

Appendix F: Pollution Prevention and Good Housekeeping for Municipal Operations



Hazardous Material Incidents

SOP 4008

This is the SOP for what to do in any situation that involves hazardous materials.

If dispatched to any incident that has possibility of Haz-mat involved, contact county fire dispatch to, notify the available hazmat unit. Also contact EMA and possible the Coast Guard.

During response:

1. The responsibility will be for the investigation, control, removal and reporting of hazardous material incidents to the appropriate agencies.
2. Responsible for reporting of traffic accidents that involve hazardous materials.

Hazardous Material Identification

1. Usually done directly by the descriptive data in shipping documents, container markings, package labels, and vehicle placards.
2. If the information is not available due to an incapacitated driver or destruction of a bill of lading or other shipping papers, immediately contact the Chemical Transportation Center (CHEMTREC) 800-424-9300

First Response Vehicle

1. Shall not enter the scene or area of the spill or leak.
2. Shall relay the information to Communication center: type of accident, basic description, exact location, name of hazardous material and class, and quantity involved.
3. Without risk of exposure to yourself, an attempt to rescue persons in the hazard area should be made ,unless they are needing to be deconned.
4. Avoid any contact with material.
5. Always make sure to be upwind with all measures covered. The wind direction is the main concern.
6. Make sure that all communication channels are established between the agencies needed for the clean up process to begin.
7. Make sure that working with the police to make sure any exposure to the public is kept to a minimum, with evacuation coordinated if necessary.
8. Make sure that all unauthorized personnel does not enter the scene.

Make sure that all personnel and all equipment is available for a decontamination station and is available for assistance to the clenup process. A major concern is the pt assessment and deconn.

Municipal Separate Storm Sewer System (MS4) Training Assessment Survey

City Department: _____

Date: _____

As part of the City's requirement with ADEM with regards to the Storm water management with the City, many relevant departments should be trained to be on the lookout for various issues. This training will include brief instruction that can be conducted during safety or department meeting. This survey will be used to determine what areas of training should be addressed within the City Departments for the calendar year. Please be honest about your knowledge of City programs and policies. This is an anonymous survey and will in no way reflect on your performance review as it is strictly for City training usage. Thank you for your time in this matter.

Sincerely,

City of Satsuma

MS4 Permit Requirements

The City is required by their Phase II municipal separate storm sewer system (MS4) permit to train City employees on the requirements of the permit and also the City's storm water policies. Please answer the following questions honestly:

Did you know that the City has a permit to regulate storm water?

- Yes
- Somewhat
- No

If yes or somewhat, are you aware of all the areas that are covered by this permit?

- Yes
- Somewhat
- No

What City Department is in charge of regulating the City's storm water?

- _____

Public Education and Outreach/Public Involvement

The City has many educational events pertaining to storm water issues and environmental effects that are offered throughout the year. Which statement below best describes your knowledge of these events?

I am very involved in these events and know why the City must have them.

I am aware that the events are happening and have sometimes participated.

I had no idea that the City had events or why we must have them.

Illicit Discharge Detection and Elimination

The City is required by their Phase II MS4 permit to actively check for illicit discharges in the City limits. This requires City employees to know the policies and procedures of identifying and addressing or reporting an illicit discharge. Please answer the following questions honestly:

Do you know what the City considers an illicit discharge?

Yes

Somewhat

No

Do you know the procedures for identifying an illicit discharge?

Yes

Somewhat

No

If yes, do you know the procedures for reporting and/or cleaning up a sighted illicit discharge?

Yes

Somewhat

No

If there is an illicit discharge sighted, who would you contact?

- _____

Construction Site Storm Water Runoff Control

The City is required by their Phase II MS4 permit to actively check for construction site storm water violations the City limits. This requires City employees to know the policies and procedures of identifying and reporting a construction site. Please answer the following questions honestly:

Do you know that the City is responsible for monitoring the storm water and erosion control measures for all types (public and private developments) and house construction within the City limits?

Yes

No

Do you know how to determine if a construction site isn't using proper storm water measures?

Yes

Somewhat

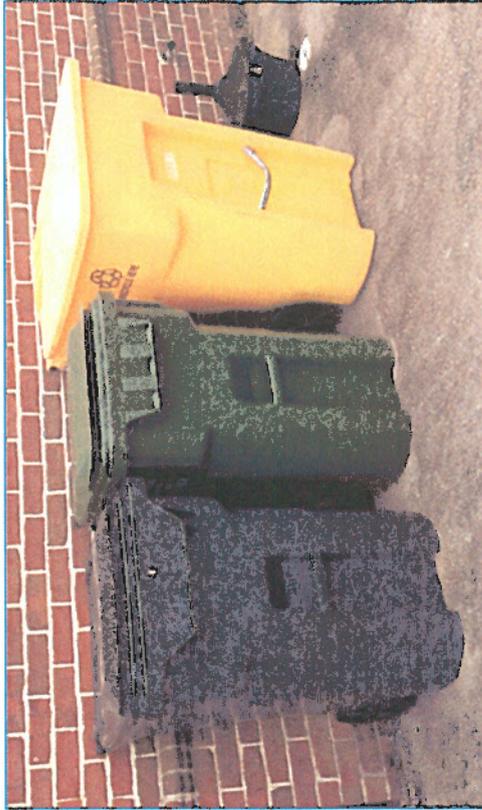
No

Do you know who to contact within the City if silt/dirt/construction debris is leaving a construction site?

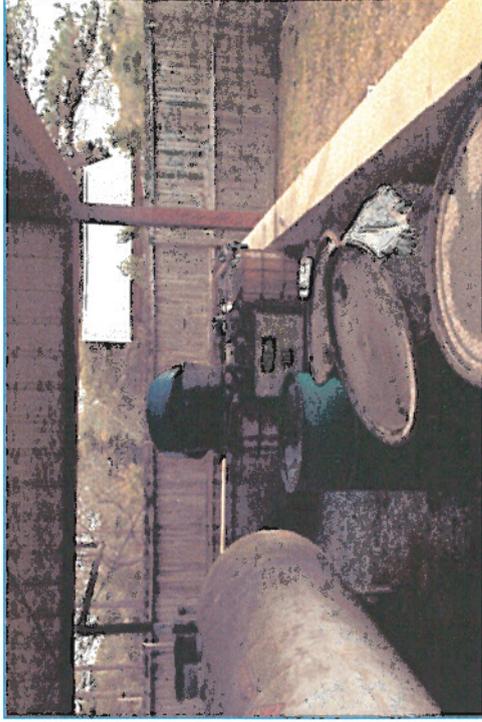
Yes

No

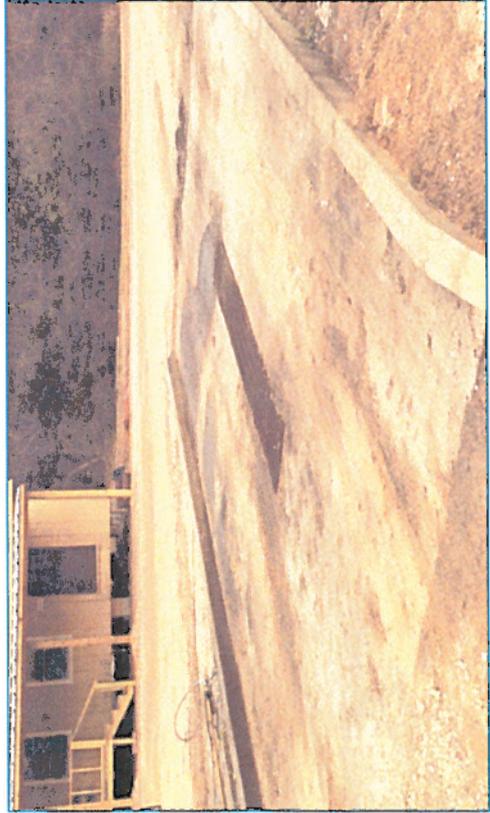
Municipal Operations



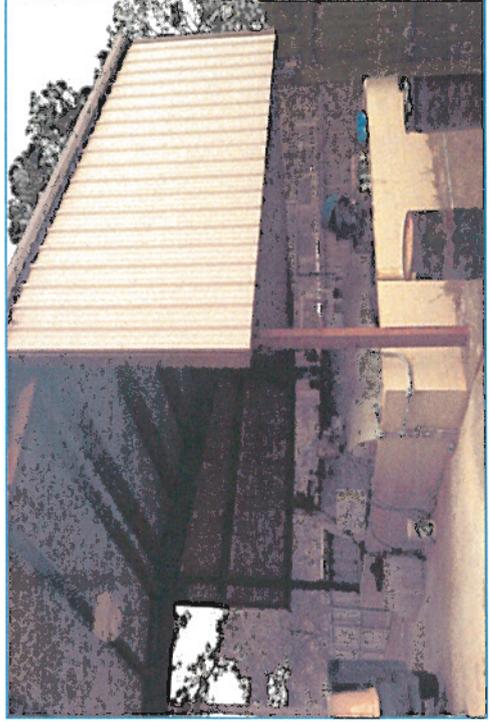
Recycling at City Hall



Used Oil Recycling at Maintenance Shop



City Truck Wash at Trash Ramp



Used Oil Recycling Containment