

# Facilities Inventory and Operations & Maintenance Plan

Longmeadow Department of Public Works  
170 Dwight Road, Longmeadow, MA 01106

Updated: February 2021



Prepared by  
**Longmeadow Department of Public Works  
Engineering Division**



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## 1.0 INTRODUCTION

This *Facilities Inventory and Operations & Maintenance Plan* has been prepared to address requirements of the United States Environmental Protection Agency's (USEPA's) 2016 National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) Permit with regard to the following:

- inventory of permittee owned facilities for parks, open space, buildings and facilities, and vehicles and equipment (part 2.3.7.a.ii); and
- operations and maintenance (O&M) procedures for municipal maintenance activities related to reducing pollutant runoff (part 2.3.7.a.i).

On June 4, 2019 Longmeadow was granted authorization by EPA and the Massachusetts Department of Environmental Protection (MassDEP) to discharge stormwater from its MS4 in accordance with the applicable terms and conditions of the MS4 General Permit.<sup>1</sup>

This Plan is part of the overall Stormwater Management Program (SWMP) developed by the Town of Longmeadow Department of Public Works (DPW) and it should be reviewed in that context. This plan, as well as the SWMP, will be updated and/or modified during the permit term as the Town's activities are modified or changed. A version of the most recent SWMP is available on-line at <https://www.longmeadow.org/1172/Municipal-Separate-Storm-Sewer-System-MS>.

For the inventory of Town-owned facilities, Longmeadow performed an evaluation of municipal facilities, infrastructure, vehicles and equipment. The goal of the inventory is to assess the impact of stormwater runoff from municipal facilities, and where necessary, develop Best Management Practices (BMPs) to protect stormwater quality.

This Plan addresses Minimum Control Measure 6, *Good Housekeeping and Pollution Prevention for Permittee Owned Operations* of the MS4 General Permit, by describing the activities and procedures the Town of Longmeadow will implement to reduce the discharge of pollutants to the best extent practicable. The Plan outlines inspection and maintenance procedures for catch basins, municipally-owned streets and parking lots, and structural stormwater BMPs.

The DPW is responsible for inspection and maintenance of the stormwater infrastructure in the Town of Longmeadow. The MS4 mapping can be viewed on the Town website at <https://www.longmeadow.org/1172/Municipal-Separate-Storm-Sewer-System-MS>.

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<sup>1</sup> NPDES Permit ID# MA041013, Longmeadow, Authorization to Discharge Stormwater  
<https://www3.epa.gov/region1/npdes/stormwater/ma/tms4noi/longmeadow-auth.pdf>



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## 2.0 INVENTORY OF MUNICIPAL FACILITIES

### 2.1 Facilities and Vehicles

Longmeadow owns multiple properties of various acreage and for various uses within the Town. In addition to approximately 100 miles of Town-owned roads, municipal properties include: operational buildings (e.g., Town Hall), schools, parks, protected open space, landfills as well as some undeveloped land.

The MS4 General Permit identifies 3 broad categories of permittee owned facilities that need to be inventoried:

- Parks and open space;
- Buildings and facilities where pollutants are exposed to stormwater runoff; and
- Vehicles and equipment.

Included as **Appendix A** is an inventory of Longmeadow-owned facilities (buildings, facilities, parks and open space). There are other municipally-owned parcels dispersed throughout the Town limits; however, these parcels are generally not actively maintained and landscaped. Town-owned buildings, facilities, parks and open space can be best viewed using Longmeadow's interactive Geographic Information System (GIS) at <https://hosting.tighebond.com/LongmeadowMA/>.

Municipally owned facilities and properties have widely varying potential of contributing pollutant runoff and affecting surface water quality. This potential is based on land use, operations, and characteristics of the MS4 system. **Section 3.0** outlines the Standard Operating Procedures (SOPs) developed to address issues associated with stormwater quality at these facilities as well as related maintenance responsibilities undertaken by the Town.

The MS4 General Permit requires: "The permittee shall develop and fully implement a SWPPP [stormwater pollution prevention plan] for each of the following permittee-owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater as determined by the permittee. . . ." A site-specific SWPPP has been developed for the Longmeadow DPW facility (170 Dwight Rd.). The facility also has a Spill Pollution, Control, and Countermeasure (SPCC) Plan that was prepared in accordance with 40 CFR Part 112.

In addition to the DPW facility, the Recycling and Yard Waste Center (MassDEP Facility ID #40512) requires a SWPPP as a transfer station. DPW has made the determination that other municipally owned facilities do not handle wastes in a manner that exposes pollutants to stormwater. SOP #20 was developed to provide general guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater



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pollutants to reduce the discharge of pollutants to the MS4 at Town-owned building and facilities.

In 2020 and 2021, Longmeadow updated its *Open Space and Recreation Plan* (OSRP). The OSRP provides extensive detail on the inventory of “lands of conservation and recreation interest,” many of which are owned by the Town. 341 acres of land are permanently protected conservation land managed by the Town of Longmeadow Conservation Commission. Additionally, 106 acres of permanently protected land (formerly within the Fannie Stebbins Memorial Wildlife Refuge) are owned and managed by the US Department of the Interior Fish and Wildlife Service as part of the Silvio O. Conte National Fish and Wildlife Refuge. The OSRP (final version) is available on the Town's website and the Parks and Recreation page.

**Appendix B** is an inventory of Town-owned vehicles and equipment. Vehicles and equipment are parked/ stored at various locations throughout Town and in some cases at homes of Town officials. DPW is generally responsible for the maintenance of Town-owned vehicles and equipment. Beginning in 2021, fueling of Town-owned vehicles and equipment is conducted at the DPW facility at 170 Dwight Road where two 10,000 gallon aboveground storage tanks (ASTs) are maintained. Accounts are maintained with local gasoline stations for fueling of vehicles in the event that the DPW fueling is not operational.

## 2.2 Stormwater Infrastructure

Stormwater infrastructure includes components of the MS4 (e.g., catch basins, drainage manholes, stormwater outfalls, drainage pipes, open channel conveyances, etc.), interconnections with other MS4s (e.g., abutting communities or MassDOT), culverts, dams, and town-owned or operated structural Best Management Practices (BMPs) such as detention basins, retention basins, swales, etc.

Stormwater infrastructure serves several important functions which can be broadly organized into two groups: drainage and water quality. The original goal of stormwater infrastructure was to remove water from roadways and other impervious surfaces to prevent icing and flooding. The systems were originally designed to collect runoff and quickly discharge it to the nearest water course. Under regulation of the Clean Water Act (CWA), the role of stormwater as a transport mechanism for non-point source pollution is better understood, the scope of stormwater infrastructure design has expanded to include water quality as well as quantity. The following table presents a summary of the known infrastructure assets in Longmeadow.



**Table 1 – Stormwater Infrastructure Summary**

Type of Infrastructure	Number	Notes
Catch basins	3773	
Outfalls	155	
Drainage manholes	828	
Interconnections with other MS4s	9 1	City of Springfield, MA (8) Enfield, CT (1)
Structural BMPs		
Infiltration (or Detention) Basins	2	Longmeadow DPW* and High School
Bioretention Basins	1	Longmeadow High School
Underground Recharge Systems	1	Longmeadow H.S. (2) Greenwood Adult Center**
Other		
Roads	95 miles	
Sidewalks	75 miles	

\* Longmeadow DPW (170 Dwight Rd. has its own SPWWW that describes the stormwater treatment infrastructure (basin, grit chambers, separators, etc.)

\*\* Greenwood Adult Center constructed with StormTech SC-740™ Chamber system

Additionally, Longmeadow will, where practicable, upgrade the municipal system with deep sump catch basins consistent with the specifications of the Massachusetts Stormwater Standards. These BMPs increase the removal of total suspended solids (TSS).

Longmeadow will continue, to the extent feasible, perform engineering evaluations of the Town's stormwater infrastructure and conduct "condition ratings" of the components. A *Stormwater Rapid Condition Assessment* was completed in 2019 that included a field assessment of approximately 100 stormwater system structures and connected pipes. Recommendations from that report (Tighe & Bond) included the following:

- Replace broken pipe segments
- Periodically check cracked pipes and those with offset joints for further degradation
- Replace or install new manhole steps (rungs) that are missing or in poor condition
- Replace stormwater grates, covers and frames in poor condition
- Rehabilitate poor structures
- Regularly clean catch basin sumps
- Root cut and/or flush pipelines



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## 3.0 STANDARD OPERATING PROCEDURES

### 3.1 General

Longmeadow DPW has developed SOPs to address activities at municipal facilities (buildings, parks, and open space) that have the potential to affect stormwater quality. Similarly, SOPs have been developed that relate to Town-owned vehicles. And finally, certain SOPs were developed for the operation and maintenance of the MS4 including catch basins.

**Appendix C** includes the following SOPs relative to Longmeadow's MS4:

SOP #3	Catch Basin Inspection and Cleaning
SOP #4	Spill Response and Clean-up
SOP #7	Fuel and Oil Handling
SOP #9	Structural Stormwater BMPs Inspections and Maintenance
SOP 11	Oil/Water Separator Maintenance
SOP #12	Use, Storage, and Disposal of Pesticides, Herbicides, and Fertilizer
SOP #14	Washing of Municipal Vehicles and Equipment
SOP #16	Sweeping Streets and Parking Lots
SOP #18	Winter Road Maintenance
SOP #19	Lawns, Grounds and Landscaping
SOP #20	O&M of Municipal Buildings and Facilities

Additional information regarding the SOPs is provided in the following sections. Also, more SOPs may be developed and/or included as part of this *Facilities Inventory and Operations & Maintenance Plan* as reviews and updates are conducted.

### 3.2 Municipal Facilities, Parks and Vehicles

Within the Longmeadow DPW, the Facilities Division is generally responsible for maintenance at Town-owned buildings, and the Assistant Superintendent oversees Highway, Grounds (including parks) and (vehicle) Maintenance.

As a general rule, dumpsters and trash receptacles at Town facilities are kept covered/closed and areas are maintained in a manner to minimize exposure to the MS4 system from contaminants (e.g., sediment, trash, oil and grease). Longmeadow contracts trash disposal with Waste Management who is a licensed waste hauler utilizing permitted receiving facilities.



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DPW personnel, as well as other Town employees, conduct regular and informal inspections of municipal facilities, parks and vehicles separate from established SOPs. These inspections are performed as part of regular workday duties and include making sure chemicals, oils and wastes are managed and stored properly.

### **3.3 Maintaining Stormwater Infrastructure**

The DPW performs routine inspections, cleaning, and maintenance of the Town-owned catch basins. Longmeadow will implement the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4

- Routine inspection and cleaning of catch basins. Catch basins should be cleaned such that they are no more than 50 percent full. Regular inspection of catch basins is done to evaluate sediment or debris accumulation and establish inspection and maintenance frequencies to meet the “50 percent” goal.
- If a catch basin sump is more than 50 percent full during two consecutive routine inspections or cleaning events, the finding will be documented, the contributing drainage area will be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources will be addressed. If no contributing sources are found, the inspection and cleaning frequency will be increased.
- Catch basins located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) will be inspected and cleaned more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings. Priority will also be given to catch basins that discharge to impaired waters.
- The following information will be recorded:
  - Action taken in response to excessive sediment or debris loadings;
  - Total number of catch basins;
  - Number of catch basins inspected;
  - Number of catch basins cleaned; and
  - Total volume or mass of material removed from catch basins.

Catch basin cleanings (i.e., solid materials such as leaves, sand and twigs removed from stormwater collection systems during cleaning operations) and street sweepings will be managed in compliance with applicable MassDEP policies.

For structural stormwater BMPs at specific facilities (e.g., underground recharge system), the manufacturer’s O&M guidance will be followed as practicable.



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### 3.4 Streets and Parking Lots

The Longmeadow DPW facility maintains 95 miles of road as well as all the municipal parking lots. Streets and municipally-owned parking lots are swept annually and as needed. The Town of Longmeadow will implement the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4:

- With the exception of rural uncurbed roads with no catch basins or high speed limited access highways, street will be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as sanding).
- More frequent sweeping will be considered for targeted areas based on pollutant load reduction potential, inspections, catch basin cleaning results, land use, impaired waters, or other factors.
- More frequent sweeping is required for municipally-owned streets and parking lots in areas that discharge to certain nutrient-impaired waters. Sweeping must be performed in these areas a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (Sept 1 – Dec 1; following leaf fall).
- For rural uncurbed roadways with no catch basins and limited access highways, the Town of Longmeadow will either meet the minimum frequencies above, or develop and implement an inspection, documentation, and targeted sweeping plan outlining reduced frequencies.

### 3.5 Winter Road Maintenance

The Town of Longmeadow will implement the following winter maintenance steps to reduce the discharge of pollutants from the MS4:

- Minimize the use and optimize the application of sodium chloride and other salts (while maintaining public safety) and consider opportunities for use of alternative materials.
- Optimize sand and/or chemical application rates through the use, where practicable, of automated application equipment (e.g., zero velocity spreaders), anti-icing and pre-wetting techniques, implementation of pavement management systems, and alternate chemicals. Maintain records of the application of sand, anti-icing and/or de-icing chemicals to meet established goals.
- Prevent exposure of deicing product (salt, sand, or alternative products) storage piles to precipitation by enclosing or covering the storage piles. Implement good housekeeping, diversions, containment or other measures to minimize exposure resulting from adding to or removing materials from the pile. Store piles in such a manner so as not to impact water resource areas.



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- The MS4 Permit prohibits snow disposal into waters of the United States. Snow disposal activities, including selection of appropriate snow disposal sites, will consider applicable MassDEP guidance, including *Snow Disposal Guidance* (revision on Dec. 11, 2020).



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## 4.0 O&M IMPLEMENTATION

### 4.1 Ongoing Activities

With regard to the facilities inventory and O&M activities outlined in this Plan, the following general implementation activities are performed on an ongoing basis:

- Longmeadow DPW will review the inventory of parks and open space, buildings and facilities, vehicles and equipment, drainage infrastructure, and update as needed. This will be done on an annual basis in accordance with the MS4 General Permit.
- Inspections will be in accordance with the SOPs and other MS4 compliance plans (e.g., SWPPP). The goal of the program is that Town-owned stormwater treatment structures (excluding catch basins) will be inspected annually.
- As described in the SWMP, the Town will submit annual reports each year of the MS4 General Permit term consistent with regulatory deadlines. The reporting period will be a one-year period commencing on the permit effective date.

### 4.2 Employee Training

Employees involved in activities described in this Plan should be trained regular on the O&M Plan contents, including spill or leak response procedures.

For the site-specific SWPPPs at the DPW Facility and the Recycling and Yard Waste Center, certain employees (who work in areas where materials or activities are exposed to stormwater) should be trained annually. Refer to those SWPPPs for specific training information.

### 4.3 Recordkeeping

Records of good housekeeping and pollution prevention operations will be kept to document efforts reduce pollutants in stormwater runoff and protect water quality. The MS4 General Permit requires written records be kept for inspection, maintenance, and training for a period of at least five years.

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## Appendix A

### Inventory of Longmeadow-owned Buildings, Facilities, Parks and Open Space

Facilities Inventory and Operations & Maintenance Plan

Appendix A

Inventory of Longmeadow-owned Buildings, Facilities, Parks and Open Space



Facility Name	Facility Location (address or coordinates)	Type of Facility	Type of Operations	Associated Pollutant(s) (e.g. salt, sediment, phosphorus, chloride, trash metals, etc.)	BMP implemented	Notes
<b>Buildings and Facilities</b>						
Department of Public Works (old) (includes former "Burn Dump")	31 Pondsides Road	Approx. 2,700 SF building on 3 acre site. Built in stages.	Vehicle storage and maintenance yards. Significant material use/storage/disposal	sediment, road salt	Material storage control, drainage swale, riparian buffer restoration	Facility to be decommissioned. Former "Burn Dump" underlies portion of the site.
Department of Public Works (new)	170 Dwight Road	10.74 acre parcel with 45,600 sf building for offices, employee facilities, workshops, vehicle maintenance, wash bay, and vehicle storage	Vehicle fueling/washing/maintenance	salt, sediment, gasoline, diesel	Grit chamber, detention pond, sediment forebays	Has site-specific SWPPP
Recycling and Yard Waste Center (MassDEP Facility ID #40512)	Pondsides Road	Handling/Transfer Station. Drop off recyclable material that cannot be collected at curbside	permitted operation for receiving solid waste and consolidating it for shipment off site	yard wastes (fertilizers, grass clippings, etc.)		Requires site-specific SWPPP
Town Hall	20 Williams Street	Approx. 9,600 SF building on 0.94 acre site. Historic structure built 1900 ± with alterations in 1997.	Town manager, Treasurer, Assessor, Building Department,	sediment	None.	Pollutants are not exposed to stormwater
Police Station	34 Williams Street	Approx. 17,840 SF building on 0.57 acre site. Constructed early 1900s; brick exterior	Municipal policing operations	sediment	None.	Pollutants are not exposed to stormwater
Fire Station	44 Williams Street	13,632 SF building on 1.2 acre site. Built 2002. One story brick building with offices, sleeping areas, kitchen/dining area, lockers, and a large apparatus room.	Municipal fire fighting operations	sediment	None.	Pollutants are not exposed to stormwater
Storrs Library	693 Longmeadow Street	Two story brick structure. Approx. 20,000SF on 11.34 acre site. Built in 1932 and 1990.	Public library	sediment	None.	Pollutants are not exposed to stormwater.
Community House	735 Longmeadow Street	Brick structure located within the Historic District, having approx. 24,400 SF of space on three levels. 0.94 acre site	Municipal offices, some public meetings as well as private meetings and events.	sediment	None.	Pollutants are not exposed to stormwater
Old Town Hall	417 Longmeadow Street	1,350 SF on 0.13 acre site. Historic structure built 1900 ±	General multi-purpose use for the Town.	sediment	None.	
Greenwood Senior Center (new)	231 Maple Road	Adult and community center	Multi-purpose facility	sediment, trash	Stormtech infiltration system	Construction to be completed in 2021. Pollutants are not exposed to stormwater
Greenwood Center (old)	231 Maple Road	34,340 SF building on 4.08 acre site. Built 1965. Single story structure; former elementary school	Afterschool care and summer camp	sediment, trash		Pollutants are not exposed to stormwater
Bernie Road Landfill	Bernie Road (Tina Lane)	Former "MSW landfill" that ceased operations in 1979.	None at present with the exception of mowing and monitoring.	grass clippings	Perimeter toe drain and a roadside swale (as part of landfill closure)	Landfill closed/capped in 2020 in accordance with 310 CMR 19.000. Pollutants are not exposed to stormwater.
Tina Lane Landfill "Wood Waste LF"	Tina Lane (between Pondsides and rail line)	Landfill	Accepting of leaf waste and related	N/A	None.	Pollutants are not exposed to stormwater.
Water Storage Tank	Off Academy Hill Rd. 42°02'44.3"N 72°32'39.2"W	1M gallon elevate water storage tank	Part of municipal water storage and distribution system	N/A	None.	Pollutants are not exposed to stormwater.
Sewer Plant	299 Emerson Road	Sewer collection	Municipal wastewater operations	Sediment, nutrients and trash	SOP for sewer operations	At the Station, SOP includes covering the decanting pit with tarp to prevent collecting of rain water
Pump Station	136 Forest Glen Road at Magawiska Road	Municipal pump station	Supplies the Town with water	sediment	Material storage control	Pollutants are not exposed to stormwater
<b>Schools</b>						
Blueberry Hill Elementary School	275 Blueberry Hill Road	71,482 SF building on 10 acre site. Built 1957, 2002 alterations/addition. Site provides on site parking and play areas	Public School	Nominal sediment and trash	dry well, landscaped restoration, soil amendment/restoration	Pollutants are not exposed to stormwater.
Longmeadow High School	95 Grassy Gutter Road	Approx. 237,000 SF building completed construction and renovation completed in 2014. Overall parcel includes parking and athletic fields.	Public School	Sediment and trash	Bioretention Basins Infiltration (Detention) Basin Underground Recharge Systems	Pollutants are not exposed to stormwater.

Facilities Inventory and Operations & Maintenance Plan

Appendix A

Inventory of Longmeadow-owned Buildings, Facilities, Parks and Open Space



Facility Name	Facility Location (address or coordinates)	Type of Facility	Type of Operations	Associated Pollutant(s) (e.g. salt, sediment, phosphorus, chloride, trash metals, etc.)	BMP implemented	Notes
Wolf Swamp Elementary School	62 Wolf Swamp Road	74,370 SF building on 9.28 acre site. Built 1956 with 1960 and 2002 alterations. Site provides on site parking and play areas.	Public School	Sediment and trash	Retentive grading, Soil amendment/restoration	Pollutants are not exposed to stormwater.
Williams Middle School	410 Williams Street	74,000 SF building on 16.6 acre site. Built 1959. Site provides on site parking and athletic fields.	Public School	Sediment and trash	None.	Pollutants are not exposed to stormwater.
Glenbrook Middle School	110 Cambridge Circle	95,000 SF building on 21.3 acre site. Built 1967. Site provides on site parking and athletic fields.	Public School	Sediment and trash	None.	Pollutants are not exposed to stormwater.
Center Elementary School	837 Longmeadow Street	83,400 SF building on 3.6 acre site. Built 1921 and 1928 with 1995 alterations. Brick structure with slate roofs.	Public School	Sediment and trash	Retentive grading, landscape restoration, soil amendment/restoration, dry well	Pollutants are not exposed to stormwater.
<b>Parks and Open Space</b>						
Wolf Swamp Field	703 Wolf Swamp Road	Approx. 18 acre park	Graded playing fields for sports	Trash & Pet Waste	None.	Major renovation of these playing fields begun in Fall of 2020.
Russel Field	Intersection of Bliss Road and Blueberry Hill Road	Athletic fields	recreation and athletic fields	Trash & Pet Waste	None.	
Bliss Park and Pool House	Intersection of Bliss Road and Laurel Street	Approx. 45 acre park (14 acres developed and remainder is wooded) with a 360 SF pool house	Wilson Boundless Playground, Bliss pool, clay tennis courts, athletic/recreation fields, Wooded paths	Trash, pet waste & potential pool discharge	Rain Garden	pool discharge system tied into town sewer system
Laurel Park	Abutting the south of #335 Longmeadow Street	38 acres of wooded undeveloped land	Trails, picnic sites, and a 2-acre streambed pond.	Trash & Pet Waste	None.	
Turner Park	On Williams Street across from Williamsburg Drive	84 acres of mostly wooded terrain	Include 3 ball fields on northerly side bordering Williams Street	Trash & Pet Waste	None.	
Storrs Park (aka, DiPippo Park)	William Court 42°02'44.3"N 72°32'39.2"W	Developed park land	Two playing fields and a concession stand	Trash & Pet Waste	None.	
Greenwood Park and Pool House	231 Maple Road	Park adjacent to new Greenwood Senior Center. 9.3 acre site with 1,920 SF pool house	Includes a pool, splash pad, playground equipment, and area for group outings	Trash, pet waste	None.	2018 pool discharge pipe was sleeved to eliminate leaks and directed to filtration system before going to outfall.
Longmeadow Green	Around the intersection of Rte. 5 and Williams Street	Public open space	fairs, recreation activities, community gatherings, War Memorial	Trash & Pet Waste	None.	
Fannie Stebbins Memorial Wildlife Refuge	202 Bark Haul Road	Conservation land for passive recreation and wildlife	Wetlands, Wooded Paths, Conservation Lands	Trash & Pet Waste	None.	
South Park	South Park Place @ Llewellyn Place	Public open space	recreation space, neighborhood gathering	Trash & Pet Waste	None.	
Community Gardens	1587R Longmeadow Street	Conservation Commission provides garden plots to residents on Conservation Land known as the Pomeroy/Tabor Plot. Storage shed on site	Agricultural use	Nutrients	None.	Gardeners are expected to pick up and dispose their trash and clear plots at the end of the growing season.
Various Conservation Lands	Across Town	Approx. 625 acres of protected conservation land	Floodplain, wildlife habitat, and some agricultural use	Nominal sediment and trash	None.	

1. Town-owned buildings, facilities, parks and open space can be best viewed using Longmeadow's interactive Geographic Information System (GIS) at <https://hosting.tighebond.com/LongmeadowMA/>.



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## Appendix B

### Inventory of Town-owned Vehicles and Equipment

# Inventory of Town-owned Vehicles and Equipment

## Town of Longmeadow Facilities Inventory and O+M Plan

Department	Vehicle Description	Custom Vehicle/Asset ID	Make	Model	License Plate Number
AMBULANCE	MEDIC-2	MEDIC-2			MF9312
AMBULANCE	Ambulance	Medic 3			MF9315
AMBULANCE	Ambulance	Medic 1			
BUILD INSP					M12-59A
COA			Ford	14 Pass Bus	M86975
ENGINEERING	HE-3	HE-3	Ford	F-150	M86964
ENGINEERING	HE-4	HE-4	Ford	Escape	M89920
ENGINEERING	HE-6	HE-6	Ford	Explorer	M2808A
FIRE	SQUAD-4	SQUAD-4			MF4142
FIRE	ENGINE-2	ENGINE-2			MF1992
FIRE	ENGINE 1	ENGINE 1			MF8389
FIRE	CAR-1	CAR-1	Ford	Expedition	MF4044
FIRE	CAR-3	CAR-3			MF2987
FIRE	LADDER 1	LADDER 1			MF44C
FIRE		Fire Car 2	Ford	F-150	
FORESTRY	H-14	H-14	Ford		M74275
FORESTRY		H-17	International		
FORESTRY	G-50	G-50		Chipper	M76566
FORESTRY	H-24	H-24	Ford	F-350	
Forestry	H-24 TANK	H-24 TANK			
GROUNDS	G-14	G-14	Ford	F-450	M89029
GROUNDS			Toro	Groomer	
GROUNDS	G-13	G-13	Ford	F-250	M86963
GROUNDS	H-18	H-18	International		M69075
GROUNDS	G-15	G-15	Ford	F-450	M92078
GROUNDS	G-7	G-7	Hustler	60" Mower	
GROUNDS	G-11	G-11	Toro	Mower	M73932
GROUNDS		G-10	Kubota	Tractor	M73927
GROUNDS	G-21	G-21	Toro	580D	M72928
GROUNDS		ROLLER	Compac		
GROUNDS	G-52	G-52	OBD	Leaf Vacuum	M52468
GROUNDS	G-22	G-22	Toro	Mower	M84967
GROUNDS	G-16	G-16	Ram	3500	M6550A
GROUNDS		G-16 Fuel Tank			
GROUNDS			John Deere		750
HGY REPAIR	HR-5 TANK	HR-5 TANK			
HGY REPAIR	HR-15	HR-15	Ford	E-350	M86920
HGY REPAIR	HR-1	HR-1	Hummer	Pickup	
HGY REPAIR	H-33	H-33	Ford		M89033
HIGHWAY	H-29	H-29	Ford		M90320
HIGHWAY	H-34	H-34	Ford		M89030
HIGHWAY	H-1	H-1	Ford	Explorer	M93271
HIGHWAY	H-30	H-30	Ford		M86077
HIGHWAY	H-25	H-25	Volvo		M67831
HIGHWAY	H-31	H-31			M89971
HIGHWAY	H-22	H-22			M80100
HIGHWAY	H-23	H-23			M89972
HIGHWAY	H-32	H-32			M90913
HIGHWAY	H-39	H-39			M92079
HIGHWAY	H-4	H-4			M56241
HIGHWAY	H-13	H-13			M81827
HIGHWAY	H-44	H-44			M56254
HIGHWAY	H-27	H-27			M81840
HIGHWAY	H-42	H-42	CHEVY	2500	M95808
HIGHWAY	H-42 TANK	H-42 TANK			

# Inventory of Town-owned Vehicles and Equipment

## Town of Longmeadow Facilities Inventory and O+M Plan

Department	Vehicle Description	Custom Vehicle/Asset ID	Make	Model	License Plate Number
HIGHWAY	H-47	H-47	Ford	F-350	M96054
HIGHWAY	H-51	H-51	Dodge	5500	M99-648
HIGHWAY	H-52	H-52	Ford	F-150	M1106A
HIGHWAY	H-53	H 53	Ford	F-350	M1871A
HIGHWAY		H-53 TANK			
HIGHWAY	H-46	H-46	Case		580 M99640
HIGHWAY	H-55	H-55	CASE	T-380	
HIGHWAY	H-54	H-54	Ford	F-600	M99497
HIGHWAY	H-56	H-56	Freightliner	M-2	M5775A
HIGHWAY	H-58	H-58	Steward/Stevenson		
HIGHWAY	H-48	H-48	Ford F-550		M96055
HIGHWAY	H-21	H-21	International	Do-Al	M84120
HIGHWAY	H-50	H-50	Freightliner	M-2	M5775A
MAINTENANCE	M-9	M-9	Chevy	Equinox	M95122
MAINTENANCE	M-4	M-4	Ford		M77916
MAINTENANCE	M-8	M-8	Ford		M92091
MAINTENANCE	M-5	M-5	Ford		M77923
MAINTENANCE	M-6	M-6	Ford		M81811
MAINTENANCE	M-7	M-7	Ford		M86962
MAINTENANCE	M-10	M-10	Dodge	5500	M2658A
POLICE	CAR 12	CAR 12	Ford	Explorer	MPB613
POLICE	CAR 1	CAR 1	Ford	Explorer	MP396G
POLICE	CAR 5	CHIEF	CHEVY	Tahoe	353AD8
POLICE	CAR 7	CAR 7	Ford	Explorer	1GD648
POLICE	CAR 6	CAR 6	Ford	Explorer	MP389F
POLICE	CAR 10	CAR 10	Ford	Explorer2017	MP538H
POLICE	CAR 9	CAR 9	Ford	Explorer	114TL4
POLICE	Car 11	Car 11	Ford	Explorer	MPB255
POLICE	CAR 51	CAR 51	Ford	Sedan	MP51
POLICE	CAR X	CAR X			525MN3
POLICE	CAR 8	CAR 8	Ford	F-150	MP539H
POLICE	Car 4	Car 4	Ford	Explorer	9YX521
POLICE	Car 2	Car 2	Chevy	Tahoe	D220
POLICE	Car 13	Car 13	Ford	Esplorer	
TOWN MGR	HE-5	HE-5	Ford	Fusion	M93268
W/S	H-26	H-26	Interbnational	Jet-Vac	M76846
WS	WS-8	WS-8	Ford		M92082
WS	WS-6	WS-6	Ford		M86966
WS	WS-9	WS-9	Chevy	Equinox	M94890
WS	WS-7	WS-7	Ford		M86962



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## Appendix C

### Standards Operating Procedures

SOP #3	Catch Basin Inspection and Cleaning
SOP #4	Spill Response and Clean-up
SOP #7	Fuel and Oil Handling
SOP #9	Structural Stormwater BMPs Inspections and Maintenance
SOP 11	Oil/Water Separator Maintenance
SOP #12	Use, Storage, and Disposal of Pesticides, Herbicides, and Fertilizer
SOP #14	Washing of Municipal Vehicles and Equipment
SOP #16	Sweeping Streets and Parking Lots
SOP #18	Winter Road Maintenance
SOP #19	Lawns, Grounds and Landscaping
SOP #20	O&M of Municipal Buildings and Facilities

# Catch Basin Inspection and Cleaning

(Rev. Jan 2021)



## Purpose

To develop a routine for inspection and cleaning catch basin so as to reduce foul odors, prevent clogs in the storm drain system, and reduce the loading of suspended solids, nutrients, and bacteria to receiving waters.

## Procedure

1. Establish traffic safety protocols prior to beginning work.
2. Work upstream to downstream.
3. Clean sediment and trash off grate. Visually inspect the outside of the grate.
4. Visually inspect the inside of the catch basin to determine cleaning needs and structural integrity.
5. Manually use a shovel to remove accumulated sediments, if possible.
6. Use a bucket loader to remove accumulated sediments, or utilize a vacuum truck to remove sediments and pull back material that might have entered downstream pipe.
7. If contamination is suspected, chemical analysis will be required to determine if the materials comply with the Massachusetts DEP Hazardous Waste Regulations, 310 CMR 30.000. (Note: MassDEP does not routinely require storm water only catch basin cleanings to be tested before disposal.)
8. Properly dispose of collected sediments at a permitted receiving facility in accordance with MassDEP regulation and guidance. (For example, catch basin cleanings may be used as daily cover or grading material at landfills with MassDEP approval.)
9. If illicit discharges are observed or suspected, notify the appropriate personnel identified in the SWPM for follow-up and mitigation
10. As necessary, collect measurements of catch basin dimensions, depth of sump, and pipe types and diameter
11. Document location and number of catch basins cleaned, amount of waste collected, and disposal method for all screenings.
12. Report additional maintenance or repair needs to the appropriate DPW personnel.

## Notes

Catch basin inspection cleaning procedures should address both the grate opening and the basin's sump. Document relevant observations about the condition of the catch basin structure and water quality. Screenings may need to be placed in a drying bed to allow water to evaporate before proper disposal. The Town of Longmeadow may conduct catch basin inspection and cleaning on a contract basis with a third party vendor.

Refer to Section 3.3 of the *Facilities Inventory and Operations & Maintenance Plan* for MS4-specific requirements that relate to catch basin cleaning.



**Purpose**

To provide guidance to municipal employees to help reduce the release or discharge of oil and/or hazardous materials (OHM) or other pollutants to the environment including the MS4 system. (Note: Prevention of spills is preferable to even the best response and cleanup. To mitigate the potential and effects of an OHM release, provide proper maintenance and inspection at each facility.)

**Procedure**

1. In the case of an emergency, call 911.
2. Determine the source of the spill or discharge and immediately attempt to stop the flow (e.g. close the nearest and most accessible valve, secure pumps).
3. Warn facility personnel or other individuals in the area of the release to restrict access and to initiate immediate safety measures (e.g. shut off ignition switches, etc.).
4. Immediately implement containment and mitigation activities, such as capping stormwater catch basins, constructing diversion structures, and deploying absorbent pads, as necessary.
5. Notify the DPW management personnel. DPW emergency contacts and management will coordinate necessary "next step" emergency response measures. Those measures include but are not limited to the following: activating alarms; notifying other Longmeadow response personnel (e.g., Fire Department) and federal, state and local agencies as necessary; and identifying the character, source, amount, and extent of the release.
6. If necessary, DPW will utilize the spill response resources (i.e. equipment and personnel) of an emergency response contractor.
7. DPW emergency personnel will oversee the follow-up containment and mitigation activities, assist cleanup personnel in ancillary functions (coordinating access to emergency routes, facility evacuation, etc.) and overseeing the subsequent incident investigation and documentation.
8. Ensure that all waste material from a spill response is collected, staged and disposed according to federal and State regulation.

**Notes**

Follow-up spill notification and reporting will be handled separate from this SOP and will be based on the nature of the spill or release (quantity, material, receptors affected, etc.). Notification and reporting will also need to follow applicable regulations including but not limited to 310 CMR 40.0000, 40 CFR Part 110 or 40 CFR Part 112. This may include MassDEP notification to 888-304-1133.

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# Fuel and Oil Handling

(Rev. Jan. 2021)



## Purpose

Spills, leaks, and overfilling can occur during handling of fuels and oil-based materials, even in small volumes, representing a potential source of stormwater pollution. This SOP addresses basic safe-handling steps for the delivery (loading or unloading) of fuel and oil as well as other transfers.

## Procedure

1. Extinguish all smoking devices.
2. Verify that adequate capacity is available in tanks or drums as indicated by the automatic tank gauging (ATG) system and/or the mechanical direct-read gauges on the tanks.
3. Secure the tanker delivery vehicle with wheel chocks and interlocks, and shut off engine. All engines should be shut off unless necessary for operation of transfer pump.
4. Monitor system transfer components and product flow continuously while transfer is in progress.
5. Driver and/or facility personnel must be always in attendance during deliver operations and attentive to overfill warning devices such as high level alarms.
6. Be able to shut down transfer at any given time during the operations for emergency purposes (e.g., spill).
7. Re-set or secure facility's transfer system caps and other appurtenances to storage mode.
8. Securely close all vehicle valves before disconnecting and secure all hatches. Inspect visible lines, connections, and valves for leaks.
9. Document the amount of oil or other fuel transferred.

## Notes

Delivery personnel shall check in with the facility upon arrival. Drums shall be handled and unloaded carefully to prevent damage and staged in areas to avoid traffic or prevent egress.

Similarly, only authorized Town personnel are able to dispense diesel or gasoline to Town-owned vehicles or equipment. Personnel are required to remain present and attentive when dispensing fuel. Further, personnel are instructed against "topping off" of vehicle fuel tanks.



### **Purpose**

To develop a routine for inspection and maintenance for common types of constructed stormwater BMPs, including Infiltration Basins, Dry Detention Basins, Bioretention Areas, etc. This SOP is based on the *Massachusetts Stormwater Handbook* as applicable. This SOP is intended to be general and is not intended to replace a Stormwater Operation and Maintenance (O&M) Plan required by the Massachusetts Wetlands Protection Act, Order of Conditions applicable to a specific municipal facility.

### **Procedure**

1. Inspect structures for the following potential issues:
  - sediment buildup
  - excessive erosion or structural damage
  - standing water
  - trash
  - tree growth
  - spill way blockage
2. Inspection frequency should be in accordance with the manufacturer’s recommendations and, where applicable, the site-specific SWPPP. At a minimum an annual inspection is recommended.
3. Snow should not be stored in a structural BMP.
4. Maintenance activities shall include:
  - removal of excess sediment or trash
  - cleaning of forebays
  - repair or replacement so filtration media
  - proper vegetation management including mowing and removal of dead vegetation
5. Properly dispose of collected sediments or trash.
6. Report additional maintenance or repair needs to the appropriate DPW personnel.

### **Notes**

As new structural BMP types are installed in the Longmeadow MS4, these procedures will be updated to match structure-specific maintenance. The Longmeadow DPW facility has a facility-specific Stormwater Pollution Prevention Plan (SWPPP) that describes the vehicle wash bays and collection system.



**Purpose**

Oil/water separators (OWS), also known as gas/oil separators, are structural devices intended to provide pretreatment of floor drain water from industrial and garage facilities. An OWS allows oils (and substances lighter than water) to be intercepted and be removed for disposal before entering the sanitary sewer system.

**Procedure**

1. Each OWS at a facility may receive different materials in different quantities, so the cleanout schedule may not be the same for every OWS at a facility.
2. Employees performing inspections of an OWS must be properly trained and be familiar with the maintenance of that specific structure, since function can vary based on design. Third-party firms may be utilized to perform quarterly inspections.
3. Do not drain petroleum, oil, or lubricants directly to an OWS. The structures are designed to manage these materials at low and medium concentrations in sanitary sewage, not as slug loads.
4. Do not drain antifreeze, degreasers, detergents, fuels, alcohols, solvents, coolant, or paint to the OWS.
5. Separator compartment covers should be tightly sealed so that floor drainage only enters the OWS.
6. Drains should be kept free of debris and sediment to the maximum extent practicable.
7. OWS should also be inspected for signs of unauthorized substances entering the unit.
8. Cleaning is also required when the levels of accumulated sludge and/or oil meet the manufacturer's recommended levels for cleaning or when 75% of the retention capacity of the OWS is filled.

**Notes**

Follow-up spill notification and reporting (if to the *environment*) will be handled separate from this SOP and will be based on the nature of the spill or release (quantity, material, receptors affected, etc.). Notification and reporting will also need to follow applicable regulations including but not limited to 310 CMR 40.0000, 40 CFR Part 110 or 40 CFR Part 112. This may include MassDEP notification to 888-304-1133.

# Use, Storage and Disposal of Pesticides, Herbicides and Fertilizer

(Rev. Feb. 2021)



Longmeadow DPW

## Purpose

Use and improper storage of pesticides, herbicides or fertilizers can contribute to loading of nutrients and toxic compounds to the environment. The goal of this SOP is to provide guidance for employees on proper handling and storage of these materials to prevent the discharge of pollutants from the MS4.

## Procedure

1. Never apply pesticides, herbicides or fertilizers in quantities exceeding the manufacturer's instructions.
2. Fertilizer products manufactured or distributed in Massachusetts must be registered with the Massachusetts Department of Agricultural Resources (MDAR).
3. Mix fertilizers (only if necessary) using clean application equipment under cover in an area where accidental spills will not enter surface water or groundwater.
4. Fertilizers should only be applied by properly trained personnel.
  - Do not apply during a drought or when the soil is dry.
  - Never apply fertilizer to frozen ground, or in later fall to "use it up."
  - Never apply fertilizer if it is raining or immediately before expected rain
5. Use alternative products such as natural compost and organic fertilizers when practicable.
6. Pesticides should only be applied by licensed or certified applicators and in accordance with the approved training requirements
7. Store materials in accordance with the manufacturer's specifications. Generally, storage in cool, well-ventilated, and insulated areas to protect against temperature extremes and in high, dry locations to prevent contact with water.
8. Label containers with name of product date of purchase. Clearly label secondary containers. Use older materials first.
9. Store in an areas for storing flammable or combustible materials. Flammable products shall be stored separately from non-flammable products, preferably in a fire-proof cabinet.
10. Use up the products. Rinse containers, and use rinse water as a product. Dispose of empty containers according to the instructions on the container label. Empty containers are typically not recyclable.
11. Dispose of unused pesticide as hazardous waste by licensed waste hauler to permitted receiving facility(ies). The MassDEP regulates and provides guidance on hazardous waste disposal. T

## Notes

Massachusetts has a stringent program for registration of pesticides and certification of those authorized to apply them. Once a pesticide has been approved by the U.S. EPA, it must be registered by the Massachusetts Pesticide Board Subcommittee prior to being distributed, purchased, or used in Massachusetts. A Commercial Applicator License is required for applying general use pesticides, and a Commercial Applicator Certification is required for applying restricted and state limited use products.

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# Washing of Municipal Vehicles and Equipment

(Rev. Feb. 2021)



## Purpose

To develop general standards for washing of Town-owned vehicles and equipment in a manner that minimizes discharge of wash water to the municipal separate storm sewer system (MS4). Wash water from cleaning activities outdoors or in areas where wash water flows onto the ground can contribute contaminants (e.g., greases, phosphates) to stormwater runoff.

Note: Longmeadow DPW has indoor and outdoor vehicle wash bays. Both are plumbed to the sanitary sewer system and not the MS4. The majority vehicle and equipment washing is done at these engineered wash bays.

## Procedure

1. Avoid discharge of wash water directly to a surface water or conveyances thereto.
2. Minimize use of water to the extent practical.
3. Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. Use of a biodegradable, phosphate-free detergent is preferred.
4. Do not use solvents except in dedicated solvent parts washer systems or in areas not connected to a sanitary sewer.
5. Designate separate areas for routine maintenance and vehicle cleaning. This helps prevent contamination of wash water by motor oils, hydraulic lubricants, greases, etc.
6. Grassy and pervious (porous) surfaces may be used to promote direct infiltration of wash water, providing treatment before recharging groundwater and minimizing runoff to an adjacent stormwater system.
7. Adjacent engineered storm drain components (e.g., catch basins) shall have a sump. These structures shall be cleaned periodically (refer to SOP 3, "Catch Basin Inspection and Cleaning").
8. Solids and particulate accumulation from the washing area shall be removed through periodic sweeping and/or cleaning.
9. Inspect grates and floor drain system, including and collection sump and oil/gas separator, regularly for proper function.

## Notes

The Longmeadow DPW facility has a facility-specific Stormwater Pollution Prevention Plan (SWPPP) that describes the vehicle wash bays and collection system.

Standard Operating Procedure #16  
**Sweeping Streets and Parking Lots**

(Rev. Feb. 2021)



Longmeadow DPW

**Purpose**

Regular sweeping of streets and municipally-owned parking lots is important for maintaining clean and safe roadways. It also plays a vital role in keeping pollutants like sand, trash, and leaves out of the municipal separate storm sewer system (MS4). The goal of this SOP is to provide guidance on street and parking lot sweeping procedures and frequencies.

**Procedure**

1. Longmeadow sweeps the entire Town with a vacuum sweeper annually.
2. Street sweeping should be conducted in dry weather. Sweeping should not be conducted during or immediately after rain storms.
3. Dry cleaning methods should be used whenever possible, with the exception of very fine water spray for dust control. Avoid wet cleaning or flushing of the pavement.
4. Sweep in a manner that avoids depositing debris into storm drains.
5. Sweeping equipment (mechanical, regenerative air, vacuum filter, tandem sweeping) should be selected depending on the level of debris. Brush alignment, sweeper speed, rotation rate, and sweeping pattern should be set to optimal levels to manage debris.
6. Keep records of street sweeping activities including the number of curb miles swept and volume of material collected
7. The street sweeping schedule and prioritization ranking is reviewed regularly to maximize stormwater mitigation goals.
8. The Town disposes of street sweepings and catch basin cleanings as solid waste in accordance with applicable regulations, permits and authorization.

**Notes**

Refer to Section 3.4 of the *Facilities Inventory and Operations & Maintenance Plan* for MS4-specific requirements that relate to catch basin cleaning.

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**Purpose**

Procedures for the proper storage, use, and disposal of salt and sand/salt mixtures during de-icing activities, and procedures for proper snow management in order to prevent or minimize runoff and pollutant loading impacts.

**Procedure**

1. Store materials under covered or enclosed areas (when possible) and on impervious surfaces. (DPW facility includes 50' wide by 72' long Hi-Arch Gambrel salt storage shed.)
2. Follow appropriate loading and unloading practices. Do not overfill trucks with deicing materials as it may lead to spills.
3. Perform unloading/loading of trucks on impervious surfaces whenever possible. Frequently sweep near the storage/loading areas to reduce the amount of salt, sand, or other materials that is tracked from storage area.
4. Regulate the amount of road salt applied to prevent over-salting of roadways and parking lots to minimize runoff concentrations.
5. Calibrate equipment to reduce and optimize salt use and ensure deicing agents are being used efficiently.
6. When using deicers, use pre-wetting agents (e.g., salt brine) to help them work more efficiently and to reduce road salt scatter and bounce.
7. In general, apply anti-icing agents 1-2 hours before winter weather events for optimal performance.
8. Minimize the use of and optimize the application of sodium chloride and salts (chloride-containing materials used to treat paved surfaces for deicing, including calcium chloride, magnesium chloride, and brine solutions) while maintaining public safety.
9. Apply enough deicer so that plows can remove the snow and ice. Adjust the application rate of deicers based on the type of storm, type of agent used, and anti-icing and pre-wetting techniques used.
10. Track the amount of deicer used and maintain records of the application of sand, anti-icing and/or de-icing chemicals to determine if reduction of chemicals can be achieved to meet established goals.
11. Inspect salt storage shed for leaks on a regular basis including Fall and Spring – look for salt stains in ground near and around the salt storage shed, loading area, or downslope. Repair salt leaks.

**Notes**

DPW will consider opportunities for the use of alternative deicing materials, such as calcium magnesium acetate. If services are contracted, this SOP should be provided to the contractor.

Refer to Section 3.5 of the *Facilities Inventory and Operations & Maintenance Plan* for MS4-specific requirements that relate to catch basin cleaning.



**Purpose**

The goal of this SOP is to provide guidance for reducing the discharge of pollutants to the municipal separate storm sewer system (MS4) resulting from parks and lawn maintenance. Grass clippings and leaf litter contribute nutrients to surface waters.

**Procedure**

1. Remove (sweep or shovel) materials such as soil, mulch, and grass clippings from parking lots, streets, curbs, gutters, sidewalks, and drainage-ways.
2. Use mulch or other erosion control measures on exposed soils.
3. Collect grass clippings and leaves after mowing. Do not blow or wash them into the street, gutter, or storm drains.
4. Place temporarily stockpiled material away from watercourses and drain inlets, and berm or cover stockpiles to prevent material releases to the stormwater drainage system.
5. Reduce mowing frequencies wherever possible by establishing low/no-mow areas in lesser-used spaces. (Grasses kept at 2½ to 3 inches high are more heat-resistant than close-cropped grass).
6. Do not hose off mowers over impervious areas that drain into the MS4 or directly to surface waters. Clean equipment in accordance with SOP #14.
7. Repair broken sprinkler heads as soon as possible.
8. Only irrigate at a rate that can infiltrate into the soil to limit run-off.
9. In accordance with MS4 requirements related to the Long Island Sound total maximum daily load (TMDL) for Nitrogen, Longmeadow will, as practicable, use slow-release fertilizers in addition to reducing fertilizer use.
10. Arrange for waste and recyclables to be picked up regularly and disposed of at approved disposal facilities. Clean and sweep up around outdoor waste containers regularly.

**Notes**

The Longmeadow Department of Public Works (DPW) consists of multiple divisions collectively responsible for maintaining and improving the Town's public spaces and grounds, public trees, and parks.

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### **Purpose**

To provide guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants to the municipal separate storm sewer system (MS4).

### **Procedure**

1. General good housekeeping practices include the following:
  - Sweep paved areas regularly.
  - Clean up debris and old equipment periodically.
  - Remove trash and garbage.
  - Inspect routinely for leaks and spills.
  - Implement waste and material minimization practices.
2. Waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
3. Keep lids on dumpsters and containers closed unless adding or removing material. If using an open-top roll-off dumpster, cover it and tie it down with a tarp unless adding materials.
4. Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.
5. Locate dumpsters on flat surfaces and as far from catch basins as reasonable practicable.
6. Arrange for waste or recycling to be picked up regularly and disposed at approved disposal facilities.
7. Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container.
8. Do not discharge chlorinated pool water into the stormwater system. Water must be properly managed and disposed to sanitary system or by a hauler.
9. Report additional maintenance or repair needs to the appropriate DPW personnel.

### **Notes**

If services are contracted, this SOP should be provided to the contractor.



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## APPENDIX D

[Reserved]