

Municipal Separate Storm Sewer System (MS4)

Good Housekeeping and Standard Operating Procedures



1.0 HAZARDOUS MATERIALS STORAGE AND INVENTORY

1.1 Purpose

To properly store and maintain an inventory of all hazardous materials stored on County-owned property to avoid contact with stormwater.

1.2 Requirements

1. The facilities manager for each site shall maintain an inventory of and Materials Safety Data Sheets (MSDS) for all hazardous materials stored onsite.
2. Hazardous materials shall be handled according the requirements outlined in the MSDS.
3. Hazardous materials shall be stored in a proper location, as per the MSDS.
4. Minimize the amount of chemicals stored onsite.
5. Store hazardous materials undercover, free from contact with rainwater.
6. Maintain containment and spill kits at the storage locations.

2.0 SPILL RESPONSE AND CLEAN-UP

2.1 Purpose

To protect stormwater through proper preventative actions, spill response and cleanup procedures.

Generally, a spill that has not entered a storm drain or reached a stream, wetland, or other jurisdictional waters AND is below the spilled substance's Reportable Quantity as defined by the EPA AND can be contained and addressed without additional assistance is designated as a maintenance activity. ALL OTHER spills are generally identified as needing Emergency Response.

Document all spills with as much information as possible:

1. Where: Document the location.
2. When: Note the time and make contact as soon as possible.
3. What: If you know what was released and how much that can help determine the type of investigation required.
4. Who: If you know the source, company, or individual involved with the incident, provide that information.
5. Take photographs when possible, see the County IDDE Field Guide for reference.

2.2 Emergency Response Contacts

1. Director, Montgomery County Fore - EMS, Michael Geary 540-394-2176, gearymp@montgomerycountyva.gov
2. The Virginia Department of Environmental Quality (DEQ) Blue Ridge Field Office, 540-562-6700
3. The National Response Center, 1-800-424-8802

2.3 Maintenance Spill Requirements / Procedure

1. Respond to injuries.
2. Stop the source of the spill (if possible).
3. Contain and/or prevent any liquids from entering into the storm drainage system (if possible).
4. Contact appropriate department personnel to report the spill. Reference the County IDDE Field Guide for additional guidance.
 - a. General Services: Assistant General Services Manager Bill Long, 540-382-579, longwt@montgomerycountyva.gov.
 - b. Montgomery County Public Schools: Environmental and Maintenance Planning Program Manager Philip Hash, 540-382-5141, philiphash@mcps.org.
 - c. Parks and Recreation: Parks and Recreation Director Mitchel Haugh, 540-382-6975, haughmb@montgomerycountyva.gov.
 - d. Public or Other: Environmental Services Stormwater Specialist John Burke, 540-394-2090, burkejw@montgomerycountyva.gov.
5. Cover the spill with absorbent material such as kitty litter, sawdust, or oil absorbent pads.
6. Do not use straw. Dispose of used absorbent material properly. Use sealable containers with proper labels.
7. Use water only when necessary and minimize its use.
8. Maintain a spill kit in areas where petroleum or hazardous materials are stored.
9. Deploy containment barrier if spill could potentially reach a storm drainage system.
10. Position mats to contain drips from equipment or vehicles until they can be repaired.

2.4 Restrictions

1. DO NOT wash a spill into the storm drain or a water body.
2. DO NOT leave a spill without cleaning it up.

3.0 DUMPSTERS AND RECYCLE BINS

3.1 Purpose

To protect stormwater from waste materials and byproducts.

3.2 Requirements

1. Provide covers or store bins beneath a covered structure or inside to prevent contact with rain.
2. Regularly inspect bins for leaks and immediately make any necessary repairs.
3. Use bins with lids and without drain holes; keep lids closed.
4. Locate bins on hard surface that does not slope or drain directly into the storm drain system.

4.0 SMALL EQUIPMENT CLEANING

4.1 Purpose

To protect stormwater from chemicals, sediment, and other products.

4.2 Requirements

1. Review the safety data sheet(s) (SDS) for cleaners to be used to determine approval for discharge to the sanitary sewer system. Wash equipment in an approved wash station where wash waters discharge into the sanitary sewer system. Larger pieces of equipment may be cleaned at the County or MCPS vehicle wash bays.

5.0 PETROLEUM AND CHEMICAL DISPOSAL

5.1 Purpose

To protect stormwater from petroleum and chemical products due to improper disposal practices.

5.2 Requirements

1. Dispose of petroleum/chemicals according to manufacturer's specifications and state and federal regulations.
2. Maintain tracking of chemicals and petroleum products being disposed off-site.
3. Store waste petroleum/chemical products in a designated area labeled as such.
4. Label each waste container with its contents.
5. Transport used petroleum and chemical products with a licensed transporter and maintain records for three years.
6. Drain used oil filters for 24-hours before disposal.
7. Inspect waste storage areas for staining/leaks on a regular basis.

5.3 Restrictions

1. Hazardous waste SHALL NOT be placed in solid waste dumpsters.
2. Liquid waste SHALL NOT be poured down floor drains, sinks or outdoor storm drain inlets.
3. NEVER mix petroleum waste and chemical waste.
4. DO NOT dispose of any gasoline-contaminated waste in the regular trash. Dispose of it only as a hazardous waste.

6.0 CONCRETE WASHOUT

6.1 Purpose

To protect stormwater from concrete washout and excess concrete dumping due to improper disposal practices.

6.2 Requirements

1. Direct concrete washout to a leak proof container or settling basin.
2. Provide signage and verbal instruction to drivers and subcontractors involved in masonry and pouring concrete as to the location of washout area(s) and the requirements for use.
3. Concrete washouts must be sized for the anticipated use and allowances must be made for precipitation for washouts open to the weather.
4. Set up mortar containers in a containment area.
5. Use dry methods such as sweeping and shoveling when cleaning up after sidewalk, curb, or driveway construction.
6. Dispose of settled, hardened concrete as garbage.
7. Dewatering of accumulated stormwater can only be done through evaporation or through a chemical filtering sock.

References:

[Arlington Virginia Planning and Field Guide for pollution Prevention \(P2\)](#). Accessed 2018/10/25.

[Maryland Standards and Specifications for Soil Erosion and Sediment Control](#). Accessed 2018/10/25.

[Virginia Erosion and Sediment Control Handbook](#). Accessed 2018/10/25.