate according to manufacturer's directions.
- Routinely inspect street curbs for sediment and debris and schedule the dirtiest streets for regular sweeping.

2 Municipal Facilities

Compared to other land uses, municipal facilities have the potential to produce greater levels of stormwater pollutants and/or present a greater potential risk for spills, leaks or

illicit discharges[4]. Municipal facilities within the Township that contain include the municipal building and Public Works Facility. All municipal facility BMPs and activities should be documented in Appendix A. Appendix B is used to document problems observed and maintenance and repair actions conducted to correct the problem at municipal facilities. If hazardous spills occur, the Township should use Appendix D to document the spill and actions taken to clean-up the spill. Spills should be reported to PA DEP immediately per 25 Pa. Code §91.33 and mitigated accordingly. If uncertain of whether the spill is required to be reported, just report it.

2.1 Skippack Township Municipal Complex (4089 Heckler Road)

The municipal complex consists of an administrative building containing administrative offices and Township Parks and Recreation offices, associated parking facilities and other infrastructure (Figure 3).

Figure 3. Skippack Township Municipal Complex is one of the municipal facilities to identify potential pollution prevention activities.

2.2 Skippack Township Public Works Facility (1186 Cressman Road)

The Public Works Facility consists of salt storage, garage, vehicle storage, fueling station, and material storage. The Township should provide an inventory of activities and BMPs that occur at municipal facilities (Appendix A).

2.3 Building Maintenance

Routine maintenance building practices have the potential to cause stormwater pollution. These practices include washing, sanding, painting, or roof maintenance that result in wash water or fine particles or liquids that wash off into the waterway when it rains. Pollution prevention practices are provided for use by contractors and Township

[4] https://owl.cwp.org/mdocs-posts/urban-subwatershed-restoration-manual-series-manual-9/

staff during maintenance activities to minimize pollution. Pollution prevention practices for building maintenance are provided.

- Block catch basins when using a pressure washer and collect and contain wash water for disposal in the sanitary sewer.
- Use tarps to collect fine particles and splatters below work areas.
- Do not dump excess paint, wash water or other materials into the catch basin.

2.4 Municipal Vehicles

All Township vehicles will be operated in a manner that reduces the potential for pollution to enter the municipal storm sewer system or to the environment. This includes obeying all road and traffic rules and always being alert. Skippack Township Public Works Department owns vehicles and large equipment used for maintenance, repairs, and mowing as listed in Table 3.

Table 3. Vehicles and Large Equipment owned by Skippack Township Public Works Department (as of December 2024)

Make	Model	Year	Serial No.
Ford	F550	2024	1FD0X5HTXRED28299
Ford	F350	2024	1FD8X3FT1REC38159
Ford	F350	2021	1FD8X3FT0MEC63160
Ford	F350	2017	1FD8W3FT1HEC11867
Ford	F350	2015	1FTRF3BT5FEA42321
International Dump Truck	None	2004	1HTWDAAR84J090115
International Dump Truck	None	2001	1HTSDAAR01H353053
John Deere	5525 Tractor	2005	None
John Deere	544 K Wheel Loader	Unknown	1DW544KZCBD641743
John Deere	310D Backhoe	1996	823731
John Deere	310SL Backhoe	2019	1T0310SLHKF347207
John Deere	Zero Turn	2014	None
John Deere	Zero Turn	2020	ITC930MCJLT083678
John Deere	Wide area mower	Unknown	1TC1600TAHF405126
Toro	None	2023	31698- 414415689
Moobark	Beaver Woodchipper	Unknown	M12R-4S8521616HW072411

If an accident occurs involving vehicle fluids or cargo, all attempts will be made to prevent the spilled material(s) from entering the storm sewer system or nearby waterways. Methods include diking, damming, absorbing, or removing the material from the affected area. Materials used will be disposed of in accordance with all applicable state and federal waste disposal regulations. Appropriate spill containment and recovery equipment will be maintained at the Public Works Facility and on vehicles, when possible. The Township will contact emergency responders or local contractors to help with spills beyond the Township's ability to address. An up-to-date list of appropriate contactors as well as other entities to be contacted (PA DEP, PA Fish & Boat Commission, water users/intakes, etc.) is kept on file at the Township building and Public Works Facility and readily accessible.

2.5 Vehicle Operation & Maintenance

Minor vehicle maintenance, including oil changes and minor repairs, is performed at the Public Works Facility located at 1186 Cressman Road. The spent oil is collected in a marked drum and collected by Hazleton Waste Oil and Environmental. The used oil filters are picked up and reused by Lucas Lane Oil Filter Recovery. Pollution prevention practices for vehicle operation and maintenance are provided (Figure 4).

Figure 4. Vehicles stored indoors at Township Public Works Facility

- To the maximum extent possible, store vehicles inside the public works garage.
- Vehicles are periodically checked for leaks. Drip pans are to be placed to capture leaks.
- Do not pour liquid waste into floor drains, sinks, catch basins or sewer connections.
- All products such as oils, grease and lubricants are stored indoors. All products of maintenance activities, such as greasy rags, oil filters, air filters, batteries, tires and degreasers will be placed in appropriate containers within the maintenance building for proper disposal or recycling.
- Avoid hosing down work areas and do not wash areas containing spillage or contaminants with water so runoff doesn't enter catch basin inlets.
- Utilize dry cleanup methods whenever possible. Suitable materials will be maintained on site for the cleanup and disposal of oils, chemicals, or other hazardous materials.
- Utilize non-hazardous cleaners and solvents whenever possible and maintain an organized inventory of materials used in the maintenance building.
- Recycle antifreeze, used oil, mineral spirits and solvents when possible. Label and track the recycling of waste material.
- Continue to drain oil filters before disposal or recycling. Place oil filters in a funnel over the waste oil recycling or disposal collection container to drain excess

oil before disposal, then crush and recycle oil filters. Keep waste streams separate (i.e., waste oil and solvents).
- Routinely inspect vehicle storage and maintenance areas to determine the effectiveness of the pollution prevention program.
- Maintain inspection records and promptly correct any deficiencies. Training will be conducted to educate employees and contractors on proper waste control and disposal procedures.

Vehicles are taken to a local garage for more major maintenance activities and repairs.

2.6 Vehicle Fueling

Figure 5. Spill kit at Township vehicle fueling station

The Township maintains a 2,000-gallon aboveground storage tank for diesel fueling operations. The steel tank was installed in 2012 and has double wall construction. The second outside wall is for containment. The tank and pump are protected by steel bollards (**Error! Reference source not found.**). The facility is used by Township Public Works and public use is prohibited. Pollution prevention practices for vehicle fueling are provided.

- Observe proper safety techniques and constantly monitor all fueling operations to prevent or react to spillage. Consider installing spill monitors.
- Do not leave a fueling operation or a storage tank delivery unattended. The fuel delivery company is responsible for ensuring proper delivery procedures are followed. Any spills are to be reported to the responsible person immediately.
- Discourage "topping off" of vehicle fuel tanks through training and signage.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.
- Any spillage from fueling activities will be controlled and cleaned up immediately. Appropriate clean up materials such as Oil-Dry absorbent or absorbent pads will be maintained at the maintenance facility near the fueling area and will be used to prevent spillage from migrating away from the area. Small spills on the surface can be cleaned up with rags and larger spills can be cleaned with dry

absorbent materials such as kitty litter, straw, or sawdust. Dispose of collected waste properly. Water will not be used to wash or clean up fuel spillage.

- The fueling area and storage tank will be routinely monitored for general housekeeping conditions and signs of possible leakage. Any fueling equipment found to be leaking or in disrepair will be repaired or replaced as soon as possible.

2.7 Vehicle Washing

Most vehicles are washed at a commercial car washing operation, Bergey's Car Wash in Franconia, but sometimes vehicles are washed at the Public Works Facility. Vehicle washing should be conducted in a designated area outside where runoff is directed to a pervious area. When chemical additives, solvents or degreasers are used, collect and dispose of the vehicle wash water[5]. Vehicle wash water should not enter the MS4.

2.8 Material Storage and Handling

Figure 6. Labeled containers stored off the floor at Public Works Facility

The goal for proper material storage and handling is to prevent materials from interacting with stormwater and entering the MS4 (Figure 6). Spilled fluids from maintenance areas, or exposed raw materials can contribute pollutants to stormwater and lead to costly cleanups. Good housekeeping practices for material storage and handling are provided.

2.8.1 Materials Storage Practices

- Store and contain liquid materials with a tight-fitted lid in a covered and contained area with secondary containment to catch spills or leaks and avoid materials from entering the municipal separate storm system.
- All containers, drums, and bags shall be stored away from direct traffic routes to prevent accidental spills.

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[5] PA DEP O&M Plan https://files.dep.state.pa.us/Water/BPNPSM/StormwaterManagement/MunicipalStormwater/MCM6_Municipal_Operations/SampleOMPlan.docx

- All chemicals shall be labeled and stored in a designated cabinet to be easily located when necessary or for inspections.
- When practical, storage of chemicals, fluids, and materials should be kept indoors.
- Label all containers with the product name and associated hazards (e.g., flammable, corrosive, toxic or reactive).
- Have spill cleanup materials/spill kit near the tanks and any liquid transfer areas.
- Routinely check containers and replace any compromised ones. Dispose of all spilled liquids properly.
- Maintain the Materials Inventory Log (Appendix C) for record-keeping of materials.

2.8.2 Material Handling Practices

Employees should be trained in procedures and methods for spill response. Post the spill response plan in a central location near the material storage area. Spill cleanup materials including absorbent material, spill kits and drip pans must be kept near liquid material containers and kept off the floor with secondary containment. If spills or accidents occur, use of dikes, berms, or appropriate absorbent materials help contain and clean-up the spill. Materials should be disposed of properly after spills or typical use. Spills of hazardous materials require special care and should only be managed by trained Township or contracted personnel. If hazardous spills occur, the Township should use Appendix D to document the spill and actions taken to clean-up the spill. Spills should be reported to PA DEP immediately per 25 Pa. Code §91.33 and mitigated accordingly. If uncertain of whether the spill is required to be reported, just report it. All waste fluids (i.e. motor oil) should be collected and stored in properly labeled containers and disposed of properly.

The materials that have the potential to cause stormwater pollution issues are stored in the garage at the Township Public Works Facility include:

- Spent motor oil and oil filters
- Vehicle maintenance materials (i.e. motor oil, window cleaner, lubricant, de-icer, antifreeze, etc.)
- General cleaning materials (i.e., Simple Green, Window cleaner, vinegar)
- Materials to patch roadway cracks

3 Park and Open Space Maintenance

Figure 7. Pollution prevention applies to Township parks.

Parks and open space are typically managed as turf that often have compacted soils with low infiltration. Township-owned and maintained open spaces include parks, rights-of-way, and easements (Figure 7). Potential pollution producing activities at these sites includes fertilizer and pesticide application, mowing and recommended pollution prevention activities are provided. The Township has six parks and open spaces to apply these activities (Table 4). No equipment or materials or stored at these sites.

Table 4. Parks Located in Skippack Township[6]

Name of Park	
Cholet Historic Farm & Pond	Jeanne Rosset French Memorial Park
Church Road Park	Lenape Park
Hallman's Grove	Palmer Park

3.1 Pesticides, Fertilizers, and Herbicides

Proper licensing is required by the Pennsylvania Department of Agriculture to apply pesticides, fertilizers, and herbicides. If contractors apply pesticide, fertilizer, or herbicide on Township lands, ensure the contractor complies with all applicable regulations and to prevent adverse water quality impacts. A list of good housekeeping practices for pesticide, fertilizer, or herbicide use is provided.

- Where required, only licensed applicators from the Township or contractors will conduct the application of pesticides, fertilizers and herbicides.
- Application will follow the manufacturer's exact guidelines, as more is not always better with chemical applications. Limit the use of these chemicals as much as possible and encourage non-hazardous alternatives.

[6] https://www.skippacktownship.org/departments/parks-recreation/parks-trails/

- Limit the application near stormwater drainage systems such as ditches, ponds or swales and waterways.
- Store pesticides and fertilizers in a covered and contained area with secondary containment to catch spills or leaks and avoid any chemicals from entering the MS4.

3.2 Turf and Landscape Maintenance

Traditional maintenance at parks includes mowing and keeping vegetation trimmed. There is an opportunity to provide a more natural landscape by adding native plantings in suitable areas. These areas increase biodiversity and provide habitat for native birds, butterflies and other species. Reducing turf also reduces mowing and maintenance. Best practices for turf and landscape maintenance include:

- Consider turf alternatives, such as native plants or low-water, cool-season turf grass and trees in suitable areas
- Use erosion control measures when soils are exposed
- Place stockpiled materials away from catch basin inlets
- Encourage use of appropriate native and naturalized landscaping on municipally-owned properties
- Collect landscape waste (including grass clippings) and dispose of at a local yard waste recycling/composting facility
- Do not use leaf blowers to blow waste into streets, catch basin inlets or ditches

4 Stormwater Facilities

4.1 Stormwater Best Management Practices (BMPs)

In addition to the requirements of MCM #6 Pollution Prevention/Good Housekeeping, Minimum Control Measure (MCM) #5 of the NPDES MS4 permit is Post Construction Stormwater Management (PCSM) in New Development and Redevelopment and requires "adequate O&M of all post-construction stormwater management BMPs…" as stated in BMP #3.

PCSM BMP inspections are important to verify if the PCSM BMP is functioning and performing as designed and if maintenance is needed. Inspections should check for sediment accumulation and overall conditions based on the frequency and O&M requirements in the Draft Pennsylvania PCSM Manual (2024). PCSM BMPs should be inspected after large rain events to evaluate overall performance and drainage characteristics. Spring is the best season for inspection as vegetation is present but not overgrown. Inspections should be conducted to evaluate the performance of the

stormwater facilities and to determine the potential amounts of pollutants, trash and debris entering and discharging from the stormwater collection system.

All municipally owned stormwater BMPs (including those part of land developments greater or equal to one acre authorized prior to March 10, 2003) will be operated per their design specifications and in a manner that prevents or reduces adverse environmental or public impacts. The Township should use Appendix E to document operation and maintenance needs for the storm sewer system.

4.2 Storm Sewer Piping, Drainage Channels, and Outfalls

The Township contains underground storm sewer piping, drainage channels, and storm sewer outfalls of various sizes, ages, and materials. The drainage channels include ditches, culverts and swales. The following actions are necessary to maintain the storm sewer system.

- Inspect open conveyances annually to check for trash, debris, sediment build-up, obstructions, and general water quality conditions.
- Inspect piping as needed to check for structural integrity, blockages, or any other unusual conditions such as improper cross-connections or excessive inflow/infiltration.
- Inspect stormwater outfalls periodically to check for any unusual conditions such as excessive erosion, accumulated sediment, or illicit discharges.

5 Goals and Accomplishments

The goal of the written O&M program is to prevent and reduce pollution runoff from operations, facilities, and activities by the Township. The Township is required to submit an Annual MS4 Status Report on the Stormwater Management Program to PA DEP by September 30th of each year. Goals and accomplishments will be documented in the Annual MS4 Status Report. The Annual MS4 Status Reports should be made available to the public by request at the Township Municipal Building.

APPENDIX A

Municipal Facilities Inventory Form

MUNICIPAL FACILITIES INVENTORY

BEST MANAGEMENT PRACTICES (BMPs) & ACTIVITIES (ACTVs)		TOWNSHIP MUNICIPAL COMPLEX	PUBLIC WORKS FACILITY	TOWNSHIP PARKS	TOWNSHIP ROADWAYS	TOWNSHIP STORMWATER FACILITIES
ROADWAYS MAINTENANCE						
ACTVs	Patching, Resurfacing, Sealing					
	Bridge & Structure Maintenance					
	Painting/Paint Removal					
	Street Cleaning/Sweeping			X		
BMPs	Dry Weather Paving					
	Cover Storm Drain Inlets Prior to Paving					
	Catch basin maintenance					
	Fluid Leaks/Spills from Paving Cleaned ASAP					
	Cover Storm Drain Inlets when Painting					
	Sweeping/Vacuuming After Task Complete					
STREET CLEANING & MAINTENANCE						
ACTVs	Street Sweeping					
	Disposal of Sweeper Waste					

BEST MANAGEMENT PRACTICES (BMPs) & ACTIVITIES (ACTVs)		TOWNSHIP MUNICIPAL COMPLEX	PUBLIC WORKS FACILITY	TOWNSHIP PARKS	TOWNSHIP ROADWAYS	TOWNSHIP STORMWATER FACILITIES
BMPs	Sweep in Pattern to Avoid Stormwater Inlets					
	Maintain Roadside Vegetation					
	Dispose/Store Sweeper Waste Properly					
ROAD SALT STORAGE & APPLICATION						
ACTVs	Road Salt Application		X			
	Salt Storage On-Site		X			
BMPs	Covered Salt Storage Facility		X			
	Salt spreaders calibrated & maintained					
	Diversion Berms to reduce Run-On to Storage					
	Alternative Methods (identify)					
	Establish Sensitive Areas receiving less salt					

APPENDIX B

Municipal Facilities Operation and Maintenance Form

MUNICIPAL FACILITY OPERATION & MAINTENTANCE FORM

Date of Inspection:	Name of Inspector:	Facility Name/Location:

Category	Components/Items to Check	Problems Observed	Maint./Repairs Necessary			Comments/Actions Taken
			Yes	No	N/A	
Hazardous Spill Response & Prevention	Products/waste storage areas	☐ Uncovered/deteriorating containers ☐ Materials spilled, leaks				
	Equipment storage area	☐ Fluid Leaks				
	Secondary containment systems	☐ Structural deterioration ☐ Leakage of fluids				
	Floor drains, storm receiver inlets & outlets	☐ Accumulation of contaminants				
Hazardous & Waste Materials Management	Outside Storage areas	☐ Weathering				
	Salt Piles	☐ Salt staining				
	Soil staging areas	☐ Silt runoff				
	Aboveground storage tanks	☐ Deterioration				
	Inside storage areas	☐ Potential for discharges				
	Drums, other containers	☐ Deterioration ☐ Uncovered				
Vehicle & Equipment Maint./	Truck/equipment	☐ Leak/spills				
	Salt/sand spreader	☐ Improper amounts of product applied				

Category	Components/Items to Check	Problems Observed	Maint./Repairs Necessary			Comments/Actions Taken
			Yes	No	N/A	
Storage Area	Lawn care equipment	☐ Improper operation				
Road Salt Storage & Application	Storage shed	☐ Salt outside of shed				
	Truck loading area	☐ Salt on ground				
	Roads (sites of application)	☐ Salt on ground				
	Salt spreader	☐ Excessive salt on ground				
Pesticide Control	Pesticide storage area	☐ Excessive amounts of pesticides ☐ Spilled pesticides ☐ Empty containers				
	Application equipment	☐ Improper amounts of pesticides applied				

APPENDIX C

Materials Inventory Log

MATERIALS INVENTORY LOG

Calendar Year:

Material	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Road Salt (amount used)												
Diesel Fuel (amount used)												
Catch Basin/Inlet Cleanout (amount collected)												
Yard Waste (amount collected)												
Street Sweeping (amount collected)												
Other: _____												
Other: _____												

APPENDIX D

Hazardous Spill Clean-up Form

HAZARDOUS SPILL CLEAN-UP FORM

Inventory Sheet No.	Date of Spill:
Storage Facility Name:	Time of Spill:
Reporter Name:	

What was spilled?
How much was spilled?
How long after the spill did clean-up begin?
What methods were used to clean up the spill?
What methods were used to dispose of materials used for clean-up?
Any other actions needed regarding the spill?
Did you notify Pennsylvania Department of Environmental Protection?
Did the spill enter the municipal separate storm drain system (MS4)?

APPENDIX E

Storm Sewer System Operation and Maintenance Form

STORM SEWER SYSTEM OPERATION & MAINTENANCE FORM

Date of Inspection:	Name of Inspector
Facility Name:	Facility Location:

Components/ Items to Inspect	Problems Observed	Maint./Repairs Necessary			Comments	Location
		Yes	No	N/A		
Catch Basin/Inlet	Deterioration of Structure					
	Clogged Inlets During or After Storm Event					
	Deposits in Structure					
Storm Manhole	Deterioration of Structure					
	Deposits in Structure					
Storm Sewer Piping	Clogged Pipe					
	Deteriorated Pipe					
	Other					
Ditches/Swales	Excessive Vegetation					
	Debris (branches, litter, garbage, etc.)					
	Excessive Siltation					
Roadside/Cross Culvert	Clogged Pipe					
	Deteriorated Pipe					
BMPs	Excessive Vegetation					
	Debris (branches, litter, garbage, etc.)					
	Excessive Siltation					