

**MUNICIPAL OPERATIONS**  
**STORM WATER POLLUTION PREVENTION PLAN**



**CITY OF EVANSVILLE**  
**Municipal Separate Storm Sewer System**  
**(MS4)**

**MS4 Operator: Lloyd Winnecke, Mayor**

**Brent Schmitt, PE – City Engineer**

**Chris Weil, Assistant City Engineer**

**Qualified Professional: Storm Water Coordinator: Karan Barnhill**

**Date: January 6, 2010**

**UPDATED: November 12, 2019**

## 1.0 Introduction

This Storm Water Pollution Prevention Plan (SWPPP) is developed to cover all of the Municipal Operations within the City of Evansville. It has been developed as a Best Management Practice (BMP) for implementation of the Municipal Separate Storm Sewer System (MS4) Program in accordance with 327 IAC 15-13-17. This plan describes the facilities, their operations; inventories potential pollutant sources, identifies controls and best management practices (BMPs) for reducing the discharge of pollutants in storm water runoff, and outlines measures for implementing and reviewing this plan.

## 2.0 Pollution Prevention Team:

| Facility Name                                      | Contact Information  | Location of Facility   | Number of facility on Map  |
|--|--|--|--|
| Street Maintenance Dept.                           | Greg Bryant ,<br>Superintendent<br>Transportation<br>Services<br>Phone No.: 435-6000, Cell No.: 568-9503 | 1304 Waterworks Road   | 1  |
| METS Building                                      | Kerry Kamp,<br>Director METS<br>Phone No.: 435-6166, ext. 225  | 601 John Street  | 2  |
| Evansville Levee Authority                         | Jay Perry,<br>Superintendent<br>Levee Authority<br>Phone No.: 435-6137                                   | 1300 Waterworks Road   | 3  |
| Fire Departments                                   | Charles Connelly,<br>Fire Chief<br>Phone No.: 435-6235   | 750 SE Eighth St.<br>3061 Maxx Road<br>310 N Fourth Ave.<br>1200 Oak Hill Rd.<br>2413 W Maryland<br>6521 Washington<br>1050 S Barker Ave<br>2003 N Kentucky<br>2020 Keystone<br>120 E Columbia<br>545 S Willow Rd<br>1711 S Weinbach<br>2801 Washington<br>425 W Mill Rd | 4<br>5<br>6<br>7<br>8<br>9<br>10<br>11<br>12<br>13<br>14<br>15<br>16<br>17 |
| Evansville Fire Department Administration Building | Charles Connelly,<br>Fire Chief<br>Phone No.: 435-6235   | 550 SE Eighth St.  | 18   |

|   |  |   |    |
|---|--|---|----|
| Evansville Fire Department Mechanics Shop | Charles Connelly,<br>Fire Chief  | 2005 N. Kentucky                        | 19 |
| Cemeteries                                | Chris Cooke,<br>Superintendent<br>of City<br>Cemeteries<br>Phone No.: 435-<br>6045<br>Cell No.: 568-<br>9534 | 3800 Kratzville Road<br>(Locust Hill)   | 20 |
|   |  | 1400 E. Virginia St. (Oak Hill)         | 21 |
| Urban Forestry                            | Shawn Dickerson,<br>City Arborist<br>Phone No.: 475-<br>1426   | 1400 E. Virginia Street.                | 22 |
| Park Maintenance Building                 | Brian Holtz,<br>Executive<br>Director of City<br>Parks<br>Department<br>Phone No.: 435-<br>6141              | Diamond Avenue                          | 23 |
| Golf Courses                              | Brian Holtz,<br>Executive<br>Director of City<br>Parks<br>Department<br>Phone No.: 435-<br>6141              | 1550 Mesker Park Dr –<br>Helfrich       | 24 |
|   |  | 1900 E. Diamond –<br>Fendrich           | 25 |
|   |  | 2905 E. Morgan –<br>McDonald            | 26 |
|   |  | Vann Avenue -<br>Wesselman's Par 3      | 27 |
| Goebel Soccer Complex                     | Brian Holtz,<br>Executive<br>Director of City<br>Parks<br>Department<br>Phone No.: 435-<br>6141              | 6800 North Green River Road             | 28 |
| Parks and Pools                           | Brian Holtz,<br>Executive<br>Director of City<br>Parks<br>Department<br>Phone No.: 435-<br>6141              | 2601 W. Maryland St.<br>(Helfrich Pool) | 29 |
|   | Brian Holtz<br>Executive<br>Director of City   | 201 North Boeke<br>(Hartke Pool)        | 30 |

|  |  |  |    |
|--|--|--|----|
|  | Parks Department ,<br>Phone No.: 435-6141  |  |    |
|  | Brian Holtz,<br>Executive Director of City Parks Department<br>Phone No.: 435-6141 | 2399 S. Adams (Lorraine Pool)                      | 31 |
|  | Brian Holtz<br>Executive Director of City Parks Department<br>Phone No.: 435-6141  | 1650 N. Main Street (Garvin Pool)                  | 32 |
|  | Brian Holtz,<br>Executive Director of City Parks Department<br>Phone No.: 435-6141 | 6101 N. First Avenue - Igleheart Park (Lloyd Pool) | 33 |
|  | Brian Holtz<br>Executive Director of City Parks Department<br>Phone No.: 435-6141  | Seventh Street (Lamasco Park)                      | 34 |
|  | Brian Holtz,<br>Executive Director of City Parks Department<br>Phone No.: 435-6141 | Boeke Road (Wesselmans Park and Ballfields )       | 35 |
|  | Brian Holtz,<br>Executive Director of City Parks Department<br>Phone No.: 435-6141 | 209 N. Boeke Road (Swonder Ice Arena)              | 36 |

|                 |   |  |    |
|-----------------|---|--|----|
|                 | Brian Holtz,<br>Executive<br>Director of City<br>Parks<br>Department<br>Phone No.: 435-<br>6141 | 209 N. Boeke Road<br>(Roberts Stadium) | 37 |
| Mesker Park Zoo | Eric Beck<br>Director   | Mesker Park Drive                      | 38 |
| Animal Control  | Allisa Webster,<br>Superintendent –<br>812-435-6016<br>Office<br>812-305-6254<br>Cell           | 815 Uhlhorn Drive                      | 39 |
|                 |   |  |    |

**3.0 Impaired Waters List – 303(d) List of Impaired Waters:**

|                             |                           |                           |                                       |                              |                |
|-----------------------------|---------------------------|---------------------------|---------------------------------------|------------------------------|----------------|
| <b>OHIO<br/>TRIBUTARIES</b> | <b>51402020400<br/>80</b> | <b>VANDERBURGH<br/>CO</b> | <b>PIGEON CREEK-<br/>HARPER DITCH</b> | <b>DISSOLVED<br/>OXYGEN</b>  | <b>5<br/>A</b> |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020400<br>80         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>HARPER DITCH         | E. COLI                      | 5<br>A         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020400<br>80         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>HARPER DITCH         | NUTRIENTS                    | 5<br>A         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020400<br>80         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>HARPER DITCH         | TOTAL<br>DISSOLVED<br>SOLIDS | 5<br>A         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020401<br>00         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>KLEMEYER PARK        | DISSOLVED<br>OXYGEN          | 5<br>A         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020401<br>00         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>KLEMEYER PARK        | E. COLI                      | 5<br>A         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020401<br>00         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>KLEMEYER PARK        | NUTRIENTS                    | 5<br>A         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020401<br>00         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>KLEMEYER PARK        | SULFATES                     | 5<br>A         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020401<br>00         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>KLEMEYER PARK        | TOTAL<br>DISSOLVED<br>SOLIDS | 5<br>A         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020401<br>00         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>KLEMEYER PARK        | Mercury in Fish<br>Tissue    | 5<br>B         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020401<br>00         | VANDERBURGH<br>CO         | PIGEON CREEK-<br>KLEMEYER PARK        | PCBs in Fish<br>Tissue       | 5<br>B         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020401<br>20         | VANDERBURGH<br>CO         | PIGEON CREEK                          | Mercury in Fish<br>Tissue    | 5<br>B         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020401<br>20         | VANDERBURGH<br>CO         | PIGEON CREEK                          | PCBs in Fish<br>Tissue       | 5<br>B         |
| <b>OHIO<br/>TRIBUTARIES</b> | 51402020700<br>20         | VANDERBURGH<br>CO         | BAYOU CREEK                           | DISSOLVED<br>OXYGEN          | 5<br>A         |

|                   |         |                   |  |                           |        |
|-------------------|---------|-------------------|--|---------------------------|--------|
| <b>OHIO RIVER</b> | 5140201 | VANDERBURGH<br>CO | OHIO RIVER -<br>NEWBURGH TO<br>GREEN R       | DIOXINS                   | 5<br>A |
| <b>OHIO RIVER</b> | 5140201 | VANDERBURGH<br>CO | OHIO RIVER -<br>Newburgh to Green R          | PCBs in Fish<br>Tissue    | 5<br>B |
| <b>OHIO RIVER</b> | 5140202 | VANDERBURGH<br>CO | OHIO RIVER - GREEN<br>RIVER TO<br>EVANSVILLE | E. COLI                   | 5<br>A |
| <b>OHIO RIVER</b> | 5140202 | VANDERBURGH<br>CO | OHIO RIVER - Green<br>River to Evansville    | Mercury in Fish<br>Tissue | 5<br>B |
| <b>OHIO RIVER</b> | 5140202 | VANDERBURGH<br>CO | OHIO RIVER - Green<br>River to Evansville    | PCBs in Fish<br>Tissue    | 5<br>B |

#### **4.0 Municipal Facility List of Pollutants and Activities.**

| <b>Facility Name</b>          | <b>Location of Facility</b> | <b>Activities</b>  | <b>Potential<br/>Pollutant Sources</b>   | <b>Receiving Water</b> |
|-------------------------------|-----------------------------|--|--|------------------------|
| Street<br>Maintenance Dept.   | 1304 Waterworks<br>Road     | Street and<br>Road<br>Maintenance,<br>Fueling and<br>Vehicle Repairs                   | Gas, Diesel, Oil,<br>Batteries,<br>Windshield De-<br>Icer, Paint, Round-<br>up, floor dry, Nox-<br>Ice, Battery<br>Cleaner, Non-<br>Chlorinated Brake<br>Cleaner, Sea<br>Foam, Injection<br>Cleaner, Diesel<br>Flo, Lubricants,<br>Roadway De-Icers,<br>Antifreeze,<br>Herbicides , Storm<br>Sewer and Inlet<br>Debris | Ohio River             |
| METS Building                 | 601 John Street             | Public<br>Transportation<br>System, Fueling<br>and Vehicle<br>Repairs, and<br>car wash | Gas, Diesel, Oil,<br>Batteries,<br>Lubricants,<br>Antifreeze, glass<br>cleaner,<br>degreaser,<br>transmission fluit,<br>windshield washer<br>fluid, heavy duty<br>cleaner,<br>detergent,   | Ohio River             |
| Evansville Levee<br>Authority | 1300 Waterworks<br>Road     | Maintenance<br>of Levee,   | Gas, Diesel, Oil,<br>De-Icer,  | Ohio River             |

|  |  |  |  |   |
|--|--|--|--|---|
|  |  | Fueling and minor vehicle repairs  | Antifreeze, Oil, Dry Mineral Spirits Lubricants, Herbicides  |   |
| Fire Departments                                   | 750 SE Eighth St.<br>3061 Maxx Road<br>310 N Fourth Ave.<br>1200 Oak Hill Rd.<br>2413 W Maryland<br>6521 Washington<br>1050 S Barker Ave<br>2003 N Kentucky<br>2020 Keystone<br>120 E Columbia<br>545 S Willow Rd<br>1711 S Weinbach<br>2801 Washington<br>425 W Mill Rd | Fire Department<br>Emergency Vehicles.<br>Disposal and cleanup of accidental spills. | Absorb All, Haz Mat cleanup materials, Gas, Oil, Diesel Fuel   | Bee Slough<br>Sontagg Ditch<br>Pigeon Creek<br>Pigeon Creek<br>Pigeon Creek<br>Aiken Ditch<br>Carpentier Creek<br>Pigeon Creek<br>Hurst Ditch<br>Pigeon Creek<br>Ohio River<br>Bee Slough<br>K-2 Pump Station<br>Dry Branch |
| Evansville Fire Department Administration Building | 550 SE Eighth St.  | Administrative Duties, Storage of Some materials and chemicals                       | Gas, Diesel, Contaminant Clean up materials.   | Bee Slough  |
| Evansville Fire Department Mechanics Shop          | 2005 N. Kentucky   | Maintenance of Vehicles.   | Gas, Diesel, Oil, Lubricants.  | Pigeon Creek  |
| Cemeteries   | 3800 Kratzville Road (Locust Hill)<br>1400 E. Virginia St. (Oak Hill)  | Small Equipment Maintenance, Maintenance of Grounds and Buildings                    | Gas, Oil, Herbicides   | Pigeon Creek<br><br>Pigeon Creek  |
| Urban Forestry                                     | 1400 E. Virginia Street.   | Small Equipment Maintenance  | Oil, Lubricant Diesel Fuel and Gas, Grease, Spray Paint Herbicides                                       | Pigeon Creek  |
| Park Maintenance Building                          | Diamond Avenue   | Maintenance of Vehicles and Small equipment, storage of old                          | Gas, Oil, Lubricants, Round-up, hydraulic Oil, transmission oil, engine oil, washer fluid, gear oil carb | Pigeon Creek  |

|                       |  |  |  |  |
|-----------------------|--|--|--|--|
|                       |  | equipment and small tools  | cleaner, power steering stop leak, ATF additive, brake fluid, wheel bearing grease, fuel treatment etc. ( A full list of chemicals is on file in SWPPP File) |  |
| Golf Courses          | 1550 Mesker Park Dr – Helfrich<br>1900 E. Diamond – Fendrich<br>2905 E. Morgan – McDonald<br>Vann Avenue - Wesselman’s Par 3 | Maintenance of Small Equipment and upkeep of grounds and buildings | Oil, Lubricants, Herbicides, Fertilizers, degreasers,  | Pigeon Creek<br>Pigeon Creek<br>Harper Ditch<br>Harper Ditch |
| Goebel Soccer Complex | 6800 North Green River Road  | Maintenance of Small Equipment and upkeep of grounds and buildings | Oil Lubricants, Herbicides   | Firlick Creek  |
| Parks and Pools       | 2601 W. Maryland St. (Helfrich Pool)   | Swimming Pools   | Pool Chemicals   | Pigeon Creek   |
|                       | 201 North Boeke (Hartke Pool)  | Swimming Pools   | Pool Chemicals   | Harper Ditch   |
|                       | 2399 S. Adams (Loraine Pool)   | Swimming Pools   | Pool Chemicals   | K-2 Pump Station   |
|                       | 1650 N. Main Street (Garvin Pool)  | Swimming Pools   | Pool Chemicals   | Pigeon Creek   |
|                       | 6101 N. First Avenue -Igelhart Park (Lloyd Pool)   | Swimming Pool  | Gas and Oil, Pool Chemicals  | Dry Branch Creek   |
|                       | Seventh Street (Lamasco Park)  | Park and Ball fields   | Gas and Oil  | Pigeon Creek   |
|                       | Boeke Road (Wesselmans Park and Ballfields )   | Park and Ball fields   | Gas, Oil,  | Harper Ditch   |
|                       | 2430 Sunburst Blvd. (Anthony Oates Park and Pool)  | Pool and Park  | Dry Chlorinating granuals, Cyanuric Acid, Sanitizer Trichlor, Sodium Bicarbonate Industrial Grade, Soda Ash, Sodium Thiosulfate                              | Pump Station K-2A at Kentucky and Riverside                  |



|                 |   |  |  |              |
|-----------------|---|--|--|--------------|
|                 | 209 N. Boeke Road<br>(Swonder Ice<br>Arena) | Ice Arena with<br>Parking Lot                | Gas, Oil, MEK,<br>Xylene, Paint<br>Thinner,<br>Antifreeze, WD40,<br>Weed Killer, Dash<br>Board Cleaner,<br>Diesel, Latex<br>Paint, Oil Dry,<br>Consume<br>Ecolyser, Bleach,<br>Lithium Grease,<br>Coil Cleaner, Mop<br>Cleaner Hard<br>Surface Cleaner | Harper Ditch |
|                 | 209 N. Boeke Road<br>(Roberts Stadium)      | Stadium with<br>Parking Lot                  | Gas, Oil   | Harper Ditch |
| Mesker Park Zoo | Mesker Park Drive                           | Zoo and<br>Botanic<br>Gardens                | Gas, Oil, Cleaners<br>and detergents,<br>floor wax<br>defoamer, graffiti<br>remover,<br>insecticides,<br>icemelt,<br>Lubricants,<br>Herbicides, carpet<br>extractor, floor<br>sweep compound,<br>orange tough,<br>carbon dioxide,                      | Pigeon Creek |
| Animal Control  |   | Animal Control<br>Shelter and<br>Incinerator | Gas, Oil, Cleaners<br>and detergents,  | Pigeon Creek |
|                 |   |  |  |              |

### **5.0 Maintenance Activities and Schedules for BMPs**

Each department will maintain all Best Management Practices that have been installed. This includes routine sweeping of parking lots, proper management of trash disposal, roadside shoulder and ditch stabilization, proper planning and care of roadside vegetation or vegetative swales and monitor and remediation of outfall scouring conditions.

Each department will put in place controls for reducing or eliminating the discharge of pollutants from operational areas, including roads, parking lots, and maintenance and storage yards. This shall include covering or otherwise reducing the potential for polluted storm water run-off from deicing salt or sand storage piles.

Each department shall have in place standard operating procedures for spill prevention and clean-up during fueling operations. Proper facilities will be provided for containment of any accidental loss of concentrated solutions, acids, alkalis, salts, oils, or other polluting materials. Best Management Practices shall be in place for vehicular maintenance areas for each department where vehicles, equipment and other maintenance activities take place.

The City of Evansville will prohibit vehicle and equipment washing (with the exception of small equipment such as mower decks, chainsaws, etc.) and concrete or asphalt hydro demolition waste waters into storm water run-off except under the allowance of any appropriate NPDES wastewater permit. Further the minimization of pesticide and fertilizer use will be promoted by the City of Evansville and its employees. Pesticides shall be used, applied, handled, stored, mixed, loaded, transported and disposed of according to the Indiana Chemists guidance requirements.

Each department that has Fueling facilities shall ensure that all fueling areas have an appropriate spill kit that is labeled. Any fueling facility that has secondary containment shall ensure that all secondary containment is functional and any drain plugs are installed or tank is doubled walled. These facilities shall be routinely inspected and any damaged tanks, hoses, or containment shall be replaced/repaired as necessary. All tanks shall have pollution prevention messages with spill contact information and shall have automatic shut off installed as required. Each fueling facility area shall be locked at the end of each work day.

The City of Evansville will promote the proper disposal of animal waste. It will be recommended, where applicable, that canine parks be sited at least one hundred fifty feet away from a surface water body.

All Dumpsters will be maintained, inspected and kept covered after use. Dumpsters will be located away from storm drain inlets.

The City of Evansville will adhere to the reporting guidelines and reportable spill quantities listed with the United States Environmental Protection Agency.

#### 6.0 Fertilizer Application Management

Fertilizers will never be applied within five feet of pavement, 24 feet of a storm drain inlet, or 50 feet of a stream or water body. A low or no fertilizer approach to maintain turf when feasible will be utilized. Fertilizer will not be applied when rain is expected. Soil tests will be performed to determine actual fertilization needs and application rate. Fertilizer spreaders will be calibrated to avoid excessive application.

#### 7.0 Pesticide/Herbicide Application Management (Integrated Pest Management)

The use of mechanical methods of vegetation removal rather than herbicides will be used when possible. Consideration will be given to using a low or no pesticide approach to maintaining landscaped areas. All departments will avoid applying herbicides and pesticides if rain is expected.

Equipment will be calibrated in order to avoid over application. The City of Evansville will ensure staff is certified by the Indiana Office of State Chemist for Pesticide Application.

#### 8.0 Onsite Storage of Materials

All hazardous materials will be properly marked and stored on site. This shall include but not be limited to oil, fuel, antifreeze, lubricants, chemicals, and other possible pollutants that may be on site. Where possible these materials will be within an enclosed building where they are not at risk to contaminate the storm water if spilled and can be properly contained should a spill occur.

Material Safety Data Sheets (MSDS) for the fuels, oils, hydraulic fluids, and antifreeze used in the vehicles and equipment can be found in the MSDS binder located within the Maintenance Buildings and Areas adjacent to the storage areas where these materials are located.

#### 9.0 Catch Basin Cleaning/Storm Drain Maintenance

A daily log of the amount of sediment collected and removed will be maintained. Waste will be analyzed to determine the nature of disposal. Any liquids collected during cleanouts should be decanted and disposed of separately depending on its hazard class. Cleaning will be planned to coincide with municipal street sweeping. All suspicious catch basins will be reported to the MS4 coordinator for follow-up inspection and enforcement (e.g., inappropriate discharges and illegal dumping).

#### 10.0 Storm Drain Marking

The City of Evansville will ensure that any newly constructed or replaced storm drain covers have pre-cast storm water pollution prevention messages such as "DUMP NO WASTE DRAINS TO WATERWAY".

#### 11.0 Waste Disposal of Materials.

All departments that are involved in waste removal of any materials removed from the separate storm sewer systems and operational areas must dispose of the materials in a landfill that is equipped with handling the type of material being disposed of. This disposal shall be in compliance with all applicable solid waste disposal regulations. This shall include but not be limited to trash and debris, dredge spoil, accumulated sediments, floatables, and debris.

#### 12.0 Training of Personnel to Handle Hazardous Waste.

All departments that deal with Hazardous Waste are properly trained, with periodic refresher sessions, on topics such as proper disposal of hazardous wastes, vegetative waste handling, fertilizer and pesticide application, and the function of implemented BMPs.

#### 13.0 Building Perimeter

When feasible, a vegetative buffer around the building perimeter will be established and maintained. Routinely collect and properly dispose of any trash, debris or empty containers.

#### 14.0 Building Interior

All departments with maintenance activities inside of a building will ensure all floors are routinely swept and kept free from oils, hydraulic fluids, fuels etc. Spill kits will be made available where hazardous fluids are placed and will be located in a centralized location and employees will be properly educated on the use of the spill kits. All absorbents are cleaned and disposed of after spills. Drip trays will be placed in all buildings with vehicles and used when needed.

#### 15.0 Vehicle Washing Guidelines

All departments will utilize a commercial washing facility when feasible. Purchase and utilize non-toxic, biodegradable, phosphate free detergents. Designate and label specific areas for washing operations which drains to a sanitary system. Floor drains should have oil and water separators. Vehicles will not be washed outside. No Hazardous materials will be stored in the designated wash area unless adequate containment is provided.

#### 16.0 Vehicle/Equipment Maintenance Guidelines.

All departments will maintain accurate inventory of vehicle/equipment fluids, properly and promptly dispose of used fluids in appropriate labeled containers, recycle all used fluids when feasible, store bulk fluid waste in an appropriate area inside, dry sweep work area routinely, have an appropriate spill kit accessible and utilize approved cleanup procedures, store damaged batteries in a covered secondary container, designate and label specific area for maintenance operations which drain to the sanitary system, floor drains should have oil and water separators, place drip trays under small drips from vehicles/equipment for temporary containment and do not perform maintenance involving fluid handling outside the building.

All bulk fluid contains shall be maintained in spill pallets and routinely inspected for leaks and fluid accumulation. Residual flood accumulations shall be cleaned in secondary containment.

All containers shall be clearly labeled to accurately identify the contents (i.e. Garbage Cans – “Regular Trash Only” and Used oil containers – “Waste Oil”.)

#### 17.0 Other Practices

- Storm Water Pollution Prevention Plan (SWPPP) – Implement the BMPs within this plan. Revise SWPPP as needed to improve protection of storm water. Conduct annual review of SWPPP to determine effectiveness.
- Quarterly Site Inspections – Designate an individual (facility employee) responsible for conducting inspections. Conduct quarterly MCM 6 Facility Site Inspections to identify insufficient BMP implementation and corrective actions. Report results of inspections to facility supervisor. Maintain copies of all documentation from inspections at facility. Conduct quarterly visual monitoring of outfalls as specified in this SWPPP.

- Biannual Employee Training. Provide Two (2) opportunities annually for staff to attend Good Housekeeping Training Sessions which may include but is not limited to the following:
  - Spill response procedure
  - Review of past spills
  - Review of SWPPP
  - Review of good housekeeping procedures
  - Proper material handling procedures
  - Proper disposal or recycling of materials
  - Be sure employees know where spill kits are located
  - Review sources of storm water pollutants onsite
  - Familiarize employees with drainage routes near areas where industrial materials are handled.
  - EPA Webcasts
  - NIRPC workshops
  - Good Housekeeping Videos

Maintain records of staff training attendance.

#### 19.0 Documentation and Recording Information

- Track/Document Materials Collected. Keep record of the amount of the following materials collected; Catch Basin Cleaning, Street Sweeping and Ditch Cleaning. Provide MS4 Coordinator with a total amount annually. (See 9.0 Catch Basin Cleaning/Storm Drain Maintenance .)
- Track/Document Materials Applied. Keep record of the amount, locations and acreage of the following material applied; Pesticides, Herbicides, Fertilizers, Road Salt. Provide MS4 Coordinator with a total amount annually. (See 7.0 Pesticide/Herbicide Application Management (Integrated Pest Management.))
- Material Safety Data Sheets (MSDS). Post MSDS Binder in a centralized location labeled "MSDS CENTER". Designate individual responsible for MSDS updating and training for staff. (See 8.0 Onsite Storage of Materials.)