

GEAUGA COUNTY, OHIO

**Geauga County and Townships'
Facilities/Operations
Pollution Prevention/Good Housekeeping Program**

Site Addresses:

BAINBRIDGE TOWNSHIP

Road Department and Settlers Park, 17800 Haskins Road, Chagrin Falls, OH 44022

CHESTER TOWNSHIP

Town Hall and Road Department, 12701 Chillicothe Road, Chesterland, OH 44026

Fire Station, 8552 Parkside Drive, Chesterland, OH 44026

Police Station, 12696 Opalocka Drive, Chesterland, OH 44026

RUSSELL TOWNSHIP

Police Station, 14820 Chillicothe Road, Novelty, OH 44072

Fire Station, 14810 Chillicothe Road, Novelty, OH 44072

Road Department, 15635 Chillicothe Road, Novelty, OH 44072

Town Hall, 14890 Chillicothe Road, Novelty, OH 44072

Geauga County, Ohio

Prepared in support of:

OEPA Facility Permit 3GQ000888*BG as covered under OEPA NPDES Phase II General
Permit OHQ000002

Prepared for:

Geauga County Commissioners
Geauga County, Ohio

Prepared by:

Geauga Soil and Water Conservation District
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1.0 INTRODUCTION

This Geauga County and Townships' Facilities/Operations Pollution Prevention/Good Housekeeping Program (PPGHP) for the following sites in Geauga County:

BAINBRIDGE TOWNSHIP

- Road Department
- Settlers Park

CHESTER TOWNSHIP

- Town Hall
- Road Department
- Fire Station One
- Police Station

RUSSELL TOWNSHIP

- Police Station
- Fire Station
- Road Department
- Town Hall

has been prepared for the Geauga Board of County Commissioners (GBOCC) and is intended to satisfy the requirements of Minimum Control Measure Six as listed in the Storm Water Management Plans (SWMP) as listed below:

Geauga County dated March 2003

Bainbridge Township dated February 2003

Chester Township dated March 2003

Russell Township dated March 2003

The SWMPs were submitted in fulfillment of the requirements of Ohio Environmental Protection Agency (OEPA) National Pollutant Discharge Elimination System (NPDES) Phase II General Permit for Small Municipal Separate Storm Sewers (OHQ00001), which was superseded by General Permit OHQ00002 issued on January 30, 2009. The SWMP was approved for coverage and all above listed communities filed under a consolidated permit for Geauga County under OEPA General Permit under Facility Permit Number 3GQ00088*BG.

The program described in this document has been developed by the Geauga Soil and Water Conservation District (GSWCD) and Geauga County Engineer (GCE) with the intent to reduce the potential discharge pollutants from municipal operations at the various sites in Geauga County as listed above. It is the intent of this program to reduce the discharge of pollutants from the site to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of Ohio Revised Code 6111 as described in the OEPA Permits. Specifically, this document addresses pollution prevention and good housekeeping for municipal operations as described in Minimum Control Measure Six of the OEPA General Permit. The BOCC has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or prevent the discharge of pollutants in storm water runoff from municipal operations and facilities within their municipal separate storm sewer system (MS4).

This PPGHP is the main focus of the program BMPs for Control Measure Six in the SWMP. This document has been prepared following observations and inspections of the site and municipal operations. During the inspections, the existing storm water control measures already in place were documented, and existing and potential impacts to storm water runoff were noted. This PPGHP presents storm water controls that will then be used by the various Townships or County to perform regular employee training and to implement and evaluate BMPs and controls at the facility to fulfill the requirements of the OEPA General Permit under which the GBOCC is currently covered.

This document describes the municipal site or operations, as well as the associated potential pollutant sources that are the focus of the storm water BMPs. The recommended BMPs will be implemented on an ongoing basis for the indefinite future. The Geauga County Engineer, Bainbridge Township, Chester Township and Russell Township (Gauga County Communities) plan to implement these procedures or similar controls, wherever they would be effective at preventing pollutants from discharging with storm water from the site.

This PPGHP will be maintained in the office of Joseph Cattell, PE PS, the Geauga County Engineer, and Carmella Shale, PE, of the GSWCD Office. The plan is available for inspection by representatives of Geauga County Communities, OEPA, and the United States Environmental Protection Agency (U.S. EPA) during normal business hours, Monday through Friday except holidays.

2.0 SITE MANAGEMENT RESPONSIBILITY / POLLUTION PREVENTION TEAM

Bainbridge Township Facilities	
Site Addresses: ROAD DEPARTMENT, 17800 Haskins Road, Chagrin Falls, OH 44022 SETTLERS PARK, 17800 Haskins Road, Chagrin Falls, OH 44022	
Primary Site Contact: Jim Stanek	Phone number: 440-543-9871
Title: Service Department	
Secondary Site Contact: John Brett	Phone number: 440-543-9874
Title: Road Department Foreman	
Chester Township Facilities	
Site Addresses: TOWN HALL, 12701 Chillicothe Road, Chesterland, OH 44026 ROAD DEPARTMENT, 12701 Chillicothe Road, Chesterland, OH 44026 FIRE STATION ONE, 8552 Parkside Drive, Chesterland, OH 44026 POLICE STATION, 12696 Opalocka Drive Chesterland, OH 44026	
Primary Site Contact: Charles Mascella	Phone number: 440.729.9110
Title: Road Superintendent	
Secondary Site Contact: Michael Joyce	Phone number: 440.729.7058
Title: Chester Township Trustee	
Russell Township Facilities	
Site Addresses: POLICE STATION: 14820 Chillicothe Road, Novelty, OH 44072 FIRE STATION: 14810 Chillicothe Road, Novelty, OH 44072 ROAD DEPARTMENT: 15635 Chillicothe Road, Chagrin Falls, OH 44022 TOWN HALL: 14890 Chillicothe Road, Novelty, OH 44072	
Primary Site Contact: Gene Layne	Phone number: 440.338.5309
Title: Road Superintendent	
Secondary Site Contact: Kristina Port	Phone number: 440.338.8912
Title: Russell Township Trustee	

2.1 Discussion of Site Reporting Structure

The Geauga County and Township Facilities/Operations Pollution Prevention / Good-Housekeeping Program (PPGHP) is coordinated through the Geauga County Engineer (GCE) and the contact is Joseph Cattell, PE, PS. The individual sites are managed by those listed as the Primary and Secondary Site Contacts in each table above.

A Hazardous Materials Spill requires notification to the Local Fire Department first. After that notification the Geauga County Local Emergency Planning Committee Emergency Response Consultant, Ken Folsom, should be notified through the Geauga County Sheriff's Office at 440-279-2009. The local fire department will notify the Geauga County HazMat Team for further assistance as required for the incident.

2.2 Reportable and Threshold Quantities

The U.S. EPA and the OEPA are the authorities in the state of Ohio that regulate storm water quality. U.S. EPA and OEPA publish lists of chemicals and substances considered to be "hazardous" and/or "extremely hazardous." In a certain locale (in this case, the state of Ohio), the strictest regulatory limit for a given chemical constituent is the criterion that a municipality must meet for the discharge of that constituent to storm water.

As outlined in the Ohio State Emergency Response Commission Emergency Planning and Community Right to Know document dated October 2005, OEPA considers the following as materials subject to reporting:

1. Extremely Hazardous Substances 40 Code of Federal Regulations (CFR) 355,
2. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Hazardous Substances 40 CFR Part 302 Table 302.4, and
3. Oil (as defined in ORC 3750.01) including, without limitation to, gasoline, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes.

As a general rule, sites covered in this PPGHP program are concerned with the discharge of oils and petroleum products. In Ohio, a reportable quantity of oil is considered to be:

1. Any discharge to navigable waters that causes a visible sheen, and/or
2. Any discharge of oil to the environment greater than 25 gallons.

Reportable spill events should be reported to the OEPA at (800) 282-9378. The Northeast District Office can also be reached at (440) 963-1200.

2.3 Site Building/Area Description, Storage and Function

Bainbridge Township

- B1 – Road Department Main Building – Offices, storage of trucks, equipment, parts, signs and equipment fluids such as oils, cleaners, etc.
- B2 – Road Department Salt Dome – Salt storage only.
- B3 – Road Department Secondary Salt and Cinder storage – Storage of salt, cinders, topsoil and sand.
- B4 – Road Department Cold Storage – Storage of equipment, herbicides and crack sealer.
- B5 – Cell Towers and Building of Towers – Towers and electrical equipment for towers
- B6 – Recycle Area – Roll off containers for residents to recycle paper, cardboard, etc.
- B7 – Waste Oil Tank – 300 gallon above ground waste oil tank

- B8 – Fuel Tanks (Above Ground) – (1) 2500 gallon diesel fuel tank and (1) 1000 gallon gasoline fuel tank
- B9 – Cold Storage – Storage of equipment.
- B10 – Settlers Park – Soccer and baseball fields, outdoor pavilion, basketball court, sand volleyball court, gazebo and playground.

Chester Township

- C1 - Town Hall – Housing of personnel and administrative offices. There are no vehicles or raw materials stored or maintained at this location.
- C2 - Road Department – Offices, equipment storage, cleaning and maintenance.
- C3 – Road Department Cold Storage Building – Storage of trucks, off road equipment. One service bay for equipment maintenance. Floor drains are directed to an oil/water separator first and then directed to the sanitary sewer.
- C4 – Salt Barn – Storage of salt, #9 gravel, topsoil, mulch, and cold mix.
- C5 – Storage Tank (Above Ground) - 2 Chamber 10,000 gallon Storage tank contained within a concrete trough. Stores 3000 gallons of “beet juice” used for ice control and 7000 gallons of “dust bond” used for dust control.
- C6 – Fuel Tanks (Underground) – (1) underground 10,000 gallon gas fuel tank, (1) underground 10,000 gallon diesel fuel tank
- C7 – Fire Station One – Housing of personnel and administrative offices. All fire and EMS vehicles are stored. Maintenance is done by a 3rd party offsite. There is no storage of raw materials. All floor drains are directed to an in ground collection system that is pumped out and removed by a 3rd party at least once per year
- C8 – Police Station – Primarily houses personnel and administrative offices. Vehicles are kept outside on the parking lot. There is no storage of any materials and vehicle maintenance and vehicle washing is done by 3rd party offsite. There is no storage of raw materials.
- C9 – Police Car Garage – Cold storage of police cars only. No maintenance or washing of vehicles and no storage of raw materials.
- C10 – Used Oil Tanks - Two (2) above ground tanks to store used oil.

Russell Township

- R1 – Police Station - Administrative and employee facility for police officers and staff. Police cruiser vehicles are stored inside the structure in garage bays. Cleaning of vehicles such as car washing is done within the garage bay facility with proper drainage installed to storm sewer system. There is no storage of raw materials on-site.
- R2 – Fire Station - Administrative offices and employee facility for EMS, Paramedics, and Fire fighters. Sleeping, kitchen, shower, washer and dryer areas for gear and conference room are on site. Ambulance, Fire and Rescue vehicles are stored inside the structure in garage bays. Any vehicle washing is done within garage facilities and enters storm sewer system after passing through an oil/water separator.

- R3 – Road Department - There is a cement pad where fueling of vehicles is done. An EcoVault is present for storage of fuels, i.e., oil, diesel, and gasoline.
- R4 – Houses administrative office and employee facility for road crew personnel. All vehicles are stored inside the structure in garage bays at R3. Washing of trucks and road vehicles is done within the garage area where the floor drains are connected to an oil separation system to catch any pollutants discharged to drains. Limited vehicle and equipment maintenance and repair service is conducted on-site such as oil change and lubrication services. Any paints, solvents or other Haz Mat materials are stored in fireproof safes designed for these materials. All major vehicle maintenance is done off-site at specialized garage facilities.
- R5- Salt/storage barn and is used to store salt, cinders, and crack sealer.
- R6 – Cold Storage Sheds – Storage of road signs and mulching materials
- R7 – Historic Town Hall - The historic town hall is used as a community meeting facility for home owner association, the Russell Historical Society, and other community township functions, meetings, and gatherings. There are no vehicles or raw materials stored, fueled or maintained at this location.

Geauga County – there are no buildings or facilities with the Phase 2 Urbanized Area

See attached figures for facility layout

Bainbridge Road Department 17800 Haskins Road, Bainbridge Twp.



0 25 50 100 150 200 Feet



Legend

- | | | | |
|-------------------------|-------------|----------------------------|----------------|
| 10-ft Elevation Contour | Catch Basin | Aboveground Waste Oil Tank | Drainage Swale |
| 2-ft Elevation Contour | Storm Sewer | Above Ground Fuel Tanks | Wet Area |

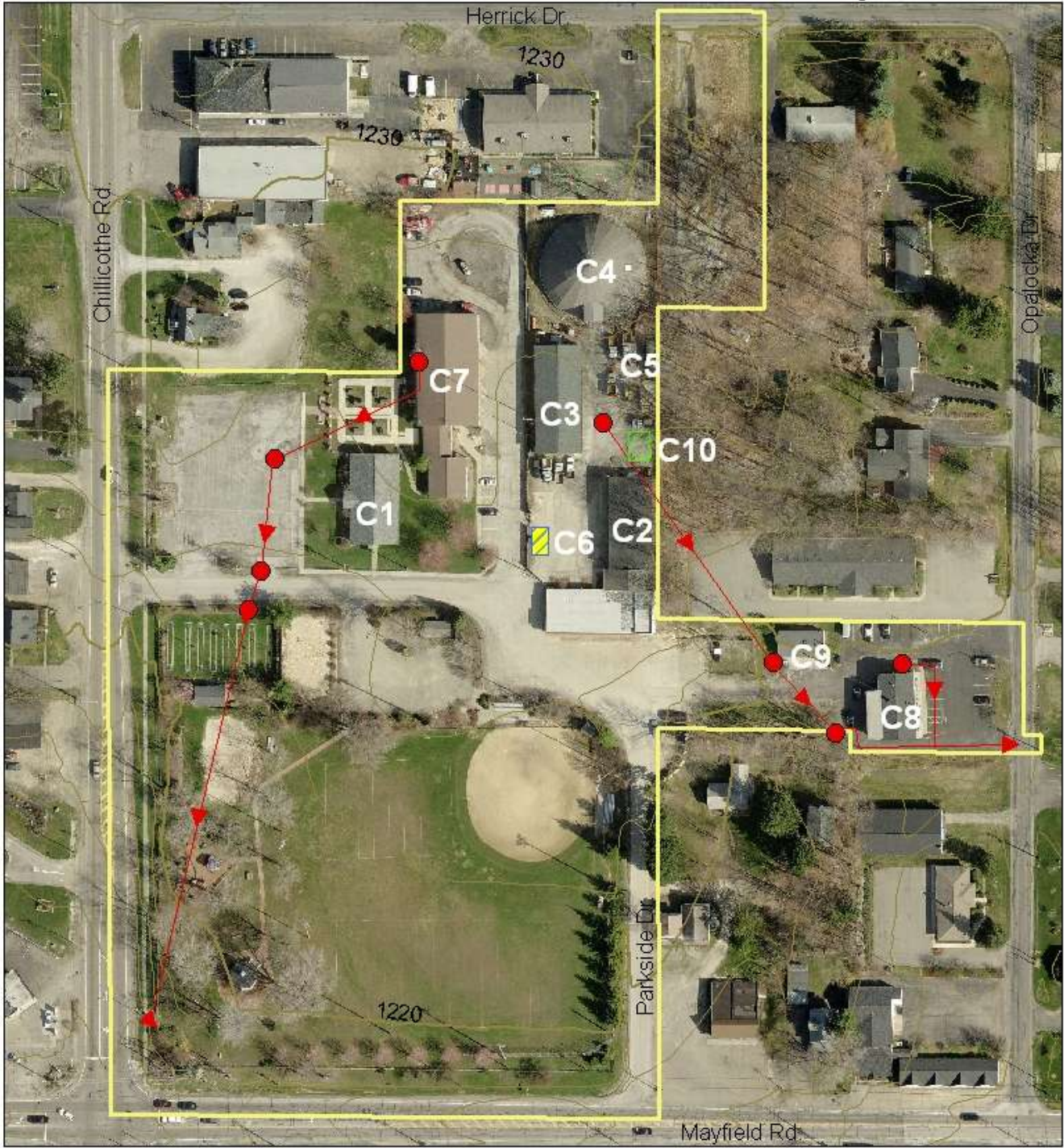
Bainbridge Settler's Park 17800 Haskins Road, Bainbridge Twp.



Legend

- 10-ft Elevation Contour
- 2-foot Elevation Contour
- Catch Basin
- ▶ Storm Sewer
- ▶ Drainage Swale

Chester Town Hall, Police/Fire Station, and Road Dept. 12701 Chillicothe Road, Chester Twp.



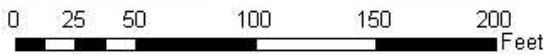
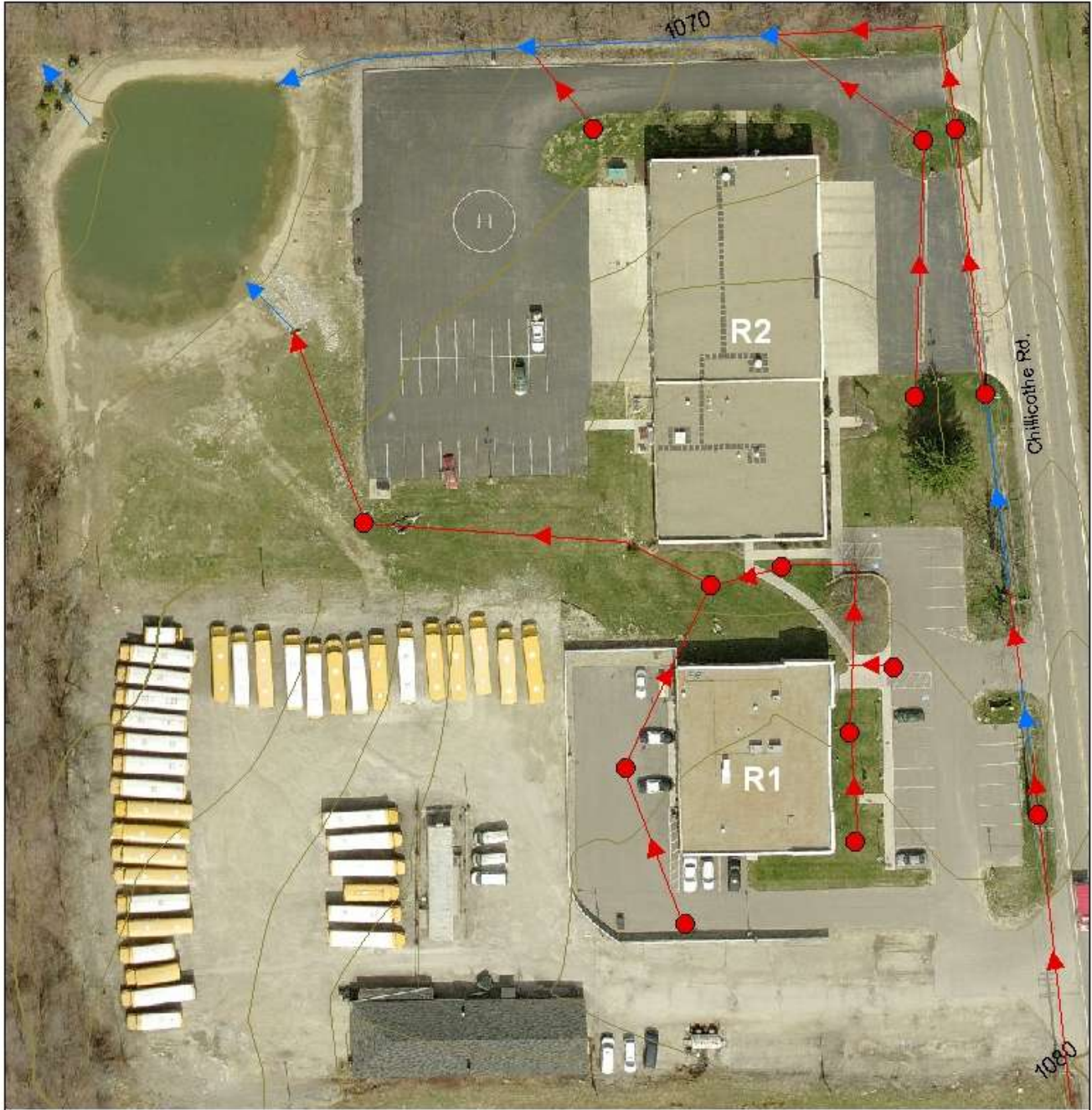
0 25 50 100 150 200 Feet

Legend

- Town Hall, Police and Fire Station, and Road Dept.
- 10-ft Elevation Contour
- 2-ft Elevation Contour
- Catch Basin
- ▶ Storm Sewer
- Underground Fuel Tank
- Aboveground Waste Oil Tank



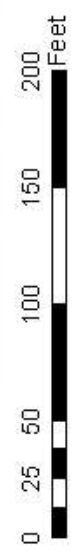
Russell Police and Fire Station 14810 and 14820 Chillicothe Road, Russell Twp.



Legend

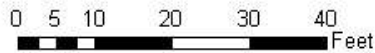
- | | | | |
|---|-------------------------|---|----------------|
|  | 2-ft Elevation Contour |  | Storm Sewer |
|  | 10-ft Elevation Contour |  | Drainage Swale |
|  | Catch Basin | | |

Russell Road Department
 15625 Chillicothe Road, Russell Twp.



- Legend**
- 2-ft Elevation Contour
 - 10-ft Elevation Contour
 - Catch Basin
 - Storm Sewer

Russell Town Hall 14890 Chillicothe Road, Russell Twp.



Legend

- 2-ft Elevation Contour
- 10-ft Elevation Contour
- ▶ Surface Drainage

3.0 FACILITY DRAINAGE AND POTENTIAL POLLUTION SOURCES

3.1 Facility Drainage

BAINBRIDGE TOWNSHIP

- B1 – Road Department – Five (5) floor drains are directed to an oil/water separator that is pumped out at least once per year and discharge into septic system.
- B3 – Secondary Salt and Cinder Storage – Catch Basin between Building B4 and B3 collects surface water and then drains north between buildings and discharges through wooded area between parking lot and US 422.
- B4 – Cold Storage – Trench drain in front of building drains west and then north along west side of building and discharges through wooded area between parking lot and US 422.
- B10 – Settlers Park – Underdrains within soccer fields drain into wooded areas. Catch basins and culverts across driveway drain to wooded areas and natural drainage swales.

CHESTER TOWNSHIP

- C1 - Town Hall – Surface drainage is via catch basins and storm sewers in town hall parking lot as shown on attached facility layout that outlets near the northeast side of the intersection of Mayfield Road and Chillicothe Road
- C2 – Road Department - Floor drains are directed to an oil/water separator first and then directed to the sanitary sewer.
- C3 – Road Department Cold Storage Building – Surface drainage is via catch basins and storm sewers in road department parking lot as shown on attached facility layout that outlets at south side of Police Station on Opalocka Drive.
- C7 – Fire Station One – Surface drainage is via catch basins and storm sewers in road department parking lot as shown on attached facility layout that outlets at south side of Police Station on Opalocka Drive. All floor drains are directed to an in ground collection system that is pumped out and removed by a 3rd party at least once per year
- C8 – Police Station – Surface drainage via trench drain across the front of building that connects to storm sewer south of station that outlets on Opalocka Drive.
- C10 – Used Oil tanks – Surrounded by brick/cemented 3' high barrier containment wall.

RUSSELL TOWNSHIP

- R1 – The Police Station - Floor drains are connected to an oil/water separator that is connected to the existing storm sewer system that drains to a detention pond located on the adjacent property where the Fire Station is located.
- R2 – The Fire Station – Floor drains in the bays for the vehicles. These drains go through an oil/water separator and then into the Russell Estates Sewer Treatment Facility. All surface and roof runoff either sheet flows or enters catch basins and is directed to the detention basin.

- R4 – Road Department building - Two (2) floor drains that drain to oil/water separators on either side of the building and then ultimately discharges to a drainage ditch along the property lines and then leads to the roadside ditch along SR 306. All surface and roof runoff either sheet flows or enters catch basins and is directed to the drainage ditches along the property lines that lead to the roadside ditch along SR 306.
- R7 – Historic Town Hall – All surface and roof drainage drains to a roadside ditch along SR 87. There are no floor drains in this building.

3.2 Inventory of Exposed Materials

Exposed materials within the site boundary are typically on grass or gravel areas. Typical items stored on the site include:

BAINBRIDGE TWP – Outside storage of pipes, aggregates, and wood chips.

RUSSELL TWP - Items stored outside include brush clippings, wood chips, until either composted, donated to residents, or mixed with soil and donated to local landscaping firms to make mulch. Metal culvert pipes are stored outdoors at the road facility until trucked to a metal scrap dealer. Any non-metal piping is cut to size to fit into waste dumpster, and disposed of by the waste hauler. Various aggregates are stored in concrete divided bins on the asphalt paving area near the back of the road department property as shown on the site layout.

3.3 Potential Pollutant Generating Activities with Storm Water Exposure

Potential pollutant generating activities exposed to storm water could include the loading/unloading of salt, washing vehicles, and the storage of grit, cold patch, gravel, soil, and other miscellaneous materials.

3.3.1 Potential Spill and Leak Locations

Fuel Tanks

BAINBRIDGE TOWNSHIP

- B8 – Road Department Fueling Station – Two above ground fuel tanks. One 2500 gallon diesel fuel tank and one 1000 gallon gasoline fuel tank.

CHESTER TOWNSHIP

- C6 – Road Department Fueling Station – Two underground fuel tanks. One 10,000 gallon diesel fuel tank and one 10,000 gallon gasoline fuel tank.

RUSSELL TOWNSHIP

- R3 - Road Department Fuel Depot. There is an EcoVault that encases the fuel storage tanks. A key lock system is needed to access the fuel distribution. A concrete pad area is present at the fuel filling area. Fuel tanks are for gasoline, diesel and oil.

Oil Tanks, Used Oil and Waste Products

BAINBRIDGE TOWNSHIP

- B7 – Road Department Waste Oil/Fluids Tank – 300 gallon above ground tank stored outside at the west end of the west wing of Building B1.

CHESTER TOWNSHIP

- C10 – Used oil is stored in two 250 gallon oil tanks outside the northeast end of building surrounded by brick/cemented three foot high containment wall.

RUSSELL TOWNSHIP

- R4 – Used oil is stored in storage drums and a 3rd party company comes to the facility to reclaim the product for recycling purposes.

Crack Sealer

CHESTER TOWNSHIP

- C3 – The Road department stores crack sealer blocks within this building. Material is a solid block until it is placed in equipment and heated for use.

RUSSELL TOWNSHIP

- R6 – The Road department stores crack sealer blocks in backbarn storage facility building. Material is a solid block until it is placed in equipment and heated for use.

Washer Fluids, Transmission Oil and Hydraulic Oil

BAINBRIDGE TOWNSHIP

- B1 – Road department stores engine oil, washer fluid and transmission fluid within 55 gallon drums in the building.

CHESTER TOWNSHIP

- C2 – Road department stores engine oil, washer fluid and transmission fluid within 55 gallon drums in the building. Hydraulic oil is stored in a bulk 250 gallon tank within the building.

RUSSELL TOWNSHIP

- R6 – The Road Department stores all these fluids in a fire proof cabinet in a backbarn storage facility.
- R1 – The Police Station stores washer fluid in closed factory containers in the garage storage room.

3.3.2 Sediment and Erosion Sources

SOIL STOCKPILES

BAINBRIDGE TWP: Soil is stockpiled in Building B3 – Secondary Salt/Cinder Storage and reused when needed. Since it is covered, there is not erosion. A secondary location for soil stock pile is an asphalt pad as shown on the property layout. Any sediment generated from soil that is stockpiled here will be contained on the pad with use of silt fence.

CHESTER TWP: Grass will be maintained on the pond side slopes and silt sacks will be used in the catch basins immediate to the soil stockpile area. The area adjacent to the soil stockpile is also swept regularly to minimize the potential for sediment to enter the storm water system.

RUSSELL TWP: Soil is only stockpiled at the Road Department Facility. Any soil that is removed from ditches is taken to the road department. Silt fences are erected for boundary protection. Soil is donated to residents that request fill dirt. There would not be any erosion, and any runoff of soil would go to dirt parking lot area.

4.0 BEST MANAGEMENT PRACTICES / ON-SITE MEASURES AND CONTROLS

The following sections discuss the storm water BMPs implemented and maintained at the site.

4.1 *Pollution Prevention Training for Employees*

Successful storm water pollution control relies in large part on proper training and education of employees. Many of the recommended BMPs in this PPGHP will require specific training for employees who conduct the activities. It is essential that employees understand and implement the BMPs that apply to operations within each facility. Training can be completed separately or done in conjunction with regular employee training procedures.

Employee training will emphasize the importance of keeping pollutants out of the storm drains, because the drains flow directly to the surface waters of the state without treatment. Facility personnel will be educated about the harmful environmental effects of improper disposal of materials so that they understand the importance of preventing storm water pollution.

The following training will be implemented by the Geauga County Engineer and the Townships of Bainbridge, Chester and Russell:

- Experienced workers or other trained personnel will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel.
- New personnel will be required to review and understand this document prior to initiating work activities at the site.
- Training will include the following elements at a minimum:
 - Best Management Practices and minimum maintenance,
 - Locations of Exposed Materials,
 - Spill Prevention, Containment and Countermeasures,
 - Chain of Notification and Spill Reporting,
 - Locations of Spill Equipment, and
 - Inspection, Recordkeeping and Reporting.

4.2 *Eliminating Illicit and Non-Storm Water Discharges*

The OEPA General Permit under which Geauga County and associated Townships are covered generally prohibits discharges of anything but storm water to the storm drains. As discussed in the General Permit,

there are several specific exceptions to this general prohibition. Below is a list of acceptable non-storm water discharges.

Acceptable Non-Storm Water Discharges	
The following are acceptable non-storm water discharges (illicit discharges) only if they are not "significant contributors of pollutants to the MS4":	
Lawn watering	Air conditioning condensation
Landscape irrigation	Irrigation water
Diverted stream flows	Springs
Rising ground waters	Water from crawl space pumps
Uncontaminated ground water infiltration	Footing drains
Uncontaminated pumped ground water	Flows from riparian habitats and wetlands
Discharges from potable water sources	Water from open loop geothermal systems
Foundation drains	
Dechlorinated swimming pool discharges	
Discharges or flows from fire fighting activities	

Personnel from the Townships of Bainbridge, Chester and Russell and the Geauga County Engineer will inspect their respective facilities to be sure no unauthorized discharges enter storm drains or discharge offsite. Connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated.

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employees lack of understanding, coupled with a lack of readily available proper routes for the discharge. Continuing employee training will be needed as described in Section 4.1.

The Townships of Bainbridge, Chester and Russell and the Geauga County Engineer will make a long-term ongoing effort to assure that no illegal discharges will occur from operations at their facilities as listed in this document. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures to help prevent non-storm water discharges will be implemented:

- Provide well-marked proper identification and disposal or collection methods for solid or liquid waste.

- Train employees in proper disposal of wastewaters, chemicals, solid waste, etc. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins “No dumping—flows to storm water system” so employees can tell which inlets are part of the storm drain system.
- Periodically inspect and maintain the facility operations and BMPs to evaluate the success of efforts to reduce and eliminate non-storm water discharges (minimum biannually).
- Periodically inspect and maintain storm drain inlets (minimum quarterly). Clean out catch basins so that accumulated sediment, trash, or other pollutants do not wash down the storm drains and enter any water bodies.

4.3 Spill Prevention and Cleanup

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. The goal is to prevent spills and leaks, maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur.

When a spill does occur, quick and effective response will prevent pollutants from reaching storm water. Spills will be cleaned up promptly and not allowed to evaporate so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, personnel from the Geauga County Engineer and the Townships of Bainbridge, Chester and Russell will determine whether the contaminated soil should be removed to prevent it from being a source of future storm water pollutants. Spill procedures will also include cleaning up leaks, drips, and other spills without water whenever possible.

Spill prevention and response procedures for hazardous materials stored or handled onsite will follow the procedures described herein. Personnel from the Geauga County Engineer and the Townships of Bainbridge, Chester and Russell will contain and collect the spilled substance, then dispose of the substances and any contaminated soil in compliance with federal, state, and local material disposal regulations.

The spill control and cleanup procedures for these facilities are as follows:

- Small spills: These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service or properly disposed of as non-hazardous or hazardous waste as necessary.
- Medium-sized spills: These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially-prepared

sawdust, kitty litter, or other appropriate absorbent material. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of as non-hazardous or hazardous wastes as necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid as non-hazardous or hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.

- **Large spills:** Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets will be isolated and/or plugged to prevent the spill from entering the Municipal Separate Storm Sewer System (MS4). Temporary plugs will be kept onsite for the facility inlets and employees will be trained in when and how to use them.

Refer to section 2.1 and 2.2 on how and when to report a spill. A Spill/Release Incident Reporting form is also provided in Appendix A. This form should be filled out promptly after a spill or release.

4.4 Outdoor Equipment Operations

Facility employees inspect the equipment on a regular basis as part of the facility's standard operations to see that it is functioning properly. Leaks, malfunctions, staining on and around the equipment, and other evidence of leaks and discharges observed will be noted. The inspecting person will be responsible for reporting any spills or leaks using the form provided in Appendix A. Spill and leak control and cleanup activities are described in Section 4.3.

The equipment operations BMPs for this facility are as follows:

- Equipment will be placed on an impermeable surface, or a drip pan will be installed beneath the potential leak points of the equipment.
- The amount of rain water that contacts the equipment will be minimized wherever possible (i.e., equipment will be stored under cover).

4.5 Outdoor Materials Storage and Handling

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, construction materials, or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water. Materials of concern on the facility include, but are not limited to gravel, sand, lumber, topsoil, compost, concrete, and metal products.

The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- The parking lot or other surfaces near bulk materials storage facilities are swept periodically to remove fines that may wash out of the materials.

- Liquid tanks are kept in designated areas, preferably on paved impermeable surfaces, within secondary containment and/or with vehicle impact protection.
- Outdoor storage containers are kept in good condition. Containers are to be inspected regularly for damage or leaks.
- A portable pumping system is used that can be moved to accommodate separate containment structures on the facility. Water is then be pumped into a truck or portable temporary holding tank. The water is then tested and disposed of according to whether any pollutants are present.
- Road salt storage areas are covered.
- Salt truck loading areas are swept regularly to minimize salt laden runoff. Drainage from the salt truck loading area is captured by an onsite basin to minimize salt laden discharges from the facility.

4.6 Waste Handling and Disposal

This section summarizes the storage and disposal practices for some common municipal facility wastes. For many wastes, reusing or recycling is the most cost-effective means to prevent pollution.

The waste handling and disposal procedures for this facility are as follows:

- General shop trash is kept in a dumpster with the lid closed. The dumpster is kept in a paved area and kept clean by picking up dropped trash and sweeping the area regularly.
- Liquid wastes are kept out of the dumpster and the lid is kept closed to keep storm water out.
- Waste metal is collected for delivery to a scrap metal dealer.
- Empty drums stored outdoors are sealed to be watertight.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities are recycled.
- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.

4.7 Vehicle and Equipment Washing

The discharge from these activities are considered to be occasional incidental and not anticipated to be a significant source of pollutants to the MS4. For this reason, this non-storm water discharge is not considered an illicit discharge under the General Permit rules. Discharge from both the interior and exterior areas enter regularly maintained structures that collect sediment and the exterior wash area also drains to an oil water separator. Soaps and detergents are generally not used to wash these vehicles or equipment.

Exterior wash pits are cleared of sediments via vacuum truck at least twice per year, or as needed. Collected sediments are sent to environmental services for disposal.

CHESTER TOWNSHIP - Use only biodegradable soaps for washing.

RUSSELL TOWNSHIP (Fire Station) – All discharges ultimately enter the detention basin.

4.8 *Materials Receiving Areas*

Truck loading and unloading areas are potential sources of pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that can accumulate in these areas.

The BMPs for the designated loading areas that use an outdoor loading dock are as follows:

- Shipments are inspected for leaked motor fluids, spilled materials, debris, and other foreign materials.
- If spills are observed they are cleaned up according to Section 4.3.

4.9 *Vehicle and Equipment Maintenance and Storage Areas*

Whenever possible, vehicle and equipment maintenance is performed in an indoor garage. Outdoor vehicle maintenance takes place in an area designated for vehicle maintenance.

The following are the selected BMPs for vehicle and equipment maintenance at the facility:

- Equipment is kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Vehicle and equipment maintenance areas are paved with concrete wherever possible.
- Drip pans or containers are kept under the vehicles at all times during maintenance.
- Fluids are drained from any retired vehicles kept on-site for scrap or parts. Stored or out-of service vehicles awaiting restoration or service, and vehicles being held for resale are checked periodically for leakage. Drip pans or containers are kept under the vehicles.

Vehicle and equipment storage areas will be operated with some similar precautions:

- Vehicles and equipment are inspected to identify sources of spills or leaks. Designated facility personnel will perform regular walk-by inspections.
- The equipment yard is kept clean and clear of debris and litter.
- Storm drain inlets are cleaned on a regular schedule and also after large storms. Special attention is paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.

- Improvements to a vehicle or equipment storage area should grade the area to slope to a longitudinal drain, or install curbs to direct all direct storm water to a single point of discharge to easily visually monitor the storm water discharge. If the vehicle or equipment yard is a large source of oily materials, the inlet will be fitted with an oil/water separator or oil/grease trap.
- Spills are cleaned up promptly; using dry cleanup procedures described in Section 4.3.
- BAINBRIDGE TOWNSHIP – General equipment and truck maintenance done on site.
- CHESTER TOWNSHIP - Consistent parking spots will be designated for each vehicle so that if a leak is indicated on the ground, the truck can be identified and repaired.
- RUSSELL TOWNSHIP - All vehicle maintenance and repair functions are done off-site by dealership personnel for buildings R1 and R2.

4.10 Vehicle and Equipment Fueling Areas

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids coming into contact with storm water.

Fueling areas ideally should drain to a sump. However, storm drains in the area could also be covered during fueling or could drain to a valved-off storm drain structure that can be pumped out in the event of a spill before the valve is reopened.

The following are the selected BMPs for the proper operation of a fueling area at the facility:

- A concrete slab is used for the fueling area (concrete is preferred because fuel and oils cause asphalt to deteriorate).
- Gasoline overflows and spills are cleaned using dry methods as described in Section 4.3. Spills are not allowed to run off or evaporate, and are not flushed with a hose. Absorbent material are used and disposed of as described in Section 4.3.
- Signs will be posted that instruct pump operators not to “top off” or overfill gas tanks.
- Dry cleanup materials are to be kept in the fueling area, and employees are instructed in the proper dry cleanup methods described in Section 4.3. Facility personnel regularly observe the area for gasoline, motor oil, or other fluids that may have leaked.
- Keep temporary fuel tanks in a bermed area that has an impervious lining, such as concrete or a heavy-mil plastic liner.

4.11 Facility Good Housekeeping Activities

The following good housekeeping practices will be implemented on a regular basis:

- Facility clean-up is completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- Rooftop drains or downspouts are arranged so they do not drain directly onto paved surfaces wherever possible.
- The storm water conveyance system is kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Storm drain inlets are cleaned regularly to remove sediment and debris. Inlets are inspected at least quarterly to determine whether additional facility BMPs may be required.
- Catch basins are cleaned out annually, shortly before the wet weather season.

4.12 Facility and Municipal Construction Activities

This section describes the BMPs to be implemented at Geauga County and Township Facilities for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size.

Larger-scale projects, such as the construction of new facilities that disturb greater than one acre of ground must seek coverage and satisfy the requirements of the OEPA General Permit for Storm Water Discharges Associated with Construction Activity (OEPA Permit No. OHC000003) dated April 21, 2008. These require more extensive storm water pollution prevention measures than described here.

The following BMPs will be implemented for minor construction and remodeling activities at the facility:

- Building materials will be stored under cover or in contained areas. Impermeable tarps will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day; as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.
- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the work day.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned up promptly using dry methods.
- Water based paint brushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint materials will be cleaned where the waste paint and solvents can be collected to be handled as small quantity hazardous waste - do not pour it to the sink or to a storm drain.

- Tarps or drop cloths will be hung to minimize the spread of windblown materials.
- Sand blasting areas will be controlled to keep particles off of paved surfaces and out of storm drains.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soak into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 4.3.

4.13 Storm Water Management: Water Quality Controls

Based on site observations and inspections, the following features will be added as needed to various parts of the storm water conveyance system on Geauga County and Township Sites to help control potential pollutants in the storm water before it leaves the site:

- Oil-Absorbent Materials - Oil and grease in storm water can be removed using oil-absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, and can be used on storm water with small concentrations of oily materials.
- Permanent Floating Booms - Installed in storm water ditches to control occasional light surface sheen. When the boom is spent, it is full of oil and is visibly heavier, and floats lower in the water. The booms are inexpensive enough that they may easily be replaced whenever the absorbent is saturated.
- Vegetated Swale or Channel - Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.
- Catch Basin Filters - Storm drain inlets or inlet inserts that contain filtration media or other design features to remove particulates and oily wastes from storm water as it enters the storm drain.

4.14 Preventive Maintenance

The facility's preventative maintenance program consists of regularly inspecting and maintaining the equipment that is used for the operation/maintenance of the facility and/or the storage of chemicals.

4.15 Sediment and Erosion Control

Areas subject to sediment loss through erosion will be addressed in the following BMPs:

- Developing areas of erosion will be repaired and stabilized as quickly as possible to prevent these areas from becoming more significant and to protect adjacent surface water bodies. For vegetated

areas, these repairs will typically involve filling erosion areas with soil and seeding and mulching the disturbed surface. These repair areas should be monitored until a dense vegetative cover is established.

- Areas of more significant erosion may be subject to additional controls to control the velocity of storm water runoff and/or the transmission of sediment. These additional controls may involve rock check dams, straw bales, silt fence, or other effective velocity or sediment control measures.

5.0 STANDARD OPERATING PROCEDURES / MEASURES AND CONTROLS FOR OFF-SITE

This section describes the storm water standard operating procedures as they pertain to storm water quality that is implemented for operational activities within the county and township jurisdictional area. These activities take place offsite but are managed by the staff at the facility(ies) described within this PPGHP.

5.1 Roadway Deicing

All Township Road Departments and Geauga County Engineer shall ensure that equipment is calibrated to optimum levels according to manufacturer's instructions. The following additional BMPs must be implemented during roadway deicing operations as indicated by for each entity:

- Hills/curves and intersections are salt/cindered as 1st priority then remainder of roads as needed.
- All significant spills of salt on the public right-of-way must be cleaned up within 48 hours after snow plowing/salting operations have ceased from the previous storm event
- A salt/cinder mix is used to reduce the usage of pure salt.

BAINBRIDGE TOWNSHIP (All Bainbridge Township roads and facilities)

- Bainbridge does not mix to minimize cinder accumulation in ditches and catch basins.

CHESTER TOWNSHIP (All Chester Township roads and facilities)

- Salt/cinder mix of 3 parts salt and 1 part ice grit (#9/#10 gravel). Beet juice is sprayed and mixed into salt inside building C2c when the temperatures are below 20° F.

GEAUGA COUNTY ENGINEER (All county roads and facilities)

- Salt/cinder mix of 2 parts cinders – 1 part salt

RUSSELL TOWNSHIP (All Russell Township roads and facilities)

- Salt/cinder mix of 1 parts cinders – 1 part salt

5.2 Roadway Surface Repair

Minor roadway repairs and filling of potholes is performed by the Road Departments of the Townships of Bainbridge, Chester and Russell and Geauga County Engineer. Resurfacing and major roadway construction projects are contracted out. The following BMPs must be implemented during roadway repairs:

- Patch work and other roadway repairs must be performed during dry weather

- Workers must take appropriate measures to keep cold patch, asphalt materials or concrete materials away from storm sewer inlets and ditches
- All excess materials must be swept ups and properly disposed of
- There shall be no washout of concrete truck chutes into any areas that can carry storm water runoff and shall be taken back to the plant and washed out or use of a onsite constructed concrete washout pit must be implemented.
- Use appropriate inlet protection when repair work has the potential of entering inlets

5.3 *Vegetative Maintenance within the Public Right-of-Way*

Roadside vegetation is maintained by the Road Departments of Bainbridge, Chester and Russell Townships and Geauga County Engineer. Maintenance is performed by mowing of the roadside ditches and berms, cutting of excessive woody brush and tree limbs and occasional application of herbicides. The following BMPs must be implemented during vegetation maintenance within the public right-of-way:

- Use mechanical methods of vegetation removal, unless conditions demand the use of herbicides.
- Vegetative debris and brush chippings are disposed of as listed below for county and each township. Debris and chippings are not to be disposed of anywhere near a watercourse.
 - BAINBRIDGE TOWNSHIP: The Road Department stores tree and vegetation grindings on an asphalt pad located south of the recycle area at the Road Department property as shown on the site layouts attached. These materials are reused for mulch around township grounds or for pickup by residents if available.
 - CHESTER TOWNSHIP: The Road Department stores tree and vegetation grindings at a site outside the Urbanized Area (Mulberry/Sperry Road storage area) within the township.
 - RUSSELL TOWNSHIP: The Road Department transports any vegetative debris or brush clippings to the Road Department grounds and places these items into a wood chipper. Chips are donated and made available for pick up at the road facility for township resident's use. Extra chippings may also be mixed with soil or dirt for composting purposes. Most often the composted mixture is made available to local landscape firms for or as a mulch material.
- Herbicides may only be applied when winds are light and rain is not expected for at least 24-hours, or according manufacturers' specification, whichever is longer.
- Herbicides may only be applied by a certified licensed applicator using accepted standards and rates as specified by manufacturer.
- Ensure equipment is regularly calibrated to avoid over application.

- BAINBRIDGE TOWNSHIP: A licensed applicator is on staff for the occasional use of all herbicides. Major applications of herbicides and pesticides are outsourced to companies whom have certified licensed applicators. The township will annually receive list of products used, including the amount applied and the application rates.
- CHESTER TOWNSHIP: All applications of herbicides and pesticides are outsourced to companies whom have certified licensed applicators. The township will annually receive list of products used, including the amount applied and the application rates.
- RUSSELL TOWNSHIP: All applications of herbicides and pesticides are outsourced to companies whom have certified licensed applicators. The township will annually receive list of products used, including the amount applied and the application rates.

5.4 Catch Basin and Ditch Cleaning

Cleaning of catch basins and roadside ditches is performed by the Road Departments of the Townships of Bainbridge, Chester and Russell and Geauga County Engineer. This maintenance is performed to remove accumulated sediment and debris and ensure positive drainage alongside roadways to ensure the structural integrity of the road. The following BMPs must be implemented during catch basin and ditch cleaning:

- Roadside ditches that are reditched and/or graded shall be reseeded within 7 days of completion. Any ditch that enters a waterway within 50 feet shall be reseeded within 2 days of completion. Turf reinforcement matting shall be placed in the bottoms of all ditches according to latest Geauga County Water Management and Sediment Control Manual and the ODOT Location & Design Manual, Volume Two Drainage Design Section 1102. Generally, ditches with a 2% or greater slope will require matting.
- Any backslope or inslope steeper than 3:1 shall also have additional reinforcement to ensure seed retention and growth.
- Spoils from ditching or catch basin cleaning shall be removed and taken to the respective road departments in designated area where it is surrounded by silt fencing.
- All ditching and/or road widening projects undertaken by township or county forces shall ensure seeding and mulching is completed within 7 days of the disturbance. Combination barriers consisting of silt fence with straw bale reinforcement behind it shall be installed to minimize sediment transport. Barrier shall extend to the top of the ditch line and be fully entrenched in the soil to function properly.

5.5 Turf Management and Pesticide Application

The Road Departments of the Townships of Bainbridge, Chester and Russell and Geauga County Engineer maintain the grounds of the facilities referenced in this document. Maintenance includes mowing, fertilizer, pesticide and herbicide application as needed. The following BMPs must be implemented during turf management and pesticide application:

- Any fertilizer, herbicide or pesticide application may only be performed by a certified licensed applicator.
 - BAINBRIDGE TOWNSHIP: A licensed applicator is on staff for the occasional use of all herbicides. Major applications of herbicides and pesticides are outsourced to companies whom have certified licensed applicators. The township will annually receive list of products used, including the amount applied and the application rates.
 - CHESTER TOWNSHIP: All applications of herbicides and pesticides are outsourced to companies whom have certified licensed applicators. The township will annually receive list of products used, including the amount applied and the application rates.
 - RUSSELL TOWNSHIP: All applications of herbicides and pesticides are outsourced to companies whom have certified licensed applicators. The township will annually receive list of products used, including the amount applied and the application rates.
- Fertilizers shall not be applied near pavement, storm drain inlets, or within 50 feet of a stream or other water body.
- A soil test should be done to determine the need and rate of fertilizer application, if necessary.
- Herbicides and pesticides are not prepared near storm drains, catch basins, streams or other water bodies.

5.6 Street Sweeping

Roadways with curb and gutter only are periodically swept to remove debris along the road curb line. The following BMPs must be implemented during street sweeping:

- All accumulated material picked up by machine is disposed of and incorporated into road deicing salt/cinder mix or placed in a dumpster and hauled away to landfill.

5.7 Culvert and Pipe Replacements and Installations

Culvert and pipe replacements and installation are periodically performed by the Road Departments of the Townships of Bainbridge, Chester and Russell and Geauga County Engineer. Resurfacing and major roadway construction projects are contracted out. The following BMPs must be implemented during culvert and pipe replacements and installations:

- There shall be no washout of concrete truck chutes into any areas that can carry storm water runoff and shall be taken back to the plant and washed out or use of a onsite constructed concrete washout pit must be implemented.
- The working area will be kept clean. The site should be swept every day; as well as a thorough cleanup at the end of the project.
- Materials will be stored under cover or in contained areas
- Disturbed areas will be reseeded within 2 days of final grading pursuant to Geauga County Water Management and Sediment Control Regulations.
- Work within streams will be minimized and expedited.
- Trench dewatering will only be done with the use of a silt sack at the end of the dewatering hose.
- Waste material to be transported to landfill or stockpiled for later disposal at metal scrap yard or cut into pieces and placed into dumpster for trash hauler pickup or reuse if possible.

6.0 REPORTING AND RECORD KEEPING REQUIREMENTS

This document and the facility operations shall be reviewed and updated annually to reflect changing site conditions and the effectiveness of the BMPs at sites owned by Geauga County and the Township of Bainbridge, Chester and Russell as listed in this document. All changes to this PPGHP will be documented. A copy of this document and any revisions to the program described herein will be kept at the Geauga County Engineer's Office and all Township Facilities at all times. A copy of all documentation shall also be provided to the Geauga County SWCD for inclusion in the Annual Report before March 1st of each year.

6.1 *Non-Storm Water Discharge Visual Inspection*

The Facility Manager for each site within the Township or Geauga County will inspect on at least once per year and preferably on a quarterly basis for non-storm water (or illicit) discharges. A non-storm water discharge visual inspection form is provided in Appendix A. The completed form should be kept onsite.

6.2 *Storm Water Discharge Visual Inspection*

The Facility Manager for each site within Township or Geauga County will inspect the storm water discharges during storm events on or after a significant rainfall. The inspections will be performed at least once per year and preferably quarterly. A storm water discharge visual inspection form is provided in Appendix A. The completed form should be kept onsite.

6.3 *Annual Site Inspection*

The Facility Manager for each site within the Township or Geauga County will inspect operations *before* March 1st of each year using the Annual Site Inspection Form provided in Appendix A. The completed form should be kept onsite and a copy should be sent promptly to the GSWCD and GCE for the preparation of the Annual Report before March 1st.

Appendix A
Site Inspection Forms

Facility/Operations Storm Water Inspection Log
 Township and County Facility/Operations Pollution Prevention/Good Housekeeping Program
 Geauga County SWMP

Owner of Site: (circle one)

Geauga County

Bainbridge Township

Chester Township

Russell Township

Year: _____

Insert Site Name: _____

Item	Date Completed
Annual Site Inspection (Appendix A)	
QUARTERLY NON- STORM WATER INSPECTIONS	
Quarterly Non-Storm Water Visual Inspection (Appendix A Form) (1 st Qtr)	
Quarterly Non-Storm Water Visual Inspection (Appendix A Form) (2 nd Qtr)	
Quarterly Non-Storm Water Visual Inspection (Appendix A Form) (3 rd Qtr)	
Quarterly Non-Storm Water Visual Inspection (Appendix A Form) (4 th Qtr)	
QUARTERLY STORM WATER INSPECTIONS	
Quarterly Storm Water Visual Inspection (Appendix A Form) 1st Qtr	
Quarterly Storm Water Visual Inspection (Appendix A Form) 2nd Qtr	
Quarterly Storm Water Visual Inspection (Appendix A Form) 3rd Qtr	
Quarterly Storm Water Visual Inspection (Appendix A Form) 4th Qtr	

Promptly forward a copy of this form to Geauga SWCD, PO Box 410, Burton, OH 44021 and Geauga County Engineer, 470 Center Street, Bldg. 5, Chardon, OH 44024 when completed. The original should be kept onsite.

Spill/Release Incident Reporting Form

Township and County Facility/Operations Pollution Prevention/Good Housekeeping Program
Geauga County SWMP

Owner of Site: (circle one below)

Name of Site: _____

Geauga County

Bainbridge Township

Chester Township

Russell Township

- 1. Date of spill/release: _____
- 2. Location: _____
- 3. Time of spill/release: _____ a.m. / p.m.
- 4. Material spilled/released: _____
- 5. Amount spilled/released: _____
- 6. Cause of spill/release: _____

Promptly forward a copy of this form to Geauga SWCD, PO Box 410, Burton, OH 44021 and Geauga County Engineer, 470 Center Street, Bldg. 5, Chardon, OH 44024 when completed. The original should be kept onsite.

7. Description of scene (e.g., type of media contaminated (e.g., soil), distance to storm sewers, if spill/release was contained):

8. Description of clean-up actions taken (e.g., how spill/release was contained (e.g., absorbent pillows), where recovered material was placed, how much material was not recovered, remaining actions to be taken):

9. List of offsite emergency responders contacted:

_____	_____
_____	_____
_____	_____

10. List of offsite emergency responders at scene:

_____	_____
_____	_____
_____	_____

11. Action taken to prevent recurrence: _____

12. Signature: _____

Printed Name: _____

Use back of form for additional space as needed. Completed forms should be kept onsite.

Quarterly Non-Storm Water Discharge Visual Inspection Form
 Township and County Facility/Operations Pollution Prevention/Good Housekeeping Program
 Geauga County SWMP

Owner of Site: (circle one below)

Name of Site: _____

Geauga County

Bainbridge Township

Chester Township

Russell Township

Date/Time: _____

Location: _____

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Leaks, Trash & Debris)
<u>OUTFALL(S) :</u> Any water flowing?(If YES, define the source):				
Irrigation				
Water line flushing				
Broken water line				
Firefighting activities				
Unknown The connection to the source must be identified and eliminated as soon as possible.				
<u>SITE HOUSEKEEPING:</u> Clean of debris (paper, leaves, etc.)?				
Storm drain inlets clean?				
<u>VEHICLE MAINTENANCE/STORAGE AREAS:</u> Dirt and grease buildup?				
Clean of debris (paper, leaves, etc.)?				
Stains on the asphalt?				
<u>MATERIALS STORAGE AREAS:</u> Are recyclable materials accumulating?				
Are stored drums covered?				
Are oily parts exposed to storm water contact?				

Quarterly Non-Storm Water Visual Inspection Form (continued)
Township and County Facility/Operations Pollution Prevention/Good Housekeeping Program
Geauga County SWMP

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Leaks, Trash & Debris)
MATERIALS STORAGE AREAS: Are the loading and unloading areas clean?				
Are potential pollutants properly stored beneath covered areas?				
Are areas around waste containers clean?				
VEHICLE FUELING AREAS Fuel stains evident?				
SITE CONSTRUCTION ACTIVITIES Materials covered?				
Erosion controls in place?				
Construction debris/litter exposed to storm water?				
Summary of recommended actions to eliminate unauthorized non-storm water discharges and reduce or prevent pollutants from contacting non-storm water discharges:				

Promptly forward a copy of this form to Geauga SWCD, PO Box 410, Burton, OH 44021 and Geauga County Engineer, 470 Center Street, Bldg. 5, Chardon, OH 44024 when completed. The original should be kept onsite.

Inspected By: _____ Date/Time: _____

Signature: _____

Quarterly Storm Water Discharge Visual Inspection Form
 Township and County Facility/Operations Pollution Prevention/Good Housekeeping Program
 Geauga County SWMP

Owner of Site: (circle one below)

Name of Site: _____

Geauga County

Bainbridge Township

Chester Township

Russell Township

Date/Time: _____

Location: _____

Issue being evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
OUTFALL(S):				
Clean of debris (paper, leaves, etc.)?				
DISCHARGE WATER (Circle below):				
Turbidity?	Clear	Cloudy	Muddy	
Oil & Grease sheen present?	Clear	Discontinuous	Continuous	
Floating Material present?	No	Yes If yes, describe material:		
Odors present?	No	Yes If yes, describe (i.e. petroleum, sewage, etc.):		
Discoloration present?	No	Yes If yes, describe color:		

Storm Water Discharge Visual Inspection Form
 Township and County Facility/Operations Pollution Prevention/Good Housekeeping Program
 Geauga County SWMP

Owner of Site: (circle one below)

Name of Site: _____

Geauga County

Bainbridge Township

Chester Township

Russell Township

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<u>SITE AREA(S):</u>				
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas?				
Are there leaks or stains around drums or aboveground storage tanks?				
Are the drainage swales, catch basins and/or grates clean of debris (leaves, paper, etc.)?				
<u>OTHER OBSERVATIONS:</u>				

Promptly forward a copy of this form to Geauga SWCD, PO Box 410, Burton, OH 44021 and Geauga County Engineer, 470 Center Street, Bldg. 5, Chardon, OH 44024 when completed. The original should be kept onsite.

Inspected by: _____

Signature: _____

Annual Site Inspection Form

Township and County Facility/Operations Pollution Prevention/Good Housekeeping Program
Geauga County SWMP

Owner of Site: (circle one below)

Name of Site: _____

Geauga County

Bainbridge Township

Chester Township

Russell Township

To be completed by March 1st of each year for the Annual Report submittal. Revisions to the PPGHP recommended by this inspection shall be completed within 90 days of the date of the inspection.

Location: _____

Date/Time of Inspection: _____

I. STORM WATER MONITORING PROGRAM COMPLIANCE

1. Have non-storm water inspections been performed and documented? Yes/No
If no, indicate reason: _____

2. Have storm water inspections been performed and commented? Yes/No
Give dates: _____
If no, indicate reason: _____

3. Have there been any corrective actions recommended as a result of site inspections? Yes/No
If yes, have the actions been included in updates to the SWPPP/SWMP? Yes/No
If corrective action updates have not been made, indicate reason: _____

II. REVIEW SITE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)

1. Are there any changes to the site operations/activities? Yes/No

2. Are there any changes to storm water BMPs? Yes/No

3. Are there any changes to potential pollutant sources or activities? Yes/No

4. Are there any changes to storm water program personnel? Yes/No

5. Has employee training been conducted and documented? Yes/No
If no, indicate reason: _____

III. SITE INSPECTION

1. Are preventive maintenance activities being implemented and documented? Yes/No
 (catch basins cleaned, parking areas cleaned, etc.?)
 If no, indicate reason: _____

2. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills, Yes/No
 place drip pans under leaking vehicles, clean oily parts before storing outside, etc.)?
 If no, indicate reason: _____

3. Are any special storm water BMPs being implemented Yes/No
 (sediment erosion, curbs, spill prevention, etc.)?
 If no, indicate reason: _____

4. Have spill prevention and response procedures been implemented, and is spill prevention Yes/No
 equipment operational and ready (secondary containment, personnel training, inspection
 of chemical storage areas, etc.)?
 If no, indicate reason: _____

5. Have sediment erosion controls been implemented? Yes/No
 If no, indicate reason: _____

6. Are there any additional storm water controls recommended as a result of the site inspection? Yes/No
 If yes, describe here: _____

IV. UPDATE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)

1. Have all updates been made to the PPGHP? Yes/No
 If no, indicate reason: _____

V. EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)

Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP (E)	New BMP	Status (FI, PI NI, NA)	Implementation Schedule
Keep vehicle maintenance areas clean				
Regular pavement sweeping				
Control spills				
Practice proper waste disposal				
Eliminate non-storm water discharges				
Properly store materials to minimize exposure				
Store wastes and recycling materials in proper place				
Cover road salt storage area				
Routinely clean catch basins				
Keep equipment and vehicles clean				
Use drip pans under parked, stored vehicles				
Implement construction BMPs as necessary				
Wash equipment and vehicles in designated areas				
Provide spill protection at the fuel islands				
Cover trash bins				

- E = Existing BMP
- FI = Fully Implemented
- PI = Partially Implemented
- NI = Not Implemented
- NA = Not Applicable

From the table above, answer the following questions:

1. Do the existing BMPs appear to be effective in reducing the potential for storm water pollution? Yes/No
 If no, indicate reason: _____

2. Are additional BMPs needed to address sources of pollutants at the site (i.e., more frequent inspections of certain areas of operations, changes in operations, etc.)? Yes/No
If yes, describe the BMPs needed to address sources of pollutants and a time schedule for implementation: ____

General Comments:

Name: _____

Signature: _____ Date: _____

Title: _____

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