Municipal Pollution Prevention
and
Good Housekeeping Program

For the:

Town/City/Village/County of Castleton-on-Hudson

Address P.O. Box 126, 85 South Main Street

City, New York Village of Castleton, NY

Chief Elected Official at the Time

Marianne Carner Mayor

Date: ~~2007~~ March 2009

The intention of this document is to provide policies and guidelines to reduce pollution from municipal activities and properties. This document is expected to be a living document and should be changed as situations and practices change. The document should be reviewed regularly, so that its contents are refreshed regularly, both in the mind of the reader, and in the binder in which it is kept. New practices, good documentation and other additional information should be added as a matter of habit, with updates performed on all copies in the municipal offices and workplaces. A master copy should be kept at the Stormwater Coordinator's Office to make sure that one complete copy exists.

Any good idea should be added to this document.

Please share your good ideas with your fellow MS4 communities.

A. Pollution Prevention Mantra

Following these basic rules will reduce pollution and save taxpayer money. They will also lead to a more efficient operation of government.

1. *Prevent Pollution at its Source*
Controlling pollutants at their source and preventing their wider release is more efficient and cost-effective than removing them from stormwater runoff or other water treatment after the fact. Remove or capture contaminants before stormwater contact. Prevent erosion; and provide multiple barriers to pollutant releases at storage and waste sites.

2. *Manage Clean Water Runoff and Minimize Pollutant Exposure to Clean Water*
Prevent clean water runoff and precipitation from contacting potential pollutants and prevent mixing of clean water (runoff) with polluted flows. Don't let pollution spread, if possible.

3. *Minimize use of Potential Pollutants*
Examine municipal use of all chemicals and other potential pollutants and identify methods of eliminating, reducing or better targeting their use in municipal operations and facilities (including alternative products). Ask yourself " Do we really need to use this chemical?"

4. *Plan and Prepare for Spills and Accidents*
Develop spill prevention and response policies and procedures for ALL facilities that use or store chemicals (and not just petroleum.) Accidents will happen, so be prepared for them.

5. *Practice Preventive Maintenance*
Regularly inspect components of stormwater collection, conveyance and treatment systems; regularly inspect machinery, pipes, storage tanks and other equipment for leaks or worn parts; regularly calibrate application equipment (salts, pesticides, fertilizers); plan for system upgrades and component replacements and repairs. Spending $1,000 to replace a worn or broken part can save $10,000 in clean up costs and fines.

6. *Identify Potential Pollution Sources*
Identify all municipal facilities and operations that could impact stormwater quality. Identify potential pollution sources at each site or for each activity. Identify, map and inspect the facility's stormwater drainage system.

7. *Plan New Facilities to Include Stormwater Pollution Prevention*
Include a stormwater pollution prevention component in all new municipal facilities and activities. Site new facilities to minimize waterbody impacts. Use Best Management Practices when preparing facility plans or major upgrades.

8. Improve Data Collection, Mapping, and Records Maintenance
Emphasize improvement of data collection and records maintenance to address higher priority pollution sources and contaminants; improvement of geographic information; and unification of data management across all relevant municipal departments and operations.

9. Train and Reward Employees
Train employees regarding stormwater pollution and prevention practices. Identify emergency contacts and reporting procedures. Seek employee ideas on pollution prevention methods and priorities and reward employees who participate in the prevention program. Remember, your employees are your first line of defense on pollution prevention.

10. Improve Communications and Coordination
Emphasize communication and coordination across key municipal departments and operations. Coordinate stormwater and pollution prevention activities with county and state agencies, organizations and institutions, as well as neighboring municipalities. Develop public outreach and citizen participation regarding municipal pollution prevention activities. The Rensselaer County Supervisors Association and Rensselaer County Highway Superintendent Association are great examples on how communications helps communities to learn from each other, share, and save money.

B. Responsible Departments

The below municipal operations are the responsibility of the following departments:

- Street and Bridge Maintenance - DPW
- Winter Road Maintenance - DPW
- Sidewalks and Municipally Owned Parking Lots - DPW
- Stormwater Treatment Facilities (non-roadway) - DPW
- Vehicle and Fleet Maintenance - DPW
- Parks and Open Space Maintenance - DPW
- Municipal Building Maintenance - DPW
- Solid Waste Management - Sewage Treatment Plant
- Streambank Stablization – N/A

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C. Municipal Properties

The following properties are owned by the City/Town/Village/County of Castleton-on Hudson

Roadways in the MS4 area:

All Roads within the Village limits

Roadways outside the MS4 area:

Glaz Well site
Loretta Well site
Water works Road & Pump Stations
South Schodack Road Pit Building
Water tower on Maple Hill Road

D. Street and Bridge Maintenance

1) *Street Cleaning Priorities*
   a) Streets whose drainage systems that flow into priority water bodies listed below are first priority for cleaning and maintenance.
      i) 303(d) water bodies
      ii) Sensitive habitats
      iii) Drinking water bodies and their tributaries
      iv) Streets whose drainage systems that flow into water bodies and streams that are trout spawning (A(TS), B(TS), or C(TS)) are second priority
   b) Streets whose drainage systems that flow into water bodies not listed above are third priority.

2) *Schedule and Frequency of Street Cleanings* (A) (see below)
   a) Street Cleanings will be preformed every Friday on first priority streets
   b) Street Cleanings will be performed every _____ on second priority streets
   c) Street Cleanings will be performed every _____ on third priority streets.
   d) Additionally, street cleanings will occur when Highway Superintendent deems it ne

3) *Sensitive Ecosystems or Priority Waterbody Considerations*
   a) The following waterbodies are listed in the NYS DEC's 303(d) listing for the following pollutant:
      i) Hudson River - PCBs
      ii) Snyders Lake – Phosphorus
      iii) Hoosic River - PCBs
      iv) Valatie Kill - PCBs
      v) Nassau Lake - PCBs
   b) The following waterbodies are considered sensitive habitats according to N/A:
      i) Lower Papscannee Creek –
      ii)
   c) The following waterbodies are drinking water bodies:
      i) Tomhannock Reservoirs
   d) The following waterbodies are listed as trout spawning:

4) *Equipment*
   a) The streets will be cleaned by the following equipment:

Manufacturer Tymco Serial Number _____ Date of Manufacture _____

5) *Sidewalks and Municipally-Owned Parking Lots Cleaning*
   a) The Public works Department is in charge of cleaning sidewalks and municipally-owned parking lots.
   b) The following sidewalks will be swept/vacuumed: Main St & RT 150

(A) Every Friday from April to November winter weather permitting

(1)

ii) The following equipment will maintain sidewalks:

(1) Done by manual labor – Brooms, shovels, Air blowers

6) *Pollution Prevention and Streambank Erosion Control in Bridge Maintenance*
   a) Use suspended tarps, booms and vacuums to capture pollutants (e.g. paint, solvents, rust and paint scrapings) generated during bridge maintenance. Ensure that contractors do the same.
   b) Use the appropriate stormwater and erosion control techniques when doing work along stream banks.
   c) Seed and mulch after disturbing stream banks.
   d) Routinely clean scupper drains, especially those that drain directly to surface waters.
   e) When rehabilitating a bridge with scupper drains that drain directly to surface waters, retrofit the scupper drains with catch basins or redirect the water to vegetated areas on land.

7) *Maintenance of Unpaved and Rural Roads*
   a) Drainage
      i) Open drainage ditches should be inspected regularly - at least every two years.
      ii) Ditches will be cleaned out or redug when the ditch is silted in to half its depth, flooding regularly occurs on the road, or additional drainage is needed to maintain the roadway.
      iii) Freshly dug ditches will be seeded. Ditches with a slope greater than ten percent (10%) should have rip-rap or geotexiles installed to prevent erosion and scouring of the ditch.
      iv) Vegetation in the ditches should be mowed regularly.
      v) Culverts should be properly sized to keep ditches drained and reduce scouring and erosion.
      vi) Culverts should be inspected and cleaned out to avoid clogging, washouts and settlement.
   b) Erosion Control
      i) Road banks, ditches, and shoulders should be seeded if disturbed once work ends.
      ii) The roadbed should be crowned to encourage water to drain into the ditch and not run down the roadbed.
      iii) Limit disturbed areas
      iv) Stabilize disturbed areas ASAP.
      v) Retain vegetation on site, if possible.
      vi) Keep stormwater from running onto site with diversion ditches or other similar methods.
      vii) Retain sediment at work sites by filtering water, using erosion control methods or by using settling ponds.
      viii) Follow up and inspect recent work. Make sure that all erosion controls are in place and working properly. Make sure that stabilized sites remain stabilized.

c) Dust Control *(unpaved roads only)*
   i) Calcium chloride or a similar material should be sprayed on the roadbed to control fugitive dust.
d) Roadside
   i) Maintain vegetation by mowing.
   ii) Herbicide should only be used in places where mowing is very difficult to impossible. Use of chemicals such as herbicides and pesticides should be limited near bodies of water.
   iii) Litter control – encourage neighborhoods to pick up the litter from roadsides by having an Adopt-A-Road program or by using work force or community groups to remove litter from ditches and along roadways.

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E. Winter Road Maintenance

1) Deicing Material Storage Methods

a) Storage Facility

i) Salt shall be stored under cover within the salt storage shed, or on a concrete pad and fully tarped, if necessary.

2) Storage Site Operations and Cleanup

a) Deliveries

i) All deliveries must be made completely within the salt storage structure.

ii) Visually inspect the bulk delivery vehicle prior to entering the site. Any evidence of loose salt or leaking containers must be remedied prior to entering the site. Delivery vehicles must be tarped.

iii) During Delivery, position the bulk delivery vehicle such that no salt can leave the storage shed.

iv) Sweep out/sweep off the bulk delivery vehicle after completing the delivery, but before exiting the storage shed.

v) Visually inspect the bulk delivery vehicle prior to exiting the storage shed. Sweep the path of the vehicle prior to leaving to eliminate tire tracking of salt onto the site.

b) Loading

i) ALL loading shall be done ~~inside of~~ at the designated salt loading area. There will be NO loading in any other area on the site.

ii) The floor of the loading area must be kept free of salt at all times. Sweep the path of the salt truck prior to exiting the loading area to preclude tire tracking of the salt onto the site.

iii) Do not overfill salt trucks.

iv) Sweep off salt trucks of any loose salt prior to exiting the loading area.

v) Visually inspect the salt truck prior to exiting the loading area to ensure that the truck is free of loose salt.

vi) The loading operating is declared complete when all of the above conditions are satisfied.

c) General Operations

i) At no time shall salt spreaders be in operation while on the site. Discharge of any salt onto the site is strictly prohibited. Spreaders shall be turned off prior to entering into the site.

ii) Salt trucks shall not exceed 5 MPH or change directions suddenly while maneuvering on the site.

iii) If the loader used for loading salt is to leave the salt shed for any reason, it is to be swept off and visually inspected for free salt. The path of the loader shall also be swept prior to exiting the ~~shed~~. designated salt area.

iv) The paths of salt trucks as well as the site in general must be visually inspected at reasonable intervals. Any fugitive salt must be immediately picked up and placed within the salt storage shed.

v) Any equipment found to be leaking salt must be immediately removed from service and repaired. Fugitive salt must be picked up and placed within the salt storage shed.

vi) Salt trucks shall be washed at regular intervals in a designated location. No washing of salt trucks will be allowed on the site.

vii) The salt foreman shall be responsible for all salt activities within the site.

d) Reporting

i) The presence of fugitive salt anywhere on the site shall be immediately reported to the salt foreman.

3) *Salt Reduction Options, including Alternative Materials*

a) The use of a mix of sand and salt, calcium chloride, or pure sand (or dirt) should be examined for areas that near special habitats, drinking water bodies, or sensitive areas.

b) The use of a mix of sand and salt or pure sand should be used when temperatures are below 0 degrees Fahrenheit since salt's effectiveness is greatly reduced below that temperature.

4) *Improved Application Technologies*

a) Salt spreaders should be calibrated before the snow/ice season begins.

5) *Application Equipment Maintenance*

a) Salt trucks and spreading equipment will be regularly inspected for leaks and proper functioning.

b) Any equipment found to be leaking salt must be immediately removed from service and repaired. Fugitive salt must be picked up and placed within the salt storage shed.

6) *Vehicle Washing*

a) Salt trucks shall be washed at regular intervals in a designated location.

b) Washing of salt trucks will be washed in areas where the wash water is collected and treated. Salt trucks shall not be washed in an outside location where the wash water is allowed to escape into the environment or in a building where floor drains flow to the outside or into groundwater.

7) *Sensitive Ecosystems or Priority Water Body Considerations*

a) Care should be taken in areas that are near priority water bodies, especially those with salt or chloride pollutant of note, and near sensitive ecosystems. Alternative snow and ice removal including reduced salt usage, more frequent plowing and alternatives to salt may be used in these sensitive areas.

8) *Drinking Water Well Considerations, including Private Wells*

a) Care should be taken in areas where private wells adjoin the salt storage area, and where water wells have high salinity content.

9) *Training*

a) Salt storage shed operators and salt truck operators will be required to review these guidelines yearly.

b) Salt storage shed operators and salt truck operator will be required to review training videos or manuals, as deemed by the Highway Superintendent.

F. Stormwater Drainage, Conveyance and Treatment System Maintenance

1. *Priority Setting for Different Portions of the System which Considers Waterbody Impacts and Other Factors*
   a) Drainage systems that flow into priority water bodies listed below are first priority for cleaning and maintenance.
      i) 303(d) water bodies
      ii) Sensitive habitats
      iii) Drinking water bodies
   b) Drainage systems that flow into water bodies and streams that are trout spawning (C(T)) are second priority
      i) C(T) streams
   c) Drainage systems that flow into water bodies not listed above are third priority.

6) *Inspection of System Components, and Record-Keeping and Frequency Tracking*
   a) Records should be kept of all inspections of stormwater drainage facilities.
   b) A log should be kept of the drainage system inspected, receiving waters, priority of the drainage system, when inspections are made, and the time past between the last inspection of the facility.
   c) All first priority drainage systems should be inspected at least once a year.
   d) All second priority drainage systems should be inspected at least once every eighteen (18) months.
   e) All third priority drainage systems should be inspected at least every two years.
   f) Drainage systems that appear to require cleanout or maintenance more frequently than expected should be inspected yearly, if not more frequently for first priority drainage systems.

7) *Technology Improvements and Installation*
   a) In areas where pollution or siltation is shown to be a problem, technological improvements and retrofits should be installed. Tracing problems to their origins and requiring remediation should be used according to the Town's Illicit Discharge Detection and Elimination Law.

8) *Maintenance, Repair and Cleanout of System Components*
   a) At the time of inspection, notation on whether a system required cleanout, regular maintenance or repair should be made. If the system is clogged, filled, eroded or similarly impaired to the point of ineffectiveness or hazard, a notation should be made to have the system cleaned/repaired immediately.
   b) Needed cleanout, maintenance or repair should be placed on the Public Works department work list. Impaired and hazardous systems should have a high priority.
   c) Siltation should be removed from wet pond forebays, and ditches when they are fifty percent (50%) filled. Culverts should be cleaned before siltation creates flooding problems.

d) Enclosed drains should be cleaned regularly by either flushing or vacuuming.
e) Trash should be regularly collected from grates or grilles.

9) Public Education and Communications

a) The public is key to helping maintain storm drainage systems. Maintaining open communication with the public will help in identifying problem systems as well as reducing costs of cleanup by promoting citizen responsibility.
b) Educational articles will be included in the Town's newsletter, website, The Advertiser, etc. on the impacts on littering on the storm drainage system, the importance of keeping the ditches clear for drainage, contact phone numbers for spotted problems, …
c) Pamphlets on stormwater will be

10) Maintenance of Open Drainage Ditches

a) Open drainage ditches will be inspected on a basis as closed systems.
b) Ditches will be cleaned out or redug when the ditch is silted in to half its depth, flooding regularly occurs on the road, or additional drainage is needed to maintain the roadway.
c) Freshly dug ditches will be seeded. Ditches with a slope greater than ten percent (10%) should have rip-rap or geotexiles installed to prevent erosion and scouring of the ditch.
d) Vegetation in the ditches should be mowed regularly.

11) Training

a) Highway and Building Department Employees should be trained on aspects of inspection of drainage systems for maintenance and repair needs.

G. Vehicle and Fleet Maintenance

1) *Wastewater Disposal and Treatment from Vehicle Washing*
   a) Oil/water separators should be used for drains.
   b) Vehicle washing should be done in areas designed to collect and hold the wash and rinse water or effluent generated. Wash water effluent should be recycled, collected, or treated prior to discharge into the sanitary sewer system.
   c) Pressure cleaning and steam cleaning should be done off-site to avoid generating runoff with high pollutant concentrations. If done on-site, no pressure cleaning and steam cleaning should be done in areas designated as wellhead protection areas for water supplies.

2) *Site Drainage System Maintenance and Cleanout*
   a) Interior drains shall run into a holding tank or into sewers that enter a treatment facility.
   b) Holding tanks shall be pumped out regularly or before they are fully filled.
   c) External drains should be examined yearly or more often to make sure that no oils, solvents or other hazardous materials get into the external drains.
   d) External site drains should preferably run into a grassed swale for absorption, rather than discharging into a stream.

3) *Recycling (including Oil and Antifreeze)*
   a) Promptly transfer used fluids to recycling drums or hazardous waste containers.

4) *Hazardous Materials Storage*
   a) All hazardous materials shall be stored inside, under cover or protective tarp, or in an appropriate bulk tank.
   b) Aisle space should be wide enough to allow access for inspections and to ease material transport.
   c) Materials should be stored away from high-traffic areas to reduce the likelihood of accidents that may cause spills or damage to drums, bags or containers.
   d) Containers should be stacked according to manufacturer's directions to avoid damaging the container or product itself.
   e) Containers should be stored on pallets or equivalent structures to facilitate inspection for leaks and prevent containers from coming in contact with wet floors, which can cause corrosion. This also reduces the incidence of damage by pests.
   f) Identify all hazardous and non-hazardous substances present in a facility. Compile a list of all chemicals present in a facility and obtain a Material Safety Data Sheet (MSDS) for each one.

5) *Spill Prevention and Response (Petroleum and Other Substances)*
   a) All liquid cleaning should be done at a centralized station to ensure that solvents and residues stay in one place
   b) Locate drip pans and draining boards to direct solvents back into solvent sink or holding tank for reuse.
   c) Promptly transfer used fluids to recycling drums or hazardous waste containers.

d) Conduct maintenance work such as fluid changes indoors.
e) Parked vehicles should be monitored closely for leaks, and pans placed under any leaks to collect fluids for proper disposal or recycling.
f) Do not pour liquid waste down floor drains, sinks or outdoor storm drain outlets.
g) Obtain and use drain mats to cover drains in the event of a spill.
h) Store cracked batteries in leak-proof, acid-proof secondary containers.
i) Use as little water as possible to clean spills, leaks and drips.
j) Rags should be used to clean up small spills, dry absorbent materials for large spills, and a mop for general cleanup. Mop water can be disposed of via the sink or toilet to the sanitary sewer.

6) *Solid Waste Disposal*
   a) Solid waste should be kept in appropriate garbage bins or barrels and disposed of in appropriate facilities.

7) *Alternative Product Usage*
   a) Use non-hazardous cleaners when possible.
   b) Replace chlorinated organic solvents with non-chlorinated ones like kerosene or mineral spirits.
   c) Recycled products such as engines, oil, transmission fluid, antifreeze, and hydraulic fluid can be purchased to support the market of recycled products.
   d) Use detergent-based or water-based cleaning systems instead of organic solvent degreasers.
   e) Steam cleaning and pressure washing may be used instead of solvent parts cleaning. The wastewater generated from steam cleaning should be discharged to the on-site oil/water separator or a collection system that treats effluent before releasing into a sanitary sewer.

8) *Training*

H. Parks and Open Space Maintenance

Grounds and Golf Course Maintenance

1) *Integrated Pest Management*
   a) The use of integrated pest management control will be used for both weed and insect control. This control method checks for the variety of weeds and insects that may be creating problems, and using the proper herbicide or insecticide at the proper time to deal with the problem. If no weeds or insect pests are found, no herbicides or insecticides will be used. The Rensselaer County Cooperative Extension will be used to instruct personnel on the use of this method.

2) *Use of Pesticide Alternatives*
   a) Non-chemical and natural pesticide alternatives will be used where such alternatives are reasonably priced and applicable.

3) *Fertilizer Use, Alternatives and Reductions*
   a) Soils should be tested yearly for areas that require fertilizer use. Only if soil fertility levels are less than optimal should fertilizers be used.
   b) Fertilizers shall only be used following instructions given on the package, and at rates prescribed to ameliorate soil fertility.
   c) Alternatives to chemical fertilizers such as manure, mulches and compost should be used where possible to improve soil fertility.

4) *Erosion Control Practices*
   a) In areas where grass is worn due to foot traffic, alternatives to grass such as mulch, gravel or a paved path should be used to prevent soil erosion where grass is lacking.
   b) In areas of new lawn seeding, hay mulch should be used to maintain moisture and prevent erosion until the new grass is growing.

5) *Solid Waste: Waste Reduction, recycling and litter control*
   a) In Park areas, a Carry-In/Carry-Out waste policy is in effect.
   b) Trash barrels and waste cans will be located on Main Street to provide facilities for patrons to use. The trash barrels and waste cans will be emptied on a weekly/daily basis.
   c) In areas where dumping is an issue, signs will be placed reminding the public of fines for dumping and littering.
   d) Recycling containers will be located at curb side for weekly pick-up on Wednesday

6) *Hazardous Materials Storage*
   a) All hazardous materials shall be stored inside, under cover or protective tarp, or in an appropriate bulk tank.
   b) Aisle space should be wide enough to allow access for inspections and to ease material transport.
   c) Materials should be stored away from high-traffic areas to reduce the likelihood of accidents that may cause spills or damage to drums, bags or containers.

d) Containers should be stacked according to manufacturer's directions to avoid damaging the container or product itself.
e) Containers should be stored on pallets or equivalent structures to facilitate inspection for leaks and prevent containers from coming in contact with wet floors, which can cause corrosion. This also reduces the incidence of damage by pests.

7) *Pesticide and Fertilizer Usage Records*
   a) Records shall be maintained on pesticide and fertilizer purchases and usage, including dates of usage, rates of application, areas of application and weather.

8) *Training*
   a) All employees that provide grounds maintenance shall receive yearly training on clean-up techniques, proper materials storage, chemicals usage, and safety.

9) Marina Maintenance (N/A)

1) *Fuel Storage and Spill Prevention and Response*
   a) Fuel for sale for boats shall be stored in DEC approved bulk fuel storage tanks. Fuel for marina use shall be stored in proper fuel storage containers and properly labeled. Fuel storage areas will be inspected daily.
   b) Fuel spills on land shall be promptly and property contained. Small spills shall be cleaned up with the proper equipment. Large spills should follow DEC's orders.
   c) Fuel spills on water shall use the pollution prevention booms (what is the proper name?).
   d) Spills shall be reported to the Marina Office and to DEC.

2) *Boat Cleaning and Painting Operations*
   a) Hull cleaning for removal of zebra mussels, etc. shall be done at pull-out.
   b) Hull cleaning to remove paint shall not be done in the water, but shall be done on dry land, or in the proper boat maintenance facility. Non-hull paint cleaning shall capture loose paint chips and dust.
   c) Hull painting shall be done on land or in a proper boat maintenance facility. Non-hull boat painting may be carried out with care. All paint spills shall be quickly cleaned up.

3) *Pumpouts and Haul-Out Pit Maintenance*
   a) Pumpout areas will be inspected daily for leaks and for properly operating equipment.
   b) Haul-out pits shall be inspected daily and trash removed from the pit.
   c) Appropriate measures should be followed before flooding is expected.

4) *Hazardous Material Storage*
   a) All hazardous materials shall be stored inside, under cover or protective tarp, or in an appropriate bulk tank.
   b) Aisle space should be wide enough to allow access for inspections and to ease material transport.
   c) Materials should be stored away from high-traffic areas to reduce the likelihood of accidents that may cause spills or damage to drums, bags or containers.
   d) Containers should be stacked according to manufacturer's directions to avoid damaging the container or product itself.
   e) Containers should be stored on pallets or equivalent structures to facilitate inspection for leaks and prevent containers from coming in contact with wet floors, which can cause corrosion. This also reduces the incidence of damage by pests.

5) *Solid Waste: Waste Reduction, Recycling and Litter Control*
   a) In _____ areas, a Carry-In/Carry-Out waste policy is in effect.
   b) Trash barrels and waste cans will be located in _____ to provide facilities for patrons to use. The trash barrels and waste cans will be emptied on a weekly/daily basis.
   c) In areas where dumping is an issue, signs will be placed reminding the public of fines for dumping and littering.
   d) Recycling containers will be located at _____.

6) *Training*

a) All marina personnel shall receive yearling training in fueling, fuel tank measurement, fuel spill clean-up, pump-out usage, haul-out pit maintenance, clean-up techniques, proper materials storage, chemicals usage, and safety.

Municipal Pool Maintenance N/A

1) *Hazardous Materials Storage*
   a) All hazardous materials shall be stored inside, under cover or protective tarp, or in an appropriate bulk tank.
   b) Aisle space should be wide enough to allow access for inspections and to ease material transport.
   c) Materials should be stored away from high-traffic areas to reduce the likelihood of accidents that may cause spills or damage to drums, bags or containers.
   d) Containers should be stacked according to manufacturer's directions to avoid damaging the container or product itself.
   e) Containers should be stored on pallets or equivalent structures to facilitate inspection for leaks and prevent containers from coming in contact with wet floors, which can cause corrosion. This also reduces the incidence of damage by pests.

2) *Alternative Discharge Options for Chlorinated Water*
   a) Chlorinated pool water shall not be discharged into the stormwater sewer system.
   b) Chlorinated pool water shall be dechlorinated before release into the sanitary sewer system or the environment. Pool water must sit at least 2 days after the addition of chlorine or bromine or until the chlorine or bromine levels are below 0.1 mg/l.
   c) Dechlorinated pool water may be drained onto lawn areas or into the sanitary sewer system.

3) *Training*
   a) Pool workers shall be trained in the use of pool chemicals, pool water testing, proper materials storage, clean-up techniques and safety.

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Onsite Septic Systems (N/A)

1) *Inventory of Existing Systems*
   a) An inventory of all parks septic systems will be kept on file in the _____ Office listing the property, location on the property, date of installation, size of septic tank, and type of leach field. A copy of plans of the septic systems will be kept with the inventory.

2) *Inspections and Record Keeping*
   a) Each septic system will be inspected biannually by the _____. Any odors from the system will be noted. If leachate is visible or the leach field is swampy, corrective actions will be taken. Records of inspections will be maintained with the inventory.

3) *Pumpouts and Maintenance*
   a) The septic systems will be pumped out on a regular basis, depending on size and usage. Inspections of the septic tank will be taken at the time of pumpout, and necessary repairs made if necessary.

4) *Training*
   a) The _____ will be trained on inspecting the septic systems and will maintain a good working knowledge on the location of the systems on park property.

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Animal Waste Management

1) *Pet Waste Control, Education and Enforcement*
   a) Pet owners are required to pick up pet wastes from parks, streets and sidewalks.
   b) Signs in parks will remind pet owners of this requirement.
   c) Provision of pooper bags (recycled shopping bags) and trash cans in parks will assist pet owners in the removal of pet wastes.

2) *Bird Waste Control*
   a) DEC and US Fish and Game Office will be contacted when wild birds amass and congregate regularly in areas.
   b) Sidewalks and streets that have accumulated bird droppings will be swept by machine or broom.

3) *Domestic Animals (Fairgrounds, Municipal Farms, Equestrian Center)*
   a) Domestic animal wastes will be swept up from paved areas such as sidewalks and parking lots.
   b) Domestic animal wastes will be stored in an appropriate area in an appropriately constructed manure pit or pile.
   c) Odor control may be necessary for the manure pile or pit.

4) *Wildlife*
   a) To prevent waste from wildlife from contaminating stormwater, wildlife shall be discouraged from massing or straying onto public property, especially on public waterfronts or parks. This may be accomplished through non-lethal methods such as use of cannons and dogs, as well as lethal methods.

5) *Public Education and Communication*
   a) Educational materials such as signs, pamphlets and handouts, as well as communications through newsletters, newspaper articles and billboard ads will be used to communicate the importance of cleaning up after pets.
   b) Newspaper articles and other media communications will be used for informing the public of methods to be used for wildlife removal.

6) *Training*
   a) Grounds maintenance personnel will be trained on procedures dealing with informing visitors on pet waste removal. They will also be provided the phone numbers for DEC Wildlife Officers.

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I. Municipal Building Maintenance

1) *Petroleum Bulk Storage Spill Prevention and Response*
   a) A spill kit should be maintained near bulk storage and filling areas to clean up minor spills.
   b) DEC's Spill Hotline phone number is (800) 457-7362. Many spills must be reported within 2 hours of the incident. This phone number should be kept with the spill kit and near the tanks.
   c) Tanks out of service temporarily, but for 30 days or more, must be drained of product to the lowest draw off point. Fill lines and gauge openings must be capped or plugged.
   d) Above Ground Storage Tanks (AST)
      i) Monthly visual inspections are required. These should be recorded.
      ii) Every ten (10) years, tanks resting on grade must be cleaned out, sludge removed from the bottom, the tank inspected for structural integrity, and test for tightness.
   e) Underground Storage Tanks (UST)
      i) Inventory supply daily and reconcile the supply on a ten (10) day (or less) basis and notify DEC for any unexplained inventory loss.
      ii) Test tanks and pipes every 5 years or monitor the interstitial space of double walled tanks.

2) *Hazardous Material Storage (including Pesticides)*
   a) All hazardous materials shall be stored inside, under cover or protective tarp, or in an appropriate bulk tank Aisle space should be wide enough to allow access for inspections and to ease material transport.
   b) Materials should be stored away from high-traffic areas to reduce the likelihood of accidents that may cause spills or damage to drums, bags or containers.
   c) Containers should be stacked according to manufacturer's directions to avoid damaging the container or product itself.
   d) Containers should be stored on pallets or equivalent structures to facilitate inspection for leaks and prevent containers from coming in contact with wet floors, which can cause corrosion. This also reduces the incidence of damage by pests.

3) *Onsite Septic System Inspection and Maintenance* N/A
   a) An inventory of all municipal septic systems will be kept on file in the Buildings Office listing the property, location on the property, date of installation, size of septic tank, and type of leach field. A copy of plans of the septic systems will be kept with the inventory.
   b) Each septic system will be inspected biannually by the _____. Any odors from the system will be noted. If leachate is visible or the leach field is swampy, corrective actions will be taken. Records of inspections will be maintained with the inventory.
   c) The septic systems will be pumped out on a regular basis, depending on size and usage. Inspections of the septic tank will be taken at the time of pumpout, and necessary repairs made if necessary.

d) The _____ will be trained on inspecting the septic systems and will maintain a good working knowledge on the location of the systems on municipal property.

4) *Grounds Maintenance (Pesticides, Fertilizers, Herbicides, Erosion Control)*
   a) Integrated Pest Management
      i) The use of integrated pest management control will be used for both weed and insect control. This control method checks for the variety of weeds and insects that may be creating problems, and using the proper herbicide or insecticide at the proper time to deal with the problem. If no weeds or insect pests are found, no herbicides or insecticides will be used. The Rensselaer County Cooperative Extension will be used to instruct personnel on the use of this method.
   b) Use of Pesticide Alternatives
      i) Non-chemical and natural pesticide alternatives will be used where such alternatives are reasonably priced and applicable.
   c) Fertilizer Use, Alternatives and Reductions
      i) Soils should be tested yearly for areas that require fertilizer use. Only if soil fertility levels are less than optimal should fertilizers be used.
      ii) Fertilizers shall only be used following instructions given on the package, and at rates prescribed to ameliorate soil fertility.
      iii) Alternatives to chemical fertilizers such as manure, mulches and compost should be used where possible to improve soil fertility.
   d) Erosion Control Practices
      i) In areas where grass is worn due to foot traffic, alternatives to grass such as mulch, gravel or a paved path should be used to prevent soil erosion where grass is lacking.
      ii) In areas of new lawn seeding, hay mulch should be used to maintain moisture and prevent erosion until the new grass is growing.

5) *Erosion Control for New Construction or Other Land Disturbance*
   a) Erosion controls for new construction or other land disturbance shall be according to the Stormwater Pollution Prevention Plan (SWPPP), or, if no SWPPP is available for the construction/disturbance, according to the New York Standards and Specifications for Erosion and Sediment Control (Blue Book).
   b) Clearing and grading will be confined to areas of buildings, utilities, driveways and parking lots. Clearing and grading will be phased, if large areas will be uncovered.
   c) Erosion and sediment control devices will be in place before clearing and grading begin, with the exception of such disturbance to place devices.
   d) Stabilization will occur as quickly as practicably possible. Stabilization includes seeding and mulching or such devices as geotextiles. If seeding is not established after 14 days, reseeding or another stabilization method may be required. If the site is inactive for 14 days, the site shall be stabilized.
   e) Soil stockpiles will be stabilized at the end of each day.
   f) Special techniques that meet the design criteria outlined in the most recent version of "*Standards and Specifications for Erosion and Sediment Control*" shall be used to ensure stabilization on steep slopes or in drainage ways.

g) The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
h) Techniques shall be employed to prevent the blowing of dust or sediment from the site.
i) Techniques that divert upland runoff past disturbed slopes shall be employed.
j) Adjacent properties shall be protected by the use of a vegetated buffer strip in combination with perimeter controls.
k) Stabilization shall be adequate to prevent erosion located at the outlets of all pipes and paved/rip-rap channels.

6) *Waste Disposal and Recycling*
   a) Solid, non-hazardous waste shall be collected by Public works, or other contracted trash hauler. All solid waste will be kept in the dumpster/waste bins for trash pick-up.
   b) Recyclable wastes shall be kept in separate containers until collected by the recyclable or waste haulers.
   c) Hazardous waste shall be kept in a dry, leak proof container until a hazardous waste collection day, or other such opportunity to legally dispose of such products.

7) *Alternative Product Usage*
   a) Alternative "Green" products usage shall be encouraged.
   b) In bid packages for cleaning and other supplies, a bidding option for alternative or "green" products should be allowed. If alternative products are cheaper or close to the price of a standard item, the alternative product should be chosen.
   c) Purchase of recycled paper goods should be encouraged.

8) *Building Site Drainage, Roof Drainage System, Infiltration*
   a) If possible, building site drainage should flow into grassed swales and stormwater detention facilities. The grassed swales should be mowed regularly. Stormwater detention facilities should be regularly cleaned out of trash, debris and sediment.
   b) Trash, leaves, sand and gravel should be cleared out of drainage systems. Roof drains should also be cleared of leaves and other debris.
   c) Retrofits of older facilities can include rain gardens, plantings and the use of rain barrels or cisterns that can be used for irrigation purposes.

9) *Training*
   a) All buildings maintenance employees shall receive yearly training on clean-up techniques, proper materials storage, chemicals usage, and safety.

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J. Solid Waste Management

1) *Prevention of Illicit Dumping*
   a) Illicit dumping on Town highways is made illegal in the Illicit Discharge Detection and Elimination Law.
   b) Those found dumping, as well as those who are identified by their waste will be fined and their names may be posted in the newspaper or other public place.
   c) Sites with continual dumping may have signs installed informing the public of the illegal nature of dumping. Articles in the newspaper and town's newsletter will also inform readers of the illegality and negative consequences of dumping.

2) *Litter Control*
   a) Littering on town highways and town lands is made illegal in the Illicit Discharge Detection and Elimination Law.
   b) Those found littering may be fined or remanded to community service. Those found littering may also have their names posted in the newspaper or other public place.
   c) Sites with continual littering may have signs installed informing the public of the illegal nature of littering or of the implications of littering.
   d) Waste bins or barrels at parks and other places should be emptied weekly or more often when full to keep trash in its place.

3) *Animal Waste Controls (Pets, Birds, Wildlife, Domestic Animals)*
   a) Pet owners are required to pick up pet wastes from parks, streets and sidewalks.
   b) Signs in parks will remind pet owners of this requirement.
   c) Provision of pooper bags (recycled shopping bags) and trash cans in parks will assist pet owners in the removal of pet wastes.
   d) DEC and US Fish and Game Office will be contacted when wild birds amass and congregate regularly in areas.
   e) Sidewalks and streets that have accumulated bird droppings will be swept by machine or broom.

4) *Waste Reduction and Recycling*
   a) Purchase and maintain only the supplies or materials needed, although a bid can set the price for additional materials beyond that purchased.
   b) Encourage recycling of paper and other materials.
   c) For offices, print double-sided and cull mailing lists to save paper.
   d) Encourage the use of washable dishware and cups/mugs in the lunchroom instead of paper plates and Styrofoam cups.

5) *Hazardous Waste Collection* (including from Municipal Buildings)
   a) Municipally generated hazardous waste will be disposed of in a legal, appropriate fashion.
      i) Hazardous waste will be properly stored inside where the waste will be labeled properly.

b) Hazardous waste will be removed by a hauler licensed to haul hazardous substances to a facility that is licensed to either recycle or dispose of hazardous waste substances.

6) *Training*

a) All buildings maintenance employees shall receive yearly training on clean-up techniques, proper materials storage, chemicals usage, and safety.

J. Streambank Stabilization and Hydrologic Habitat Modification

1) *Priority Setting for Streambank Stabilization Projects*
   a) First priority for streambank stabilization projects will be for areas where life or property, including roadways, is at risk from erosion or flooding from siltation.
   b) Second priority for streambank stabilization is where important habitats or other ecological importance is threatened due to erosion or siltation.
   c) Third priority for streambank stabilization is where siltation threatens hydro facilities or threatens dam workings.
   d) Fourth priority for streambank stabilization is any need not listed above.

2) *Opportunities for Alternative, Soft-Engineering Approaches for Erosion Control*
   a) When possible, use of soft-engineered approaches for erosion control should be used, such as plantings of osiers, use of geotechnical materials and other proven methods to stabilize stream and water body banks.

3) *Priority Setting for Sediment Removal and Pond Maintenance*
   a) Sediments must be removed from stormwater detention pond forebays when the forebays are half full.
   b) Sediment should be removed on a scheduled basis, preferably before it becomes necessary under item a.

4) *Opportunities for Hydrologic Habitat Improvements*
   a) Naturally occurring and man-made lakes and ponds that have a significant sedimentation problem should be investigated as to whether a sedimentation forebay should be constructed at major stream inlets or at stream areas and stormwater outfalls that are growing deltas.
   b) Careful removal of sedimentation from wetlands that are becoming silted in should be investigated.

5) *Application of Fluvial Geomorphic Assessments in Erosion Control Projects*
   a) Natural flooding and flood plains should be taken into account in erosion control projects.
   b) Erosion control projects should not increase flooding upstream.

6) *Opportunities for Community Sponsored Volunteer Stream Walks*
   a) Volunteer stream walks and adoption of streams and other water bodies will be encouraged as a method of improving the hydric environment ***(what does this have to do with municipal separate storm sewer systems?????)***.
   b) Use of required stream clean up as part of the sentence of littering or other improper disposal method shall be considered.

7) *Training*
   a) When available, the appropriate personnel should take advantage of training in maintenance of stormwater retention facilities, hydrological habitat maintenance and other water feature training.

b) Manuals of stormwater retention facilities should be kept in a location where the appropriate personnel can find and use them.