

MUNICIPAL FACILITY RUNOFF CONTROL PLAN

FOR THE

**City of Lexington
City Service Building
801 W. Vine Street
Lexington, NE 68850**

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Prepared by:

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1.0 INTRODUCTION

1.1 Background

In 1972, Congress passed the Federal Water Pollution Control Act, also known as the Clean Water Act (CWA), to restore and maintain the quality of the nation's waterways. The ultimate goal was to make sure those rivers and streams were fishable, swimmable, and drinkable. In 1987, the Water Quality Act added provisions to the CWA that allowed the EPA to govern storm water discharges from industrial activities. EPA published the final notice for Phase I of the Multi-Sector General Storm Water Permit program in 1995 which included provisions for the development of a program to address the possible pollution sources at municipal facilities, including transportation facilities, vehicle maintenance and fueling activities are conducted. Development, implementation, and maintenance of Runoff Control Plan will provide the City of Lexington with the tools to reduce pollutants contained in storm water discharges and comply with the requirements of the General Storm Water Permit issued by the State of Nebraska NDEQ.

The primary goals of the Runoff Control Plan will be to:

- Identify potential sources of pollutants that affect storm water discharges from the site;
- Describe the practices that will be implemented to prevent or control the release of pollutants in storm water discharges; and
- Create an implementation schedule to ensure that the practices described in this plan are in fact implemented and to evaluate the plan's effectiveness in reducing the pollutant levels in storm water discharges.

2.0 FACILITY MANAGERS DUTIES

The facility manager and stormwater plan manager will be designated as the plan coordinators. The facility managers will be responsible for the following duties as they pertain to the Runoff Control Plan:

- Identify individuals to aid in the implementation of the plan;
- Implement the Runoff Control Plan;
- Oversee maintenance practices identified as BMPs in the plan;
- Implement and oversee employee training (with direct assistance from the Storm Water Program Manager);
- Conduct required monthly inspection; (See Page 15)
- Identify other potential pollutant sources and make sure they are added to the plan;
- Identify any deficiencies in the Runoff Control Plan and make sure they are corrected;
- Prepare and submit reports; and
- Ensure that any changes in facility operation are addressed in the Runoff Control Plan.

Good Housekeeping/Pollution Prevention inspections **will be conducted by Qualified Personnel** each month **at approximately 30 day intervals** using the inspection form provided in Appendix B. An Inspector is considered qualified at the discretion of the Facility Supervisors. At a minimum, a Qualified Inspector will have read this Runoff Control Plan, be familiar with the Spill Response Plan and Procedures, receive a briefing from Storm Water Program Manager on the inspection process, and participate in spill control and hazardous waste control when provided by the City of Lexington. The following personnel will be involved in managing and conducting the monthly inspections as well as participating in random inspections by the storm water program management.

Additional Qualified Inspectors:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

ADDITIONAL COMMENTS:

All operations must follow the Best Management Practice hand book provided with this evaluation. The handbook describes in detail the standard operating procedures for all BMP implementation. A complete list of required practices is provided under each BMP section. All best management practices that apply to your facilities operations must be reviewed with all employees. They will need to be informed on maintenance, inspection schedules and the purpose of applied BMP's.

Employees must follow all procedures in the City of Lexington Risk Management and Safety Manual, under the Hazardous Communications Program.

Each facility must complete the attached spill response plan.

To aid in the implementation of the plan, the facility staff will be provided technical assistance by the Storm Water Program Manager to ensure compliance with state and federal storm water regulations

3.0 FACILITY DESCRIPTION

3.1 Facility Location

The City Service Building is located at 801 W. Vine Street, Lexington. The approximately 5 acre site is bound to the North by Union Pacific Railroad right-of-way, to the West by agriculture, to the South by residential housing and to the East is commercial development.

3.2 Site Activities

This facility serves multiple functions for the City of Lexington. The largest of which are the Streets, Water and Sewer, Parks and Cemetery Department. This operation stores a large number of heavy equipment vehicles (street sweepers, loader, snow plows, grader, and misc. vehicles). The site is also storage for all deicing material, liquid magnesium chloride, and road salts are all stored in the yard. A fueling station for all city vehicles is located on the South side of the property and utilizes one 2,000 gallon aboveground tank and one 1,000 gallon aboveground diesel tank.

The maintenance facility is also located on the property. All city vehicles are serviced at this location. Wide varieties of services are provided by the maintenance shop much like a commercial service and repair business. All new fluids utilized in the service on vehicles are stored inside. Most all service is performed inside.

This facility is also the location of the City of Lexington store room. This department supplies city operations with tools and equipment needed in their everyday tasks. The area of material storage is inside and most is stored indoors. Deliveries can be taken directly into the Central Stores are from a freight door.

3.3 Site Description

The total area of the site is approximately 10.0 acres of which 10% impervious consisting of pavement and buildings. Most of the lot is semi pervious area, with gravel. Storm drainage from the site enters the storm sewer system by inlet located at southeast corner or leaves the site as overland flow and enters the drainage ditches at the north and east sides of the site.

4.0 IDENTIFICATION OF POTENTIAL STORM WATER CONTAMINANTS

This section identifies significant materials and processes located at the facility that may potentially contaminate storm water. Additionally, the section presents a record of past spills and leaks, and identifies potential areas for storm water contamination. At this time no storm water sampling has been conducted, therefore, storm water sampling data can be presented. Under the current NPDES permit, no storm water sampling is required.

4.1 Significant Material Inventory

Materials used by the facility that have the potential to be present in storm water runoff are evaluated in detail under the **Facility Inventory** section of the evaluation documents. These materials consist of fuels, used oils, street sweepings, sediment, bulk deicers, and hazardous waste drop site.

4.2 Past Spill and Leak Record

Upon interviews with facility managers no significant reportable spills are on record or could be recalled. Any minor spills are cleaned up by means of dry absorbents and then disposed of.

4.3 Potential Areas for Storm Water Contamination

The following potential source areas of storm water contamination were identified and evaluated:

- Vehicle and Equipment Fueling
- Vehicle and Equipment Washing
- Vehicle and Equipment Maintenance
- Outdoor Loading / Unloading of Materials
- Outdoor Container Storage of Liquids
- Outdoor Storage of Raw Materials
- Waste Handling and Disposal
- Building and Ground Maintenance
- Parking / Storage Areas
- Recycle Drop off Site

The ten areas were evaluated by current BMP's employed and then recommendations were given on ways to improve the protection of pollutant discharge. This evaluation is done on Facility Evaluation Worksheet #1.

5.0 STORM WATER MANAGEMENT CONTROLS

5.1 Storm Water Management Practices

Upon reviewing the potential pollutants at the facility and associated operations, the City of Lexington has prepared a list of planned Best Management Practices (BMPs). Some of the practices consist of physically built structures to prevent pollution (structural BMPs) and some practices are procedural in nature (nonstructural BMPs). When implemented, these BMPs will help control the discharge of potential pollutants in storm water runoff for each area of concerns to the maximum extents practical.

5.2 Recommended Structural BMPs

- Construct an additional outdoor wash bay for large equipment that connects to the sanitary sewer.
- Install an Oil/Grit/Water separator in-place of or in-conjunction with the storm sewer inlet located on the Southeast side of the gravel yard.
- Install a canopy over fueling area to prevent rain water from washing fuels and oils into the storm drain.
- Double containment systems for all used oil storage.
- Provide spill kits throughout the facility.
- Inlet Spill Dam

Currently, the suggested structural BMPs will need to be budgeted. This leaves us with an uncertain completion timeline.

5.2.1 Oil Water / Grit Separator

The area is where the equipment is parked when they are out of service either because of scheduling or maintenance or if there is a lack of indoor storage areas. Oils, fuels, and lubricants drip from the equipment, mainly from the engine compartments, on to the pavement or gravel areas. Storm water washing over the area flushes these contaminants into the storm water system. Currently, the maintenance staff is using drip pans and absorbents to control these releases; however, this has proven to be only minimally effective. It has been determined that the installation of an oil/water, grit separator will be the most effective BMP and will provide a long-term solution. In addition to removing floating product, the separator will also remove some settleable solids. A routine maintenance program will be instituted whereby the separator is checked and cleaned on a regular basis.



5.2.2 Fueling Area Canopies

To reduce the likelihood of storm water washing contaminants from the fueling areas, canopies will be constructed over both the gasoline and diesel fuel dispensing area. Small spill or drips associated with fueling and light maintenance, including adding other fluids contributes contaminants to storm water. The canopies will be constructed in such a manner that a minimal amount of storm water will come in contact with the fueling areas. Drips and spill will be cleaned up as they occur by dry methods and then swept on a weekly basis.



5.2.3 Vehicle Washing Area

In the past vehicles were washed outside in paved area behind the building. Water from this operation drained directly into the storm drainage network. Washing of smaller size equipment is done inside the garage where all water passes through an oil water separator then into the sanitary sewer. This configuration is not working for washing large equipment because of the difficult negotiations necessary to get the equipment into the garage area. In order to allow the washing of the large equipment inside, a new vehicle washing area should be planned inside the Service Building to accommodate. While vehicles are being washed, the water will be directed into drains that are connected to the sanitary sewer. Following vehicle washing, the wash area will be rinsed to the sanitary sewer. This will prevent detergents, oils, greases, and other contaminants from entering the storm water system during and after vehicle washing. If it is decided that construction a new large equipment wash area is not feasible, all large equipment must be taken to a commercial wash bay that drains to the sanitary sewer system.

5.2.4 Double Containment Systems for Potential Contaminants

There are major areas in need of secondary containment that will prevent discharge of pollutants from leaking storage containers or spills. The areas in question are as follows: waste oil tank located on the south side of the Service Building yard, waste paint trailer located at the east entrance.



The waste oil and waste paint collection will require double containment or moved into the repair shop. Floor drains in the repair shop drain to the sanitary sewer. Where codes or other considerations prevent the moving of fluid storage indoors, outdoor containers with capacities of 55 gallons or more will be equipped with secondary containment. The secondary containment devices will be maintained and kept free of water. Before precipitation generated water is drained from a secondary containment device, it will be visually inspected for the presence of contaminants. Water discharged to

the surface will be free of obvious contaminants. Contaminated water will be containerized for pickup by an approved disposal vendor.

5.2.5 Provide Spill Kits Throughout the Facility

Currently, minor spills are clean up by means of dry absorbents. There is a need for permanent spill kits around the facility. Spill kits must be place in areas with the potential for common spills. The kits will be equipped with general cleanup and disposal equipment. Suggested areas for placement of kits are as follows: outside fuel pumps, (2) in maintenance shop, (1) streets dept. shop area, (1) central stores freight door area, (1) in each equipment storage building.

5.3 Recommended Non Structural BMPs

In addition to the constructed BMPs, the facility has implemented management BMP's that will control and reduce the release of contaminants to storm water from the facility. These BMPs include:

Refer to the Municipal Facilities BMP Manual for complete operation procedures, inspection procedures and needed BMP formwork.

- The storing of oils, waste oils and other chemicals in doors out of the weather;
- Proper disposal of all wastes according to appropriate State and Federal regulation;
- Parts cleaning conducted only indoors in an approved parts washing station;
- Spills will be cleaned up promptly
- Except for minor activities such as checking fluid levels, all vehicle maintenance will be conducted in the shop;
- Vehicles will be repaired to the maximum extent possible to eliminate leakage of fluids;
- Vehicles awaiting service will be checked to insure that leakage is not occurring;
- Storage tank spill and overflow devices will be maintained; and safe fueling practices will be adhered to.
- Safe Fueling Practices
- Good Housekeeping Practices
- Loading/Unloading of Materials
- Outdoor Storage and waste receptacles
- Building and Grounds Maintenance
- Employee Training

5.3.1 Storage of Chemicals and Petroleum Products

The storage of chemicals and petroleum products in drums or pump containers are stored in the building where fire and other codes permits. Unnecessary storage will be eliminated. The waste oil will require double containment or moved into the repair shop. Floor drains in the repair shop drain to the sanitary sewer via an oil/water separator. Where codes or other considerations prevent the moving of fluid storage indoors, outdoor containers with capacities of 55 gallons or more will be equipped with secondary containment. The secondary containment devices will be maintained and kept free of water. Before precipitation generated water is drained from a secondary containment device, it will be visually inspected for the presence of contaminants. Water discharged to the surface will be free of obvious contaminants. Contaminated water will be containerized for pickup by an approved disposal vendor.

When possible, empty drums and other containers will be stored in doors while waiting for disposal or pick up by the appropriate vendor for reuse. If empty drums are stored outside, they will be tightly sealed with proper bung caps and the outside of the drums will be free of contamination.

5.3.2 Waste Disposal

All wastes generated at this facility will be disposed of at the hazardous waste disposal facility or properly disposed of via outside contractors according to appropriate current regulations. Wastes will be stored in containers sealed from precipitation in double containment or inside the building.

5.3.3 Parts Cleaning

Vehicle parts that require cleaning will be cleaned indoors at a dedicated parts washing station that retains all fluids and debris. A waste disposal contractor will be contracted with for the servicing of the parts washing station which will include the proper disposal or recycling of the solvents used.

5.3.4 Spill Cleanup & Spill Response

Spills that occur at the facility will be cleaned up promptly, especially when they occur out doors in areas exposed to precipitation. The spills will be cleaned up with appropriate materials that will be collected for proper disposal. The facility will maintain a stock of granular absorbents, and absorbent pads and booms. A storm drain cover will be kept at the facility and will be used to prevent or stop the flow of fluids into the storm drain in the event of a spill. All employees must be trained on proper spill response procedures in accordance with the facilities Storm water Pollution Prevention & Spill Response Plan.

5.3.5 Location of Vehicle Maintenance

Except for minor maintenance and fluid checking, all vehicle maintenance will be conducted in the shop. Minor maintenance includes changing light bulbs, windshield wipers, and other activities that do not have the potential of releasing contaminants to the ground surface.

5.3.6 Vehicles Kept in Repair

City of Lexington will keep large equipment and other vehicles under their control in good repair so that leakage of fluids will be minimized to the maximum extent practical. Even with installation of the oil water separator in the maintenance areas, it is important to realize that the equipment is out on the road for many hours during the day, thus, this leakage will not be captured by the oil water separators.

5.3.7 Pre Service Checks

Each day before equipment is placed in service, it will be checked for the presence of fluid leaks. Unusual leakage will be reported immediately to the service manager and the vehicle will not be placed in service until the leakage is repaired.

5.3.8 Maintenance of Storage Tank Systems

As required by the State and Federal Regulations governing petroleum storage tanks, the diesel and gasoline dispensing equipment will be maintained in good working order. Spill and overfill devices will be checked monthly to insure that they are operational. The spill device will be checked to ensure that it is free of fuel, water, and debris. If it is not, it will be cleaned out. Fuel will be drained into the tank and water or debris will be removed for proper disposal. The leak detection system will be maintained and monitored for proper operation.

5.3.9 Safe Fueling Practices

Safe fueling practices will be followed to prevent spill during the filling of vehicle tanks. Signs will be posted at each pump requiring the pump operator to be physically present when fuel is being transferred. Before fuel is pumped, the level of fuel in the vehicle should be checked to insure that fuel is needed and provide an estimate on the volume needed. Smoking or other sources of ignition are to be banned from fueling areas. Any spills are to be cleaned up immediately. Vehicle fuel tanks are not to be filled into the neck of the fill pipe. Once fueling is complete, the nozzle is to be placed back on the dispenser and the fuel cap securely placed back on the vehicle tank fill.

Required Signage:

Proper Fueling Procedures
Don't Top Off Tanks

Emergency Shutoff Location
Spill Cleanup Kit Location

5.3.10 Good Housekeeping Practices

Good housekeeping practices are to be observed at all times. Work, storage, and vehicle parking areas are to be kept clean and orderly. Routine maintenance and cleaning of these areas that are exposed to storm water runoff will be performed to minimize pollutants that contribute to storm water.

5.3.11 Loading / Unloading of Materials

All materials delivered to the facility shall be taken to their specific storage areas immediately. Any excess raw materials unable to be stored indoors shall be covered with a tarping system as to prevent exposure to rainwater. Loading and unloading zone shall be marked in order to keep them free of obstructions.

5.3.12 Outdoor storage and waste receptacles

Materials stored outside must have all proper controls as to reduce the possibility of contamination to the storm sewer system. Liquid magnesium chloride tanks must be evaluated on ways to provide secondary containment. All equipment stored outside must be free of leaks and in good mechanical condition. Currently, not all trash receptacles on the property have lids to prevent water accumulation. The City of Lexington sanitation contractor must be contacted to replace containers without lids that are exposed to precipitation.



5.3.13 Buildings and Grounds Maintenance

Maintenance facilities require building and grounds management, which includes care of landscaped areas, paved areas, and exposed gravel yard areas. Potential pollutants could include sediment, litter, trash, pesticides, fuels, and oils. The buildings and grounds must be maintained in a manner that reduces the risk of discharging pollutants to the storm water drainage system. Keep all drainage structures clean and free of target pollutants. Sweep all paved areas on a regular basis to remove materials tracked across property. Use dry cleaning method such as sweeping instead of water cleanup, when possible.

5.3.14 Employee Training

An employee training program will be developed and implemented to educate vehicle maintenance shop employees and streets department employees about the requirements of the SWPPP. This education program will include background on the components and goals of the SWPPP and training in spill prevention and response, good housekeeping, proper material handling, disposal and control of waste, container filling and transfer, and proper storage, washing, and inspection procedures. Many different types of training

procedures will be utilized. Some of which will include: Organized seminars, paycheck stuffers, video, tailgate sessions, hands-on field activities.

All new employees will be trained within one year of the SWPPP implementation date. Additionally, all employees will be required to participate in an annual refresher training course. An employee sign-in sheet for training events can be found in Appendix A of this document. The training program will be reviewed annually by the Storm Water Program Manager to determine its effectiveness and to make any necessary changes to the program.

In addition to the maintenance shop employees, all city employees will be informed of safe fueling practices for city equipment.

5.4 Typical Field Activities

In addition to the facilities in-house BMP's, the streets department perform many types of in the field operations while maintaining city streets and drainage systems. Field operation BMP's focus on reducing the amount of pollutants allowed to enter our systems during city employee's everyday activities. These BMP's also focus on reducing pollutants that accumulates in the system by regular system maintenance and disposal.

Refer to the Municipal Facilities BMP Manual for complete operation procedures, inspection procedures and needed BMP formwork.

These BMP's include:

- Storm Drainage System Maintenance;
- Street Sweeping & Road Maintenance;
- Concrete Pouring & Finishing;
- Road Salt Application;
- Waste Management & Disposal;
- Construction & Land Disturbance;
- Landscaping, Lawn and Vegetation Maintenance;

5.4.1 Storm Drainage System Maintenance

As a consequence of its function, the storm water conveyance system collects and transports urban runoff and snowmelt that may contain certain pollutants. Any pollutant that might wind up on a street or parking lot can wind up in the storm drain. This may include oil and grease, nutrients, trash, organics and oxygen depleting compounds. Maintaining catch basins, storm water inlets and other storm water conveyance structures on a regular basis will remove pollutants, prevent clogging of the downstream conveyance system, restore catch basins' sediment trapping capability and ensure the system functions properly to avoid flooding.

5.4.2 Street Sweeping & Road Maintenance

Streets, roads, highways and other large paved surfaces are significant sources of pollutants in storm water discharges. Operation and maintenance practices, if not conducted properly, can contribute to the problem. Street sweepings can contain

sediments, organics and oil and grease. Maintenance work like concrete repair, saw cut slurry, asphalt repair and painting can also be a source of storm water pollution. This BMP is designed to control the sweeping, collection and disposal of street sweeping wastes and maintenance wastes and to keep them out of storm water.

5.4.3 Concrete Pouring & Finishing

Concrete mixers, trucks and pumpers must be cleaned after discharging a batch. Shovels and finishing tools must be cleaned at the end of each job. The cleaning process is usually done with water. The wastewater from this “wash out” contains calcium carbonate and other components of concrete which can contaminate surface waters. Finishing of concrete by “aggregate washing” can also direct wastewater and concrete into surface waters.

5.4.4 Construction & Land Disturbance

All land disturbing operations have the potential to create pollutants that if picked up by rainwater could harm aquatic life. Many types of pollutant sources must be addressed when dealing with construction activities. From sediment discharge to the proper maintenance and fueling practices of onsite equipment, all of these possible sources need to be addressed. The proper procedures for waste disposal, erosion and sediment control, storm sewer system protection, are some of the key BMP's to address however, many more will arise during the construction process and must be addressed.

5.4.5 Waste Management and Disposal

Improper storage and handling of solid or liquid wastes can allow toxic compounds, oils and greases, heavy metals, nutrients, suspended solids and other pollutants to enter storm water runoff and snow melt. The discharge of pollutants to storm water from waste handling and disposal can be prevented and reduced by proper storage, handling and management of waste. Reducing waste generation, source reduction, re-use and recycling can also reduce the potential for storm water pollution.

5.4.6 Road Salt Application

The inspection and care of all deicing equipment is a vital part in reducing the amount of unnecessary deicer applied during the winter months. By regular inspection, calibration and proper training the operations of applying road deicers can be done in an efficient manner.

5.4.7 Landscaping, Lawn & Vegetation Maintenance

Landscape management activities include vegetation removal, pesticide application, fertilizer application, watering, and other gardening and lawn care activities. Vegetation control typically involves a combination of chemical (herbicide) application and mechanical methods. These practices may contribute pollutants to the storm drain system. Landscape chemicals and wastes can pollute storm water with sediments and toxics that can kill fish and wildlife and can harm humans. Fertilizers can contribute to algae blooms

and deplete oxygen from receiving waters. The major objectives of this BMP are to minimize or prevent the discharge of pesticides, fertilizers and landscape wastes to storm water and receiving waters.

6.0 FACILITY EVALUATION PLAN

Good Housekeeping/Pollution Prevention inspections **will be conducted by Qualified Personnel** each month **at approximately 30 day intervals** using the inspection form provided in **Appendix B**. An Inspector is considered qualified at the discretion of the Facility Supervisors. At a minimum, a Qualified Inspector will have read this Runoff Control Plan, be familiar with the Spill Response Plan and Procedures, receive a briefing from Storm Water Program Manager on the inspection process, and participate in spill control and hazardous waste control when provided by the City of Lexington. The following personnel will be involved in managing and conducting the monthly inspections as well as participating in random inspections by the storm water program management

An annual storm water compliance inspection will be conducted approximately one year following implementation of this plan and annually thereafter. The inspection will determine if the BMPs that have been implemented are in place and will assess their effectiveness. The inspection will also determine if site operations have changed since development of this plan. If operational changes have been made, the Storm Water Program Manager will determine if those changes will impact storm water quality and develop new BMPs to address the change. All operational changes and new BMPs will be recorded in this plan. Additionally, the inspection date, the inspection personnel, the scope of the inspection, major observations, and any needed revisions will be recorded. Revisions to the plan will occur within fourteen days after the annual inspection. Annual inspection forms have been provided in **Appendix C** of this Runoff Control Plan.

Visual inspections of all storm system inlets will be made semi-annually during dry weather conditions for evidence of non-storm water discharges. The visual inspection will be completed by an employee under the facility manager's direction. The dry weather inspections will verify the site is not discharging sanitary or process water to storm system. Information recorded on the annual inspection log shall include: date of inspection, storm system location, inspection results, and potential significant sources of non-storm water discovered through testing. Blank dry-weather inspections forms can be found in **Appendix D** of this Runoff Control Plan.

These evaluations are expected to reveal problems and deficiencies with the program. It is very understood that all pollutant issues cannot be determined at first evaluation and that continued inspections must be done to reveal future needs. The City of Lexington Storm Water Management Program will rely heavily on dedicated employees to properly inspect, evaluate and determine sources of possible pollution so that these sources may be address as soon as possible.

7.0 COMPLIANCE AND REPORTING REQUIREMENTS

7.1 Facility Runoff Control Plan Summary

As per the requirements of City of Lexington general permit for storm water discharges the City of Lexington has prepared a Facility Runoff Control Plan. The Runoff Control Plan will be kept at the facility and a copy will be maintained by the Storm Water Program Manager in City Hall. The plan will be made available to the state or federal compliance inspection officer upon request.

7.2 Implementation Schedule

The following table presents the general implementation schedule for the Runoff Control Plan. The implementation schedule for the individual structural BMPs is yet to be determined. There will be the need to review funding sources for the installation of these items. This schedule corresponds to the effective date of the Runoff Control Plan.

Tentative Schedule

BMP	Schedule
Employee Training Program	Immediate
Semi-annual inspection of outfalls	Immediate
Install covered spill kits	Within 30 days of Plan implementation
Install fuel station signage	Immediate
Wash equipment in specified areas	Immediate
Sweep work areas, rather than hosing down	Immediate
Mark loading and unloading zones	Within 30 days of Plan implementation
Store deliveries immediately	Immediate
Regular inspections of outdoor containers	Immediate
Secondary containment for used oil	Within 30 days of Plan implementation
Secondary containment for used paint	To Be Determined
Dispose of unused containers	Immediate
Lids for all trash receptacles	Immediate
Reduce size of street sweeper debris pile	Immediate
Install Oil/Water Separator in yard	To Be Determined
Initial facility Compliance Inspection	90 days after Plan implementation
All BMPs not listed	Immediate

8.0 RECORD KEEPING AND AUTHORIZED SIGNITURES

Records will be kept of all significant storm water pollution events (e.g., spills/releases), in-house inspections, follow-up responses to these inspections, and any significant changes in onsite activities associated with the transportation/streets facility. These records shall be maintained for at least three years.

8.1 Record Retention Requirements

Records described in the plan must be retained on site for 3 years beyond the date of the cover letter notifying the facility of coverage under a storm water permit, and shall be made available to the state or federal compliance inspection officer upon request. Additionally, employee training records, monitoring reports, changes to plan, and any information required by the permit to be retained will be done so for the minimum of a three year period.

8.2 Principal Executive Officer Signature

In accordance with the state of Nebraska, this plan has been approved and signed by the City Manager or the authorized representative responsible for the operation of the facility.

8.3 Provisions for Amendment of the Plan

If the facility expands, experiences any significant production increases or process modifications, or changes any significant material handling or storage practices which could impact storm water, the plan will be amended appropriately. The amended plan will have a description of the new activities that contribute to the increased pollutant loading and planned source control activities. The Runoff Control Plan will also be amended if the state or federal compliance inspection officer determines that it is ineffective in controlling storm water pollutants discharged to waters.

APPENDIX A
Employee Training Logs

Employee Training Log

DATE (MM/DD/YYYY)	Employee Name (Printed)	Department	Employee Signature

APPENDIX B
Monthly Storm Water Assessments

Monthly Assessment Form

Stormwater Pollution Prevention Monthly Facility Self-Inspection Checklist

Instructions: Conduct inspection of your facility (at least monthly), sign this sheet and place in your facility's Stormwater Pollution Prevention Plan.

Facility: _____ Conducted By: _____
 Address: _____ Date: ___/___/___
 City: _____ Phone: (____) _____

Vehicle & Equipment Maintenance	Yes No	Comments
1. Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- • Do they have adequate <u>secondary containment and cover</u> ? • Are all dumpsters or outdoor trash containers covered?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2. Is vehicle/equipment maintenance or repair work performed inside?	<input type="checkbox"/> <input type="checkbox"/>	<i>No maintenance or repair work should be performed outside (fleets may perform outside emergency repairs and maintenance activities that do not involve fluids).</i>
3. Are vehicles washed in a designated washing area plumbed to sanitary sewer? • Are mowers/tractors washed in a designated washing area?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.</i> Where? _____
4. At the fueling island: • Is there a spill kit w/ absorbents? • Are spills/absorbents cleaned up daily? • Who are spills reported to? • Are there signs prohibiting "topping off" and describing spill response procedures?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Who? _____
5. Where is sand/salt mix (or rock salt) stored? (circle answer) Under Cover Bermed Contained/lined		<i>Salt/Sand should only be stored on paved, bermed areas, or areas lined with impervious materials or under cover.</i>
6. Are the Spill Plan <u>and</u> Spill Kits available in shop? • Do all employees know where the spill kits are? • Are the phone number(s) and contact person for spill reporting readily available?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Where located? _____ Where located? _____ Name/Phone # _____
7. Site walk around: • Are storm drains identified and marked? • Are storm drains cleaned periodically? • Where does stormwater flow after rainstorms?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Where does it flow/pool? _____

<ul style="list-style-type: none"> • Are parking lots inspected for excess dirt, debris and oil drips? Are they cleaned as necessary? • Are there any visible spills or leaks (from vehicles, above ground storage tanks or drums)? • Is there water or liquid in secondary containment structures? • Is there any visible sheen on that water? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(Draw map on back of this page!) <i>Check daily if you have drums stored on site. Test any secondary containment liquid for hazardous materials before draining.</i>
Building Maintenance	Yes No	Comments
8. If conducting surface or pressure washing, is wastewater collected or sent to landscaping?	<input type="checkbox"/> <input type="checkbox"/>	<i>Wash water can go to landscaping if NO soap and only rinsing off ambient dust/dirt.</i>
9. Are sprinkler systems, HVAC, cooling tower, and/or boiler blow down discharges drained to sanitary sewer or to landscaping?	<input type="checkbox"/> <input type="checkbox"/>	<i>All water discharges should be directed to sanitary sewer or to landscaped areas.</i>
Parks/Landscape Maintenance		
10. Are irrigation systems properly maintained as to not over water?	<input type="checkbox"/> <input type="checkbox"/>	
11. Are grass clippings left on the grass after mowing? <ul style="list-style-type: none"> • Are clippings and debris swept off of sidewalks/pavement? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>"Grass-cycling" or Mulch Mowing is the preferred BMP and is a great way to fertilize!</i>
12. Do you avoid spraying pesticides within 50 feet of any surface water, creek, ditch or storm drain or designate "no spray zones" or buffer areas around water features?	<input type="checkbox"/> <input type="checkbox"/>	
13. Is spot spraying preferred for weed and insect control? <ul style="list-style-type: none"> • Is broadcast spraying avoided? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
General Practices		
14. Have all employees been trained in Stormwater pollution detection and prevention?	<input type="checkbox"/> <input type="checkbox"/>	
15. Are contractors trained in Stormwater pollution prevention and are they following all BMPs?	<input type="checkbox"/> <input type="checkbox"/>	
16. Are Stormwater Discharges reported to your municipality's Stormwater Inspector? What is their phone number? _____	<input type="checkbox"/> <input type="checkbox"/>	
17. Other stormwater or water quality concerns?	<input type="checkbox"/> <input type="checkbox"/>	

I certify that the above information is correct and accurate.

Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Supervisor's Signature: _____

Printed Name: _____

Please file in your facility's Runoff Control Plan File!

APPENDIX C
Annual Site / Program Assessment Forms

**City of Lexington Storm Water Management Program
Annual Site / Program Assessment**

Facility: Facility Contact: _____ Contact Phone #: _____	Yes	No	Not Applicable
Facility's SWPPP easily accessible in each building?			
Awareness of SWPPP by facility personnel? (Random survey of employees of site.) # Employees Surveyed _____			
Facility's Emergency Response Plan easily accessible in each building?			
Awareness of Emergency Response Plan by facility personnel? (Random survey of employees on site.) # Employees Surveyed _____			
Annual Evaluation Checklist (page 2 of 2) completed?			
Was any storm water pollution prevention training conducted during the year?			
Were non-storm water discharge visual observations conducted? List Dates:			
Were storm water discharge visual observations conducted? List Dates:			

Evaluation Notes:

Corrective Measures Recommended:

Evaluation Conducted By:

This completed evaluation was reviewed and completed on: (date)

Operation Representative (signature):

Annual Assessment Checklist

Activities – Check each activity present at the site.	Effectiveness Rating*
<p>Vehicle and Equipment Fueling:</p> <ol style="list-style-type: none"> 1. Fueling area is designed to prevent run on of storm water and the runoff of spills 2. Employees are trained in proper fueling and cleanup procedures 3. Absorbent materials are used on small spills rather than hosing down 4. Daily inspections. 5. Pump island is inspected regularly for spills and/or leaks 	<p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p>
<p>Vehicle and Equipment Washing/Steam Cleaning</p> <ol style="list-style-type: none"> 1. A designated wash are is used 2. The wash area is equipped with a clarifier and is connected to a sanitary sewer 3. The designated wash area is properly designed 4. The clarifier is cleaned regularly 	<p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p>
<p>Vehicle and Equipment Maintenance and Repair</p> <ol style="list-style-type: none"> 1. Maintenance is done in a designated area only 2. Equipment is kept clean, with no build-up of oil and grease. 3. Drip pans and containers are used under areas that may drip 4. Used oil and oil filters, antifreeze, batteries, fluids, etc. are recycled 	<p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p>
<p>Outdoor Loading/Unloading of Materials</p> <ol style="list-style-type: none"> 1. Delivery vehicles are parked so spills and leaks can be contained 2. The loading/unloading dock is covered to reduce exposure of materials to rain 3. The loading/unloading area is designed to prevent storm water run on 4. Fork lift operators are properly trained 	<p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p>
<p>Outdoor Container Storage of Materials</p> <ol style="list-style-type: none"> 1. Materials are covered to protect from rainfall 2. Materials are protected from run on and runoff of storm water 3. Waste dumpsters are covered 4. Hazardous materials are stored in a properly designed storage area 	<p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p>
<p>Outdoor Process Equipment O & M</p> <ol style="list-style-type: none"> 1. The area is covered with a permanent roof 2. Berming and drainage routing is used to minimize contact of storm water 	<p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p>

3. The equipment are is swept after each use of machine or at the end of each day	
Outdoor Storage of Raw Materials/Products 1. The storage area is covered with a roof 2. Materials are covered with a temporary plastic covering 3. Berms and curbing are used to prevent materials from entering the storm drain system 4. Parking lots and/or other surface areas are swept regularly near the material storage area	① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤
Waste Handling and Disposal 1. Usage and disposal inventory is used to limit waste generation 2. Materials are recycled whenever possible 3. Wastes are segregated and separated 4. Storage area is covered, enclosed and bermed	① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤
Building and Grounds Maintenance 1. Pesticides and fertilizers are used and stored properly 2. Paved areas are swept instead of washed down 3. Wash water, sweepings and sediments are disposed of properly 4. Planting of natural vegetation reduces water, fertilizer and/or pesticide needs	① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤
Building Repair, Remodeling and Construction 1. Materials used in repair and remodeling (paints, etc.) are stored properly 2. Soil erosion control techniques are used 3. Good housekeeping practices are used	① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤
Contaminated or Erodible Surface Areas 1. Erosion can be controlled by preservation of natural vegetation 2. Surface area is regularly inspected to determine is revegetation is needed 3. Geosynthetics are used as an alternative for the surface area 4. Sandbags or berms are needed to prevent storm water pollution	① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤

*

- ① No BMPs used and storm water pollution likely.
- ② Some BMPs used but not effective.
- ③ Some BMPs used and moderately effective.
- ④ Source control BMPs used and very effective/structural BMPs needed.
- ⑤ All necessary BMPs used and very effective.

APPENDIX D
Dry Weather Inspection Reports

Dry Weather Outfall Inspection Form						
Location Information						
Date:				Time:		
Inspector:						
Outfall ID:						
Outfall Location:						
Receiving Water body:						
Photo Taken:		Yes	No	Photo ID:		
Weather:		Clear	Cloudy	Approximate Temp:		Wind Present:
						Yes No
Precipitation in the past 3 days:			No		Yes _____ inches	
Pipe Flow:		None	Trickle	Steady	1/4 pipe flow or more	
Seepage Flow:		None	Trickle	Steady	1/4 pipe flow or more	
Color (if flow is present):						
Inspection Information <i>Circle all that are applicable</i>						
Obvious Debris/Pollution:		Odor:		Water Clarity:		
None		None/Natural		Clear		
Foam						
Staining		Musty		Cloudy		
Floating Green Scum						
Oil / Film		Sewage/septic		Opaque		
Vegetative Mat/or Gray Mat						
Sewage Solids		Petroleum				
Illicit Discharge:		Yes	No	Illicit Discharge Tracking Report Number:		
Additional Information						
Sediment Condition:		Open	1/4 Full	1/2 Full	3/4 Full	Plugged
Structure Condition:		Excellent	Good	Fair	Poor	
Trash/litter present:		Yes	No	Yard waste observed:		Yes No
General Comments:						
Potential Sources / Actions Taken:						
Sample collected?		Yes	No	Results:		
Follow up required:		Yes	No	Potential follow up date:		

APPENDIX E
Material Safety Data Sheets

APPENDIX F
Facility Maps

APPENDIX G
Spill Response Plan

