

**Village of Voorheesville
Albany County, New York**

**NYS SPDES GP 0-10-002 Minimum
Control Measure 6: Good
Housekeeping/Pollution Prevention Plan**

Revised January 2016

Village of Voorheesville
Albany County, New York

NYS SPDES GP 0-10-002 Minimum Control Measure 6:
Good Housekeeping/Pollution Prevention Plan

January 2016

Prepared for:

Village of Voorheesville
29 Voorheesville Ave
Voorheesville, New York 12186

Prepared by:

Barton & Loguidice, D.P.C.
Engineers • Environmental Scientists • Planners • Landscape Architects
10 Airline Drive
Suite 200
Albany, New York 12205

Table of Contents

<u>Section</u>	<u>Page</u>
----------------	-------------

Introduction	1
--------------------	---

Appendices

- A. Self-Assessment
- B. BMP Sheets
- C. Equipment Inventory
- D. Contractor Certification

Introduction

NYS SPDES GP 0-10-002 requires covered entities to develop and implement a Good Housekeeping/Pollution Prevention program to address sources of potential stormwater pollution from municipal facilities and activities. Specifically, the permit requires that this plan:

- Addresses municipal operations and facilities that contribute or potentially contribute POCs to the small MS4 system. The operations and facilities may include, but are not limited to: street and bridge maintenance; winter road maintenance; stormwater system maintenance; vehicle and fleet maintenance; park and open space maintenance; municipal building maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; marine operations; hydrologic habitat modification; or other;
 - At a minimum frequency of once every three years, perform and document a self assessment of all municipal operations addressed by the SWMP to:
 - determine the sources of pollutants potentially generated by the covered entity's operations and facilities; and
 - identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it is not done already;
 - Determines management practices, policies, procedures, etc. that will be developed and implemented to reduce or prevent the discharge of (potential) pollutants. Refer to management practices identified in the ANYS Pollution Prevention and Good Housekeeping Assistance Document and other guidance materials available from the EPA, State, or other organizations;
 - Prioritizes pollution prevention and good housekeeping efforts based on geographic area, potential to improve water quality, facilities or operations most in need of modification or improvement, and covered entity's capabilities;
 - Addresses pollution prevention and good housekeeping priorities;
 - Includes an employee pollution prevention and good housekeeping training program and ensures that staff receive and utilize training;
 - Requires third party entities performing contracted services, including but not limited to street sweeping, snow removal, lawn / grounds care, etc., to meet permit requirements as the requirements apply to the activity performed ; and
- Implementation of the above noted provisions of the SWMP will ensure that maximum extent practicable is met for discharges from those facilities;

Municipal facilities and operations have the potential to contain and produce pollutants. MCM 6 focuses on development and implementation of Best Management Practices to eliminate or minimize their introduction into the municipal separate storm sewer.

Permit requirements addressed by this plan include:

- An inventory and self-assessment of all municipal operations, facilities, and equipment to ensure implementation of best management practices that prevent stormwater pollution, completed at least once every three years;
- Establishment and implementation of policies and procedures for operations that have the potential to contribute to stormwater pollution;
- Implementation of best management practices to reduce and eliminate the discharge of pollutants from municipal operations and facilities to the MS4;
- Proper training of municipal employees in all aspects of the Pollution Prevention and Good Housekeeping program; and
- Policies to ensure that all third-party contractors comply with established Pollution Prevention and Good Housekeeping procedures and practices.

The Village of Voorheesville completes a self-assessment of stormwater pollution prevention best management practices and strategies for its municipal operations at least once every three years. The next self-assessment will be performed in 2016. A recommended form for completing the assessment, developed by the Stormwater Coalition of Monroe County, is included as Appendix A.

Appendix B contains a listing of policies, procedures, and management practices pertaining to the following areas of the Village of Voorheesville's operations:

- Building and Grounds
- Municipal Building Maintenance
- Park and Open Space Maintenance
- Street Maintenance
- Training
- Vehicle and Fleet Maintenance
- Waste Handling
- Water and Sewer Operation and Maintenance

Appendix C includes inventories of all Village-owned equipment, as well as documents required maintenance and date performed. Appendix D includes the Village's standard Contractor Certification as well as all signed certifications.

Appendix A Self Assessment

This is due to
EPA by May 1
2016



Stormwater Pollution Prevention Facility Self Audit

Review each question and check the appropriate box to determine if your facility is incorporating stormwater pollution prevention in daily operations. This checklist may be used to identify opportunities for improvement in pollution prevention as well as to document practices that the facility uses to prevent stormwater pollution.

Facility Operation

	Yes	No	Not Applicable	Can't Determine
Are vehicles parked indoors or under a roof when not in use?				
Are operations such as vehicle washing, vehicle maintenance, draining of fluids, storage of fluids and waste performed under a roof or inside?				
Are vehicles washed regularly to remove contamination and prevent it from polluting stormwater?				
Is wash water treated in an oil-water separator prior to discharge?				
Is process water diverted to a trench drain system to collect contaminated run-off inside work areas?				
Is process water from the trench drain system treated in an oil-water separator prior to discharge?				
Are solids cleaned out of the oil-water separator and trench drain system regularly?				
When working outdoors, is contaminated process water and sediment collected to prevent it from mingling with and contaminating stormwater?				
Are drains inside the facility connected to a sanitary sewer?				

Fluids Management

	Yes	No	Not Applicable	Can't Determine
Are fluids in tanks or drums stored with an appropriate amount of secondary containment?				
Are drum-top pads used for leaks and spills that occur during transfer of fluids?				
Are fluids drained over a drip pan or pad?				
Are funnels or pumps used when transferring fluids?				
Are drip pans placed under leaks?				
Are containers maintained in good condition, closed, covered and away from equipment that can cause them to tip over?				
Are containers stored inside or under a roof?				
Are containers inspected regularly?				
Are all containers labeled in a manner that describes the contents adequately?				
Are absorbent pads used on drum tops to catch spills?				
Is a closed-loop parts washer system used (contains solvent)?				
Is the parts-washer lid kept closed when not in use?				
Is a contract in place with a parts washer service company to change out spent solvent?				
Has the possibility of using an aqueous-based parts washer been explored?				
Are fluids stored in appropriate containers and/or storage cabinets?				

	Yes	No	Not Applicable	Can't Determine
Are storage areas kept clean and well organized?				
Are storage areas labeled clearly?				

Leak and Spill Prevention and Control

	Yes	No	Not Applicable	Can't Determine
Are vehicles inspected daily for leaks?				
Is spill control equipment and absorbents readily available?				
Are emergency phone numbers posted in the area?				
Are material safety data sheets (MSDS's) readily available?				
Are spills cleaned up immediately?				
Are employees trained annually on spill prevention?				

Oil Management

	Yes	No	Not Applicable	Can't Determine
Is oil changed indoors over concrete, sloped to a drain or curbed surface?				
Is oil changed over a drip pan or pad?				
Are funnels or pumps used when transferring oil?				

	Yes	No	Not Applicable	Can't Determine
Are drip pans placed immediately under any oil leak?				
Is waste oil stored indoors when possible and with secondary containment?				
Are waste oil containers in good condition, closed, labeled and inspected regularly?				
Is anything else mixed with waste oil?				
Is waste oil recycled?				

Antifreeze

	Yes	No	Not Applicable	Can't Determine
Is antifreeze changed indoors over concrete that is sloped to drain or curbed surface?				
Is antifreeze drained over a drip pan or pad?				
Are funnels or pumps used when transferring antifreeze?				
Are drip pans placed immediately under any leak?				
Is waste antifreeze stored indoors when possible with secondary containment?				
Are containers kept in good condition, closed, labeled and inspected regularly?				
Is antifreeze mixed with any other wastes?				
Is waste antifreeze recycled?				

Lead-Acid Batteries

	Yes	No	Not Applicable	Can't Determine
Are lead-acid batteries stored indoors over a curbed impermeable surface?				
Are intact batteries stored on an acid resistant rack or tub?				
Are cracked or leaking batteries stored in closed leak-proof and labeled containers?				
Is the date each battery was placed into storage recorded?				
Are batteries stacked more than 5 high?				
Are batteries inspected regularly for leaks?				
Are acid neutralizing agents, such as baking soda, available in case of leaks?				
Are batteries recycled?				
Are batteries stored longer than 6 months before recycling?				
Are lead cable ends left on the batteries to be recycled?				

Tires

	Yes	No	Not Applicable	Can't Determine
Are tires stored indoors?				
If tires are stored outdoors, is the tire pile covered?				
Are tires recycled frequently to keep the number of tires stored on site low?				

Fueling Areas

	Yes	No	Not Applicable	Can't Determine
Is fueling performed under a canopy?				
Are spill cleanup materials available at the fueling area?				
Is the fueling handle lock disconnected so the person fueling must attend the fueling process?				
Are breakaway valves used on fueling hoses?				
Is fueling area stormwater runoff treated in an oil-water separator?				
Are all fuel deliveries monitored?				
Is the fueling automatic stop inspected regularly to ensure proper function?				

Rags, Oil-Absorbing Pads, Towels and Clothing

	Yes	No	Not Applicable	Can't Determine
Are oil rags and absorbent pads stored in appropriate containers and disposed of properly?				
Are reusable oily materials such as towels and clothing maintained through a commercial laundering service or an in-house washing machine that discharges to a sanitary system through an oil-water separator?				

Salt Storage

	Yes	No	Not Applicable	Can't Determine
Are salt piles stored in a salt storage building or under a roof?				

	Yes	No	Not Applicable	Can't Determine
Are salt spills at a facility cleaned up promptly?				
Does stormwater drain away from the salt pile?				

Miscellaneous Storage Piles

	Yes	No	Not Applicable	Can't Determine
Are piles of spoils, asphalt, street cuts, etc. stored at the facility under a roof or cover?				
Are spills of miscellaneous debris on facility grounds cleaned up promptly?				

Facility Stormwater Runoff

	Yes	No	Not Applicable	Can't Determine
Is uncontaminated stormwater prevented from mixing with process areas?				


Comments/Action Items

Inspected by: _____

Date: _____

Appendix B

BMP Sheets



Must confirm all information to be true. Need to keep track of measurable goals and include in annual report.

BMP Sheets: Building and Grounds

BMP Summary Sheet

Department Name:

Municipal Operation: Building and Grounds

BMP Title: Septic Systems	are they?
BMP Description: All Village owned buildings including the Village Office, DPW garage and the Firehouse have on-site wastewater treatment systems. These systems are inspected and pumped every 2 to 3 years by a professional septic service. Records are keep at the DPW for location and pumping of the tanks.	
Measurable Goals: # of systems pumped	
Timeline/Implementation Schedule: Every 2-3 years or as needed.	
Specific Components and Notes: Contractor Certification required for septic system maintnenace.	
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:	

BMP Sheets: Municipal Building Maintenance

BMP Summary Sheet

Department Name:

Municipal Operation: Municipal Building Maintenance

This was not in their original plan, and ALL items contained herein must be confirmed as true. If not true, they need to be removed or implemented.

BMP Title: Outdoor Container Storage
BMP Description: The metal and wood dumpsters are not covered, and there is no outdoor storage of liquid containers and or batteries.
Measurable Goals: # of containers stored outdoors at time of MS4 annual report
Timeline/Implementation Schedule: NA
Specific Components and Notes:
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Municipal Building Maintenance

This was not in their original plan, and ALL items contained herein must be confirmed as true. If not true, they need to be removed or implemented.

BMP Title: Spill Prevention, Control, and Cleanup
BMP Description: Unless an emergency, or other circumstance prevents, all material handling is performed indoors, under cover, or away from storm drains or sensitive water bodies. All containers are labeled such that contents are easily identifiable, and they are visually inspected for leaks or spills regularly, and are replaced with containers in good condition. To the maximum extent feasible, outside storage areas are covered either with a permanent structure or a seasonal one so that rain cannot contact materials. For field programs, only the minimum amount of material needed for the daily activities is transported and these fluids are transferred on DPW property where leaks and spills are easier to control. Paved areas are swept as needed when not under snow cover, and both indoor and outdoor storage areas are cleaned as needed. All catch basins in the vicinity of active field work are protected to prevent migration of spilled fluids into the storm sewer system.
Measurable Goals: # of containers stored outside at time of MS4 annual report
Timeline/Implementation Schedule: NA
Specific Components and Notes:
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:

BMP Sheets: Park and Open Space Maintenance

BMP Summary Sheet

Department Name:

Municipal Operation: Park and Open Space Maintenance

who applies this
and at what
rates? (i.e.
qualified/certified
individual)

BMP Title: Fertilizers and Pesticides

BMP Description:

DPW only uses pesticides in playground areas where bees may be present, the bee spray is applied by the DPW employees and comes from a spray can. Occasional use of the herbicide Glyphosate is needed to control poison ivy or other unwanted vegetation.

Measurable Goals:

lb of Glyphosphate used

Timeline/Implementation Schedule:

As needed

Specific Components and Notes:

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Park and Open Space Maintenance

This language was in their original document, yet oil disposal was not actually addressed. I added BMP sheets for vehicle maintenance as well as spills to cover it.

BMP Title: Mowing and Trimming

BMP Description:

All parkland's are mowed without collection of grass clippings except for Hotaling Park. Clippings collected there are disposed of in the same manner as residential clipping described in another BMP sheet. All mowing equipment is serviced at the DPW garage. Any waste such as oil etc is disposed the same manner as all other equipment described herein.

Measurable Goals:

of park mowing/trimming events

Timeline/Implementation Schedule:

As needed

Specific Components and Notes:

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Park and Open Space Maintenance

BMP Title: Erosion Control

BMP Description:

All flower gardens are mulched with material described within this BMP plan to prevent erosion and to retain moisture for plantings.

Measurable Goals:

cy of mulch used

Timeline/Implementation Schedule:

NA

Specific Components and Notes:

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Park and Open Space Maintenance

BMP Title: Pet Waste

BMP Description:

The Village has a Pooper Scooper law in effect. Signs are posted at all Village parks reminding people to properly remove pet waste.

Measurable Goals:

% of parks with signage

Timeline/Implementation Schedule:

NA

Specific Components and Notes:

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Sheets: Street Maintenance

BMP Summary Sheet

Department Name:

Municipal Operation: Street Maintenance

BMP Title: Street Sweeping

BMP Description:

DPW contracts an outside service provider to sweep all Village streets at least once per year. This also includes Village owned parking lots. During paving operations streets that are being worked on are swept prior to paving.

Measurable Goals:

miles of road swept

Timeline/Implementation Schedule:

Annually and as needed

Specific Components and Notes:

Contractor certification required for street sweeping.

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Street Maintenance

this needs to be
proofed for accuracy
and filling in the
"usually" "will either"
more definitively

BMP Title: Catch Basin Cleaning and Inspection

BMP Description:

DPW will either rent a vac truck or hire a contractor to work with DPW employees to clean Village owned catch basins as needed on a yearly basis. The debris removed from the catch basins goes to the DPW stockpile. At the time of cleaning, catch basins are inspected for damage and illicit discharges. All DPW employees receive in house training annually for illicit discharge recognition.

Measurable Goals:

- # of catch basins cleaned
- # of catch basins inspected
- # of catch basins in system
- # of employees trained annually on illicit discharge recognition

Timeline/Implementation Schedule:

Annually

Specific Components and Notes:

Attendance records are kept for all employee training seminars. Logs are kept for all catch basin inspections and cleaning.

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Street Maintenance

BMP Title: Winter Snow and Ice Removal
BMP Description: The DPW uses salt for road treatment in the winter, which has proven more effective than a mix of salt and sand and greatly reduces the amount of grit entering our storm-water system. Salt is stored at the NYSDOT. The area around the shed is paved and slopes toward a berm where migrated salt can be collected and returned to the shed. The shed is not located near the municipal water supply and is well away from the VLY Creek. Salt is applied by three different vehicles.
Measurable Goals: Qty of salt applied
Timeline/Implementation Schedule: As needed
Specific Components and Notes:
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:

what are they?

BMP Sheets: Training

BMP Summary Sheet

Department Name:

Municipal Operation: Training

BMP Title: Municipal Training	what is this? a certified operator's license?
BMP Description: The Village of Voorheesville DPW provides training for its employees in all aspects of their employment duties. Some employees maintain operators licenses for water and sewer plants. All employees must have a CDL. The training provided includes safety, haz-com, equipment operation, pollution prevention and illicit discharge identification. Training is delivered via video presentation, short toolbox talk, classroom or seminar. Records of training provided will be kept for each employee.	
Measurable Goals: # of stormwater or green infrastructure trainings provided annually # of staff trained annually	
Timeline/Implementation Schedule: Annually	
Specific Components and Notes: Attendance records and copies of presentations are kept for each training.	
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:	

BMP Sheets: Vehicle and Fleet Maintenance

BMP Summary Sheet

Department Name:

Municipal Operation: Vehicle and Fleet Maintenance

This was not in their original plan, and ALL items contained herein must be confirmed as true. If not true, they need to be removed or implemented.

BMP Title: Vehicle and Equipment Repair (DPW)
BMP Description: Whenever feasible, maintenance and repair activities are performed indoors and idle equipment containing fluids are not stored under cover. Work areas are not hosed down unless necessary. When observed, all fluids are drained from the leaking equipment unless repaired first. In all instances, fluids are promptly transferred to the proper waste or recycling drums. If maintenance must be performed outside, precautionary measures will be taken to capture spills and drips, which are disposed of properly. These measures include: use of a tarp, ground cloth, or drip pans. Vehicles and equipment are visually inspected weekly for leaks, which are repaired (or captured until repair can be performed) immediately. Drip pans are placed under all leaks.
Measurable Goals: NA
Timeline/Implementation Schedule: NA
Specific Components and Notes:
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Vehicle and Fleet Maintenance

This was not in their original plan, and ALL items contained herein must be confirmed as true. If not true, they need to be removed or implemented.

BMP Title: Vehicle and Equipment Fueling (DPW)
BMP Description: Leaks and drips are regularly spot cleaned, yet not until the absorbent is picked up and disposed of properly. Fuel tanks contain overflow alarm detection devices that warn the operator to shutdown transfer pumps when the tank is full. Tanks are protected from vehicle collision by a <u>*cub bollard *etc.</u> Fuel-dispensing areas are maintained using dry cleanup methods. The fueling area is paved with concrete and fuel nozzles are fitted with hold shutoffs.
Measurable Goals: # of drains located onsite # of drains labeled
Timeline/Implementation Schedule: NA
Specific Components and Notes:
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Vehicle and Fleet Maintenance

This was not in their original plan, and ALL items contained herein must be confirmed as true. If not true, they need to be removed or implemented.

BMP Title: Vehicle and Equipment Cleaning (DPW)
BMP Description: There is are two wash areas in front of door #1 and door #2 . Water from this area goes to a grassy area. Biodegradable and phosphate-free detergents are used for washing vehicles. When vehicle and equipment washing must take place outdoors, it is performed on blacktop and goes to a grassed area with cold water and soap.
Measurable Goals: NA
Timeline/Implementation Schedule: NA
Specific Components and Notes:
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:

BMP Sheets: Waste Handling and Disposal

BMP Summary Sheet

Department Name:

Municipal Operation: Waste Handling and Disposal

BMP Title: Onsite Collection at DPW Garage

BMP Description:

DPW maintains a contract for two rolloff dumpsters at the garage area. One is for metal waste. The other is for regular trash generated by DPW operation and maintenance. No hazardous waste is disposed in these dumpsters. They are not intended for the general public use.

Measurable Goals:

NA

Timeline/Implementation Schedule:

Na

Specific Components and Notes:

Ensure dumpsters are covered when not in use.

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Waste Handling and Disposal

BMP Title: Household Hazardous Waste Collection

BMP Description:

The Village of Voorheesville participates with the neighboring Town of Bethlehem in an annual household waste collection day. Voorheesville residents must sign up at Village Hall and are given a pass for the collection site. DPW does not collect any household hazardous material. Also the Village participates annually in a regional electronic recycling program. Both programs are advertised well in advance. These programs will greatly reduce the amount of this type of material going to the landfill as well as being dumped along Village streets.

Measurable Goals:

of participating residents

Timeline/Implementation Schedule:

Annually

Specific Components and Notes:

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Waste Handling and Disposal

BMP Title: Litter Control	who?
BMP Description: Several community groups participate in the NYS DOT Adopt-a-Highway Program. These groups are Fire Dept. and Friends of Jerry Clark collect trash twice a year in their designated area. This program helps to keep trash out of the storm conveyance system and catch basins. DPW also periodically performs a litter sweep along all Village streets. No dumping signs will be put in areas that are problem dump spots.	
Measurable Goals: # of litter sweeps performed by DPW # of no dumping signs	
Timeline/Implementation Schedule: As needed	
Specific Components and Notes:	
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:	

BMP Summary Sheet

Department Name:

Municipal Operation: Waste Handling and Disposal

BMP Title: Solid Waste Collection and Recycling

BMP Description:

The Village maintains a Village-wide contract for trash and recycling collection and disposal. All residential properties are supplied with trash and recycling bins.

Measurable Goals:

NA

Timeline/Implementation Schedule:

NA

Specific Components and Notes:

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Waste Handling and Disposal

BMP Title: Lawn Clipping and Brush Disposal	where does this take place?
BMP Description: DPW has established a seasonal program for residential yard waste collection. During the spring and summer grass clippings and brush are picked up along the curb. Grass must be in biodegradable brown paper bags, and is collected once a week and taken to Town of Guilderland. Brush is chipped at the curb by DPW and sent to Scotland Yards. DPW will also uses the mulch on Village owned properties.	
Measurable Goals: NA	
Timeline/Implementation Schedule: NA	
Specific Components and Notes:	
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:	

BMP Sheets: Water and Sewer Operation and Maintenance

BMP Summary Sheet

Department Name:

Municipal Operation: Water and Sewer Operation and Maintenance

BMP Title: Watermain Repair
BMP Description: DPW is responsible for watermain repairs. All wet soils are removed from an excavated area and dewatered at the garage. This helps to protect nearby stormwater conveyances from sediment and debris resulting from repair activities. After dewatering, these soils are screened for large rocks and reused for future repairs, thereby reducing the need to have more fill brought from a mining operation.
Measurable Goals: NA
Timeline/Implementation Schedule: As needed
Specific Components and Notes:
Responsible Party for this BMP <i>Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.</i> Name: Department: Phone: E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Water and Sewer Operation and Maintenance

BMP Title: Watermain Flushing

BMP Description:

The water system must be flushed at least annually to maintain quality standards. Chlorine residuals are measured prior to flushing to ensure that water flowing to the stormwater system contains concentrations of less than 2mg/L. Also, special attention is given to the rate of discharge to prevent erosion of road shoulders and ditching.

Measurable Goals:

of times water system was flushed

Timeline/Implementation Schedule:

Annually

Specific Components and Notes:

Keep records of date of flushing as well as chlorine levels measured prior to.

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:

Phone:

E-mail:

BMP Summary Sheet

Department Name:

Municipal Operation: Water and Sewer Operation and Maintenance

clarify between
"should" and "is".

BMP Title: Sewer Collection System Maintenance

BMP Description:

Periodic jetting of the sewer collection system is done to prevent backups and eventual overflow to the storm-water collection system. Jetting is done in the spring and fall. Sections in the collection system that are known to build up grease are treated with an application of grease dissolving bacteria. The Village operates a wastewater treatment facility under a SPDES permit.

Measurable Goals:

of times sewer collection system was jetted

Timeline/Implementation Schedule:

As needed

Specific Components and Notes:

Contractor certification required for any contracted services related to jetting of the system.

Responsible Party for this BMP

Indicate who specifically is responsible for the implementation and monitoring of this BMP. This should be the individual who is actively involved with the BMP.

Name:

Department:


Phone:

E-mail:

Appendix C

Equipment Inventory

need to complete



Equipment Inventory

Contact Person Name: _____

Date of last update: _____

[illegible]

should add
completed
certifications



Appendix D

Contractor Certification

Contracted Entity Certification Statement:

Contractor/Organization/Firm/Business

"I certify under penalty of law that I understand and agree to comply with the terms and conditions of the (permittee's name) stormwater management program and agree to implement any corrective actions identified by the (permittee's name) or a representative.

I also understand that the (permittee's name) must comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") general permit for stormwater discharges from the Municipal Separate Storm Sewer Systems ("MS4s") and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. Further, I understand that any noncompliance by (permittee's name) will not diminish, eliminate, or lessen my own liability."

Signed,

Signature

Date (dd/mm/year)

Print name of Signatory