



STORMWATER MANAGEMENT PROGRAM

OPERATIONS & MAINTENANCE

FOR

MUNICIPAL OPERATIONS & FACILITIES



Westtown Township
Chester County, Pennsylvania

1039 Wilmington Pike
West Chester, PA 19382

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CEDARVILLE Engineering Group, LLC
159 E. High Street, Suite 500
Pottstown, PA 19464
P: 610-705-4500
F: 610-705-4900
www.cedarvilleeng.com
f @cedarvilleeng



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State Certified DBE/WBE



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1. INTRODUCTION

Westtown Township has developed an Operations & Maintenance (O&M) Program as part of the Township's Stormwater Management Program.

The O&M Program was developed to provide methods of pollution prevention and good housekeeping measures for all municipal operations and facilities that may contribute to the discharge of pollutants from the Municipal Separate Storm Sewer System (MS4). The goal of the O&M Program is to prevent or reduce pollutants to the maximum extent practical. This O&M manual will be reviewed annually and updated, as necessary.

Specifically, the O&M Program identifies:

O&M Program

- Management practices, policies, and procedures to reduce or prevent the discharge of pollutants to the MS4.
- Maintenance activities and schedules and inspection procedures to reduce the potential for pollutants to the MS4.
- Controls for reducing or eliminating the discharge of pollutants from municipal facilities; and
- Procedures for the proper disposal of waste.

The O&M Program is designed to comply with Westtown Township's National Pollution Discharge Elimination System – Municipal Separate Storm Sewer System (NPDES-MS4) Individual Permit No. PAI130528 issued by the Pennsylvania Department of Environmental Protection (DEP). More specifically, it will meet the measurable goals and criteria outlined in Minimum Control Measure (MCM) No. 6 – Pollution Prevention/Good Housekeeping – Best Management Practice (BMP) #2 of the NPDES-MS4 permit.

Pollution prevention and good housekeeping are the simplest and least costly methods to implement to help protect stormwater quality from municipal facilities. These are integral components to an effective stormwater management policy because it is easier to prevent pollution from entering waterways than to clean it up later.

Outside contractors will also be required to follow the procedures outlined in this manual.

2. GOOD HOUSEKEEPING

Good housekeeping practices are designed to maintain a clean and orderly work environment. Often the most effective first step towards preventing pollution in the stormwater collection system simply involves using good common sense to improve basic housekeeping methods. A clean and orderly work area reduces the possibility of accidental spills caused by mishandling of chemicals or equipment and should reduce safety hazards to Township personnel. In the



event of a spill, Township personnel should complete the Hazardous Spill Clean-Up Sheet (Appendix D) to record the details of the spill and how it was remediated. In addition to maintaining an organized work-area, Township employees will:

- Maintain clean, dry floors and ground surfaces by using brooms, shovels, vacuum cleaners, or cleaning machines. Sweeping shall be conducted as needed to remove dirt and other debris, as well as immediately following loading/unloading activities, when practical.
- Regularly pickup garbage and waste materials and place all trash, dirt, and other debris in the dumpster. The Township's recycling program shall be utilized to collect and properly dispose of paper, plastic, cans, and bottles.

3. MATERIALS STORAGE & HANDLING

3.1 Materials Storage Practices

Improper storage can result in the release of materials or chemicals that can cause stormwater runoff pollution. Keep storage areas clean and well organized and provide adequate aisle space to facilitate material transfer and easy access for inspections.

- All containers, drums, and bags shall be stored away from direct traffic routes to prevent accidental spills.
- All chemicals shall be stored in a designated cabinet to be easily located when necessary or for inspections.
- When practical, chemical, fluids, and supplies should be kept indoors.
- If containers containing chemicals are stored outside, they must be covered when not being used and placed on spill platforms.
- All containers shall be properly labeled or marked and kept in good condition and tightly closed when not in use.
- Perform regular inspections of all indoor and outdoor storage locations.
- Maintain the Materials Inventory Log (Appendix C) for record-keeping of materials.



The Township currently stores the following materials at the Public Works Garage:

- Oil containers
- Petroleum products
- Fuel additives
- Paints (spray and cans)
- De-icing materials
- Household cleaning supplies



3.2 Materials Handling Practices

Absorbent material, spill kits and drip pans must be kept near any potential spill hazard and protected from rainfall. If spills or accidents occur, contain with dikes, berms, or appropriate absorbent materials, and dispose of properly after use. Spills of hazardous materials require special care and should only be attempted by trained Township or contracted personnel. Collect all waste fluids in properly labeled containers and dispose of properly.

4. STORMWATER FACILITIES

4.1 Stormwater BMPs

The Township owns the following one (1) Post Construction Stormwater Management (PCSM) BMP, which inspected and maintained under MCM No. 5 – Post-Construction Stormwater Management (PCSM) in New Development and Redevelopment – BMP #3 of the NPDES MS4 Permit.

- Seepage Bed (Municipal Building) – BMP #9

This BMP is to be inspected at least annually to check for sediment accumulation and overall conditions and they should be inspected after large rain events to evaluate overall performance and drainage characteristics. Inspections are to be conducted by Westtown Township Public Works personnel (or other Township representatives) to evaluate the performance of the stormwater facilities and to determine the potential amounts of pollutants, trash and debris entering and discharging from the stormwater collection system. These inspections should occur as part of regular job duties.



- Inspections will check for excessive silt build-up, erosion, collapsed pipes, misaligned joints and water quality concerns such as unusual algae growth, discolored water, water with a sheen, and suspect odors.
- Inspections will occur after severe weather conditions, such as heavy rains, to ensure they are working properly and are clear of debris. Inspection frequencies will depend on a variety of factors including weather conditions and type and function of the stormwater structures.
- All inspections activities, results and recommendations are to be documented in writing and kept on file with the Township. Typical records to be retained for future reference include a log of all inspections, repairs and maintenance performed at the site, copies of inspection reports, invoices for work performed, and a photograph of facilities.

All municipally owned stormwater facilities will be operated per their design specifications and in a manner, that prevents or reduces adverse environmental or public health and safety impacts.

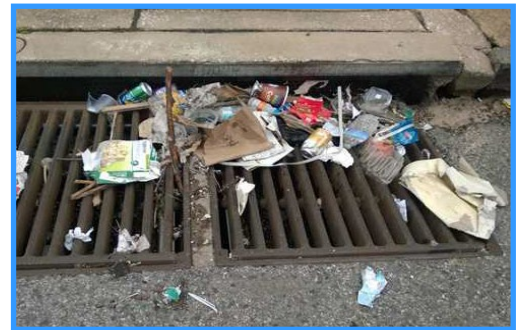


Westtown Township's stormwater facility O&M program is structured to provide inspections of all facilities and to provide maintenance as needed. All maintenance activities are to be documented in writing and kept on file with the Township. When possible, photos will be taken of various storm sewer system components to document before and after maintenance conditions.

4.2 Storm Drain Inlets

Westtown Township owns and maintains nine-hundred and forty-three (943) storm drain inlets located along roadways and in parking lots throughout the Township. To maintain the integrity of the Township's stormwater system, the Township personnel will:

- Inspect all Township storm drain inlets at least annually to determine the trash and sediment load and overall condition of the structure. If the depth of deposits is greater than or equal to one-third the depth from the basin, cleaning will be scheduled.
- Storm drain inlets that accumulate trash and deposits quickly will be inspected more frequently and the drainage area will also be inspected to determine possible causes.
- Inlet grates will be inspected to ensure that there is no trash blocking the inlets, especially before heavy rains are forecast.
- While inspecting storm drains inlets, Township staff will check for evidence of illegal dumping or illicit discharges. If evidence of illegal dumping or illicit discharges is found, efforts are to be made to identify the source of these discharges.
- Westtown Township personnel shall schedule cleaning of municipal storm drain inlets when inspections reveal an excessive accumulation of sediment or debris. Structural repairs to any part of storm drain inlets will be performed as needed including replacement of damaged or deficient piping.



4.3 Storm Sewer Piping, Drainage Channels, and Outfalls

The Township owns many miles of underground storm sewer piping ranging in size from 2 to 48 inches. The age of the piping ranges from 25 years old to new pipe that was recently installed. The piping is constructed of reinforced concrete pipe, corrugated metal pipe, cast iron/ductile iron pipe, PVC pipe and polyethylene pipe. The Township maintains several ditches, culverts and swales that function as storm drainage channels. To maintain the storm sewer system, Township public works personnel will:

- Open conveyances will be inspected annually by public works personnel to check for trash, debris, sediment build-up, obstructions, and general water quality conditions.
- Piping will be inspected as needed to check for structural integrity, blockages, or any other unusual conditions such as improper cross-connections or excessive inflow/infiltration.
- Stormwater outfalls will be periodically inspected to check for any unusual conditions such as excessive erosion or illicit discharges.



If inspections of storm sewer piping reveal structural deficiencies, cross-connections, tree roots, sediment build-up or obstructions, then the appropriate maintenance solution will be selected and implemented as soon as possible. These solutions may include excavation and repair, tree root removal, and physical cleaning. Chemical agents will not be utilized. For cleaning techniques, such as jet/vactor use, rodding or bucketing, the downstream end of the pipe will be blocked off and the debris will be captured and removed from the system.

- For storm culverts, ditches and swales, maintenance of free-flowing conditions will be achieved by physical removal of any debris, sediment, or overgrown vegetation.
- For storm sewer easements, the Township will remove any obstruction that is identified.
- Trash/obstructions will be removed at the outfalls to maintain free flowing conditions.
- Velocity reducers will be maintained or replaced as needed.

5. ROADWAYS

Westtown Township owns and maintains approximately 55 miles of Township roadways.

- The overall condition and cleanliness of Township roads and parking lots shall constantly be inspected and evaluated during routine travels by public works personnel.
- Those areas with excessive staining, trash or sediment will be investigated and scheduled for cleaning or repairs, as necessary.
- Appropriate corrective actions shall be considered for any areas exhibiting flooding or poor drainage patterns.



The following roads within the Township are State owned and maintained:

- E. Street Road
- N. Chester Road
- Oakbourne Road
- S. Chester Road
- S. Concord Road (partial)
- W. Street Road
- Westbourne Road
- Westtown Road
- Wilmington Pike

Westtown Township is responsible for repairs and maintenance of all Township owned roadways. If outside contractors perform road paving or repairs, the following guidelines should be followed:



5.1 Roadway Paving Repair

Roadway paving repairs have the potential to generate stormwater pollution due to the materials and equipment needed to perform the repairs. To avoid and/or minimize stormwater pollution, the Township will follow the guidelines provided below:

- Avoid paving activities during wet weather.
- Ensure that storm drain inlets and open manholes are protected during road repair work to prevent slurry mixes, dust, and debris from entering the storm sewers.
- Avoid using water to clean up. Mechanically sweep and/or vacuum dust and debris following all activities. DO NOT wash residue into the storm drain system.
- Place stockpiles away from waterways and stormwater inlets to prevent materials from being washed into streams. Cover stockpiles or contain with berms.
- Contain water and wastes generated during cleaning and flushing of spray equipment and field servicing of equipment. Use inlet protection and allow area to dry before uncovering storm drain inlets.
- Recycle used materials such as asphalt. Store these materials properly.
- Use drip pans to contain leaks from vehicles and equipment parked at the site overnight.

5.2 Traffic Line Painting

During routine traffic line painting, the Township will follow the guidelines provided below to reduce the potential for stormwater pollution to the MS4:

- Develop painting-handling procedures for proper use, storage, and disposal of paints to keep the material contained.
- Protect storm drain inlet, open manholes and roadside ditches during grinding and pressure washing activities.
- Avoid using water to clean up. Mechanically sweep and/or vacuum grindings and dust following all activities. DO NOT wash residue into the storm drain system.
- Contain water and wastes generated during cleaning and flushing of equipment and field servicing of equipment. Use inlet protection and allow area to dry before uncovering storm drain inlets.



5.3 Snow Removal and De-Icing

The storage and application of materials used for roadway de-icing or traction control shall be conducted in a manner that reduces the impact to the storm sewer system and the environment. Westtown Township uses salt for de-icing. All road salt is stored indoors at the public works garage with a storage capacity of 600 tons. All salt storage is to be protected from precipitation.



- During loading and unloading of salt, prevent and/or minimize spills by utilizing safe work practices and sound judgment.
- If any material is spilled, promptly collect it using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Minimize the tracking of materials from the storage area and the distance that road salt is transported during the loading/unloading operations.
- All operators of snowplows/salt spreaders are to be trained in the proper application rates of road salt. The salt spreaders are to be examined before operating to ensure that they are functioning properly.
- The application of road salt to roads or parking lots will be only enough to accomplish the task and will take into consideration site specific characteristics such as road width and design, traffic concentration, and proximity to surface waters.

6. YARD WASTE

The Township has a yard waste collection program. The Township collects yard waste 14 times per year. Approximately 400 tons of yard waste throughout the year.

The Township's trash and recycling hauler, A.J. Blosenski, collects yard waste and transport it to Chester County Solid Waste Authority (7224 Division Hwy., Narvon, PA 17555). The Township must fill out the Material Inventory Log (Appendix C) to keep a record of materials collected.



7. DISPOSAL OF DEBRIS

Any materials recovered from any part of the storm sewer collection system will be handled and disposed of in accordance with all applicable state and federal disposal regulations. Recovered materials are currently sent to the Chester County Solid Waste Authority (7224 Division Hwy., Narvon, PA 17555). The Township must fill out the Material



Inventory Log (Appendix C) to keep a record of materials collected. All recovered materials, especially those from storm drain inlets, piping, or basins, will be evaluated to determine if it is municipal, residual, or hazardous waste.

8. FERTILIZERS, HERBICIDES & PESTICIDES

Any herbicide and pesticide used on Township lands or around any part of the storm sewer collection system will be reviewed by Westtown personnel to comply with all applicable regulations and to prevent adverse water quality impacts.

- Applications will only be conducted by Township personnel or contractors who have an appropriate applicators license from the PA Department of Agriculture.
- Fertilizers, herbicides, and pesticides shall be applied exactly according to manufacture guidelines, as more is not always better in the case of chemical applications. The use of these chemicals will be limited as much as possible and non-hazardous alternatives shall be encouraged.
- Fertilizers, herbicides, and pesticides shall be stored in a covered location to avoid any chemicals from entering into the municipal separate storm system.

9. MUNICIPAL FACILITIES

The Township owns and maintains the three (3) facilities that have the potential for producing stormwater pollution. There are also various parks, municipal building, and open spaces that do not have the potential for producing stormwater pollution. See the list below. An inventory of activities and BMPs for each facility is located in Appendix A. The locations of these facilities are illustrated on the Municipal Facilities Location Map in Appendix F. These properties will be operated and maintained in a manner that reduces the potential for pollution to enter the municipal storm sewer system or to the environment using the Municipal Facility Operation & Maintenance Form, located in Appendix B.



- **Public Works Complex** (10 E. Pleasant Grove Road)
The Public Works Complex includes 3 public works garage, administrative offices, and the material storage areas. The Public Works garages are used for general vehicle and equipment maintenance and vehicle and material storage.



- **Wastewater Treatment Plant (950 Westtown Road)**

The wastewater treatment plant consists of an outdoor wastewater treatment plant. No vehicles are stored at this location. Chemicals associated with the wastewater treatment plant are located inside the plant building.

- **Oakbourne Mansion (1014 S. Concord Road)**

Oakbourne Mansion consists of a historic mansion used for recreational purposes along with a storage garage.

- **Parks/Open Space/Municipal Building** - The following list of parks, open space, and municipal building were determined to not have a potential for generating pollution to stormwater runoff:

- Municipal Building
- 1655 E. Street Road
- 1157 Cardinal Drive
- 111 Larchwood Road
- 710 Spring Line Drive
- 950 S. New Street
- 1000 S. New Street
- 1035 Dunvegan Road
- 1010 E. Niels Lane
- 1052 E. Niels Lane
- 25 Piedmont Road
- 22 Garden Circle
- 1068 Westwood Drive
- 1189 Blenheim Road
- 1190 Blenheim Road
- 1147 S. Concord Road
- 1017 Dogwood Lane
- 506 Oakbourne Road
- 1085 S. Concord Road
- 1055 S. Concord Road
- 627 James Drive
- 611 Gages Lane
- Thorne Drive
- 605 Oakbourne Road
- Sage Road
- Tyson Park
- 1503 Overhill Circle
- 1509 Carmac Road
- 1500 Johnnys Way
- 1513 Carmac Road
- 501 Chesterville Way
- 1652 E. Street Road
- 1654 E. Street Road
- 119 Larchwood Road
- 121 Larchwood Road
- Old Wilmington Pike
- 1511 Carmac Road
- 602 Leslie Lane
- Various Open Space (w/ no address)

10. MUNICIPAL VEHICLES

All Township vehicles will be operated in a manner that reduces the potential for pollution to enter the municipal storm sewer system or to the environment. This includes obeying all road and traffic rules and being alert at all times.

Westtown Public Works Department owns the following vehicles and large equipment used for maintenance, repairs, and mowing:

- 7 Dump Trucks
- 4 Pickup Trucks
- 2 Utility Trucks
- 3 Mowers
- 1 Backhoe
- 1 Wheel Loader
- 1 UTV



- 1 Car



In the event of an accident involving vehicle fluids or cargo, all attempts will be made to prevent the spilled material(s) from entering the storm sewer system or nearby waterways. This could include diking, damming, absorbing, or removing the material from the affected area. All recovered materials will be disposed of in accordance with all applicable state and federal waste disposal regulations. Appropriate spill containment and recovery equipment will be maintained at the public works garage and on vehicles, when possible.

For any spill beyond the Township's ability to address, emergency responders or local contractors will be contacted to provide assistance. An up-to-date list of appropriate contactors as well as other entities to be contacted (PA DEP, PA Fish & Boat Commission, water users/intakes, etc.) will be maintained at the Township and made readily available.

10.1 Maintenance

Minor vehicle maintenance is performed at the public works garage located at 10 E. Pleasant Grove Road. Other maintenance such as oil change, regular maintenance, inspection, etc. is performed at a local auto body shop. Within the maintenance garage is a continuous floor drain that discharges to an oil-water separator, then to the sanitary sewer system. Vehicles, to the maximum extent possible, are stored inside the public works garage. Vehicles are to be periodically checked for leaks. Drip pans, Oil-Dri, and absorbent pads are to be used to capture leaks.

All products such as oils, grease and lubricants will be stored indoors. All products of maintenance activities, such as greasy rags, oil filters, air filters, batteries, tires and degreasers will be placed in appropriate containers within the maintenance building. These receptacles should be in a level area away from municipal stormwater drains. The waste oil is picked up by B&E Oil Services (515 Center Hall Road, Cochranville, PA 19330) for recycling and proper disposal.

Avoid hosing down work areas and do not wash areas containing spillage or contaminants with water so that the runoff could enter the floor drains within the maintenance building. Utilize dry cleanup methods whenever possible. Suitable materials will be maintained on site for the cleanup and disposal of oils, chemicals, or other hazardous materials.

Utilize non-hazardous cleaners and solvents whenever possible and maintain an organized inventory of materials used in the maintenance building. Recycle antifreeze, used oil, mineral spirits and solvents when possible. Label and track the recycling of waste material. Drain oil filters before disposal or recycling. Place oil filters in a funnel over the waste oil recycling or disposal collection container to drain excess oil before disposal, then crush and recycle oil filters. Keep waste streams separate (i. e. waste oil and solvents).



Routinely inspect vehicle storage and maintenance areas to determine the effectiveness of the pollution prevention program. Maintain inspection records and promptly correct any deficiencies. Training will be conducted to educate employees and contractors on proper waste control and disposal procedures.

10.2 Fueling

The Township maintains 1,000-gallon diesel and 500-gallon gasoline aboveground storage tanks for fueling operations. The steel tanks are double-wall concrete encased for secondary containment.

Observe proper safety techniques and constantly monitor all fueling operations to prevent or react to spillage. Do not leave a fueling operation or a storage tank delivery unattended. Discourage “topping off” of vehicle fuel tanks through training and signage. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

On average, one (1) vehicle is fueled monthly. The fuel delivery company is responsible to assure proper delivery procedures are followed. Any spills are to be reported to the responsible person immediately.

Any spillage from fueling activities will be controlled and cleaned up immediately. Appropriate clean up materials such as Oil-Dri or absorbent pads will be maintained at the maintenance garage and will be used to prevent spillage from migrating away from the area. Small spills can be cleaned up with rags and larger spills can be cleaned with dry absorbent materials such as kitty litter, straw, or sawdust. Dispose of collected waste properly. Water will not be used to wash or cleanup fuel spillage.

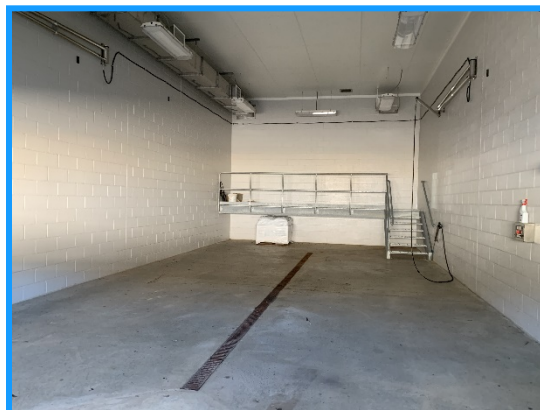


The fueling area and storage tank will be routinely monitored for general housekeeping conditions and signs of possible leakage. Any fueling equipment found to be leaking or in disrepair will be repaired or replaced as soon as possible.



10.3 Vehicle/Equipment Washing

All police vehicles and administration vehicles are washed off site at a commercial car wash. The public works trucks are rinsed off on site in the Township's designated wash bay, which drains to an oil-water separator. If a vehicle cannot be washed off in the wash bay, the vehicle should be washed on a grassed or gravel area as opposed to an impervious surface such as blacktop or concrete. All efforts should be made to avoid any water from entering the municipal stormwater system.



11. GOALS AND ACCOMPLISHMENTS

The ultimate goal of the O&M Program is to prevent and reduce pollution runoff from operations, facilities, and activities by the Township. The Township is required to submit annual reports on the Stormwater Management Program to DEP by September 30th. The annual reports are available to the public by request at the Township Municipal Building. O&M accomplishments will be reported each year in the Annual MS4 Status Report.

APPENDIX A

Municipal Facilities Inventory

WESTTOWN TOWNSHIP - MUNICIPAL FACILITIES INVENTORY

ACTIVITIES & BEST MANAGEMENT PRACTICES (BMPs)	MUNICIPAL FACILITIES				
	Public Works Complex	Wastewater Treatment Plant	Oakbourne Mansion	Municipal Building	Township Roads & ROW
Landscaping & Lawncare					
Fertilizer Application/Storage					
Pesticide Application/Storage					
Herbicide Application/Storage					
<i>Outside Contractor Used</i>					
Limit Purchase/Storage to One Year Supply					
Slow Release Fertilizers					
Zero/Low Input Lawns					
Alternative Landscaping Techniques					
Use Compost/Natural Fertilizers					
Grass Clippings Left on Lawn					
Integrated Pest Management					
Recordkeeping Fertilizer & Pesticide Use					
Spill Response & Prevention					
Aboveground Storage Tanks	X				
Drums for Liquid Storage	X	X			
Chemical Storage	X	X			
Secondary Containment Systems	X	X			
Oil/Water Separator	X				
Spill Berm	X				
Roof/Overhang					
Vehicle/Equipment Washing					
Vehicle Washing	X				
Washwater Drains to MS4					
Vehicle Washing Inside; Single Purpose Bay	X				
Biodegradable Soaps	X				
Washwater Drains to Oil/Water Separator	X				
Washwater Drains to Sanitary Sewer					



ACTIVITIES & BEST MANAGEMENT PRACTICES (BMPs)	MUNICIPAL FACILITIES				
	Public Works Complex	Wastewater Treatment Plant	Oakbourne Mansion	Municipal Building	Township Roads & ROW
Equipment Rinsed on Vegetated Area					
<i>Commercial Carwash Used</i>					
Roadway & Bridge Maintenance					
Roadway Patching, Resurfacing, Sealing					X
Maintenance of Unpaved Roads					X
Bridge & Structure Maintenance					X
Painting/Paint Removal					X
Dry Weather Paving					X
Cover Storm Drain Inlets Prior to Paving					X
Fluid Leaks/Spills from Paving Cleaned ASAP					X
Cover Storm Drain Inlets When Painting					X
Sweeping/Vacuuming After Task is Done					X
Hazardous & Waste Materials Management					
Oil/Antifreeze Use and/or Storage	X				
Paints, Thinners, Solvents Use and/or Storage	X				
Cleaning Agents Use and/or Storage	X		X	X	
Illegal Dumping Occurs					
Recycle Drop Off Location					
Limit Purchase/Storage to One Year Supply	X				
Proper Storage; Away from Floor/Storm Drains	X		X	X	
Oil & Antifreeze Recycling	X				
Household Hazardous Waste Collected	X				
Litter Control Program					
Inspection of Material Storage Areas	X				
Building Maintenance					
Household Cleaning Performed	X		X	X	
Exterior Building Washing Performed	X		X	X	
Sidewalk Cleaning	X		X	X	
Roof Drainage Systems	X		X	X	
Walkway Salt Application	X		X	X	



ACTIVITIES & BEST MANAGEMENT PRACTICES (BMPs)	MUNICIPAL FACILITIES				
	Public Works Complex	Wastewater Treatment Plant	Oakbourne Mansion	Municipal Building	Township Roads & ROW
Direct Washwater Away from MS4	X		X	X	
Minimize Salt Use	X		X	X	
Direct Roof Drain(s) to Grass, Rain Garden, etc.	X			X	
Fluorescent/Other Light Recycling	X		X	X	
Paper/Plastic Recycling	X		X	X	
Stormwater Infrastructure Maintenance					
Stormwater Infrastructure Present	X		X	X	X
Stormwater is Treated on Site	X			X	
Stormwater Drains to MS4			X		X
Structure Inspection	X				X
Structure Maintenance, Repair & Cleaning	X				X
Open Ditch Maintenance	X				X
Dispose/Store Vector Waste Properly	X				X
Structural BMP on Site	X				
Non-Structural BMP on Site					
Street Cleaning					X
Street Cleaning & Maintenance					
Street Sweeping					X
Disposal of Sweeper Waste					X
Sweeps in a Pattern to Avoid Inlets					X
Maintain Roadside Vegetation					X
Dispose/Store Sweeper Waste Properly					X
Road Salt Storage & Application					
Road Salt Performed	X			X	X
Salt Storage On-Site	X				
Covered Salt Storage Facility	X				
Spreaders Calibrated & Maintained	X				
Diversion Berms to Reduce Run-On to Storage					
Alternative Materials Used (identify:)					
Establish Low Salt for Sensitive Areas	X			X	X



ACTIVITIES & BEST MANAGEMENT PRACTICES (BMPs)	MUNICIPAL FACILITIES				
	Public Works Complex	Wastewater Treatment Plant	Oakbourne Mansion	Municipal Building	Township Roads & ROW
Vehicle & Equipment Maintenance					
Repairs Done Outside					
General Repairs Performed	X				
General Maintenance Performed	X				
Repairs Done Inside	X				
Protect Inlets During Outside Maintenance					
Use Dry Clean Up Methods (Oil Dri, Kitty Litter)	X				
Oil/Water Separator	X				

Comments:

APPENDIX B

Municipal Facility Operation and Maintenance Form



Municipal Facility Operation & Maintenance Form

Date of Inspection: _____

Inspector: _____

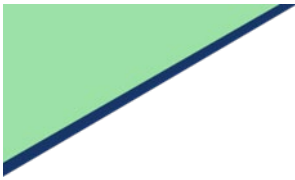
Category	Components/Items to Check	Problems Observed	Maintenance/Repairs Necessary			Comments / Actions Taken
			Yes	No	N/A	
Hazardous Spill Response and Prevention	Products/waste storage areas	<input type="checkbox"/> Uncovered/deteriorating containers <input type="checkbox"/> Materials spilled, leaks				
	Equipment storage areas	<input type="checkbox"/> Fluid Leaks				
	Secondary containment systems	<input type="checkbox"/> Structural deterioration <input type="checkbox"/> Leakage of fluids				
	Floor drains, storm receiver inlets and outlets	<input type="checkbox"/> Accumulation of contaminants				
Hazardous and Waste Materials Management	Outside storage areas	<input type="checkbox"/> Weathering				
	Salt piles	<input type="checkbox"/> Salt staining				
	Soil staging areas	<input type="checkbox"/> Silt runoff				
	Aboveground storage tanks	<input type="checkbox"/> Deterioration				
	Inside storage areas	<input type="checkbox"/> Potential for discharges				
Vehicle and Equipment Maintenance/Storage Area	Drums, other containers	<input type="checkbox"/> Deterioration <input type="checkbox"/> Uncovered				
	Truck/equipment	<input type="checkbox"/> Leak/spills				
	Salt/sand spreader	<input type="checkbox"/> Improper amounts of product applied				
Vehicle and Equipment Washing Area	Lawn care equipment	<input type="checkbox"/> Improper operation				
	Designated "wash only" area	<input type="checkbox"/> No impermeable pad with wastewater collection system				
	Wastewater discharge location	<input type="checkbox"/> Does not flow to either a holding tank or to sanitary sewers				
Road Salt Storage and Application	Washing/degreasing compounds	<input type="checkbox"/> Solvent based				
	Storage shed	<input type="checkbox"/> Salt outside of shed				
	Truck loading area	<input type="checkbox"/> Salt on ground				
	Roads - (sites of application)	<input type="checkbox"/> Excessive salt on ground				
Pest Control	Salt spreader	<input type="checkbox"/> Excessive salt on ground				
	Pesticide storage area	<input type="checkbox"/> Excessive amounts of pesticides <input type="checkbox"/> Spilled pesticides <input type="checkbox"/> Empty containers				
		Application equipment	<input type="checkbox"/> Improper amounts of pesticides applied			

APPENDIX C

Materials Inventory Log

APPENDIX D

Hazardous Spill Clean-up Sheet



Hazardous Spill Clean-up Sheet

Inventory Sheet No.: _____ Date of Spill: _____

Storage Facility Name & Address: _____

Preparer Name(s): _____ Time of Spill: _____

What was spilled and how much?

How long after the spill occurred did clean-up operations commence?

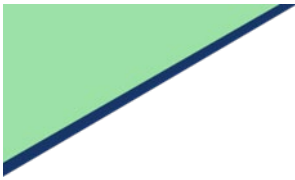
How was the spill cleaned up and how was the material disposed of?

Are there any other actions that need to be undertaken regarding this spill?

Additional Comments:

APPENDIX E

Storm Sewer System Operation and Maintenance Form

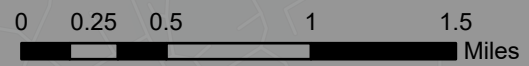
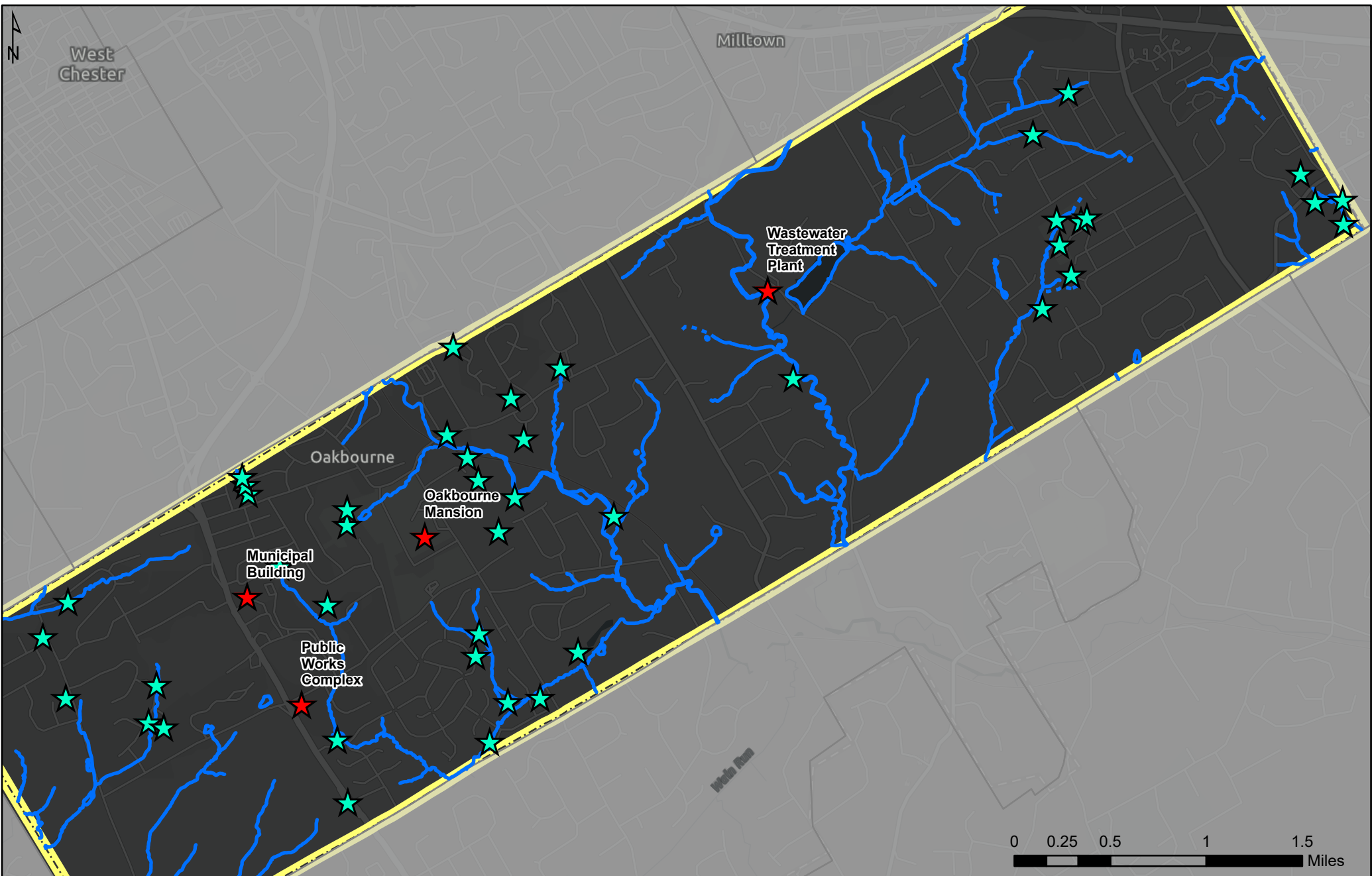


Storm Sewer System Operation & Maintenance Form

Date of Inspection:				Facility Name:			
Inspector:				Facility Location:			
Components/Items to Check	Problems Observed	Maintenance/ Repairs Necessary			Comments	Location (House #, distance from intersection)	
		Yes	No	N/A			
Catch Basin/Drop Inlet	<input type="checkbox"/> Deterioration of Structure						
	<input type="checkbox"/> Clogged Inlets During or After Storm Event						
	<input type="checkbox"/> Deposits in Structure						
Storm Manhole	<input type="checkbox"/> Deterioration of Structure						
	<input type="checkbox"/> Deposits in Structure						
Storm Sewer Piping	<input type="checkbox"/> Clogged Pipe						
	<input type="checkbox"/> Deteriorated Pipe						
Ditches/Swales	<input type="checkbox"/> Excessive Vegetation						
	<input type="checkbox"/> Debris (branches, litter, garbage, etc.)						
	<input type="checkbox"/> Excessive Siltation						
Roadside/Cross Culverts	<input type="checkbox"/> Clogged Pipe						
	<input type="checkbox"/> Deteriorated Pipe						
BMPs	<input type="checkbox"/> Excessive Vegetation						
	<input type="checkbox"/> Debris (branches, litter, garbage, etc.)						
	<input type="checkbox"/> Excessive Siltation						

APPENDIX F


Municipal Owned Facilities Map



1 inch equals 1 mile

DRAWN BY: AR

DATE: 3/10/20





DISCLAIMER:
 This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. It may not be accurate and is not legal or definitive.

**WESTTOWN TOWNSHIP
 LOCATION MAP**

MUNICIPAL OWNED FACILITIES

CHESTER COUNTY, PENNSYLVANIA

Legend

-  Facility (Potential for Generating SW Pollution)
-  Open Space