**MCM #6: Good Housekeeping for Municipal Operations**

MCM #6 requires MS4s to prepare an inventory of municipal facilities and activities, and to develop a stormwater “Operations & Maintenance Plan” for each facility/activity on the inventory.  There is no particular required format for the inventory or the O&M Plan, and the specific content of both will vary depending on the particular facilities/activities in the municipality.  MS4s nevertheless requested advice on how the requirement could be satisfied.  DEP prepared the attached model O&M Plan in response.  Note that the model assumes preparation of both “BMP #1” (the inventory) and “BMP #2” (which provides details as an attachment for each facility/activity listed in the inventory).

MS4s that choose to use the model should list the facilities/activities in their municipality on the inventory, which may be much different than what is on the model.  The details on the “attachments” should reflect the stormwater pollution hazards associated with the particular facilities/activities on the inventory, which may also be much different than what is on the model.  The model should therefore be considered conceptual, and therefore in need of whatever adjustment is necessary to make it appropriate to the particular MS4.See below.

*BMP #1: Inventory of Facilities/Activities*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facility/Activity | Storm Sewer System impact | Discharge To | O&M Responsibilities (all include "signage") | Attachment |
|   |   |   |   |   |
| Public works yard | inlets, piping, basin | Spring Creek | oil management, inlets, fueling, vehicle wash water  | 1 |
| Streets | inlets, swales | *Spring and Trout Creek* | sweeping, inlets | 2 |
| SW conveyances | pipes, swales, ditches | *Spring and Trout Creek* | cleaning | 3 |
| Buildings | inlets, rain gardens | Spring Creek | inlets, rain gardens | 4 |
| Parking lots | inlets | Spring and Trout Creek | inlets | 5 |
| Parks | inlets | Spring and Trout Creek | inlets | 6 |
| Wastewater plant | swale | Spring Creek | chemicals, vehicles, maintenance area, sludge | 7 |
| Transfer station | \*\*\*N/A outside the Borough: Provide information to Clearview Township\*\*\* |   |   |   |

*BMP#2: O&M Actions (Detail)*

**Attachment #1:** Public Works Yard

(Contact: John Smith, Yard Manager)

|  |  |  |  |
| --- | --- | --- | --- |
| Responsibility | When and How Often? | Actions | Additional Considerations |
| Signage (for each activity below) | Quarterly | * Make sure they are up and effective.
 | Keep a spare of all signs |
| Fluids Management | Daily | * Store oil to minimize container leaks and allow cleanup of any that occur.
* Work inside.
* Minimize use of solvents.
* Eliminate leaks in vehicles and equipment, use drip pans temporarily.
* Have Spill Prevention Control and Countermeasure (SPCC) Plan up to date. Stockpile of spill cleanup materials in plain sight.
* Recycle used oil. Temporarily store under cover.
* Check oil separator (monthly).
 | Applies to oil, coolant, solvents. Fuel is separate, below. |
| Clean Catch Basin | Each fall | * Haul to landfill.
 | Check after each major storm (> 3”) |
| Fuel | Daily | * Ensure tanks are sound, have overflow protection, are protected from vehicle and forklift damage.
* Label valves.
* Nozzles have auto shutoff. Auto shutoff for severed hoses.
* Secondary containment.
* Concrete fueling pad.
* Overhang roof structure.
* Spot-clean leaks and clean up used absorbent.
* Label drains to indicate where they flow.
* Report leaking vehicles.
 |  |
| Wash Water | Daily | * Wash on grassy area or take to commercial car wash most of the time. Collect and dispose of vehicle wash water when chemical additives, solvents or degreasers are used. Allow no wash water to enter storm sewer or stream.
 |  |
| Road Salt and Grit | Daily | * Use grit mix suited to ambient temperature to minimize salt use
* Keep rain off stored salt
* Calibrate spreaders
* Haul and store salt in dry weather
* Sweep up spills around storage/loading area
 |  |

**Attachment #2**: Streets

Contact: Dusty Rhodes, Streets Superintendent

|  |  |  |  |
| --- | --- | --- | --- |
| Signage (for each activity below) | Daily |  |  |
| Street Sweeping | Do twice in spring, mid-summer and fall.Check signs in spring.  | * Post no-parking signs for street sweeping
 |  |
| Storm Inlets | Inspect after each heavy rain. Clean inlets in fall, additionally if clogged | * Haul clean-out materials to landfill
* Maintain stencils on inlets.
 | Use Boy Scouts for stencils |

\*Provide similar details for Attachments #3-8.

\*IDDE and Staff training are additional, separate efforts.

\*Report satisfaction of above in Annual Reports to DEP.

\*Keep record of issues (like spills that were identified, cleaned up and repeats prevented). Don’t try to say you never have spills.

*Food for thought: A simple list of actions specifically tailored to the municipality, with an identified responsible party, is better than glossy generic materials that do not describe what you actually do and who is responsible for it.*