

MCM #6: Pollution Prevention/Good Housekeeping for Municipal Operations

- **BMP:** Spill prevention and control and containment (SPCC) plans for municipal facilities
- **BMP:** Complete an Operations and Maintenance Plan for municipal operations (O&M Plan)
- **BMP:** Operations training program for Township staff, public works, and golf course crews

BMP: Spill Prevention, Control, and Countermeasure (SPCC) Plan for municipal facilities

Measurable Goal: During the current permit year, the public works and golf course maintenance facilities will continue to follow the inspection process outlined in the SPCC Plan. Public works and golf course staff will inspect all 55 gallon containers and fuel tanks during the first week of every month. Once per quarter, the Environmental Department will evaluate the inspection sheets for completeness. The SPCC Plan will be evaluated once per permit cycle. This evaluation is to keep the SPCC Plan up to date.

BMP: Complete an Operations and Maintenance Plan for municipal operations (O&M Plan)

Measurable Goal: During the current permit year, the Township will complete the O&M for all municipal operations, including operations at the golf course. During March of the current permit year, training will be held on the usage of the O&M, general housekeeping, and filing out spreadsheets properly. Inspection sheets will be collected from public works, monthly, and kept in the MS4 office. The plan will include but is not limited to:

- Management practices, policies, and procedures to reduce or prevent the discharge of pollutants to the regulated MS4;
- Schedule for maintenance activities, routine activities, and inspection procedures to reduce the potential for pollutants to reach the regulated MS4;
- Implement controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt/sand (anti-skid) storage locations and snow disposal areas;

- Procedures for the proper disposal of waste removed from the Township's regulated MS4 and municipal operations, including dredge spoil, accumulated sediments, trash, household hazardous waste, used motor oil, and other debris.

BMP: Stormwater training program for Township staff, public works, and golf course crews

Measurable Goal: During the current permit year, training sessions will be held for the public works department and the golf course maintenance crew and Township staff. These training sessions will be developed to follow the topics covered in the Operations and Maintenance Plan.

- February: General Stormwater and Permit Awareness: Board of Supervisors and Public.
- March: Illicit Discharge Detection and Elimination and Permit Awareness: All Township Staff
- April: Tracking Sheets and Filing System: Public Works and Golf Course
- May: Catch Basin and Inlet Structure Cleaning and Inspection: Public Works
- June: Pollinator Garden, Rain Garden, and Buffer Maintenance: Environmental Department Staff
- July: Spill Kits, and Spill Response: Public Works and Golf Course
- August: Pollution Prevention for Fleet Maintenance and Storage Yards: Public Works and Golf Course
- September: Pollution Prevention for Fleet Maintenance and Storage Yards: Public Works and Golf Course
- October: Pollution Prevention for Fleet Maintenance and Storage Yards: Public Works and Golf Course
- November: Salt/Deicing and Snow Storage: Public Works

Once per month, the Township will utilize the employee newsletter to educate employees on stormwater management, their role in the MS4 program, and illicit discharge procedures.