

# **Stormwater Pollution Prevention Plan (SWPPP)**

for

## **MassBay Community College Parking and Storage Area**

Oakland Street, Wellesley Hills MA 02481

781-239-3000

### **SWPPP Contact**

Joseph DeLisle

50 Oakland Street

781-239-2571

[jdelsle@massbay.edu](mailto:jdelsle@massbay.edu)

June 30, 2020

Prepared for:

**MassBay Community College**

50 Oakland Street

Wellesley Hills, MA 02481

Prepared by:

**Comprehensive Environmental, Inc.**

41 Main Street

Bolton, MA 01740



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# 1 Introduction

This Stormwater Pollution Prevention Plan (SWPPP) has been developed for the MassBay Community College Facilities Department for the Student and Visitor Parking and Storage Area to address the requirements of the United States Environmental Protection Agency (USEPA) National Pollutant Discharge Elimination System (NPDES) Program's 2016 General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4 Permit). The MS4 Permit requires that each qualifying permittee address the following six Minimum Control Measures:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination Program
4. Construction Site Stormwater Runoff Control
5. Stormwater Management in New Development and Redevelopment (Post Construction Stormwater Management); and
6. Good Housekeeping and Pollution Prevention for Permittee Owned Operations.

Under Minimum Control Measure 6, Good Housekeeping and Pollution Prevention for Permittee Owned Operations, the permittee is required to develop and implement a SWPPP for each of the following permittee-owned or operated facilities that are located within the regulated urbanized area and that discharge to the MS4 and/or Waters of the United States:

- Maintenance garages;
- Public works yards;
- Transfer stations; and
- Other waste handling facilities where pollutants are exposed to stormwater as determined by the permittee.

MassBay Community College has determined that it has one area on-site that meets the above requirements. This SWPPP provides the following information for the facility:

- Pollution Prevention Team (Section 2)
- Description of the facility and identification of potential pollutant sources (Section 3);
- Identification of stormwater controls and management practices (Section 4); and
- Plan implementation (Section 5).

This SWPPP should be updated when there is a significant change in design, construction, operation, or maintenance of the Parking and Storage Area that affects the discharge or potential discharge of pollutants. This SWPPP will be made available in hardcopy at the MassBay Community College Facilities Department to members of federal, state, or local agencies during normal working hours for review upon request. Copies of the SWPPP are accessible to all persons responsible for implementing and administering it.

## 2 Location and Contact Information

### 2.1 Addresses and Contact Information

**Table 1. Facility Information**

<b>Name of Facility</b>	<b>MassBay Community College Parking and Storage Area</b>
<b>Address</b>	<b>40 Oakland Street, Wellesley Hills MA 02481</b>
<b>County</b>	<b>Essex County</b>
<b>Telephone Number</b>	<b>781-239-3000</b>
<b>Map(s) / Lot(s)</b>	<b>45 / 317</b>
<b>Facility Area (acres)</b>	<b>45.04</b>
<b>Latitude / Longitude</b>	<b>42.311652 N 71.264791 W</b>
<b>Horizontal Reference Datum</b>	<b>WGS84</b>
<b>MS4 Operator</b>	<b>MassBay Community College</b>
<b>Receiving Water(s)</b>	<b>Unnamed tributary to Rosemary Brook</b>

**Table 2. Facility Operator(s)**

<b>Name(s)</b>	<b>Joseph DeLisle, Director of Facilities</b>
<b>Address</b>	<b>50 Oakland Street</b>
<b>City, State, Zip Code</b>	<b>Wellesley Hills, MA 02481</b>
<b>County</b>	<b>Essex County</b>
<b>Telephone Number</b>	<b>781-239-2571</b>

**Table 3. Facility Owner(s)**

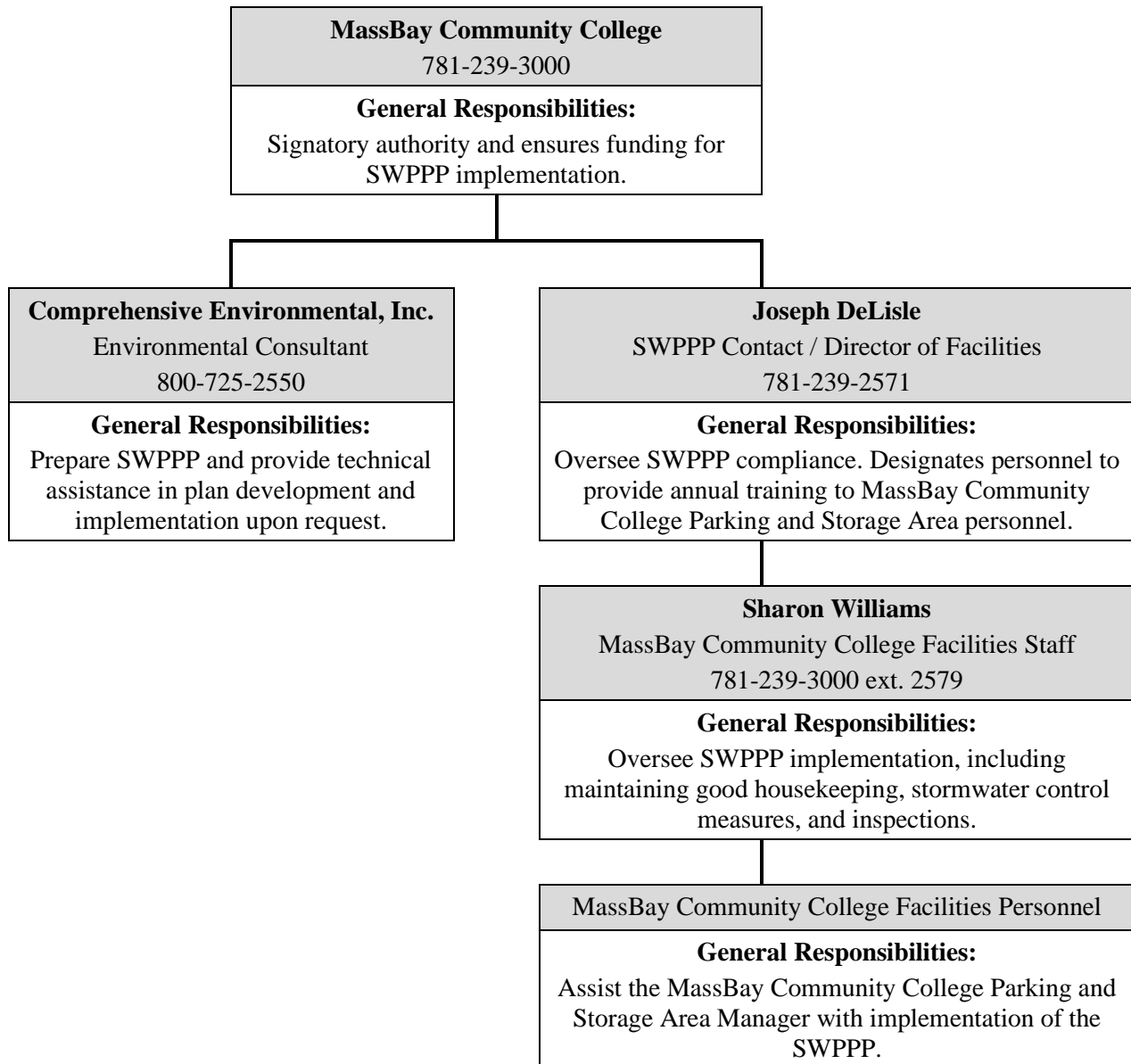
<b>Name(s)</b>	<b>MassBay Community College</b>
<b>Address</b>	<b>50 Oakland Street</b>
<b>City, State, Zip Code</b>	<b>Wellesley Hills, MA 02481</b>
<b>County</b>	<b>Essex County</b>
<b>Telephone Number</b>	<b>781-239-3000</b>

**Table 4. SWPPP Contact(s)**

<b>Name(s)</b>	<b>Joseph DeLisle, Director of Facilities</b>
<b>Address</b>	<b>50 Oakland Street</b>
<b>City, State, Zip Code</b>	<b>Wellesley Hills, MA 02481</b>
<b>County</b>	<b>Essex County</b>
<b>Telephone Number</b>	<b>781-239-2571</b>

## 2.2 Stormwater Pollution Prevention Team

The Pollution Prevention Team is responsible for implementing the best management practices (BMPs), stormwater control measures, and inspection procedures, and other measures outlined in this SWPPP. Team members and their responsibilities are shown on the team organizational chart (Figure 1).



**Figure 1. Pollution Prevention Team Organizational Chart**

### 3 Facility Assessment and Pollution Sources

An inspection of the facility was conducted on November 19, 2019 by a representative of Comprehensive Environmental, Inc. During the site inspection, photographs of the site were taken and information was gathered regarding site features, stormwater characteristics, site activities, and potential pollutant sources.

#### 3.1 Facility Description

The MassBay Community College Parking and Storage Area is where the MassBay Community College's Facilities Department maintains and provides overflow storage for the materials, vehicles, and various equipment necessary for maintenance of campus. Duties performed out of the Parking and Storage Area include snow and ice controls application, BMP maintenance, and equipment and vehicle storage.

The entire campus consists of approximately 14 acres of impervious surfaces exposed to stormwater. The parking and storage area that is the subject of this SWPPP is approximately 5 acres. The facility is located south off of Oakland Street. It is bordered to the north and to the east by MassBay Community College and low-density residential buildings, and to the south and west by wooded areas. Oakland Street runs through the campus, dividing the Parking and Storage Area from the central facility.

The MassBay Community College Parking and Storage Area includes one salt and gravel storage shed, two large storage containers, and a facility trailer. Vehicles and equipment, including school buses, are stored along the southwestern border of the paved area. The main Facilities Department offices are in a small building across Oakland Street where equipment maintenance and repairs occur, and where spill kits are stored.

The Site Locus Map (Figure 2) of the facility is provided after this section. The Facility Diagram (Figure 3) displays all observed site features and stormwater characteristics.

#### 3.2 Receiving Waters and Outfalls

There are seven catch basins on site, indicated in the Facility Diagram (Figure 3), that outfall to drainage swale BMPs along Oakland Street. There are also 26 leaching catch basins that are not connected to additional structures throughout campus. Within the 5 acre Parking and Storage Area there is one catch basin that outfalls to a wooded area to the north, between buildings. Generally, stormwater from the northern half of the parking area flows from the center of the site to the existing catch basin. Stormwater from the southern half of the parking area sheet flows to the wooded area to the south of the site. Stormwater from impervious surfaces north of Oakland street outfall to the existing swales. The northernmost swale is intended to slow down and infiltrate stormwater, but has an overflow that discharges to the existing MS4 system for the municipality. The southernmost swale eventually discharges to an unnamed tributary to Rosemary brook.

Rosemary Brook originates from the outlet of Rosemary Lake. It flows approximately 3.30 miles in a northeasterly direction, with significant portions of wetlands throughout, until its confluence with the Charles River. Longfellow Pond, a widened impoundment of Rosemary Brook, lies approximately 0.5 miles from the Parking and Storage Area. Unnamed tributaries to Rosemary Brook/Longfellow Pond are not identified on the USGS National Map.

According to the Massachusetts Year 2016 Integrated List of Waters, Rosemary Brook is a Category 4a water, with TMDLs for dissolved oxygen and total phosphorous impairments.

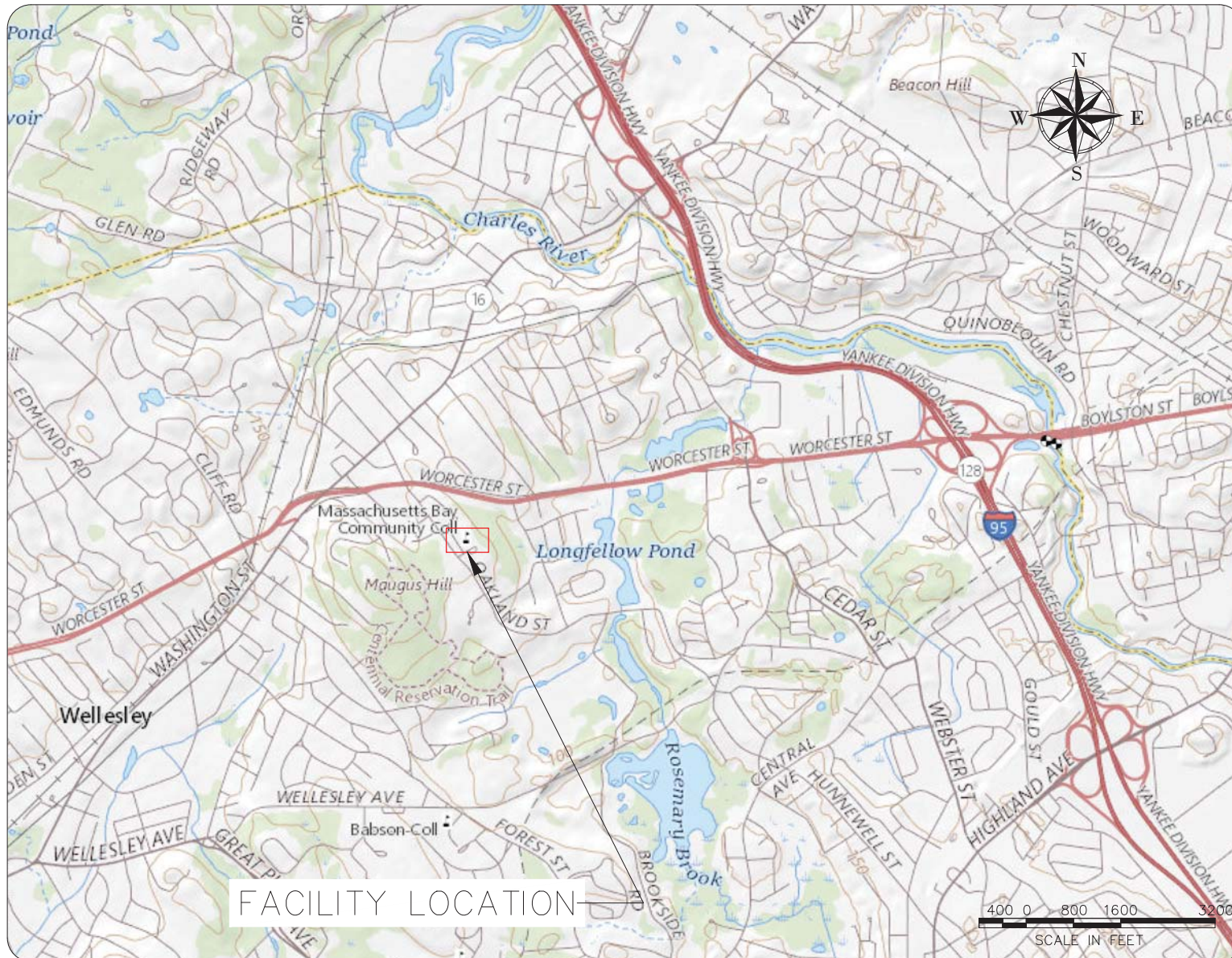
### 3.3 Potential Pollution Sources

Site activity categories may include the following: vehicles and equipment, stockpiled material storage, waste disposal, and other relevant features stormwater BMPs, stormwater conveyance swales and catch basins. If the site activities within these categories are exposed to stormwater, they become potential pollution sources. The following site activity categories are applicable to MassBay Community College Parking and Storage Area:

- Vehicles and Equipment
- Stockpiled Material Storage
- Waste Disposal
- Stormwater BMPs
- Stormwater Conveyance Swales
- Floor Drains / Catch Basins

Table 5 lists the potential pollutant sources within these site activity categories that are applicable to the MassBay Community College Parking and Storage Area. Each source is numbered in the table and shown on the Facility Diagram (Figure 3). The table also lists the pollutants associated with these sources, and a description of the source area and potential downstream impacts.





## General Notes

1. LOCUS MAP OBTAINED FROM THE USGS NATIONAL MAP ONLINE VIEWER.

COMPREHENSIVE ENVIRONMENTAL  
INCORPORATED



41 MAIN STREET  
BOLTON, MA 01740

## FIGURE 2

### MASSBAY COMMUNITY COLLEGE FACILITY LAYOUT 50 OAKLAND STREET

MassBay Community College  
Facilities Department  
50 Oakland Street  
Wellesley Hills, MA 02481

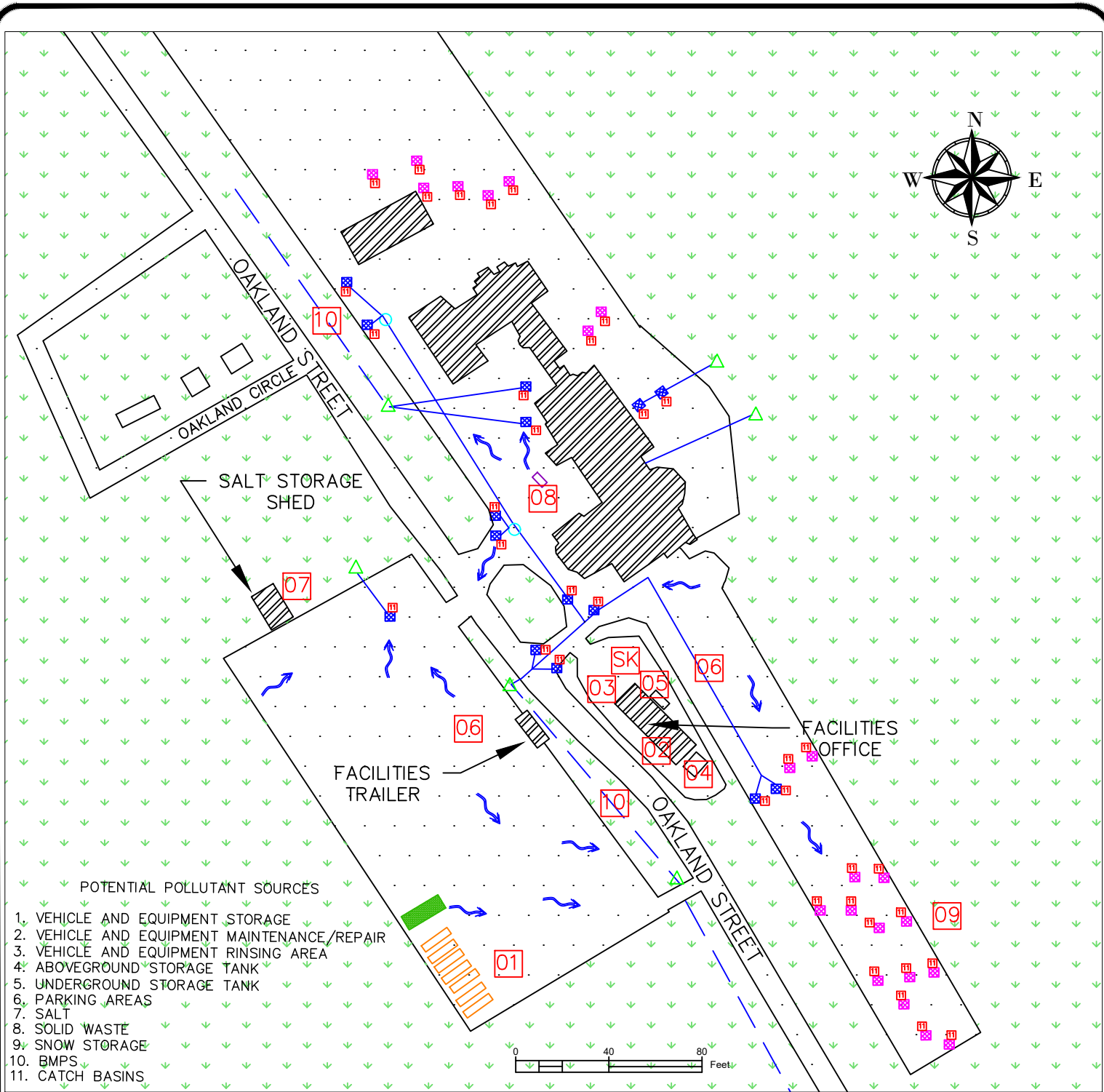
Project No.: 734  
Date: MARCH 2019

Drawn By: MG

Checked By: NC

Sheet

1 of 2



## LEGEND

##	INDUSTRIAL ACTIVITY	△	STORMWATER OUTFALL
SK	SPILL KIT	⊠	CATCH BASIN
▭	SCHOOL BUS	⊠	LEACHING CATCH BASIN
▭	STORAGE CONTAINER	→	DIRECTION OF FLOW
○	DRY WELL	▭	DUMPSTER
▭	PAVED AREAS	▨	MASSBAY CC BUILDINGS
		⋯	GRASSED/PERVIOUS AREAS

**MASSBAY  
COMMUNITY COLLEGE**

**PARKING AND STORAGE AREA  
SWPPP**

50 OAKLAND STREET  
WELLESLEY HILLS, MA 02481

**FIGURE 3**

**COMPREHENSIVE  
ENVIRONMENTAL  
INCORPORATED**



41 MAIN STREET  
BOLTON, MA 01740

**Table 5. Potential Pollutant Source Areas at MassBay Community College Parking and Storage Area: Overview**

Area #	Pollutant Source	Site-Specific Area Description	Associated Pollutants
<b>Vehicles and Equipment</b>			
1	Vehicle and Equipment Storage	Adjacent to salt shed and storage containers, along back edge of paved area.	Oil, gasoline, sediment, nutrients
2	Vehicle and Equipment Maintenance/Repair	Within Facilities Building garage area	Oil, gasoline
3	Vehicle and Equipment Rinsing Area	Within Facilities Building garage area	Oil, gasoline, sediment, nutrients
4	Parking Areas	Throughout paved area.	Oil, gasoline, sediment, nutrients
<b>Stockpiled Material Storage</b>			
5	Sand/Gravel	Stockpiled inside covered storage shed near northwestern corner of parking lot.	Sediment
6	Salt	Stockpiled inside covered storage shed near northwestern corner of parking lot.	Chloride
<b>Waste Disposal</b>			
7	White goods (appliances)	Scrap metal/electronic waste stockpile behind northern building; catch basins down slope discharge stormwater to infiltration basins along northern edge of pavement.	Metals, refrigerants
	Scrap metal		Heavy metals, chemical residue
8	Solid waste	One (1) dumpster on-site at entrance. Overland flow into infiltration basin to east of paved drive	Pathogens, nutrients, fertilizers, pesticides, sediment, debris, BOD
	Snow	Indicated on site plan, at northeastern corner of northern parking area	Sediment, oil, chloride, debris
<b>Other</b>			
	Stormwater BMPs and conveyance swales	Two (2) drainage swales along Oakland Street. Catch basins from campus areas north of Oakland Street are directed to swales.	Sediment, debris
	Floor Drains / Catch Basins	One catch basin in southern parking and storage area, seven catch basins north of Oakland Street. Twenty-six (26) leaching catch basins throughout campus areas north of Oakland Street.	



## 4 Stormwater Control Measures

Stormwater control measures are used to prevent pollutants from entering the MS4 and receiving waters. Table 6 at the end of this section lists the potential pollutant sources present at the MassBay Community College Parking and Storage Area. The table also provides a description of the activity area, a summary of existing stormwater best management practices (BMPs), recommendations for stormwater BMPs that should be implemented to prevent potential pollution, and a recommended implementation schedule. The following sections summarize general best management practices for any facility to follow to prevent pollutants from entering the MS4 and receiving waters.

### 4.1 Minimize or Prevent Exposure

Minimize or prevent exposure of onsite activities to stormwater and prevent migration of pollutants throughout the facility. Steps to minimize or prevent stormwater exposure include, but are not limited to, the following:

- Locate and maintain vehicles and equipment indoors or under covered areas on impervious surfaces;
- Locate stockpiled material (i.e. compost, sand, salt, de-icing agents, chemicals, pesticides/fertilizer, etc.) indoors, in sealed containers, or under covered areas on impervious surfaces, if possible. At a minimum, provide containment/barriers around piles to prevent materials from leaving the area (salt must always be covered);
- Locate waste disposal areas (i.e. solid waste, recycling, waste oil, white goods/appliances, scrap metal, precious metal, batteries, pesticides, mercury-containing items, lamps, etc.) indoors, in sealed containers (with secondary containment), or under covered areas on impervious surfaces, if possible; and,
- Locate oil and fuel (drums, containers, aboveground tanks (ASTs), underground tanks (USTs), fuel islands, emergency generators, etc.) indoors, in sealed containers (with secondary containment), or under covered areas on impervious surfaces, if possible.

### 4.2 Good Housekeeping

Practice good housekeeping near onsite activities to prevent stormwater pollution at the facility. Good housekeeping measures to practice include, but are not limited to, the following:

- Maintain a clean and orderly work place:
  - Sweep/vacuum areas near onsite activities that are exposed to stormwater;
  - Obtain vehicles, equipment and materials (stockpiles, oil/fuel, etc.) as required to complete daily activities, not in excess;
  - Label all equipment, materials, tanks, containers, and storage areas appropriately;
  - Store all equipment, materials, tanks, containers, and other items appropriately;

- Close and seal all tanks, containers, and other items when they are not in use;
- Do not mix different materials and fluids within the same tank, container, or storage area;
- Return materials and equipment to designated storage area after use;
- Utilize drip pans for maintenance activities involving fluids and under leaking equipment and vehicles awaiting repair;
- Utilize funnels when transferring fluids between containers or from containers to vehicles and equipment;
- Have spill cleanup materials readily available onsite and located near appropriate onsite activities;
- Clean up spills promptly, using the spill response procedures in **Section 4.4.2**;
- Dispose of used spill cleanup materials properly and within a timely manner;
- Separate and organize waste disposal materials generated or received onsite as appropriate;
- Collect and dispose of (or recycle, as necessary) waste disposal materials routinely; and,
- Maintain and clean all onsite drainage structures (oil/water separators, catch basins, structural BMPs, etc.) routinely and properly.
- Conduct onsite activities within designated areas:
  - Fuel and maintain equipment and vehicles indoors or under covered areas, and on impervious surfaces, if possible;
  - Wash vehicles within designated wash bays or on pervious surfaces;
  - Keep materials (stockpiles, waste disposal, oil/fuel, etc.) away from onsite storm drain inlets and floor drains;
  - Keep materials (stockpiles, waste disposal, oil/fuel, etc.) away from vehicle and equipment paths;
  - Keep flammable materials away from ignition sources;
  - Keep hazardous materials in locked restricted access areas; and,
  - Equip hazardous materials with secondary containment, bollards, and/or berms.
- Implement routine training, monitoring, maintenance, inspections, reporting and record keeping:
  - Train staff to oversee and assist with waste disposal material drop-off;
  - Train staff to oversee all bulk material deliveries onsite;
  - Train staff in proper spill prevention and response procedures, which includes the location, use, and disposal of spill cleanup materials or regulated materials;
  - Train staff on the proper use and fueling of equipment and vehicles;
  - Ensure staff is familiar with manufacturer directions for proper use of onsite materials, and associated Material Safety Data Sheets (MSDSs);
  - Perform daily monitoring of onsite activities;

- Perform quarterly inspections of onsite activities;
- Complete annual reporting of onsite activities; and,
- Maintain records of all monitoring, inspections and annual reports.

### 4.3 Preventative Maintenance

Implement preventative maintenance of onsite activities, routinely, to prevent stormwater pollution at the facility. Preventative maintenance measures include, but are not limited to, the following:

- Monitor equipment and vehicles for leaks, routinely, whether they are maintained onsite or offsite;
- Routinely monitor equipment and vehicle storage areas for evidence of leaking oil;
- Routinely monitor materials, tanks, containers, storage areas for evidence of leaks or spills;
- Implement spill prevention measures when a leak is found and remove the tank, container, equipment or vehicles from use;
- Implement erosion and sediment control measures to prevent sediment and pollutants from entering the MS4 and receiving waters;
- Implement BMPs to manage the stormwater runoff and to prevent sediment and pollutants from entering the MS4 and receiving waters;
- Maintain structural stormwater BMPs to ensure that they are effective;
- Connect onsite storm drain inlets or floor drains to oil/water separator structures, if possible; and,
- Routinely update and enforce protocols regarding training, monitoring, inspections, reporting, and record keeping.

### 4.4 Spill Prevention and Response

#### 4.4.1 Spill Prevention Measures

Prevent spills by implementing all applicable minimization/prevention exposure measures, good housekeeping measures, and preventative maintenance measures listed in the above sections. All facility personnel should be trained in the location, use, and disposal of spill response equipment and supplies maintained at the site.

#### 4.4.2 Spill Response Procedures

When you first discover a spill, determine if you have the training, personal protective equipment (PPE), and supplies to respond safely. Personnel should only respond to spills they can manage with on-site spill response equipment without endangering personnel or the environment, and involve materials that the personnel directly work with during routine duties. **If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a**

**surface water or the MS4, contact your local fire department at 911.** Refer to Appendix A for a full list of Emergency Contacts and Appendix B for a Spill Response Procedure Sheet.

The emergency response procedures to be followed in the event of a spill are as follows:

**Step 1.** Remove unnecessary people from the hazard area

**Step 2.** Assess the spill area for safety concerns

**Step 3.** Put on at least the following PPE:

- Safety Glasses or Goggles
- Gloves
- Apron
- Rubber Boots
- Other PPE as per the Material Safety Data Sheets (MSDS)

**Step 4.** Stop the Spill:

- Approach the spill with the wind at your back
- Turn off all sources of ignition
- Remove all surrounding materials that could interfere with cleanup or could be contaminated by the spill without placing yourself or others at risk of injury
- Cover nearby floor drains and catch basins
- Stop the flow by up-righting containers or plugging holes in containers using non-sparking tools
- If necessary, place leaking containers into compatible larger containers

**Step 5.** Clean up the spill:

- Obtain absorbent material from the nearest spill kit such as absorbent pads, booms, earth, sandbags and other inert materials and instruments and place a berm of absorbent material around the edge of the spill to keep it from spreading
- Confine the spilled material into the smallest area possible
- Soak up the remainder of the spill with additional absorbent material

**Step 6.** Collect, label, store, and properly dispose of used absorbent

**Step 7.** Complete the Spill Reporting Log (Appendix C) and forward the completed document to the Pollution Prevention Team Leader. If the spill is very minor AND occurs inside, completing the Spill Reporting Log is not required.

All problems regarding tanks, piping, containment, or response equipment must be immediately reported to the Pollution Prevention Team Leader. Visible leaks and spills from tank walls, piping, or other components must be repaired as soon as possible to prevent a larger spill or discharge from occurring. Pooled materials must be removed immediately upon discovery.

#### **4.4.3 Disposal of Spill Response Materials**

Dispose of all contaminated products in accordance with applicable federal, state and local regulations.

#### **4.5 Salt Storage Piles**

Salt is stored at this facility. The salt is stored in a stockpile located inside a storage shed at the northwestern corner of the parking lot and is covered at all times. Therefore, no further action is required.



Table 6. Potential Pollutant Source Areas at MassBay Community College Parking and Storage Area: Recommendations

Area #	Pollutant Source	Location	Recommended Area-Specific Good Housekeeping Practices	Extent of Exposure and Control Measures used to Minimize Exposure	Proposed BMPs and Schedule for Implementation
Vehicles and Equipment					
1	Indoor Vehicle and Equipment Storage	Main Facilities Building	1. Store vehicle and equipment inside. If not possible, store on covered, paved areas and use drip pans where needed. 2. Clean equipment in an approved washing area prior to placing in storage. 3. Conduct regular visual inspections and maintenance of vehicles and equipment.	Floor drains	Ensure floor drains are connected to a tight tank or municipal sewer system.
1	Outdoor Vehicle and Equipment Storage	Throughout site	1. If vehicles/equipment are stored outside, adjacent catch basins should include devices to remove oils and sediments. 2. Clean equipment in an approved washing area prior to placing in storage. 3. Conduct regular visual inspections and maintenance of vehicles and equipment.	Catch basin, impervious surface	Provide emergency spill kit near the outdoor storage points.
2	Vehicle and Equipment Maintenance /Repair Area	Main Facilities Building	1. Regularly inspect vehicles and equipment for leaks and repair immediately. 2. Perform maintenance in a single, designated covered facility (preferably indoors). If outside, use drip pans and other containment devices to prevent spills while servicing vehicles. 3. Sweep the maintenance area on a regular basis to collect loose particles. Wipe up spills with rags and other absorbent material immediately. Do not hose down the area to a storm drain. 4. Properly dispose of all materials. 5. Keep ample supplies of spill cleanup materials onsite. Cleanup spills immediately. 6. Ensure staff are trained in proper vehicle and equipment maintenance procedures and practices.	Floor drains	Ensure floor drains are connected to a tight tank or municipal sewer system.
3	Vehicle and Equipment Rinsing Area	Main Facilities Building	1. Perform vehicle/equipment rinsing in designated areas. 2. Discharge vehicle rinse water to the sewer, a holding tank, registered underground injection control (UIC) Class V well or UIC registered ground surface, or a permitted groundwater or surface water disposal system. 3. Vehicle rinse water cannot discharge to catch basins or into surface waters without a permit. 4. Only municipal vehicles and equipment may be rinsed on the property. 5. Ensure staff are trained on proper rinsing procedures.	Floor drains	Ensure floor drains are connected to a tight tank or municipal sewer system.
4	Parking Areas	Throughout site	1. Designate staff to conduct inspections and maintenance of parking lots and storm drains/catch basins on a regular basis. 2. Clean leaves, trash, sand, and other debris regularly and ensure that debris is not reaching storm drains/catch basins. 3. Sweep parking lots with a street sweeper at least annually. 4. Stencil or mark any storm drains/catch basins. 5. Immediately clean up any oil leaks or spills. 6. Schedule parking lot maintenance in dry weather only.	Catch basins	N/A



Area #	Pollutant Source	Location	Recommended Area-Specific Good Housekeeping Practices	Extent of Exposure and Control Measures used to Minimize Exposure	Proposed BMPs and Schedule for Implementation
Bulk Material Storage					
5	Sand/Gravel	Storage shed, storage lean-to outside gate	1. Locate sand and gravel piles on pervious surfaces away from areas subject to flooding. 2. Use buffers, silt fences, or diversion berms to minimize runoff from sand and gravel areas reaching surface waters or storm drains. 3. Regularly sweep area around sand and gravel storage area. 4. Inspect sand and gravel area regularly for evidence of runoff. 5. Ensure staff are trained in proper sand and gravel procedures and practices.	Covered	N/A
6	Indoor Salt	Storage shed	1. Store indoors on impervious surface away from areas subject to flooding. 2. Use buffers or diversion berms to minimize runoff from salt areas reaching surface waters or storm drains. 3. During delivery and loading, transfer salt in covered area. 4. Regularly sweep area outside of salt storage shed. 5. Inspect salt storage shed for leaks on a regular basis. 6. Inspect salt application equipment including calibration equipment and spreaders. 7. Inspect salt regularly for lumping or water contamination. 8. Inspect surface areas for evidence of runoff such as salt stains. 9. Repair salt storage shed leaks. 10. Ensure staff are trained in proper salt procedures and practices.	Covered	N/A
Waste Disposal					
7	White goods	Behind north building	1. Designate white goods/appliances in an area that water will not drain through or pond and away from weeds, excess vegetation, surface water and catch basins. 2. White goods containing refrigerant, mercury, oils or other chemicals should be kept separate from those free of chemicals. 3. Contract with a vendor to remove chemicals before recycling/disposal. 4. Sweep and clean the white goods/appliance area regularly. If it is paved, do not hose down the area to a storm drain. 5. Inspect the white goods/appliances for leaks and address the leaks as necessary. 6. Schedule collection of white goods/appliances regularly. 7. Ensure staff are trained in proper disposal practices of white goods/appliances. 8. Clearly label white goods/appliances areas.	Catch basin	N/A
8	Solid Waste	North of Oakland Street	1. Designate a waste collection area on a flat, paved surface away from surface water and catch basins when possible. 2. Ensure waste containers have lids and are covered. Cover the area with a permanent roof if possible. 3. If waste is not in containers, cover all waste piles (plastic tarps are acceptable coverage). The waste containers or piles must be covered except when in use. 4. Prevent stormwater from entering the waste management area by enclosing the area or building a berm around the area. 5. Take special care when loading or unloading wastes to minimize losses. 6. Ensure that only appropriate solid wastes are added to the solid waste container. Certain wastes such as hazardous wastes, appliances, fluorescent lamps, pesticides, etc. may not be disposed of in solid waste containers. 7. Sweep and clean the waste storage area regularly. If it is paved, do not hose down the area to a storm drain. 8. Inspect solid waste containers for structural damage or leaks regularly. Repair or replace damaged containers as necessary. 9. Schedule waste collection regularly to prevent overfilling. 10. Ensure staff are trained in proper waste management procedures and practices. 11. Clearly label solid waste containers and areas.	Dumpsters on impervious service, catch basins	N/A



Area #	Pollutant Source	Location	Recommended Area-Specific Good Housekeeping Practices	Extent of Exposure and Control Measures used to Minimize Exposure	Proposed BMPs and Schedule for Implementation
	Snow	Parking area	1. Locate storage area on pervious area away from storm drain system and surface waters. 2. Install a silt fence or sediment barrier on the downgradient side of the dump pile. 3. Clear debris and litter after the snow has melted. 4. Ensure staff are trained in proper snow stockpiling and removal procedures and practices.		N/A
Other					
	Stormwater BMPs and Conveyance Swales	Drainage swales along Oakland Street	1. Conduct regular inspections of BMPs. 2. Remove debris and litter as necessary. 3. Where appropriate, mow yearly and remove mowed materials and clippings every other year. 4. Use a vactor truck, backhoe loader, or hand tools to remove sand and debris where accumulation has occurred. 5. Perform other maintenance specific to BMP type and maintenance instructions. This may include removal of invasive species, removal of dead vegetation, pruning, mowing, mulching, and replacement of media and vegetation. 6. Ensure staff are trained in proper BMP inspection and maintenance.	Two drainage swales	See BMP inspection report for structural maintenance tasks. June 30, 2021.
	Floor Drains / Catch Basins	Throughout site	1. Clean floor drains/catch basins so that the sump is never more than 50% full.		Clean catch basin in southern parking area.



## 5 Plan Implementation

### 5.1 Employee Training

Regular employee training is required for employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP, including members of the Pollution Prevention Team.

The MassBay Community College Facilities Department is responsible for providing stormwater management training on an annual basis for Parking and Storage Area employees. The following topics will be covered at employee training sessions:

- Applicable Pollution Control Laws, Rules and Regulations;
- Contents and goals of the SWPPP;
- Location of vehicles, equipment, stockpiled material, waste disposal areas, and oil and fuel storage at the facility;
- Good housekeeping measures;
- Preventative maintenance measures;
- Spill prevention and response procedures;
- Erosion and sediment control measures;
- BMP maintenance;
- Employee training;
- Monitoring and maintenance;
- Inspections; and,
- Reporting and record keeping.

Records of employee training will be maintained. An employee training form is provided in Appendix D.

### 5.2 Site Inspection Requirements

Informal inspections should be performed on a daily basis as part of routine facility operations. In addition, quarterly formal inspections must occur when the facility is in operation. At least one formal inspection must be conducted when stormwater discharge is occurring. MassBay Community College Parking and Storage Area personnel is responsible for conducting this inspection.

The inspection must check for evidence of pollution, evaluate non-structural controls in place at the site, and inspect equipment. The inspection form and copies of completed inspection forms are included in Appendix E. The site inspection report must include:

- Inspection date and time;

- Name of the inspector;
- Weather information and a description of any discharge occurring at the time of the inspection;
- Identification of any previously unidentified discharges from the site;
- Identification of any control measures needing maintenance or repair;
- Identification of any SWPPP changes required as a result of the inspection; and
- Signed certification statement.

Inspections should be described in the MS4 Annual Report and include any corrective actions taken.

### 5.3 Reporting and Record Keeping

The permittee must keep a record of all activities required by the SWPPP including but not limited to maintenance, inspections, and training for a period of at least five years. For the MassBay Community College Parking and Storage Area, the SWPPP will be kept at the main office and shall be updated as necessary. The SWPPP and records shall be made available to state or federal inspectors and the general public upon request. In addition, findings from Inspections (Section 5.2) will be reported in the Annual Report to demonstrate that operation of the facility is in compliance of the 2016 Massachusetts MS4 Permit.

### 5.4 SWPPP Revisions

MassBay Community College shall review this SWPPP regularly to determine if any update or revision is required. Changes that may trigger revision include:

- The addition of any new potential pollutant not already addressed in this SWPPP;
- Physical changes to the facility that expose any potential pollutant to stormwater;
- Presence of a new authorized non-stormwater discharge at the facility; or
- The addition of an activity that introduces a new potential pollutant.

The amended SWPPP will describe the new activities that could contribute to increased pollution, as well as control measures that have been implemented to minimize the potential for pollution.

The SWPPP will be amended if a state or federal inspector determines that it is not effective in controlling stormwater pollutants discharged to waterways.

## 6 SWPPP Certification

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or 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.*

---

Authorized Official (print)

---

Title

---

Authorized Official (signature)

---

Date

## **Appendices**

Appendix A. Emergency Contact List

Appendix B. Spill Prevention Procedures

Appendix C. Spill Reporting Log

Appendix D. Employee Training Log

Appendix E. Inspection Form

## Appendix A – Emergency Contact List

MassBay Community College – Parking and Storage Area  
40 Oakland Street, Wellesley Hills MA 02481

Emergency Organization	Reason to Contact	Phone Numbers	Hours of Operation
Facility Contacts			
SWPPP Contact & Facilities Director	Spill and emergency response coordinators	Joseph DeLisle (781) 239-2571	24 hours
Facilities Staff		Sharon Williams (781) 239-2579	24 hours
Emergency Contacts			
Fire Department	Emergency, fire, leak, spill	911 (781) 235-1300	24 hours
Police Department	Emergency, fire, crime, evacuation	911 (781) 235-1212	24 hours
Hospital	Medical emergency	911	24 hours
Poison Control	Hazardous waste contact	(800) 222-1222	24 hours
Notification Contacts			
Massachusetts Department of Environmental Protection	Spill reporting	(617) 292-5500 (888) 304-1133	M-F; 9am to 5pm 24 hours
EPA National Response Center	Spill reporting	(800) 424-8802	24 hours
U.S. Army Petroleum Center (USAPC)	Spills of DLA-E owned product (i.e. F24 fuel)	(571) 767-0661	24 hours
Defense Logistics Agency – Energy (DLA-E)	Spills of DLA-E owned product (i.e. F24 fuel)	(571)-767-8420	24 hours



## Appendix B – Spill Prevention Procedures

MassBay Community College – Parking and Storage Area  
40 Oakland Street, Wellesley Hills MA 02481

**Step 1.** Remove unnecessary people from the hazard area

**Step 2.** Assess the spill area for safety concerns

**Step 3.** Put on at least the following PPE:

- Safety Glasses or Goggles
- Gloves
- Apron
- Rubber Boots
- Other PPE as per the Material Safety Data Sheets (MSDS)

**Step 4.** Stop the Spill:

- Approach the spill with the wind at your back
- Turn off all sources of ignition
- Remove all surrounding materials that could interfere with cleanup or could be contaminated by the spill without placing yourself or others at risk of injury
- Cover nearby floor drains and catch basins
- Stop the flow by up-righting containers or plugging holes in containers using non-sparking tools
- If necessary, place leaking containers into compatible larger containers

**Step 5.** Clean up the spill:

- Obtain absorbent material from the nearest spill kit such as absorbent pads, booms, earth, sandbags and other inert materials and instruments and place a berm of absorbent material around the edge of the spill to keep it from spreading
- Confine the spilled material into the smallest area possible
- Soak up the remainder of the spill with additional absorbent material

**Step 6.** Collect, label, store, and properly dispose of used absorbent

**Step 7.** Complete the Spill Reporting Log (Appendix B) and forward the completed document to the Pollution Prevention Team Leader. If the spill is very minor AND occurs inside, completing the Spill Reporting Log is not required.

## Appendix C - Spill Reporting Log

### MassBay Community College - Parking and Storage Area

40 Oakland Street, Wellesley Hills MA 02481

Date	Reporting Personnel's Name	Location	Type of Material Spilled	Estimated Quantity Spilled	Estimated Quantity Recovered	Source of Spilled Material	Destination of Material	Cause of Spill/Leak	Preventative Measures Taken

## Appendix D – Employee Training Log

MassBay Community College – Parking and Storage Area  
40 Oakland Street, Wellesley Hills MA 02481

**Location** \_\_\_\_\_ **Date** \_\_\_\_\_

**Trainer Name(s)**\_\_\_\_\_

[illegible]

## Appendix E - Inspection Checklist and Maintenance Report

### MassBay Community College - Parking and Storage Area

40 Oakland Street, Wellesley Hills MA 02481

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Weather: \_\_\_\_\_

Inspector: \_\_\_\_\_

Area / Site Activity	Inspected?	Are Structural Control Measures Present?	If Yes, What Control Measures Are Present?	Are Structural Control Measures Adequate and Operating?	Is Maintenance or Corrective Action Needed?	If Yes, What Maintenance or Corrective Action Is Needed?	Comments
1 / Indoor Vehicle and Equipment Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Floor drains	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
1 / Outdoor Vehicle and Equipment Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Catch basins	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
2 / Vehicle and Equipment Maintenance /Repair	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Catch basins	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3 / Vehicle and Equipment Rinsing Area	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Stormwater BMP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
4 / Parking Areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Stormwater BMP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
5 / Sand/Gravel	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Covered	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
6 / Salt	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Covered	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
7 / White Goods, Appliances	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Catch basins Stormwater BMPs	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

## Appendix E - Inspection Checklist and Maintenance Report

### MassBay Community College - Parking and Storage Area

40 Oakland Street, Wellesley Hills MA 02481

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Weather: \_\_\_\_\_

Inspector: \_\_\_\_\_

Area / Site Activity	Inspected?	Are Structural Control Measures Present?	If Yes, What Control Measures Are Present?	Are Structural Control Measures Adequate and Operating?	Is Maintenance or Corrective Action Needed?	If Yes, What Maintenance or Corrective Action Is Needed?	Comments
8 / Solid Waste	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dumpsters on impervious surfaces	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Other / Snow Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Other / Floor Drains / Catch Basins	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Other / Stormwater BMPs and Conveyance Swales	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		