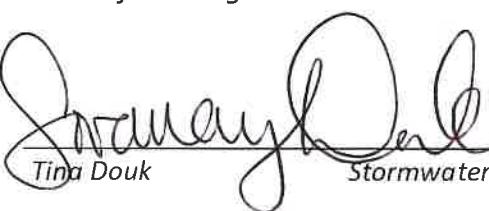


Standard Operating Procedures <i>Town of Dracut</i> <i>Department of Public Works</i> Operations and Maintenance of Municipal Buildings and Facilities Approved by: Building Maintenance Supervisor and Supervisor of Building and Grounds	SOP Number: 15	Issue Date: June 30, 2020
 Edward Patenaude Public Works Director	 Tina Douk	 Stormwater Manager

Introduction

Municipal buildings and facilities (schools, municipal offices, police and fire stations, municipal pools, parking garages, etc.) often house various chemicals, such as petroleum products and hazardous materials. As a result, these buildings and facilities are potential sources of pollutant discharges to the storm drainage system. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

The Town of Dracut performs a variety of operations and maintenance activities at its municipally owned and operated buildings.

Within two years of the effective date of the MS4 Permit, the Town of Dracut will create an inventory of all municipal buildings and facilities and update this inventory annually.

Procedures

The Town of Dracut will implement the following procedures for municipally owned or operated buildings and facilities to reduce the discharge of pollutants from the MS4:

In an event of a spill, please refer to SOP Number 7: Spill Response and contact the Dracut Fire Department at 978-957-3131.

Handling, Storage, Transfer, and Disposal of Trash and Recyclables

All liquid and solid waste must be disposed of properly. Some of the most common sources of pollution at municipal facilities are a result of littering, improper collection of debris, and improper disposal of solid or liquid waste.

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
- Keep lids on dumpsters and containers closed at all times unless adding or removing material. If using an open-top roll-off dumpster, cover it and tie it down with a tarp unless adding materials.
- Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.

- Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- Do not locate dumpsters over or adjacent to catch basins.
- Prior to transporting waste, trash, or recycling, ensure that containers are not leaking (double bag if needed) and properly secure containers to the vehicle.
- Clean and sweep up around outdoor waste containers regularly.
- Clean up any liquid leaks or spills with dry cleanup methods.
- Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container.
- Do not wash trash or recycling containers outdoors or in parking lots.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.
- Conduct periodic inspections of work areas to ensure that all wastes are being disposed of properly.
- In dumpster areas, regularly pick up surrounding trash and debris and regularly sweep the area.
- In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks. Regularly sweep the area.

Building Maintenance

- When power washing buildings and facilities, ensure that the wash water does not flow into the storm system. Containment or filtering systems should be provided.
- Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
- When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods) especially if they are near storm drains. Protect catch basins when maintenance work is conducted up gradient of them.
- When painting, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Buildings should be routinely inspected for areas of potential leaks.
- Do not discharge chlorinated pool water into the stormwater system. Water must be properly de-chlorinated and tested before it is discharged.
- Streets and parking lots surrounding municipal buildings and facilities should be swept and kept clean to reduce runoff of pollutants and debris to the stormwater system.
- Streets and parking lots around buildings and facilities will be swept in accordance with the procedures in SOP 16: Streets and Parking Lots.

Storage of Petroleum Products and Potential Pollutants

- Floor drains in storage areas should be disconnected from the stormwater system.
- Routinely inspect buildings and facilities for areas of potential leaks.
- All municipal buildings and facilities should be periodically inspected to address potential pollutant sources (e.g., leaks).

Spill Prevention Plan

- Spill prevention plans such as Spill Prevention Control and Countermeasure (SPCC) Plans should be in place where applicable, based on inventories of material storage and potential pollutants. Coordinate with the local fire department if necessary.

Employee Training

- Employees who perform maintenance or other applicable work at municipal buildings and facilities are trained on these procedures and the proper operation of related equipment.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Inventory of Municipal Buildings and Facilities

**Inventory of Municipal Buildings and Facilities
Dracut, Massachusetts**

Name of Building/Facility	Location	School/Town	Manager/Contact – Name
BROOKSBY ELEMENTARY SCHOOL	1560 Lakeview Ave	School	Andy Graham
CAMPBELL SCHOOL	1021 Methuen Street	School	Andy Graham
COLLINSVILLE SCHOOL/ADMIN.	2063 Lakeview Ave	School	Andy Graham
ENGLESBY ELEMENTARY SCHOOL	1580 Lakeview Ave	School	Andy Graham
PARKER AVE SCHOOL	77 Parker Ave	School	Andy Graham
RICHARDSON MIDDLE SCHOOL	1570 Lakeview Ave	School	Andy Graham
SCHOOL COMPLEX-HIGH SCHOOL	1624 Lakeview Ave	School	Andy Graham
GREENMONT SCHOOL	37 Greenmont Ave	School	Andy Graham
COLLINSVILLE FIRE DEPT.	1990 Lakeview Ave	Town	Thomas Ayotte
COUNCIL ON AGING (COA) BLDG	951 Mammoth Rd	Town	Thomas Ayotte
FIRE DEPARTMENT	15 Jones Ave	Town	Thomas Ayotte
FIRE STATION	488 Pleasant Street	Town	Thomas Ayotte
DPW Annex	156 Pleasant Street	Town	Thomas Ayotte
HIGHWAY DEPT	833 Hildreth Street	Town	Thomas Ayotte
HISTORICAL SOC/HARMONY HALL	1660 Lakeview Ave	Town	Thomas Ayotte
LIBRARY	40 Arlington Street	Town	Thomas Ayotte
POLICE STATION	110 Loon Hill Rd	Town	Thomas Ayotte
TOWN HALL	62 Arlington Street	Town	Thomas Ayotte
TOWN HALL ANNEX	11 Spring Park Ave	Town	Thomas Ayotte
VETERAN'S PARK/REST ROOMS	80 Broadway Rd	Town	Thomas Ayotte
Dillion McAnespie Rest Room	2169 Lakeview Ave	Town	Thomas Ayotte