

# Operations and Maintenance of Municipal Vehicles and Equipment

## Introduction

Regular maintenance of both municipal and contracted vehicles and heavy equipment not only prolongs the life of municipal assets but also helps reduce the potential for leaking of fluids associated with normal wear and tear. Potential pollutants include fuels, oil, antifreeze, brake fluid, solvents, and battery acid. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 as a result of leaks from vehicles and equipment. If services are contracted with respect to vehicles and equipment, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The town of Burlington undertakes various procedures in regards to its municipal vehicles and equipment.

Within two years of the effective date of the MS4 Permit, Burlington will create an inventory of all municipal vehicles and equipment and update this inventory annually (the vehicles and equipment inventory is Attachment 1).

## Procedures

Burlington will implement the following procedures for municipally owned and operated vehicles and equipment to reduce the discharge of pollutants from the MS4:

### Vehicle and Equipment Maintenance

#### *Vehicle Storage*

- Monitor vehicles and equipment for leaks and use absorbent pads or drip pans as needed until repairs can be performed.
- When drip pans are used, avoid overtopping.
- Drain fluids from leaking or wrecked vehicles and parts as soon as possible. Dispose of fluids properly. [Antifreeze is recycled and reused; used oil goes to a DEP-approved facility]
- Store and park vehicles on impervious surfaces and/or under cover or indoors whenever possible.

#### *Vehicle Maintenance*

- Conduct routine inspections of heavy equipment and vehicles to proactively identify maintenance needs or potential leaks.
- Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
- Recycle or dispose of waste properly and promptly.
- Sweep and pick up trash and debris as needed [maintenance facility swept 3 times/week and trash is picked up 3 times/week].
- Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.

***Body Repair and Painting***

- Body repairs and painting are done in a certified body shop, not on municipal property.

***Fueling***

- Fueling areas owned or operated by the municipality should be covered.
- Fueling areas should be evaluated to ensure that pollutants (e.g., gasoline or oil) do not enter the MS4. Follow the procedures in SOP: Fuel and Oil Handling.

***Material Management***

- Store materials and waste in labeled containers under cover and in secondary containment.
- Chemicals should not be combined in containers.
- Hazardous waste must be labeled and stored according to hazardous waste regulations. Follow the procedures in SOP: Hazardous Materials Storage and Handling.
- Carefully transfer collected fluids from containers into designated storage areas as soon as possible.
- Store new and used batteries securely to avoid breakage. Store indoors or in secondary containment to contain potential acid leaks. Recycle used batteries.
- Conduct periodic inspections of storage areas to detect possible leaks.
- Do not wash or hose down storage areas unless there is prior approval to collect and discharge the water into the sanitary sewer. Use dry cleanup methods whenever possible.
- Keep lids on containers. Store them indoors or under cover to reduce exposure to rain.
- Inspect and maintain all pretreatment equipment, including interceptors, according to the manufacturer's maintenance schedule and at least once per year.
- Proper spill protocol should be followed to prevent chemicals from entering the stormwater system. Follow the procedures in SOP: Spill Response and Cleanup.

***Parts Cleaning***

- Use designated areas for engine, parts, or radiator cleaning. Do not wash or rinse parts outdoors. If parts cleaning equipment is not available then capture parts cleaning fluids.
- Recycle cleaning solution. Never discharge waste to the sanitary sewer or storm sewer.
- Use steam cleaning or pressure washing of parts instead of solvent cleaning. Cleaning equipment must be connected to an oil/water interceptor prior entering the sanitary sewer.
- When using solvents for cleaning, drain parts over the solvent tank to avoid drips to the floor. Catch excess solutions and divert them back to tank. Allow parts to dry over the hot tank.

**Vehicle and Equipment Washing**

Vehicle washing can result in the discharge of nutrients, sediment, petroleum products, and other contaminants to a surface water body or to a stormwater system. The MS4 Permit does not authorize the discharge of municipal vehicle washing byproducts into the MS4.

***Outdoor Vehicle Washing Procedures***

Outdoor washing of municipal vehicles should be avoided unless wash water is contained in a tight tank or

similar structure. Where no alternative wash system is available, and full containment of wash water cannot be achieved, adhere to the following procedures:

- Avoid discharge of any wash water directly to the storm drainage system or surface water (e.g., stream, pond, or drainage swale)
- Minimize the use of water to the extent practicable.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Do not use solvents except in dedicated solvent parts washer systems or in areas not connected to a sanitary sewer.
- Do not power wash, steam clean, or perform engine or undercarriage cleaning.
- Grassy and pervious (porous) surfaces may be used to promote direct infiltration of wash water, providing treatment before recharging groundwater and minimizing runoff to an adjacent stormwater system. Pervious surfaces or other infiltration-based systems should not be used within wellhead protection areas or within other protected resources.
- Impervious surfaces discharging to the storm drainage system should not discharge directly to a surface water unless treatment is provided. The treatment device should be positioned such that all drainage must flow through the device, preventing bypassing or short-circuiting.
- Periodic sweeping and/or cleaning should be completed to prevent accumulation from forming on the washing area.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP 4: Spill Response and Cleanup.
- Heavily soiled vehicles or vehicles dirtied from salting or snow removal efforts should follow the SOPs in the “Heavy Equipment Washing Procedures” below.

#### ***Indoor Vehicle Washing Procedures***

- Vehicles and equipment should be washed inside whenever possible to reduce runoff to the stormwater system.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
- Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.
- Floor drains should be connected to a sanitary sewer or tight tank. Floor drains in Burlington municipal facilities for vehicles and equipment do not discharge to adjacent surface water bodies or engineered storm drain systems.
- Designate separate areas for routine maintenance and vehicle cleaning. This helps prevent contamination of wash water by motor oils, hydraulic lubricants, greases, or other chemicals.
- Dry cleanup methods are recommended within garage facilities. Do not wash down floors and work areas with water. Sweeping only occurs in Burlington vehicles and equipment facilities.
- No municipal vehicles other than police vehicles brought to commercial washing stations.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP: Spill Response and Cleanup.

#### ***Heavy Equipment Washing Procedures***

- Mud and heavy debris removal should occur on impervious surfaces or within a retention area.

- Maintain these areas with frequent mechanical removal and proper disposal of waste.
- Impervious surfaces with engineered storm drain systems should not discharge directly to surface water.
- Floor drains should be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface waterbodies or engineered storm drain systems should be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
- Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP: Spill Response and Cleanup.

***Engine and Steam Washing Procedures – rare in Burlington, occurs only if there is a significant oil leak***

- Do not wash parts outdoors.
- Maintain drip pans and smaller containers to contain motor oils, hydraulic lubricants, greases, etc. and to capture and collect spills or noticeable leaks observed during washing activities, to the extent practicable. Follow the procedures in SOP: Spill Response and Cleanup.
- Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Avoid cleaning with solvents except in dedicated solvent parts washer systems. Make use of pressure washing and steam cleaning.
- Recycle clean solutions and rinse water to the extent practicable.
- Wash water should discharge to a tight tank or a sanitary sewer via an oil/water separator. Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.

**Employee Training**

- Employees who perform work on/with municipal vehicles or equipment are trained on an ongoing basis on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Attachments**

1. Inventory of Municipal Vehicles and Equipment
2. SOP: Fuel and Oil Handling
3. SOP: Hazardous Material Storage and Handling
4. SOP: Spill Response and Cleanup

**Inventory of Municipal Vehicles and Equipment  
Burlington, Massachusetts**

Description	Location	Department	Contact	Type	Service/Inspection/ Calibration schedule
B-01 CHEVY TRAILBLAZER	ANNEX	BLDG	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
B02 FORD ESCAPE	ANNEX	BLDG	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
B-03 FORD FOCUS SEDAN WHITE	ANNEX	BLDG	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
B-04 FORD FOCUS SEDAN WHITE	ANNEX	BLDG	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
B-05 FORD ESCAPE	ANNEX	BLDG	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
C-01 FORD ESCAPE UTILITY BLACK	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
C-02 FORD F350 OTHER GREEN	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
C-03 F350 FORD UTILITY BODY	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
C-04 F350 FORD PICKUP	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
C-05 F350 SM DUMP	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
C05A-02 FORD CUTVAN VAN	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	VAN	Bi-annually
C-06 T-350 FORD TRANSIT VAN	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	VAN	Bi-annually
C-07 KUBOT UTILIT ORANGE	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	ATV	Bi-annually
C-08 JCB LOADER BACKHOE	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	LDR	Bi-annually
C-09 BIGT UTILITY TRAILER	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
C-10 EXCEL UTILITY TRAILER BLACK	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
C-11 THOMAS CONSTR LOADER YELLOW - BOBCAT	CEMETERY	DPW	Tommy Lee, Superintendent Central Maintenance	LDR	Bi-annually
COA-01 FORD E350 WHITE BUS	HUMAN SERVICE	COA	Tommy Lee, Superintendent Central Maintenance	BUS	Bi-annually
COA-02 FORD E350 BUS	HUMAN SERVICE	COA	Tommy Lee, Superintendent Central Maintenance	BUS	Bi-annually
CONS-01 FORD RANGER PU	ANNEX	CONS	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
E-01 FORD RANGER PICK UP	ANNEX	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
E-02 FORD ESCAPE UTIL BLACK	ANNEX	DPW	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
E-03 FORD RANGER PU BLACK	ANNEX	DPW	Tommy Lee, Superintendent	TRUCK	Bi-annually

			Central Maintenance		
E-04 FORD ESCAPE UTILITY	ANNEX	DPW	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
BELMONT RD GENERATOR/KATOLIGHT	BELMONT RD	DPW	Tommy Lee, Superintendent Central Maintenance	GEN	Inspection and detailed service in June, repeat inspection in December
MILL POND GENERATOR/	MILL POND PLANT	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
GRANDVIEW GENERATOR/KATOLIGHT	GRANDVIEW AV	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
WESTWOOD ST GENERATOR/SUPERIOR	WESTWOOD ST.	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
BROOKSIDE GENERATOR/KOHLER	BROOKSIDE	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
DOUGLAS AV GENERATOR/KOHLER	DOUGLAS AV	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
LUCAYA CIR. GENERATOR/KATOLITE	LUCAYA CIR	DPW	Tommy Lee, Superintendent Central Maintenance	GEN	Inspection and detailed service in June, repeat inspection in December
WILMINGTON RD. GENERATOR/OLYMPIAN	WILMINGTON RD.	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
LEXINGTON ST. GENERATOR/KOHLER	LEXINGTON ST.	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
TOWNLINE RD. GENERATOR/KATOLIGHT	TOWNLINE RD.	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
PARTRIDGE LN GENERATOR/KOHLER	PARTRIDGE LN.	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
LIBRARY GENERATOR/GENRAC	LIBRARY	BLDG	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
HIGHWAY GENERATOR/ONAN	HIGHWAY BUILDING/MEADOW RD.	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
FRANCIS WYMAN GENERATOR/KOHLER	FRANCIS WYMAN RD.	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
VINEBROOK GENERATOR/ONAN	VINEBROOK TREATMENT PLANT	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
TERRACE HALL GENERATOR/CUMMINS	TERRACE HALL STATION	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
BEDFORD ST. GENERATOR/CUMMINS	BEDFORD ST. STATION	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December

STATION 2 (FIRE) GENERATOR/KOHLER	STATION 2 (FIRE) TERRACE HALL AVE	FIRE	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
MAIN FIRE GENERATOR/KATOLIGHT	MAIN FIRE STATION CENTER ST.	FIRE	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
POLICE GENERATOR/KOHLER	POLICE STATION CENTER ST.	POLICE	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
TOWN HALL GENERATOR/KOHLER	TOWN HALL	BLDG	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
HUMAN SERVICE BLDG/GENRAC	HUMAN SERVICE	BLDG	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
PORTABLE SUPERIOR 250KW	MEADOW ROAD	DPW	Tommy Lee, Superintendent Central Maintenance	GENERATOR	Inspection and detailed service in June, repeat inspection in December
H-01 FORD F 150 PICK UP TRUCK	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-02 FORD RANGER PU	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-03 FORD F350 PU	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
H-04 FORD F450 DUMP	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-05 FORD DRWSUP DUMP	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-06 Ford F450 UTILITY TRUCK	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-07 FORD F350 TRUCK - SMALL BUCKET TRUCK	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-08 JOHN DEERE GRADER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	PLOW	Bi-annually
H-09 INTNL/ STETCO	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-10 INTL 4900 TRUCK - STETCO	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-11 ELGIN PELICA SWEEPER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	SWPR	Bi-annually
H-12 INTERNATIONAL DUMP/SANDER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-13 INTER. DUMP TRUCK/SANDER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-14 INTER. HOOK LOADER TRUCK	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-15 CHEV 'TRUCK - SANDER ONLY	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-16 INTER, TRUCK- DUMP/SANDER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-17 CHEV TRUCK - 5 TON DUMP	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-18 INTER. DUMP TRUCK/SANDER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually

H-19 MACK CV713 TRUCK - 10 WHEELER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-21 TRACKLESS	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	PLOW	Bi-annually
H-22 TRACKLESS CONSTR	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	PLOW	Bi-annually
H-23 TRACKLESS SIDEWALK PLOW	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	PLOW	Bi-annually
H-24 TRACKLESS SIDEWALK PLOW	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	PLOW	Bi-annually
H-30 ELGIN PELICAN SWEEPER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	SWEEPER	Bi-annually
H-35 INTL UTILITY - VACTOR	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
H-37 VOLVO WHEEL FE LOADER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	LDR	Bi-annually
H-39 VOLVO WHEEL FE LOADER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	LDR	Bi-annually
H-57 BOBCAT CONSTR LOADER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	LDR	Bi-annually
H-60-P1 HOT TOP PARES BOMAG	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	PAVER	Bi-annually
H-60 P2 SALSCO SIDEWALK PAVER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	PAVER	Bi-annually
H-60-R1 1 TON ROLLER BEUTHLING	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	RLR	Bi-annually
H-60-R2 BOMAG 3-5 TON ROLLER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	RLR	Bi-annually
H-60-R3 RWACKER NEUSON ROLLER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	ROLLER	Bi-annually
H-61 CHICAGO. COMPRESSOR	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	CMPR	Bi-annually
H-62 VERN UTILITY SIGN BOARD	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
H-67 TOWMASTER TRAILER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
H-71CONTRAIL TRAILER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
H-72 HUDSON TRAILER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
H-73 WOODCHUCK CHIPPER HY/ROLLER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	CHPR	Bi-annually
H-74 CARRY UTILIT TRAILER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
H-75 CROSS UTILITY TRAILER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
H-76 TOWMASTER TRAILER	HIGHWAY	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
M-01 FORD F350 PICK UP	CENTRAL MAINT	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
M-02 FORD CROWN VIC	CENTRAL MAINT	DPW	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
CHEVROLET TRAILBLAZER	CENTRAL MAINT	DPW	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually



M-2B FORD CROWN VIC (SPARE/LOANER)	MEADOW ROAD	DPW	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
M-3 CHEV SILVER PICK UP	CENTRAL MAINT	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
P-40 FORD UTILITY UNMARKED/OIC	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P-41 FORD MARKED PATROL/SUPERVISOR	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P-42 FORD UTILITY/MARKED PATROL	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P-43 FORD UTILITY MARKED PATROL	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P-44 FORD UTILITY/MARKED PATROL	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P-45 FORD UTILITY/MARKED PATROL	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P-46 CHEVY CAPRICE /MARKED PATROL	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P47 FORD UTILITY/MARKER PATROL	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P-48 FORD UTILITY/MARKED PATROL	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P-49 FORD UTILITY MARKED/PATROL	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 6 weeks
P-50 FORD UTILITY UNMARKED/CHIEF	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-51 FORD UTILITY/UNMARKED DEPUTY	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-52 FORD UTILITY UNMARKED/CAPTAIN	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-53 FORD CROWN VIC /UNMARKED	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P53 FORD UTILITY UNMARKED/CAPTAIN	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-54 FORD TAURUS UNMARKED / LT Detective	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P 55 FORD UTILITY/ UNMARKED	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-56 CHEVY CAPRICE /UNMARKED	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-57 FORD TAURUS /UNMARKED	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-58 FORD CROWN VIC/UNMARKED	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-59 FORD TAURUS/UNMARKED	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-60 FORD EXPEDITION /SCHOOL RESOURCE	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-61 FORD CROWN VIC /UNMARKED	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-62 FORD UTILITY MARKED /TRAFFIC	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-63 FORD UTILITY/ UNMARKED TRAFFIC	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks

P-64 FORD UTILITY/ MARKEDTRAFFIC	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-65 FORD UTILITY/MARKED / DETAIL	POLICE STATION	Police	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-66 FORD CROWN VIC /UNMARKED	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-67 FORD ESCAPE /DRUG UNIT	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-68 CHEV. TRAVERSE /DRUG UNIT	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P70 MARKED MOBIL COMMAND UNIT	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VAN	Inspection & oil change every 12-14 weeks
P-71FORD CROWN VIC /UNMARKED	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
P-A1 FORD PICKUP/ANIMAL CONTROL	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	TRUCK	Inspection & oil change every 12-14 weeks
P-K9 CHEVY TAHOE /MARKED/K-9	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Inspection & oil change every 12-14 weeks
PACE UTILITY TRAILER	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	TRLR	Inspection & oil change every 12-14 weeks
RADAR UTILITY TRAILER	POLICE STATION	POLICE	Tommy Lee, Superintendent Central Maintenance	TRLR	Inspection & oil change every 12-14 weeks
R-1 FORD RANGER PU	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-2 FORD F250 PU	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-3 FORD F350 UTILITY BODY	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-4 Ford F-350 UTILITY BODY	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-5 Ford F350 PICK UP	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-6 FORD F350 RACK BODY	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-7 FORD F 550 DUMP	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-9 FORD F350 PICK UP	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-10 FORD ESCAPE UTIL	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
R-11 FORD F350 PICK UP	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-12 FORD E 150 VAN	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	VAN	Bi-annually
R-13 FORD F550 F57	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
R-14 TORO MOWER/ TRACTOR	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRCTR	Bi-annually
R15 JACOBSEN 70529 TRACTOR	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRCTR	Bi-annually
R-16 JOHN DEERE TRACTOR	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRACTOR	Bi-annually
R-19 GMC BUCKET TRUCK	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually

R-20 JOHN DEERE TRACT	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRCTR	Bi-annually
R-21HAUL UTILITY TRAILER	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
R-22 UTILITY TRAILER	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRAILER	Bi-annually
R-23-06 BIG TEX TRAILER	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRAILER	Bi-annually
R24 CAM SUPERLINE	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	TRAILER	Bi-annually
R-33 LEROI COPRESSOR	RECREATION	REC	Tommy Lee, Superintendent Central Maintenance	COMPRESSOR	Bi-annually
S-11 FORD F-450 UTIL	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
S-12 FORD RANGER PU BLACK	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
S-13 INTERNATIONAL VACTOR	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
SD-1 FORD TRANSIT VAN	SCHOOL DEPT	SCHOOL	Tommy Lee, Superintendent Central Maintenance	VAN	Bi-annually
SD-02 FORD E350 VAN	SCHOOL DEPT	SCHOOL	Tommy Lee, Superintendent Central Maintenance	VAN	Bi-annually
SD-03 1989 CHEVY VAN	SCHOOL DEPT	SCHOOL	Tommy Lee, Superintendent Central Maintenance	VAN	Bi-annually
SD-04 JOHN DEERE TRACTOR	SCHOOL DEPT	SCHOOL	Tommy Lee, Superintendent Central Maintenance	LOADER	Bi-annually
SD-05 UTILITY TRAILER	SCHOOL DEPT	SCHOOL	Tommy Lee, Superintendent Central Maintenance	TRAILER	Bi-annually
SD-06 MISS UTILITY TRAILER	SCHOOL DEPT	SCHOOL	Tommy Lee, Superintendent Central Maintenance	TRAILER	Bi-annually
T-01 FORD RANGER PU BLACK	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
T-02 FORD FOCUS	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
T-03 FORD ESCAPE	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
TH-01 FORD ESCAPE UTILITY WHITE	TOWN HALL	SEL	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
TH-02 FORD ESCAPE UTILITY WHITE	TOWN HALL	SEL	Tommy Lee, Superintendent Central Maintenance	VEHICLE	Bi-annually
W-01 FORD RANGER PU BLACK	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
W-02 FORD F-450 UTILITY PU	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
W-03 FORD F-450 UTILITY PU	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
W-05 FREIGHT LINER DUMP	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
W-06 FORD F-350 UTILITY	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRUCK	Bi-annually
W-14 CAT LOADER BACKHOE	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	LOADER	Bi-annually
W-16 LE ROI TAN UTILIT TRAILER	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	CMPR	Bi-annually

UTLTY TRLR YELLOW 52"W X 100' L	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
W-18 LIGHT TOWER/ TRAILER	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
W-19 CAVAL GREEN UTILIT TRAILER	WATER & SEWER	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
W-20 HUSTLER EXCEL UTLTY TRLR YELLOW (water treat)	MIDDLESEX TPK	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
W21 ALLIS-CHALMERS UTLTY TRLR W/GEN YELLOW	WILMINGTON RD	DPW	Tommy Lee, Superintendent Central Maintenance	GEN	Bi-annually
W 22 UTLTY TRLR YELLOW D75-100FRH4 1971	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Bi-annually
W 23UTLTY TRLR W/GEN BLACK	SEWER GARAGE	DPW	Tommy Lee, Superintendent Central Maintenance	GEN	Bi-annually
GODWIN PUMP TRLR CD150 41611	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	PUMP	Bi-annually
YF-1 FORD TRANSIT VAN	HUMAN SERVICE	YOUTH & FAMILY SERVICES	Tommy Lee, Superintendent Central Maintenance	VAN	Bi-annually
TNTER. TERRASTAR AMBULANCE	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	AMBULANCE	Full service twice annually
INTL 400SER AMBULANCE	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	AMB	Full service twice annually
INTL 400SER AMBULANCE	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	AMB	Full service twice annually
2017 FORD EXPLORER/CHIEF	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	VEHICLE	Full service 4 times per year
2015 FORD EXPLORER/CHIEF	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	VEHICLE	Full service 4 times per year
FORD EXPEDITION/SHIFT COMMANDER	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	VEHICLE	Full service 4 times per year
FORD ESCAPE UTILITY WHITE	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	VEHICLE	Full service 4 times per year
FORD EXPEDI UTIL/TRAINING	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	VEHICLE	Full service 4 times per year
FORD ESCAPE UTILITY WHITE	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	VEHICLE	Full service 4 times per year
FORD DRWSUP/ FORESTRY	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	TRUCK	Full service 4 times per year
PACE UTILITY TRAILER	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	TRLR	Tires checked annually
FORD LGTCON F350 PICKUP	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	TRUCK	Full service twice annually
TIEDO UTILIT/BOAT TRAILER	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	TRAILER	Tires checked annually
INTERNATIONAL TRAVEL TRAILER	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	TRLR	Full service twice annually
CHEVROLET C6500 C70042 TRUCK	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	TRUCK	Full service twice annually
PIERCE DASH TRUCK/TOWER	FIRE STATION	FIRE	Justin Dekow, Fire Mechanic	TRUCK	Full service twice annually
UTIL TRLR BLACK KATO LIGHT DIESEL GEN	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	GEN	Annually
SEA LION UTLTY TRL GRAY W/GEN	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	TRLR	Annually
UTLTY TRLR GREY W/GEN (former boat trlr)	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	GEN	Annually
LEROY 125 UTLTY TRLR TAN	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	GEN	Annually
WISCONSIN PUMP TRLR 14A2-V87-4DSG 1981	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	PUMP	Annually
FORD RUPP PUMP YELLOW 1969	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	PUMP	Annually
GORMAN RUPP TRLR BLUE	MEADOW RD	DPW	Tommy Lee, Superintendent Central Maintenance	PUMP	Annually

## SOP: Fuel and Oil Handling

### Introduction

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, representing a potential source of stormwater pollution, even in small volumes. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on a variety of ways by which fuels and petroleum-based materials can be delivered, as well as steps to be taken when petroleum products (such as waste oil) are loaded onto vehicles for offsite disposal or recycling. Delivery, unloading, and loading of waste oils are hereafter referred to as “handling.” Attached is a fuel delivery form checklist.

The Town of Burlington undertakes various procedures and precautions in handling fuel and oil.

### Procedures

The Town of Burlington will implement the following fuel and oil handling procedures to help reduce the discharge of pollutants from the MS4:

#### General Guidelines

For all manners of fuel and oil handling described below, a member of the facility’s Pollution Prevention Team (if the facility has a SWPPP) or another knowledgeable person familiar with the facility should be present during handling procedures. This person should ensure that the following are observed:

- There is no smoking while fuel handling is in process or underway.
- Sources of flame are kept away while fuel handling is being completed. This includes smoking, lighting matches, carrying any flame, or carrying a lighted cigar, pipe, or cigarette.
- The delivery vehicle’s hand brake is set and wheels are chocked while the activity is being completed.
- Catch basins and drain manholes are adequately protected.
- No tools are to be used that could damage fuel or oil containers or the delivery vehicle.
- No flammable liquid should be unloaded from any motor vehicle while the engine is operating, unless the engine of the motor vehicle is required to be used for the operation of a pump.
- Ensure that local traffic does not interfere with fuel transfer operations. If it does, make appropriate accommodations.
- The attending persons should watch for any leaks or spills:
  - Any small leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly. Follow the procedures in SOP 4: Spill Response and Cleanup.
  - In the event of a large spill or one that discharges to surface waters or an engineered storm drain system, the facility representative should activate the facility’s Stormwater Pollution Prevention Plan (SWPPP) and report the incident as specified in the document.

#### Delivery by Bulk (Tanker) Truck

Procedures for the delivery of bulk fuel should include the following:

- The truck driver should check in with the Fire Department upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP 4: Spill Response and Cleanup for examples of spill cleanup and response materials.
- The facility representative should check to ensure that the amount of delivery does not exceed the available capacity of the tank.
  - A level gauge can be used to verify the level in the tank.

- If a level gauge is not functioning or is not present on the tank, the tank should be stick tested prior to filling.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- The truck driver and the facility representative should inspect all visible lines, connections, and valves for leaks.
- When delivery is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The delivery vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.
- The facility representative should inspect the fuel tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned and disposed of properly.
- The facility representative should gauge tank levels to ensure that the proper amount of fuel is delivered, and collect a receipt from the truck driver.

### **Delivery of Drummed Materials**

Drummed materials may include motor oil, hydraulic fluid, transmission fluid, or waste oil from another facility (as approved). Procedures for the delivery of drummed materials should include the following:

- The truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP: Spill Response and Cleanup for examples of spill cleanup and response materials. The facility representative should closely examine the shipment for damaged drums.
  - If damaged drums are found, they should be closely inspected for leaks or punctures.
  - Breached drums should be removed to a dry, well-ventilated area and the contents transferred to other suitable containers.
  - Drums should be disposed of in accordance with all applicable regulations.
- Drummed materials should not be unloaded outdoors during wet weather events.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- Drums should be handled and unloaded carefully to prevent damage.
- Upon completion of unloading, the facility representative should inspect the unloading point and the drums to verify that no leaks have occurred, that any leaked or spilled material has been cleaned up and disposed of properly, and that the unloaded drums are not leaking.
- The facility representative should check to ensure that the proper amount of fuel or other material is delivered, and collect a receipt from the truck driver.

### **Removal of Waste Oil from the Facility**

When waste oil or similar oil products need to be removed from the premises, only haulers certified to transport waste oil should be utilized. Procedures should include the following:

- The disposal truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP 4: Spill Response and

Cleanup for examples of spill cleanup and response materials. The truck driver and the facility representative should both remain with the vehicle during the tank draining process.

- When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The facility representative should inspect the loading point and the tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned up and disposed of properly.
- The facility representative should collect a receipt from the truck driver.
- When draining bulk oil tanks:
  - The facility representative should verify that the volume of waste oil in the tank does not exceed the available capacity of the disposal hauler's vehicle.
  - The disposal hauler vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.

### **Employee Training**

- Employees who handle or deliver fuel and/or oil receive ongoing training on proper procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

## Attachment 3 SOP: Hazardous Materials Storage and Handling

### Introduction

A hazardous material is any biological, chemical, or physical material with properties that make it dangerous or potentially harmful to human health or the environment. Hazardous materials can be released to the environment in a variety of ways. When hazardous materials come into contact with rain or snow, the pollutants are washed into the storm sewer system and to surface waterbodies and/or groundwater. Hazardous materials associated with municipal facilities and their operations include, but are not limited to, oil, gasoline, antifreeze, fertilizers, pesticides, and de-icing agents and additives.

Municipally owned or managed facilities where hazardous materials are commonly stored and handled include:

- Equipment storage and maintenance yards
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Composting facilities
- Materials storage yards
- Municipal buildings and facilities (e.g., schools, libraries, police and fire departments, town offices, municipal pools, and parking garages)
- Public works yards
- Solid waste handling and transfer facilities
- Vehicle storage and maintenance yards
- Water and wastewater facilities

Minimizing or eliminating contact of hazardous materials with stormwater can significantly reduce pollution of receiving waters. Proper hazardous material handling and storage also contributes to employee health, an organized workplace, and efficient operations. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help prevent stormwater pollution resulting from the handling and storage of hazardous materials. If services are contracted, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The Town of Burlington undertakes various activities in regards to handling and storing hazardous materials.

### Procedures

Burlington will implement the following procedures for handling and storing hazardous materials to reduce the discharge of pollutants to the MS4:

#### Handling, Loading, and Unloading

- Avoid loading/unloading materials in the rain and/or provide cover.
- Retrace areas where materials have been transferred to identify spills. If spills are found, immediately clean them up. Follow procedures in SOP: Spill Response and Cleanup.
- Time delivery and handling of materials during favorable weather conditions whenever possible (e.g., avoid receiving loads of sand during windy weather).



- Inspect containers for material compatibility and structural integrity prior to loading/unloading any raw or waste materials.
- Use dry cleanup methods (e.g., squeegee and dust pan, sweeping, and absorbents as last step) rather than hosing down surfaces.

### **Material Storage**

- Confine material storage indoors whenever possible. Plug or disconnect floor drains that lead to the stormwater system.
- Confine outdoor material storage to designated areas that are covered, on impervious surfaces, away from high traffic areas, and outside of drainage pathways.
- Store containers on pallets or equivalent structures to facilitate leak inspection and to prevent contact with wet floors that can cause corrosion. This technique also reduces incidences of container damage by insects and rodents.
- Store materials and waste in materially compatible containment units.
- Keep hazardous materials in their original containers.
- If materials are not in their original containers, clearly label all storage containers with the name of the chemical, the expiration date, and handling instructions.
- Maintain an inventory of all raw and waste materials to identify leakage. Order new materials only when needed.
- Provide secondary containment for storage tanks and drums with sufficient volume to store 110 percent of the volume of the material.
- Provide sufficient aisle space to allow for routine inspections and access for spill cleanup.
- Inspect storage areas for spills or leaks and containment units for corrosion or other failures.

### **Waste Treatment, Disposal, and Cleanup**

- Adopt a regular schedule for the pick-up and disposal of waste materials.
- Recycle leftover materials whenever possible.
- Substitute nonhazardous or less-hazardous materials for hazardous materials whenever possible.
- Protect empty containers from exposure to stormwater and dispose of them regularly to avoid contamination from container residues.

### **Employee Training**

- All DPW employees who deal with hazardous materials are OSHA certified. Annual refreshers are offered on applicable topics. DPW staff with hoisting licenses receive refresher training every two years. Treatment plant operators attend training per the Division of Professional Licensure; contact hours for Drinking Water Operator Licenses varies by Grade of Operators License.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

## Attachment 4 SOP: Spill Response and Cleanup

### Introduction

Municipalities are responsible for any contaminant spill or release that occurs on property that they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil, or hazardous waste, including schools, garages, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 as a result of spills or releases.

The Town of Burlington undertakes various precautions with spill response and cleanup procedures.

### Procedures

Burlington will implement the following spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

#### Responding to a Spill

Employees should be trained in proper spill response specific to the materials used at their site and appropriate personal protective equipment (PPE). In the event of a spill, follow these spill response and cleanup procedures:

- If the facility has a Stormwater Pollution Prevention Plan (SWPPP), notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer (refer to the spill response contact list). If not, continue to follow the procedures outlined below.
- Assess the contaminant release site for potential safety issues and for direction of flow.
- Complete the following:
  - Stop the contaminant release.
  - Contain the contaminant release through the use of spill containment berms or absorbents.
  - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers.
  - Clean up the spill.
  - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
    - i. Soil contaminated with petroleum should be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils (<https://www.mass.gov/files/documents/2016/08/mq/94-400.pdf>).
    - ii. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
    - iii. Waste oil contaminated industrial wipes and sorptive minerals:
      - 1. Perform the "one drop" test to ensure absorbents do not contain enough oil to be considered hazardous, as described in the MassDEP Waste Oil Management Guide (<https://www.mass.gov/files/documents/2018/12/18/oilwiper.pdf>).
      - 2. Wring absorbents through a paint filter. If doing so does not generate one drop of

- oil, the materials are not hazardous.
3. If absorbents pass the “one drop” test they may be discarded in the trash unless contaminated with another hazardous waste.
    - a. It is acceptable to mix the following fluids and handle them as waste oil:
      - i. Waste motor oil
      - ii. Hydraulic fluid
      - iii. Power steering fluid
      - iv. Transmission fluid
      - v. Brake fluid
      - vi. Gear oil
    - b. **Do not mix** the following materials with waste oil. Store each separately:
      - i. Gasoline
      - ii. Antifreeze
      - iii. Brake and carburetor cleaners
      - iv. Cleaning solvents
      - v. Other hazardous wastes
  4. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fitting lids, labeled “Oily Waste Absorbents Only.”
- If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact your local fire department using the number listed below. **In the case of an emergency call 911.**
    - BURLINGTON FIRE DEPARTMENT: 781-270-1925
  - Contact the MassDEP 24-hour spill reporting notification line, toll-free at **(888)-304-1133**;
    - The following scenarios **are exempt** from MassDEP reporting requirements (see the MassDEP factsheet on oil and hazardous materials handling for more information: <https://www.mass.gov/files/documents/2016/08/xm/spillmgm.pdf>).
      - i. Spills that are less than 10 gallons of petroleum and do not impact a water body
      - ii. Spills that are less than one pound of hazardous chemicals and do not present an imminent health or safety hazard
      - iii. Fuel spills from passenger vehicle accidents
      - iv. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals

### Reporting a Spill

When contacting emergency response personnel or a regulatory agency, or when reporting the contaminant release, be prepared to provide the following information:

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
  - a. What was released;
  - b. How much was released, which may include:
    - i. Pounds
    - ii. Gallons
    - iii. Number of containers
4. Where was the release sent/what was contaminated, addressing:

- a. Pavement
  - b. Soil
  - c. Drains
  - d. Catch basins
  - e. Water bodies
  - f. Public streets
  - g. Public sidewalks
5. The concentration of the released contaminant.
  6. What/who caused the release.
  7. Is the release being contained and/or cleaned up or is the response complete.
  8. Type and amount of petroleum stored on site, if any.
  9. Characteristics of contaminant container, including:
    - a. Tanks
    - b. Pipes
    - c. Valves

### **Maintenance and Prevention Guidance**

Prevention of spills is preferable to even the best response and cleanup. To mitigate the effects of a contaminant release, provide proper maintenance and inspection at each facility. To protect against contaminant release adhere to the following guidance:

- Ensure all employees are properly trained to respond in the case of a spill, understand the nature and properties of the contaminant, and understand the spill control materials and personnel safety equipment. Maintain training records of current personnel on site and retain training records of former personnel for at least three years from the date last worked at the facility.
- Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site.
- Implement good management practices where chemicals and hazardous wastes are stored:
  - a. Ensure storage in closed containers inside a building and on an impervious surface wherever possible.
  - b. If storage cannot be provided inside, ensure secondary containment for 110 percent of the maximum volume of the storage container.
  - c. Locate storage areas near maintenance areas to decrease the distance required for transfer.
  - d. Provide accurate labels, Material Safety Data Sheets (MSDS) information, and warnings for all stored materials.
  - e. Regularly inspect storage areas for leaks.
  - f. Ensure secure storage locations, preventing access by untrained or unauthorized persons.
  - g. Maintain accurate records of stored materials.

Maintain appropriately stocked spill response kits at each facilities and locations where oil, chemicals, or other hazardous materials are handled and stored.

**Employee Training**

- Employees who perform work with potential stormwater pollutants receive ongoing training on proper spill procedures.
- Employees are also trained on stormwater pollution prevention and illicit discharge detection and elimination (IDDE) procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

**Spill Response and Cleanup Contact List**

Contact	Phone Number	Date and Time Contacted
Department Head:		
Tom Lee	781-270-1145	
Kevin Keene	781-270-1676	
Paul Bieren	781-316-5447	
Russ Makiej	339-234-1280	
Frank Anderson	781-270-1982	
Tom Hayes	781-270-1644	
Fire Department	781-270-1925	
MassDEP 24-Hour Spill Reporting	888-304-1133	
MassDEP Regional Offices:		
Northeast Regional Office	978-694-3200	
Southeast Regional Office	508-946-2700	
Central Regional Office	508-792-7650	
Western Regional Office	413-784-1100	
Hazardous Waste Compliance Assistance Line	617-292-5898	
Household Hazardous Products Hotline	800-343-3420	
Massachusetts Department of Fire Services	978-567-3100 or 413-587-3181	
Licensed Site Professionals Association (Wakefield, MA)	781-876-8915	
Licensed Site Professionals Board	617-556-1091	

