Storm Water Pollution Prevention Plan

Good House Keeping/Best Management Practices

Columbia Public Works Department
110 West Sand Bank Road
Columbia, IL 62236

1/16/23

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1. Overview

1.1 Introduction

The purpose of the document is to standardize storm water operations of the Maintenance Operations of the City of Columbia. This document identifies activities and procedures at the facility which could potentially impact storm water runoff from the site and recommends best management practices or pollution control measures. This is required as part of the community's compliance with NPDES Phase II – Minimum Control Measure #6, Pollution Prevention/Good Housekeeping.

1.2 Facility Descriptions

The maintenance buildings are located on one property. The property, as shown in Figure 1 on page 4, consist of a main garage, a salt storage shed, an equipment storage shed, an equipment storage shed with wash bay and an outdoor fueling station. The main office is located in the main garage building. The parking lot at the front of the building is concrete. The west portion of the property is primarily oil and chip with some areas of concrete. The drainage on the property generally flows to a ditch along the southern property line and along the wetland area located at the western side of the property.

Figure 1: Site Map

Figure 2: Site Map with Surroundings

2. Potential Sources of Storm Water Pollution and Best Management Practices

2.1 Fueling

The fueling area is located on the southern side of the property (Figure 1). The fuel tanks are above ground and protected by yellow bollards. Gasoline and diesel are stored onsite in the double lined tanks. The fuel shut off switch is located on the utility pole 40 feet east of the tanks. Staff can visually inspect the area for leaks or spills. The use of water to wash any fuel release is prohibited.

The Best Management Practices to minimize the impact of storm water include:

- Employees are required to stay with vehicle while fueling.
- Fuel is stored only in the above-ground tanks located in the designated fueling area.
- The fuel area is protected by bollards to prevent vehicles from coming in contact with the tanks.
- The fueling supplier should perform routine inspections of the tanks and all appurtenances.
- All employees must be trained on the location and use of the fuel shut-off switch.
- Signs should be prominently posted describing spill response/prevention procedures.
- Spill cleanup materials should be stored at the fuel area for immediate response.
- If a spill or leak occurs, the Superintendent should be immediately notified and the proper authorities called if warranted. See Appendix for Emergency Contact List.

2.2 Vehicle and Equipment Maintenance

Vehicle fluid changes and small maintenance are performed in the main garage. The MSDA sheets for the chemicals are located in the lunch/break room. The entire work area is hosed down periodically as needed. All floor drains connect to oil-water separators that discharge on the west side of the property. Drained oil is collected and recycled.

The Best Management Practices to minimize the impact of storm water include:

- Vehicles and equipment should be inspected regularly for leaks.
- Maintain current MSDS sheets on all chemicals used in maintenance operations.
- Spill cleanup materials are to be kept close at hand when performing maintenance operations.
- Wipe up all spills immediately with rags or absorbent materials and sweep the entire area.
- The oil-water separator should be inspected and cleaned annually, if needed, and all maintenance records kept onsite.
- All used oil is collected and recycled.

2.3 Street Sweeping

Street sweeping is done on a regular basis. Debris is collected and disposed of at a designated dumping area. Trash should be separated from the debris and disposed of with municipal waste. Aggregate waste may be used as fill material for residential drives or recycled for road projects.

The Best Management Practices to minimize the impact of storm water include:

- Clean streets on a regular basis.
- Remove trash from the aggregate debris.
- Always use the designated disposal area and pick up litter.
- Prevent storm water runoff, or debris, from access to surface water or stream.

2.4 Vehicle and Equipment Painting

No painting of vehicles or equipment is done on the premises.

2.5 Vehicle and Washing

Vehicles and equipment are washed in the wash bay when soap and detergents are used. Cleaning trucks, mowing equipment and street sweeping equipment is done in the wash bay located in the equipment storage and wash bay building. All wastewater goes through floor drains that are connected to an oil-water separator. This water is then drained into the sanitary sewer system. Observe equipment prior to washing and remove any debris that may contain hydrocarbons or other contaminants prior to rinsing off to prevent these from entering the sewer system.

The Best Management Practices to minimize the impact of storm water include:

- When using soap or other detergents, all vehicles and equipment washing is done inside the wash bay.
- When just using water, the wash may be done in the designated location outside.
- Inspect vehicles prior to washing outside and remove any fuel or other contaminants prior to rinsing, to the extent possible.

2.6 Utility Construction

Utility Construction is done at the main garage.

The Best Management Practices to minimize the impact of storm water include:

- Use BMPs to protect against soil erosion.

2.7 Material Loading and Unloading

Materials are stored in buildings or secondary sheds.

The Best Management Practices to minimize the impact of storm water include:

- Loading and unloading areas should be covered to protect materials from rain.

2.8 Ditch Maintenance

Ditch maintenance is done by the community.

The Best Management Practices to minimize the impact of storm water include:

- Use BMPs to protect against soil erosion.
- Dispose of debris in proper locations.
- Collect aggregate and leaf piles prior to rain events, where appropriate.

2.9 Outdoor Storage of Materials

Gravel and other types of aggregate are stored outside.

The Best Management Practices to minimize the impact of storm water include:

- Materials stored outdoors are in bins.

2.10 Salt Storage

Salt is used on the roads during the winter months. It is kept in the storage building located on the northwestern side of the property. Liquid Calcium Chloride is stored next to the salt storage building in a large container. It is used to supplement the salt during winter months.

The Best Management Practices to minimize the impact of storm water include:

- Any salt spilled during loading or unloading is to be swept back into the covered storage area after each operation.
- Salt equipment and vehicles should be cleaned routinely during the winter season.

3. Appendix

3.1 Primary Contacts

City Engineer:	Chris Smith	Office: (618) 281-7144 ext. 107 Cell: (618) 975-3102
Assistant City Engineer:	Tim Ahrens	Office: (618) 281-7144 ext. 304 Cell: (618) 781-6305
Public Works Director	Mike Sander	Office: (618) 281-4264 ext. 303 Cell: (618) 781-6307
Assistant Public Works Director:	Doug Stinementz	Office: (618) 281-4264 ext. 301 Cell: (618) 781-1464

3.2 Annual Review of SWPPP

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