



## Stormwater Pollution Prevention Standard Operating Procedure (SOP)

Outdoor Material Storage	
Date:	July 31, 2015
Purpose of SOP:	To minimize or prevent pollutant discharge from the outdoor storage of materials.
MS4 Permit Reference	Section II.B.6.a
Responsible Party	Robert B. Boxer, PE, Director of Public Works

Outdoor storage of material can become a source of pollution as a result of leaks, spills, or accidents, or through the corrosion or leaching of materials into stormwater. Bulk materials such as sand, dirt, gravel, and mulch can also wash into the storm drain system when left exposed to precipitation. This SOP is designed to minimize the potential for outdoor storage of material to negatively affect stormwater quality.

### 1. Responsible Parties

- a) Town Staff. Public Works engages in multiple activities that involve the outdoor storage of materials.
- b) Contractors. This SOP must be adopted by reference or otherwise incorporated into all contracting agreements dealing with outdoor storage of materials. This includes, but is not limited to liquid bulk storage as well as dry storage such as sand, gravel, mulch, and dirt.
- c) Other SOPs and Documents. In addition to this SOP, the following documents are incorporated by reference and must be consulted:
  - i. The Snow and Deicing Operations SOP for storage of salt and deicing materials.
  - ii. Spill Prevention, Control, and Countermeasure (SPCC) Plan for the Town Shop and Centennial Golf Course.
  - iii. Stormwater Pollution Prevention Plan (SWPPP) for the Town Shop.

### 2. Outdoor Storage Areas

- a) Indoor Storage. All chemical and material containers should be stored indoors whenever possible. If they must be stored outdoors, place them under a roof or secured tarp.

- b) Secondary Containment.
  - i. All containers and dry materials should have secondary containment.
  - ii. Place all containers and dry materials on a plastic pallet or other device that elevates them off the ground or pavement and provides containment.
  - iii. Never release accumulated stormwater from a secondary containment structure unless it has been verified that there is no contamination present. If contamination is present, it must be properly mitigated prior to discharge, discharged to a sanitary sewer, or otherwise handled in accordance with the contaminate present.
- c) Placement. Place containers on paved or impervious surfaces and as far from (or at a lower elevation than) storm drain inlets and drainage ditches as possible.
- d) Traffic Control. Materials should be stored away from vehicle and equipment traffic. Bollards should be placed around materials where vehicles and equipment may come into close proximity.
- e) Spill Response.
  - i. Provide a spill kit near all storage areas.
  - ii. Clean up any spills, leaks, or discharges promptly.
  - iii. If a container is found to be leaking, either empty the contents into a leak-tight container or place the entire container inside of a larger leak-tight container.
- f) Inspections. Inspect all containers stored outdoors regularly.

### **3. Sand, Dirt, or Gravel Stockpiles**

- a) Stockpiles should be stored inside a storage building or under a roof whenever possible.
- b) If a permanent overhead structure is not available, cover stockpiles with a properly secured tarp.
- c) Contain stormwater run-off from stockpiles by using barriers or berms.
- d) Sweep areas surrounding the stockpile frequently to prevent materials from mingling with stormwater.
- e) Whenever possible, order only the amount of the material to be stockpiled that is needed for the specific job and schedule delivery to minimize the amount of outdoor storage time.
- f) Locate stockpiles away from storm drain inlets. Provide protection for the inlet if necessary to prevent the discharge of materials.

### **4. Bulk Liquid Materials Storage**

- a) Ensure that the content of a bulk liquid storage vessel is clearly marked in plain language.
- b) Provide impervious secondary containment for all above ground storage tanks (ASTs).

- c) To the extent possible, provide adequate containment for all material loading/unloading areas.
- d) Refer to the SPCC Plan for the Town Shop and Centennial Golf Course and the SWPPP for the Town Shop for facility-specific requirements and best practices.
- e) Where provided, keep drain valves in secondary containment locked in the closed position at all times.
- f) Never release accumulated stormwater in a secondary containment structure unless it has been verified that there is no contamination present. If contamination is present, it must be properly cleaned prior to discharge.
- g) Provide locks for all access points to bulk liquid storage tanks.
- h) Make sure that an adequate spill kit with sufficient equipment and supplies is located near storage areas where spills are possible. Clean up any spills, leaks, or discharges immediately.

## **5. Training**

This SOP will be incorporated into annual training for applicable employees in accordance with the Town's MS4 Program Plan that involve the outdoor storage of materials. Documentation of the training, including sign-in sheets and materials used, will be included in the Town's MS4 annual reports.