

SOP 20: Operations and Maintenance of Municipal Buildings and Facilities

Introduction

Municipal buildings and facilities (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 Spencer performs a variety of operations and maintenance activities at its municipally owned and operated buildings.

Within two years of the effective date of the MS4 Permit, the Town of Spencer will create an inventory of all municipal buildings and facilities and update this inventory annually (refer to the attached buildings and facilities inventory sheet).

Procedures

The Town of Spencer 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.
- 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 washwater 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 stormwater system.
- 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 Countermeasures (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 two times per year 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
 SPENCER, Massachusetts**

Name of Building/Facility	Location	Manager/Contact – Name, Position, Department, Phone Number	Potential Stormwater Pollutant Sources (e.g., trash containers, fertilizers, fuel)
Town Hall	157 Main Street Spencer, MA	Thomas M. Gregory, Town Administrator 508-885-7500	Lawn clippings, Employee and Resident Visitor Parking, Sediment
Senior Center	68 Maple Street Spencer, Ma	Pamala Woodbury, Director 508-885-7546	Lawn clippings, Employee and Resident Visitor Parking, Sediment
Mechanic Street Parking Lot (under construction 2020)	14,18 & 20 Mechanic Street Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Sediment, Trash, Vehicles
Richard Sugden Library	8 Pleasant Street Spencer, MA	Cheryl Donahue, Director 508-885-7523	Lawn clippings, Employee and Resident Visitor Parking, Sediment
Wall Street Parking Lot	Parcel ID# U07-28-1 Wall Street Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Sediment, Trash, Vehicles
Vacant Lot formally Pleasant Street School	54 Pleasant Street Spencer, MA	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Lawn Clippings
Parcel ID# R11-3	South Spencer Road Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Land locked undeveloped land, taken in tax default

South Spencer School House (Abandoned)	80-1/2 South Spencer Road Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Lawn Clippings
Parcel ID R22-3	South Spencer Road Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Trash, Pet Waste. This lot includes a portion of the Depot Rail Trail when trash and pet waste are present. Remaining portion of lot is wetlands, undeveloped raw land.
Parcel ID R56-1	North Spencer Road Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Land locked undeveloped land, taken in tax default
Spencer Transfer Station	17 South Spencer Road Spencer, MA	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Trash, Petroleum Products (Waste Oil Tank), Hydraulic Fluid, Mercury Containing Materials (Lights, Ballasts), Metals (Button Batteries/ Misc Metals)
Parcel ID R02-6	Cranberry Meadow Road Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped land
Parcel ID R02-7	Briarcliff Lane Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped land
Parcel R05-9	Hammond Road Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped land
Parcel R14-33-1	Clark Road Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped land

Parcel R14-37	Clark Road Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped land
Parcel R28-20	125 Ash Street Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped land
Spencer Wastewater Treatment Facility	69 West Main Street Spencer, Ma	James LaPlante, Sewer Superintendent	NA – This facility is responsible for its own Permit and all conditions
Bemis Memorial Park	West Main Street Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Trash
Parcel R30-2	Meadow Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped wetlands
Parcel R37-17	Wire Village Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R37-34	Hastings Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Ralph Warren Park	Wire Village Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Trash, Lawn Clippings

Parcel R38-35-1	Cooney Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-11	Briarwood Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-10	Hummingbird Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-11	10 Briarwood Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-12	12 Briarwood Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-13	14 Briarwood Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-14	16 Briarwood Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-15	18 Briarwood Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land

Parcel R41-5-2	5 Briarwood Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-8	9 Briarwood Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-6	2 Bellflower Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-4	3 Bellflower Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-5	4 Bellflower Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R41-5-9	11 Briarwood Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R45-3	Paxton Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Raw Land, Land Locked
Parcel R54-5	McCormick Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land

Parcel R55-5	McCormick Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R57-41	Browning Pond Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel R57-50	Barclay Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel U01-2	Langevin Street	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Raw Land, Land Locked
Parcel U07-12	46-48 Chestnut Street Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Vacant Lot
Parcel U07-155	Clark Street Spencer, MA	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land (* may be used for BMP related to Muzzy Meadow Pond – Seven Mile River-Long Island Sound)
Abandoned Cherry Street Fire Station	11 Cherry Street	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Vacant Building in disrepair.
O’Gara Park	Valley Street	Lynne Porretti	Trash, Lawn Clippings

Parcel U08-3	Main Street (rear) Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel U08-34	Pearl Street	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land *Rail Trail Expansion Lot
Depot Rail Trail	Parcel U08-94 Chestnut Street to South Spencer Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Trash, Pet Waste
Spencer Police Department	9 West Main Street Spencer, MA	David Darrin, Chief of Police 508-885-6333	Vehicles, Grass Clippings, Chemicals (non-hazardous)
Spencer Fire Department	11 West Main Street	Robert Parsons, Fire Chief 508-885-3555	Vehicles, Grass Clippings, Chemicals (non-hazardous).
Parcel U09-6-1	15 Bixby Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Spencer Highway Garage	7 Meadow Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Vehicles, Equipment, Chemicals, Petroleum Products, Road Salt, Sand, Gas & Diesel Fuel Tank, Sediment.
Prouty Memorial Park	191 Main Street Spencer, Ma	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Lawn Clippings

Lake Street School (Abandoned)	17 Lake Street a.k.a 42 Highland Street	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Lawn Cuttings, Sediment
Parcel U15-16	50 Lake Street	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Abandoned House, Tax Taking, No activity occurs at site
Luther Hill Park	19 Park Street	Lynne Poretti	Trash, Sediment, Lawn Cutting Waste
Parcel U37-20	25 Lakeshore Drive	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel U24-21	33 Meadow Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Wetlands – Zone II Aquifer Protection District.
Sugden Res. Dam	3 Lake View Drive	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Lawn Waste
Spencer Water Department	3 Old Meadow Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	Lawn Waste, Vehicles, Equipment, Water Treatment Chemicals includes Sodium Hypochlorite, Potassium Permanganate, Caustic Soda/Lye, Removed Iron, Chemicals
Parcel U29-1	Chickering Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land

Parcel U37-85	Lakeshore Drive	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel U33-5	Lambs Grove	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel U35-30	Oak Lane	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel U35-25-1	Shore Drive	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel U21-58	Smithville Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	BMP Site (Rain Garden), installed under Section 319 Water Quality Grant, credits not to be applied to NPDES.
Parcel U23-7 Spencer Water Department	Smithville Road	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land Zone II Aquifer Protection Land
Parcel U38-18	West Avenue	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcel U27-47, 48 & 49	Wildwood Avenue	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land

Parcel U28-84	Wilson Avenue	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcels U28-108 U28-108-2 U29-75	Wilson Extension	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land
Parcels U28-103 U28-81	Wilson Grove	Bill Krukowski, Superintendent Utilities & Facilities, 508-885-7525	None – Undeveloped Land