

**Storm Water Pollution
and
Spill Prevention Plan
for
Deerfield Township, Ohio**

Prepared by:

Deerfield Regional Storm Water District

February, 2006

Table of Contents

Introduction	3
Part I: Site Assessment	4
- Township Property	
- Materials Stored/Used	
Part II: Prevention/Response	5
- Facilities	
- Buildings	
- Parks/Green Space	
- Job Site	
- Materials	
- Salt	
- Fuel	
- Paints, Solvents, Adhesives, Cleaning Solutions	
- Pesticides/Herbicides/Fertilizers	
- Asphalt and Bituminous Products	
- Concrete and Mortar Products	
- Saw Cut Slurry	
- Water	
- Removed Debris	
- Vehicle and Equipment Maintenance	
- Storm System Inspection and Maintenance	
- Illegal Discharge, Dumping, and Spill Response	
Part III: Monitoring	10
- Pollution Prevention Team	
- Inspections	
- Record Keeping	
Part IV: Training	11

Introduction

Deerfield Township, in partnership with the Deerfield Regional Storm Water District, developed the following plan to address pollution prevention and spill prevention within Township facilities, on Township properties, and during Township maintenance and repair activities. The plan is divided into four parts: site assessment, prevention and response, monitoring, and training. The Township, with the District, will evaluate the program and revise the plan as needed once a year.

Part I: Site Assessment

Township Property

Deerfield Township facilities include the administration building, a secondary building with additional office space and a meeting hall, a vehicle maintenance building, the fire department headquarters, three fire stations, salt bins, park land with buildings and shelters, a dog park, and vacant land at various locations throughout the Township. Although the Township owns the Fire Department buildings, the Fire Department is a separate entity and is not covered by this plan.

Materials Stored/Used

Deerfield Township stores road salt, gasoline, and diesel fuel on a permanent basis. Paints, solvents, adhesives, cleaning solutions, and other chemicals are bought on an as-needed basis as well as bags of concrete and bags of mortar products.

Part II: Prevention/Response

Facilities Management

Good housekeeping practices at Township facilities can go a long way toward preventing storm water pollution.

Buildings

- Don't allow debris to enter storm drains. Use as little water as possible when cleaning near drains that connect to the storm sewer system.
- Clean up spills and leaks immediately. Use a broom to sweep up dry material and absorbent material (such as cat litter) for liquid spills. Never wash into storm drains.
- Do not litter. Place trash into trash cans.
- Replace leaking trash containers immediately, especially those located outside. If the container is used for liquid waste, use a plastic liner.

Parks/Green Space/Right of Way

- Whenever possible use a weed eater instead of weed killer to control weeds.
- Those using pesticides/herbicides should be fully trained in their use and in proper disposal methods of the containers. These products should be used sparingly.
- Dispose of animal waste in the trash using environmentally-friendly disposal bags.
- Keep a supply of environmentally-friendly pet disposal bags at the dog run park.

Job Site Management

Good cleanup practices at job sites can help cut down on water pollution.

- Don't allow debris to enter storm drains. Cover drains, catch basins, and maintenance holes if working in close proximity.
- Clean up spills and leaks immediately using a broom to sweep up dry materials and an absorbent (such as cat litter) to clean up wet spills. Use as little water as possible.
- Carry the appropriate cleaning materials to the job site.
- Clean up debris and trash from the job site promptly.

Materials Management

Proper storage and handling of materials can prevent leaks and spills and keep these materials out of the Township waterways.

Salt

- Store salt in buildings and/or bins designed to prevent it from washing away during storms. All bins should be covered in such a way to allow water to run off without penetrating the bin.
- Inspect salt bins regularly for leaks.

Fuel

- Inspect gas and diesel containers regularly for leaks.
- When dispensing fuel, make sure the nozzles do not leak onto the ground. Do not overfill tanks.

Paints, Solvents, Adhesives, Cleaning Solutions

Paints, thinners, solvents, glues, and cleaning solutions are considered hazardous materials and must be stored and applied with care.

- Apply all products in strict accordance with label instructions.
- Order only enough product for the job at hand.
- Store products inside in their original containers away from sources of heat, sparks and flames.
- Never clean brushes or rinse product containers into a street, gutter, storm drain, or discharge onto the ground.
- Leftover residues are considered hazardous waste. Thoroughly dry empty cans, used brushes, rags, drop clothes, and other materials before disposing of properly.
- Whenever possible use less harmful products such as vegetable-based or citrus-based soaps and solvents and water-based paints.

Pesticides/Herbicides/Fertilizers

- Apply all products in strict accordance with label instructions.
- Avoid mixing products in the field. Work in an area away from drainage facilities.
- Completely use each container of fertilizer/herbicide. Rinse empty containers and apply rinse water as product. Dispose of rinsed, empty containers in the trash.
- Dispose of unused product as hazardous waste.
- Use available alternatives to chemical pesticides and fertilizers if possible.
- Weed eat instead of using weed poison whenever possible.

Asphalt and Bituminous Products

- Store away from drainage courses.
- During wet weather, repair pot holes on an emergency basis only.
- Use a broom sweeper to clean up loose sand or gravel before it washes into drains or waterways. Properly dispose of old and broken asphalt, recycling if possible.

Concrete and Mortar Products

- Wash any equipment used with concrete or mortar products away from the job site.
- When washing equipment, direct wash water to a temporary pit where concrete can set, be broken up, and then disposed of properly in a landfill.
- Buy supplies as needs. If extra materials are left, store under cover and away from drainage areas.
- Reuse excess concrete, grout, and mortar, and dispose of waste as trash. Schedule concrete pours as large as possible to avoid having to clean up several “short loads.”

Saw Cut

- Use dry cutting techniques when possible, and sweep up residue. If wet slurry is used, shovel out of street or gutter and dispose of appropriately.
- When wet cutting, cover nearby catch basins, maintenance holes, and storm drains.
- Clean up spills with absorbent materials.

Water

Water used for cleaning or irrigating can wash or carry pollutants away and should be prevented from entering the storm drain system.

- Only use as much as necessary to get the job done.
- Do not allow the water to run off site.
- When possible, use cleaning methods that do not need water such as sweeping or absorbent.
- Avoid washing equipment in the field; wash at the maintenance location instead.
- Don't over-irrigate landscaped areas, especially after applying fertilizer. Adjust watering schedule and time to minimize runoff.

Removed Debris

- Don't leave landscape trimmings in waterways, streets, or gutters. Collect and transport to a designated disposal facility.
- Notify the proper authorities immediately if hazardous material is found or suspected. Do not handle suspected hazardous materials.

Vehicle and Equipment Maintenance

Equipment should be maintained properly to prevent contributions to storm water runoff.

- Inspect vehicles and equipment for leaks regularly. Do not allow leaking vehicles or equipment to leave maintenance facility or storage area.
- Any vehicles stored at a job site should be inspected for leaks regularly, and if leaks are found they should be repaired immediately.
- Spills and leaks should be cleaned up immediately with absorbent materials (such as cat litter) instead of water. Remove absorbent materials promptly and dispose of properly. Have spill cleanup supplies, such as absorbent, shovels, brooms, and dust pans, available.
- Do not fuel, maintain, or wash vehicles or equipment at a job site. Repair vehicle/equipment on the job site only if it cannot be transported. Always use drip pans to contain leaks if repairs must be performed on the job site.
- Recycle oil at approved locations.

Storm System Inspection and Maintenance

- Township crews will continue the following programs:
 - Spring clean-up – Non-hazardous disposal
 - Spring brush pick-up
 - Fall leaf and brush pick-up
 - Fall street sweeping as permitted by time and weather
 - Fall/spring catch basin cleaning as permitted by time and weather
- As soon as funding is available, a street sweeper will be purchased and street sweeping will take place six times per year.
- Catch basins, manholes, and culverts will be routinely inspected and cleaned once every ten years. Storm ditches will be cleaned and reshaped if necessary once every ten years. Pipes will be routinely inspected and cleaned once every 15 years.
- The Township will continue to clean out ditches, culverts, manholes, storm drains, and pipes as needed on an emergency basis.

Illicit Discharge, Dumping, and Spill Response

Putting a stop to illicit discharges and dumping and knowing how to respond to spills can keep pollution out of the storm drain system.

- Look for non-permitted discharges, illegal discharges, or illegal dumping in the drainage system and roadways.
- Record the location and immediately report spills and illegal discharges to your supervisor.
- If the material is suspected of being hazardous, notify the proper authorities immediately. Do not handle suspected hazardous materials.

Part III: Monitoring

Pollution Prevention Team

Deerfield Township's Pollution Prevention Program will be overseen by the Township's Public Works Director with the help of any staff he assigns to his Pollution Prevention Team.

Inspections

The Pollution Prevention Team will periodically check all storage facilities and bins for leaks and runon/runoff problems. They will also check vehicles, equipment, and outside trash containers for leaks. They will periodically visit job sites to make sure pollution prevention procedures are being followed.

Record Keeping

- Keep records of waste disposal such as oil recycling.
- Log locations, dates, and types of pesticide, herbicide, and fertilizer used.

Part IV: Training

New Township employees will receive training on pollution prevention measures as part of their overall job training. In-house training sessions will be conducted once a year on Township pollution prevention measures as a refresher course for current employees. Those employees handling pesticides, herbicides, and weed killers will have additional training on these items. Additional workshops will be held as the Pollution Prevention Team deems necessary.