



Stormwater Pollution Prevention Plan

**School Bus Maintenance Facilities
1142 Highland Avenue - South Portland, ME, 04106**



March 2016
(Updated December 2019)

Prepared by Fred Dillon – Stormwater Program Coordinator

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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 bus drivers and associated staff for the School Department will be trained to identify and effectively address potential sources of stormwater pollution.

Leader: Sharon Leeman (leemansh@spsd.org)	Office Phone: (207) 767-7714
Title: Director of Transportation	Cell Phone / Pager: (207) 314-6814
Responsibilities: Ms. Leeman is responsible for overseeing all aspects of School Department’s Transportation Division, including the garage facilities for maintaining the Department’s school buses and associated equipment. As such, she will be the SWPPP Coordinator and primary contact person for any concerns related to the Department’s SWPPP.	

Team Member: Mark Parsons (parsonma@spsd.org)	Office Phone: (207) 767-7714
Title: Lead Technician	Cell Phone / Pager: (207) 232-9709
Responsibilities: Mr. Parsons is responsible for directly overseeing the daily activities of all Transportation Division staff involved in the operations and maintenance of the City’s school buses and associated equipment. As such, he is often the first line of defense for implementing BMPs to prevent the generation of polluted stormwater.	

Team Members: Steve Gallant & Eric Blais	Office Phone: (207) 767-7714
Title: Technicians	Cell Phone / Pager: NA
Responsibilities: Mr. Gant and Mr. Gallant are directly responsible for all daily activities associated with maintaining the Transportation Division’s school buses and related equipment. As such, they are often the first line of defense for implementing BMPs to prevent the generation of polluted stormwater.	

Team Member: Fred Dillon (fdillon@southportland.org)	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. Leeman is unable to address can be directed to Mr. Dillon.	

3. ASSESSMENT

3.1 Site Description

The School Department's Transportation Division bus operations and maintenance facilities service buses for the Cities of South Portland and Portland. Most South Portland buses are stored inside and all Portland buses are removed from the premises following completion of maintenance services. The facilities are located on outer Highland Avenue in South Portland, ME and surrounded by wooded areas, cleared land (for power lines and future residential development sites) and residential development. The approximate coordinates for these facilities are 43.60582 x -70.27809 and the 5.95 acre parcel upon which they are located (Map 57-Lot 6B) is owned by the City of South Portland and serviced by a public sanitary sewer system.

3.2 Site Maps

An overview site map for the facility is shown in Figure 1. The relevant buildings, grounds and maintenance facilities that are situated on the property consist of the following:

- A large municipal warehouse (~40,000 ft²), approximately 3,600 ft² of which is devoted to a three bay bus & equipment maintenance garage (the pink shaded area in Figure 1); approximately 3,200 ft² of which is devoted to administrative office space (the yellow shaded area in Figure 1); and approximately 24,000 ft² of which is devoted to covered storage for all school buses and associated equipment (the white shaded area of Figure 1). Approximately 11,500 ft² of the building is used by the Water Resource Protection Department's Collection Systems Division for covered equipment and materials storage (the gray shaded area in Figure 1).
- Three 1,000 gallon propane fuel tanks were installed in April 2015 along the eastern perimeter of the site to replace a 2,000 gallon heating oil tank; the Maine Department of Environmental Protection (DEP) and Environmental Protection Agency (EPA) were notified at this time that the facility's Spill Prevention Control & Countermeasure (SPCC) Plan was terminated since the overall bulk storage volume was less than 1,320 gallons.
- A paved municipal bus parking / staging area (the yellow shaded area in Figure 1) immediately in front of the three bay maintenance garage and administrative building (~6,250 ft²)
- A paved bus wash pad (the orange shaded area in Figure 1) that drains directly to the municipal sanitary sewer system (~800 ft²)
- A paved area for approximately 20 vehicles to accommodate staff parking (the purple shaded area in Figure 1)

Three 1,000 gallon propane fuel tanks for facility heating



There are multiple diffuse (sheet flow) stormwater discharge areas along the perimeter of the facility along with a single concentrated discharge point from an armored apron into a vegetated area along the southeastern edge of the property. The approximate extent of impervious surface for the facility is 2.25 acres (including the roof of the bus & equipment maintenance facilities).

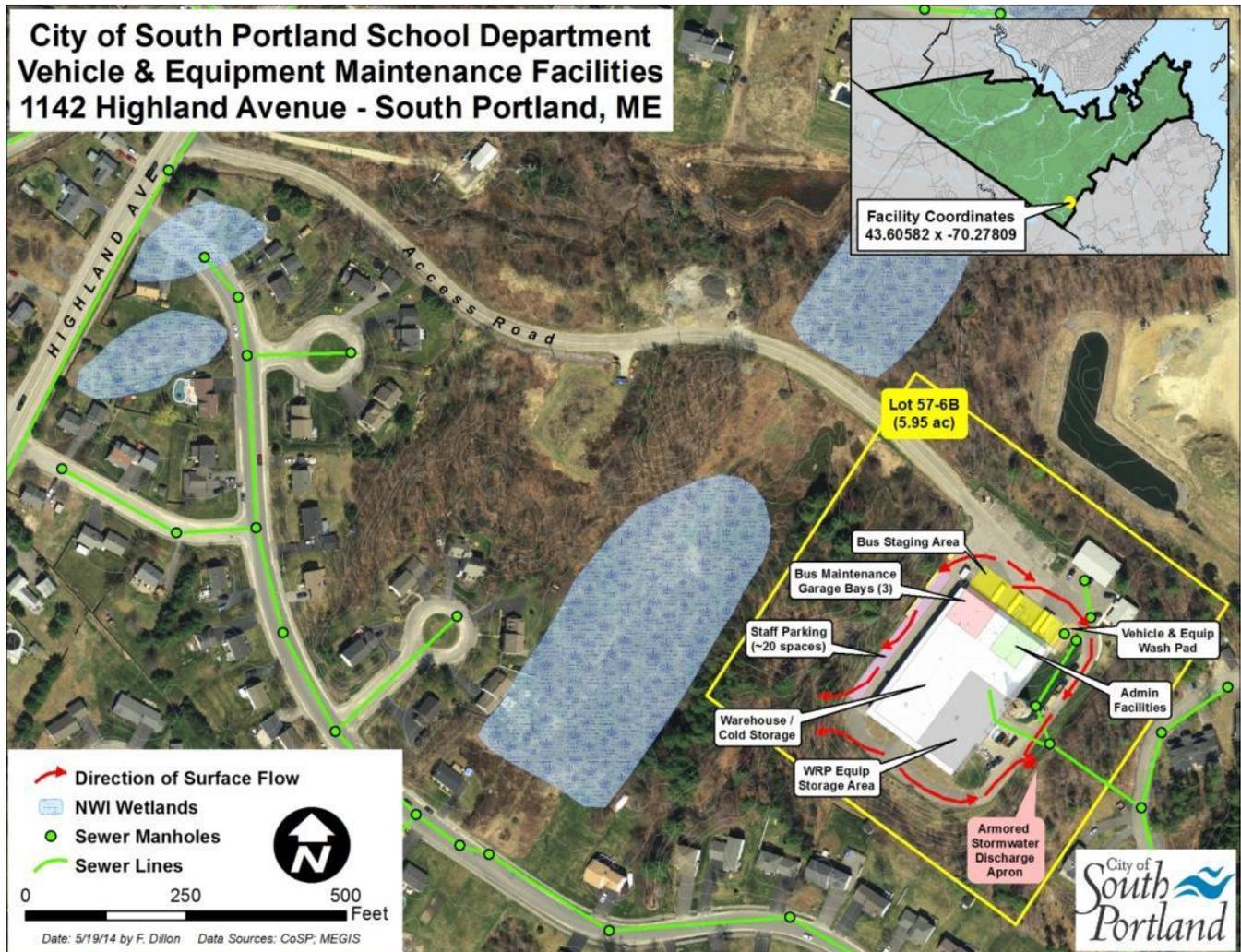


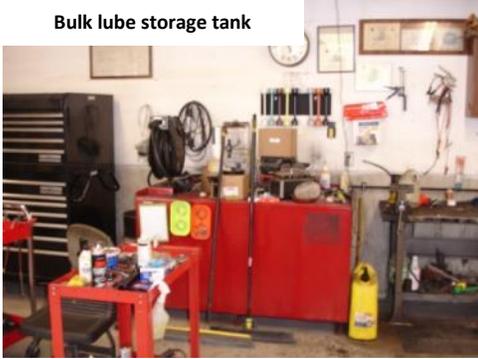
Figure 1: School Department Bus & Equipment Maintenance Facilities and Surrounding Area

Figure 2 (page 5) provides a more detailed map of the inside garage bay maintenance facilities and warehouse / cold storage area. Noteworthy features include the following:

Bus & Equipment Maintenance Garage Bays

- 250 gallon bulk lube oil storage tank (purchased & installed new double-walled tank in Oct. 2014)
- Up to 6 labeled 55 gallon waste oil drums on wheeled dollies and/or spill pallets
- An enclosed storage cabinet and labeled 55 gallon drums on wheeled dollies for various bus fluids (transmission, brake, antifreeze, etc.)
- Used battery storage area (not pictured)
- Overhead parts storage area
- Single floor drain that discharges into the public sanitary sewer (not pictured)

Bulk lube storage tank



Waste oil drum on dolly



Fluids storage area



Overhead parts storage area



Warehouse / Cold Storage Area

- Bus parking areas
- Floor drain system including an oil and water separator that discharges directly to public sanitary sewer

Bus storage area & linear floor drain



The enclosed area of approximately 11,500 ft² devoted to equipment and materials storage for the Collection Systems Division of the Water Resource Protection Department (gray shaded area in Figures 1 and 2) is unrelated to any of the School Department's operations and is therefore not addressed in this SWPPP.

South Portland School Department Vehicle & Equipment Maintenance Facilities Significant Materials Inventory & Floor Drain System

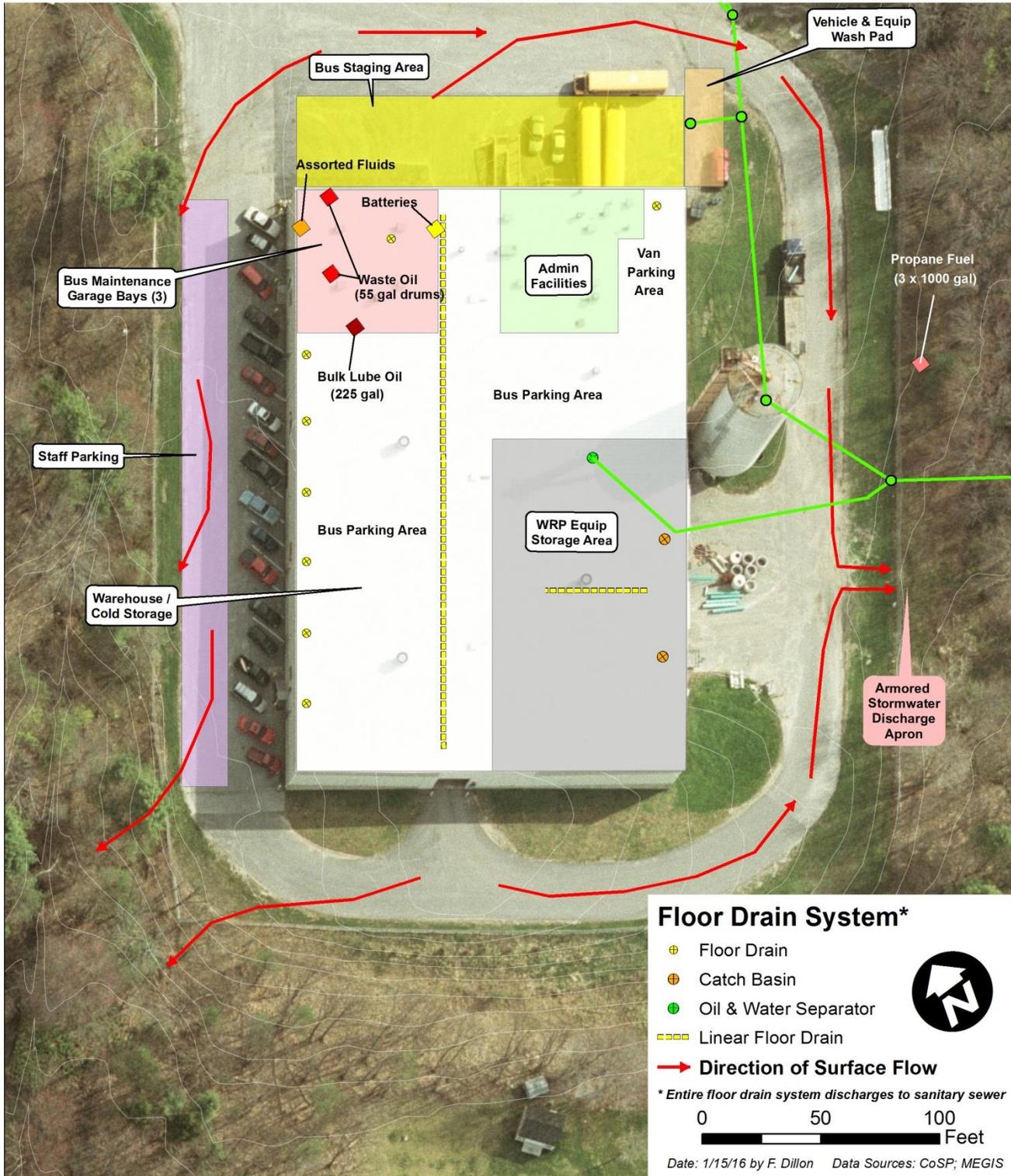


Figure 2: Detail Map of School Department Bus & Equipment Maintenance Facilities

3.3 Significant Material Inventory

Following the replacement of a 2,000 gallon heating oil tank with 3-1,000 gallon propane tanks in April 2015, the Spill Prevention Control and Countermeasure (SPCC) plan was terminated for the facility since the bulk storage volume for petroleum products was less than the 1,320 gallon threshold specified by 40 CFR Part 112. No other materials related to the facility’s operations are stored outside, though buses are occasionally parked in the staging area in front of the building (the yellow shaded area in Figures 1 and 2). Spill pallets are used to provide secondary containment for all 55 gallon drums. Any potential spills from nearly all materials and equipment stored inside would flow into the floor drain system that is connected directly to the public sanitary sewer. Table 1 details the material inventory for the School Department’s Bus and Equipment Maintenance Facilities.

Table 1: List of Significant Materials for School Department Bus & Equipment Maintenance 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)
Outside Heating Fuel Storage Area	Three 1,000 Gal. Fuel tanks	Propane	3,000 gal	Outside storage	Low	Low
Outside Bus Staging Area	Up to 10 buses	Oil, grease, assorted fluids, metals, batteries	Fuel tank ~65 gal Oil ~24 qts Trans. ~12 qts	Outside parking	Low	Low
Inside Bus & Equipment Maintenance Garage	* Buses & related equipment * Fluid storage containers, tanks & drums	Oil, grease, assorted fluids, metals, batteries	Various vehicle fluids at variable quantities	Inside storage	Low	Low
Inside Waste Oil Storage Area	Waste oil storage drums	Oil	Up to six 55 gal drums	Inside storage	Low	Low
Inside Bus Parking Area	Up to 17 buses	Oil, grease, assorted fluids, metals, batteries	Fuel tank ~65 gal Oil ~24 qts Trans. ~12 qts	Inside storage	Low	Low
Inside Van Parking Area	Van	Oil, grease, assorted fluids, metals, batteries	Fuel tank ~25 gal Oil ~12 qts Trans. ~8 qts	Inside storage	Low	Low
Staff Parking Area	Up to 20 personal vehicles	Oil, grease, assorted fluids, metals, batteries	Various vehicle fluids at variable quantities	Outside parking	Low	Low

3.4 Bus Washing and Wastewater

All bus and equipment washing occurs either outdoors over a designated wash pad or indoors adjacent to a floor drain, both of which discharge directly to the public sanitary sewer. In the latter case, the inside floor drain system flows through an oil and water separator before being discharged to the public sanitary sewer.



3.5 Salt and / or Sand Storage

The facility 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 bus staging area of the facility is most susceptible to leaks and spills that could potentially contribute to stormwater pollution. Secondary containment is provided for all 55 gallon drums at the facility, so the likelihood of spills and leaks is minimal from these potential sources. Stormwater polluted from oil spills in the staging area would sheet-flow along the paved area in front of the building to the either edge of the paved drive on both sides of the building before being discharged into the surrounding wooded areas (see Figure 2 above).

There is a very low probability for stormwater contamination to occur throughout the remainder of the facility since the majority of activities are conducted inside over an extensive floor drain system that discharges to the public sanitary sewer. 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 (911) & Water Resource Protection (767-7675) Departments will also be notified 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 and in the facility SPCC Plan.

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 events
- 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 School Department's Bus & Equipment Maintenance

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 buses parked in the staging area at the front of the building and staff vehicles parked along side of the building. If left unattended, such leaks could be carried across the pavement by stormwater via sheet flow to nearby vegetated areas on either side of the facility. The waste oil staging 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 bus and vehicle leak inspection program (which occurs on a daily basis by each bus and private vehicle driver) 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 to the storm water system is allowed. Washing will be done on the equipment wash pad or indoors so that wash water is discharged to the public sanitary sewer.
- Spills are immediately cleaned up with an absorbent material (see Spill Prevention and Response Procedures in Section 4.6 and facility SPCC Plan).
- All fluid products and wastes are kept indoors.
- Labeled waste oil 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 the drum.
- Spent antifreeze will be kept in a covered and labeled container.
- All changing of fluids will be performed indoors in the maintenance garage.
- Spigots and funnels will be used when changing fluids.
- Drip pans will be used when changing fluids.
- All aboveground tanks and drums will have secondary containment.

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

- Operations and maintenance staff will regularly inspect buses and associated equipment in the bus staging and bus parking areas and immediately clean up any leaks or spills with an absorbent material (see Spill Prevention and Response Procedures in Section 4.6 and facility SPCC Plan).
- Maintenance staff will also routinely inspect the heating oil storage area, waste oil staging area and all fluid storage containers in the maintenance garage and immediately clean up any leaks or spills with an absorbent material (see Spill Prevention and Response Procedures in Section 4.6 and facility SPCC Plan).

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 (as outlined in Section 4.6 below) 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 personnel 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 conducted by qualified personnel trained in spill response procedures.
- Catch basins and sediment chambers are checked and cleaned/maintained as needed.
- Drainage swales are kept clear of debris and are maintained to prevent erosion.
- Settling basins are cleaned out as necessary.
- Hydraulic equipment, machinery and vehicles are kept in good repair to prevent leaks.
- Drum and aboveground storage tank areas are checked for leaks.
- Vehicles 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 School Department's Bus Operations and Maintenance staff will also employ the following PM practices:

- The Lead Technician will ensure that all buses and associated equipment are maintained in accordance with the manufacturer'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 Director of Transportation 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 the riprap apron of the stormwater discharge area (Figure 2) 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. The majority of activities for the Bus Operations & Maintenance Facilities occur indoors and virtually any runoff from them is discharged into the public sanitary sewer. Non-erosion and sediment control BMPs for the outdoor bus staging and staff parking 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 that in turn can become a source of stormwater

pollution. Areas within the Bus Operations & Maintenance Facilities that could generate erosion and / or sediment include the following:

- Paved areas from winter sanding
- The vegetated driveway edges
- The armored stormwater discharge apron
- Vehicle and equipment wash pad

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 buses and staff vehicles. To prevent the off-site movement of this material, the pavement will be swept shortly after the final snow melt.

Vegetated Driveway Edge BMP: during high stormwater runoff events, there is a potential for erosion to occur along the vegetated driveway edges that encircle the facility. 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.

Armored Stormwater Discharge Apron BMP: stormwater runoff from more than half of the impervious area for the facility discharges to the armored apron on the southeastern side of the building. (The apron was reconstructed in December 2015). As part of the quarterly inspection process, maintenance staff will note any indications that the apron is beginning to fill with sediment. If sedimentation is beginning to occur, corrective actions will be taken to identify and address the source(s) and to replace rip rap as needed.



Vehicle & Equipment Wash Pad BMP: as vehicles and equipment are cleaned, sediment accumulates in the wash pad's catch basin and must be removed periodically to prevent blockage of the line that discharges to the public sanitary sewer. As part of the quarterly inspection process, maintenance staff will note the sediment level in the catch basin. If excess sediment is accumulating, the Collection Systems Division of the Water Resource Protection Department will be notified to provide cleaning services. (The Collection Systems Division also cleans some of its equipment on the wash pad and routinely inspects the grit level).

4.5 Stormwater Runoff Management

Beyond what has been discussed in the previous sections, there are no additional Best Management Practices to manage stormwater runoff.

4.6 Spill Prevention and Response

In addition to the procedures outlined in the facility SPCC Plan, the following procedures will be used to address any leaks or spills that occur anywhere within the Bus Operations & Maintenance 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 in the vehicle and equipment maintenance garage bay 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 Bus Operations & Maintenance 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. A training agenda and employee sign in sheets will be maintained in the administrative offices of the Bus Operations & Maintenance 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 single discrete stormwater discharge point of the facility identified in Figures 1 and 2. A sample 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 results during the “first flush” of a precipitation event or within the first 60 minutes of the storm event that produces a flow/runoff in the outfalls or discharge points located at the facility. 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 outfall or 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 Quarterly Site Inspections - Comprehensive Site Compliance Evaluations & Site Walks

In addition to the quarterly wet weather visual monitoring events, four (4) comprehensive site assessments / site walks will be completed in March, June, September and December and documented in the SWPPP. The compliance assessments will be performed at least 90 days apart. Inspections will be completed for all areas where industrial 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 or noted improvements will be noted on the form or checklist and then implemented. Equipment and machinery will also be inspected and recorded on the form or report. At a minimum, the site inspection report, form or checklist will include the date of inspection; the name of personnel conducting the inspection; observations; assessment of BMP's; corrective actions taken; and a signed certification page. This Compliance Evaluation Report (Appendix 4) shall be prepared and maintained within the SWPPP.

The following language will be included within the report: “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.” The report will be signed and dated.

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 twice a year to discuss the effectiveness of and any necessary improvements or additions to the SWPPP or Bus Operations & Maintenance 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.

Sharon Leeman
Name

Director of Transportation
Title

Signature _____

Date: December 27, 2019

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						

*Enter description of these criteria in the general comments section for each outfall on the back of this page.

Sampler's Signature _____ Date _____

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.

Outfall 1	<u>Comments:</u> _____ _____ _____ _____ _____ _____
Outfall 2	<u>Comments:</u> _____ _____ _____ _____ _____ _____
Outfall 3	<u>Comments:</u> _____ _____ _____ _____ _____ _____
Outfall 4	<u>Comments:</u> _____ _____ _____ _____ _____ _____
Outfall 5	<u>Comments:</u> _____ _____ _____ _____ _____ _____

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
School Bus Maintenance Garage - Highland Avenue Facilities

Date: _____		Inspector: _____	
General	Y	N	Follow-up Actions & Expected Completion Date
SWPPP available (including spill & training logs and inspection reports)			
Bus Staging Area			
Evidence of recent leaks or spills			
Used absorbent spill materials removed & disposed of properly			
Area maintained in neat & orderly fashion			
Vehicle & Equipment Wash Pad			
Evidence of recent leaks or spills			
Used absorbent spill materials removed & disposed of properly			
Evidence of excess sediment accumulation			
Area maintained in neat & orderly fashion			
Bus Maintenance Garage			
Spill kit available & fully stocked			
All fluid containers labeled & stored properly (i.e., spill containment)			
Evidence of recent leaks or spills			
Used absorbent spill materials removed & disposed of properly			
Mercury switches & fluorescent lights properly stored & documented			
Area maintained in neat & orderly fashion (incl. nothing over floor drains)			
Warehouse / Cold Storage 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 (incl. nothing over floor drains)			

City of South Portland - Quarterly SWPPP Inspection Checklist
School Bus Maintenance Garage - Highland Avenue Facilities

Stormwater Discharge Apron	Y	N	Follow-up Actions & Expected Completion Date
Evidence of excess sediment accumulation			
Evidence of soil erosion			
Area maintained in neat & orderly fashion			
Perimeter Drive & Staff Parking Area			
Evidence of recent leaks or spills			
Used absorbent spill materials removed & disposed of properly			
Evidence of soil erosion			
Area maintained in neat & orderly fashion			
ADDITIONAL COMMENTS			

Appendix 5: Annual Comprehensive Site Compliance Evaluation

Name of Personnel Completing Assessment: Fred Dillon – Stormwater Program Coordinator Date: January 15, 2016

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

* See modifications below

Review existing schedules for BMPs. Do the schedules require 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: 1/15/16 Initials: Fred Dillon

All required changes have been made to the Site Map(s) Date: 1/15/16 Initials: Fred Dillon

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

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowingly violating the law.

Authorized Signature: _____
Lisa Gadway – Director of Transportation

Date: March 7, 2016