RUNOFF CONTROL PLAN
PARKS MAINTENANCE YARD

Dated Version: October 2022

Modified Version: November 2023

Developed for the City of Millersburg

by

David Evans and Associates, Inc.

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Abbreviations

BMPs	Best Management Practices
DEQ	Oregon Department of Environmental Quality
MS4	Municipal Separate Storm Sewer System
RCP	Runoff Control Plan
SOPs	Standard Operating Procedures
SWMP	Stormwater Management Program

Plan Revisions

Date	Revisions
11/16/23	Update Appendix Titles, Table of Contents, Font.

1 INTRODUCTION

On June 1, 2021, the Oregon Department of Environmental Quality (DEQ) issued a Phase II Municipal Separate Storm Sewer System (MS4) General Permit1 to the City of Millersburg (the City). An MS4 is the storm sewer system that is owned and maintained by the City through which runoff from precipitation and snow melt events flow, eventually discharging into waters of the state. The City's MS4 discharges into the Willamette Basin through Crooks Creek and Crooks Creek Tributary. Through the implementation of the requirements described in the Permit, the City's MS4 discharges are essentially void of pollutants.

The City is in the process of satisfying the significant requirements that are outlined in the Phase II MS4 General Permit, including development of a Stormwater Management Program (SWMP) document, which describes the programs that are, or will be, implemented under six different minimum control measures, as required by DEQ. More information concerning the Phase II MS4 General Permit minimum control measures can be found in the SWMP document.

One of the six control measures outlined in the Phase II MS4 General Permit is the Pollution Prevention and Good Housekeeping for Municipal Operations, which requires the City to manage their facilities and activities in a way that reduces to the maximum extent practicable pollutants from stormwater runoff. The City's Parks Maintenance Yard Runoff Control Plan (RCP, or Plan) was developed for the Parks Maintenance Yard to address specific site conditions with the primary goal of controlling pollutants that may be discharged with stormwater runoff.

2 SITE DESCRIPTION

Millersburg City Park is an 11-acre park owned by the City located at 3030 Alexander Lane, Millersburg, Oregon. The City has a Parks Maintenance Yard located at the park.

Two City employees are domiciled at the Parks Maintenance Yard: the Maintenance Supervisor and Maintenance Assistant. Their responsibilities are to provide maintenance services throughout the City, including maintaining Millersburg City Park and nearby Acorn Park, upkeep of City rights-of-way, mowing, irrigation, repairs, vegetation removal, detention pond / drainage maintenance, and minor utility repair.

The Maintenance Supervisor is responsible for management of materials at the facility.

Maintenance Supervisor:	Randy Mueller
Maintenance Assistant:	Dustin Patton

[1] Phase I MS4 permittees are communities with populations over 100,000. Phase II permits are issued for those entities with populations less than 100,000.

In the summer, temporary staff may be hired to assist the two maintenance employees with routine maintenance work, such as mowing and debris removal.

3 FACILITIES

Millersburg City Park consists of a maintenance shop, two restroom buildings with interior supply rooms, covered picnic shelter, two baseball fields, playground, tennis court and parking area. A Site Map is provided as Figure 1.

3.1 Stormwater Runoff

Stormwater at Millersburg City Park is discharged to the north, southeast and northeast corners of the Park.

Stormwater from the roof of the maintenance building and parking area immediately to the north are captured in an area inlet, which is connected to a grated catch basin in the landscaped area west of the building. The storm system then flows north, capturing the parking lot runoff until it joins the City's MS4 in Alexander Lane.

Stormwater from the roofs of the restroom buildings discharges to the landscaping surrounding the buildings and infiltrates.

Between the two baseball fields and draining most of the turf in the center of the park is an underdrain system that captures water that has soaked into the ground. The underdrain system is captured in a north-south lateral adjacent to the eastern property line of the park. The lateral discharges offsite on the far southeastern corner of the site into a catch basin on Zuhike Lane approximately 50 feet east of the park.

Stormwater from the playground is captured under the playground surface and flows into an underground pipe that discharges into a roadside ditch at the far northeastern corner of the park.

The picnic shelter roof drains discharge into rock-filled catch basins that infiltrate into the ground and are not connected to each other or to any other storm sewer system.

Stormwater from the tennis court drains to the landscaped beds around the tennis court.

A Site Map is provided as Figure 1. A more detailed maintenance yard storm drain map is provided in **RCP Appendix F-1** of this report.

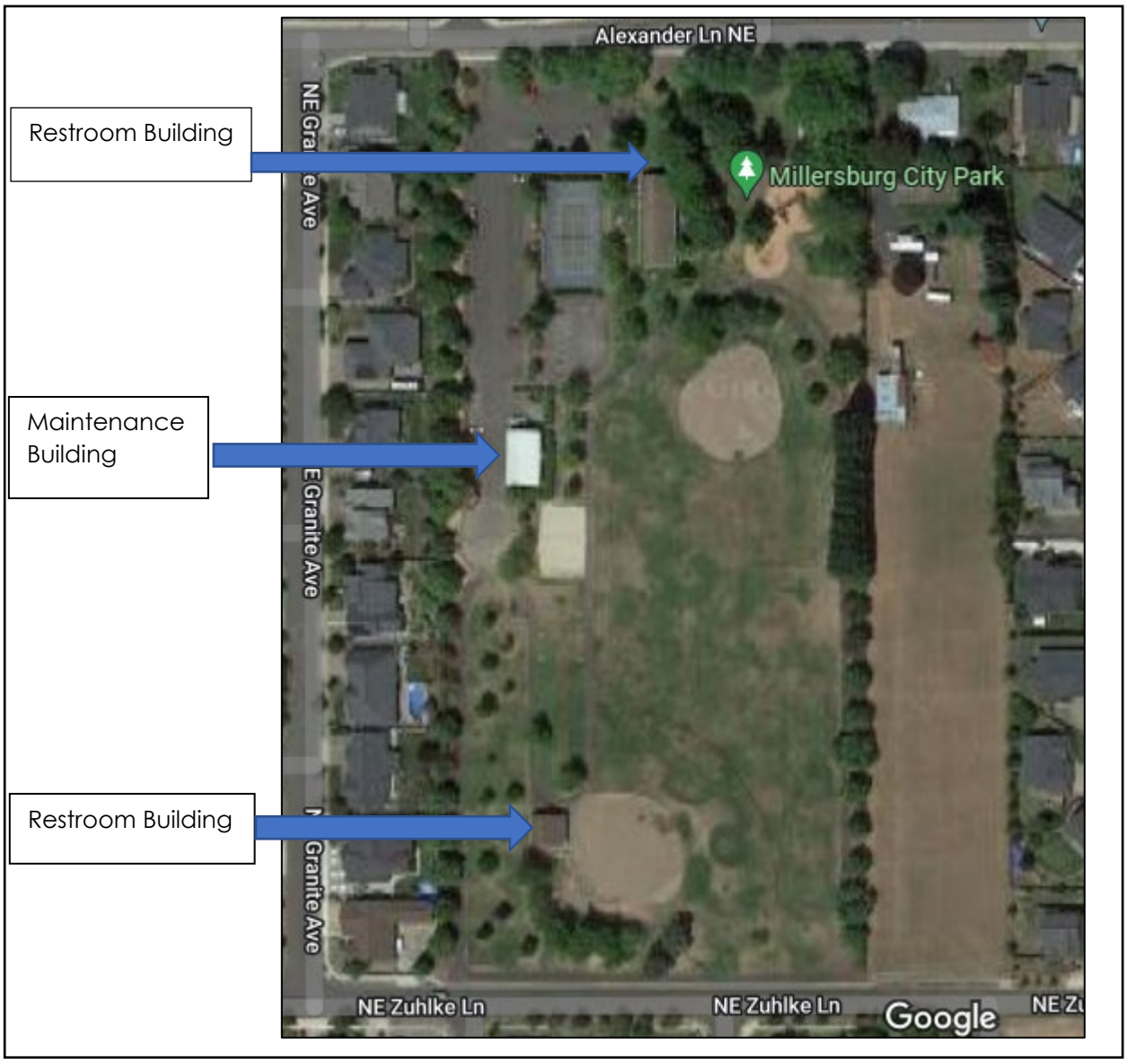


Figure 1: Site Map

3.2 Maintenance Building

Most of the on-site maintenance work is conducted in the maintenance building. The maintenance building is centrally located on the Millersburg City Park site and contains the offices of the Maintenance Supervisor and Maintenance Assistant. The building stores equipment, materials, and tools when not in use.

Figure 2: Maintenance Building

Parks equipment stored at the maintenance building include:

- Mowers / weed eaters
- Small loader
- Fully-contained diesel tank
- Fertilizer applicators

Materials stored at the maintenance building include:

- Paint / stain
- Fertilizers, herbicides, and pesticides
- Small gas cans
- Irrigation supplies
- Other materials necessary to conduct maintenance throughout the City

Tools stored at the stored at the maintenance building include:

- Landscape tools (rakes, hoes, shovels)
- Hand tools (hammers, drills, chainsaws)
- Other tools necessary to conduct maintenance throughout the City

The maintenance building does not have floor drains in the main building, but does have potable water, a sink, and a bathroom with a floor drain and eyewash station.

A hose connected to a hose bib located just inside the maintenance building is used to fill equipment tanks with water for fertilizer and pesticide distribution. The hose is also used to wash equipment after use on nearby landscaped areas.

The maintenance building is locked when not in use.

3.3 Restroom Buildings

The restroom buildings contain supply rooms with the following materials:

- Cleaning supplies
- Stocking supplies
- Ice melt
- Graffiti remover
- Traffic cones
- Traffic barricades
- Other supplies necessary for the maintenance of the City

Figure 3: Supplies

The restroom buildings do not have floor drains, but do have potable water, bathrooms, and sinks. The buildings are routinely washed out with water and all wash water is allowed to soak into the nearby landscaped areas. All wash water flows out the doors and onto the turf.

The restroom supply rooms are locked when not in use and the restrooms are locked after hours.

Figure 4: Picnic Shelter

3.4 Picnic Shelter

The covered picnic shelter is a large facility with picnic tables and nearby barbeque grills. This amenity is open all year and can be rented for large gatherings. After all trash and debris is removed and properly disposed, the shelter is washed out with water. Wash water flows to the surrounding landscaped areas and infiltrates.

3.5 Outdoor Storage

Two minor (10'X10') stockpiles of crusher fines and sand are stored outdoors on the asphalt south of the maintenance building. The size and composition of the stockpiles can change over time depending on the material needed to conduct required maintenance.

Figure 5: Stockpiles

A roll-off dumpster is positioned just west of the stockpiles. To minimize disposal/recycling costs, only slash gathered from the City properties is allowed to be added to the dumpster.

Runoff from this area flows to landscaping southwest of the asphalt.

4 ACTIVITIES

Onsite maintenance activities conducted at the Parks Maintenance Yard include equipment and tool storage; minor maintenance of equipment; fertilizer and pesticide preparation; mower fueling and washout; painting; grinding; use of adhesives; welding; and masonry, among others.

Activities conducted offsite using materials or equipment stored onsite include mowing; grass trimming; forestry; cleaning vegetation and debris removal; path maintenance; minor construction and maintenance of City facilities; pressure washing; and fertilizer and pesticide application, among others.

Several activities conducted by maintenance personnel are covered under the Standard Operating Procedures (SOPs) the City developed for activities specifically listed in the Phase II MS4 General Permit. All Permit-required SOPs are included in the SWMP document.

The following SOPs are those that pertain to activities of the maintenance staff and are also included in **RCP Appendix F-2** of this report:

- Cleaning of culverts conveying stormwater in roadside ditches.
- Ditch maintenance.
- Fleet maintenance and vehicle washing.
- Building and sidewalk maintenance including washing.
- Municipal landscape maintenance.
- Material storage and transfer areas, including fertilizer and pesticides, hazardous materials, used oil storage, and fuel.

Parks Maintenance Yard staff are provided with a copy of these procedures.

5 POTENTIAL STORMWATER CONTAMINANTS / SOURCES

The first step in controlling the offsite discharge of contaminants is to identify the potential contaminants present at a particular site.

Table 1 is a list of potential stormwater contaminants that could be discharged from the Parks Maintenance Yard and Millersburg City Park in the absence of appropriate stormwater controls.

Table 1: Potential Pollutant Sources

Potential Pollutant	Source	Location	Potential Discharge Point
Soil / Sediment	Eroding areas, construction	Sites that have vegetation removed	Downslope from working areas
Sand	Stockpile on the asphalt	South of the maintenance building	Landscaped area southwest of piles
	Infield play areas	Baseball fields	Landscaped areas around baseball field
Crusher fines	Stockpile on the asphalt	South of the maintenance building	Landscaped area southwest of piles
Trees and branches (slash)	Roll-off dumpster	Southwest of maintenance building	Landscaped area southwest of dumpster
Mulch	Mulch beds	Playground, mulched landscaped areas	Downslope from playground and mulch beds
Grass clippings	Mowing and mowers	Turf and landscaped areas	Sidewalks and parking lots, mower washout areas
Trash / Debris	Streetside (littering), park users, blowing debris, cigarettes	Parking lot, baseball fields, tennis courts, playground, and picnic shelter	Storm sewer systems and offsite
Diesel	Diesel tank, equipment leaks	In maintenance building and in the park	Multiple locations should leaks occur
Oil / Gas	Vehicle maintenance and leaks	In maintenance building and in the park	Multiple locations should leaks occur
Nutrients	Phosphorus soap, fertilizers, and ice melt	Where buildings and equipment are washed, fertilizers applied, and ice melt is used	Downslope of activities
Pathogens	Pet waste, wildlife, restroom, picnic shelter, and mower wash water	Throughout park	Downslope of activities
Hazardous substances	Working with hazardous substances outdoors, maintenance activities	Throughout park	Downslope of activities

6 SIGNIFICANT SPILLS OR LEAKS

No significant spills or leaks have occurred at the Parks Maintenance Yard since June 1, 2021, when the Phase II MS4 General Permit was issued. No known contamination of the Maintenance Yard is evident nor historically known.

Minor leaks and small spills are addressed by the maintenance staff who have access to absorbent, booms, brooms, and other equipment necessary to clean up a spill. Staff must contain the spill, stop the source, and conduct cleanup in accordance with the City's Illicit Discharge Detection and Elimination Plan, which is **SWMP Appendix B**.

Major spills will be addressed by the Fire Department, which is trained to respond to emergency situations such as hazardous material spills.

If any spill enters the City's storm sewer system, a vac truck must be contracted to clean the storm system as soon as possible. If a spill discharges to Crooks Creek or Crooks Creek Tributary, cleanup must be conducted as soon as possible, and notification must be made to DEQ. Any major spill should be reported to the City Engineer who will notify DEQ and respond to ensure that adequate cleanup is conducted.

Spills must be documented with the following information:

- Date/time the spill occurred
- Name of the reporting party (could be staff) and contact information.
- Name of staff responding to the spill.
- Action(s) taken to address the spill.
- The party responsible for the spill.
- The status of enforcement procedure(s), when necessary.
- The date/time cleanup was completed.

A Spill Reporting Form is included in **RCP Appendix F-3** and will be used to record spills that occur at Millersburg City Park.

7 STORMWATER MANAGEMENT PRACTICES AND CONTROLS

Stormwater control measures are best management practices (BMPs) that are implemented to prevent stormwater runoff, reduce the potential for contamination of stormwater runoff, or treat stormwater runoff prior to leaving the site.

Table 1 identifies potential pollutant sources that could occur at Millersburg City Park. Table 2 identifies the BMPs that should be implemented to limit the introduction of contaminants in stormwater runoff.

Table 2: Control Measures

Potential Pollutant	Location	Control Measure / BMP
Soil / Sediment	Sites that have vegetation removed	If working close to impervious areas, place soil upslope from the disturbance. Use a straw wattle or rock bag below the disturbance. Revegetate the area as soon as possible.
Sand	South of the maintenance building	If necessary, protect downgradient inlets. Refrain from storing material by not purchasing more than is needed.
	Baseball fields	Maintain vegetation around the infield playing area of the baseball fields.
Crusher fines	South of the maintenance building	If necessary, protect downgradient inlets. Refrain from storing material by not purchasing more than is needed.
Trees and branches (slash)	Roll-off dumpster southwest of maintenance building	Keep slash in dumpster. Be aware of any seepage discharges from the weep hole in the dumpster.
Mulch	Playground, mulched landscaped areas	Should mulch be displaced, remove and dispose of mulch, or relocate it back into the mulch bed.
Grass clippings	Turf and landscaped areas	Remove grass clippings from impervious areas by blowing back into the turf or collecting clippings to properly dispose.
Trash / Debris	Parking lot, baseball fields, tennis courts, playground, and picnic shelter	Routinely walk the park areas and pick up trash for disposal. Remove trash and debris from picnic shelter before washing out. Regularly empty trash cans. Keep trash dumpster lid closed. Maintain outdoor ashtrays / snuffers.
Diesel	In maintenance building and in park	Keep diesel in diesel container. Clean up any spills that occur. Keep container free of product and store indoors.
Oil / Gas	In maintenance building and in park	When working with machinery, keep area clean. Clean up any drips or use drop cloth. Check equipment for leaks prior to use.
Nutrients	Where buildings and equipment are washed, fertilizers applied, and ice melt is used	Use phosphorus free fertilizer when possible. Use the fertilizer manufacturer's recommended application amount. Fertilize only as necessary. Keep fertilizer and ice melt from storm drains.

Potential Pollutant	Location	Control Measure / BMP
Pathogens	Throughout park	Maintain pet waste stations. Clean up pet waste around park. Do not allow restroom, mowers, or picnic shelter washouts into storm drains.
Hazardous substances	Throughout park	Properly recycle or dispose of substances no longer used. Only purchase materials necessary for maintenance activities.

8 EROSION PREVENTION AND SEDIMENT CONTROL

The Maintenance Yard is essentially flat and without significant slope that could exacerbate runoff. The potential does exist, however, for large rain events to erode areas of the Yard that do not have hardscape. Further, stockpiles change with time, and any one of them could potentially erode and contribute to contaminants discharging offsite.

Stockpiles are a necessary part of City operations. Seeding stockpiles inhibits the operation and covering with tarps is not a viable option because the area is accessible to the public and may result in negative impacts to neighbors (noise). Therefore, potential for water quality impacts will be addressed by directing runoff to adjacent landscape areas and protecting downstream inlets where needed. The nearest downstream inlet is approximately 450 feet to the north.

9 EMPLOYEE TRAINING

Periodic training of employees at all levels of responsibility shall be conducted concerning the stormwater pollution prevention plan. Topics include spill response, materials/equipment handling procedures, and good housekeeping strategies.

The Parks Maintenance staff shall attend training at least once a year. New employees must be trained within 30 days of hire. Training can include attendance to a workshop, virtual trainings, videos, or in-person. **RCP Appendix F-4** of this report contains a Roster Form that must be completed by those attending a training showing the topics covered. Rosters are kept in the Phase II MS4 General Permit files.

10 SITE INSPECTIONS

Inspections of the Parks Maintenance Yard must include a review of this RCP, as well as a walkthrough of the facility to assure all measures and controls are operating properly.

The Parks Maintenance Yard must be inspected once a year by the City Engineer or their designee. Control measures used to prevent offsite discharges of pollutants must be

inspected and maintained as needed. For example, if a straw wattle no longer functions as designed, it must be replaced.

RCP Appendix F-5 of this report contains a Facility Inspection Form that is used to document annual inspections conducted.

In addition to annual site inspections, visual inspections for non-stormwater discharges should be conducted intermittently during wet weather periods where potential for offsite discharges could exist. A qualified employee should conduct a visual inspection of stormwater runoff for contaminants (such as sediment or oil sheen) and inspect equipment for discharges of potential contaminants when appropriate. Follow-up on any findings of contaminated runoff should occur as soon as possible. With additional control measures, this RCP may need to be updated. To the extent practicable, records of activities conducted to reduce contaminated runoff must be kept in the Phase II MS4 General Permit files.

Runoff Control Plan Accepted By:

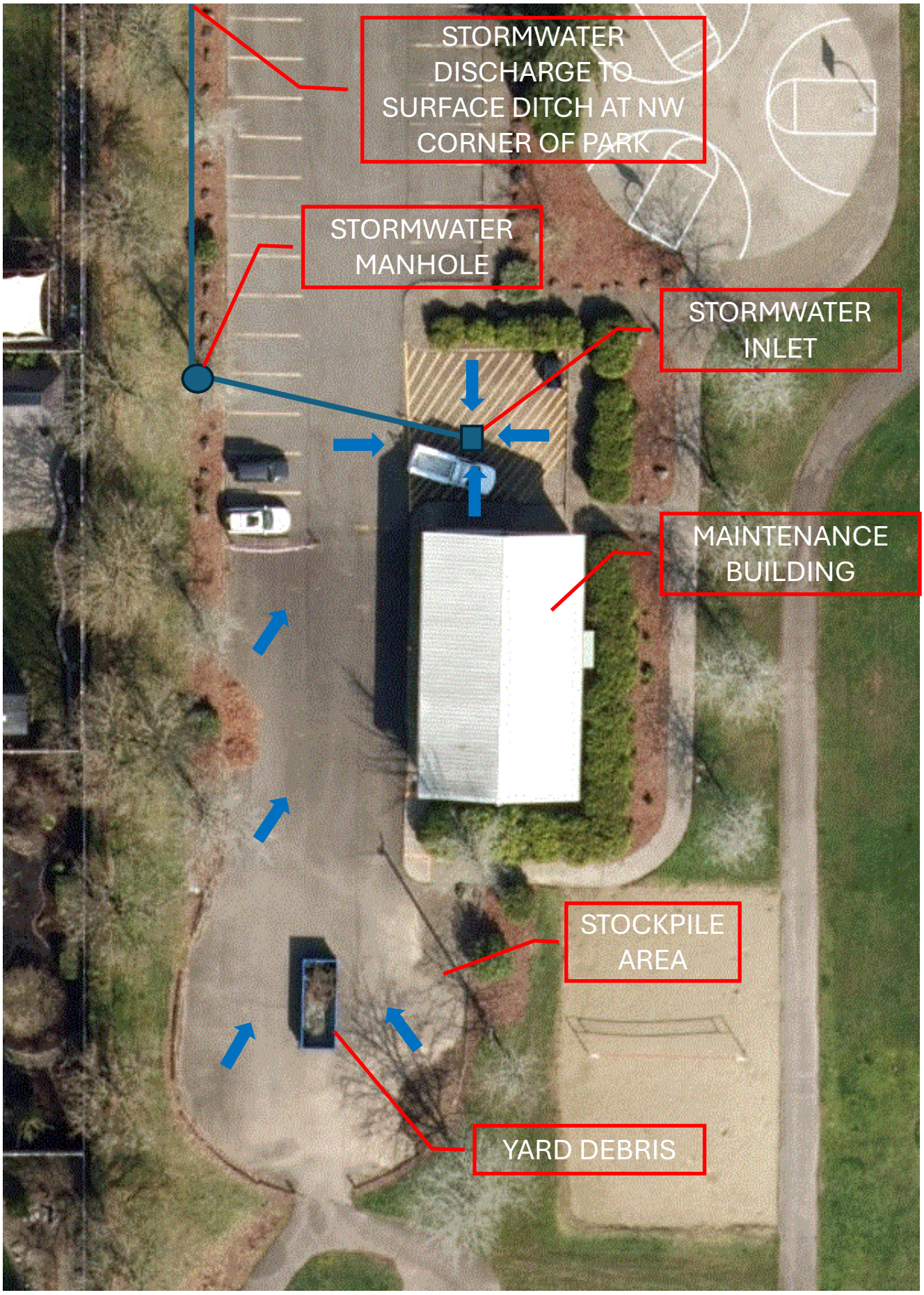
_____	_____
Parks Maintenance Supervisor	City Engineer
_____	_____
Date	Date

APPENDICES

RCP Appendix F-1:

Parks Maintenance Yard Storm Drain Map

Parks Maintenance Yard Storm Drain Map



RCP Appendix F-2:

Standard Operating Procedures from the Stormwater Management Program Document

CULVERT CLEANING IN ROADSIDE DITCHES

Responsibility:

Maintenance Supervisor
458-233-6300

CULVERT CLEANING IN ROADSIDE DITCHES

This Standard Operating Procedure (SOP) provides guidance to prevent or reduce the discharge of pollutants to stormwater from culvert cleaning operations and properly manage stormwater flow through culvert systems. The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure that culvert cleaning is conducted in a manner that protects surface water and stormwater runoff.

- Inspect and clean as necessary roadside ditches and culverts that require maintenance in the City's right of way
- Check to ensure culvert pipes have not eroded and require replacement.
- When cleaning culverts, collect the material removed from the culvert and properly dispose of it. Do not leave removed material at the site.
- Inspections and needed cleaning will preferably occur prior to wet weather (October 1st through April 30th).
- If cleaning must be conducted during wet weather, employ a BMP down gradient from the cleaning operation to collect sediment or debris that may be carried offsite from stormwater runoff.
- For private culverts, notify landowner of the need to clean the culvert using the notification procedures outlined in the City's Title 12 - Surface Water, Millersburg Municipal Code Chapter 12.80.

RECORD KEEPING

1. Record the date each culvert was cleaned.
2. Report the amount of material removed when cleaning culverts.
3. Document and track areas where spills were reported and coordinate with the City's illicit discharge control staff.
4. As needed, identify target areas for:
    a) More frequent cleaning throughout the year or just prior to the wet season; and
    b) Distribution of public education materials to discourage illegal dumping.

For open channels and other natural watercourses, additional permits and approvals may be necessary to obtain for maintenance activities prior to the start of work. These permits could include a Clean Water Act Section 404 Permit from the Army Corps of Engineers or a Removal-Fill Permit from the Oregon Department of State Lands for impacts to wetlands and waterways.

DITCH MAINTENANCE

Responsibility:

Maintenance Supervisor
458-233-6300

DITCH MAINTENANCE

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants from ditch maintenance operations and properly manage stormwater flow through ditch systems. Implementation of the procedures in this document allow for ditch maintenance with protections to surface waters.

- Inspect and maintain ditches that are used to carry stormwater in the City's right of way or on public land.
- Inspections and needed maintenance will preferably occur prior to wet weather (October 1st through April 30th). Do not clean ditches when water is flowing in them.
- When maintaining ditches, specifically reshaping or sediment removal, collect the material removed from the ditch and properly dispose of it. Do not leave removed material at the site.
- Revegetate the banks of the ditch using the City's Engineering Standards for seed mix options for stream bank stabilization. Installation of erosion control blankets may be required in the flow line.
- For ditches on private property, notify landowner of the need to maintain the ditch using the notification procedures outlined in the City's Title 12 - Surface Water, Millersburg Municipal Code Chapter 12.80.

RECORD KEEPING

1. Record the date each ditch was maintained, specifically reshaping or sediment removal.
2. Report the amount of material removed when cleaning a ditch.
3. Document and track areas where spills were reported and coordinate with the City's illicit discharge control staff.
4. As needed, identify target areas for:
    a. More frequent cleaning throughout the year or just prior to wet weather; and
    b. Distribution of public education materials to discourage illegal dumping.

For open channels and other natural watercourses, additional permits and approvals may be necessary to obtain for maintenance activities prior to the start of work. These permits could include a Clean Water Act Section 404 Permit from the Army Corps of Engineers or a Removal-Fill Permit from the Oregon Department of State Lands for impacts to wetlands and waterways.

FLEET MAINTENANCE AND VEHICLE WASHING

Responsibility:

Maintenance Supervisor
458-233-6300

FLEET MAINTENANCE AND VEHICLE WASHING

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants from vehicle/equipment maintenance and vehicle washing to stormwater.

Maintaining a dry site requires adherence to the following procedures:

- Using off-site facilities for washing.
- Performing maintenance and washing in designated areas.
- Checking for leaks and spills.
- Containing and cleaning up spills immediately.
- Training employees.

The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure proper fleet maintenance and vehicle washing:

- Keep vehicles and equipment clean; do not allow excessive build-up of oil and grease.
- Maintain vehicles and equipment outdoors in specified areas where vehicles or equipment fluids can be contained and not spill or leak onto the ground.
- Use of an off-site repair shop that is better equipped to handle vehicle fluids and spills is recommended.
- If performing maintenance work on-site, designate vehicle and equipment maintenance areas located away from drainages to prevent the run-on of stormwater and the runoff of spills.
- Always use secondary containment, such as a drain pan or drop cloth, to catch spills or leaks when removing or changing fluids.
- Place a stockpile of spill cleanup materials, such as absorbent or booms, where they can be readily accessible.
- Use adsorbent materials on small spills. Remove the adsorbent materials promptly and dispose of properly.
- Never hose down or bury a spill.
- Regularly inspect on-site vehicles and equipment for leaks, and repair immediately.
- Segregate and recycle automotive wastes, such as greases, used oil or oil filters, antifreeze, cleaning solutions, batteries, hydraulic fluid, and transmissions fluid.
- Use off-site commercial washing businesses as much as possible where wash water is recycled or discharges to a wastewater treatment plant.

- Use phosphorus-free, biodegradable soaps.
- Train employees in proper maintenance and spill cleanup procedures.

RECORD KEEPING

1. Maintain contracts with off-site vehicle maintenance businesses and off-site vehicle or equipment washing businesses.
2. Document training conducted with the date, name of the employee, and content of the training.

BUILDING AND SIDEWALK MAINTENANCE INCLUDING WASHING

Responsibility:

Maintenance Supervisor
458-233-6300

BUILDING AND SIDEWALK MAINTENANCE INCLUDING WASHING

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants from building and sidewalk maintenance to stormwater, including washing. Implementation of the procedures in this document allow for maintenance and washing with protections to the storm sewer system and surface waters.

General Best Management Practices (BMPs)

- For washing operations that use chemicals, detergents, soaps, cleaners, hot water, or steam, wash water should be collected in a manner that prevents the contamination of stormwater runoff.
- For washing operations that drain to catch basins with separate outlets to storm and sanitary sewer, the catch basins should contain positive control valves. The positive control valve is open during washing so that wash water discharges to sanitary sewer. The valve is closed during non-washing periods so that storm water runoff discharges to storm sewer. The designated wash area should be thoroughly rinsed after washing activities.
- Paved areas with washing activities should furnish or retrofit catch basins with sediment traps and inverted elbow outlets to trap floating oils. Only water can be used if discharging to a catch basin without a valve. Catch basins should be inspected at least once a year and cleaned of solids and oil when the basin becomes 30% full. Catch basins should be cleaned during dry weather to prevent discharge of pollutants into the storm sewer. Solids must be disposed of in a manner approved by DEQ.
- Cleaning operations should be modified to minimize the detachment of paint residues (chips), heavy metals, or any other potentially hazardous materials from surfaces. Modifications may include a change of cleaning agent or reduction in water pressure. All detached materials must not enter storm sewers or surface waters.
- For washing operations on painted or metal surfaces, detergents should not possess abrasive properties. Surfaces cleaned should not leave paint residues (chips) or detach heavy metals because these particles can enter storm sewers or surface waters.
- Detergents and soaps used in washing activities should be phosphate-free and possess the ability to rapidly biodegrade.

Building and Pavement BMPs

- Paved areas, including parking lots, driveways, sidewalks, and other surfaces should be clean from excessive debris before washing with water only. If excessive debris lies on the pavement surface before washing, the surface should be dry swept or blown and debris collected and disposed of properly.
- For building and pavement washing operations that use detergents, soaps, or cleaners, wash water should be allowed to absorb into the ground or collected and discharged to a sanitary sewer or treatment system.
- Washing exterior surfaces of buildings with water only may drain to a catch basin with sediment trap and inverted elbow outlet. Catch basins should be inspected at least once a year and cleaned of solids and oil when the basin becomes 30%. Catch basins should be cleaned during dry weather to prevent discharge of pollutants into the storm sewer. Solids must be disposed of in a manner approved by DEQ.
- The use of solvents as cleaning agents for building exteriors and pavement areas is not allowed by the National Pollutant Discharge Elimination System (NPDES) General Permit #1700-A or the Water Pollution Control Facilities (WPCF) General Permit #1700-B. Dry or semi-dry methods may be used to clean these surfaces such as sand or other particle blasting, grind-off and vacuum technology, and ice blast technology. If blasting is utilized as an alternative, all solids should be swept or vacuumed and disposed of properly.
- For small cleaning operations that use detergents, soaps, cleaners, steam, or heated water, but wash less than eight vehicles or pieces of equipment a week, wash water can be disposed of onto the ground surface without a permit. Please see Schedule A of WPCF #1700-B permit. Cleaning must be limited to the exterior of the vehicle or equipment. Disposal alternatives to ensure that wash water does not enter surface waters are as follows:
    a) Wash water may be collected in a sump, grit trap, or containment structure to be pumped or siphoned to a vegetated area so that complete percolation into the ground occurs.
    b) Wash water may be discharged on ground surfaces with vegetated cover, preferably grasses.

Building Maintenance

- If grinding, sanding, painting, or working with oil and grease outside, work over tarps to capture potential contaminants.
- Always wash tools, paint brushes, grout, and other materials in indoor sinks that flow to the sanitary sewer or on landscaped areas so that complete percolation into the ground occurs.

- When storing building materials outdoors, place on pallets or cover.
- Properly dispose of all waste building materials or recycle, when possible.
- Cover dumpsters.

RECORD KEEPING

1. Document training conducted with the date, name of the employee, and content of the training.

REFERENCES

Oregon Department of Environmental Quality's (DEQ) Recommended Best Management Practices for Washing Activities (DEQ 1998).[1]

[1] https://www.oregon.gov/deq/FilterDocs/washactivities.pdf

MUNICIPAL LANDSCAPE MAINTENANCE

Responsibility:

Maintenance Supervisor
458-233-6300

MUNICIPAL LANDSCAPE MAINTENANCE

This Standard Operating Procedure (SOP) provides guidelines to improve water quality by improved site design, reduced nutrients, reduced pesticides, stabilization of soils, proper municipal landscape maintenance techniques, and training. The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure that municipal landscape maintenance protects the quality of stormwater runoff.

Nutrients/Fertilizers

- Sample site soils and apply amendments prior to planting to reduce the need for fertilizers. Continue to sample every 3 – 4 years to determine the nutrients the soil requires.
- The amount of fertilizer applied should be at or below manufacturer's recommendations.
- Never allow fertilizers to remain on impervious areas such as parking lots or sidewalks. Sweep or blow fertilizer into turf.
- Do not fertilize just prior to a rain event that can wash nutrients into stormwater runoff.
- Consider using less-toxic fertilizers such as composted organic material.

Pesticides

- Only apply pesticides to address the pest needing to be controlled.
- Use pesticides that are less toxic when possible. Those labeled "Caution" are less toxic than those labeled "Warning", which are less toxic than those labeled "Danger/Poison".
- Follow all safety precautions and apply pesticides only as recommended by the manufacturer.

Sediment

- Cover disturbed soils, especially during rain events.
- Stabilize soils with vegetation as soon as possible.
- Use BMPs, such as rock socks or compost logs/berms, to capture stormwater runoff and allow soils to settle out.
- Do not store soil on impervious areas unless BMPs are implemented down gradient.
- When conducting maintenance, place removed soil upslope of the excavation.
- Protect inlets and catch basins near excavations.

Landscape Maintenance

- Remove tree and shrub trimmings and properly dispose of the organic waste.
- Do not mow turf areas shorter than 2 inches.
- Blow grass clippings that fall onto impervious areas while mowing back into the turf.
- Leave grass clippings on the turf while mowing to allow nutrients to go back into the turf naturally.
- Clean up edger waste that falls onto impervious areas like parking lots, streets, and sidewalks.

Training

- Acquire federal certifications to apply fertilizers and pesticides as required for restricted chemicals.
- Be familiar with State requirements to reduce fertilizers in the environment.
- Ensure new and seasonal employees are familiar with this Standard Operating Procedure (SOP) prior to conducting maintenance.

RECORD KEEPING

1. Record the date fertilizers and pesticides were applied and location of application.
2. Document spills of fertilizers or pesticides including date, time, location, amount, and actions conducted to mitigate the spill.
3. Document training conducted with the date, name of the employee, and content of the training.

MATERIAL STORAGE AND TRANSFER AREAS

Responsibility:

Maintenance Supervisor
458-233-6300

MATERIAL STORAGE AND TRANSFER AREAS INCLUDING FERTILIZER AND PESTICIDES, HAZARDOUS MATERIAL, USED OIL STORAGE, AND FUEL

This Standard Operating Procedure (SOP) provides guidelines to prevent or reduce the discharge of pollutants to stormwater from material delivery and storage by supervising material deliveries, minimizing the storage of hazardous materials on-site, storing materials in designated areas, installing secondary containment, conducting regular inspection, and training employees.

The City of Millersburg shall implement the following best management practices (BMPs) and procedures to ensure proper material storage and transfer areas:

Material Delivery

- Purchase of materials will be made from reputable companies that provide safe delivery options in well-maintained vehicles.
- Delivery of materials will be supervised, especially for bulk materials.

Material Management

- Implement routine cleaning and inspection of facilities or areas that store or process materials.
- Maintain clean, organized workplaces.
- Minimize the amounts of materials used and the wastes that municipal activities generate.
- Use environmentally friendly alternatives to toxic chemicals whenever possible.
- Store materials away from drains, especially storm drains.
- Routinely inspect storage areas to look for spills, leaks, or container deterioration.

Fertilizers and Pesticides

- Fertilizers and pesticides are stored in a metal fire resistant cabinet in the Parks Maintenance Building at Millersburg City Park when not being used. Never store these materials outside.
- Limit inventory of these substances and regularly remove chemicals that are not being or will not be utilized.
- Properly dispose or recycle unused fertilizers and pesticides by taking to a hazardous waste collection.

- Should a spill occur, use personal protective equipment to clean up the spill immediately. Wash hands when cleanup is complete. If the spill is too large or too hazardous, contact emergency personnel to respond.

Hazardous Material

- Inventory hazardous materials that are maintained onsite. Store hazardous materials safely in secondary containment as required by law.
- Use less hazardous, alternative materials as much as possible.
- Use materials only where and when needed to complete an activity.
- Follow manufacturer's instructions regarding uses, protective equipment, ventilation, flammability, and mixing of chemicals.
- Storage of reactive, ignitable, or flammable liquids must comply with the fire codes. Contact the local Fire Marshal to review site materials, quantities, and proposed storage area to determine specific requirements.
- Never store incompatible chemicals together, such as volatile chemicals with ignitable chemicals.
- Keep chemicals in their original containers and well labeled.
- Employees trained in emergency spill cleanup procedures should be present when dangerous materials or liquid chemicals are unloaded.
- Should a spill occur, use personal protective equipment to clean it up immediately. Wash hands when cleanup is complete. If the spill is too large or too hazardous, contact emergency personnel to respond.

Used Oil Storage

- Keep used oil in a sealed container.
- Protect used oil containment from weather by storing indoors or under a shelter.
- Recycle used oil often, keeping onsite inventory to a minimum.

Fuel

- Vehicle fueling is conducted at a wholesale gas station that is privately managed.
- Diesel fuel is contained in an approved tank inside the Parks Maintenance Building at Millersburg City Park. The approved diesel tank has built-in secondary containment.
- Diesel fuel is placed onto a truck bed and filled at the wholesale gas station that is privately managed.
- Equipment should be fueled inside if possible.

- Should a spill occur, clean it up immediately. Wash hands when cleanup is complete. If the spill is too large or too hazardous, contact emergency personnel to respond.

Training

- Train employees on the use and handling of hazardous materials.
- Personnel who use pesticides must be trained in their use.
- Employees trained in emergency spill cleanup procedures should be present when dangerous materials or liquid chemicals are unloaded.

RECORD KEEPING

1. Maintain an inventory of hazardous chemicals being stored at City facilities and ensure they are properly and safely stored. Maintain Safety Data Sheets for these materials.
2. Routinely inspect material storage areas for spills, leaks, or container deterioration.
3. Document training conducted with the date, name of the employee, and content of the training.

RCP Appendix F-3:

Spill Reporting Form

CITY OF MILLERSBURG RUNOFF CONTROL PLAN SPILL REPORTING FORM

Spills can occur as a result of maintenance operations or can occur from the public use of the facility. Each spill should be documented to show that the City responds to and addresses spills in a timely manner.

Spill Date: _____ Spill Time: _____

Spill Location: _____

Person Responding: _____

Actions taken to address the spill:

_____

_____

_____

Responsible {Party:

_____

Cleanup Completed

Date: _____ Time: _____

Describe any enforcement conducted:

_____

_____

RCP Appendix F-4:

Training Roster

CITY OF MILLERSBURG TRAINING ROSTER

Completion of the Training Roster is required to show that City staff receive training at least once a year. New employees must be trained within 30 days of hire. Topics should include stormwater management, spill response, materials/equipment safety and management, fertilizer and pesticide handling procedures, and good housekeeping strategies.

Name	Date	Topics Covered		

RCP Appendix F-5:

Park Maintenance Yard Annual Inspection Form

CITY OF MILLERSBURG RUNOFF CONTROL PLAN
FACILITY INSPECTION FORM

Facility: _____ **Date:** _____

Area	Yes	No	N/A	Comments
Private Drive Lanes/Parking				
Clear of trash/debris				
Evidence of spills/leaks				
Buildup of oil/grease				
Stored materials				
Maintenance needed				
Building/Structure				
Clear of trash/debris				
Stored materials				
Maintenance needed				
Landscaping				
Clear of trash/debris				
Stored Materials				
Maintenance needed				
Outdoor Material Storage				
Clear of trash/debris				
Approaches clean				
Contents in bins				
Evidence of spills/leaks				
Maintenance needed				
Outdoor Bulk Storage				
Clear of trash/debris				
Containment area clean				
Containment area drained				
Maintenance needed				
Outdoor Trash Enclosure				
Clear of trash/debris				
Evidence of spills/leaks				
Cover in place				
Maintenance needed				
Outdoor Traffic Control Storage				
Clear of trash/debris				
Evidence of spills/leaks				
Maintenance needed				
Outdoor Utilities Storage				
Clear of trash/debris				
Evidence of spills/leaks				
Maintenance needed				

Area	Yes	No	N/A	Comments
Equipment Maintenance				
Clear of trash/debris				
Evidence of spills/leaks				
Maintenance needed				
Ice Melt Storage and Use				
Clear of trash/debris				
Evidence of spills/leaks				
Maintenance needed				
Storm Sewer				
Clear of trash/debris				
Clear of sediment				
Repairs/replacement needed				
Runoff Control Plan				
Is the RCP still accurate?				

This inspection form shall be kept on file.

Inspected by: _____