

## **TOWN OWNED FACILITY INVENTORY AND RELEVANT PROCEDURES**

### **STORMWATER RUNOFF AT BUILDINGS AND FACILITIES**

The Department of Public Works maintains the grounds, while the Town's Public Buildings Department maintains the actual building infrastructure at the following town owned schools and buildings:

School Buildings	High School
	Middle School
	West Intermediate
	North Intermediate
	Shawsheen School
	Woburn Street
	Boutwell School
	Wildwood School
Town Buildings	Town Hall
	Senior Center
	Public Buildings
	DPW / Water
	Veterans Services
	Food Pantry
	Public Safety Building
	Town Museum
	Library

In general, building maintenance personnel are prohibited from discharging building maintenance wash water outside. Buildings equipped with internal maintenance sinks or "slop sinks" are to be used for the disposal of used wash waters. Vehicle washing is not permitted at any town buildings, with the exception of the Fire Department for essential equipment maintenance and the Department of Public Works in the indoor washing facility (see next section on Vehicles and Equipment).

### **DUMPSTERS AT SCHOOLS AND TOWN BUILDINGS**

Dumpsters are provided at all town buildings and are emptied on regular schedules, as dictated by the trash and recycling contract, on intervals of at least once per week. More heavily used buildings such as Wilmington High School and Wilmington Middle School are emptied more frequently. All dumpsters are sealed to discourage leachate entering the surround area and all dumpsters are equipped with a cover.

From the Trash and Recycling Collection and Transport Services Contract, dumpsters shall comply with the following sizes and pickup frequencies:

#### ***Municipal Buildings***

The Contractor is to supply all labor, containers (dumpsters) and service to provide rubbish, grit, wood and metals removal at various municipal facilities and school buildings, hereinafter set forth in a first-class workmanlike manner. All containers are to be emptied

not earlier than 6:30 AM, but prior to 7:30 AM at the High School and Middle School and prior to 8:00 AM at all elementary schools.

The Contractor will supply containers and pick up refuse and waste materials from Town-owned buildings on the following schedule and at the following locations:

<u>School Buildings</u>	<u>Address Container</u>	<u>Pick-up Schedule</u>
West Intermediate School	Carter Lane	1 – 10 yd. Mon & Thurs
High School	Church Street	2 – 10 yd. Mon thru Fri
North Intermediate School	Salem Street	1 – 10 yd. Mon & Thurs
Woburn Street School	Woburn Street	1 – 10 yd. Mon & Thurs
Shawsheen School	Shawsheen Ave	1 – 10 yd. Mon & Thurs
Wildwood Street School	Wildwood St.	1 – 10 yd. Mon & Thurs
Wilmington Middle School	Carter Lane	1 – 10 yd Mon thru Fri
Boutwell School	Carter Lane	1 – 6 yd Tues & Thurs

<u>Town Buildings</u>	<u>Address Container</u>	<u>Pick-up Schedule</u>
Town Hall	Glen Road	1 – 10 yd. Mon & Wed
DPW Operations Bldg	Andover Street	2 – 10 yd. Fri
DPW Operations Bldg (rolloff for metals)	Andover Street	1 – 30 yd. As Needed
Memorial Library	Middlesex Ave	1 – 3 yd. Wed
Public Safety Building	Adelaide Street	1 – 10 yd. Wed
Public Buildings Department	Church Street	1 – 6 yd. Wed
DPW, Cemetery Division	Middlesex Ave	1 – 10 yd. Thurs
Elderly Services	School Street	1 – 3 yd. Wed
DPW, Admin. Building	Andover Street	1 – 3 yd. Fri
DPW, Water Division	Butters Row	1 – 3 yd. Tues
DPW, Water Division	Sewell Road	1 – 3 yd. Fri
DPW, Sewer Division	Main Street	2 yd (sealed) Tues

## SPILL REPONSE PLAN

The Department of Public Works Operations Manager provides training on general spill response related to roadside spills and spills on town property. On February 12, 2020, the DPW Operations staff received training on spill response. The Department issued a Spill Response Plan to personnel as standard operating procedure, and this plan has been approved by Fire Chief William Cavanaugh.



TOWN OF WILMINGTON

# Roadside Spill Response Plan

Department of Public Works

135 Andover Street

Wilmington, MA 01887

## COMMUNICATE

Step 1 – Contact Fire Department.  
Call 911 or 978-658-3346

Step 2 – Determine if Spill is Reportable  
MassDEP categorizes most common potential spill materials as a reportable quantity of **10 gallons**. This includes gasoline, diesel, fuel oil, and hydraulic oil.

Step 3 – Contact Mass DEP Spill Response Line if Spill Is Reportable  
Call 1-888-304-1133

Step 4 – Contact DPW office to relay information so water treatment plant personnel can be notified and determine if spills will impact well areas.

## CONTROL

Step 4 – Attempt to stop the spill from getting any worse by sealing or plugging source of leak, shutting off pumps, etc.

## CONTAIN

Step 5 – Determine boundaries of spill

Step 6 – Investigate entry points to town drainage system (catch basins, swales, run off points) and berm up areas or use booms to prevent spill from migrating.

Step 7 – Use town's GIS mapping system with drain layer to locate entry points and outfall locations.

## CLEAN UP

Step 8 – Fire Department will have town command over most spills. Licensed clean up company will be notified usually by Fire Department but DPW should remain close by to offer assistance.

Step 9 – Ensure stock of sand, absorbents, emergency booms, and plastic tarps are on hand in the event they are needed for emergency response.

## FIRE PREVENTION PLAN AND EMERGENCY OPERATIONS PLAN

In addition, the Department of Public Works, as part of OSHA Requirements, has a Fire Prevention Plan and Emergency Operations Plan on file for the operations garage. The plan outlines the use, storage, and disposal of petroleum products and other garage related chemicals in section 3.0. Spill prevention protocols are also detailed in this plan, an excerpt is provided below:

### *3.0 PROCEDURES TO CONTROL ACCUMULATIONS OF FLAMMABLE AND COMBUSTIBLE WASTE MATERIALS, STORAGE, DISPOSAL, AND SPILLS*

*Care shall be taken to not over purchase or store more flammable material than necessary to run normal operations and safeguard against depletion of materials vital to daily operations. Waste materials shall either be disposed of by depletion, by disposing in accordance with the Safety Data Sheets of the particular product, or by contacting a licensed hazardous material contractor. Storage of smaller quantity materials under the supervision of the Garage Foreman for future annual Hazardous Waste Day collection is also acceptable, as long as the material is properly covered. Any leaking or potentially compromised container holding waste materials shall be contained in a secondary containment drum. Spare drums are available at the DPW yard for immediate use.*

*The primary storage of gasoline and diesel products is via sealed 10,000 gallon underground storage tanks (USTs), regulated by DEP UST regulations. Fuel dispensers at the DPW Garage are covered under canopy, which provides reasonable protection from inclement weather during fueling operations. Lubrication oil and other petroleum products may be stored in sealed containers in the garage and shall be placed on spill racks. Storage of materials in smaller quantities such as 5 gallon portable fuel tanks or smaller may be used if tanks are in good conditions and out of the way of collision or crush potential.*

*All mixing and loading of 2-cycle fuel mixtures will occur at the storage facility in amounts necessary to carry out that day's work, when reasonable. This practice minimizes waste and the need of excess handling. The quantity of fuel transported for use in work vehicles shall not exceed limits set forth in 527 CMR 8.00 Transportation of Flammable and Combustible Liquids.*

#### *Major Spills*

*Major spills involve reportable quantities of hazardous materials as defined by the Department of Environmental Protection (DEP) 310 CMR 40.0000. The following protocol will be followed for major spills and accidents:*

- 1. Administer proper first aid and call an ambulance and/or Massachusetts Poison Information Center in cases involving injury due to poisoning.*
- 2. Call the police and/or fire department in cases involving automobile accidents or fire.*
- 3. Avoid breathing fumes.*

4. *Put out all sources of fire. Do not light flares, cigarettes, etc. which can ignite materials.*
5. *If possible, control the spill by stopping the leak or source of spill.*
6. *Confine the spread of liquids with a dike composed of soil or other absorptive materials.*
7. *Call ChemTrec, Massachusetts Pesticide Bureau or chemical manufacturer for assistance (see phone listing below) if unable to handle the spill or the material is unfamiliar.*
8. *Notify the DEP if water bodies are contaminated, and for releases or threatened releases of reportable quantities of hazardous material.*
9. *Notify the District Hazardous Material Coordinator.*
10. *Clean up spill:*
  - a. *If the spill occurs in a public location, isolate the spill areas and deny unauthorized entry until cleanup is complete.*
  - b. *Absorb spilled liquids with sand, absorptive clay, spill control gel, vermiculite, pet litter, sawdust or other absorptive material. Wear proper protective clothing and equipment.*
  - c. *Sweep or shovel contaminated absorbent into a leak proof, sealable container for proper disposal.*
  - e. *Speedy-Dry or equivalent absorbent material.*
  - f. *Dispose of contaminated material as instructed by Incident Command (Fire Dept, DEP, or other)*

### *Minor Spills*

*Minor spills involve less than reportable quantities of hazardous materials (Usually less than 10 gallons), but are treated similar in terms of personal exposure.*

*Speedy-Dry or other absorbent material shall be readily available for immediate use to the affected area. When absorbed, material shall be thoroughly swept and disposed of in accordance with instruction on absorbent material label.*

*In the event of a spill, information on safety precautions and clean up procedures may be gathered from the following sources:*

- *Product label*
- *Product MSDS sheet*

- *Manufacturers / Agencies*

*Massachusetts DEP Incident Response Unit (888) 304-1133*

*ChemTrec (800) 424-9300*

*Massachusetts Poison Control Center (800) 682-9211*

*MA Department of Public Health, Bureau of Environmental Health's  
Environmental Toxicology Program (617) 339-8351*

*Wilmington Department of Public Works (978) 658-4481*

*Wilmington Public Safety (Police / Fire) (978) 658-5071*

## SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN (SPCC)

The Department of Public Works recently completed the upgrade of two 10,000 gallon existing underground storage tanks (USTs) to above ground tanks (AGTs), located at the DPW garage at 135 Andover Street. As part of this project, the DPW created a Spill Prevention Control and Countermeasure Plan to create standard operating procedures for fueling practices, tank deliveries, and regular leak detection and prevention at the site.

The DPW Operations staff was trained on the SPCC on February 12, 2020 and sign-in sheets are on file in the DPW training database, available upon request. The Table of Contents of the plan has been included below, along with relevant plan appendices, and the plan is posted on site at the DPW facility adjacent to the Veederroot Electronic Fuel Inventory System. A copy of the plan can be provided upon request.

The plan outlines the standard practices associated with transferring petroleum products from the point of delivery to the point of storage and use, along with standard practices for minor and major spill responses and associated monthly inspections of the two 10,000 gallon above ground fuel tanks, the waste oil transfer tank behind the DPW garage, bulk storage of new motor oil, and barrel storage of hydraulic oils used in equipment maintenance. Requirements of the SPCC are based on the regulations set forth in 40CRF112.

The SPCC also provides training protocol for new employees who use the fueling island at the DPW yard. A copy of the training sheet, which requires the signature of the new employee after he or she is trained is also provided below. All DPW operations staff received this training on February 12, 2020 and a copy of the sign in sheet can be provided upon request.

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*Requirements referenced to 40 CFR 112.*

## SPCC EXISTING CONTAINMENT AND SPILL CONTROL FEATURES

### 4.0 EXISTING CONTAINMENT AND SPILL CONTROL FEATURES

CAPACITY (gallons)	PRODUCT	EXISTING CONTAINMENT & SPILL CONTROL FEATURES
20,000	Gasoline & Diesel (10,000 gallons each)	<ol style="list-style-type: none"> <li>1. Double-walled AST tank on concrete pad, installed January 2020.</li> <li>2. Fuel delivery area contains concrete pad and impervious asphalt.</li> <li>3. Interstitial electronic leak detection</li> <li>4. Electronic transition sump leak detection (for piping)</li> <li>5. Electronic dispenser sump leak detection (for pumps)</li> <li>6. High Level Alarms</li> <li>7. Spill Kit</li> </ol>
500	Used Oil (outside garage)	<ol style="list-style-type: none"> <li>1. Double walled tank on concrete pad</li> <li>2. Visual sight gauge for volume of tank</li> <li>3. Visual sight gauge for interstitial space</li> <li>4. Spill Kit</li> </ol>
330	Motor Oil (inside maintenance garage)	<ol style="list-style-type: none"> <li>1. Tank is visually inspected daily</li> <li>2. Spill kit material on hand.</li> <li>3. Tank is secured from collision behind metal rack</li> <li>4. Indoor storage location on concrete floor.</li> </ol>
55-gallon Drums	Hydraulic Oils	<ol style="list-style-type: none"> <li>1. Drip Pans</li> <li>2. Indoor storage location on concrete floor</li> </ol>



## SPCC MONTHLY INSPECTION CHECKLIST

Appendix B: MONTHLY SPCC INSPECTION CHECKLIST – INSP. BY:				DATE:
S= satisfactory, U=unsatisfactory				
Tank Contents, Size & Location	10,000 Gallon Gas/Diesel	500 Gallon Used Oil	330-Gallon Motor Oil Tank	55-Gallon Drums
ITEM	SYMBOL	SYMBOL	SYMBOL	SYMBOL
<b>I. Exterior Visual Check for Deterioration</b>				
Condition of tank exterior	S U	S U	S U	S U
Condition of aboveground piping	S U	S U	S U	S U
Condition of foundations and supports	S U	S U	S U	S U
Condition of containment structures	S U	S U	S U	S U
<b>II. Ancillary Equipment Inspection (IF N/A – leave blank)</b>				
Overfill prevention device functioning properly (if installed)	Y N	Y N	Y N	Y N
Valves functioning properly	Y N	Y N	Y N	Y N
Vents clear of restrictions	Y N	Y N	Y N	Y N
Gauge or monitoring device functioning properly (if installed)	Y N	Y N	Y N	Y N
<b>III. Spill and Safety Precautions</b>				
Spill kit present and seal intact (or contents full)	Y N	Y N	Y N	Y N
Fire extinguishers in place	Y N	Y N	Y N	Y N
Tank system secured to prevent vandalism and unauthorized use	Y N	Y N	Y N	Y N
<b>IV. Leak Detection System (IF N/A – leave blank)</b>				
Leak detection system monitored	Y N	Y N	Y N	Y N
Regulated Substance in containment area	Y N	Y N	Y N	Y N
Evidence of release from tank	Y N	Y N	Y N	Y N
Evidence of release from ancillary equipment including piping	Y N	Y N	Y N	Y N
Discharge of water required from secondary containment area. If yes, indicate estimated volume in comments.	Y N	Y N	Y N	Y N
Evidence of release from ancillary equipment including piping	Y N	Y N	Y N	Y N
<b>Notes</b>				

## *SPCC Emergency Contacts*

### **Spill Reporting Hotlines**

<b>Agency</b>	<b>Telephone #</b>
Massachusetts Environmental Protection Spill Response	1-888-304-1133
National Response Center USEPA	1-800-424-8802

### **Local Emergency Agencies**

<b>Agency</b>	<b>Telephone #</b>
Wilmington Fire Department	911 / 978-658-3346
Wilmington Police Department	911 / 978-658-5071

### **Tank System Assistance Contractor**

<b>Company/Location</b>	<b>Telephone #</b>
Petroleum Management Services, Reading, MA Attn: Bob Wass or Robert Douglas	781-718-4911 774-406-1673 781-718-5498
Dependable Services, Plymouth, MA Frank Turner, Original Install Contractor	617-794-9030

### **Owner Operator (Town of Wilmington, MA)**

<b>Name/Title</b>	<b>Telephone #</b>
Jamie M. Magaldi	978-375-9758

*Wilmington DPW SPCC Spill Notification Form*

**Part A: Basic Spill Data**

<b>Type of Spilled Substance:</b>	<b>Notification Person:</b>
<b>Quantity Released:</b>	<b>Spill Date and Time:</b>
<b>Location of Spill:</b>	<b>Discovery Date and Time:</b>
	<b>SPILL DURATION:</b>
<b>Facility Name &amp; Location:</b> Wilmington DPW 135 Andover Street Wilmington, MA 01887	<b>Release to:</b> <input type="checkbox"/> air <input type="checkbox"/> surface water <input type="checkbox"/> groundwater <input type="checkbox"/> well <input type="checkbox"/> soil <input type="checkbox"/> stormwater collection system <input type="checkbox"/> sanitary sewer <input type="checkbox"/> containment <input type="checkbox"/> other _____
<b>Owner / Company Name:</b> Town of Wilmington 121 Glen Road Wilmington, MA 01887	<b>Telephone:</b> Facility: _____ 24 hr.: _____

**Nature of spill and any environmental or health effects:**

☐ Injuries    ☐ Fatalities

**Part B: Notification Checklist**

<b>Spill Type</b>	<b>Notification Date and Time</b>	<b>Name of Person that Received Call</b>
<b>Spill is any amount of petroleum product impacting soils or surface water bodies:</b>		
Massachusetts Environmental Protection 1-888-304-1133		
National Response Center 1-800-424-8802		

This form shall be filed by facility name and maintained as long as Wilmington Department of Public Works owns and/or operates the facility.

*SPCC Appendix E: Wilmington Department of Public Works Vehicle and  
Equipment Fueling Practices*

Town of Wilmington Employees authorized to dispense fuel shall comply with the following procedures to assist in the safe transfer of petroleum product into equipment or vehicles:

1. Verify container or vehicle is compatible to the fuel to be dispensed.
2. Vehicle or container to be positioned as close as possible to fuel pump.
3. Remove all ignition sources. Turn engine off while fueling! No Smoking.
4. Fuel dispenser nozzle is to be placed as far as possible inside the vehicle or container fill port.
5. Inspect all nozzles, connections, and hoses for leakage or damage.
6. Attend dispenser at all times during product transfer.
7. Remove nozzle, hold upright, inspect for leaks, and return to dispenser.
8. In the event of an overflow, contain/remove spill immediately and notify the Operations Manager or senior DPW staff.
9. Report broken hoses or disconnected nozzles to the DPW Staff or Wilmington Public Safety when the DPW is closed so that the proper personnel can be notified.
10. Report spills to the Wilmington Fire Department: 911 or 978- 658-3346.

**Received by**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

*SPCC APPENDIX F: WILMINGTON DEPARTMENT OF PUBLIC WORKS*  
*Required Practices for all Oil Deliveries and*  
*Used Oil Removals*

The Operations Manager or his designee will supervise deliveries from all oil suppliers and used oil removal contractors. Delivery actions and observations include:

1. Verify delivery truck contains type and quantity of oil ordered.
2. Transfer of product should take place during daylight hours in non-rain events if practical. Unlock fill port during on-hour deliveries.
3. Determine level and volume of fuel in tank to ensure tank can accept volume ordered.
4. Tank truck to be accompanied by trained operator and Wilmington DPW employee prior to unloading. Personnel shall verify correct fill port on tank is accessed and verify that spill response materials (absorbent pads, booms and absorbent material) are in adequate supply.
5. Fuel transfer containment device (where applicable) must be deployed and inspected to ensure it is in proper working condition.
6. Nearby ignition sources within 50 feet of transfer area must be eliminated. No smoking is allowed in the vicinity of the tank or bulk delivery vehicle during the bulk transfer process
7. Tank truck brakes shall be set and the driver shall remain with the vehicle during the entire unloading period.
8. Inspect hose connections for drips/leakage. Spill pads should be used to capture product.
9. Ensure that the tank vent line is open and unobstructed.

10. Prior to filling (and again prior to departure of tank truck), the lowermost drain and all outlets of the tank truck shall be examined for leakage and, if necessary, tightened, adjusted, or replaced to prevent leakage during fuel transfer or while the vehicle is in transit.
11. Place collection bucket below tank truck unloading valve to ensure that any incipient leaks are captured.
12. When transfer is complete, examine hoses before disconnecting. The designated employee observing fuel transfer shall visually inspect the fuel transfer area for any releases and document the inspection. If **any** spill occurs during the fuel transfer process, the process shall immediately cease and spill reporting procedures shall be followed.
13. Gravity drain all hoses into the tank.
14. Inspect and clean (where applicable) containment system.