

## Pollution Prevention/Good Housekeeping for Municipal Operations- MCM #6

Part II.C.b.6

### Responsible Person(s):

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

20.a. Name: Mark Cutlip  
 20.b. Title: Director of Physical Plant  
 20.c. Department: Administration  
 20.d. Address: One John Marshall Drive, Huntington, West Virginia 25755-5320  
 20.e. Phone Number: (304) 696-3328  
 20.f. Email address: [cutlipm@marshall.edu](mailto:cutlipm@marshall.edu)

20.g. Is another entity sharing responsibility for this MCM? If so, who? No

### Control Objectives & BMPs

20.b. State your overall objective for this MCM.

Marshall University will develop and implement on operation and maintenance program with the ultimate goal of reduction or eliminating pollutant runoff from campus operations.

20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

- a. Review current activities performed by maintenance crews and the materials and methods utilized to identify operations on campus with the potential to cause pollution of surface water.
- b. Review existing policies and guidelines needed to ensure compliance.
- c. Educate and train employees on policies.
- d. Prioritize and/or develop new guidelines where needed, update guidelines and procedures as necessary.
- e. Currently annual stormwater management training is provided to all trade supervisors and employees. All lab personnel and medical students are given training specifically addressing proper disposal methods and management of chemicals.

### MCM Components

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20.j. List the municipal facilities and their locations owned by your MS4.

1. Marshall University's Physical Plant and Athletics Department performs ground maintenance on campus. The grass clippings are mulched in places and additional vegetation (i.e. leaves and vegetative debris) are collected and removed from campus to a WVDEP permitted landfill. Lawn mowers, weeders, blowers, etc. are fueled, maintained and stored within the Sorrell Maintenance Building on concrete floors.
2. Fertilizers, pesticides/herbicides are stored within the Physical Plant on concrete floors.
3. Vehicles are washed at the Physical Plant and Marshall University Police Department.

Marshall University

Cleaning materials used are biodegradable.

4. Salt and other deicing materials are stored under roof on concrete floors at the Dewco and Sorrell Maintenance Building. Pre-bagged calcium chloride is used for deicing.
5. Vehicle Maintenance Garage — The vehicle maintenance garage does not have floor drains; therefore, the likelihood on discharging contaminated runoff or stormwater is very low.

Tip: List municipally owned or operated facilities that would reasonably be expected to discharge contaminated runoff and are not covered under a NPDES permit. For example; vehicle maintenance garages, vehicle fueling centers, waste transfer operations, golf courses, recreation areas with fertilizer or herbicide storage, salt or other materials storage, municipal construction activities, waste water treatment plant, potable drinking water treatment plant or open landfills.

Part II.C.b.6.a

- 20.k. Briefly describe your operation and maintenance program for each municipal facility.
- Leaves and vegetative debris is removed from campus and disposed of at a WVDEP approved landfill. Fertilizers, pesticides/herbicides and deicers are stored within buildings with concrete floors. Vehicles are washed using biodegradable materials. Vehicle maintenance is performed inside the vehicle maintenance building. The used oil is collected and recycled.

Part II.C.b.6.a

- 20.l. Does each site have a pollution prevention plan? Is there a spill response plan included in the pollution prevention plan? If not, provide a time frame for developing pollution prevention plans at all MS4 owned municipal facilities, including mid-point and full completion dates.
- No. A Pollution Prevention Plan will be developed and implemented within one year after the final approval of the permit.

Part II.C.b.6.b

- 20.m. Have you identified all the lands owned or operated by your MS4? (Such as parks, road right-of-ways, maintenance yards, and water/sewer/stormwater infrastructure.) Yes

Part II.C.b.6.b

- 20.n. Describe your overall pollution control approach policy and procedures for these lands.
- Vehicle maintenance is performed inside the vehicle maintenance building. The used oil is collected and recycled. Gas is purchased commercially. Chemicals (i.e., fertilizers, pesticides, herbicides, deicers) are stored under roof on concrete floors. Biodegradable materials are used for washing of vehicles. Leaves and vegetative debris is removed offsite to a WVDEP approved landfill.

Tip: Your policy and procedures plan should address fertilizers, pesticides, and herbicides; sediment and erosion control; landscape maintenance and vegetation disposal; trash management; cleaning and maintenance of building exteriors; chemical and material storage; street sweeping & cleaning of inlets/catch basins.

Part II. C.b.6.c

- 20.o. Describe your training program including your target employees, and how often training occurs.

Annual environmental health and safety training is conducted and will incorporate a review and training for the Pollution Prevention Plan.

- 20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Storm Water Discharges Associated with Industrial Activities or the individual WV NPDES permit number. If your industrial facilities are not covered under another NPDES permit, you must will prompted to provide additional information below.

None.

### **Schedule**

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- 20.q. Describe how and when you will implement each component of your program for this minimum control measure. Include mid-point and full implementation dates.

By the end of 2012.

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- 20.r. Describe the inspection schedule for ensuring municipal facilities are in compliance with pollution prevention plans.

Quarterly inspections.

### **Measurable Goals**

Part IV.A

- 20.s. List and fully describe your measurable goals for this MCM.

- a. Marshall University will develop and review the list of activities annually.
- b. Marshall University will evaluate existing policies and guidelines on an annual basis.
- c. Employees will be trained on the procedures applicable to their work area annually.
- d. Work will be completed as needs are identified.

### **Tracking**

Part II.B.7 & Part II.C.b.6.a.iii

- 20.t. Describe your plan for record keeping and tracking of facilities, employee training, pollution prevention plans, and inspections for this MCM.

Annual training, quarterly inspections, and annual review/update of vehicle maintenance garage Pollution Prevention Plan. The Physical Plant's Maximo work order system will also be utilized

### **Evaluation**

Part II.B.7

- 20.u. Explain how you plan to gauge the effectiveness of your good housekeeping/ municipal operations program efforts?

Review inspections to determine if further Pollution Prevention Plan is required and record the number of events throughout the permit period.

**Industrial Stormwater Coverage for Municipal Operations**

If your facility/s discharges stormwater from any industrial operation that is not covered under another NPDES permit, you must now obtain coverage for those discharges.

20.v. For each facility, provide the name and contact information of the operator if applicable.  
No industrial activities within the MS4.

20.w. For each outlet, list the latitude and longitude to the nearest second and the River Mile Point (if known).  
Not Applicable.

Outlet Nwnber	Longitude			Latitude			River Mile
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s. Not Applicable.

20.y. List the nature of activity at the industrial facility. Not Applicable.

20.z. Is there a wet pond at your facility that collects runoff from areas on which industrial activities occur?  
If so, how many acres drain into it? Not Applicable.

20.aa. Is there a dry pond at your facility that collects runoff from areas on which industrial activities occur?  
If so, how many acres drain into it? Not Applicable.

20.bb. Do any of your stormwater outlets discharge through an oil water separator? If yes, provide the outlet numbers. Not Applicable.

Based on your responses to this section, a Discharge Monitoring Report may be issued.