

2019

*City of Columbus*  
*Facility Runoff Control Plan*  
*(FRCP)*  
*MCM #6 BMP 4.1*



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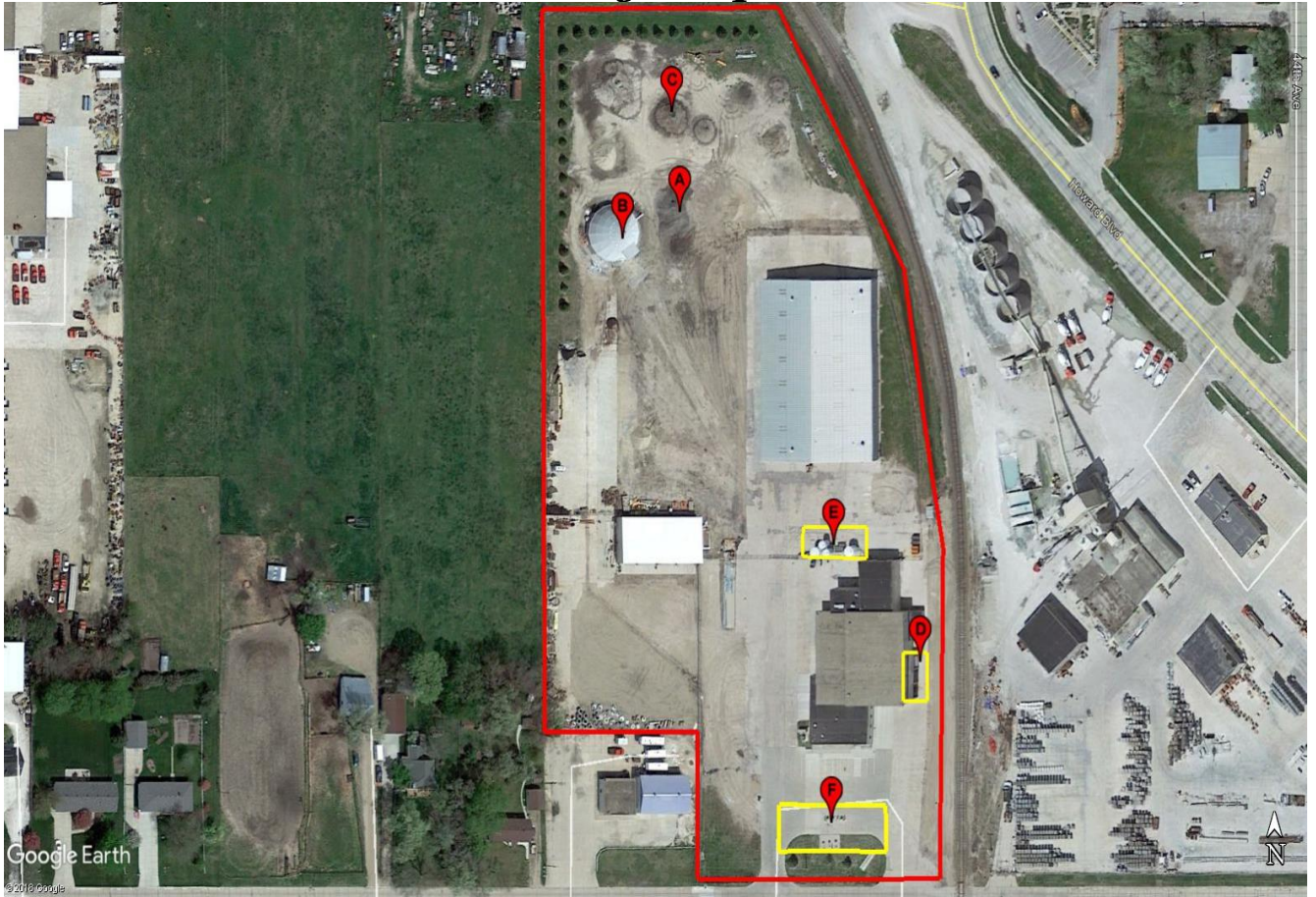
## Overview

*The City of Columbus Central Maintenance Facility serves as a base for all street and utility maintenance operations, as well as the office for all managerial and administrative positions. The facility is utilized for the purpose of storing, staging and maintaining vehicles, equipment and materials that are necessary for city operations. Some of the street maintenance operations include street cleaning, repair, winter road application material, sign maintenance, as well as litter and debris. Vehicle maintenance provides repair and routine maintenance activities for equipment and vehicles used by various departments throughout the city.*

## Facility Information

|                           |                                       |
|---------------------------|---------------------------------------|
| Facility:                 | Central Maintenance Facility          |
| Main Facility Contact:    | Clete Borchers, Street Superintendent |
| Facility Address:         | 4528 19 <sup>th</sup> Street          |
| Name of Receiving Waters: | Soch Pond                             |
| Facility Size             | 9.21 acres                            |

## Facility Map



- A: Millings Stockpile
- B: Salt Storage Building
- C: Soil Stockpile
- D: Recycled Oil Tank
- E: Winter Road De-Icing Storage Containers
- F: Underground Fuel Tanks and Fuel Island

# *Facility Runoff Control Plan Information*

*This Facility Runoff Control Plan (FRCP) supports the City of Columbus Stormwater Management Program. The document provides education, inspection, and corrective action guidance for the Central Maintenance Facility to help implement the Good Housekeeping/Pollution Prevention Measures required of the City.*

*Facility staff can use the site-specific information provided in this document to:*

- 1. Conduct inspections required by the City*
- 2. Identify potential target pollutants and their sources.*
- 3. Take personal actions for managing pollutants and sources.*

*Facility Good Housekeeping/Pollution Prevention inspections will be conducted by Qualified Facility Inspectors each month at approximately **30 day** intervals using the form provided in **Appendix “A”** of this Facility Runoff Control Plan (FRCP). A Facility Inspector will have read this Facility Runoff Control Plan (FRCP); be familiar with, if applicable, the Spill Prevention Control and Countermeasure (SPCC) Plan. The following personnel will be involved in managing and conducting the monthly inspections as well as participating in random Audit Inspections scheduled by the Project Manager.*

*Division Supervisor*

*Clete Borchers, Street Superintendent*

*Main Site Contact*

*Jim Rawhouser, Dispatcher*

*Alternate Contact*

*Shane Crumley, Mechanic II*

*Qualified Inspectors*

- 1. Clete Borchers*
- 2. Shane Crumley*

*A Facility Runoff Control Plan (FRCP) Monthly Inspection form must be completed as part of approximately **30 day** inspection. When problems are identified during an inspection, the last page of the form will be used to note corrective actions that can be done to quickly reduce risk that the problem possesses. Sometimes personal actions call for nonstructural best management practices, which typically require capital expenditures, are necessary, the inspection forms can be used as a demonstration of such a need. Corrective actions must be clear, descriptive and specific. Write corrective actions in such a way that anyone can understand exactly what needs to be done and where it needs to be done.*

*Problems identified on the monthly inspection form should be addressed or resolved before the next rain event and no later than the next inspection. Mark the date that each corrective action was taken and attach a more detailed description of the problems to the form if necessary. Completed inspection forms will be kept at the facility for **at least three years, and a copy must be provided to the Project Manager.***

*Qualified inspectors may encounter difficult or complex issues that will take longer than a month to resolve. It is important that the inspectors and that facility supervisor work together to identify a corrective action that can be accomplished before the next inspection takes place. Some possible examples of the intermediate steps may include:*

- Research alternative products available, costs and possible distributors.*
- Order new part or products through purchasing*
- Contact Main Site Contact, Alternate Contact, Division Supervisor, or the Public Works Director to discuss priorities and available funding for alternative management practices.*

*If a corrective action is not completed by the end of the month, it must be moved over to the next inspection report. Place an asterisk in the Date Implemented box and move the incomplete corrective action to the next month's form. Carry the incomplete corrective action month to month until it is completed and dated.*

# *Potential Pollutant Sources and BMP's*

*Target Pollutants enter the environment through the day to day operation maintenance activities conducted within maintenance facilities. The following five groups of target pollution categories include a range of pollution sources that can be managed to reduce the risk of stormwater pollution by minimizing the exposure of target pollutants to the environment.*

## *Building and Grounds Management*

*The Central Maintenance facility require building and grounds management, which includes care of landscaped areas around each facility, cleaning of parking areas and pavements, and maintenance of the stormwater drainage system and some structural Best Management Practices (BMP's).*

*Tasks to perform these activities include equipment operation, litter/trash pickup and maintenance landscaping which can in turn result in spills, leaks, trash, sewage, chemical vegetation control, and erosion.*

*Potential target pollutants could include sediment, litter, trash, sewage, pesticides, fuel, hydraulic fluid, and oil. Buildings and grounds must be maintained in a manner that reduces the risk of discharging pollutants to the stormwater drainage system.*

*The following potential pollution sources and or potential pollutant conveyances are included in the FRCP:*

*Stormwater Drainages- drain inlets, ditches, and outfalls*

*Infiltration, Retention, and Detention BMP's*

*Paved Areas*

*Exposed Soil, Gravel and Millings*

*Floor Drains, Trench Drains, and Oil-Water Separators.*



## *Suggested Best Management Practices (BMP's)*

- a) Keep culverts, ditches, gutters, drain inlets, catch basins, and outfalls as well as infiltration, retention and detention areas free of target pollutants and in good condition.*
- b) Sweep paved areas to remove sediment and other materials that could be tracked or dispersed across the facility. Do not wash or spray materials into the storm drain system.*
- c) Inspect and identify areas of erosion, or offsite discharge of sediment or aggregate, that need preventative maintenance.*
- d) Keep floor drains, trench drains, and oil-water separators clear of build-up or debris to ensure proper drainage.*
- e) Clearly mark storm drain inlets with a message to protect location from target pollutants.*
- f) Keep emergency clean-up materials such as drain covers, absorbent booms, rags, or sandbags conveniently located near drain inlets, catch basins, and outfalls to stop pollutants from entering in the event of a spill.*
- g) Keep paved surfaces in good condition. Protect slopes, flat areas, exposed soil area, or transportation corridors with pavement if vegetation or aggregate are not an option or are inadequate solutions.*



## *Vehicle and Equipment Management*

*The Central Maintenance facility is a regional staging area for all vehicles and equipment used to operate and maintain streets, sewers, fleets, waste collection and other properties owned by the City. All vehicles and equipment require operation and management of some type, which may include storage, fueling, cleaning, maintenance and repair.*

*Poor management practices can quickly lead to substantial spills, leaks, and non-Stormwater discharges. Vehicle fluids at fueling areas as well as equipment washing, storage, and maintenance areas must be managed to reduce the risk of discharging pollutants to the Stormwater drainage system.*

*The following potential pollution sources are included in the FRCP:*

- a) Vehicle and Equipment*
- b) Equipment washing*
- c) Parked vehicle and equipment storage*
- d) Vehicle and equipment fueling*
- e) Vehicle and equipment maintenance and repair.*

## *Suggested Best Management Practices (BMP's)*

- a) Wash vehicles in designated areas (preferably under cover with a pipe to a collection pit and the City sanitary sewer system)*
- b) Minimize water usage during cleaning operations and use dry clean-up methods to remove sediments, clippings and other debris.*
- c) Use biodegradable detergents if cleaning agents are necessary.*
- d) Keep part, equipment, and vehicles stored indoors or within designated outdoor areas away from storm drains, inlets, or catch basins.*
- e) Inspect all connectors and liquid reservoirs on stored equipment and vehicles for leaks. Move leaking equipment and vehicles indoors or capture materials and dispose of properly.*
- f) Immediately contain and clean up any spills or releases when they occur, and properly dispose of the cleaning materials.*
- g) Cleanup evidence of fuel or oil residues on surfaces by grinning absorbent into the surface and sweeping up the material.*
- h) Keep spill response kits and/or clean-up materials in close proximity to areas where spills or leaks are most likely to occur. Dispose of properly after use.*
- i) Park vehicles and/or equipment close to the pump when refueling.*
- j) Conduct all maintenance on vehicles and equipment indoors whenever possible.*

## *Product Material Management*

*The Central Maintenance facility stores a large variety of liquid and soluble products that could be harmful to the environment if they come into contact with surface waters. Materials that may be stored include pesticides, petroleum products, paints, concrete and asphalt products, solvents and others. Storage and handling practices that minimize exposure of these materials to Stormwater significantly minimize the potential for pollution of receiving waters.*

*Stockpiles of materials located on the maintenance lot require responsible management just as much as products that are stored indoors or under cover. Stockpiles of material may include sand or gravel, or mixed de-icing chemicals or asphalt cold patch material, soil or millings.*

*The following potential pollution sources are included in the FRCP:*

*Stockpiled Materials- Gravel, de-icing chemicals, asphalt cold patch, millings and soil.*

*Paints, adhesive and solvents*

*Petroleum, oils and fluids*

## *Suggested Best Management Practices (BMP's)*

- a) Locate raw material stockpiles away from drain inlets, catch basins and outfalls.*
- b) Sweep up loose product that is outside of designated area to prevent tracking.*
- c) Reduce the exposure of stockpiles and limit the amount of stockpiled materials during the rainy season.*
- d) To the extent possible, store materials indoors or cover piles with storm resistant coverings to prevent exposure to precipitation.*
- e) Minimize the amount of pesticides and fertilizers that are stored on-site at all times.*
- f) Store and dispose of pesticides and fertilizers per manufacturer's recommendations.*
- g) Store materials in a dedicated area away from direct traffic routes to prevent accidental damage or spills and store materials indoors or under a covered area when possible.*
- h) When receiving new product materials, check drums, tanks, and contents.*
- i) Ensure all containers are clearly and accurately labeled according to contents.*
- j) Close containers between filling and emptying events.*
- k) Keep an adequate supply of dry absorbent material and dispose of properly once used.*

## *Bulk Storage Tank Management*

*Bulk storage containers with stock products are a typical feature of the Central Maintenance Facility and they generally come in all shapes and sizes. Some of the substances that may be contained in storage containers may include, de-icing chemicals, fuels, lubricants and petroleum products.*

*A Spill Prevention, Control and Countermeasure (SPCC) Plan may be in place to reduce the risk of pollution from certain petroleum products, but all bulk storage tanks generate a certain level of risk of discharging pollutants to adjacent drainages and receiving waters. Storage containers must be protected and maintained in a manner that reduces the risk of discharging pollutants to the Stormwater drainage system.*

*The following potential pollution sources are included in the FRCP.*

*Aboveground Storage Containers-Winter road chemicals and assorted oils.*

*Underground Storage Tanks- fuel.*

## *Suggested Best Management Practices (BMP's)*

- a) Inspect storage tanks, pumps, pipes, and valves for leaks, signs of corrosion, support or foundation failure, or other deterioration.*
- b) Keep valves or plugs on secondary containment closed at all times, except when containment water that is free from visual evidence of pollution, is being removed (see SPCC requirements, if applicable). Collected water can be discharged after any evidence of pollution has been removed. Immediately replace plug or close valve once water is drained.*
- c) Protect tanks from traffic using bulkheads, jersey barriers, or other substantial barriers.*
- d) Educate tank fillers to use wheel chocks during unloading and where overflow warning devices and alarms are located.*
- e) When possible, locate aboveground storage tanks on paved, impermeable surfaces with secondary containment.*
- f) Inspect surfaces near storage tanks for visible signs of residues. Cleanup fuel or oil residues on surfaces by grinding absorbent into the surface and sweeping up materials.*
- g) Maintain and inspect integrity of all underground storage tanks as per state fire marshal requirements.*
- h) Periodically check to make sure the ball float valve is functioning properly and that it will restrict fuel flow according to manufacturer's specifications.*
- i) Make sure automatic shutoff devices for all tanks are functioning properly.*

## *Waste Materials Management*

*Activities at the Central Maintenance Facility generate many types of wastes that accumulate or may be discharged into the environment. Some of the types of waste that must be managed may include fencing, soil, aggregate and recyclables. Such as scrap metal, tires, spent parts, washer solvent, used oil, and used batteries. Waste materials can also include trash and debris, empty product containers, and rinse water.*

*Personnel should reference the Departmental Procedures to determine the appropriate methods for managing all types of waste since federal and state waste management regulations require specific disposal practices. For any material that poses a significant threat to human health and the environment, contact Hazardous Materials Response. If unsure of disposal requirements, contact the Public Works Director for direction. Both hazardous and non-hazardous wastes must be managed to reduce the risk of discharging pollutants to the Stormwater drainage system.*

*The following potential pollution sources are included in the FRCP:*

***Waste Materials-*** *trash, debris, empty product containers, rinse water, used oil filters.*

***Construction Salvage-*** *rubble, replaced equipment, soil, aggregate.*

***Recyclables-*** *scrap metals, used batteries, tires, spent solvent, used oil.*



## *Suggested Best Management Practices (BMP's)*

- a) Cover and clearly label all waste receptacles according to waste type.*
- b) Collect all litter that accumulates around the facility grounds and dispose in properly labeled containers.*
- c) Ensure that trash bins are used and not overflowing by scheduling regular pick-up and disposal of waste materials.*
- d) Store containers, material, and salvage away from direct traffic routes, drain inlets, catch basins, outfalls, areas prone to flooding or ponding, and floor trench drains to prevent accidental damage or spills.*
- e) Educate and train every employee that is their daily responsibility to be aware of materials, residues, and trash that could be washed away in Stormwater.*
- f) Develop a plan to reuse or dispose of irregular waste material as soon as the material is brought on site.*
- g) Store batteries in an upright position in leak proof covered containers.*
- h) Schedule regular pick up for waste tires, scrap metal used oil, used antifreeze and other waste intended for recycling.*
- i) If any waste material may be hazardous, complete a waste determination prior to disposal according to Departmental Procedures and keep records at the facility. Any material that poses a significant threat to human health and the environment, contact Hazardous Material Response. If unsure of disposal requirements, contact the Public Works Director for direction.*
- j) Store hazardous waste containers (preferred in a building or covered area) on pallets or in a containment device to prevent corrosion of the containers by contact with moisture or other chemicals.*
- k) Immediately contain and clean up any spills that may occur, and properly dispose of the cleaning materials.*

*Appendix “A”*

# Facility Runoff Control Plan Monthly Inspection

Month \_\_\_\_\_  
Year \_\_\_\_\_

## City of Columbus Central Maintenance Facility

*Enter yes (Y) or no (N). Record the needed corrective actions(s) on the last page. Include the Area and Question Number with each of the corrective action, All "yes" responses will require some type of corrective action.*

| Facility Areas      |                 |                      |                   |           |                            |                         |
|---------------------|-----------------|----------------------|-------------------|-----------|----------------------------|-------------------------|
| Parking/Office Area | Mechanics Shops | Vehicle Fueling Area | Equipment Storage | Wash Bays | Winter Maintenance Staging | Material Storage/Winter |

### (A) Building and Grounds

*Storm Drains:*

1. Do storm drains, inlets, or drainage ditches need cleaning or repair?
2. Do outfall structures or adjacent waterways show signs of pollutant migration?

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*Indoor Collection System:*

3. Do floor drains, trench drains, or oil/water separators need to be cleaned out or repaired?

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*Exposed Soil and Gravel:*

4. Do areas of exposed soil or gravel show signs of erosion?

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*Paved Surface:*

5. Do paved surfaces need to be swept to prevent stormwater from carrying loose debris or materials to storm drain system?

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|  |  |  |  |  |  |  |

# Facility Runoff Control Plan Monthly Inspection

Month \_\_\_\_\_  
Year \_\_\_\_\_

## City of Columbus Central Maintenance Facility

*Enter yes (Y) or no (N). Record the needed corrective actions(s) on the last page. Include the Area and Question Number with each of the corrective action, All "yes" responses will require some type of corrective action.*

### Facility Areas

| Parking/Office Area | Mechanics Shops | Vehicle Fueling Area | Equipment Storage | Wash Bays | Winter Maintenance Staging | Material Storage/Winter |
|---------------------|-----------------|----------------------|-------------------|-----------|----------------------------|-------------------------|
|---------------------|-----------------|----------------------|-------------------|-----------|----------------------------|-------------------------|

### **(B) Vehicles and Equipment**

*Outdoor Storage:*

6. Are there any leaks, spills or fluid residue from parked vehicles?

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7. Are leaking vehicles parked near storm drains, known ponding areas or drainage ditches?

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8. Is there damage or leaks to equipment lines or connectors?

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*Washing:*

9. Do wash areas have accumulated gravel, salt, grass clippings that are in need of disposal?

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*Maintenance and Repair Bays:*

10. Are there loose materials or leaks on the floor that could be tracked outdoors?

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*Fueling:*

11. Does the area where fueling occurs show evidence of staining from fuel or

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12. Are hoses and nozzles showing signs of wear, cracks, or damage?

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|--|--|--|--|--|--|--|

# Facility Runoff Control Plan Monthly Inspection

Month \_\_\_\_\_

Year \_\_\_\_\_

## City of Columbus Central Maintenance Facility

*Enter yes (Y) or no (N). Record the needed corrective actions(s) on the last page. Include the Area and Question Number with each of the corrective action, All "yes" responses will require some type of corrective action.*

### Facility Areas

|                     |                 |                      |                   |           |                            |                         |
|---------------------|-----------------|----------------------|-------------------|-----------|----------------------------|-------------------------|
| Parking/Office Area | Mechanics Shops | Vehicle Fueling Area | Equipment Storage | Wash Bays | Winter Maintenance Staging | Material Storage/Winter |
|---------------------|-----------------|----------------------|-------------------|-----------|----------------------------|-------------------------|

### (C) Product Materials

#### Stock Piles:

13. Do material storage areas need to be contained or protected to prevent erosion?

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14. Is there any loose material outside the designated area?

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15. If the material is not actively being used, does the stockpile need covered or reduced in size?

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16. Are containers located in traffic areas or near drains?

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17. Do the materials need to be reduced?

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18. Are there leaks, spills, damaged, uncovered or unlabeled containers?

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|--|--|--|--|--|--|--|

# Facility Runoff Control Plan Monthly Inspection

Month \_\_\_\_\_

Year \_\_\_\_\_

## City of Columbus Central Maintenance Facility

### Facility Areas

*Enter yes (Y) or no (N). Record the needed corrective actions(s) on the last page. Include the Area and Question Number with each of the corrective action, All "yes" responses will require some type of corrective action.*

|                     |                 |                      |                   |           |                            |                         |
|---------------------|-----------------|----------------------|-------------------|-----------|----------------------------|-------------------------|
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|---------------------|-----------------|----------------------|-------------------|-----------|----------------------------|-------------------------|

### (D) Building and Grounds

#### Bulk Storage Tanks:

19. Have stored materials/residues accumulated on the ground surface near the storagew tank areas?

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20. Are there signs of leaks, corrosion, support or foundation failure or deterioration of the tanks, pumps, pipes or valves?

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21. Do storage tanks need to be protected from traffic by location or barriers?

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|--|--|--|--|--|--|--|--|

# Facility Runoff Control Plan Monthly Inspection

Month \_\_\_\_\_

Year \_\_\_\_\_

## City of Columbus Central Maintenance Facility

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### Facility Areas

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|---------------------|-----------------|----------------------|-------------------|-----------|----------------------------|-------------------------|
|---------------------|-----------------|----------------------|-------------------|-----------|----------------------------|-------------------------|

### (E) Building and Grounds

#### Waste Materials

22. Has trash, litter, or debris accumulated along the boundary of the facility?

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23. Is there evidence of leaks, spills, damaged, unlabeled or uncovered waste containers?

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|--|--|--|--|--|--|--|

24. Are waste materials located near floor or trench drains, outfalls, traffic, or areas prone to flooding or ponding?

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25. Can the amount of waste materials or recyclables be reduced to minimize exposure?

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