

STORMWATER POLLUTION PREVENTION PLAN FOR:

Licking Township - Road Department

**6800 South St
Licking Township, Ohio**

Created:

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Prepared by:



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Introduction

Licking Township is covered by the “*Licking County and Others*” MS4 Program. This permit is issued as part of the National Pollutant Discharge Elimination System (NPDES) Phase II program, which in the state of Ohio is regulated by the Ohio EPA. As a Phase II community, Licking Township must prepare a Stormwater Pollution Prevention Plan (SWPPPs) for all maintenance or storage yards, and material storage facilities owned or operated by the Township. The Roads Department site includes storage and maintenance facilities and storage areas therefore the Township has developed this SWPPP to fulfill the NPDES Phase II requirement.

The objectives of this SWPPP are:

- To implement and maintain Best Management Practices (BMPs) that identify, reduce, eliminate, and/or prevent the discharge of stormwater pollutants.
- To prevent violations of surface water quality, groundwater quality, and sediment management standards.
- To eliminate the discharges of unpermitted process wastewater, domestic wastewater, and other illicit discharges to stormwater drainage systems.

Licking Township is located just South East of the center region of Licking County. This report deals with the pollution potential of stormwater runoff from the roads department located at 6800 South Street.

The attached site map presents a facility site plan of the site, which includes;

- A maintenance building
- A Vehicle and material storage building
- A dumpster pad
- Fuel Tank

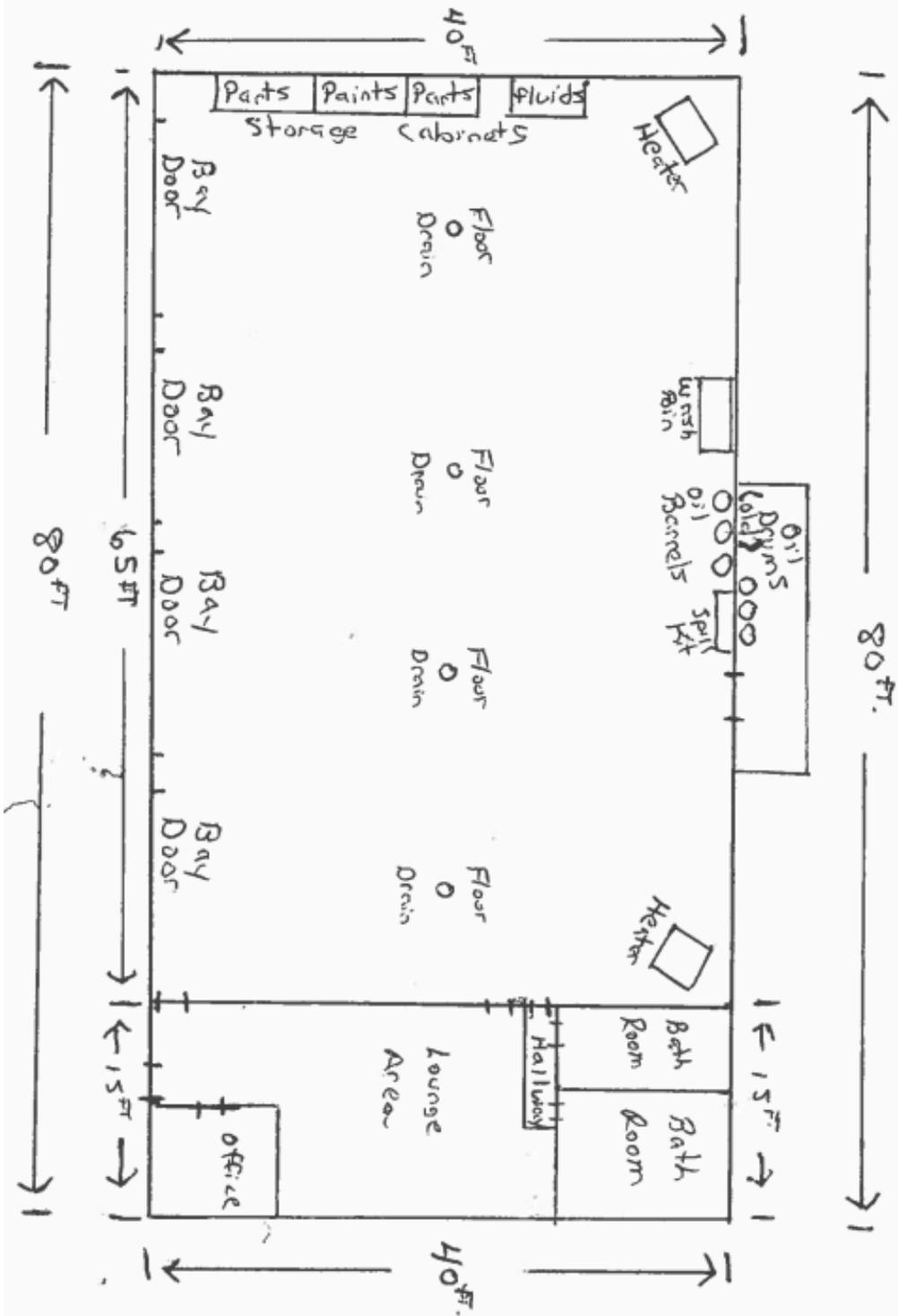
Not all of the facilities listed above contribute to stormwater pollution. The site assessment in the following section focuses on those areas with potential to be sources of pollution.

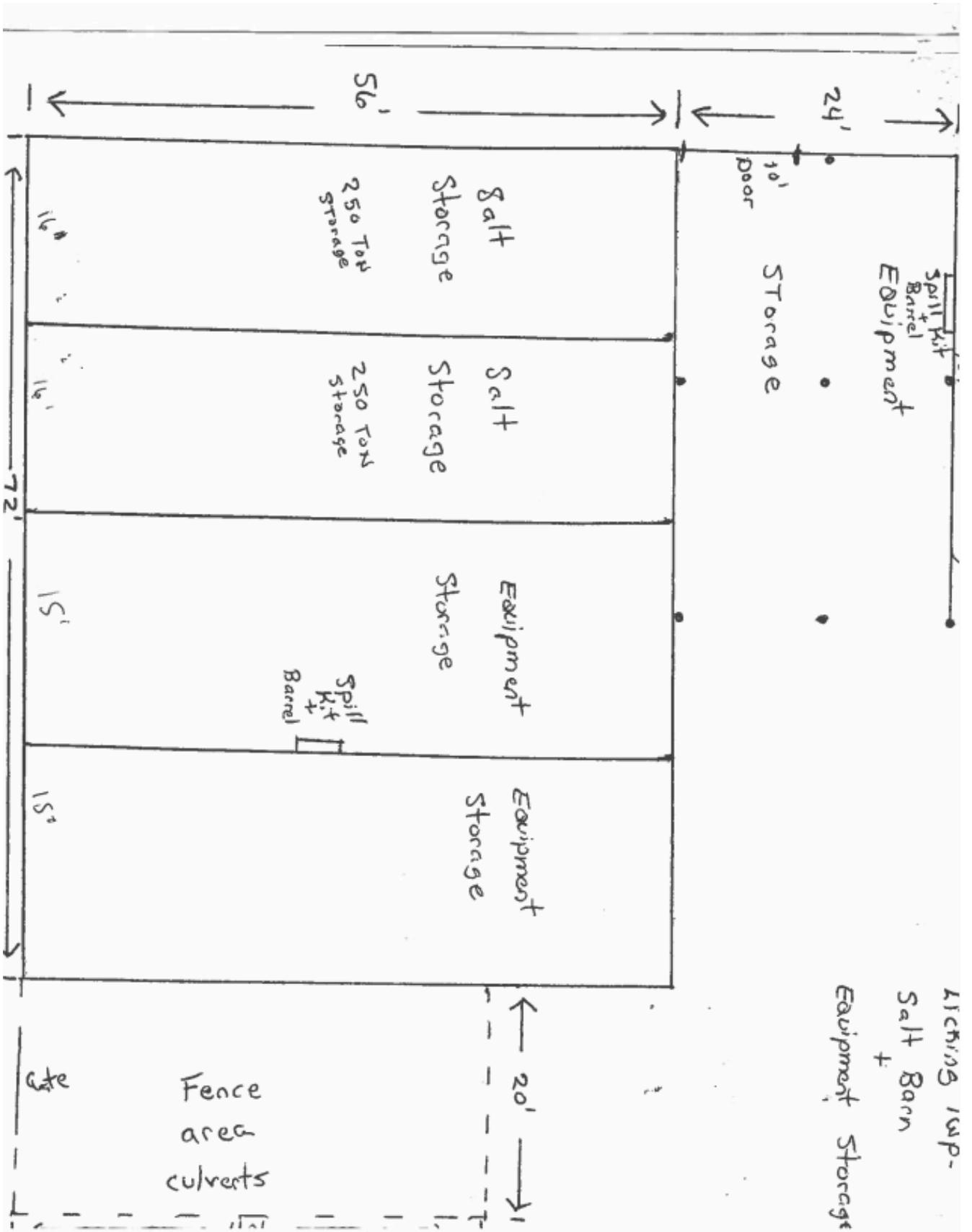
The site map also shows the drainage system. The storm drainage system is very minimal. There are no catch basins onsite. The stormwater consists primarily of surface flow. It originates from the southern hayfields and flows north to the southern edge of the gravel parking lot. A small swale contains the flow, allowing it to infiltrate the ground. In instances of a large rain event the water flows north across the property to the roadside ditch on Second Street. Floor drains within the Maintenance building are not tied into the sewer, and outflows at the northern edge of the paved parking lot. However, these drains are covered when vehicle maintenance is being performed, and no vehicle washing occurs inside the building. Based upon the overall layout, grading of the facility, and the lack of a storm sewer system, stormwater consists primarily of surface runoff. Therefore, with proper BMPs, pollution should not be expected from this site.

Licking Twp.
Road Dept.



Ricking Top. Road Dept.
Maintenance Building





Pollution Prevention Team

The following people will be involved in implementing the SWPPP. Each of these individuals is authorized to sign discharge certification forms, and they may delegate the monitoring tasks to any individual who has been properly trained according to the Employee Training Program in this document.

Responsible Official: Dave Miller, John Cormican - Trustees

Team Leader: Rob Mills, Roads Foreman
Office Phone: 740-323-0724
Cell Phone: 740-404-4475
email: Lickingtownhip475@gmail.com

Responsibilities: Direct, coordinate, and ensure that BMPs are implemented; schedule semi annual compliance evaluations; review and revise SWPPP when needed; budget for maintenance of existing BMP features; request construction of new or major modification of existing BMPs, if needed.

Site Manager: To be assigned by SWPPP Team Leader

Responsibilities: Coordinate and implement Operational and Source Control BMPs for the facility; participate in compliance evaluations; report problems, needed maintenance, or degradation of BMPs to Team Leader.

Maintenance and Source Control Coordinator: To be assigned by SWPPP Team Leader

Responsibilities: Participate in compliance evaluations; provide advice and technical support for plan revisions; handle maintenance of BMPs.

Monitoring Coordinator To be assigned by SWPPP Team Leader

Responsibilities: Conduct site monitoring activities.

Site Assessment

The Road Department site, its operations, and its site plans were examined to assess the potential of site materials and operational practices to pollute stormwater and consequently impact receiving waters. This assessment includes the production of a Facility Site Plan showing existing features relevant to stormwater pollution prevention. The assessment also includes an inventory of on-site materials and their pollution potential (Form A-1 in Appendix A); a list of previous spills of materials (Form A-2 in Appendix A); and an inspection of the site for the presence of non-stormwater discharges from sanitary sewers or industrial wastewater (Form A-4 in Appendix A). Blank forms for future reassessments are provided in Appendix B.

Discharge Points

The site has no storm sewers and floor drains in the maintenance building are not used. The floor drains outflow at the northwestern corner of the paved parking lot. A majority of the site drains by overland flow from the adjacent hay fields across the gravel parking lot into grass areas that lead to the roadside ditch along Second Street.

- **Discharge Point 1** is the Maintenance building floor drain outfall. The floor drains outflow at the northwestern corner of the paved parking lot to a grassed area. These floor drains are covered for vehicle maintenance and no vehicle washing takes place within the building. Therefore, there is no flow from Discharge Point 1.
- The remainder of the site has overland flow draining to grass areas on the north and west side of the site. On the south side there is a small swale which collects the majority of the water before it enters the site..

Pollutants from this site that result from site activities include runoff from the gravel storage area which include suspended solids, turbidity, and nutrients. Current site conditions are such that the potential for these pollutants to be conveyed by stormwater runoff into the receiving storm drains and watercourses is minimal.

Site Features

Salt Storage Enclosure

This facility is a 56' x 32' building that stores the Village's salt supply for the winter. A front end loader enters the facility to gather salt and then backs out and loads the salt into a salt truck. Any salt that may be discharged onto the pavement is swept up and put back into use. This facility is not located near any storm sewer structures so the risk for polluting the storm system is minimal.

Open Metal storage Bay

This building is located northwest of the salt storage shed and is used to house vehicles and mowing equipment. The SWPPP does not identify additional BMPs.

Metal & Frame Building

This building is a long building of vehicle bays, and office space. The facility was formerly a fire house. Vehicles are stored in this building and offices for the street department are also here. Any discharge from the vehicles would be collected by the floor drains which should drain to the parking lot. Drains are covered during any vehicle maintenance.

Open Storage Bays

This area is located at the west end of the Brick & Frame Building. Pipe and supplies are stored in this area. The area is covered and stormwater runoff is not an issue here. Therefore, the SWPPP does not identify additional BMPs.

Open Material Storage

There are two areas of open material storage on the site. Two stone piles are located east of the fuel tank between the two buildings. Three stone piles are located west of the open metal storage building. Both areas are susceptible to rainfall runoff.

Administrative Requirements

Required Signatures

This SWPPP and certification statements (i.e. non-stormwater discharge) must be signed by a duly authorized representative of the facility. Subsequent modifications to this SWPPP and certification statements must also be signed as described above.

Plan Retention and Availability

This SWPPP shall be retained on-site or within reasonable access to the site. It shall be made available to the OEPA upon request, but is not submitted to OEPA. The plan shall also be on file with TOWNSHIP Administration.

Required Plan Modifications

If OEPA notifies Licking Township that the SWPPP does not meet one or more of the minimum requirements of the Stormwater Permit, the Township shall submit a plan modification to OEPA within 30 days of such notice.

The SWPPP shall be modified accordingly whenever there is a change in design, construction, operations, or maintenance that causes the SWPPP to be less effective in controlling pollutants. Modifications need not be submitted to OEPA.

Whenever an inspection reveals that the description of potential pollutant sources or the pollution prevention measures and controls identified in the SWPPP are inadequate, the SWPPP shall be modified, as appropriate, within two weeks of such inspection. Modifications shall be implemented in a timely manner. Modifications need not be submitted to OEPA.

Non-Compliance Notification

If conditions specified in the Permit are not complied with, or will not be complied with, the Township shall notify the OEPA (614-644-2001). The Township shall provide:

- A description of the nature and cause of non-compliance, including the quantity and quality of any unauthorized waste discharges.
- The period of non-compliance, including exact dates and times and/or the anticipated time when compliance will be achieved.
- The steps taken, or to be taken, to reduce, eliminate, and prevent recurrence of the non-compliance.

In addition, immediate action shall be taken as expeditiously as practicable, to stop, contain, and clean up any discharge or spill and all reasonable steps shall be taken to minimize any adverse impacts to waters of the state and correct the problem. OEPA shall be notified by telephone so

that an investigation can be made to evaluate any resulting impacts, the corrective actions taken, and to determine if additional action should be taken.

In the case of any discharge which could constitute a threat to human health, welfare, or the environment, the Village shall notify the OPEA within 24 hours from the time the Village becomes aware of the circumstances. If this information is provided orally, a written submission covering these points shall be provided within five days after knowledge of the circumstances, unless OEPA waives or extends this requirement or extends this requirement on a case-by-case basis.

Maintenance of Records

All records will be kept in this notebook using the forms provided in Appendix B for:

- Storage of new materials constituting a pollution hazard (Form A-1 Material Inventory)
- Spills of significant materials (e.g., oil, antifreeze, leachate, other pollutants) (Form A-2 List of Significant Spills and Leaks)
- Areas associated with industrial activity (Form A-3 Areas Associated with Industrial Activity)
- Non-stormwater discharge dry weather inspections (Form A-4 Non-Stormwater Discharge)
- Wet weather runoff inspections (Form B-1 Wet Weather Inspection)
- Preventative maintenance inspections (Form B-2 Preventative Maintenance Inspection)
- Training achievements (Form B-3 Training Achievements)
- Changes in Stormwater Pollution Prevention Plan

All records are to be dated and kept in reverse chronological order for a period of five years.

Best Management Practices

Good Housekeeping

Good housekeeping practices are important for reducing or eliminating pollutants in stormwater runoff. Good housekeeping involves maintaining a clean and orderly work environment. Keeping all areas clean will prevent the spread of pollutant-containing material. Extra attention to surfaces draining to storm sewer can significantly reduce pollutant washoff. An orderly work environment will reduce the chance for inadvertent spills. The following practices should be employed:

- Site Manager shall keep a running inventory of all chemical substances (Form A-1 Material Inventory) and Material Safety Data Sheets (MSDS) in a fixed location.
- Hazardous materials in the maintenance shops should be kept in enclosed storage lockers and/or on “spill containment pallets” (that provide secondary containment) where possible or stored in an orderly fashion at the back of the shops, as far away from the front as possible. Containers should be well sealed, clean, and labeled with substance name and date (and hazards, if appropriate).
- Promptly and properly dispose of all empty containers from cleaners, oil, or chemicals.
- Ensure an adequate supply of absorbent pads or materials is available for cleanups.
- Use absorbent for any minor oil spills or leakage on paved areas in front of the maintenance shops or service areas. When the liquid has been absorbed, sweep up and dispose of it properly.
- Loading and unloading areas are to be frequently cleaned using vacuum-type street sweepers, or hosed off into the sanitary sewer drainage system, while avoiding drainage to storm sewers.
- Sweep weekly or as needed. Pick up and properly dispose of any trash or debris, if present.
- For vehicles or equipment under repair, inspect daily for leaks. For all other stored and parked vehicles, containers, or equipment, inspect weekly. Contain leaks and then repair or replace items promptly; clean up as detailed in the Spill Prevention and Emergency Cleanup Plan.

Inspections and Preventative Maintenance

Inspections and preventative maintenance are essential for maintaining the performance of Best Management Practices over time.

Preventative maintenance inspections of stormwater system features should be carried out during inspections (see Monitoring Plan). If inspections reveal recurring maintenance issues at specific locations, increase inspection frequency to monthly at these locations.

Observations from inspections should be recorded on the *Preventative Maintenance Inspection Form* (Form B-2) provided in Appendix B. Conditions of the following features should be recorded:

- All paved surfaces for evidence of pollutants (e.g. oil stains, discoloration, sediment accumulation).

A nominal cleaning frequency for catch basins and oil/water separators is stated below. Adjust these frequencies as necessary (site-wide or for specific structures) if inspections reveal that more frequent cleaning is needed. Regular vactoring and sediment removal will maintain maximum sediment retention capacity, prevent washout of sediment, and limit the dissolving of pollutants into water.

Vactor the Following:

- All catch basins annually or as needed, especially after major storms
- Oil-water separator annually, immediately after significant spills, and additionally as necessary. For heavy oil accumulation, obtain the services of a firm that collects oil/oily liquids.

Sediment and Erosion Control

On the Street Maintenance site, a potential problem is erosion from the uncovered storage bays. The BMP for stockpiles shall be to provide temporary plastic covers or berm off the area to trap runoff and divert storm flows away from the storm sewers. In certain instances, berms or sills at the bottom of the bays to reduce the washout of suspended solids could be an effective alternative.

Source Controls

Source control measures minimize the opportunity for pollutants to enter the stormwater system. Source controls are often the most effective methods for water quality protection. The above site assessment, as well as measures described in the Spill Prevention and Emergency Cleanup section of this SWPPP, include source control measures. This section includes additional source control BMPS.

- For storage of hazardous materials in maintenance shops, use drums and containers set in “drip pan” type receptacles where possible. Use containers that are durable, corrosion resistant, non-absorbent, and non-leaking.
- Use drip plans to collect leaks and spills from equipment/vehicles if parked outside for extended periods.
- Properly dispose of scrap metals by sending them to a landfill or determining if they can be reused as quickly as possible. Otherwise, keep them stored in a covered space until disposal.

Employee Training Program

Frequency

Perform in-depth pollution prevention training for new employees within 30 days of hiring, and a refresher briefing held annually addressing:

- Good housekeeping.
- Spill prevention and response procedures.
- Materials handling and storage.
- Announce any changes to the plan.
- Announce any new management practices related to stormwater pollution prevention.

Employee Training Program Topics

Good Housekeeping

- Review and demonstrate basic cleanup procedures.
- Clearly indicate proper disposal locations.
- Be sure employees know where routine cleanup equipment is located.

Spill Prevention and Response

- Clearly identify potential spill areas and drainage routes.
- Post warning signs in spill areas with emergency contacts and telephone numbers.
- Drill on spill clean-up procedures.
- Identify the locations of spill clean-up equipment and the persons responsible for operation of the equipment.

Spill Prevention and Emergency Cleanup Plan

Purpose and General Information

This plan provides for measures and procedures to prevent or minimize contamination of stormwater runoff from the site during normal operations and in the event of spills. The Roads Department facility has only one structure at risk in the case of a spill. The floor drains in the maintenance building are covered during vehicle maintenance, and washing. This structure provides limited to no protection in the event of a spill and the Township should implement some form of response measures in the event of a spill.

Spill Prevention and Proposed Measures

Likely Spill Locations

The most likely spill locations on the site are anywhere that machinery is operated or parked. Other potential locations are where stored hazardous materials are handled and transported around the site (such as fuel tanks and paint containers).

Inspections

One of the most effective spill prevention measures is the performance of routine visual inspections to detect potential spill situations. These shall be done on a regular basis during the course of operating the site.

Housekeeping

Good housekeeping, as described above, can prevent a significant amount of contaminants from entering runoff as well as promote pride in providing a clean facility.

In addition, new employees should be briefed on the spill cleanup plan as part of their job training and orientation. The storm drainage system, spill prevention practices, and spill cleanup procedures are to be reviewed in detail.

All site employees are to be given a refresher briefing on the spill cleanup plan annually, stressing the importance of spill prevention, good housekeeping and emergency spill cleanup procedures.

Spill Kit

It is recommended that the site be equipped with a few pieces of equipment to assist in handling spills. A minimal spill kit should contain the following materials:

- 1 – 40 pound bag of Oil Sponge
- 1 – 5 pound bag of Absorb – All
- 1 – flat-edge short shovel

- 10 – 18-inch x 18-inch oil absorbent pads
- 1 – pair of chemical resistant long rubber gloves
- 1 – roll of duct tape
- 2 – 6 mil thickness 30-gallon plastic bags
- 1 – clear plastic eye and face protection shield
- 2 – plastic tarps
- 4 – oil-absorbent “booms,” minimum length 10 feet each
- 2 – rolls of yellow “caution” tape

If materials from the kit are used for spills, the site supervisor should report the items used and request that they be restocked immediately for use. In addition, the kit should be checked semi-annually to verify that all materials are available.

Emergency Spill Response

In the event of a major or significant spill, the following actions should be taken, remembering that safety of staff and visitors is paramount:

1. **Notify the supervisor on duty.**
2. **Determine the danger to personnel.** If the material is suspicious in nature as indicated by fumes or smoke being released, clear the immediate area and get personnel upwind of the spill. If the situation is severe enough to warrant, close the facility and evacuate the area.
3. **Call for assistance.** The supervisor should make a quick assessment of the nature and severity of the spill so that the appropriate notifications can be made.
4. **Isolate the spill.** For spills of a known material which does not present a personnel hazard, use the materials in the Spill Kit to berm off and soak up the spill as appropriate. Liquids such as hydraulic oil, diesel oil, motor oil, antifreeze, or paint can be controlled in this manner. If catch basins are threatened in the spill area, use the tarps and oil boom rolls to keep the material out as much as possible. Use rubber gloves, boots and face shield as needed to avoid contact with material. The yellow “Caution” tape may be needed to warn personnel of a slip hazard from oil spills.

*For unknown materials which are suspected to present a hazard to personnel, keep personnel at a safe distance. If catch basins are threatened in the spill area and can be safely reached, use the tarps and oil boom rolls to keep the material out as much as possible.

5. **Clean up the spill.** When they are saturated, place the pads, booms and absorbent in the trash bags provided. Place the bags in a hazardous materials storage cabinet using the bulk half-drum container. Use additional absorbent to thoroughly soak up the liquid. Do not wash free liquid or absorbent down catch basins or off of paved areas.

For spills of oily liquids which have occurred in the washing area, inspect oil/water separator tanks (if any) for free oil floating on top. Contact an oil cleaning service to remove large quantities. For small quantities, the absorbent pads or booms may be used to soak up the oil. Dispose of oil-contaminated materials in trash bags provided in the kit. Place the bags in a hazardous materials storage cabinet using the bulk half-drum container, and provide for disposal within 72 hours.

For spills of unknown materials, once a determination has been made of the nature of the material and whether it is a special waste, accomplish cleanup and disposal as recommended by the Fire Department. Use the protective equipment in the spill kit to avoid contact with the material if so advised by the trained specialists called to the scene. Some materials may require special handling and disposal.

After all free liquid or material and absorbent has been removed, the area may be treated with a detergent solution and washed down into a sanitary sewer to eliminate a slip hazard for personnel.

Monitoring Plan

To comply with the Stormwater Permit, Licking Township must perform periodic visual observations of discharges from the facility to evaluate the effectiveness of the BMPs. Water quality sampling of discharges is not required by this Permit.

Inspection frequency and location is summarized in the following table:

Inspection Type	Period	Frequency	Location
Wet Weather	Oct., Nov., or Dec.	Annually	All catch basins, asphalt surface
Dry Weather	July, Aug., or Sept.	Annually	Same as Wet Weather

The following periodic observations are to be performed, with results recorded on the provided inspection forms. See the Best Management Practices section for additional inspection and maintenance requirements.

Annual Wet Weather Inspection

Inspect one time during the wet weather period, during a storm event generating observable overland flow. Follow and fill out the *Wet Weather Inspection Form* (Form B-1 in Appendix B) and make additional notes as needed.

During wet weather inspections:

- Verify that the description of potential pollutant sources and the Facility Site Plan are accurate.
- Make certain that the pollutant reduction controls are being implemented, maintained, and are functioning adequately.
- Inspect all drainage structures for defects and maintenance needs.
- List observations of floating materials, suspended solids, oil and grease, discoloration, turbidity, odor, etc. in stormwater discharges and their probable source.

Annual Dry Weather Inspection

Inspect one time each year, following at least seven days of dry weather. Follow and fill out the *Non-Stormwater Discharge Dry Weather Assessment and Certification Form* (Form A-4 in Appendix A).

The objective of these observations is to determine if unauthorized non-stormwater discharges (e.g. domestic wastewater or noncontact process wastewater) to the stormwater drainage system are occurring. These illicit flows are much more difficult to detect during periods with stormwater flows, and therefore it is important to make these observations during a very dry period.

During dry weather inspections:

- If flow is present, then the inspector must determine whether or not it is a result of non-stormwater discharges. The inspector must use his/her judgment as to the source. Smoke testing or dye studies are not required to differentiate between industrial and non-industrial sources at this site.
- If flow is present and believed to be a non-stormwater discharge (e.g. domestic wastewater, process wastewater, etc.), then corrective action(s) should be identified and completed on Form A-4.
- If flow is present and believed to be industrial discharge (i.e. wash water, leachate), then the OEPA must be notified (614-644-2001).

Reporting

Inspection data obtained during each monitoring period must be summarized and reported on a Discharge Monitoring Report (DMR) form.

Records Retention

Records must be retained for a minimum of five (5) years. Records include but are not limited to:

- Inspection reports
- Maintenance records
- Records of repairs (including costs)
- Spill records

Owner Certification

OWNER'S SWPPP CERTIFICATION

I certify under penalty of law this SWPPP has been developed in accordance with good engineering practices. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. And at the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature

Printed Name

Title

Date

Appendix A
Site Assessment

FORM A-1
Material Inventory

Completed By:
 Title:
 Date:

List materials handled, treated, stored, or disposed of at the site that may potentially be exposed to precipitation or runoff.

Material	Purpose/Location	Quantity (units)			Likelihood of contact with stormwater. If yes describe reason	Past Spill or Leak	
		Used	Processed	Stored		Yes	No
		(Indicate per/wk. or yr.)					

FORM A-4
Annual Non-Stormwater Discharge Dry Weather (July 1 to September 30)
Assessment & Certification

Completed By:
 Title:
 Date:

The dry season inspection shall determine the presence of unpermitted non-stormwater discharges such as domestic wastewater, wash water, or leachate to the stormwater drainage system.

Tests may include: visual observations of flows, odors, oily conditions, and other abnormalities: dye tests, television line surveys; and/or analysis and validation of accurate piping schematics.

Inspection Date	Inspection Location	Method Used to Test or Evaluate Discharge	Flow Present (yes or no)	Identify Potential Significant Sources of Non-Stormwater Flow	Person Who Conducted the Test

Certification

Based on my inquiry of the person or persons who manage the systems or those persons directly responsible for gathering the 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 fine and imprisonment for knowing violations.

Name & Title:

Phone:

Signature: _____ Date: _____

Appendix B

Inspection Forms

FORM B-1
Wet Weather Inspection

Completed By:
 Title:
 Date:

These inspections are to be performed and recorded quarterly. The wet weather inspection will be performed during a runoff generating storm to verify the functioning of the storm system.

Inspection Date	Inspection Location	What to Look For	Condition

Certification

Based on my inquiry of the person or persons who manage the systems or those persons directly responsible for gathering the 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 fine and imprisonment for knowing violations.

Name & Title:

Phone:

Signature:

Date Signed:

FORM B-2		Completed By:	
Preventative Maintenance Inspection		Title:	
		Date:	
These inspections are to be performed and recorded quarterly.			
Inspection Date	Inspection Location	What to Look For	Condition
Certification			
Based on my inquiry of the person or persons who manage the systems or those persons directly responsible for gathering the 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 fine and imprisonment for knowing violations.			
Name & Title:		Phone:	
Signature:		Date Signed:	

FORM B-3 Training Achievements	Completed By: Title: Date:
Note all significant training achievements on this form including staff meetings, courses, and job training.	
Date:	
Personnel:	
Achievements:	