

# SOP 20: Operations and Maintenance of Municipal Buildings and Facilities

## 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 Georgetown performs a variety of operations and maintenance activities at its municipally owned and operated buildings.

*Instructions: Briefly describe the municipality's current municipal building and facilities maintenance activities (i.e., use, storage, and disposal of petroleum products, Spill Prevention Plans, dumpster and waste management, parking lot sweeping). Specify whether the municipality uses its own equipment and staff or if work is contracted out. - The town does not own their own fuel pumps. Fuel for small equipment is stored in Flammable containers. Spill kits are at each facility. Parking lots are swept once a year by subcontractors.*

Georgetown has completed an inventory of all municipal buildings and facilities. Georgetown will update this inventory annually (refer to the attached buildings and facilities inventory sheet).

## Procedures

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

### 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.

## SOP 20: Operations and Maintenance of Municipal Buildings and Facilities

- 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 (see SOP 17: Hazardous Materials Storage and Handling).
- 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 upgradient 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 dechlorinated 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 stormwatersystem.
- 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.
- For storage and handling procedures of petroleum products and potential pollutants, refer to SOP 17: Hazardous Materials Storage and Handling and SOP 7: Fuel and Oil Handling Procedures.
- For storage and handling procedures for fertilizers, pesticides, and herbicides, refer to SOP 12: Fertilizers, Pesticides, and Herbicides.
- 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.
- Spill SOPs are outlined in SOP 4: Spill Response and Cleanup.

### Employee Training

- Employees who perform maintenance or other applicable work at municipal buildings and facilities are trained annually on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- 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

### Related Standard Operating Procedures

1. SOP 4: Spill Response and Cleanup
2. SOP 7: Fuel and Oil Handling
3. SOP 12: Storage and Use of Pesticides and Fertilizer
4. SOP 16: Streets and Parking Lots
5. SOP 17: Hazardous Material Storage and Handling

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

<b>Name of Building/Facility</b>	<b>Location</b>	<b>Manager/Contact – Name, Position, Department, Phone Number</b>	<b>Potential Stormwater Pollutant Sources (e.g., trash containers, fertilizers, fuel)</b>
Penn Brook School	68 Elm Street	Michael Anderson building and grounds supervisor School Department (978-490-9740)	Trash, Grass clippings, Spills
Perley School	51 North Street	Same as above	Trash, Grass clippings, spills
Georgetown High School	9 Winter Street	Same as above	Trash, Grass clippings, Spills
Library	2 Maple Street	Sarah Cognata Director (978-352-5728)	Trash
Park and Ride	East Main Street	Peter Durkee Highway Surveyor Highway Department (978-352-5704)	Trash, Spills
Light Department Office	94 Searle Street	Dave Schofield Light Department Superintendent Georgetown Light Department (978-273-4854)	Trash, Spills, wash water
Light Department – Substation	2R Martel Way	Same as above	Spills

SOP 20: Operations and Maintenance of Municipal Buildings and Facilities

Water Tower	11 Long Hill Road	Marlene Ladderbush Water superintendent Georgetown Water Department. (978-352-5750)	Trash, Grass clippings
Water Department	1 Moulton Street	Same as above	Trash, Spills
Town Hall	1 Library Street	Michael Farrell Town Administrator (978-352-5755)	Trash, Grass clippings
Public Safety (Police & Fire)	47 Central Street	Donald Cudmore Police Chief Georgetown Police Department (978-352-5700)	Trash, Wash water, spills
Highway Department	203 East Main Street	Peter Durkee Highway surveyor Georgetown Highway Department (978-352-5704)	See SWPPP
Lisa Lane – Affordable Housing Trust	32/47 Lisa Lane	C. David Surface, Chairman, Affordable Housing Trust (978-234-5060)	
Historical Society Building	108 E. Main Street	Phil Trapani, President, Historical Society 978-352-5710	