

West Cocalico Township
Pollution Prevention/ Good Housekeeping for Municipal Operations

This control measure focuses on ensuring that the West Cocalico facilities and operations are managed in ways that minimize contamination to storm water discharges from the facilities. Facilities may include Township owned buildings, public works facilities and infrastructure. Operations and maintenance activities addressed may include: street and bridge maintenance, road salt storage and application, vehicle and fleet maintenance, storm water system maintenance, and pesticide and fertilizer applications.

Municipally Owned Storm Water Facilities

Description: Municipally owned storm water facilities are inspected at least once a year. Repairs and maintenance are completed as needed to prevent potential pollutants and debris from clogging the system.

Responsibility: Road master
Frequency: Annually

Municipal Vehicle/Equipment Operation & Maintenance

Description: Basic work is done on the trucks and equipment in the maintenance building with concrete floors by public works employees. Oil dry and absorbent mats are available in case of any leakage. Spill control kits are kept on hand at the building and training is given to all employees on how and when to use the spill control kits. Containment pallets are available to catch oil at the shop and the salt shed. Oily rags go into a bucket until taken for cleaning. Oily rags are sent to the uniform company for cleaning. Oil dry gets picked up and put in trash container. Drain pans are used to catch oil and put into a large container to be taken to Fisher's garage. All trucks are washed at Reamstown Car Wash. Tractors, loaders, backhoe and mowers are washed at the shop. Any grease that falls off in lumps are picked up and disposed of in the trash.

Responsibility: Roadmaster
Frequency: On going

Training for Municipal Employees

Description: Training is provided to public works employees and documentation kept on each training event for:

- Recognition and reporting of illicit discharges
 - Good housekeeping and pollution prevention in and around the maintenance and public works facilities
 - Good housekeeping and pollution prevention to be employed during road, street and parking lot maintenance
 - Good housekeeping and pollution prevention to be employed around recreational facilities
- Emergency response employees will have training in spill responses.

Responsibility: Roadmaster
Frequency: Annually and on going

Conveyance System Inspection and Cleaning Program

Inspect and clean all conveyance system structures (including ditches, piping, basins and manholes) on a regular basis to remove potential pollutants and debris, prevent clogging of the system, restore system capacity and ensure the system functions properly.

Responsibility: Roadmaster
Frequency: On going

Street Sweeping Program

Streets and parking areas will be swept by a professional street sweeping company to prevent or reduce the discharge of pollutants from roadways, streets and parking areas. Roads to be swept are posted two days prior to the date of sweeping to have vehicles removed. Street sweepings are stored in an enclosed building with concrete floors. Sweepings from the stone are then disposed of at a landfill by a trash hauler.

Responsibility: Roadmaster
Frequency: On going

De-icing Materials Application and Storage Program

Salt is currently stored in a building with concrete floors and walls with a roof and sliding doors. There is a concrete apron extending away from the building to a stoned storage area. A diked area is downhill from the salt shed to catch any salt or stone runoff that may occur. Any spillage is cleaned from the concrete area after usage. The minimum amount of salt necessary is used for deicing. Regularly scheduled street sweeping is done in the spring to remove the materials from roadways and parking lots to prevent it from entering the storm sewer system. Whenever possible, snow stockpiles are stored in a way that they do not block storm water inlets and away from environmentally sensitive areas such as streams, lakes and swales.

Responsibility: Roadmaster
Frequency: On-going

Spill Prevention Control and Countermeasure Plan

A spill prevention control and countermeasure plan has been developed for the Township and is updated regularly. The plan is implemented to reduce the risk of hazardous material entering the storm sewer system and the waterways within the Township.

Responsibility: Roadmaster/ Road Crew
Frequency: On-going

Hazardous Materials and Chemical Storage

Inspect and evaluate storage locations and the method of storing hazardous materials and chemicals to ensure compliance with State and EPA regulations and to ensure proper disposal of these materials. Have hazardous materials identified. Monitor the inventory for opportunities to reuse, recycle or reduce the amount of the hazardous materials used by the Township. Report the spills as they occur and clean them up as is appropriate. Spill training is given to employees who use any of the hazardous materials. Hazardous materials are disposed of at LCSWM.

Responsibility: Roadmaster
Frequency: On-going

Oil and Antifreeze Recycling

Collect used oil and antifreeze. Used oil and antifreeze is taken to Fisher's Garage. Spills are cleaned up with appropriate spill materials.

Responsibility: Roadmaster
Frequency: On-going

Storage of Erodible Materials

Monitor the locations where erodible materials are being stored on Township property to check for the possibility of storm water pollution. Prevent the storage of erodible materials from causing storm water pollution. A minimal amount of erodible materials are kept at the storage yard. Stone is kept on a stone based lot with a concrete wall behind it to retain a grass area along one side and a retaining dike down grade from the pile to catch any runoff.

Responsibility: Roadmaster
Frequency: On-going

Fertilizer & Pesticide Application

The application of fertilizers and pesticides is conducted by a contractor licensed in accordance with Pennsylvania state law for applying fertilizers and pesticides. The minimum amount of fertilizer and pesticide is applied to get the job done.

Responsibility: Roadmaster
Frequency: On-going

Storage of Asphalt

When asphalt is removed from a road during repairs, the asphalt is hauled to the storage area to stockpile it until it can be taken to be recycled at Burkholder Paving. The storage area is stone based with a concrete jersey barrier wall behind it so nothing gets into the grass. There is a dike down grade as well to catch any possibility of run off.

Responsibility: Roadmaster
Frequency: On-going

Storage of Paint

Paints are stored on a shelf at the shop. It is mostly spray paint or household paint. We do not have any containers for line painting. The line painting is contracted out each year. Painter thinner is stored above spill containment pallets with absorbent pads under the containers.

Responsibility: Roadmaster
Frequency: On-going

Storage of Equipment

All equipment is stored inside a building. Floors are cleaned up fairly regularly. IF there are any leaks, oil dry or absorbent mats are used to clean it up. Spill containment kits are in the building for use as needed.

Responsibility: Roadmaster
Frequency: On-going

Storage of Pipe

Pipes which are being replaced are taken back to the storage yard and placed alongside the berm of the diked area to contain any run off or pollutants. They are taken to Ephrata Recycling periodically.

Responsibility: Roadmaster
Frequency: On-going

Painting Policy

Drop cloths or cardboard are used to help reduce small spills. Spills are to be wiped up right away with rags or paper towels which are to be disposed of in the dumpster in a way that they can dry. Empty paint cans are cleaned and then disposed of in the dumpster. Oil base paints are cleaned up with mineral spirits and then put in a container to be disposed. Unused paint is spread on cardboard and allowed to dry and then the cardboard is disposed of in the dumpster.

Responsibility: Roadmaster
Frequency: On-going

Building and Grounds Policy

The primary goal is to prevent pollution run off while working on the buildings. Appropriate measures are used to prevent soap and oil run off from getting into the water ways. Drop cloths are used while painting to catch spills. While mowing, any leaks are cleaned up promptly as you would a spill of that particular item.

Responsibility: Roadmaster
Frequency: On-going

Road and Street Maintenance

Road maintenance is done in the summer months. When repairing road surfaces, if the paving is cut and excavated, silt is swept up prior to the end of the day to prevent silt from running into the storm drains or streams.

All line painting is contracted out and we don't paint when the roadways are wet or rain is expected. Paint is loaded in the Township parking lot away from drains.

Oil and chip surfacing of the roads is contracted out. Contractors use the minimal amount of materials to complete the job.

Responsibility: Roadmaster
Frequency: On-going

Winter Road Maintenance

A minimal amount of salt necessary to deice the roads is used, taking into account temperature. Whenever possible, snow stock piles are placed away from storm water inlets and streams. Salt spreaders are calibrated to ensure proper application. Vehicles are washed after salting operation at a local car wash if possible and are stored inside.

Responsibility: Roadmaster
Frequency: On-going

Procedures for oily rags

Oily rags are placed in a bucket at the Township garage to be sent off weekly for cleaning.

Responsibility: Roadmaster
Frequency: On-going

Oil Change policy

Vehicle oil is changed in the Township maintenance shop. Oil is drained into a tub. When the oil change is complete, the waste oil is drained into waste oil drums. All oil drums are stored on an approved drum dike in the shop. When the drums are full, they are taken to Fisher's garage in Reinholds to use in their waste oil furnace. Oil dry and pig absorbing mats are nearby if needed for spills. Documentation is received for oil taken to Fisher's garage. Plastic qt oil bottles are drained and put in the dumpster.

Responsibility: Roadmaster

Frequency: On-going

Oil spills

Each truck has a spill kit on board. When there is a major leak, containment socks, oil dry and absorbent pig pads are used. Oily pads go into a bucket for disposal. Excess oil from the pads are dumped into a waste oil drum at the shop. Each garage where equipment is stored has large containment kits. Waste oil drums contents are disposed of at Fisher's garage.

Responsibility: Roadmaster

Frequency: On-going

Oil Storage

All oil drums are stored on a spill containment pallet in the maintenance building. Quart containers sit on a shelf above a containment pallet with pig absorbent mats under the containers of oil.

Responsibility: Roadmaster

Frequency: On-going

Oil Change Equipment

Filters and hoses are drained into waste oil drums. Waste oil drum has a drum funnel to properly drain items into. Once all the oil is drained, the filters and hose are put in the dumpster. Waste oil is taken to Fisher's garage for disposal. Oil is changed inside the maintenance garage. Leaking vehicles are addressed when it is discovered they are leaking. Drip pans are placed under leaking vehicles until they are fixed. Clean-up materials are provided in a readily available location. Dry cleaning methods are used where leaks have collected on ground surfaces.

Responsibility: Roadmaster

Frequency: On-going

Fueling Equipment and Trucks

All equipment and vehicles are monitored as they are filled. Tanks are not overfilled or “topped” off. If there is a spill, oil dry or containment pads are used to clean the spill. Only fueling takes place in the fueling area. Components are inspected for corrosion, leaks damage regularly and replaced as needed. Leaking vehicles are addressed as necessary. Tanks are located on concrete and fueling area is stoned in to minimize contamination. Above ground tanks are supplied with suitable secondary containment. Spill clean- up supplies are readily available at the fueling area. Fueling is done on a concrete slab.

Responsibility: Roadmaster
Frequency: On-going

Trash Removal

Trash is placed in the dumpster and the dumpster is emptied periodically by Good’s Disposal Service.

Responsibility: Roadmaster
Frequency: On-going

Inspection of Storm Water Facilities

Storm water inlets are inspected during cold weather when a warmer spell is expected to facilitate snow melt run off. They are also inspected at various times after large storms in other weather. Inlets are marked for cleaning and vacuuming as needed.

Detention basins, swales and ditches are inspected annually to check for sediment accumulation, trash and weeds. These are cleaned out as needed to allow water to continue to move.

Responsibility: Roadmaster
Frequency: On-going

Inspection of Parks

Parks are inspected weekly during the warmer weather months and bi-weekly during the colder weather months and debris is cleaned up in park as well as in parking lots and in culverts.

Responsibility: Roadmaster
Frequency: On-going

Inspection of Parking Lots

Parking lots are inspected several times a year. They are swept in the spring, if needed. Sweepings are disposed of at landfill by a hauler.

Responsibility: Roadmaster

Frequency: On-going