

CHAPTER 8

MUNICIPALLY-OWNED FACILITIES SUBJECT TO THE INDUSTRIAL GENERAL STORM WATER PERMIT FOR THE

CITY OF CASPER

CENTRAL SERVICE CENTER STORM WATER POLLUTION PREVENTION PLAN



CHAPTER 8

City of Casper Central Service Center Storm Water Pollution Prevention Plan

Introduction:

A site-specific storm water pollution prevention plan has been implemented to limit the discharge of pollutants from the Central Service Center to the City of Casper storm sewer system in accordance with Wyoming WYPDES Permit WYR04-0000 and industrial permit number WYR 001012.

The City of Casper Central Service Center serves two primary functions. The first function is staff offices including: the Street Division including the Traffic section; the Parks Division including the Weed and Pest section, and Buildings and Grounds section; and the Fleet Division. The second function of the Central Service Center is that of a garage repair facility, and fueling facility for the City of Casper fleet. The Central Service Center covers approximately 15.3 acres. The total number of vehicles assigned by cost center and based at the Central Service Center is 319. a list and description of the City of Casper fleet that could potentially be on site is included.

There are currently eight structures on the site. The largest building houses the Central Service Center. The largest use of this building is for garage maintenance and a wash bay. Offices and staff for Streets, Parks, Weed and Pest, Building and Grounds, Fleet, and Traffic are also housed in this facility. There is a separate structure for the Traffic section of the Streets Division. A separate structure that serves as the ice slicer storage building, and two small storage sheds that are utilized for sign, tool, and equipment storage are included on site. The Parks Division has three small storage sheds. One is used for storage of pesticides. The second and third storage sheds are used to store equipment.

There are ten (10) underground storage tanks used for unleaded and diesel fuels, along with various oils and lubricants. The underground storage tanks at this facility consist of a double walled containment system with continuous intra-tank and external tank monitoring including continuous monitoring of the line systems. Every underground storage tank within this site has the same state-of-the-art monitoring system developed by Veeder-Root. The Service Center is also serviced by an underground “Gasboy” Fueling System.

The majority of storm water sheet flows across gravel or grassed areas before entering the City of Casper Municipal Storm Sewer System. The parking lot and a portion of the paved area are drained by two inlets which connect directly to the municipal storm sewer system before outfalling to the North Platte River. The attached map shows the inlet locations to the municipal storm sewer system and the direction of storm water flow.



Planning and Organization:

The following individuals are responsible for the development and implementation of the storm water pollution prevention plan for the City of Casper Central Service Center. The Equipment Mechanic Supervisor (Mr. Kevin Bennett) and "On-Call" mechanic are the designated responsible individuals to prevent petroleum spills and report spills. Since 1996 Chris Gould, backup to Kevin Bennett, has been involved with the fuel dispensing equipment. It is the responsibility of the designated individuals to ensure that the equipment requirements and operations procedures of the SPCCP (Spill Prevention Control and Countermeasures Plan) are implemented. He will also ensure that a regular visual inspection of storage and handling equipment is conducted.

In addition to the duties above outlined in the SPCCP, the supervisor will implement the preventive maintenance program, oversee good housekeeping.

Administrator

Lawrence J. Gomez, Jr.
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307.235.8245

Designated for Spill Prevention and Implementation

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Operational Control

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Site Map:

A site map of the facility is included in the appendix. The site map shows each storm water outfall that is within the facility boundaries, and any existing storm water control measures.

There are no significant materials exposed to stormwater on the Central Service Center site. The City of Casper does not utilize white salt and sand. Ice-slicer is used because of the lower application rates required and the reduced chlorides, alkalinity and sediment introduced into the environment. The Ice-slicer is housed in an enclosed building and is not exposed to precipitation.

Stormwater drainage patterns are identified on the site map. Visual inspection of all discharges/outfalls has been evaluated for the presence of non-stormwater discharges. There are no non-storm water discharges from this facility. The potential for non-storm water discharges is extremely low for this facility. Best Management Practices have been in place within the facility for an extended period of time.

All activities are located on the site map. Most of the activities that take place at this location happen within a secured building and are not exposed to stormwater runoff. The sump system is periodically pumped by the Streets Division as needed. Vehicle washing takes place indoors and all wash water is recycled. The primary function of the site area that is exposed to precipitation is for parked vehicles. There is a possibility of exposure at the vehicle fueling station, should we ever receive any moisture during the same time that someone is fueling their vehicle.

A detailed list of the material inventory including: material, activity/use, quantity stored, pollutant, likelihood of contact, and comments is included in the appendix.

There have been no significant spills or chronic leaks at this facility in the past four years.

Measures and Controls:

The City of Casper has a comprehensive spill prevention plan, and we have implemented a preventive maintenance program at our facility.

A. Good Housekeeping

- No washing of equipment or vehicles to the storm drain is allowed. Washing is done indoors, and the wash water is recycled.
- Spills are immediately cleaned up with an absorbent. (See Spill Prevention Control and Countermeasures (SPCCP) Plan Procedures)
- All fluid products and wastes are kept indoors.



- Used oil is recycled by Mesa Oil on an as needed basis.
- Used antifreeze is recycled.
- All changing of fluids is done indoors in the maintenance garage.
- Spillage occurring during addition or removal from ice slicer storage piles, located within the covered building, is promptly cleaned up.

B. Preventive Maintenance

- This facility has a written spill prevention and response policy.
- All staff are aware of spill prevention and response procedures.
- Spill response equipment is located at all potential spill areas.
- All transfers to and from the tank are observed by qualified personnel trained in spill response procedures.
- Catch basins and sediment chambers are checked and cleaned as needed.
- Underground storage tank filling areas are inspected regularly for signs of spills.
- Hydraulic equipment is kept in good repair to prevent leaks.

C. Best Management Practices (BMPs)

- Loading and unloading are done inside where possible.
- Hazardous materials that are in easily ripped or breakable containers (such as bags, plastic pails) are not loaded or unloaded outside when it rains.
- A staff member is present during loading and unloading operations.
- Emergency spill procedures are in place.
- Dumpster lids are closed except when in use.
- Inlets are cleaned of debris on a regular basis



- Inlets and storm sewer pipe are checked on a regular basis

D. Sediment and Erosion Control

- There are no potential areas for erosion on this site. Paved areas kept clean by routine street sweeping.

E. Management of Storm Water Runoff

- The majority of impervious areas have no curbs in order to encourage sheet flow runoff to gravel or vegetative areas.

F. Spill Prevention and Response

- Spill response equipment is in various locations throughout the facility. There are a minimum of eight (8) barrels of floor dry kept within the garage facility. Absorbent diapers are kept in the parts room. The Spill Prevention Control and Countermeasures Plan for the Garage specifies the policy for all large spills. The Spill Prevention Control and Countermeasures (SPCCP) Plan for the Central Service Center is included.
- The administrator or the spill coordinator will be advised immediately of all spills of hazardous materials or regulated materials, regardless of quantity.
- Spills will be evaluated to determine the necessary response. If there is a health hazard, fire or explosion potential, 911 will be called. If a spill is large or threatens surface waters, including storm drains, state or federal emergency response agencies will be called, in addition to City of Casper Risk Management and the City of Casper's HazMatt Team.
- Spills will be contained as close to the source as possible with a dike of absorbent materials from the emergency spill kit. Additional dikes will be constructed to protect swales or other storm water conveyances of streams. A cover or dike will protect any other storm water structures such as catch basins.

G. Storm Water Exposure Control

The practices implemented to limit the exposure of significant materials to storm water include limiting the storage, use, or activity of any material to indoor storage, use, or activity whenever possible.



H. Employee Training

The staff at the Service Center is only trained at the First Responder Awareness level; therefore, these individuals will NOT respond to, or contain discharges. They will be trained in the following: Materials handling, appropriate Personal Protective Equipment (PPE), storage, proper dispensing, proper labeling, and hazards associated with substances characteristics.

The City of Casper has a comprehensive and successful safety and health program that is at the forefront of employee protection and management. One component of this program incorporates strong employee participation in training and quarterly inspections of the garage facility.

EVALUATION:

Annual Comprehensive Site Compliance Evaluation and Visual Monitoring

Annually, we will examine the storm water discharges at each outfall at our facility. The visual examination must be made during daylight hours. We will document observed contamination problems with date and time. We will determine the source of contamination and take action to eliminate it. A sample monitoring log is shown.

Our entire facility will be inspected at least **once a year**. We will inspect for evidence of pollution, evaluate BMPs that have been implemented, and inspect equipment. The site inspection report will include date of inspection, name of personnel conducting the inspection, observations, assessment of BMP's, corrective actions taken, and a signed certification.

The City of Casper will include this information in a Compliance Evaluation Report, kept with our SWPPP. Both the Evaluation Report and any reports of follow-up action will be certified. Certification language: "This Compliance Evaluation Report has been prepared by qualified personnel who properly gathered and evaluated information submitted for this Report. The information in this Report, to the best of my knowledge, is accurate and complete." The City of Casper will sign and date the certification as required in Section 8.3 and 12.7 of the MS4 permit.

Recordkeeping and Reporting

The City of Casper will maintain records of spills, leaks, inspections and maintenance activities for at least one year after the permit expires. Records described in this SWPPP will be retained on site for 3 years from the date of the cover letter that notifies this facility of coverage under the storm water permit. These records will be made available to state or federal inspectors upon request. Additionally, employee training records shall also be maintained.

Plan Revisions

If this facility expands its operations, or changes any significant material handling or storage practices which could impact storm water, this SWPPP will be amended. The amended Plan will describe the new activities that contribute to increased pollution and planned control measures.



This Plan will also be amended if a state or federal inspector determines that it is not effective in controlling storm water pollutants discharged to waterways.

Non-Storm Water Discharges

All inlets within the site discharge to a municipal storm sewer system. The outfall of the municipal storm sewer system has been visually inspected and there are no non-storm water discharges from this site

Storm Water Pollution Prevention Plan

This Storm Water Pollution Prevention Plan has been prepared in accordance with good engineering practices. Qualified personnel properly gathered and evaluated information submitted for this Plan. The information in this Plan, to the best of my knowledge, is accurate and complete.

Certification Statement

"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 who manage the system, or those 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."

Philip R. Stuckert, P.E.
Public Services Director
City of Casper

Signature

Date



Site Map



**Central Service Center
SWPPP Material Inventory**

Material	Activity/ Use	Quantity stored (tank size if applicable: above or below ground)	Pollutant	Likelihood of contact with storm water? (Low, medium or high)	Comments
Gasoline	vehicle fueling	20,000 gal./ below ground	oily sheen	negligible	spill absorbents available.
Diesel Fuel	vehicle fueling	2-10,000gal./ below ground	oily sheen	negligible	spill absorbents available.
Motor Oil	vehicles maint.	1,000/ below ground	oily sheen	negligible	spill absorbents available. No roof
Hydraulic Fluid	vehicles maint.	1,000/ below ground	oily sheen	negligible	spill absorbents available.
Radiator Coolant	vehicles maint.	1,000/ below ground	sheen	negligible	spill absorbents available
Transmission Fluid	vehicles maint.	1,000 gal./ below ground	oily sheen	negligible	spill absorbents available
Gear Oil	vehicles maint.	1,000 gal/ below ground	oily sheen	negligible	spill absorbents available
Used Motor Oil	vehicle mainten.	2- 1000 gal/ below ground	oily sheen	negligible	
All underground storage tanks are monitored with a state-of-the-art system. Each tank is constantly monitored for secondary containment, intra-tank containment, leak monitoring, and spill and overflow protection on a continual basis.					
Solvents	Green Machine is and removed and	maintained by Safety recycled	Klean	negligible	spill absorbents available. No roof
Used Batteries	vehicles	none	acid/metals	negligible	removed and recycled



Central Service Center SWPPP Material Inventory - page 2

Material	Activity/Use	Quantity stored (tank size if applicable: above or below ground)	Pollutant	Likelihood of contact with storm water? (Low, medium or high?)	Comments
Vehicles/Equipment	washing	2-500 gal tanks, inside enclosed building	salt, grease, oils, detergent	negligible	recycle wash water
Vehicles/Equipment	storage	n/a	engine oil hydraulic fluid	negligible	leaks are repaired; use absorbent pads
Fertilizer	none stored on site	none stored on site	none	none	n/a
Pesticides	insect/ weed control	3.5 tons	see MSDS sheets	negligible	stored in heated, covered, ventilated, locked building
Waste Materials	recycled, proper disposal	n/a		low	
Waste Oils	recycled	n/a	oil	negligible	recycled
Asphalt	paving	n/a	asphalt	negligible	none stored on site
Paint	painting	600 gallons (150 pool paint in storage for 2 weeks)	paint	negligible	Housed in building with enclosed sump drain system
Used paint containers	none	disposed of properly	in accordance	with City of Casper	Waste Management
Used tires	recycle			negligible	all used tires recycled
Salt storage pile(s)	use ice slicer	stored indoors		negligible	
Sand/salt storage piles	use ice slicer	stored indoors		negligible	



Central Service Center SWPPP Material Inventory - page 3

Material	Activity/ Use	Quantity stored (tank size if applicable: above or below ground)	Pollutant	Likelihood of contact with storm water? (Low, medium or high)	Comments
Sand pile(s)	n/a	n/a	sediment	n/a	not stored on site
Compost pile(s)	n/a	n/a	leachate	n/a	not stored on site
Dumpster	solid waste disposal	3- #3 yard	floatables, leachate	low	emptied regularly
Scrap Metal	n/a	n/a	n/a	n/a	recycled, not stored on site
Traffic Paint	Street Striping	Varies 2,750 gallons max	Paint	n/a	Stored in enclosed building with separate sump



Central Service Center
Site Summary (Activities with a High Risk of Contaminating Storm Water)
The City of Casper Central Service Center does not have high risk activities

Activity	Pollutants	Current Practices	Future Practices
Vehicle/equipment washing	sand, salt, detergents, grease	in enclosed building with recycled wash water	none – no exposure to storm water
Salt/sand storage	Use ice-slicer	Stored inside enclosed building with concrete floor.	none – no exposure to storm water



**Central Service Center
List of Significant Spills (> 5 gallons) and Chronic Leaks**

List significant (> 5 gallons) spills of oils, toxic or hazardous materials that have occurred in the last 3 years. Show these areas on the site map.

Date	Spill	Leak	Source	Description			Response Procedures	Measures Taken to Prevent Recurrence
	(check one)			Type of Material	Quantity	Reason		
None								



**Central Service Center
Sample Quarterly Visual Monitoring Inspection Log
for Storm Water Pollution**

Instructions: You must visually inspect storm water outfalls at your facility at least annually. This attachment is a sample monitoring log.

Date	Time	Outfall Number or Description	Weather Conditions	Observations (contaminants observed/ erosion/sediment runoff)	Probable Source of Any Observed Contamination	Action Taken to Prevent in Future

