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Stormwater Pollution Prevention Plan (SWPPP)
Public Works Garage

City of Biddeford
371 Hill Street
Biddeford, Maine 04005

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1.0 PURPOSE

The Stormwater Pollution Prevention Plan (SWPPP) is specific to the public works garage located at 371 Hill Street in Biddeford, Maine. This SWPPP:

- Identifies the SWPPP coordinator with a description of the coordinator's duties;
- Identifies members of the SWPPP team and lists their responsibilities;
- Describes the facility, with information on location and activities, a site map, and a description of the stormwater drainage system;
- Identifies potential stormwater contaminants;
- Describes stormwater management controls and various Best Management Practices (BMPs) needed to reduce pollutants in stormwater discharges;
- Describes the facility's monitoring plan; and,
- Describes the implementation schedule and provisions for amendment of the plan.

2.0 PLANNING AND ORGANIZATION

Implementation of the Public Works Garage SWPPP is assigned to the facility working group. The facility working group is identified by name and area of responsibility. The list of Public Works Garage SWPPP Team Members is included as Appendix 1. The team is comprised of the public works director, assistant public works director, city engineer, municipal SWPPP coordinator, the solid waste/recycling supervisor, and the environmental coordinator/industrial pretreatment coordinator.

3.0 ASSESSMENT

3.1 Site Description

The Biddeford Public Works Garage is located at 371 Hill Street, Biddeford, Maine. The Site Locus Map (Appendix 1) shows the location of the facility. The facility covers 14.6± acres, has five (5) buildings, including a combined administrative office, maintenance facility, bus garage, municipal garage, and recycling center; an exterior public drop-off recycling center accepting oversized-bulky waste/demo debris (compacting roll-off container), scrap metal (roll-off container), yard waste (stock piles), a residential pick-up area for wood chips, used pallets, and seasonal pickup of either sand/salt mixture or compost (concrete bays closed on three sides but open on the top and front); multiple covered recycling toters for glass, plastic, paper, etc.; a recycling commodity storage shed; one (1) salt shed; one (1) sand/salt mixture shed; a compost/loam screening area; a trailer for universal hazardous waste storage; and a communication building associated with an onsite radio tower.

The facility serves as vehicle fleet base of operations for both school department and municipal operations. The school department's vehicles include a fleet of 32 school buses, 5 vans, and 1 pickup truck. The vehicles assigned to municipal operation include 1 forklift, 8 loaders/graders, 8 pickup trucks, 4 utility trailers, 6 dual-axle trucks, 13 single-axle trucks, 5 equipment trailers, 1 vans, 3 municipal waste packers, 3 sidewalk tractors, 1 roadside mower, 1 excavator, 1 street sweeper, 1 Bobcat, and 1 SUV. Equipment scheduled for maintenance may be parked outside awaiting the maintenance queue. There is also seasonal outside storage of equipment for various departments and community organizations, such as summer recreation program equipment

(kayaks, beach equipment, etc.), picnic tables and trash receptacles for the Parks Department, and trailer storage for the summer La Kermesse Festival, and summer local transit trolleys.

The municipal fueling station is located at the facility. The system includes a dual hose diesel and gasoline pump with weather canopy and CO_2 fire suppression system. There are two underground storage tanks feeding the fueling station - one 15,000 gallon diesel tank and one 12,000 gallon gasoline tank.

Vehicle washing is performed indoors in a dedicated wash bay discharging to the municipal sanitary sewer.

The stormwater conveyance system consists of three graded surface runoff zones leading to vegetated drainage swales and one (1) outfall. Zone 1 includes the administrative parking lots on the north side of the facility. This area drains to the Hill Street curbside drainage swales and then flows easterly along Hill Street to a small detention pond with overflow continuing easterly along Hill Street. There is no industrial activity in this area therefore this zone is not evaluated further, however the parking area is included in the facility sweeping program. Zone 2 includes the paved area on the south and east side of the facility encompassing the general travel area behind the facility, the fuel island, salt shed, sand shed, and recycling center. Sheet flow is directed east and west from the fuel island then southerly. The area west of the fuel island is directed to a drainage swale and vegetated buffer along the western side of the property. The area east of the fuel island drains southerly to the edge of the pavement and then either easterly to a catch basin and then underground to the vegetated drainage swale on the east side of the property or easterly as sheet flow across the site to the vegetated drainage swale (Outfall 1). Zone 3 includes all area south of the facility (behind the salt shed and paved access way). This area is not paved (pervious surface). There are no defined outfalls for this zone. The facility has one dry well on the west side of the Bus Garage that serves to accept roof drain run off and a small portion of the parking lot in Zone 2.

3.2 Site Map

A Site Map is included in Appendix 2. The map shows the following:

Buildings	Paved Areas	Parking Lots	Loading/Unloading	USTs
Machinery	Salt/Sand Storage	Fueling Station		
Spills/Chronic leaks	Drainage Area	Vegetative Buffers	Structural Controls	
Stormwater Outfalls				

3.3 Significant Material Inventory

SWPPP personnel performed an inventory of materials used by this facility and identified activities that are exposed to stormwater runoff. The materials and exposed process/items are listed in Appendix 3. The items are listed on the site map *Significant Materials Inventory* located in Appendix 2.

3.4 Vehicle Wash Water and Wastewater

The discharge of wash water from equipment and vehicle cleaning to the storm drain is not allowed. Vehicle washing takes place indoors within the dedicated wash bay. The wash water is discharged to a grit separator and subsequently to the municipal sewer system. The grit separator is cleaned monthly. The recovered grit is placed on the drying pad in Zone 3. Water drains off to the under drain. When dry the sediment is placed in a container for disposal with wastewater treatment plant grit. Recovered water from grit draining is transported to the wastewater treatment plant for disposal.

3.5 Salt Storage

The storage of salt is limited to one covered salt shed. Bulk unloading in preparation for winter may occur anytime during the year. Cleaning up incidental spills during the bulk unloading process is performed by dry sweeping the area in front of the salt shed. The salt shed is large enough for vehicles to enter and be under cover when unloading however minor spillage may occur as vehicles exit.

During winter months when salt is applied, a loader fills trucks just outside the shed entrance. The salt is not exposed to stormwater except incidentally when loading onto municipal vehicles. Any large spillage is scraped up by the loader and returned to the salt shed.

Sand/salt mixtures (ratio of 3:1) is mixed in the sand shed. An inventory of about 1,000 cubic yards is maintained for winter use.

3.6 Spills & Leaks

Appendix 5 serves as a record of all spills and releases occurring at the facility with an accompanying map depicting the location of each spill or release.

There have been no significant spills or chronic leaks at this facility.

3.7 Non-Stormwater Discharges

The facility performed a non-stormwater discharge assessment. The assessment included a dry-weather visual inspection of the facility outfall and a general facility walk-through. Appendix 3 lists the significant material inventory. Based on visual observation during dry weather there is no indication of the presence of non-stormwater discharges impacting a water body except as identified in Section 3.8 following an assessment for the presence of non-stormwater discharges.

3.8 Allowable Non-Stormwater Discharges

The following allowable stormwater discharges are identified:

- Periodic flushing/testing of the facility sprinkler system
- Condensate from rooftop HVAC units
- Periodic pavement washing without detergent and in conjunction with street sweeper
- Periodic washing of building exterior without detergents

3.9 Existing Stormwater Monitoring Data

The City of Biddeford Public Works Garage has no historical monitoring data available.

3.10 Site Summary (Sources of pollution with a high risk of contaminating stormwater)

As per the stormwater evaluation, assessment, and inventory documented in Sections 3.1-3.9, the following is a summary of the areas identified as being potential sources of stormwater contamination; see also Appendix 3-SWPPP Materials Inventory and Appendix 4-Site Summary.

Recycling Center Yard Waste Drop-off Piles

The Recycling Center allows the drop-off of yard waste. Yard waste is segregated into three categories – leaf/yard clippings, earthen debris, and brush/branches/wood chips. Each category is assigned a pile in the southeastern portion of the recycling area adjacent to Outfall 1. A concrete block wall separates the yard waste from the outfall. A mixture of areas of stone, erosion control mixture, and vegetation have been installed on the downgradient side of the block wall to intercept silt and debris. On the upgradient side of the block wall the yard waste is strategically placed to intercept sheet flow from the recycling area. The intent is to use the material as a silt barrier. The tree clipping are placed farthest away from the outfall to intercept large stormwater debris, the loam pile is next followed by the leaf waste/yard clipping pile to act as a silt trap. Installation of the block wall was completed in May of 2015. The effectiveness of this formulated control mechanism is evaluated quarterly. Drop-off of yard waste is monitored by the recycling attendant. These materials are eventually transported off site for chipping and composting.

Recycling Center Beneficial Use Pick-up Area

Three items are made available to the public for beneficial reuse. These items include separate piles of compost, used pallets, and sand/salt mixture (seasonally). This material is stored on the eastern edge of the Recycling Center. The storage area is comprised of a three-bay concrete structure that is open on the front and top. The three-wall structure reduces transport of windblown dust and particulate matter from the piles. The front opening of each bay empties onto pavement. This arrangement creates a condition where spillage is easily recognizable on the pavement. Good housekeeping practices are implemented (dry sweeping) to prevent negative stormwater impacts. The quantity of materials is also limited to the size of the bay to limit stormwater exposure. Pick-up of beneficial reuse materials is monitored by the attendant.

Compost/Loam Screening Area

Off site-prepared compost is returned to the facility in 1-5 cubic yard loads. The material is deposited in the loam/compost screening area located immediately southwest of the Salt Shed. Prepared compost is fed into a screening unit to remove rocks and large noncomposted items. Screen compost is placed in the Recycling Center Beneficial Use Pick-up Area. Screened stones and gravel are placed in the facility gravel pile. Noncomposted items are retuned to the Recycling Center Yard Waste Drop-off Piles for further composting.

The Compost/Loam Screening Area is limited to dry weather operation. The screening area is cleaned and secured at the end of each operating day.

Recycling Center Scrap Metal Storage Area

Scrap metal is collected at the Recycling Center in a roll-off container. Each delivery is inspected by the attendant to ensure hazardous materials are not delivered, such as propane tanks, Freon, paints, and other

items. The roll-off container is staged south of the beneficial use pick-up area and upgradient from the leaf/yard clipping drop-off piles. Although the scrap metal is contained in a roll-off container, the roll-off is not watertight. If delivery inspections are not effective the run-off may contain rust, paint chips, and low-levels of oil or grease. Visual observation of contaminated run-off is addressed by assessing the source of contamination and either removing the material from the roll-off or diverting the run-off so the contamination may be collected. The leaf/yard clipping pile also serves as a trap for run-off from the scrap metal container.

Cold Patch Asphalt Storage Area

The facility maintains a quantity of cold patch asphalt. Cold patch is a mixture of sand and asphalt that remains pliable without external heat until it is compacted. Cold patch is stored at the facility for small repair projects such as pothole repair, sidewalk repair, and small street openings, etc. The pile is located on the south side of the salt shed. The pile is exposed to precipitation and therefore petroleum products may be released from the pile as a sheen although the cold patch is viscous enough that the material itself will not flow. As such the pile is located to the center of the property away from the stormwater outfall and impervious surfaces. The pervious surface of the storage area and the distance from established drainage swales reduces the possibility of negative off-site surface water impacts.

Reclaim Asphalt Storage Area

Reclaim asphalt is asphalt reclaimed (removed) from an existing installation such as a road bed or sidewalk. Reclaim is dry and consists of various size chunks of asphalt down to the size of sand/gravel. Due to aged nature of reclaim, it is possible but unlikely that petroleum related products will be released when exposed to precipitation, however the small sized particles are more mobile. Given this potential mobility, the reclaim pile is located within the border of the access roads south of the salt shed. The mobility of any particulates will be caught in the roadbeds and will serve as stabilizers. Stormwater run-off from the reclaim pile will be as sheet flow across the gravel surface of the area. Also, the entire eastern, southern, and western borders of the property are comprised of establish tree growth and vegetated undergrowth with no defined outfalls.

Salt Shed

The salt shed contains granular road salt and liquid magnesium chloride for winter road treatment. Typically, there is no stormwater exposure during bulk unloading of granular salt, which may occur at anytime during the year depending on commodity pricing. The shed is large enough to accommodate covered unloading. Any incidental spillage that occurs during unloading is scraped up or swept up and placed in the shed. Once the inventory is full the salt remains in storage until needed in the winter months.

Loading onto municipal vehicles for use during the winter months is accomplished by filing a loader bucket and transporting the bucket to the receiving truck at the adjacent outside loading dock. Incidental spills from the bucket during transport and loading may occur. These incidental spills are cleaned up after each storm event by sweeping or scraping up the material and returning it to the salt shed. During the winter months, the cover on the catch basin is changed from a slotted cover to a solid cover to limit the potential for stormwater exposure during seasonal loading activities. In the spring, summer, and fall the manhole cover is exchanged for the slotted cover and silt sack to facilitate parking lot drainage.

Sand/Gravel Storage Area

Sand and gravel are stored on the south-central and south western portions of the site. These are exposed piles and therefore are located away from Outfall 1. Runoff may contain particulate matter and therefore

the piles are bordered by a line of erosion control mixture to capture immediate run-off and established tree growth and vegetated undergrowth to prevent off-site transport of silt and particulate matter that may filter through the wood chips.

Obsolete Equipment/Vehicle Staging Area

The municipality typically does not maintain an inventory of obsolete vehicles or equipment. Once deemed obsolete the equipment is scavenged for usable parts, recycled through a licensed offsite provider, or sold as a 'trade in". In any event, obsolete equipment is inspected for oil leaks or drips prior to temporary outside storage pending ultimate disposal. The short storage duration does not warrant removing wheel weights, mercury switches or other potentially toxic components. The staging area is generally located south of the maintenance bay in the gravel parking area.

Fuel Island

The fuel island services all school and municipal vehicles (busses, police fleet, fire fleet, public works vehicles, engineering vehicles, and parks vehicles). The underground storage tanks and pumps were replaced in October of 2014. The replacement included a covered fuel island and upgraded emergency equipment such as an adjacent pull fire alarm, E-stop, overhead extinguishing system, and intercom. A spill response kit is also located at the fuel island. The greatest concern for stormwater exposure at the fuel island is from small or large spills during filling operations. To mitigate the potential for spills and associate environmental impacts, the facility requires that fueling operations be monitored by the vehicle operator at all times, that all spills be reported immediately, and that all spills are cleaned up immediately. The level of spill response is determined by the assistant director of public works or his designee and the spill response plan.

The underground storage tanks are equipped with the latest monitoring and spill containment equipment. All fuel unloading operations are performed by the fuel supplier under the supervision of facility personnel. Drip pans are used at hose connections and each tank inlet is equipped with a spill containment sump.

Vactor Drying Pad

Periodic cleaning of stormwater catch basins generates sand, grit, and stormwater. Prior to leaving a job site, the liquid is decanted to the sanitary sewer to the extent practical. Sand, grit, and residual stormwater is transported back to the DPW garage where it is dumped on a drying pad. The drying pad is surrounded by a berm on three sides and a grate across the front. Below the grate is a 1,000 gallon holding sump for collection of water that drains from the sand/grit. Once the water has evaporated or drained off the pile, the sand and grit is collected and placed in a fill pile for use on public works job sites. The water collected in the sump is pumped out by the vactor and transported to the wastewater treatment plant.

4.0 IMPLEMENTATION

This section describes practices that are in place or that will be implemented to control pollutants that have the potential to contaminate stormwater.

4.1 Good Housekeeping

The following is a list of good housekeeping practices followed at this facility:

- No washing of equipment or vehicles outside the facility is allowed. Washing is done indoors, and the wash water is collected and discharged to the wastewater treatment plant except as otherwise noted.
- Spills are immediately cleaned up with an absorbent. (See SOPs, and Spill Prevention and Response Procedures in Section 4.6)
- All fluid products and wastes are kept indoors.
- Outside storage of waste oil, lube oil, antifreeze, grease, batteries, and paint is prohibited.
- All vehicle maintenance is performed indoors.
- Spillages occurring during addition or removal from salt storage piles or sand and salt pile mixing are promptly cleaned up.
- Drip pans are used when offloading fuel (gasoline and diesel) and magnesium chloride.
- All above ground tanks are within covered buildings.

The following is a list of good housekeeping practices that will be implemented, along with expected date of implementation, at this facility.

- None noted.

4.2 Preventive Maintenance

The following is a list of preventive maintenance procedures practiced at this facility:

- This facility has a written spill prevention and response policy
- All staff are aware of spill prevention and response procedures
- Spill response equipment is located at all potential spill areas.
- All transfers to and from the tank are observed by qualified personnel trained in spill response procedures.
- Catch basins and sediment chambers are checked and cleaned as needed.
- Drainage swales are kept clear of debris and maintained to prevent erosion.
- The facility catch basins and dry well are cleaned out as necessary.
- Parking areas and travel ways are inspected and swept to reduce silt and sand runoff.
- Underground storage tank filling areas are inspected regularly for signs of spills/leaks.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Vehicles are regularly inspected for leaks. Leaks are contained with drip pans until repaired.
- Uncontaminated stormwater in containment areas is kept to a minimum.
- Facility personnel immediately report and repair damage to fueling area equipment.
- Facility personnel inspect all above ground storage tanks (AGSTs) for signs of corrosion or leaks. Note that all AGSTs are located within buildings to prevent stormwater exposure.

The following is a list of preventive maintenance measures that will be implemented and the date by which they will be implemented.

- AGST inspections must be documented. Although the inspections have taken place, the inspections have not been recorded. Documentation will commence April 2015.

- Install a concrete block wall in the Recycling Center Yard Waste Drop-off area to contain sheet flow – May 2015

4.3 Best Management Practices (BMPs)

The following is a list of existing and planned Best Management Practices. When implemented, the BMPs will prevent or reduce the discharge of potential pollutants in stormwater runoff for each area of concern listed in the Site Summary (Section 3.9).

Loading and unloading areas. To prevent or reduce the potential of stormwater contamination in the loading and unloading areas, the following BMPs will be implemented.

- Loading and unloading are done inside where possible.
- Hazardous materials that are in easily ripped or breakable containers (such as bags, plastic pails) are not loaded or unloaded outside when it rains.
- A staff member is present during loading and unloading operations.
- When drums are being handled, the storm sewer is covered to help contain potential spills.
- Spill kits are strategically located next to loading/unloading areas.
- The vehicle fueling area is protected by a roof.

Outdoor storage

- Underground diesel fuel tank: A member of the spill response team is on hand at all times during filling.
- Underground gasoline tank: A member of the spill response team is on hand at all times during filling.
- No salvage vehicles are kept on site.

Scrap metal.

- All facility-generated scrap metal is cleaned of hazardous materials prior to storage in the scrap metal container.

4.4 Sediment & Erosion Control

There are no observed areas of erosion on this site.

4.5 Management of Stormwater Runoff

The following management practices for runoff are used at this facility.

- Drainage outfalls discharge to riprap pads.
- Runoff from the site goes to a detention or retention basin.

- Runoff from the site goes to wet wells and a dry well.
- Impervious areas have no curbs in order to encourage sheet flow runoff to vegetative areas.

4.6 Spill Prevention & Response

Spill response policies and procedures are listed in Appendix 7.

4.7 Employee Training

The SWPPP Management Team oversees implementation of the Plan. Employees are made aware of basic spill prevention and response, good housekeeping and materials management practices are instilled in every employee and reinforced by supervisors.

The SWPPP team members will meet after each spill event to discuss the effectiveness of and improvements to the Plan.

5.0 EVALUATION

5.1 Quarterly Visual Monitoring

Municipal personnel collect a representative stormwater discharge from Outfall 1 on a quarterly basis. The sample is collected during daylight hours and within 60 minutes to 2.25 hours after flow commences at Outfall 1. Visual examination of the sample is performed during daylight hours and within 60 minutes of sample collection as per *Standard Operating Procedures and Visual Monitoring Guidelines for Stormwater Discharges Associated with Industrial Activities* (Maine DEP document number DEPLW0768. A record of visual observations is maintained in Appendix 6.

5.2 Comprehensive Site Compliance Evaluations

The facility is inspected at least four (4) times a year in conjunction with the visual monitoring process. The inspection includes observation for evidence of pollution, BMP evaluation, and equipment evaluation. The site inspection report accompanies the Visual Assessment Report and is maintained in Appendix 6.

5.3 Recordkeeping & Reporting

The facility shall retain records described in this SWPPP on site for a period of 5 years from the date of the NOI. These records will be made available to state or federal inspectors upon request.

5.4 Plan Revisions

This SWPPP will be updated/amended if and when the facility expands its operations, changes any significant material handling or storage practices which could impact stormwater, or it is determined that the SWPPP is ineffective at controlling stormwater pollutants from entering waterways. The amended Plan will describe the new activities that contribute to increased pollution and planned control measures

6.0 CERTIFICATIONS

The facility provides the following certifications:

Non-Stormwater Discharges

All stormwater outfalls to surface waters at this facility have been evaluated and found to be free of non-stormwater discharges except as identified in Section 3.3-3.8. The facility will continue to implement identified BMPs and maintenance activities to prevent stormwater pollutant exposure.

Stormwater Pollution Prevention Plan

This Stormwater Pollution Prevention Plan has been prepared in accordance with good engineering practices. Qualified personnel properly gathered and evaluated information submitted for this Plan. The information in this Plan, to the best of my knowledge, is accurate and complete.

Name: 

Title: Director of Public Works

Date: 04/30/15

Appendix 1
Public Works Garage SWPPP Coordinator and Team

Public Works Garage SWPPP Coordinator and Team

The team listed below comprises the working group responsible for implementing the Stormwater Pollution Prevention Plan. Each member's responsibilities under the SWPPP are listed.

Leader: Guy Casavant Office Phone: (207) 282-1579

Title: Public Works Director Cell Phone: (207) xxx-xxxx

Responsibilities:

Manage physical plant requirements and plan development specific to the Public Works Garage SWPPP, including coordination of inspections, employee training program, recordkeeping and reporting.

MS4 Manager: Tom Milligan Office Phone: (207) 284-9118

Title: City Engineer Cell Phone: (207) xxx-xxxx

Responsibilities:

Oversee management of MS4 Stormwater Program. Oversee the preparation and submittal of the Stormwater Program Management Plan Annual Report.

SWPPP Coordinator: Tom Milligan Office Phone: (207) 284-9118

Title: City Engineer Cell Phone: (207) xxx-xxxx

Responsibilities:

Coordinate management of MS4 Stormwater Program across departments. Coordinate preparation of the MS4 Stormwater Program Management Plan Annual Report.

Member: Carl Marcotte Office Phone: (207) 282-1579

Title: Asst. Director Vehicle Maintenance Cell Phone: (207) xxx-xxxx

Responsibilities:

Implement the SWPPP preventive maintenance requirements; oversee good housekeeping activities inside and out in the "yard"; serves as spill response coordinator, coordinates staff training, oversees monitoring program.

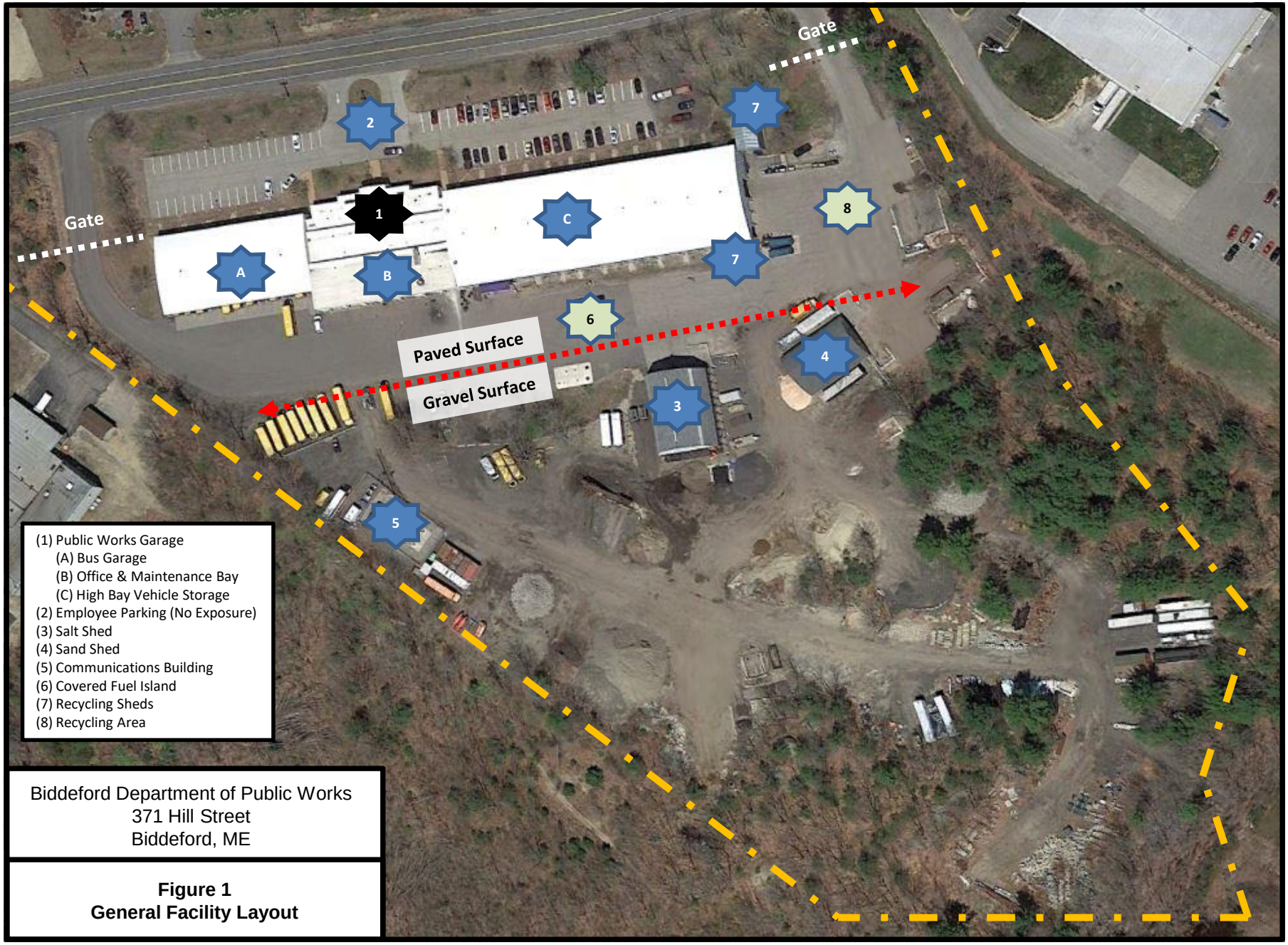
Member: Brian Phinney Office Phone: (207) 571-0032

Title: ECO/IPP Cell Phone: (207) xxx-xxxx

Responsibilities:

Conduct/assist with quarterly inspections; conduct sampling/visual monitoring. Prepare administrative amendments to the plan as directed by the Leader and SWPPP Coordinator.

Appendix 2
Site Maps



Biddeford Department of Public Works
371 Hill Street
Biddeford, ME

Figure 1
General Facility Layout

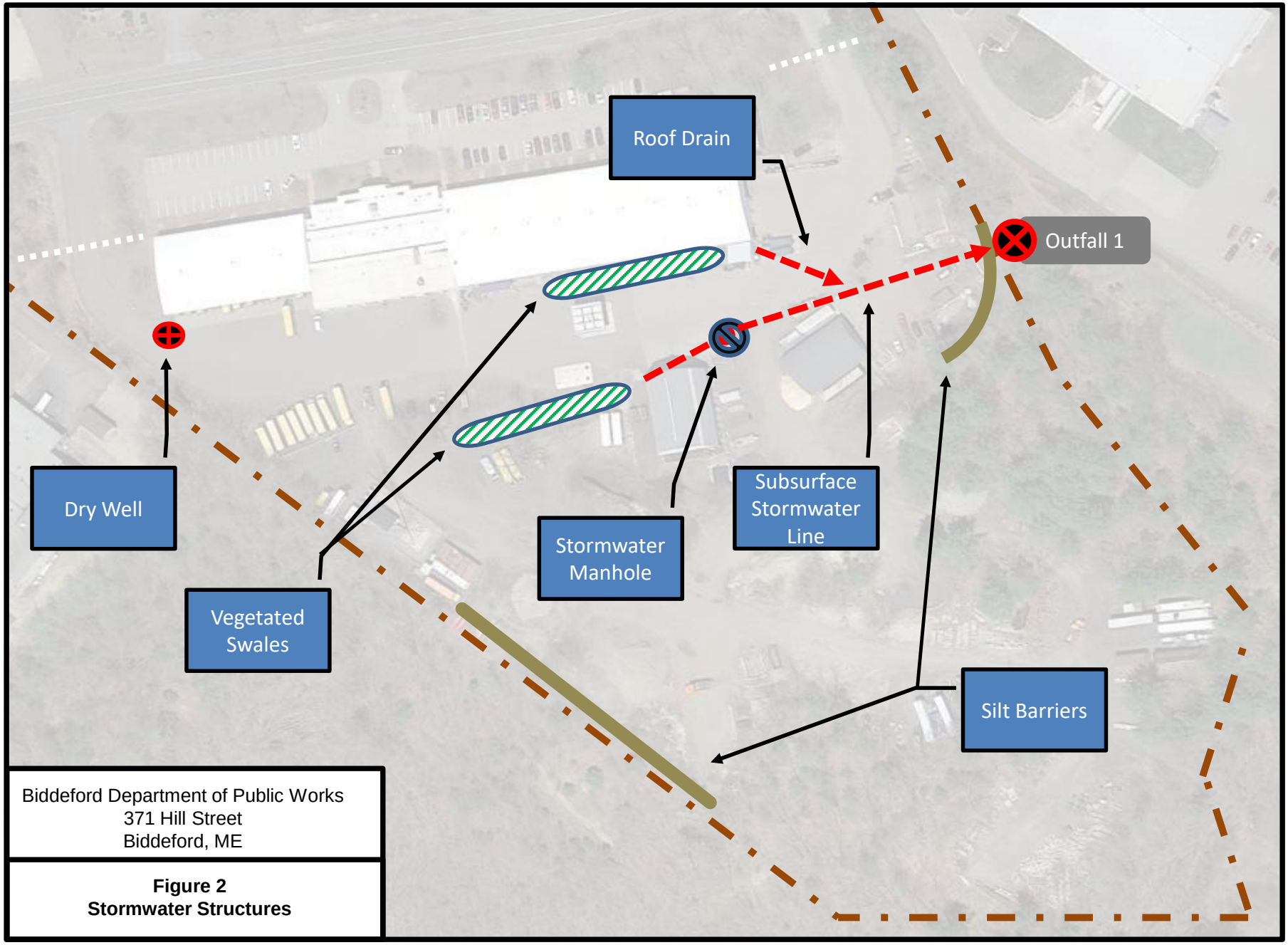
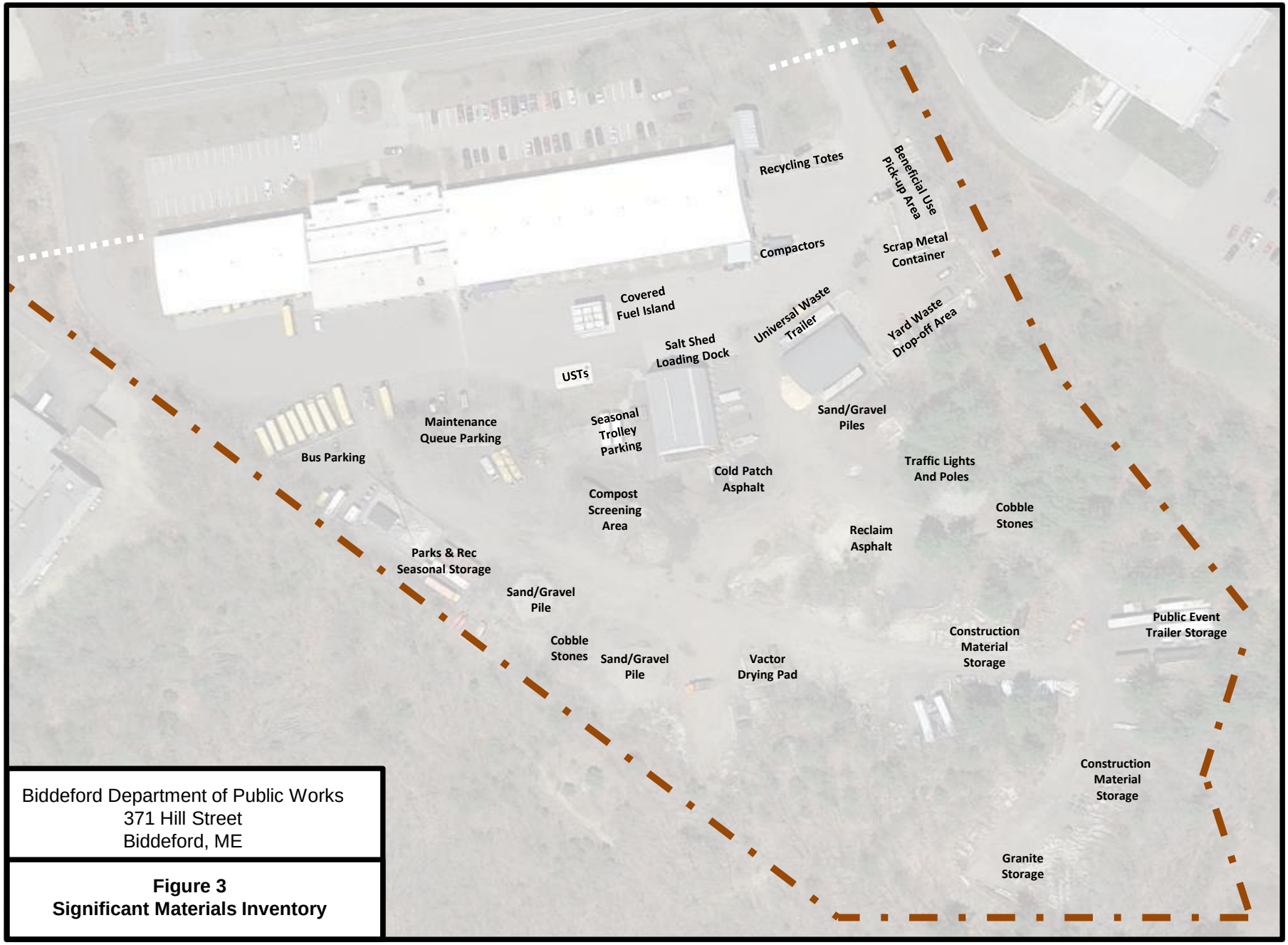
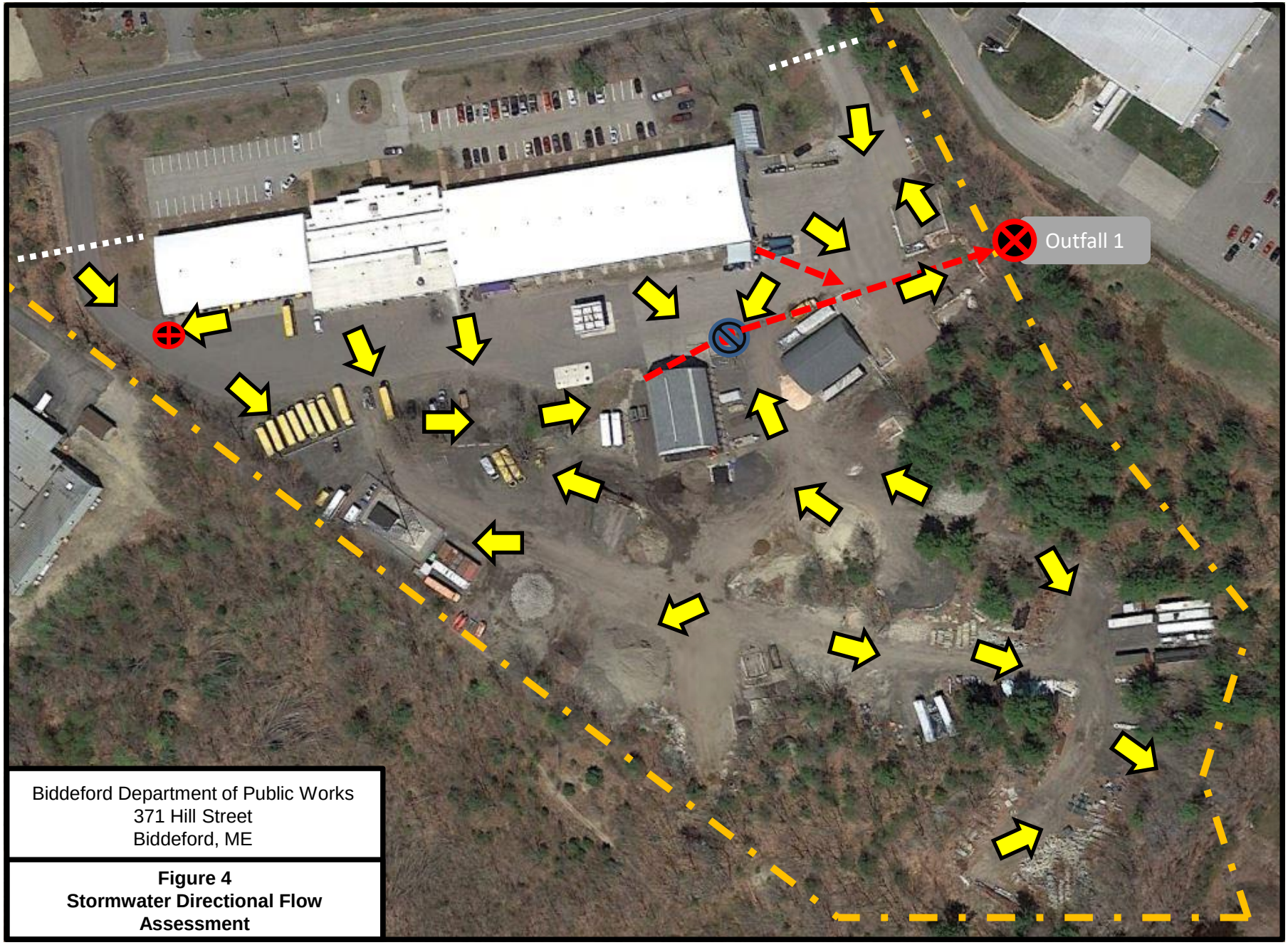


Figure 2
Stormwater Structures



Biddeford Department of Public Works
371 Hill Street
Biddeford, ME

Figure 3
Significant Materials Inventory



Biddeford Department of Public Works
371 Hill Street
Biddeford, ME

Figure 4
Stormwater Directional Flow Assessment

Appendix 3
SWPPP Material Inventory

SWPPP Material Inventory

Material or Significant Areas of the Facility	Exposed Materials or Potential Sources	Potential Stormwater Pollutants	Quantity Exposed (approx.)	Likelihood of Contact with Stormwater (Low/Medium/High)	Methods used to store/handle/process	Risk of Release
Sand/Salt Storage Pile	Sand, Salt	Sediment, Sodium Chloride Salt	1,200 tons sand/salt 3,000 tons salt	Low	Loaded in dump trucks with loader	Low
Homeowner Yard Waste	Bark, Wood, Leaves	Wood Debris (yard waste)	1 ton	High	Stored in pile	Medium
Maintenance Garage	Waste Oil, Gasoline, Diesel, Petroleum Solvents, Cleaners, Paint.	Oil, Gasoline, Petroleum Solvents, Detergents	NONE Exposed– all within bulding Waste oil (1,200 gal) Waste oil (2-275 gal) Motor oil (500 gal) Hydraulic oil (500 gal) Oils (4-55 gal) Anti-freeze (2-55 gal) Waste Anti-freeze (1-55 gal) Waste Paint (1-55 gal)) DEF (1-55 gal) 80-90 (3 30 gal) Cleaners (various) Solvents (various) Detergents (various)	Low	 Tank with alarm Contained in berm Contained in berm Contained in berm Contained in berm Contained in berm Contained in berm Contained on spill pallet Contained in berm Contained in berm Household quantity Household quantity Household quantity	Low during storage (in building); Low during transfer from delivery to facility (occurs in building); Low during use (occurs in building)
Loam/Compost Screening	Compost/Bark Mulch	Wood Debris (yard waste following composting)	1-5 cubic yards	Medium	Processed in batches, cleanup daily, dry weather operation, cover pile	Low
Compost Pile (actual composting occurs offsite, the City provids compost to residents)	Waste Plant matter	Decaying Organic Matter	1 ton	High	Stored in concrete bunker, loaded by hand to residential vehicles	Medium

SWPPP Material Inventory (Continued)

Material or Significant Areas of the Facility	Exposed Materials or Potential Sources	Potential Stormwater Pollutants	Quantity Exposed (approx.)	Likelihood of Contact with Stormwater (Low/Medium/High)	Methods used to store/handle/process	Risk of Release
Waste Asphalt Pile	Asphalt Waste	Asphalt, Petroleum residues, Sediment	0-5 Ton	High	Stored in single pile on site	High
Gravel Storage Pile	Gravel	Sediment, particulate matter	0-5 Ton	High	Stored in single pile on site	High
Obsolete Equip/Scrap Storage	Obsolete vehicles, Scrap debris	Gasoline, diesel, oil & grease, Ethylene/propylene glycol, paint chips, various metals	0-1 Vehicles 0-10 Tons scrap metal	High	Vehicles staged in single location, scrap metal stored in roll-off container or trailer	Vehicle-High Scrap metal-Medium
Vehicle Fueling Area	Gasoline and diesel pumps and storage tanks	Gasoline and diesel fuel	15,000 Diesel UST 12,000 Gasoline UST	Low – covered fueling island	Vehicle fueling	Storage-Low Fueling-Low Breakaway connections
Vehicle/Equipment Washing Area	Detergents and vehicles	Detergents, oil & grease, sediment, salt	NONE Exposed	Low – washing occurs in facility	Vehicles are rinsed, washed, and then rinse again with pressure washer	Low – Activity occurs in facility
Vactor Pad	Catch basin clean out	Grit, silt, residual organic matter (leaves/sticks)	1-2 Tons	High – vactor pad is exposed	Pad is located away from the outfall and is equipped with a collection sump to prevent surface water runoff. Accumulated water is transported to the wastewater treatment plant.	Low – Runoff is intercepted by the collection sump.
Compactor	Hydraulic Tank	Hydraulic Oil	25 gal	Medium	Contained in tank, exposure during filing or hose break	Filing – low Hose Break - Medium
Compressor	Compressor oil tank	Compressor oil	40 gal	Low – located in facility	Contained in facility	Low – area drains to oil water separator

Completed by: Brian S. Rumney
Title: ECO/IPP
Date: May, 19, 2015

Appendix 4
Site Summary (Activities with a High Risk of Contaminating Stormwater)

Site Summary (Activities with a High Risk of Contaminating Stormwater)

Material or Significant Areas of the Facility	Potential Stormwater Pollutants	Likelihood of Contact with Stormwater (Low/Medium/High)	Current Practices	Future Practices
Homeowner Yard Waste	Wood debris (yard waste)	High	Homeowner drop-off occurs on a concrete pad with three-sided containment. Storage is limited to ½ ton. Sweep area as needed.	Improve vegetated buffer to ensure sheet flow is intercepted before entering drainage swale.
Compost Pile (actual composting occurs offsite, the City provided compost to residents)	Decaying organic matter	High	Homeowner yard waste is transferred offsite for composting. Finished compost is returned to the site in limited quantities for residential use. Storage occurs on a concrete pad with three-sided containment. Storage is limited to ½ ton. Sweep area as needed.	Improve vegetated buffer to ensure sheet flow is intercepted before entering drainage swale.
Waste Asphalt Pile	Asphalt, petroleum residues, Sediment	High	Sheet flow runoff may drain to Outfall 2	Relocate pile further away from Outfall 2 to eliminate surface water discharge and or install silt fence around pile
Gravel Storage Pile	Sediment, particulate matter	High	Sheet flow runoff may drain to Outfall 2	Relocate pile further away from Outfall 2 to eliminate surface water discharge and or install silt fence around pile
Obsolete Equip/Vehicle Storage	Gasoline, diesel, oil & grease, Ethylene/propylene glycol, paint chips, various metals	High	Vehicles and equipment categorized as scrap are either stripped of potential pollutant sources prior to storage or are stored for no longer than 10 days.	Install silt fencing, increase frequency of disposal
Scrap Storage	Paint chips, various metals	High	Scrap metal stored in roll-off container or trailer prior to disposal/recycling off-site.	Cover scrap metal roll-off container, relocate container away from Outfall 2
Vehicle Fueling Area	Gasoline and diesel fuel	Low – covered fueling island	Covered fueling island, spill containment at tank fills, absorb/sweep up small spills	Place absorbent material and container at pump island

Completed by: Brian S. Rumney
Title: ECO/IPP
Date: December 19, 2014

Appendix 5
List of Significant Spills and Chronic Leaks

List of Significant Spills and Chronic Leaks

Date	Spill (Check one)	Leak (Check one)	Source	Description			Response Procedures	Corrective Action
				Type of Material	Quantity	Reason		
12/31/12			**No spills reported**					
12/31/13			**No spills reported**					
12/31/14			**No spills reported**					
12/13/14			**No spills reported**					
12/31/15			**No spills reported**					
12/31/16			**No spills reported**					

Completed by: Brian O. Rumney

Title: Chief Operating Officer

Date: 01/03/17

Appendix 6
Quarterly Visual Assessment of Stormwater Runoff

Quarterly Stormwater Runoff
Visual Inspection and Site Log

Facility Name	Biddeford Public Works Garage	**Date of last Storm Event**	
Facility Address	371 Hill Street	**Date of Observation**	
	Biddeford, ME 04005	**Hours Between Events**	
		Time from Onset of Runoff	
Outfall #	Outfall #1	**Observation Time**	
MS4 Gen Permit	Expires July 1, 2018	**Discharge Type**	
Sample Vol (ml)	1,000 ml		
Color			
Odor			
Clarity			
Floating Solids			
Settled Solids			
Suspended Solids			
Foam			
Oil Sheen			
Probable Source			

Physical description of floating suspended solids if present.

Comments:	

Assessment of effectiveness of BMP's and maintenance activities as well as recommended corrective actions.

Under penalty of law I certify that these statements are true and correct pursuant to the terms and conditions stated in the MPDES Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity.

Signature:_____ Date:_____

Quarterly Site Compliance Evaluation/Inspection

Name of Qualified Inspector(s) _____ **Date:** _____

Completing Evaluation/Inspection: _____ **Date:** _____

Are industrial materials, residue, or trash on the ground? **Yes ☐** **No ☐**

If yes, state corrective action _____

Date corrective action was completed _____

Are there any leaks or spills from industrial equipment, drums, barrels, tanks or containers onsite? **Yes ☐** **No ☐**

If yes, state corrective action _____

Date corrective action was completed _____

Is there offsite tracking of industrial materials or sediment where vehicles enter or exit the site? **Yes ☐** **No ☐**

If yes, state corrective action _____

Date corrective action was completed _____

Is there blowing or whirling of raw, final, or waste materials? **Yes ☐** **No ☐**

If yes, state corrective action _____

Date corrective action was completed _____

Are all stormwater BMPs identified in the SWPP operating correctly? **Yes ☐** **No ☐**

If no, state corrective action_____

Date corrective action was completed_____

Are additional BMPs required for potential pollutants or an industrial activity **Yes ☐** **No ☐**

If yes document & update SWPPP

If yes, state corrective action_____

Date corrective action was completed_____

Are there signs of erosion in stormwater conveyances or at outfalls? **Yes ☐** **No ☐**

If yes, state corrective action_____

Date corrective action was completed_____

Evidence of industrial material, residue, trash or sediment in stormwater conveyance? **Yes ☐** **No ☐**

If yes, state corrective action_____

Date corrective action was completed_____

Has industrial activity been added or the site expanded? **Yes ☐** **No ☐**

If yes, document in SWPPP & on site map

If yes, state corrective action or additional BMPs required_____

_____

Date corrective action or BMPs implemented_____

Have the locations of any of the potential pollutants or material storage changed? **Yes** ☐ **No** ☐

If yes, state corrective action or additional BMPs required_____

_____

If yes, document in the SWPPP & on site map_____

Are there any non-stormwater discharges? **Yes** ☐ **No** ☐

If yes, what are they? _____

_____

Are the non-stormwater discharges authorized under the MSGP? **Yes** ☐ **No** ☐

If no, have all the outfalls been inspected for unauthorized non-stormwater discharges? **Yes** ☐ **No** ☐

State corrective actions for all unauthorized non-stormwater discharges._____

_____

Are any modifications required to be made to the SWPPP or Site Map(s) ☐ No modification required

☐ SWPPP requires modification

☐ Map(s) require modification

All required changes have been made to the Plan Date:_____ Initials:_____

All required changes have been made to the Site Map(s) Date:_____ Initials:_____

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowingly violating the law.

Authorized Signature:_____ **Date**:_____

Appendix 7
Spill Response & Reporting Procedures

Spill Policies and Reporting

STANDARD OPERATING PROCEDURES

Oil deliveries made to Biddeford DPW include bulk deliveries of gasoline and diesel fuel to respective USTs at the vehicle fueling area; and motor and lubricating oil to respective ASTs in the Oil Room. It is the policy of Biddeford DPW that oil carriers "stick" the tanks to check the available capacity of the tank, and to ensure that a 10% buffer is provided to prevent overfills. Delivery carriers always inform Biddeford DPW employees when oil deliveries are complete. Biddeford DPW staff is present during all deliveries to ensure that the carrier employs practices for preventing transfer spills and accidental discharges.

Oil Tank Filling in DPW Garage

Biddeford DPW personnel or oil delivery carriers, with respect to tank filling operations, follow the following general procedure and practices:

1. Tank filling operations are always attended by Biddeford DPW staff. The driver, operator, or attendant of any delivery tank vehicle shall not leave the vehicle while it is being discharged.
2. Tank filling operations are performed during daylight hours. If tank filling operations must be performed at night, they are performed only under suitable lighting conditions.
3. Tank filling operations are performed only at designated fill pipe/port areas.
4. Prior to the transfer, Biddeford DPW personnel or the carrier determines that the receiving tank has available capacity to receive the volume of petroleum to be delivered by using the tank's level gauge, generating a printout from an electronic tank monitoring system, or manually checking the level of product in the tank.
5. Biddeford DPW personnel or the carrier monitor every aspect of the delivery and take immediate action to stop the flow of petroleum if the working capacity of the tank has been reached or if an equipment failure or release occurs.
6. Smoking, lighting matches, talking on a cellular phone, or carrying any flame near the delivery truck during operations is not permitted.
7. Drip pans or absorbent material are placed below all hose connections by Biddeford DPW personnel or the carrier (or their designated representative) prior to filling.
8. Open spring loaded valves are never tied off or blocked.
9. Floor drains (if present) are covered until filling is complete.
10. Prior to filling and prior to departure of the delivery truck, any vehicle outlets are closed and inspected for evidence of leakage to prevent spills while in transit.
11. Nearby drains and outlets are inspected prior to filling and departure of oil trucks for signs of leakage.

40 CFR § 112.7(h)

Drum Loading and Unloading

Activities involving drum loading and unloading are performed at Biddeford DPW and it is Biddeford DPW's policy that such activities be conducted in accordance with Department of Transportation (DOT) requirements for loading and unloading pursuant to 49 CFR §§ 177.834 and 177.837.

Biddeford DPW personnel, as applicable, with respect to drum loading/unloading, shall observe the following general procedures and practices:

1. Drum covers are secured and tightened prior to moving.
2. Surrounding floor is clean and dry prior to removing drums from pallets or placing drums on pallets.
3. Ramps and proper tools (i.e., dollies, forklifts) are used to lift drums from top of pallets onto ground level (or vise-versa).
4. Tools that could puncture or perforate the drum are not used during drum movement.
5. Catch basins, floor drains, and drainage pathways are protected with booms and / or drain cover /mats during drum loading / unloading activities.

Vehicle Fueling Operations

Authorized personnel fill their assigned vehicles and equipment at the fueling station. Signs are posted at the vehicle fueling area stating "Turn off Ignition" and "No Smoking." The vehicle fueling area is only accessible to authorized employees who possess a chip key. Spill response equipment (Speedy-Dry) is readily available at the vehicle fueling area for use in the event of a release.

Spill Response

All employees working in areas where oil and hazardous materials are stored or managed will visually observe their work area during regular operating hours for signs of spills or releases or other emergencies. All spills or releases will be immediately addressed.

Procedures for oil and hazardous material responses and other incidents classified as emergencies or non-emergencies are provided on the following pages along with emergency support phone numbers.

Non-Emergency Incident Procedures

<table>
<tr><th>Task</th><th colspan="3">Description</th></tr>
<tr><td>Type of Incident</td><td colspan="3">Non-Emergency</td></tr>
<tr><td rowspan="3">Actions to take upon discovery</td><td colspan="3">1. Alert area personnel
2. Alert Facility Emergency Coordinator (FEC) by contacting:

Carl Marcotte</td></tr>
<tr><td>Work Phone</td><td>Cell Phone</td><td>Home Phone</td></tr>
<tr><td>(207) 282-1579 (x 4180)</td><td></td><td></td></tr>
<tr><td>Initial Response</td><td colspan="3">3. FEC must verify the incident is a “routine occurrence” which can be handled safely by operational employees in the immediate work area or by other DPW personnel such as maintenance personnel
4. Verify personnel have been properly trained.
Note: If #3 or #4 above cannot be verified, treat the incident as an “emergency”.</td></tr>
<tr><td>Internal Notification</td><td colspan="3">5. Internal notification may be required as determined by the FEC. Notification may be made by portable radio, intercom or other alarm.</td></tr>
<tr><td>Termination</td><td colspan="3">6. Non-emergency incidents may be terminated by the employee(s) performing the response when the incident has been appropriately cleaned-up. Verbal notice of termination must be provided to the FEC.</td></tr>
<tr><td>Follow-up Action</td><td colspan="3">7. As a non-emergency incident, no formal follow-up action is required.</td></tr>
</table>

Emergency Incident Procedures: Hazardous Material Spill or Release

<table>
<tr><th>Task</th><th>Description</th></tr>
<tr><td>Type of Incident</td><td>Emergency Incident</td></tr>
<tr><td colspan="2">Actions to take upon discovery</td></tr>
<tr><td>Internal Notification</td><td>1. Upon discovery of a spill or release of a hazardous material, immediately notify personnel to evacuate the release area.
2. Alert Facility Emergency Coordinator (FEC) or other members of the Emergency Response Team:
3.
<table>
<tr><td>Work Phone</td><td>Cell Phone</td><td>Home Phone</td></tr>
<tr><td colspan="3">Carl Marcotte</td></tr>
<tr><td>(207) 282-1579 (x 4180)</td><td></td><td></td></tr>
<tr><td colspan="3">Guy Casavant</td></tr>
<tr><td>(207) 282-1579 (x 4181)</td><td></td><td></td></tr>
<tr><td colspan="3">Ray Parent</td></tr>
<tr><td>(207) 282-1579 (x 4184)</td><td></td><td></td></tr>
</table>
4. The FEC will determine the level of the emergency and the resources needed to respond.
5. Evacuation of the entire facility may be required as determined by the FEC. Notification to evacuate will be made by activating the fire alarm, making verbal notice on the hand-held radios, or by a voice message on the intercom system.
6. If given notice, all employees will evacuate the entire facility. Evacuation will be performed through the closest exit that is safely accessible.
7. All employees, contractors, and visitors must immediately report to the designated assembly areas. Primary: Flagpole. Secondary: DPW recycling entrance toward Hill Street.
8. FEC or other designated personnel must perform a headcount and name check.
9. FEC, designated facility personnel, or outside professionals will physically check the building for missing personnel.</td></tr>
<tr><td>External Notification</td><td>10. The fire alarm is tied directly into the Biddeford Fire Department alarm system. In the event the fire alarm fails, The FEC or other ERT Member will call the fire department by dialing “911”.
11. The FEC will determine if outside assistance is needed for hazardous substance response support.</td></tr>
<tr><td>Initial Response</td><td>12. The FEC will brief the Biddeford Fire Department and any other outside support personnel upon their arrival to the site. Biddeford Fire Department personnel will assume command of the emergency response upon arrival and briefing.
13. The FEC is authorized to commit all resources needed to safely and appropriately respond to the incident.</td></tr>
<tr><td>Termination</td><td>14. The Biddeford Fire Department will designate termination of emergency operations. In the absence of the Biddeford Fire Department, the FEC will make a determination to terminate emergency response actions.
15. The FEC will communicate the termination notice to employees and provide notice on when it is safe to reenter the facility.</td></tr>
<tr><td>Follow-up Action</td><td>16. The FEC, ERT and Biddeford Fire Department, and other support personnel will meet to prepare a post incident report for the City Manager.</td></tr>
</table>

List of Outside Emergency Response Agencies

POLICE
- Biddeford 911
- York County Sheriff 207-324-1113
- Maine State Police 800-482-0730

FIRE
- Biddeford 911

RESCUE / MEDICAL EMERGENCY
- Biddeford 911

HOSPITAL
- Southern Maine Health Care 207-283-7000
  - Emergency Room 207-283-7100

POISON CONTROL CENTER 800-442-6305

OUTSIDE EMERGENCY RESPONSE SERVICES
- Biddeford Emergency Management Director 911
- York County Emergency Management Agency 207-324-1578
- Maine Emergency Management Agency 800-452-8735

ENVIRONMENTAL EMERGENCIES
- US Coast Guard – Oil Spill 800-424-8892
- US Coast Guard – Portland Oil Spill 207-799-1680
- National Response Center 800-424-8802
- Maine DEP (24Hour #) 800-482-0777
- Maine DEP – Portland 207-822-6300
- EPA, Region #1, Boston, MA 617-223-7265

OUTSIDE EMERGENCY RESPONSE CONTRACTOR
- Environmental Projects, Inc 207-786-7390
- Clean Harbors Environmental Services 207-799-8111
- ENPRO 207-878-3031

CHEMTREC – (24 Hour Hotline) 800-424-9300

UTILITIES
- Central Maine Power Company (electricity provider) 800-696-1000
- Biddeford & Saco Water Company (potable water) 207-282-9141
- Biddeford Wastewater Treatment Facility (sanitary sewer) 207-282-1350

Internal Emergency Contact List

Emergency Response Team

Position	Name	Extension#	Phone #	Cell#
Facility Emergency Coordinator Emergency Response Team	Carl Marcotte	4180	(207) 283-3577	
Alt. Facility Emergency Coordinator Emergency Response Team	Guy Casavant	4181	(207) 282-1579	
Emergency Response Team	Ray Parent	4184	(207) 282-7379	

Technical / Support Personnel

Position	Name	Extension#	Phone #	Cell#
City Engineer	Tom Milligan	4139	(207) 2846561	
Assist. Wastewater Director	Jeff Demers	4185	(207) 247-4914	
Wastewater Supervisor	Ron Kinney		(207) 967-2349	
Street Division Supervisor	Keith Lovejoy	4188	(207) 571-9309	
Solid Waste Division	Don Lapoint		(207) 282-1579	
Park Division Supervisor	Dave Marchand		(207) 282-1579	

Procedure for Immediate Oral Notification for Hazardous Material Releases

If a release of hazardous material occurs, the FEC, a member of the Emergency Response Team (ERT) or his/her designee will report the incident immediately to the following agencies. Mark the space to the right of each number to verify notification.

• Biddeford Fire Department	911	_____
• Maine State Police (which by law must inform the DEP and State Emergency Response Commission (SERC))	1-800-452-4664	_____
• National Response Center	1-800-424-8802	_____

If a reportable release occurs and threatens to leave the boundaries of the facility, a member of the ERT or his/her designee will also immediately notify:

• Biddeford EMA Director	911	_____
• York County Emergency Management Agency (YCEMA)	1-207-324-1578	_____

The following information will be provided to all government agencies to which Biddeford DPW reports:

Specific location of release…….. _____
Identification of hazardous material released….. _____
Quantity of hazardous material released…….. _____
Time of release……. _____
Duration of release……. _____
Release to……. Air_____ Land_____ Water_____
Known or anticipated acute or……. _____
chronic health risks _____
_____
_____
Precautions (evacuation, medical surveillance)… _____
_____
Contacts for further information…… 1. _____
2. _____
3. _____
4. _____
5. _____

**Note: Written notification required, see *Procedure for Written for Hazardous Material Releases*

42 U.S.C. §§ 9603 and 11004; and 40 CFR §§ 302.6 and 355.40(b)(1)

Procedure for Written Notification for Hazardous Material Releases

After a reportable release of hazardous material, the FEC, alternate FEC, or a designated representative will file follow-up reports with various agencies as described below.

- As soon as practicable, the Assistant Director or a representative sends a follow-up written notice to:

  Maine Emergency Management Agency
  72 State House Station
  Augusta, Maine 04333-0072

  York County Emergency Management Agency
  P.O. Box 399
  Alfred, Maine 04002

- The specific location of the release;
- Identification of the chemical released and the estimated quantity released;
- The time and duration of the release;
- The environmental media into which the chemical was released;
- Any known or anticipated acute or chronic health risks;
- Any precautions that should be taken, including evacuation or medical surveillance; and
- The names and telephone numbers of parties to be contacted for further information.

  40 CFR § 355.40 (b)(3); 37-B MRSA § 798(1)

Follow-up Report Within 14 Days of the Release

After a reportable release of hazardous material, the FEC, alternate FEC, or a designated representative will file follow-up reports with various agencies as described below.

- Within 14 days, the Assistant Director or a representative sends a follow-up written notice to:

  Maine Emergency Management Agency
  72 State House Station
  Augusta, Maine 04333-0072

  York County Emergency Management Agency
  P.O. Box 399
  Alfred, Maine 04002

- The facility must file with the commission and committee a follow-up emergency notice, which details the following information:
- Actions taken to respond to and contain the release;
- The cause of the release and the events leading to it;
- The known or anticipated health risks of the release and any medical attention needs of exposed persons; and
- The measures taken or to be taken to avoid recurrence.

  37-B MRSA § 798(3)(A-D)

Follow-up Report Within 30 Days of the Release

Within 30 days, after a reportable release of hazardous material, the FEC, alternate FEC, or a designated representative will file follow-up reports with various agencies as described below.

Hazardous Matter
Bureau of Oil & Hazardous Materials Control
Dept. of Environmental Protection
State House - Station #17
Augusta, Maine 04333

801 DEP Regs. § 801(3)(a)

Procedure for Immediate Oral Notification for Oil Releases

Immediate Oral Notification for Oil Releases to Water

If a petroleum release to water occurs, the FEC or his/her representative will immediately report the incident to the following agencies.

- Maine DEP Portland Office (Days) (207) 822-6300 _____
  (Nights/Weekends) (800) 428-0777 _____
- National Response Center (24-hour) (800) 424-8802 _____
  The NRC operator will make the following notifications, as applicable: U.S. Coast Guard, Dist (1); EPA, Region 1

Immediate Oral Notification for Oil Releases to Land

Release less than 10 gallons to land and does not reach groundwater or surface water – No Discharge Reporting Required.

Release to land greater than 10 gallons or release less than 10 gallons and reaches groundwater or surface water, the following notification is required:

- Maine DEP Portland Office (Days) (207) 822-6300 _____
  (Nights/Weekends) (800) 428-0777 _____

Procedure for Written Notification for Oil Releases

Written notification of an oil spill is required if either of the following criteria are met:

- A single discharge of oil into or upon the navigable waters of the United States or adjoining shorelines exceeds 1,000 gallons, or
- Within a twelve-month period, two discharges of more than 42 gallons of oil occur into or upon navigable waters of the United States or adjoining shorelines

40 CFR § 112.4(a)

If the above criteria are met, Biddeford DPW must file a written report with Region I of the U.S. EPA within 60 days. The report must contain the following information.

	Check when completed
1. The name of facility;	
2. The name(s) of Biddeford DPW's owner(s)/Operator(s);	
3. Biddeford DPW's location;	
4. The date and year when Biddeford DPW began operations;	
5. Biddeford DPW's maximum oil-storage or handling capacity, and he normal daily quantity of throughput;	
6. A description of Biddeford DPW's facility and operations, to include site maps and topographical maps;	
7. Flow diagrams;	
8. A complete copy of the Plan and revisions;	
9. The cause(s) of the spill, including a failure analysis of the system or subsystem responsible for the spill;	
10. The corrective actions/countermeasures undertaken, including an adequate description of equipment repairs/replacements;	
11. Additional preventive measures implemented or contemplated to minimize the potential for recurrence; and	
12. Any other information that the Regional Administrator may reasonably require that is pertinent to the Plan or spill.	

STATE OF MAINE
HAZARDOUS WASTE & HAZARDOUS MATERIAL
SPILL OR DISCHARGE REPORT FORM

All spills should be reported to the Department of Public Safety (State Police) immediately at 800-452-4664. Additionally, hazardous waste spills must be reported in writing to the DEP within 15 days. Hazardous material spills must be reported in writing to the DEP within 30 days. This form should be filled out by the spill or and returned to the DEP at the following address:

Maine DEP, BRWM
17 State House Station,
Augusta, ME 04333

DATE & TIME OF CHEMICAL RELEASED:_____

NAME & ADDRESS OF COMPANY: _____

_____

EXACT LOCATION OF SPILL:_____

_____

CHEMICAL SPILLED:_____

AMOUNT:_____

CIRCUMSTANCES CAUSING RELEASE:_____

_____

_____

AMOUNT OF CHEMICAL RECOVERED:_____

METHOD OF RECOVERY:_____

METHOD & LOCATION OF DISPOSAL:_____

WERE THERE ANY PERSONAL INJURIES, HOSPITALIZATIONS OR DEATHS?

_____

_____

_____

ACTIONS TAKEN TO PREVENT SIMILAR INCIDENT FROM RECURRING:_____

_____

_____

WAS THIS INCIDENT REPORTED IMMEDIATELY? DATE:_____ TIME:_____

CONTACT'S NAME:_____ PHONE#_____

REPORT PREPARED BY:_____ DATE:_____

Disposal Procedures

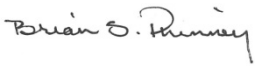
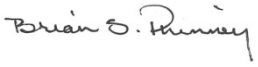
The recovery of spilled oil or chemicals and the removal of contaminated debris will occur following all emergency and non-emergency incidents. The FEC will determine:

- What, if any, outside assistance is needed;
- Identify applicable federal, state, and local regulatory requirements, or facilitate the process; and,
- Select one or more of the following waste cleanup/management options:
    1. Product Recovery – Whenever feasible, spilled and contaminated oil and chemicals will be returned to their original containers or process of origin. The ERT will ensure all leaks and punctures are repaired first.
    2. Off-site Disposal – Non-hazardous and hazardous wastes that cannot be reused will be collected, transported, and disposed at an appropriately licensed off-site facility.

Selected cleanup and disposal options will comply with all applicable federal, state, and local laws and rules. Decontamination wastes such as gloves, protective clothing, and absorbent material will be classified as hazardous or non-hazardous waste and appropriately managed.

Appendix 8
SWPP Amendments

Stormwater Pollution Prevention Plan Amendments

Date	Nature of Change/Amendment	Section	Signature
12/19/14	Plan update to include new covered fuel island	Sec 3.1 Sec 3.10 Appendix 3	
05/19/15	Plan update to include reference to dry well, identification of universal hazardous waste storage trailer, identification of loam/compost screening area, and installation of a block wall at the Recycling Center Yard Waste Drop-off Area		
07/31/15	Updated SWPP Coordinator contact info in Appendix 1 to reflect departure of Jennie Franceschi. Tom Milligan is the new coordinator	Appendix 1