

# **Municipal Separate Storm Sewer System (MS4)**

## **Good Housekeeping Procedures**



## **1.0 HAZARDOUS MATERIALS STORAGE AND INVENTORY**

### **1.1 Purpose**

To properly store and maintain an inventory of all hazardous materials stored on County-owned property to avoid contact with stormwater.

### **1.2 Requirements**

1. The facilities manager for each site shall maintain an inventory of and Materials Safety Data Sheets (MSDS) for all hazardous materials stored onsite.
2. Hazardous materials shall be handled according the requirements outlined in the MSDS.
3. Hazardous materials shall be stored in a proper location, as per the MSDS.
4. Minimize the amount of chemicals stored onsite.
5. Store hazardous materials undercover, free from contact with rainwater.
6. Maintain containment and spill kits at the storage locations.

## **2.0 PESTICIDES, HERBICIDES, AND FERTILIZER APPLICATION**

### **2.1 Purpose**

To protect stormwater from the over-application and misuse of pesticides, herbicides, and fertilizers.

### **2.2 Requirements**

1. Personnel must have current state certifications for handling of pesticides and herbicides.
2. Calibrate product application equipment to avoid over-application.
3. Use pesticides only if there is an actual pest problem.
4. Test soils prior to application to determine the need to fertilize and appropriate amounts, or comply with the Nutrient Management Plan, if available.
5. Apply all products at a rate and in the season specified by the manufacturer and in accordance with the Nutrient Management Plan, if available.
6. Follow the manufacturer's recommendations for mixing, application, and disposal.
7. Apply only in weather conditions as per the manufacturer's recommendations.
8. Do not mix or prepare products for application near storm drains or streams; mix inside a protected area with impervious secondary containment, so that spills or leaks will not contact soils. If products must be mixed in the field, use precautions to prevent spills or leaks from contacting soils and waterways.
9. Sweep any applied fertilizers from pavements and sidewalks onto grassy areas.
10. Dispose of unused pesticide as hazardous waste.

11. Comply by all federal and commonwealth regulations governing use, storage, and disposal of products and its containers.
12. Record all applications with date, personnel responsible for the application, product used, and amount and location of application.

### **3.0 SPILL RESPONSE AND CLEAN-UP**

#### **3.1 Purpose**

To protect stormwater through proper preventative actions, spill response and cleanup procedures.

Generally, a spill that has not entered a storm drain or reached a stream, wetland, or other jurisdictional waters AND is below the spilled substance's Reportable Quantity as defined by the EPA AND can be contained and addressed without additional assistance is designated as a maintenance activity. ALL OTHER spills are generally identified as needing Emergency Response.

Document all spills with as much information as possible:

1. Where: Document the location.
2. When: Note the time and make contact as soon as possible.
3. What: If you know what was released and how much that can help determine the type of investigation required.
4. Who: If you know the source, company, or individual involved with the incident, provide that information.
5. Take photographs when possible, see the County IDDE Field Guide for reference.

#### **3.2 Emergency Response Contacts**

1. Montgomery County Emergency Services Coordinator Neal Turner, 540-394-2176, [turnerkn@montgomerycountyva.gov](mailto:turnerkn@montgomerycountyva.gov).
2. The Virginia Department of Environmental Quality (DEQ) Blue Ridge Field Office, 540-562-6700
3. The National response Center, 1-800-424-8802

#### **3.3 Maintenance Spill Requirements / Procedure**

1. Respond to injuries.
2. Stop the source of the spill (if possible).
3. Contain and/or prevent any liquids from entering into the storm drainage system (if possible).
4. Contact appropriate department personnel to report the spill. Reference the County IDDE Field Guide for additional guidance.

- a. General Services: Assistant General Services Manager Bill Long, 540-382-579, longwt@montgomerycountyva.gov.
  - b. Montgomery County Public Schools: Environmental and Maintenance Planning Program Manager Philip Hash, 540-382-5141, philiphash@mcps.org.
  - c. Parks and Recreation: Parks and Recreation Director Mitchel Haugh, 540-382-6975, haughmb@montgomerycountyva.gov.
  - d. Public or Other: Environmental Services Stormwater Specialist John Burke, 540-394-2090, burkejw@montgomerycountyva.gov.
5. Cover the spill with absorbent material such as kitty litter, sawdust, or oil absorbent pads.
  6. Do not use straw. Dispose of used absorbent material properly. Use sealable containers with proper labels.
  7. Use water only when necessary and minimize its use.
  8. Maintain a spill kit in areas where petroleum or hazardous materials are stored.
  9. Deploy containment barrier if spill could potentially reach a storm drainage system.
  10. Position mats to contain drips from equipment or vehicles until they can be repaired.

### **3.4 Restrictions**

1. DO NOT wash a spill into the storm drain or a water body.
2. DO NOT leave a spill without cleaning it up.

## **4.0 DUMPSTERS AND RECYCLE BINS**

### **4.1 Purpose**

To protect stormwater from waste materials and byproducts.

### **4.2 Requirements**

1. Whenever possible, store bins beneath a covered structure or inside to prevent contact with rain.
2. Regularly inspect bins for leaks and immediately make any necessary repairs.
3. Use bins with lids and without drain holes; keep lids closed.
4. Locate bins on hard surface that does not slope or drain directly into the storm drain system.

## **5.0 EQUIPMENT CLEANING**

### **5.1 Purpose**

To protect stormwater from chemicals, sediment, and other products.

## **5.2 Requirements**

1. Wash equipment in an approved wash station where wash waters discharge into the sanitary sewer system.

## **6.0 GRASS MOWING**

### **6.1 Purpose**

To protect stormwater from chemicals and byproducts associated with grass clippings.

### **6.2 Requirements**

1. Mow and trim in designated areas.
2. Mower shall not direct clippings toward pavement, drainage ways, or drainage inlets.
3. Sweep and/or blow clippings that are on paved areas or adjacent to storm drain inlets to grass areas.

## **7.0 PETROLEUM AND CHEMICAL DISPOSAL**

### **7.1 Purpose**

To protect stormwater from petroleum and chemical products due to improper disposal practices.

### **7.2 Requirements**

1. Dispose of petroleum/chemicals according to manufacturer's specifications and state and federal regulations.
2. Maintain tracking of chemicals and petroleum products being disposed off-site.
3. Store waste petroleum/chemical products in a designated area labeled as such.
4. Label each waste container with its contents.
5. Transport used petroleum and chemical products with a licensed transporter and maintain records for three years.
6. Drain used oil filters for 24-hours before disposal.
7. Inspect waste storage areas for staining/leaks on a regular basis.

### **7.3 Restrictions**

1. Hazardous waste SHALL NOT be placed in solid waste dumpsters.
2. Liquid waste SHALL NOT be poured down floor drains, sinks or outdoor storm drain inlets.

3. NEVER mix petroleum waste and chemical waste.
4. DO NOT dispose of any gasoline-contaminated waste in the regular trash. Dispose of it only as a hazardous waste.

## **8.0 SALT, SAND AND DEICING MATERIAL APPLICATION**

### **8.1 Purpose**

To protect stormwater by improving the application techniques of salt, sand, and other deicing materials during routine and critical snow and ice control operations.

### **8.2 Requirements**

1. Calibrate sand/salt trucks to use the minimum amount of salt and/or sand needed.
2. Use coarse, clean sand, which is free of fine particles and dust and easier to clean after snow and ice removal season (typically spring).
3. Establish "low salt and/or sand areas" near sensitive environments. Sand may be detrimental in areas sensitive to sedimentation, such as streams, and salt can impact water supply wells.
4. Consider pavement temperatures when determining volume of salt to apply.

## **9.0 CONCRETE WASHOUT**

### **9.1 Purpose**

To protect stormwater from concrete washout and excess concrete dumping due to improper disposal practices.

### **9.2 Requirements**

1. Direct concrete washout to a leak proof container or settling basin.
2. Provide signage and verbal instruction to drivers and subcontractors involved in masonry and pouring concrete as to the location of washout area(s) and the requirements for use.
3. Concrete washouts must be sized for the anticipated use and allowances must be made for precipitation for washouts open to the weather.
4. Set up mortar containers in a containment area.
5. Use dry methods such as sweeping and shoveling when cleaning up after sidewalk, curb, or driveway construction.
6. Dispose of settled, hardened concrete as garbage.
7. Dewatering of accumulated stormwater can only be done through evaporation or through a chemical filtering sock.

## 10.0 DEWATERING OPERATIONS

### 10.1 Purpose

To protect stormwater by filtering turbid or sediment laden water from excavations including footers and utility trenching operations. This section applies only to waters containing sediment and no other contaminants whose release would constitute illicit discharge.

### 10.2 Requirements

1. Use a combination of filtering and inlet protection approaches to ensure only filtered water leaves the site.
2. Monitor and maintain sediment removal devices to ensure proper operation. Halt operations and make adjustments to the operations if the current approach is not effective.
3. Consult any approved plans for the operations for dewatering.
4. Reference the Virginia Department of Environmental Quality's [Virginia Erosion and Sediment Control Handbook](#) Standards and Specifications section 3.26 Straw Bale/Silt Fence Pit, Filter Box, and Sediment Tank design criteria and details. Reference sections 3.05, silt fence, and 3.07, storm drain inlet protection, and other sections as applicable to the project.
5. Reference the [Maryland Standards and Specifications for Soil Erosion and Sediment Control](#) section F for dewatering filter bag detail F-4 when employing a filter bag.
6. Follow manufacturer's recommendations and instructions when employing proprietary devices.

### 10.3 Restrictions

1. Comply with any County, State, and/or Federal permit operation, record keeping, and reporting requirements in effect for the operations.
2. Report any known or suspected sediment or other pollutant discharges to the County Environmental Services Department immediately. The department will provide guidance on any additional reporting requirements.

References:

[Arlington Virginia Planning and Field Guide for pollution Prevention \(P2\)](#). Accessed 2018/10/25.

[Maryland Standards and Specifications for Soil Erosion and Sediment Control](#). Accessed 2018/10/25.

[Virginia Erosion and Sediment Control Handbook](#). Accessed 2018/10/25.