

Stormwater Pollution Prevention Plan (SWPPP)
for
Vinton Public Works Facility # 4:
Organic Materials Collection Site
835 3rd Street
Vinton, VA 24179



SWPPP Amended By:

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Table of Contents

1.0	INTRODUCTION	4
1.1	Organization of the Stormwater Pollution Prevention Plan	4
1.2	Stormwater Regulatory Framework	5
1.3	Review and Revision of the Stormwater Pollution Prevention Plan.....	7
1.4	Location of the Stormwater Pollution Prevention Plan (SWPPP)	7
2.0	SITE DESCRIPTION AND INITIAL FACILITY INSPECTION	8
2.1	Site Facilities.....	8
2.1.1	Organic Materials Collection Site.....	8
2.3	Pollution Prevention Through Best Management Practices (BMPs)	11
2.3.1	What are BMPs?.....	11
2.3.2	Source Control BMPs	11
2.3.3	Preventive Maintenance BMPs (PW, HR).....	11
2.3.4	Spill Prevention and Response (PW, HR)	12
2.4	Employee Training	12
3.0	NON-STORMWATER DISCHARGES	14
3.1	Authorized Non-Stormwater Discharges	14
4.0	Significant Materials, Activities, and Potential Pollutants	15
4.1	Significant Materials.....	15
5.0	Facility Inspections	16
5.1	Quarterly Inspections.....	16
5.2	Annual Facility Assessments	16
	APPENDICES	18
	APPENDIX A.....	19
	Facility # 4 – Organic Materials Collection Site Checklist.....	19
	APPENDIX B	23
	Annual Facility Stormwater Assessment.....	23
	Forms and Checklists.....	23
	APPENDIX C	26
	Training Documentation	26
	APPENDIX D.....	27
	SWPPP Amendment Log	27

APPENDIX E	28
Municipal Separate Storm Sewer System (MS4) Permit.....	28
APPENDIX F	29
Facility # 4 Organic Materials Collection Site Photographs – April 2017.....	29
APPENDIX G.....	33
Facility # 4 Organic Materials Collection Site Photographs – December 2022.....	33

1.0 INTRODUCTION

This document is the Stormwater Pollution Prevention Plan (SWPPP) for Town of Vinton's Public Works Organic Material Collection Site, located at 835 3rd Street, Vinton, VA 24179.

This facility falls under the requirements of the Town's General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4), General Permit No. VAR040026, with an effective date of July 1, 2018 and an expiration date of June 30, 2023. The permit is designed to reduce the discharge of pollutants from stormwater that leaves the regulated MS4 area within the Town and subsequently enters the Commonwealth of Virginia's receiving waters, such as the Roanoke River and its tributaries.

According to the United States Environmental Protection Agency (US EPA), polluted stormwater runoff is a leading cause of impairment to nearly 40 percent of surveyed U.S. water bodies that do not meet water quality standards. Whether travelling by overland flow or through stormwater conveyance systems, polluted stormwater runoff is discharged into local receiving waterways. Such untreated water pollution can result in the destruction of fish, wildlife, and aquatic life habitats; it can also cause a loss of aesthetic value, and can threaten public health due to its potential to contaminate food, drinking water supplies, and recreational waterways.

The MS4 Permit aims at reducing pollutants in stormwater runoff by focusing on six Minimum Control Measures (MCMs), as follows: (1) Public Education and Outreach on Stormwater Impacts, (2) Public Involvement and Participation, (3) Illicit Discharge Detection and Elimination, (4) Construction Site Stormwater Runoff Control, (5) Post- Construction Stormwater Management in New Development and Redevelopment, and (6) Pollution Prevention and Good Housekeeping for Municipal Operations. Within each MCM, there are numerous Best Management Practices (BMPs) being implemented by the County of Roanoke.

This SWPPP has been created to satisfy the conditions of BMP 6-6 of MCM 6, entitled Stormwater Pollution Plans for Municipal Facilities, which requires Town of Vinton to identify all of its high-priority facilities that have a high potential to discharge pollutants into stormwater and develop, implement, and maintain a SWPPP for each of them.

1.1 Organization of the Stormwater Pollution Prevention Plan

Section 1 of this SWPPP provides information regarding stormwater regulations, the requirements of the 2018 MS4 Permit, review and revision of the SWPPP, and availability of the SWPPP as a public document. Section 2 briefly describes the Public Works facility, the Pollution Prevention Team responsible for compliance with the MS4 Permit, and the results of the initial site inspection. The section also provides a general discussion of Best Management Practices (BMPs) and identifies those BMPs that are implemented throughout the facility.

Section 3 contains the definition and categories for both authorized and unauthorized non-stormwater discharges. Section 4 identifies the activities conducted, significant materials stored, potential pollutants, and the measures taken to eliminate or reduce the discharge of pollutants to stormwater drainage systems from the facility.

1.2 Stormwater Regulatory Framework

In 1972 the Federal Water Pollution Control Act (known as the Clean Water Act) was amended to effectively prohibit discharge of pollutants to “waters of the United States” from any point source unless the discharge is in compliance with the National Pollutant Discharge Elimination System (NPDES) Permit. The United States Environmental Protection Agency (US EPA) delegated administration of the NPDES Program within Virginia to the Department of Environmental Quality (DEQ), and DEQ administers it as the Virginia Pollutant Discharge Elimination System (VPDES) Permit Program. The 1987 amendments of the Clean Water Act added Section 402(p) to the federal regulations, which established the framework for regulating discharges of pollutants via stormwater from industrial activities and MS4s. Section 402(p) required the US EPA to develop permitting regulations for stormwater discharges from MS4s and from industrial facilities, including construction sites.

In Virginia, discharges from municipal separate storm sewer systems are regulated under several programs: the Virginia Stormwater Management Act, the Virginia Stormwater Management Program (VSMP) Permit regulations, and the Clean Water Act (through the VPDES Permit Program) as point source discharges. MS4 regulations were developed and implemented in two phases. Implementation of the first phase began in the early 1990s and required that operators of MS4s serving populations of greater than 100,000 people (per the 1990 decennial census) apply for and obtain an individual permit to discharge stormwater from their outfalls. The second phase of MS4 regulations became effective March 23, 2003, and required that operators of small MS4s in "urbanized areas" (as defined by the latest decennial census) obtain coverage under a general permit to discharge stormwater from their outfalls. Town of Vinton is classified as a small MS4, and thus operates under the General MS4 Permit.

According to the Town’s MS4 Permit, the following types of high-priority facilities require SWPPPs:

- Composting facilities
- Equipment storage and maintenance facilities
- Materials storage yards
- Pesticide storage facilities
- Public works yards
- Recycling facilities
- Salt storage facilities
- Vehicle storage and maintenance yards

In addition, facilities in which any of the following materials or activities occur and are expected to have exposure to stormwater resulting from rain, snow, snowmelt or runoff also require a SWPPP:

1. Areas where residuals from using, storing or cleaning machinery or equipment remain and are exposed to stormwater;
2. Materials or residuals on the ground or in stormwater inlets from spills or leaks;
3. Material handling equipment (except adequately maintained vehicles);

4. Materials or products that would be expected to be mobilized in stormwater runoff during loading/unloading or transporting activities (e.g. rock, salt, fill dirt);
5. Materials or products stored outdoors (except final products intended for outside use where exposure to stormwater does not result in the discharge of pollutants);
6. Materials or products that would be expected to be mobilized in stormwater runoff contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers;
7. Waste material except waste in covered, non-leaking containers (e.g. dumpsters);
8. Application or disposal of process wastewater (unless otherwise permitted); or
9. Particulate matter or visible deposits of residuals from roof stacks, vents or both not otherwise regulated (i.e., under an air quality control permit) and evident in the stormwater runoff.

Based on the above requirements, the following Town-owned facilities have been determined to be high-priority facilities that have a high potential to discharge pollutants. Table 1.1 shows the schedule by which the individual SWPPPs for each facility will be prepared.

Table 1.1 High-Priority Town Facilities and Associated Activities

Name of High-Priority Facility	Activities that Make It High-Priority	High Potential of Discharging Pollutants (Yes or No)	Reasons for High Potential/Or Not	Scheduled SWPPP Development
1. Facility # 1: Vehicle Maintenance Facility/Fueling Center; 804 3 rd Street	Fueling Area; Parking Areas; Storage Areas; Vehicle/Equipment; Maintenance Area	Yes	Fueling activities; parking areas; storage areas; maintenance of vehicle/equipment	Completed in June 2015. Amended November 2022
2. Facility # 2: Materials Laydown Yard, 801 3 rd Street	Outdoor Storage	Yes	Outdoor storage of construction materials	Completed in June 2019
3. Facility # 3: Road Salt and Vehicle/Equipment Storage, 830 3 rd Street	Storage of salt and vehicle/equipment	Yes	Chemical and storage of vehicle/equipment	Completed September 2018
4. Facility # 4: Organic Materials Collection Site, 835 3 rd Street	Outdoor storage	Yes	Organic leachate	Completed June 2017 Amended February 2023
5. Facility # 5: Vehicles/Equipment Storage, 840 3 rd Street and 860 Industry Circle	Indoor and outdoor storage	Yes	Storage of vehicles/equipment	Completed June 2017 Amended February 2023

1.3 Review and Revision of the Stormwater Pollution Prevention Plan

The SWPPP will be reviewed at least annually to determine if any revision is necessary to reflect changes in the facility or changes in the activities conducted that:

- May significantly increase the quantities of pollutants in stormwater runoff;
- Cause a new area of the facility to be exposed to stormwater or authorized non-stormwater discharges; or
- Start-up of an activity that would introduce a new pollutant source at a facility.

In determining if revision of the SWPPP is necessary, the SWPPP Implementation team, identified in Section 2.1, will review the Annual Facility/Activity Stormwater Assessment, which is described in Section 5.

1.4 Location of the Stormwater Pollution Prevention Plan (SWPPP)

The SWPPP shall be kept in the office of the Utility Systems Manager, which is located in the main building of the Public Works Facility. A copy of the SWPPP will also be maintained by the Planning and Zoning Director, Department of Planning and Zoning located in the Vinton Municipal Building.

2.0 SITE DESCRIPTION AND INITIAL FACILITY INSPECTION

Vinton Public Works Department is located at 804 3rd Street, Vinton. The Public Works Department is responsible with several associated facilities located on 3rd Street and Industry Circle. As indicated in Map 1, the five facilities; Facility # 1, # 2, # 3, and # 4 are located on four different parcels that are owned by the Town. These facilities have been in operation as far back as in the 1970s with a combined size of 15.68 acres. Facility # 5 comprises of two parcels of 4.07 acres that the Town has been leasing since 2007 from a private property owner for the indoor and outside storage of vehicles and equipment. All the Public Works facilities are zoned M-2 General Industrial.

Facility # 4, Organic Materials Collection lot is located on an unimproved parcel that fronts 3rd Street south of the main Public Works site. There are no structures on the site. Gravel has been placed as a driveway from the entrance and to facilitate vehicular access into the yard. This site is exclusively for the purpose of depositing organic waste such as leaves collected during the Town's seasonal leaf collection program and some natural wood waste from Public Works grounds keeping and right-of-way maintenance activities. The area used for holding organic waste is approximately 25,000 square feet. The remainder of the parcel remains in a natural state.

There are no stormwater collection or drainage structures on or adjacent to the site.

Initial site visit of all the Vinton Public Works facilities was done on May 6, 2015 by Vinton Public Works Director and Planning and Zoning Director. On August 31, 2015, Public Works Director and Planning and Zoning Director conducted site inspection of all the facilities. Inspection of Facility # 4 and Facility # 5 was also done on June 15, 2017 with Public Works Director and Public Works Assistant Director.

Public Works Utility Systems Manager inspected Facility # 4 on December 14, 2022.

2.1 Site Facilities

There are no structures or improvements to the site. Gravel has been placed to facilitate equipment access.

2.1.1 Organic Materials Collection Site

Facility Type: Collection and storage area for organic waste

Facility Activities: Leaves collected during the Town's seasonal leaf collection program and some natural wood waste from Public Works grounds keeping and right-of-way maintenance activities are deposited at this site. Various vehicles and equipment access the site to dump the materials and perform maintenance of the piles of accumulated material.

Required Actions: None at this time.

Map 2.1 Site Map – Vinton Public Works Facility # 4



2.2 Pollution Prevention Team

The Utility Systems Manager shall have the primary responsibility to keep and maintain the SWPPP document, and to lead the SWPPP Implementation Team. The Utility Systems Manager shall be responsible to coordinate with the Public Works Director for quarterly inspections and annual inspections.

Table 2.1 Pollution Prevention Team – Vinton Public Works Facility

POSITION	NAME	CONTACT INFORMATION	PRIMARY RESPONSIBILITIES
Town Manager	Richard W. Peters	540-983-0607 rpteters@vintonva.gov	SWPPP OVERSIGHT <ul style="list-style-type: none"> Provide the necessary resources to comply with the SWPPP. Ensure assigned staff implements the SWPPP and all of its components. Provide management support to staff.
Public Works Director	William Herndon	540-983-0646 wherndon@vintonva.gov	SWPPP IMPLEMENTATION
Public Works Utility Systems Manager	Kenny Sledd	540-983-0646 ksledd@vintonva.gov	<ul style="list-style-type: none"> Implement and administer the SWPPP. Implement the Emergency Response Plan and Procedures (part of the Hazardous Waste Management Program). Provide Stormwater Training for facility personnel. Maintain the necessary records and files.
Human Resources/Risk Management Director	Donna Collins	540-983-0604 dcollins@vintonva.gov	
Public Works Director	William Herndon	540-983-0646 wherndon@vintonva.gov	CHEMICAL SPILL RESPONSE
Public Works Utility Systems Manager	Kenny Sledd	540-983-0646 ksledd@vintonva.gov	<ul style="list-style-type: none"> Minimize the threat of chemical spills to personnel and to the surrounding environment; and Protect storm drain inlets and sanitary sewer drains from any spillage or contamination once personnel safety is assured.
Public Works Director	William Herndon	540-983-0646 wherndon@vintonva.gov	CONDUCT ROUTINE FACILITY INSPECTIONS
Public Works Utility Systems Manager	Kenny Sledd	540-9830-0646 ksledd@vintonva.gov	<ul style="list-style-type: none"> Implement BMPs for respective area(s) of responsibility. Conduct routine inspections of respective areas of responsibility to ensure BMPs are in place, operative, and effective at all times in and around the areas where activities that may impact stormwater are conducted. Submit quarterly inspection reports, using the Municipal Yard Inspection Checklist, to the Planning and Zoning Director/Stormwater Program Manager.
Planning and Zoning Director	Anita McMillan	540-983-0605 amcmillan@vintonva.gov	MS4 PROGRAM MANAGEMENT
Public Works Utility Systems Manager	Kenny Sledd	540-983-0646 ksledd@vintonva.gov	<ul style="list-style-type: none"> Prepare and revise the SWPPP, as necessary. Conduct periodic facility inspections to assure compliance. Collect training records. Prepare and submit Annual MS4 Report. Serve as a technical resource to other departments.

2.3 Pollution Prevention Through Best Management Practices (BMPs)

2.3.1 What are BMPs?

Best Management Practices, or BMPs, are the practices, procedures, policies, prohibitions, schedules of activities, structures, or devices that are implemented to prevent or minimize pollutants from coming into contact with precipitation, stormwater runoff, or non-stormwater flows. BMPs are also structures or devices that remove pollutants from stormwater runoff before the runoff enters a stormwater drainage system or surface water. Therefore, BMPs are often categorized as either “source-control” BMPs or “treatment-control” BMPs.

Source-control BMPs include all types of measures designed to prevent pollution at the source, that is, to keep stormwater from coming into contact with pollutants in the first place. Source-control BMPs are generally simple, low-maintenance, cost-effective, and broadly applicable. They may be categorized as non-structural or structural. Good housekeeping at a municipal yard is an example of a non-structural, source-control BMP; a canopy installed over a fueling island is an example of a structural, source-control BMP.

Treatment-control BMPs are devices or methods used to treat stormwater runoff to remove pollutants; these BMPs are frequently costlier to design, install, and operate than source-control BMPs. More importantly, treatment-control BMPs are typically not as effective as source-control BMPs, and the effectiveness is highly dependent on regular maintenance. Nevertheless, they can be appropriate and useful under certain conditions. However, treatment-control BMPs typically do not remove all pollutants from stormwater runoff and, therefore, should not be regarded as disposal systems.

2.3.2 Source Control BMPs

The following source-control BMPs will be employed for use at the Public Work Department at the designated facilities, and the responsible department is indicated using these abbreviations: PW = Public Works; PZ = Planning and Zoning; and HR = Human Resources.

Vehicle and Equipment Access Areas (PW, HR)

- a) Train employees to look for oil and other fluid leaks from vehicles and equipment, and to know what procedure to use when these items are noticed.
- b) Keep area clear of debris and items that are not organics.

2.3.3 Preventive Maintenance BMPs (PW, HR)

Preventive maintenance BMPs relate to maintaining equipment in good working order. Having equipment failures or using equipment that poorly functions may result in the discharge of pollutants to the storm drainage system. Therefore, to reduce the likelihood of breakdown or failure, major equipment should have a preventive maintenance schedule for inspection, repair, or replacement of fluids (e.g., hydraulic, lubricating, cooling), greases, seals, hoses, filters, pressure gauges, piping, etc. Paved and landscaped areas should not be allowed to degrade to the point where they erode and contribute pollutants to stormwater runoff. Leaky roofs, broken doors, cracked pavement and berms, and any other enclosure or structural defects that may impact the quality of stormwater runoff should be promptly repaired. Structural BMPs and storm drains within facility boundaries also need to be regularly inspected and maintained.

2.3.4 Spill Prevention and Response (PW, HR)

For spills, the old saying that “an ounce of prevention is worth a pound of cure” is appropriate. Spill clean-up can be labor-intensive and costly, as it involves containing the spill, collecting the spilled substance, properly disposing of the spilled materials, and filing of associated reports to regulatory agencies, not to mention possible monetary fines. Spills and leaks are some of the most significant sources of stormwater pollution and are, in most cases, avoidable.

Spill prevention and control procedures include:

- Placing bollards, berms and containment features around structures or areas where fluids are stored, so releases can be prevented, easily detected, and controlled;
- Using drip pans for maintenance operations involving fluids and under leaking vehicles and equipment awaiting repair;
- Placing spill kits in areas where fluids are stored or in areas where activities may result in a spill;
- Providing training for proper use of materials and equipment used during operations and maintenance activities;
- Providing training for proper use of spill response equipment and supplies; and
- Conducting outdoor maintenance activities on paved surfaces to allow for easy detection, control, and cleanup of spills.

Spill prevention, control, and cleanup apply to all materials and wastes - not only hazardous substances. The toxic water quality effects from spills of hazardous substances (e.g., acids, oils, greases, fuels, solvents, pesticides) are commonly understood. However, non-hazardous materials, such as sand, litter, and wash water, among others - can also greatly impact water quality in receiving waters.

2.4 Employee Training

Each department personnel identified in the Pollution Prevention Team for SWPPP Oversight (in Section 2.2) is responsible to ensure that all of their designated employees receive the appropriate Stormwater Management training on a biennial basis. The Town’s Human Resources/Risk Management Director will make such training available to the designated personnel via the Roanoke County’s intranet and/or another easily-accessible venue.

The Planning and Zoning Director and Human Resources Director will coordinate training related to stormwater management on at least a biennial basis and maintains all training records for inclusion in the Town’s Annual MS4 Report, as submitted to DEQ.

The purpose of stormwater-related training is to educate workers on the day-to-day activities that may impart pollutants into stormwater discharges from the site, to help in the implementation of BMPs, to ensure understanding of the Town’s Standard Operating Procedures (SOPs) for Water Quality, and to ensure employees understand what illicit discharges are and how to respond to them when they are witnessed.

Training attendance sheets and any other training documentation shall be kept in Appendix C by the Human Resources/Risk Management Director. The instructor’s name, if applicable, date and time of training, location of training, training title, participants’ names, and corresponding employee numbers will be listed.

All training records shall be kept for a period of no less than five years.

3.0 NON-STORMWATER DISCHARGES

A *non-stormwater* discharge is any discharge or flow to a stormwater drainage system that is not composed entirely of stormwater runoff. The Town's MS4 Permit prohibits the discharge of non-stormwater discharges into its Municipal Separate Storm Sewer System (MS4) and to the Waters of the U.S., unless the discharge is regulated under a separate VPDES or VSMP permit, as issued by the Virginia DEQ, or is classified as an *authorized* discharge, as listed below.

3.1 Authorized Non-Stormwater Discharges

The only non-stormwater discharges, or flows, that are allowed to be discharged into the Town's MS4 are listed below:

- a) Water line flushing;
- b) Landscape irrigation;
- c) Diverted stream flows or rising groundwater;
- d) Uncontaminated ground water infiltration;
- e) Uncontaminated pumped groundwater;
- f) Discharges from potable water sources;
- g) Foundation drains;
- h) Air conditioning condensate;
- i) Irrigation water;
- j) Springs;
- k) Water from crawl space pumps;
- l) Footing drains;
- m) Lawn watering;
- n) Individual residential car washing (this exemption does not include any commercial or business activity);
- o) Flows from riparian habitats and wetlands;
- p) De-chlorinated swimming pool discharges;
- q) Street wash water; and
- r) Firefighting activities.

4.0 Significant Materials, Activities, and Potential Pollutants

4.1 Significant Materials

A number of materials are used or stored on-site. Table 4.1 summarizes these materials, by department, and where they are received or stored at the facility.

Table 4.1 List of Significant Materials – Public Works Facility #4

PUBLIC WORKS FACILITY # 4				
Material Name	Typical Quantity	Receiving and Shipping Location	Handling Location	Frequency of Use
<i>EXAMPLE: Acid</i>	<i>12 gal</i>	<i>Maintenance Shop</i>	<i>Maintenance Shop</i>	<i>Twice weekly</i>
None				

Table 4.2 Significant Activities, Potential Pollutants, and BMPs

Activity	Description	Pollutants/Sources	BMPs
Vehicles and Equipment accessing site on irregular basis	Vehicles and Equipment have a potential for stormwater pollution. In particular, vehicles and equipment are susceptible to leaking.	<i>Antifreeze, oil, gas, solvents, etc.</i> • Container spills or leaks • Vehicle and equipment leaks	<ul style="list-style-type: none">Train employees in spill containment and cleanup present during loading/unloading.Use drip pans under leaking vehicles and equipment.Repair leaking vehicles and maintain equipment to prevent leaks.

5.0 Facility Inspections

5.1 Quarterly Inspections

At least once per quarter, the facility will be inspected using the Town's Municipal Yard Inspection Checklist, found in Appendix A. The inspection shall be conducted by the Public Works Utility Systems Manager.

The purpose of these inspections will be to identify problems early so that they can be corrected in a timely fashion. All completed forms shall be placed in Appendix A by the Utility Systems Manager; he or she shall also send a copy of such reports to the Planning and Zoning Director/Stormwater Program Manager for inclusion in the Annual MS4 Report, which is submitted to the Virginia Department of Environmental Quality (DEQ) by October 1 of each year.

5.2 Annual Facility Assessments

An "Annual Facility Stormwater Assessment" of the Public Works Facilities will be conducted by the Pollution Prevention SWPPP Implementation Team, identified in Section 2-2, to help assure that significant changes in facilities or activities are identified and can then be reflected in the SWPPP. The Annual Stormwater Assessment will include:

- Visual inspection of all potential sources of pollutants that may enter the stormwater drainage system via stormwater or non-stormwater discharges;
- A review and assessment of all BMPs to determine whether the BMPs are adequate, properly implemented and maintained, or whether additional BMPs are needed; and
- Visual inspection of equipment needed to implement the SWPPP, such as spill response equipment, drip pans, brooms or vacuum sweepers, or containers for used absorbents.

The Annual Stormwater Assessment will be documented by the Utility Systems Manager as follows:

- Identification of personnel performing the evaluation
- The date(s) of the evaluation
- Findings of the evaluation
- Recommended modifications of the SWPPP
- Schedule for implementing SWPPP revisions
- Any incidents of non-compliance and the corrective actions taken

Following the evaluation, revisions to the SWPPP, if needed, will be completed within 90 days. Blank assessment forms are located in Appendix B, and completed assessment forms shall be placed there by the Utility Systems Manager.

Table 5.1 may be used to track annual assessments and follow-through on recommendations. The Planning and Zoning Director/Stormwater Program Manager and Human Resources Director are available for technical assistance during the Assessment Process, if needed.

Table 5.1 Assessment Log

Assessment Date (mm/dd/yyyy)	Assessor (Name & Position)	Revisions Required? (Y/N)		Follow Through? (Date or n/a)
		Yes	No	

APPENDICES

APPENDIX A

Facility # 4 – Organic Materials Collection Site Checklist



Town of Vinton

Facility # 4 – Organic Materials Collection Site Checklist

Public Works Department is responsible for conducting quarterly Inspections, at minimum, of its own facilities. Please submit completed forms to: Anita McMillan, Planning and Zoning Director/Stormwater Program Manager

Date: _____ **Time:** _____ **Inspector:** _____

Facility Name and Location: _____

Description of Activities: _____ **Receiving Waterway:** _____

Fueling Areas

Comments

Proper use of spill overflow protection	
Roof over fueling area	
Dry cleanup methods used for fuel spills	
Tank certified by PBCDERM	
Leak detection system for fuel tanks	
Fueling pad graded for minimum run-on of stormwater	
Fueling pad discharges into a sump pump, not into a storm drain	

Vehicle and Equipment Maintenance

Comments

Proper storage & disposal of greasy rags, oil/air filters, batteries, spent coolants	
Labeling & tracking for the recycling of hazardous waste materials	
Hazardous materials stored properly without evidence of spills	
Inventory of materials maintained onsite & Material Safety Data sheets	
Wrecked and “part” vehicles drained of all fluids	
Stored liquids and batteries have secondary containment	
Liquid waste disposed of properly and not being poured into storm system/sinks	
Empty drip pans are cleaned and properly stored	
Floor drains discharge into a storage sump with an oil/water separator	

Outdoor Vehicle and Equipment Storage

Comments

Ground free of visual stains from oil or other vehicle fluids	
Drip pans used during vehicle maintenance	
Drip pans cleaned and properly stored	
Storage are covered and properly maintained	

Painting Areas	Comments
Paint and paint thinner stored and properly labeled	
Spray paint booths properly operate and have an OSHA-approved hood	
Personal protection devices/clothes cleaned and properly stored	
Proper painting equipment being used and is properly cleaned/stored	
Recycling of used paints, paint thinner, and solvents	
Employees trained on proper painting and cleaning procedures	

Vehicle and Equipment Washing Areas	Comments
Area designated for cleaning activities	
Wash waters are contained & recycled, sumps clean & properly used	
Proper grading for wash pad	
Parts and equipment washed within designated cleaning area	
Employees trained on proper washing procedures	

Liquid Storage in Above-Ground Storage	Comments
Installed per design with no leaks (pipes, pumps, valves, hoses, flanges)	
Storage containers maintained in good condition	
Safeguards installed (such as secondary containment)	
System regularly inspected	
Chemicals are stored with compatible chemicals	
Container labels can be easily read; containers are properly labeled	
Employees trained on proper filling and transfer procedures	

Improper Connections to Storm Drainage System	Comments
Floor drains connected to sanitary sewer system, not to storm drains	
Runoff from wash, maintenance, storage, and fueling areas are not directed to storm drains	
Facility has updated plumbing schematics to accurately reflect discharge locations	
All underground storage tanks are maintained with proper safeguards	
Employees trained on proper disposal of all materials used onsite	

General Site	Comments
Emergency Response Plan onsite	
Employees trained for emergency procedures	
Material Safety Data sheets maintained in a convenient location for emergency response	
Stockpiles properly maintained to prevent runoff	
Proper litter control (container lids are closed, containers are upright)	
Vegetated areas properly maintained and erosion-free	
Site is routinely inspected for indication of illicit discharges	

Other Comments and /or Observations:

APPENDIX B

Annual Facility Stormwater Assessment

Forms and Checklists

Annual Facility Stormwater Assessment

Facility # 4: Organic Materials Collection Site

1) Name of Building or Operation: _____

2) Facility Representative: _____

3) Position: _____ Phone No.: _____

	YES	NO	N/A
a) Facility's SWPPP is easily accessible in each building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Awareness of SWPPP by facility personnel? (Random survey of onsite employees.) # Employees Surveyed _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Facility's Emergency Response Plan is easily accessible in each building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Awareness of Emergency Response Plan by facility personnel? (Random survey of employees on site.) # Employees Surveyed _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Assessment Checklist (page 2 of 2) is completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Was any stormwater pollution prevention training conducted during the year? If yes, provide records in Appendix C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Were non-stormwater discharge visual observations conducted? List Dates: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Were stormwater discharge visual observations conducted? List Dates: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Notes: _____

Corrective Measures Recommended: _____

Evaluation Conducted By: _____ Date: _____

This completed evaluation was reviewed with me on: _____ (Date)

Facility Representative (printed name and title): _____

Facility Representative (signature): _____

Stormwater Assessment Checklist

Activities – Check each activity present at the site.	Effectiveness Rating*				
	NO	SO	MO	SC	VE
Vehicle and Equipment Fueling: 1. Fueling area is designed to prevent run-on of stormwater 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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Vehicle Wash Bay for Garbage Trucks 1. Garbage trucks are only washed inside the bay. 2. Wash water in the containment area is routinely removed by the WAAA. 3. No equipment or container washing occurs outside the wash bay.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Vehicle and Equipment Maintenance and Repair 1. Maintenance is done in designated areas only. 2. Equipment is kept clean, with no build-up of oil and grease. 3. Drip pans, containers, or absorbent pads are used under items that may drip. 4. Used oil and oil filters, antifreeze, batteries, fluids, etc. are recycled.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Outdoor Loading/Unloading of Materials 1. Delivery vehicles are parked so spills and leaks can be contained. 2. Loading/unloading areas are covered to reduce exposure of materials to rain. 3. Loading/unloading areas are designed to prevent stormwater run-on. 4. Fork lift operators are properly trained.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Outdoor Container Storage of Materials 1. Materials are covered to protect from rainfall. 2. Materials are protected from run-on and runoff of stormwater. 3. Dumpsters and trash cans are covered. 4. Hazardous materials are stored in a properly-designed storage area and labeled.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Outdoor Storage of Raw Materials/Products 1. Storage areas are covered with a roof. 2. Materials are covered with a temporary plastic covering, if outside. 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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Contaminated or Erodible Surface Areas 1. Erosion can be controlled by preservation of natural vegetation. 2. Surface area is regularly inspected to determine if re-vegetation is needed. 3. Geosynthetics are used as an alternative for the surface area. 4. Sandbags or berms are needed to prevent stormwater pollution.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Building and Grounds Maintenance 1. Pesticides and fertilizers are used and properly stored. 2. Paved areas are swept instead of washed down. 3. Wash water, sweepings, and sediments are properly discarded. 4. Planting of natural vegetation reduces water, fertilizer and/or pesticide needs.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

* NO = No BMPs used and stormwater pollution likely.

SO = Some BMPs used but not effective.

MO = Some BMPs used and moderately effective.

SC = Source-control BMPs used and very effective/structural BMPs needed.

VE = All necessary BMPs used and very effective.

APPENDIX C

Training Documentation

APPENDIX D

SWPPP Amendment Log

Facility # 4: Organic Materials Collection Site

No.	Description of the Amendment	Date of Amendment	Amendment Prepared by <i>[List Name(s) and Title]</i>
1	Personnel changes, responsibility changes, and photos of the facility.	February 2023	Anita McMillan, Planning and Zoning Director/Stormwater Manager

APPENDIX E

Municipal Separate Storm Sewer System (MS4) Permit

APPENDIX F

Facility # 4 Organic Materials Collection Site Photographs – April 2017



Entrance to Organic Materials Collection Site, Public Works Facility # 4 – April 2017



Organic Materials Collection Site, Public Works Facility # 4 – April 2017



Organic Materials Collection Site, Public Works Facility # 4 – April 2017



Organic Materials Collection Site, Public Works Facility # 4 – April 2017



Organic Materials Collection Site, Public Works Facility # 4 – April 2017



Entrance, Facing Out, Organic Materials Collection Site Public Works Facility # 4 – April 2017

APPENDIX G

Facility # 4 Organic Materials Collection Site Photographs – December 2022



Facility # 4 Organic Materials Collection Entrance – December 14, 202



Facility # 4 Organic Materials Collection Site – December 14, 2022



Facility # 4 Organic Materials Collection Site – December 14, 2022