



Stormwater Pollution Prevention Plan

**Municipal Transfer Station
929 Highland Avenue
South Portland, ME, 04106**



February 2017
(Updated December 2019)

Prepared by Fred Dillon – Stormwater Program Coordinator

Table of Contents

1. STORMWATER POLLUTION PREVENTION PLAN (SWPPP) OVERVIEW	1
2. PLANNING AND ORGANIZATION	1
2.1 SWPPP Coordinator and Team	1
3. ASSESSMENT	2
3.1 Site Description	2
3.2 Site Maps	2
3.3 Significant Material Inventory	6
3.4 Vehicle Washing and Wastewater	7
3.5 Salt and / or Sand Storage	7
3.6 Spills and Leaks	7
3.7 Non-Stormwater Discharges	8
3.8 Allowable Non-Stormwater Discharges	8
3.9 Sources of Pollution With a Risk of Contaminating Stormwater	8
4. STORMWATER POLLUTION PREVENTION PLAN IMPLEMENTATION	8
4.1 Good Housekeeping	8
4.2 Preventive Maintenance	9
4.3 Best Management Practices (BMPs)	10
4.4 Erosion and Sediment Control	10
4.5 Stormwater Runoff Management	10
4.6 Spill Prevention and Response	11
4.7 Employee Training	11
5. STORMWATER POLLUTION PREVENTION PLAN EVALUATION	11
5.1 Quarterly Visual Monitoring	11
5.2 Site Inspections – Quarterly & Annual Comprehensive Site Compliance Evaluations	12
5.3 Recordkeeping and Reporting	12
5.4 Plan Revisions	12
6. CERTIFICATION	12
6.1 Non-Stormwater Discharges	12
6.2 Certification of Stormwater Pollution Prevention Plan (SWPPP)	13
APPENDICES	14
Appendix 1: List of Significant Spills and Chronic Leaks	15
Appendix 2: Stormwater Pollution Prevention Plan Annual Training Agenda and Sign-in Sheet	16
Appendix 3: Maine DEP Quarterly Visual Monitoring Form & Instructions	17
Appendix 4: Quarterly SWPPP Inspection Checklist	21
Appendix 5: Annual Comprehensive Site Compliance Evaluation Report	23

1. STORMWATER POLLUTION PREVENTION PLAN (SWPPP) OVERVIEW

This Stormwater Pollution Prevention Plan describes the following:

- The SWPPP coordinator with a description of the coordinator’s duties
- The members of the SWPPP team and lists their responsibilities
- The facility, with information on location and activities, a site map, and a description of the stormwater drainage system
- Potential stormwater contaminants
- Stormwater management controls and various Best Management Practices (BMPs) needed to reduce pollutants in stormwater discharges
- The facility’s monitoring plan
- The implementation schedule and provisions for amendment of the plan

2. PLANNING AND ORGANIZATION

2.1 SWPPP Coordinator and Team

The following is a member roster and provides a list of responsibilities for the Pollution Prevention Team. The team is responsible for implementing the Stormwater Pollution Prevention Plan. In addition to the individuals named below, all of the associated City staff who use the transfer station will be trained to identify and effectively address potential sources of stormwater pollution.

Leader: Melissa Hutchins

Office Phone: (207) 767-7611 x 7521

Title: Public Works Superintendent

Cell Phone / Pager: (207) 650-7911

Responsibilities: Ms. Hutchins is responsible for overseeing all aspects of Transfer Station’s operations. As such, she will be the SWPPP Coordinator and primary contact person for any concerns related to the Department’s SWPPP.

Team Member: Mike Rodney

Office Phone: (207) 767-7671

Title: Transfer Station Operator

Cell Phone / Pager: (207) 317-9078

Responsibilities: Mr. Rodney is responsible for directly overseeing the daily activities of all staff involved in the operations and maintenance of the City’s Transfer Station. As such, he is often the first line of defense for implementing BMPs to prevent the generation of polluted stormwater.

Team Member: Chad Robishaw

Office Phone: (207) 767-7671

Title: Transfer Station Operator

Cell Phone / Pager: (207) 321-8859

Responsibilities: Mr. Robishaw is responsible for directly overseeing the daily activities of all staff involved in the operations and maintenance of the City’s Transfer Station. As such, he is often the first line of defense for implementing BMPs to prevent the generation of polluted stormwater.

Team Member: Fred Dillon

Office Phone: (207) 347-4138

Title: Stormwater Program Coordinator

Cell Phone: (207) 321-9437

Responsibilities: Mr. Dillon is responsible for administering the City’s Stormwater Program, which includes assisting all City departments in developing and implementing SWPPPs for any activities with the potential to generate stormwater pollution. As such, any questions regarding the contents of this SWPPP that Ms. Hutchins is unable to address can be directed to Mr. Dillon.

3. ASSESSMENT

3.1 Site Description

The City of South Portland’s Transfer Station is located within an approximately 100-acre City-owned parcel on outer Highland Avenue in South Portland, ME. In early 2016, the Transfer Station operations were moved to newly constructed facilities occupying about 4.6 acres in the central portion of the parcel. (The former Transfer Station site will house newly constructed Public Services facilities, which are expected to be completed in late 2017).

A watershed divide bisects the western and northern portions of the parcel with the Barberry Creek drainage to the north and Gamblers Arm Brook drainage to the south. The Transfer Station facilities reside entirely within the latter watershed. A broad wooded area extends across the lower-central portion of the parcel with two small interconnected ponds and an intermittent stream draining to a lower lying wet area. The southern-most portion of the parcel is occupied by two small cleared areas. The northern portion of the parcel is occupied by a smaller wooded area below which lies part of the former municipal landfill. Surrounding land cover types consist of a large expanse of woods to the north, a cemetery to the northeast, a medium intensity residential area to the east, City-owned athletic fields to the south and the remainder of the former municipal landfill to the west.

The Transfer Station allows residents and local businesses to recycle and reuse a variety of items including universal waste, wood, shingles, sheetrock, metal, tires, waste oil, and clothing (through a Salvation Army drop box). The facility also makes unscreened compost from residential yard waste (e.g., leaves, brush, and grass clippings) for use by the general public. All materials are ultimately removed from the site for reuse, recycling or disposal.

3.2 Site Maps

An overview map for the site is shown in Figure 1 and a detailed site map is shown in Figure 2.

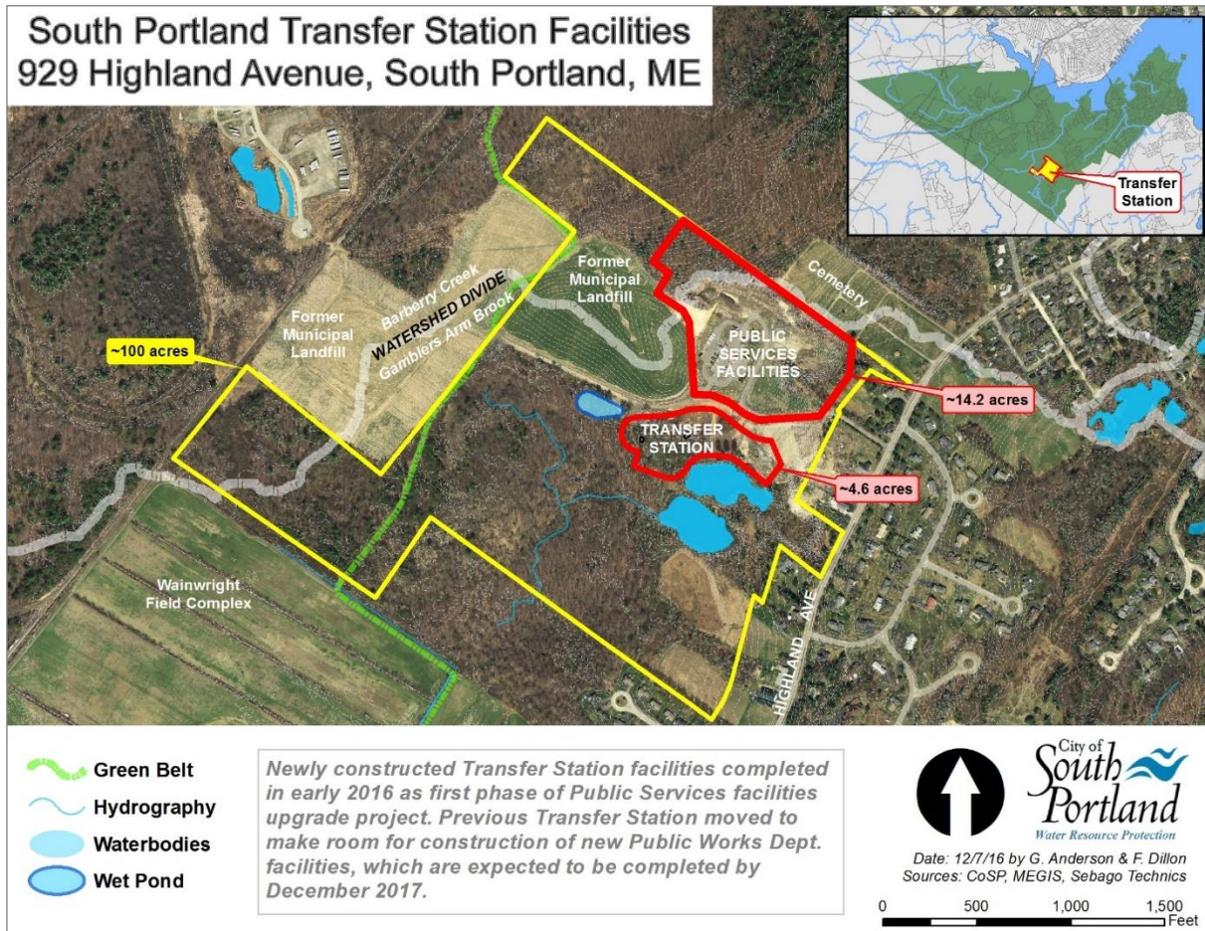


Figure 1: Transfer Station Facilities and Surrounding Area

South Portland Transfer Station Facilities 929 Highland Avenue, South Portland, ME

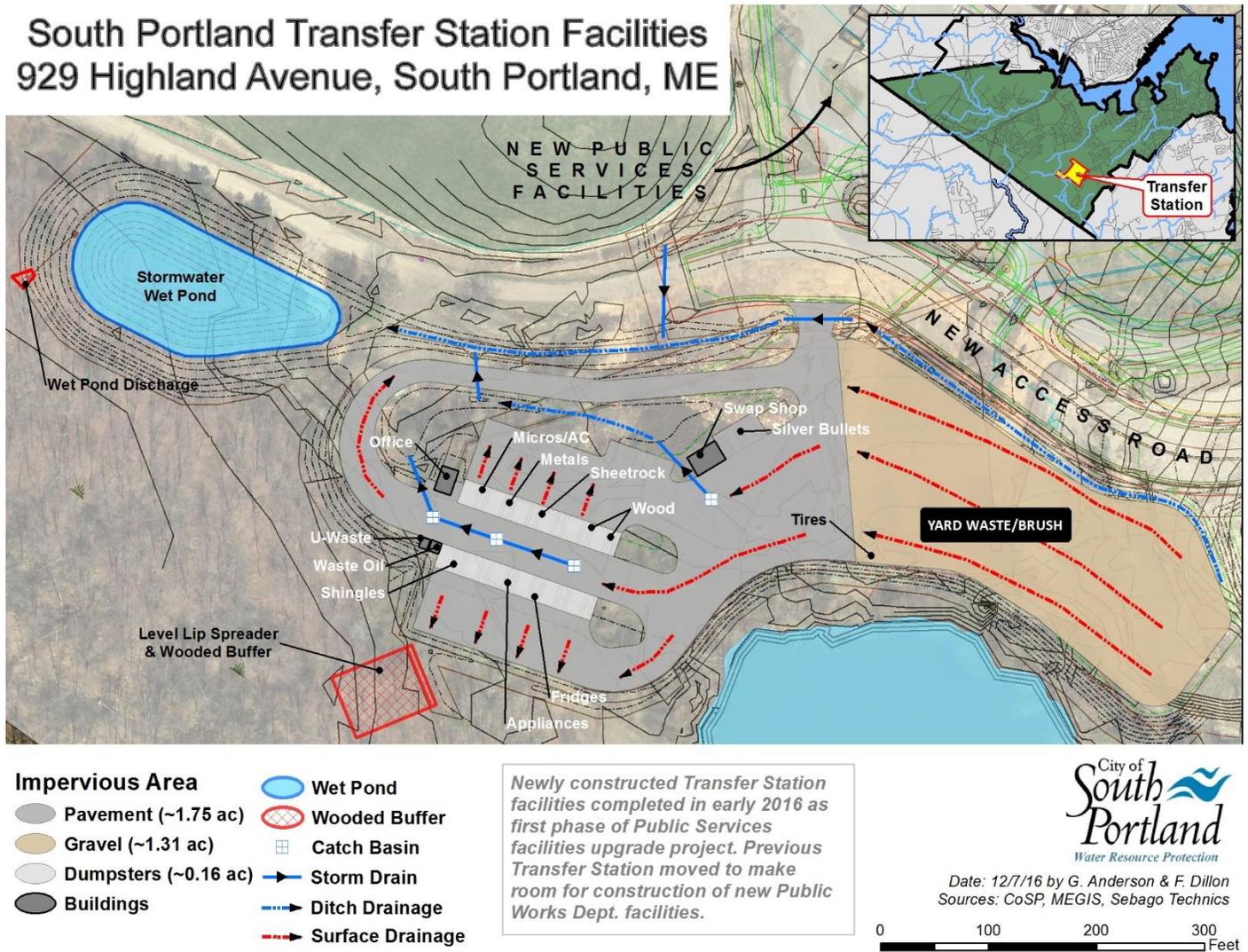


Figure 2: Detail Map of Transfer Station Facilities

Noteworthy features for the Transfer Station facilities include the following:

- A stormwater wet pond treats runoff from most of the Transfer Station and Public Services facilities
- An office / attendant building is on site to provide staff supervision
- Residential municipal solid waste (MSW) and recyclable materials are processed in a compact designated area (roll off dumpsters)
- A Universal Waste storage shed is provided for used batteries, fluorescent bulbs, mercury switches, etc.
- A 300-gallon double-walled bulk waste oil storage tank is covered by a roofed structure
- “Swap Shop” for reusable household items, sporting goods, tools, office supplies, etc. is available for the public
- Silver Bullets are provided for residential recycling materials
- A tire storage area is provided
- Yard waste / brush composting areas are provided
- The majority of surface runoff from the Transfer Station site drains to the stormwater wet pond and the remainder drains to a level lip spreader into a wooded buffer area

Figures 3-13 on the following two pages highlight some of the most prominent features of the Transfer Station Facilities.



Figure 3: panoramic view of stormwater wet pond which provides treatment for most surface flow from Transfer Station Facilities (remainder treated by level lip spreader discharge to wooded buffer)



Figure 4: wet pond spill way & outlet structure (background)



Figure 5: wet pond side slope facing southeast

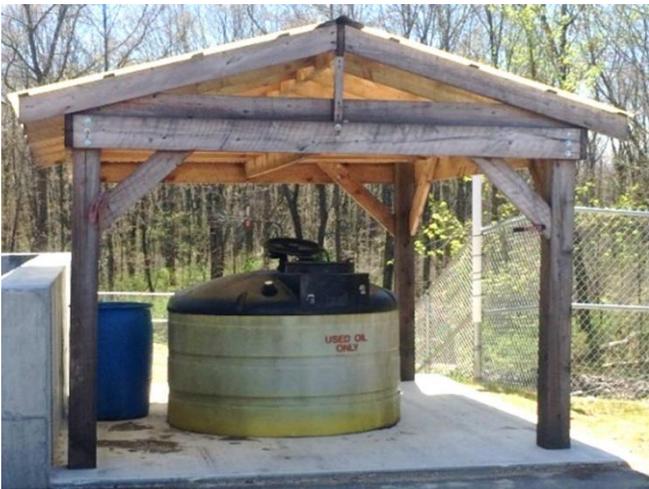


Figure 6: 300 gallon double-walled waste oil storage tank



Figure 7: residential recycling area & attendant building



Figure 8: catch basin outlet to swale behind Swap Shop



Figure 9: Swap Shop and Silver Bullets



Figure 10: tire storage area



Figure 11: construction supplies storage area



Figure 12: yard waste compost area



Figure 13: brush piles at western-most portion of site

3.3 Significant Material Inventory

As Figure 2 indicates, there are a variety of materials temporarily stored outside on the facility grounds. Most of these materials are segregated by users of the facility under the supervision of the Facility Attendants. Moreover, most materials are removed from the facility for recycling or disposal on a daily basis. Table 1 details the material inventory for the Transfer Station Facilities.

Table 1: List of Significant Materials for Transfer Station Facilities

Material or Significant Area of Facility	Exposed Materials or Potential Sources	Potential Stormwater Pollutants	Quantity Stored (approx.)	Location of Stored Source	Likelihood of Contact with Stormwater (Low/Med/High)	Risk of Release (Low/Med/High)
Waste oil storage tank	Inadvertent spills or leaks	Petroleum hydrocarbons	300 gallons	Outside covered	Low	Low
Silver Bullets	Household recyclables	Variable	2 – 30 yd covered roll off containers	Outside uncovered	Low	Low
Shingles	Leaking roll off container	Asphalt derivatives	1 – 30 yd uncovered roll off container	Outside uncovered	High	Low
Household goods	Leaking roll off container	Metals	1 – 30 yd uncovered roll off container	Outside uncovered	High	Low
Discarded tires	Leaking roll off container	Petroleum hydrocarbons	1 – 30 yd covered roll off container	Outside uncovered	High	Low
Aluminum	Leaking roll off container	Metals	1 – 30 yd covered roll off container	Outside uncovered	High	Low
Mixed metal	Leaking roll off container	Metals	1 – 30 yd covered roll off container	Outside uncovered	High	Low
Demolition debris	Leaking roll off container	Variable	1 – 30 yd covered roll off container	Outside uncovered	High	Low
Sheetrock	Leaking roll off container	Variable	1 – 30 yd covered roll off container	Outside uncovered	High	Low
Wood	Leaking roll off container	Variable	2 – 30 yd covered roll off containers	Outside uncovered	High	Low
Universal waste	Inadvertent spills	Variable	3-5 boxes	Inside (garage beside office)	Low	Low
Batteries	Inadvertent spills or leaks	Variable	5-20	Inside	Low	Low
Yard waste / compost	Leaching compost piles	Nutrients	100-2500~1,000 yd	Outside uncovered	High	Low
Snow storage	Melting snow piles	Variable	100-7500 yd	Outside uncovered	High	Low

As identified in the 2011 Facility Operations Manual, wastes that are not accepted at the Transfer Station include:

- Material originating outside the City of South Portland
- Materials containing asbestos
- Hot top or asphalt based material
- Bricks, cinder blocks and concrete
- Mixed demolition materials
- Pressure treated wood, including creosote treated wood
- Excavation spoils
- Junk vehicles
- Fuel, gasoline or anti-freeze

- Oil based paint, lacquers, cleaners or solvents
- Explosive or hazardous materials
- Large tree stumps greater than six inches in diameter
- Hot coals or ashes
- Contents of septic tanks or cesspools
- Any liquid waste except for waste oil
- “Red Bagged Waste” including Medical wastes, pathogenic materials or biohazard waste
- Electronic wastes including computers, laptops, monitors and televisions
- Material specifically excluded by the Hazardous Waste and Special Waste Exclusion Plan or as defined in Chapter 850 of the MEDEP Regulations
- Any waste or product deemed inappropriate, non-conforming or dangerous in the opinion of the Attendant

3.4 Vehicle Washing and Wastewater

Maine law prohibits the discharge of vehicle or equipment wash water from directly entering surface waters (ponds, streams or wetlands) through drainage ditches or stormwater systems. Additionally, the use of pressure washers and/or degreasing agents on engines or vehicle undercarriages is prohibited for outside washing that does not discharge to a public sewer. Therefore, MEDEP recommends that all vehicles and equipment be washed with cold water using non-toxic phosphate-free cleaners in situations where wash water cannot be discharged to the public sewer. The new Public Services Facilities (located directly adjacent to the Transfer Station Facilities) will have a designated wash bay with an oil & water separator that discharges to the public sewer. All vehicle and equipment washing for the Transfer Station operations will occur in this designated wash bay. Additionally, most surface runoff from the Transfer Station Facilities is treated by the stormwater wet pond.

3.5 Salt and / or Sand Storage

The Transfer Station has neither sand nor salt storage on site. If either of these materials is added to the site in the future, this SWPPP will be amended accordingly to ensure conformance with the requirements of the Multi-Sector General Permit.

3.6 Spills and Leaks

The residential recycling area of the facility is most susceptible to leaks and spills that could potentially contribute to stormwater pollution. Most surface runoff from the Transfer Station Facilities flows into the storm drains and ditches that are directed into the nearby stormwater wet pond. There is also the potential for spills and leaks to occur in the yard waste composting area. In these cases, most surface runoff also flows into the same stormwater system that drains to the wet pond. A log will be maintained for a minimum of three years to document all leaks and spills that occur or are tracked outside (Appendix 1).

Any leaks and spills will be reported within 2 hours of their occurrence to the Maine Department of Environmental Protection’s Oil and Hazardous Spills Reporting Hotline at 1-800-482-0777. The South Portland Fire Department will also be notified at 911 if a leak or spill cannot be addressed by on-site staff.

Where the potential for a spill or leak that could contribute to stormwater pollution does exist, all affected employees will be trained to respond in an appropriate fashion. At a minimum this training will include:

- An assessment of whether on-site staff has the capability to adequately respond to the leak or spill
- Containment and cleanup procedures
- Notification procedures

Spill prevention and response procedures are described in Section 4.6.

3.7 Non-Stormwater Discharges

No non-stormwater discharges are intended to occur from this facility. However, if a non-stormwater discharge is anticipated or planned, appropriate discharge permits will be obtained and permitted prior to release of non-stormwater discharges.

3.8 Allowable Non-Stormwater Discharges

Certain allowable non-stormwater discharges may occur on occasion. These include:

- Potable water – could be discharged via sheet flow following school or other community event
- Landscape watering – could be discharged via sheet flow during growing months
- Pavement washing without detergents – could be discharged via sheet flow during warmer months
- Exterior building washing without detergents – could be discharged via sheet flow during warmer months

3.9 Sources of Pollution With a Risk of Contaminating Stormwater

As Table 1 in Section 3.3 notes, virtually all activities in the Transfer Station Facilities are expected to pose low contamination risks given the low likelihood they will come into contact with stormwater.

The greatest potential for stormwater contamination would be associated with fluid leaks from municipal and residential vehicles passing through the recycling areas. If left unattended, such leaks could be carried across the pavement by stormwater via sheet flow to nearby drainage ditch between the former municipal landfill and residential recycling area. The waste oil storage area also poses some potential contamination risk from the tracking of leaking or spilled material.

Overall, the likelihood for stormwater contamination should be low given a diligent leak inspection program by Transfer Station staff and observance of the elements in this SWPPP.

4. STORMWATER POLLUTION PREVENTION PLAN IMPLEMENTATION

This section describes facility practices that are in place and implemented to control pollutants that have the potential to contaminate stormwater.

4.1 Good Housekeeping

Good housekeeping practices are the most effective first step towards preventing stormwater pollution. General examples of good housekeeping practices are as follows:

- No washing of equipment or vehicles is allowed where runoff has the potential to enter nearby surface waters. Washing will be done in the Public Services Facilities designated wash bay.
- Spills are immediately cleaned up with an absorbent material (see Spill Prevention and Response Procedures in Section 4.6).
- All fluid products and wastes are kept indoors or under covered facilities.
- Labeled waste drums will be kept closed except when filling and absorbent pads will be kept in the area to wipe up drips and minor spills that may collect on the top of drums.
- Spent antifreeze will be kept in a covered and labeled container.
- Spigots and funnels will be used when changing fluids.
- Drip pans will be used when changing fluids.
- All above ground tanks will have secondary containment.
- Leakage of liquids from all storage containers used to hold recycling materials will be minimized by maintaining the water tight seal on the dump gates.

More specifically and in addition to these general good housekeeping practices, the Transfer Station's Operations and Maintenance staff will also employ the following good housekeeping practices:

- Operations and maintenance staff will regularly inspect vehicles and associated equipment in the recycling areas and immediately clean up any leaks or spills with an absorbent material (see Spill Prevention and Response Procedures in Section 4.6).
- Maintenance staff will also routinely inspect the residential recycling area including all fluid storage containers and immediately clean up any leaks or spills with an absorbent material (see Spill Prevention and Response Procedures in Section 4.6).
- Maintenance staff will clean up trash and debris at least weekly, or more frequently as needed based on routine visual observation of traveled areas. An area of specific concern is the exterior dumpsters.
- Maintenance staff will manually/mechanically sweep paved areas as needed to limit the potential for sediment and debris to be tracked to the stormwater collection system.

4.2 Preventive Maintenance

As part of the Preventive Maintenance (PM) program, maintenance staff will conduct documented quarterly inspections of facility operations and equipment to ensure that no sources of potential stormwater pollution are being generated. Examples of general PM procedures include:

- A Spill Prevention and Response Policy is retained on file for the facility. An example is a sign posted at fluid storage areas with emergency contact info and phone numbers.
- All facility staff members are aware of spill prevention and response procedures.
- Spill response equipment is located at all potential spill areas.
- All transfers to and from tanks, drums and containers are observed by qualified personnel trained in spill response procedures.
- Drainage swales are kept clear of debris and are maintained to prevent erosion.
- Hydraulic equipment, machinery and vehicles are kept in good repair to prevent leaks.
- Drums, aboveground storage tanks and recycling containers are checked for leaks on a routine basis.
- Vehicles and associated equipment are regularly inspected for leaks.
- Uncontaminated stormwater in containment areas is kept to a minimum.

More specifically and in addition to these general PM practices, the Transfer Station's Operations and Maintenance staff will also employ the following PM practices:

- The Facility Supervisor will ensure that all vehicles and associated equipment are maintained in accordance with the manufacture's recommended maintenance intervals. To the greatest extent possible, all maintenance activities will be conducted indoors to minimize the potential for stormwater pollution.
- All swales, structural BMPs and erosion control systems will be inspected following a significant storm event. If significant storm events do not occur during a three (3) month period, quarterly comprehensive site inspections (Section 5.2) still must be conducted. Drainage ditches and slope areas shall also be inspected quarterly and repaired as necessary. These items will be documented by the required quarterly site inspections.
- The Superintendent of Public Works will ensure that all stormwater conveyance and treatment systems are routinely inspected and properly maintained to limit discharges of solids and sediment. Procedures include maintaining paved areas and keeping vehicle and equipment storage areas clean and free of debris by routine sweeping.
- To the greatest extent possible, snow piles will not be pushed into site boundary buffer zones to prevent sediment and fines from comingling with stormwater. Silt fencing or other approved measures may be

employed as needed before and during the snow and ice melt events.

4.3 Best Management Practices (BMPs)

The goals in designing and implementing BMPs are to prevent or reduce the discharge of potential pollutants in stormwater runoff for each area of concern listed in the Site Description in Section 3.1 and identified on the Site Maps in Section 3.2. Non-erosion and sediment control BMPs for the recycling areas are addressed above in Sections 4.1 and 4.2. Erosion and sediment control BMPs are addressed in the next section.

4.4 Erosion and Sediment Control

Every site has the potential to generate erosion or sediment which in turn can become a source of stormwater pollution. Areas within the Transfer Station Facilities that could generate erosion and / or sediment include the following:

- Paved areas from winter sanding
- The vegetated driveway edges
- Drainage ditches and stormwater wet pond embankments

Erosion and sediment control BMPs for each of these are summarized below.

Winter Sanding BMP: the entire paved area surrounding the facility is sanded in the winter to allow for the safe passage of vehicles and equipment. To prevent the off-site movement of this material, the pavement will be swept shortly after the final snow melt.

Vegetated Area BMP: during high stormwater runoff events, there is a potential for erosion to occur along vegetated areas around the facility (including drainage ditches and the stormwater wet pond). As part of the quarterly inspection process, maintenance staff will note any indications that erosion is beginning to occur along these areas. If erosion is occurring, corrective actions will be taken to stabilize and revegetate any exposed soil.

4.5 Stormwater Runoff Management

Impervious and vegetated surfaces are graded to direct runoff as sheet, shallow concentrated and channelized flow towards one wet pond and one wooded buffer. These stormwater treatment practices are used so that the Transfer Station complies with DEP Chapter 500 General Standards. The stormwater BMPs provide high levels of contaminant removal and stormwater attenuation before discharge to adjacent water resources. Although wooded buffers do not detain runoff in a ponding fashion like the wet pond, some stormwater detention is provided within the micro-topography of the natural duff layer associated with undisturbed forest cover.

The wooded buffer area was designed in accordance with DEP's Stormwater Best Practices Manual. A wooded strip of land is protected immediately downstream of a stone-berm level spreader which discharges surface runoff as sheet flow to the buffer for treatment (Figure 2). The wet pond was also designed in accordance with DEP's Stormwater Best Practices Manual. Developed areas are graded to drain directly to the wet pond or a closed stormwater drainage system that discharges to the pond's sediment forebay (Figure 14). The pond will provide a high level of contaminant removal and detention before discharge to adjacent water resources (Figure 2). A groundwater relief drain is installed immediately upstream of the pond so that stormwater runoff from the developed sites does not comingle with groundwater.



Figure 14: sediment forebay for stormwater wet pond

4.6 Spill Prevention and Response

The following procedures will be used to address any leaks or spills that occur anywhere within the Transfer Station Facilities:

- The SWPPP team leader will be advised immediately of all leaks or spills of hazardous materials or regulated materials, regardless of quantity.
- Spill response kits are located near the waste oil tank and include Speedi-dry and absorbent pads. All personnel must be instructed in spill response and know where the kits are located and how to use them to address leaks or spills.
- Leaks or spills will be evaluated to determine the necessary response. If there is a health hazard, fire or explosion potential, 911 will be called. DEP will also be notified (800-482-0777) of **ANY** leak or spill (regardless of size) with the potential to threaten surface waters within 2 hours of incident.
- Leaks or spills will be contained as close to the source as possible with a dike of absorbent materials from the emergency spill kit. Additional dikes will be constructed to protect swales or other stormwater conveyances of surface waters. A cover or dike will protect any other stormwater structures such as catch basins or combined sewer manholes.



4.7 Employee Training

Stormwater pollution prevention training for Transfer Station Facilities staff is an essential component of this SWPPP. The training will cover spill prevention and response, good housekeeping, and materials management practices. Stormwater training may be combined with other training topics (e.g., health, safety or emergency response or hazardous materials handling or MSDS, etc.) that fulfill parts of this requirement. An FAQ sheet will be supplemented to the employees during training. A training agenda and employee sign in sheets will be maintained in the administrative offices of the Transfer Station Facilities by the SWPPP team leader (Appendix 2).

5. STORMWATER POLLUTION PREVENTION PLAN EVALUATION

This section describes the procedures for determining the effectiveness of the SWPPP through quarterly visual monitoring and site inspections, recordkeeping and reporting and plan revisions.

5.1 Quarterly Visual Monitoring

Quarterly visual monitoring will be completed for the two discrete stormwater discharge points of the facility identified in Figure 2. If there is discharge from either point during a significant rain event, samples will be collected and visually assessed for pollution indicators and characteristics. The results of the visual monitoring will be recorded on the MEDEP's Visual Monitoring Form in accordance with their Standard Operating Procedures for the Visual Monitoring events (Appendix 3).

The intention behind completing quarterly monitoring is to obtain "first flush" results during or within the first 60 minutes of a precipitation event that produces a flow/runoff at the facility discharge points. Even if the initial hour of the event has passed it is imperative that a sample be collected since some storm events may not produce adequate flow in an outfall or discharge point within the first hour. The visual examination will be made during daylight hours and within 60 minutes after stormwater begins to create runoff. If contamination is identified during the visual

monitoring, the source of contamination will be identified and action will be taken to eliminate it.

Imhoff cone: samples will be obtained from each discharge point and poured into an Imhoff cone so the visual appearance can be recorded on the Visual Monitoring Form (Appendix 3). An Imhoff cone is used to compare the amount of suspended solids that will settle out of liquids. It must be made of clear plastic so that observations of the collected outfall samples can be recorded. It holds one (1) liter and the sides of the cone are graduated in milliliters. The clear Imhoff cone allows for easy level marks indicating settled solids, clear fluid, froth or foam and floating solids. Imhoff cones are generally used in pairs so that samples can be easily compared.



5.2 Site Inspections – Quarterly & Annual Comprehensive Site Compliance Evaluations

In addition to the quarterly wet weather visual monitoring events, four quarterly inspections will be completed in March, June, September and December and documented in the SWPPP. The inspections will be performed at least 60 days apart for all areas where facility activities or materials are exposed to stormwater. These inspections will evaluate existing Best Management Practices (BMPs) for operational as well as structural effectiveness. Any suggested improvements will be noted on the inspection form and then implemented. At a minimum, the quarterly site inspection reports will include the date of inspection; the name of personnel conducting the inspection; observations; assessment of BMP's; and corrective actions needed (Appendix 4).

Annual Comprehensive Site Compliance Evaluation Reports will also be completed once a year and maintained within the SWPPP (Appendix 5). These reports are intended to allow for any needed SWPPP modifications to maintain compliance with the State's Stormwater General Permit. The report will be signed and dated including the following language:

“This Compliance Evaluation Report has been prepared by qualified personnel who properly gathered and evaluated information submitted for this Report. The information in this Report, to the best of my knowledge, is accurate and complete.”

5.3 Recordkeeping and Reporting

Records described in the SWPPP shall be retained on site for at least three (3) years from the date permit coverage expires or is terminated. These records will be made available to state or federal inspectors upon request. Additionally, employee training records, including topic agendas, employee sign-in sheets, spill logs and waste oil manifests or accountings, will also be maintained in the SWPPP.

5.4 Plan Revisions

If the facility expands its operations, or changes any significant material handling or storage practices which could impact Stormwater, the SWPPP will be amended. The amended SWPPP will describe any new activities that may possibly contribute to increased stormwater pollution and the planned control measures to abate stormwater pollution. The SWPPP must also be amended if a state or federal stormwater inspector determines that it is not effective in controlling and minimizing Stormwater pollutants discharged to waterways. Pollution prevention team members will meet at least once a year to discuss the effectiveness of and any necessary improvements or additions to the SWPPP or Transfer Station Facilities.

6. CERTIFICATION

6.1 Non-Stormwater Discharges

Non-Stormwater discharges are not permitted under the Multi Sector General Permit for Municipal Stormwater.

Outfalls that discharge to surface waters or other conveyance structures at this facility have been evaluated and found to be free of non-Stormwater discharges.

6.2 Certification of Stormwater Pollution Prevention Plan (SWPPP)

This Stormwater Pollution Prevention Plan (SWPPP) has been prepared in accordance with sound engineering practices. Qualified personnel properly gathered and evaluated information submitted for this Plan. To the best of my knowledge, the information in this Plan is accurate and complete.

Douglas Howard _____
Name

Director of Public Works _____
Title

Signature  _____

Date: February 15, 2017 _____

APPENDICES

Appendix 3: Maine DEP Quarterly Visual Monitoring Form & Instructions

Facility Name					Sampler's Name		
Facility Address					MSGP Permit Number		
OUTFALL NUMBER							
OBSERVATION TIME							
EST. TIME FROM ONSET OF RUNOFF							
DISCHARGE TYPE Rain or Snowmelt							
COLOR							
ODOR							
CLARITY							
FLOATING SOLIDS*							
SETTLED SOLIDS*							
SUSPENDED SOLIDS*							
FOAM							
OIL SHEEN							
Probable source of any observed contamination							
<p>*Enter description of these criteria in the general comments section for each outfall on the back of this page.</p>							
Sampler's Signature				Date			

<p>In the comments section, enter physical description of floating, settled, and suspended solids for each outfall sampled. Enter general comments on the condition and appearance of each outfall in the comments section also as indicated in the instructions.</p>	
Outfall 1	<p><u>Comments:</u> _____ _____ _____ _____ _____ _____</p>
Outfall 2	<p><u>Comments:</u> _____ _____ _____ _____ _____ _____</p>
Outfall 3	<p><u>Comments:</u> _____ _____ _____ _____ _____ _____</p>
Outfall 4	<p><u>Comments:</u> _____ _____ _____ _____ _____ _____</p>
Outfall 5	<p><u>Comments:</u> _____ _____ _____ _____ _____ _____</p>

Instructions for Completing the Visual Monitoring Form

1. Completely fill out all required information on the top of the visual monitoring form.
2. Pour the sample into a 1 L clear polycarbonate Imhoff cone. Record the total sample volume measured in the cone to the nearest milliliter. Evaluate the sample for the following parameters according to the following instructions.
 - **Foam:** This must be done first. Examine the sample for foam immediately after pouring it into the cone. Record foam results on the visual monitoring form as they most closely match one of the descriptions listed below.
 - i. **None**-Most bubbles break down within ten (10) seconds of pouring; only a few large bubbles persist longer than ten (10) seconds.
 - ii. **Moderate**-Many small bubbles are present but these bubbles persist for less than two (minutes) after pouring.
 - iii. **High**-Many small bubbles are present and they persist longer than two (2) minutes after pouring.
3. Examine the sample for the following criteria after it has settled for ten (10) minutes. Record the results on the visual monitoring form as they most closely match the descriptions listed below.
 - **Color:** Record the best description of the sample color in the appropriate space on the visual monitoring form.
 - **Odor:** If sample has no odor other than natural rainwater or snowmelt write “normal” on the visual monitoring form. Note the presence of any of the following odors if detected: Gasoline, diesel, oil, solvents (WD-40, other petroleum products, etc.), landfill, fishy, glycol, any other unusual odors not normally present in clean runoff from the area sampled.
 - **Clarity:** Record sample clarity results as they most closely match one of the descriptions listed below.
 - i. **Clear**-Sample doesn't filter out any light, can be seen through regardless of color.
 - ii. **Cloudy**-Sample filters out some light; not clear but objects can still be identified when looking through the cone.
 - iii. **Very Cloudy**-Sample filters out most light; objects are indiscernible when looking through the cone.
 - iv. **Opaque**-Sample doesn't allow any light to pass through; objects cannot be seen when looking through the cone.

- **Floating Solids:** Give a general description of the type of floating solids present (wood chips, leaf debris, algae, etc) in the general comments section for each sample. Record results for amount floating solids present as they most closely match the descriptions listed below. Record amount data in the appropriate box on page 1 of the visual monitoring form.
 - i. **None-** No floating solids present on the surface of the sample.
 - ii. **Slight-**Only a few floating particles observed on the surface of the sample.
 - iii. **Moderate-** Less than 20% of the surface of the sample is covered with floating solids.
 - iv. **High-** More than 20% of the surface of the sample is covered with floating solids.
 - **Settled Solids:** Give a general description of the type of settled solids present (sand, decayed plant matter, rust particles etc) in the general comments section for each sample. Allow settle for one hour. Measure the settled solids in the bottom of the cone to the nearest milliliter and record the results in the appropriate box on page 1 of the visual monitoring form.
 - **Suspended solids:** In the general comments section for each sample, give a general description of the type of solids present if any are observed suspended below the sample surface. Record whether or not settled solids were present in the appropriate box on page 1 of the visual monitoring form.
 - **Oil Sheen:** Record whether or not an oil sheen is present in the sample.
 - **General Comments Section on Page 2:** Make sure you have described the type of floating, settled and suspended solids observed in the samples in the general comments section provided for each outfall sample. Also note the following conditions at each outfall during the time sampled: General volume of water and flow, algae (if any is present), odor, color, and any other unusual characteristics noticed at the sampling location. Record the number of days since the last known measurable storm or runoff event.
4. Ensure that all visual monitoring forms are filed on site with the Stormwater Pollution Prevention Plan (SWPPP) each time visual monitoring is done.

Appendix 4: Quarterly SWPPP Inspection Checklist

City of South Portland - Quarterly SWPPP Inspection Checklist
Transfer Station - Highland Avenue Facilities

Date: _____		Inspector: _____	
General	Y	N	Follow-up Actions & Expected Completion Date
SWPPP available (including spill & training logs and inspection reports)			
Batteries, Mercury Switches & U-Waste Storage			
Spill kit available & fully stocked			
Fluorescent lights, batteries & mercury switches stored properly			
All fluid containers labeled & stored properly			
Evidence of recent leaks or spills			
Used absorbent spill materials removed & disposed of properly			
Area maintained in neat & orderly fashion			
Waste Oil Area			
Spill kit available & fully stocked			
All fluid containers labeled & stored properly			
Evidence of recent leaks or spills			
Used absorbent spill materials removed & disposed of properly			
Area maintained in neat & orderly fashion			
Roll-Off Dumpsters			
Evidence of recent leaks or spills (including from leaks in dumpsters)			
Used absorbent spill materials removed & disposed of properly			
Area maintained in neat & orderly fashion			
Swap Shop			
Spill kit available & fully stocked			
Evidence of recent leaks or spills			
Used absorbent spill materials removed & disposed of properly			
Area maintained in neat & orderly fashion			

City of South Portland - Quarterly SWPPP Inspection Checklist
Transfer Station - Highland Avenue Facilities

Silver Bullets	Y	N	Follow-up Actions & Expected Completion Date
Evidence of recent leaks or spills (including from leaks in dumpsters)			
Used absorbent spill materials removed & disposed of properly			
Area maintained in neat & orderly fashion			
Yard Waste Composting Area			
Evidence of runoff discharged off site			
Evidence of erosion or excess sediment accumulation			
Drainage ditch free of yard waste & debris			
Area maintained in neat & orderly fashion			
Equipment Storage Areas			
Evidence of recent leaks or spills			
Used absorbent spill materials removed & disposed of properly			
Area maintained in neat & orderly fashion			
Stormwater System (CBs, pipes, ditches, level spreader and wet pond)			
Evidence of erosion or excess sediment accumulation / vegetation growth			
Unusual conditions in pond (green algal growth, excess sediment in forebay, etc.)			
Level spreader in good condition			
Access Road			
Evidence of soil erosion or excess vegetation			
Evidence of material tracking			
ADDITIONAL COMMENTS:			

Appendix 5: Annual Comprehensive Site Compliance Evaluation Report

Name of Personnel Completing Assessment: _____ Date: _____

Have any buildings been added or removed? **Yes** **No**

Have there been any changes to the Stormwater drainage systems or surfaces of the drainage? **Yes** **No**

Potential Pollutant Sources – Significant Materials and Industrial Activities

Have there been any additions or deletions to sources indentified in the plan? **Yes** **No**

Have the locations of any of the potential pollutions changed? (exterior storage) **Yes** **No**

Evaluate the effectiveness of the BMPs in use. Review records & inspect structural BMPs

	Excellent	Good	Inadequate
Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preventative Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater System Maintenance (Inspect Devices)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of Runoff (Inspect yards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spill Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion & Sedimentation Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Training & Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting & Recordkeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard Operating Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* See modifications below

Review existing schedules for BMPs. Do the schedules requires modification? **Yes** **No**

Stormwater Pollution Prevention Team

Have there been any changes in personnel assigned to the team? **Yes** **No**

Have there been any changes in team member’s responsibilities? **Yes** **No**

Modifications Required to the Plan and/or Site Map(s)

A **yes** or **inadequate** answer to any of the questions listed above requires the SWPPP or Site Map(s) to be modified to reflect the necessary changes.

Are any modifications required to be made to the Plan and/or Site Map(s) No modification required
 Plan requires modification
 Map(s) require modification

All required changes have been made to the Plan. Date: _____ Initials: _____

All required changes have been made to the Site Map(s) Date: _____ Initials: _____

Are all required records (e.g., visual quarterly monitoring records, spill logs, material inventories, employee training agendas and sign in sheets, waste oil manifests or receipt of pickup, etc., included in the Appendices of the SWPPP? **Yes** **No**

Are there any non-stormwater discharges? **Yes** **No**

If yes, what are they?

Are the non-stormwater discharges authorized under the MSGP? **Yes** **No**

This Compliance Evaluation Report has been prepared by qualified personnel who properly gathered and evaluated information submitted for this Report. The information in this Report, to the best of my knowledge, is accurate and complete.

Authorized Signature: _____ **Date:** _____