Operations and Maintenance Plan
For Municipal Garages and Repair/Maintenance Facilities

Updated August 2024

General

As part of the MS4 Stormwater Program, the City of Church Hill is required to develop and implement an operations and maintenance program to prevent or reduce pollutant runoff from municipal garages and facilities.

Training

Employees responsible for operations and maintenance of municipal facilities shall be provided sufficient training to identify and prevent or reduce stormwater pollution. New employees should be trained upon their hire, or at least within 6 months of their hire date. Existing employees should have training annually.

Potential Pollutants

Potential pollutants on garage and repair/maintenance facilities are, but not limited to, the following:

- Mechanical fluids such as oil, grease, fuel, etc. from vehicles
- Cleaning and de-greasing solvents
- Debris and trash
- Salt or other chemical use for safety during winter weather events
- Sediment
- Nutrients from fertilizer and other materials
- Pesticides or herbicides

It is important to collect, absorb, or prevent pollutants from being washed from the site because they then enter the storm drain system. Once in the storm drain system, it is difficult to prevent the pollutants from reaching the streams within the City limits.

Operations

Spills

Each facility should have spill kits with absorbent material and other hazardous material cleanup tools as necessary available for immediate use if an onsite spill occurs. If a spill of hazardous materials occurs, the spill shall be contained immediately and then completely cleaned up.

The used spill clean-up products should be stored in heavy plastic within a labeled waterproof container and stored under cover to prevent contact with stormwater. Any contaminated material from the cleanup shall be disposed of at least semi-annually in accordance with all State and Federal regulations.

They should also have other devices such as spill control booms or socks or other devices to place in swales and ditches or around storm inlets to stop the spill from reaching the storm drain system

Vehicle Maintenance and Repair

Vehicle maintenance and repair should occur under cover as much as possible. Any fluid spill or leak shall be cleaned-up immediately in accordance with the spill clean-up procedures. Absorbent materials shall be placed at critical areas within vehicle maintenance facilities such as around floor or pit drains to collect, trap, and absorb any spill or leak before it can leave the building. Floor drains in buildings should discharge to the sanitary sewer system and not to the storm drain system.

Vehicle Wash Area

The discharge from vehicle washing can contain significant pollutants. The water runoff from vehicle washing shall be filtered and re-used where possible and/or should be discharged to the sanitary sewer system and not the storm drain system. Before the wash water is discharged to the sanitary sewer system, it should flow through an oli/grit separator or other device allowing sediment, grit, and other solids to settle-out.

Vehicle Fueling

Any onsite storage of fuel and subsequent fueling of vehicles shall occur in accordance with all State and Federal regulations. The fuel tanks shall be installed in a manner that any leak can be contained onsite. The fueling station shall be covered from rainfall and located so that stormwater runoff does not flow across the area. Spill cleanup kit and materials should be located at the fueling station.

Material Storage and Use

All materials will be stored in closed containers or tanks and shall be under cover as much as possible. No open containers are allowed and all containers shall be clearly labeled as to contents.

Waste oil should may be re-used onsite as an energy source. Any used materials no longer needed including excess waste oil not used for energy production should be disposed of at least semi-annually in accordance with all State and Federal regulations.

All hazardous materials such as empty or partially empty paint cans, oil cans, filters, cleaning fluid, etc. shall be disposed of by taking them to a permitted hazardous material disposal site in accordance with State laws. All hazardous materials shall be stored in accordance with manufacturer’s specifications and should be stored in a location where rainfall or stormwater runoff will not come in contact with them.

The washing of paint tools or other hazardous material equipment must be performed and disposed of in accordance with all State and Federal regulations. The cleaning residue from such equipment is hazardous and cannot be discharged onto the ground or into a pond, storm drain, ditch, stream, other stormwater conveyance, or to Waters of the

State including both surface and groundwater and shall be disposed of in accordance with State laws.

Litter, construction materials, construction debris, construction chemicals, and other hazardous materials should be stored in a manner that rainfall, stormwater runoff, or wind will not cause them to be a pollutant source for stormwater discharges.

Litter and Debris Pickup

Litter, construction materials, construction debris, construction chemicals, and other hazardous materials shall not be allowed to enter a pond, storm drain, swale, ditch, stream, other stormwater conveyance, or to Waters of the State. This can be accomplished by screening outfalls, daily pickup or cleanup, storing inside a trailer and/or under cover, by limiting the time the materials are stored onsite, storing materials away from stormwater outfalls, and by other methods.

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Salt and Sand Storage

Salt and sand storage shall be covered to prevent rain from reaching the material. The preferred method would be inside a structure with a roof and walls. However, if that is not possible, the material shall be entirely covered with an impermeable material (plastic tarp, for instance) secured to prevent it from blowing away. The location of the material storage shall also be outside of the flow path of stormwater runoff to prevent material from being washed away.

Winter Weather Safety

While the use of salt or other chemicals to maintain safe pavements during winter weather events are necessary, the operators of the equipment should be well trained in their use so that excessive salts or chemicals are not applied. The spreading of the salts or chemicals should be carefully applied near streams or near storm drain systems that discharge directly into a stream.

Erosion

The site should be inspected on at least a quarterly basis for bare soil and erosion. The inspection can occur in conjunction with other routine operations and does not need to be a separate inspection. If bare soils or erosion are present, schedule needed repairs to occur in a timely manner.

Storm Drain System

See Public Street and Storm Drain System Operation and Maintenance Plan for any storm drain system on the site.

Landscaped Areas and Lawns

See Public Park Operation and Maintenance Plan for maintenance of any landscaped or lawn areas on the site.