TOWN OF MANSFIELD

STORMWATER POLLUTION PREVENTION PLAN

for the

TOWN GARAGE

(230 CLOVER MILL ROAD)

REVISED JANUARY, 1997

REVISED SEPTEMBER, 2003

REVISED JANUARY, 2005

REVISED MARCH, 2007

REVISED MAY 2011

REVISED FEBRUARY 2016

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Date:_____

STORMWATER POLLUTION PREVENTION PLAN FOR THE MANSFIELD PUBLIC WORKS GARAGE

I. SITE DESCRIPTION AND POLLUTION PREVENTION TEAM

Facility Name: Mansfield Town Garage

Facility Address: 230 Clover Mill Road

A. POLLUTION PREVENTION TEAM

This is the member roster and responsibilities list for the pollution prevention team. This list will be updated as necessary.

Leader: John C. Carrington
Title: Director of Public Works
Office Phone: (860) 429-3332
Cell Phone: (860) 933-1836

Responsibilities: Coordinate all stages of Plan development, revision, inspections and implementation; coordinate employee training program; keep all records and ensure reports are submitted; oversee sampling program.

Member: Brian LaVoie
Title: Operations Manager
Office Phone: (860) 429-3676
Cell Phone: (860) 748-2139

Responsibilities: Implementation of the preventive maintenance program; oversee good housekeeping activities; spill response coordinator.

Member: Don Neborsky
Title: Lead Mechanic
Office Phone: (860) 429-3676

Responsibilities: Conduct/Assist with inspections and training program; conduct sampling.

II. DESCRIPTION OF POLLUTANT SOURCES

A. SITE MAP (Figure 1)

B. INVENTORY OF EXPOSED MATERIALS

Table 1 is an inventory of exposed materials at this facility.

Date:_____

Table 1

Inventory of Exposed Materials and Summary of Potential Pollutant Sources

Activity / Exposed Material	Onsite Location of Activity / Material	Associated Outfall Number	Associated Pollutants	Method of Storage / Extent of Exposure of Activity	Description of Storage (Tank type, size, AST/UST, etc)	Control Measures used to minimize exposure	Location and Description of structural or non-structural measures to control pollutants / treatment devices installed to treat stormwater runoff
Maintenance Materials (Motor Oil, Used Oil, Gasoline, Carburetor Cleaner, Batteries)	Vehicle Storage Building & Vehicle Repair and Storage Building & Grounds Storage Building	I / E / J	Petroleum Compounds, TSS, Metals	Holding Tanks, 55 Gallon Drums	2,000 Gallon UST	Interior Filling, Prompt removal and disposal at Transfer Station, picked up by licenses oil recycler	To the north of Vehicle Repair Building
Vehicles Awaiting Maintenance	Vehicle Storage / Central Parking Area	E	Petroleum Compounds / Metals	Inside Garage Area / Keep on paved surface	-	The facility has interior bays to complete the work. If vehicle is leaking berms are set up	Vehicle Repair and Storage Building
Tires	Vehicle Repair and Storage Building	E / J / I	Metals, Petroleum Compounds	Inside Vehicle Repair Building	Near cage	Covered and prompt removal to Transfer Station	-
Diesel Fuel	Northern Area	J	Petroleum Compounds	Tanks, only during fill operations	2,000 gallon AST, Out of Service 6,000 gallon UST	Spill Response Team Overseeing fill of Tanks	Spill Response Equipment Readily Available Paved area gradually sloping to grassed area
Unleaded Gasoline	Northern Area	J	Petroleum Compounds	Tanks, only during fill operations	6,000 gallon UST	Spill Response Team Overseeing fill of Tanks	Spill Response Equipment Readily Available Paved area gradually sloping to grassed area
Heating Fuel	Northern Area	J	Petroleum Compounds	Tanks, only during fill operations	2,000 gallon AST, Out of Service 6,000 gallon UST	Spill Response Team Overseeing fill of Tanks	Spill Response Equipment Readily Available Paved area gradually sloping to grassed area
Heating Fuel	Adjacent to Vehicle Storage Building	I	Petroleum Compounds	Tanks, only during fill operations	2,000 gallon AST, Out of Service 6,000 gallon UST	Spill Response Team Overseeing fill of Tanks	Spill Response Equipment Readily Available Paved area gradually sloping to grassed area
Treated Salt	Salt Storage Building	G / H / K	Zinc, Phosphorous, Chlorides	Salt Storage Building, Loading Activities	Building	Cover from Rainfall and sweeping	Stilling basin at Stormwater Feature G and infiltration basin H
Sand Pile	Adjacent to Salt Storage Building	G / H / K	TSS	Up gradient from runoff and minimize area exposed to rainfall	Large Pile	Covered by Tarp	Stilling basin at Stormwater Feature G and infiltration basin H
Construction Materials	Lower Parking Area / Between Vehicle Storage and Repair Buildings	K / I	Zinc, TSS	Laying on gravel / pervious surface	-	Laying on gravel / pervious surface	
Aerosol Cans / Latex Paint	Grounds Building & Vehicle Repair Building	E / I	VOCs, petroleum products	Appropriate cabinets	-	Within building	

C. NARRATIVE SUMMARY OF POTENTIAL POLLUTANT SOURCES

The following is a summary of potential pollutant sources for the Mansfield Town Garage and Salt Storage Area:

1. Upper Loading Area -- Town Garage Yard – Stormwater Location E

   The area both in front of the main service garage and grounds storage building is a paved surface and not covered. Stormwater is managed through three catch basins that are conveyed below the vehicle storage building (no connection to the floor drains) to the western outfall. The potential pollutant sources for this area include diesel fuel, gasoline, grease, hydraulic oil, antifreeze, field marking paint, solvents and other parts cleaning products (break away, carburetor cleaner, etc.), hot and cold patch, trash and metals. Potential pollutant sources for this area include fluids from truck and equipment that are staged in this area for use.

2. Upper Loading Area – Vehicle Storage Building – Stormwater Location I

   The area to the north and west of the vehicle storage and vehicle repair and storage buildings is composed of compacted millings and not covered. The potential pollutant sources for this area include diesel fuel, heating oil, gasoline, grease, hydraulic oil, antifreeze, field marking paint, solvents and other parts cleaning products (break away, carburetor cleaner, etc.), hot and cold patch, trash and metals. Potential pollutant sources for this area include heating oil during filling operations of the underground storage tank and truck and equipment fluids. A vehicle wash facility was historically located within the vehicle storage building. This facility along with the floor drains within the building discharge to an oil/water separator and 2,000 gallon holding tank.

3. Plow Storage Area -- Underground Gasoline, Diesel and Heating Oil Tanks (stormwater location J).

   This area is not covered and is maintained with compacted millings. As shown on the site map and summarized in Table 1, there are four underground storage tanks (USTs) in the garage area that formerly contained diesel fuel (1 @ 6,000 gal), currently contain unleaded gas (1 @ 6,000 gal) and currently contain heating oil (1 @ 6,000 gal and 1 @ 2,000 gal). The garage area also has one above ground storage tank (AST) with a capacity of 2,000 gal of diesel fuel. A 280 gal double walled waste oil tank, oil/water separator, and 2,000 gal holding tank are located to the north of the vehicle repair and storage building. The waste oil from the repair facility is discharged to the waste oil tank from inside the building. The only pollutant potential is a spill during pump out by the waste oil collection contractor. A spill response team member is on hand during pump out operations. Spill clean up materials, including sand, speedy dry and absorbent pads are located in the service garage.

The potential pollutant source for these tanks is a spill that could occur during filling of the tank and during fuel pumping operations. A member of the spill response team is on hand at all times during the filling of the gasoline and diesel fuel tanks. The heating oil tanks are filled by the Town's heating oil delivery contractor on an automatic delivery basis. The contractor has the emergency phone numbers of the Town's Fire Marshall and members of the DPW's spill response team in case there were a spill after hours. The areas of these tanks are checked by a member of the spill response team after every delivery. The spill response team maintains a spill kit adjacent to the above ground storage tank with additional spill cleanup materials, including sand, speedy dry and absorbent pads located in the service garage.

4. Lower Loading Area -- Near Sand Pile and Salt Storage Shed – Stormwater Location H

   The area in front of the sand storage pile adjacent to the salt shed is used to load trucks during winter storms. The salt pile is located within the salt shed. The potential pollutant sources for this area are salt, sand and potassium cyanide (salt additive). This area discharges by sheet flow to a stilling basin, then piped to a rock lined infiltration basin. Stormwater that exceeds the capacity of the infiltration basin sheet flows down a driveway towards stormwater location K.

5. Lower Loading Area – Precast Structure Storage Area, topsoil and processed aggregate piles

   The far Southeastern area of the property is used for construction material storage. The materials are stored on pervious gravel surfaces. Trucks are loaded with precast concrete structures, piping and processed aggregate. Pollutant sources for this area include fluids from the trucks and metallic surfaces of construction materials.

6. On-Site Waste Disposal Practices

   Trash is emptied from the internal trash barrels located throughout the garages by DPW employees on a weekly basis. Refuse and recyclables are hauled to the Town's transfer station on Route 89 where they are placed with the appropriate materials for disposal and/or recycling. Oily rags are kept in air-tight containers and removed by a contract service. Antifreeze is accumulated in 55 gallon plastic containers and collected by the Town's oil and antifreeze recycling contractor. Lead acid and other batteries are similarly hauled to the transfer station where they are placed with the other batteries to be recycled. Waste oil and hydraulic fluid is placed in the waste oil tank as outlined above. Parts cleaning solvent is recycled and disposed of periodically by the parts cleaning contractor (a citrus based solvent is utilized). Aerosol cans of brake and carburetor cleaner are disposed of when empty in the trash. Brake fluid is

collected in containers full of absorbent and disposed of with the spent absorbent in the trash. Larger quantities of brake fluid are taken to the Town's recycling area where it is emptied into the brake fluid recycling container. Ballasts are similarly taken to the recycling area and put with the other ballasts. Hazardous materials, when they are discovered or occur by use, are disposed of at the Regional Household Hazardous Waste facility in Willington by a licensed haz-mat contractor hired by the Town.

D. SPILLS AND LEAKS

There have been no recent (5 gallon) spills or leaks that have occurred at this facility at the time this plan was first prepared. A table is presented in Appendix A that will list any that occur after March 30, 1996.

III. MONITORING PROGRAM

The following is a description of the monitoring program which will be completed in accordance with CTDEEP requirements. There are two stormwater discharges from this site. The following is a list of sampling locations. The outfall letters are referenced on the site map (Figure 1):

Outfall Letter I Outfall Type = 15 inch Corrugated Metal Pipe

Sampling Location Pipe outlet to rear of the service garage (single CB).

Outfall Letter H Outfall Type = 15 inch HDPE Pipe

Sampling Location Pipe outlet to the Southeast emanating from the salt shed and loading area.

- Each of the outfalls listed above will be sampled quarterly and inspected visually: sampled semi-annually and tested for the required parameters in the general permit (rainfall pH, O&G, COD, TSS, P, TKN, NO3, Cu, Pb, Zn): and sampled annually and tested for aquatic toxicity.

- A sample will be collected within the first thirty minutes of a storm event discharge.

- When feasible, the rainfall between the first 30 minutes of the storm event should be between 0.1 and 0.75 inches. Snow or ice runoff may not be used for sampling purposes.

- The Stormwater Monitoring Reports (SMR), which are kept with this Plan for at least five years, are used to record the necessary information for the storm event monitored and the monitoring results.

During monitoring, the following information will be collected and included in the Sampling Information section of the SMR:

- Sampling Location (*for example, "Outfall I")*
- Date and time of sample collection
- Name and title of person collecting the sample
- Storm magnitude (total amount of rain in inches)
- Storm duration (total length of storm in hours)
- Date of previous storm event (should be at least 72 hours previous)
- Rainfall pH

Table 2 below contains the parameters to be analyzed for. If the results are below the benchmark levels listed for two consecutive years (4 semi-annual samplings), the facility does not need to sample for the remainder of the term of the permit. If the results are above the benchmark levels, analysis of the problem and the implementation of additional controls, pursuant to the general permit, are required.

The analysis will be conducted according to the procedures prescribed in Title 40, CFR, part 136 (1990), promulgated pursuant to Section 304 (h) of the Federal Water Pollution Control Act.

TABLE 2

Stormwater Benchmarks

PARAMETER	UNITS	LEVELS
Rainfall pH		5-9
Total Oil and Grease	mg/L	5
Chemical Oxygen Demand	mg/L	75
Total Suspended Solids	mg/L	90
Total Phosphorous	mg/L	0.4
Total Kjeldahl Nitrogen	mg/L	2.3
Nitrate as Nitrogen	mg/L	1.1
Total Copper	mg/L	0.059
Total Lead	mg/L	0.076
Total Zinc	mg/L	0.160
Aquatic Toxicity	mg/L	LC50>50%

Date:_____

IV. MEASURES AND CONTROLS

A. GOOD HOUSEKEEPING MEASURES

- No washing of equipment or vehicles to the storm drain is allowed. Vehicle washing takes place in an inside wash bay and the washwater is diverted to a holding tank.

- Drip pans are used when changing fluids.

- Spills are immediately cleaned up with an absorbent. (See Spill Prevention and Response Procedures).

- Spigots or funnels are used to minimize drips or leaks when transferring fluids.

- Oily wastes are kept separate from other wastes, especially solvents.

- Dirty rags are stored in a covered container.

- Spent radiator coolants (antifreeze) are kept in a covered container.

- All changing of fluids is done indoors in the maintenance garage where floor drains discharge to a holding tank.

- All spills occurring during addition of or removal from salt storage piles or sand and salt pile mixing are promptly swept up.

  A. Only clean drums (triple washed) are stored outdoors.
  B. Used pallets from bricks and blocks are returned to the block company with the following delivery. Extra pallets are taken to the landfill area.

- Salt piles are kept in the salt storage shed.

- Hydraulic equipment is kept in good repair and drips are cleaned up promptly.

- Liquid and dry material storage is confined to the parts room and ground storage areas with proper containment and separation of potentially volatile materials.

- Metallic construction materials are covered to the greatest extent possible to minimize exposure to rainfall. The materials shall be placed on pervious surfaces to minimize runoff to the stormwater management system.

B. PREVENTIVE MAINTENANCE

The following is a list of preventive maintenance procedures practiced at this facility:

Date:_____

- Catch basins and sediment chambers will be cleaned as needed, but in no event less than annually, during the month of April. Materials removed will be disposed of in an appropriate manner.

- Drainage swales will be kept clear as needed.

- The settling basin near the end of the spreader rack will be cleaned out as necessary, but in no event less than once a year. Materials removed will be disposed of in an appropriate manner.

- Holding tanks will be pumped out by a licensed tank pumper.

- The fueling area will be inspected for signs of spills or leaks. Hoses and fittings will be regularly inspected.

- Underground storage tank and aboveground storage tank filling areas will be inspected regularly for signs of leakage, and all transfers to and from the tank will be observed by qualified personnel trained in spill response procedures or in the case of an overnight heating oil delivery, inspected the morning following each delivery.

- Hydraulic equipment is kept in good repair to prevent leaks.

- Salt loading areas shall be swept following storm events and be completely cleaned each spring.

C. SPILL PREVENTION AND RESPONSE PROCEDURES

Dumpsters are not used at the garage at this time, however, if they are used in the future they will have covers and intact drain plugs.

- Spill cleanup equipment is kept in the tire crib, main repair garage, and adjacent to aboveground storage tank. Each set of equipment includes speedy dry absorbent and absorbent pads and all personnel are instructed in its location and use.

- The pollution prevention team leader or the spill coordinator will be advised immediately of all spills of hazardous or Connecticut regulated materials, regardless of quantity.

- The spill will be evaluated to determine the necessary response. If there is a health hazard or fire or explosion, 911 and the Fire Marshal (429-3393), will be called. If the spill is large or threatens surface water systems (including stormwater structures), the Fire Marshal and the CTDEEP Oil and Chemical

Spills Unit will be called at 424-3338. Any questions on pollution potential should be directed to the CTDEEP Waste Management Bureau at 424-3372.

- The spill will be contained as close to the source as possible with a dike of sand or absorbent materials from the emergency spill kit (such as socks, pads, pillows or "pigs"). Additional sand dikes will be constructed to protect swales or other stormwater conveyances or streams. A cover or dike will protect any other stormwater structures such as catch basins.

- All waste material will be disposed of properly, including used absorbent materials. The CTDEEP will be called for any questions about proper disposal of hazardous or regulated wastes.

D. INSPECTIONS

- Routine Inspections

Routine inspections shall be conducted monthly for evidence of leaks/spills, maintenance of best management practices, and good housekeeping. The inspector shall look for the condition of the stormwater outfalls including presense of trash accumulation, staining, and evidence of unauthorized non-stormwater discharges. The following areas shall be inspected:

a. Fuel Island
b. `Maintenance garage entrance area
c. UST/AST fill areas (5)
d. Grounds storage building entrance area
e. Parking garage entrance area
f. Salt Storage Shed
g. Construction material storage area

An inspection form for routine inspections is presented in Appendix B with previous completed copies placed in Appendix B.

- Visual Monitoring

Visual monitoring shall be conducted in accordance with Section 5(e)(A)(i) of the general permit. The Operations Manager shall conduct quarterly visual monitoring by utilizing a clear cup or bucket and obtaining a sample of the runoff from the outfall. The monitoring shall occur at least once each quarter at the following locations:

Stormwater location E
Stormwater location I
Stormwater location H
Stormwater location G

Date:_____

The inspector shall make note on the form provided in Appendix C of the items identified in Table 3:

Table 3
Assessment Criteria

Color	Odor	Clarity
Floating solids	Settled solids	Suspended solids
Foam	Oil sheen	Other

The completed forms are located in Appendix C and kept for at least five years.

- Semi-Annual Inspections

Inspections will be conducted in accordance with Section 5 (d) (Comprehensive Site Compliance Evaluation) of the General Permit at least once every six months. Form I (Appendix D) is used for the Comprehensive Site Compliance Evaluation. It is completed biannually, every April and October. The completed forms are located in Appendix D and kept for at least five years.

E. EMPLOYEE TRAINING

The topics below will be covered at employee training sessions. All employees will be trained annually. New hires will complete the course for "All employees" and any other appropriate segments of the training within one month (30 days) of their date of hire.

Pollution prevention team members will meet together at least biannually for the purpose of discussing the Plan, the Site Compliance Inspection and Preventive Maintenance Procedures.

<u>All Employees</u>

The Pollution Prevention Plan:

- What it is – Our Plan is an outline of potential sources of stormwater pollution and methods of reducing or eliminating that pollution.

- What it contains – Our Plan emphasizes good housekeeping measures and location of potential pollution sources.

Pollution Prevention Team – The team will be introduced, explaining that w are continually looking to avoid pollution to the storm system and appreciate input and assistance.

- Discussion of the location of stormdrain structures and note the receiving water of the storm system to emphasize the importance of keeping pollutants out of the stormdrain.

- Review of vehicle washing procedures.

- Review of spill prevention and response procedures and the location of spill clean-up materials and emergency phone numbers.

- Review of good housekeeping practices.

- A sign-off sheet for each annual training signed by all attending employees and the supervising member of the pollution prevention team is kept with this Plan. Copies of completed and blanks sheets is provided in Appendix E.

F. ROOF IMPACTS

The following is a list of roof vents or exhausts and measures to reduce their potential impacts:

- Welding bay special exhaust system

  Pollution reduction measures: This system is inspected under a regular P.M. program at least annually.

- Parking garage dual high flow evacuation system

  Pollution reduction measure: This system is also inspected at least annually under our regular P.M. program.

- Service garage exhaust system

  Pollution reduction measures: Inspected at least annually under its regular P.M. program.

G. NON-STORMWATER DISCHARGES

All floor drains are connected to two holding tanks behind the parking and service garages which are connected to high level alarms. Tanks are pumped as required by a licensed pumper. The following is a description of the steps taken to ensure that there are no unpermitted non-stormwater discharges at this facility:

- Visual inspection. Results and Action Taken: Garage floor drains were discovered during the Town's permit process. These were connected to holding tanks in the Spring of 1996.

- Dry weather observation. Results and Action Taken: 3 discharge pipes were observed. Floor drains were examined for type and flow direction.

- Review of plans and/or records. Results and Action Taken: Plans on file reviewed during March of 1996.

- Dye Tests. Results and Action Taken: Dye tests of yard drains during March, 1996 confirm their discharge as depicted on map. Dye tests of floor drains during June, 1996 confirm no discharge except to holding tanks.

H. SEDIMENT AND EROSION CONTROL

Below is a list of potential erosion control areas and measures to prevent erosion:

Potential source of erosion: Sand storage area

Management practice(s) to prevent erosion: Stacked hay bales to be provided around pile except for loading area, which has a gravel surface. A solid tarp is placed on the pile to prevent erosion.

I. MANAGEMENT OF RUNOFF

The following runoff management practices are used at this facility:

- Catch basins have sumps which are cleaned annually.
- Drainage outfalls discharge to riprap pads or energy dissipaters which are inspected and cleaned annually.
- Runoff from the lower loading area goes to a settling basin and then to an infiltration basin.
- Impervious areas have no curbs in order to encourage sheet flow runoff to vegetative areas.
- Floor drains and vehicle wash drain discharge to two holding tanks.

J. CONSISTENCY

This facility also has a CTDEEP permit for the discharge of Vehicle Maintenance Wastewater.

K. SALT STORAGE

Our salt storage shed now encloses all de-icing materials and mixes to prevent exposure to precipitation. This facility does not currently use a salt additive.

Professional Engineer Certification:

Date:_____

"I certify that I have thoroughly and completely reviewed the Stormwater Pollution Prevention Plan prepared for this site. I further certify, based on such review and site visit, and on my professional judgment, that the Stormwater Pollution Prevention Plan meets the criteria set forth in the General Permit for the Discharge of Stormwater Associated with Industrial Activity effective on October 1, 2011. I am aware that there may be significant penalties for false statements in this certification, including the possibility of fine and imprisonment for knowingly making false statements."

_____	_____
P.E. Signature	P.E. Number and Seal

Date:_____

Appendix A

List of Spills since March 30, 1996

Appendix A
Spills at the Mansfield High Garage

Date (MM/DD/YYYY)	(Check One)		Location (Sketch on Site Map)	Description				Response Procedures	Corrective Measures Taken
	Spill	Leak		Type of Material	Quantity	Source	Reason		

Appendix B

Routine Inspection Form

Appendix B

Monthly Routine Inspection Form

Inspector Name: _____ **Date of Inspection:** _____

Inspector Title: _____ **Weather:** _____

Location	Condition (Good, Fair, Poor)	Good Housekeeping Practiced (Y/N)	BMP in place, if required	Replacement Needed (?)	Discharge	Visual Quality of Any Discharge	Any Non-Compliance Noted	Required Revisions to SWPPP
Outfall (E)								
Outfall (I)								
Outfall (H)								
Infiltration Basin (H)								
Stilling Pool (G)								
Litter								
Scrap Metal								
Sand Pile Covered								
Berm along Salt Storage Building								

Appendix C

Visual Monitoring Form

Appendix C

Visual Monitoring Form

Inspector Name: _____ **Date of Inspection:** _____

Inspector Title: _____ **Weather (Estimate of Rainfall):** _____

Location	Color	Odor Present (Y/N)	Clarity	Floating Solids (Y/N) (Color?)	Settled Solids (Y/N) (Color?)	Suspended Solids (Y/N) (Color?)	Foam Present (Y/N)	Oil Sheen Present (Y/N)	Other (?)
Outfall (E)									
Outfall (I)									
Outfall (H)									

Appendix D

Comprehensive Site Compliance Evaluation Forms

Form I – Comprehensive Site Compliance Evaluation

Inspector _____

Date of Inspection _____

Weather _____

Review the checklist on the next page. Use it to update the site map, pollutants list and maintenance practices as necessary. Note changes here and on the Plan.

_____

_____

_____

_____

Update the pollution prevention team if necessary. Updated? Y _____ N _____

Review the SWPPP. Are there any other areas which need to be updated?
Y _____ N _____

If so, note them here and on the Plan.

_____

_____

_____

_____

Additional comments:

_____

_____

_____

_____

_____

Date:_____

Comprehensive Site Compliance Evaluation

Area Checked	Checked For	Problems		If yes, describe	Describe Follow Up
		Yes	No		
Truck Loading / Unloading	Spill Prevention materials and practices, Recently Swept, Signs of leaks or spills				
Salt Storage	Spills, leaks, evidence of stormwater runoff				
UST Fills	Spillage and Careful Filling Practices				
AST Fills	Spillage and Careful Filling Practices				
Fuel Station	Spill Prevention Materials and practices, hoses and fitings maintained				
Waste Oil Tank	Spillage and Careful Emptying Practices				
Outfall Erosion (E), (I), (H)	Evidence of Soil Erosion, Debris				
Materials Storage Area	Spill prevention, housekeeping, leaks, and spills				
Holding Tanks	Measure material levels, at 75% capacity				

Appendix E

Employee Training Sign-in Sheets

Employee Training Sign-in Sheet

Training Type (Circle One) New Employee Annual

By signing below I acknowledge I attended training for the Town of Mansfield Highway Garage Stormwater Pollution Prevent Plan.

Name (Printed)	**Signature**

Date:_____

Name (Printed)	Signature

Date:_____

Date:_____