

# Facility Runoff Control Plan

# **FRCP**

*Ralston Public Works*  
*8220 Serum Ave*  
*Ralston, NE 68127*





# **Facility Runoff Control Plan**

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# Overview of Facility Operations

## INTRODUCTION

The City of Ralston Public Works Facility provides fleet vehicle parking, fleet vehicle maintenance, bulk material storage, and temporary storage of wastes.

## FACILITY INFORMATION

Enter Facility Name & Information

Facility: Ralston Public Works

Main Facility Contact: Greg Dittmer

Facility Address:  
Street: 8220 Serum Ave

City, State, Zip: Ralston, NE 68128

Mailing Address: 8220 Serum Ave

City, State, Zip: Ralston, NE 68128

Latitude: 41.1981 degrees

Longitude: -96.0405 degrees

Name of  
Receiving Water Body: Ralston Creek

Facility Size: 4.70 Acres

Precipitation Information: Average Annual Precipitation – 30.22 inches  
Wet Season – April through October – 23.9 inches

Monitoring Requirements: None required

Figure 1 – Vicinity Map



# FACILITY RUNOFF CONTROL PLAN INFORMATION

This Facility Runoff Control Plan (FRCP) supports the city of Ralston’s stormwater management program. The document provides education, inspection, and corrective action guidance for the Maintenance Facility to help implement the Good Housekeeping/Pollution Prevention Measures required of the City. Facility staff can use the site-specific information provided in this document to:

- Conduct inspection required by the City,
- Identify potential target pollutants and sources, and
- Take personal actions for managing pollutants and sources.

Facility Good Housekeeping/Pollution Prevention **inspections will be conducted** by Qualified Facility Inspectors **each month at approximately 30-day intervals** using the preventative maintenance schedule that is generated from Asset Essentials. A Facility Inspector is considered qualified at the discretion of the FRCP Development Team. At a minimum, a Qualified Facility Inspector will have read this FRCP; be familiar with, if applicable, the Spill Prevention, Control, and Countermeasure (SPCC) Plan; receive a briefing from a Qualified Facility Inspector on the inspection process; and participate in Stormwater Pollution Prevention Training when offered by the City. The following personnel will be involved in managing and conducting the monthly inspections as well as participating in random Audit Inspections scheduled by the FRCP Development Team:

<b>Division Supervisor</b>	<u>Greg Dittmer Public Works Superintendent</u>
<b>Main Site Contact</b>	<u>Greg Dittmer Public Works Superintendent</u>
<b>Alternate Contact</b>	<u>Jerry Chancellor Public Works Supervisor</u>
<b>Alternate Contact</b>	<u>Luciano Hallett Grounds Coordinator</u>

**Qualified Facility Inspectors:**

- |                            |          |
|----------------------------|----------|
| 1. <u>Greg Dittmer</u>     | 5. _____ |
| 2. <u>Jerry Chancellor</u> | 6. _____ |
| 3. <u>Luciano Hallett</u>  | 7. _____ |
| 4. _____                   | 8. _____ |

A FRCP Monthly Inspection form must be completed as part of every 30-day inspection. When problems are identified during an inspection, when the inspector fails part of the inspection it generates a work order to note corrective actions that can be done quickly to reduce the risk that the problem poses. Personal actions (sometimes called non-structural best management practices) are encouraged as the first line of defense against stormwater pollution. If structural best management practices, which typically require capital expenditures, are necessary, the inspection forms can be used as a demonstration of such a need. Corrective actions must be clear, descriptive, and specific. Write corrective actions in such a way that anyone can understand exactly what needs to be done and where it needs to be done.

Problems identified on the monthly inspection form should be addressed or resolved before the next rain event and no later than the next inspection. Mark the date that each corrective action was taken and attach a more detailed description of the problems to the form if necessary. Completed inspection forms will be kept at the facility for at least three years.

Qualified inspectors may encounter difficult or complex issues that will take longer than a month to resolve. It is important that the inspectors and the facility supervisor work together to identify a corrective action that can be accomplished before the next inspection takes place. Some possible examples of intermediate steps may include:

- Research alternative products available, costs, and possible distributors
- Order new parts or products.
- Contact Main Site Contact, Alternate Contact, Division Supervisor, or the Environmental Quality Control Division to discuss priorities and available funding for alternative management practices.

If a corrective action is not completed by the end of the month, it must be moved over to the next inspection report. Go to the Associated work order section and add the work order to the new inspection until is completed and dated.

### **FRCP Development Team**

The Facility Runoff Control Plan Development Team responsible for updating this document and assisting Facility Inspectors consists of:

Greg Dittmer Public Works Superintendent  
Jerry Chancellor, Public Works Supervisor  
Jason Prismantas Streets Forman  
Luciano Hallett Grounds Coordinator  
Robert Burley Fleet coordinator

# Potential Pollutant Sources and BMPs

## OVERVIEW

Target pollutants enter the environment through the day-to-day operations and maintenance activities conducted within maintenance facilities. The following five groups of target pollution categories include a range of pollution sources that can be managed to reduce the risk of stormwater pollution by minimizing the exposure of target pollutants to the environment.

### A. BUILDING AND GROUNDS MANAGEMENT

Maintenance facilities require building and grounds management, which includes care of landscaped areas around each facility, cleaning or parking areas and pavements, and maintenance of the stormwater drainage system and some structural Best Management Practices (BMPs).

Tasks to perform these activities include equipment operation, litter/trash pickup, and maintenance landscaping, which can in turn result in spills, leaks, trash, sewage, chemical vegetation control, and erosion.

Potential target pollutants could include sediment, litter, trash, sewage, pesticides, fuel, hydraulic fluid, and oil. **Building and grounds must be maintained in a manner that reduces the risk of discharging pollutants into the stormwater drainage system.**

The following potential pollution sources and/or potential pollutant conveyances are included in the FRCP:

**Stormwater Drainages** – drain inlets, catch basins, drainage swales, ditches, outfalls

**Infiltration, Retention, and Detention BMPs**

**Paved Areas**

**Exposed Soil, Gravel, and Millings**

**Floor Drains, Trench Drains, and Oil-Water Separators**



A. BUILDING AND GROUNDS MANAGEMENT cont.

**Suggested Best Management Practices (BMPs):**

- a. Keep culverts, ditches, gutters, drain inlets, catch basins, and outfalls as well as infiltration, retention, and detention areas free of target pollutants and in good structural condition.
- b. Sweep paved areas to remove sediment and other materials that could be tracked or dispersed across the facility. Do not wash or spray materials into the storm drain system.
- c. Inspect and identify areas of erosion, or off-site discharge of sediment or aggregate, that need preventative maintenance.
- d. Keep floor drains, trench drains, and oil-water separators clear of build-up or debris to ensure proper drainage.
- e. Clearly mark storm drain inlets with a message (paint, stamp, adhesive, discs, etc.) to protect the location from target pollutants.
- f. Purchase and keep emergency clean-up materials such as drain covers, absorbent booms, rags, and sandbags conveniently located near drain inlets, catch basins, and outfalls to stop pollutants from entering in the event of a spill.
- g. Install grates over inlets that will keep trash and debris from entering storm drains.
- h. Keep paved surfaces in good condition. Protect slopes, flat areas, exposed soil areas, or transportation corridors with pavement if vegetation or aggregate are not an option or are inadequate solutions.
- i. Record and map inlet and outfall locations. Coordinate with GIS mapping. Obtain and utilize data collection equipment such as GPS handheld devices or tablet computers.

## **B. VEHICLE AND EQUIPMENT MANAGEMENT**

Municipal maintenance facilities are regional staging areas for all vehicles and equipment used to operate and maintain streets, parks, sewers, fleets, waste collection, and other properties owned by the City. All vehicles and equipment require operation and management of some type, which may include storage, fueling, cleaning, maintenance, and repair.

Poor management practices can quickly lead to substantial spills, leaks, and non-stormwater discharges. **Vehicle fluids at fueling areas as well as equipment washing, storage, and maintenance areas must be managed to reduce the risk of discharging pollutants to the stormwater drainage system.**

The following potential sources are included in the FRCP:

**Vehicle & Equipment Washing**

**Parked Vehicle & Equipment Storage**

**Vehicle & Equipment Fueling**

**Vehicle & Equipment Maintenance and Repair**

## B. VEHICLE AND EQUIPMENT MANAGEMENT cont.

### **Suggested Best Management Practices (BMPs):**

- a. Wash vehicles in designated areas (preferably under cover with a pipe to a collection pit and the City sanitary sewer) away from storm drain inlets, catch basins, outfalls, and areas that are prone to flooding or ponding.
- b. Minimize water use during cleaning operations and use dry clean-up methods to remove sediments, clippings, and debris.
- c. Use phosphate-free biodegradable detergents if cleaning agents are necessary.
- d. Keep parts, equipment, and vehicles stored indoors or within designated outdoor areas away from storm drains, inlets, or catch basins.
- e. Inspect all connectors and liquid reservoirs on stored equipment and vehicles for leaks. Move leaking equipment and vehicles indoors or capture leak materials and dispose of properly.
- f. Immediately contain and clean up any spills or releases when they occur, and properly dispose of the cleaning materials.
- g. Clean up evidence of fuel or oil residues on surfaces by grinding absorbent into the surface (typically using the sole or heel of your shoe or boot) and sweeping up material.
- h. Keep spill response kits and/or clean-up materials in close proximity to areas where spills or leaks are most likely to occur. Dispose of properly after use.
- i. Park vehicles and/or equipment close to the pump when refueling.
- j. Conduct all maintenance on vehicles and equipment indoors whenever possible. Do not repair or maintain vehicles and equipment near drain inlets, catch basins, or outfalls.
- k. Obtain and utilize self-contained vehicle and equipment washing units to contain wastes and recycle water.
- l. Equip vehicles with automated vehicle locating systems that track the location and application of materials such as de-icers.

## C. PRODUCT MATERIAL MANAGEMENT

Maintenance facilities store a large variety of liquid and soluble products that could be harmful to the environment if they come into contact with surface waters. Materials that may be stored include pesticides, petroleum products, paints, concrete and asphalt products, solvents, and others. Storage and handling practices that minimize exposure of these materials to stormwater significantly minimize the potential for pollution of receiving water.

Large stockpiles of materials located on maintenance lots require responsible management just as much as products that are stored indoors or under cover. Large stockpiles of materials may include sand or gravel mixed with de-icing chemicals such as salt, magnesium chloride, etc.; asphalt cold patch material; mulch; soil; or millings. Stockpiles of materials containing chlorides or other potential pollutants should be covered to prevent leaching between April 15<sup>th</sup> and October 1<sup>st</sup> in all cases and year-round when practical. **All product materials must be managed to reduce the risk of discharging pollutants to the stormwater drainage system.**

The following potential sources are included in the FRCP:

**Stockpile Materials** – sand or gravel, mixed with de-icing chemicals, asphalt cold patch, mulch, millings, soil.

**Weed & Pest Management Chemicals** – fertilizers, herbicides, pesticides

**Paints, Adhesives, & Solvents**

**Petroleum, Oils, and Fluids**

C. PRODUCT MATERIAL MANAGEMENT cont.

**Suggested Best Management Practices (BMPs):**

- a. Locate raw materials stockpiles away from drain inlets, catch basins, and outfalls.
- b. Sweep up loose product that is outside of the designated area to prevent tracking.
- c. Reduce the exposure of stockpiles and limit the amount of stockpiled materials during the rainy season.
- d. To the extent possible, store materials indoors or cover piles with storm-resistant coverings to prevent exposure to precipitation.
- e. Minimize the amount of pesticides and fertilizers that are stored on-site at all times.
- f. Store and dispose of pesticides and fertilizers per manufacturer's instructions and any state requirements.
- g. Store materials in a dedicated area away from direct traffic routes to prevent accidental damage or spills and store materials indoors or under a covered area when possible.
- h. When receiving new product materials, check drums, tanks, and containers for leaks.
- i. Ensure all containers are clearly and accurately labeled according to contents.
- j. Close containers between filling and emptying events. Provide lids or covers for all waste containers.
- k. Keep an adequate supply of dry absorbent material and spill response kits on-site and dispose of them properly once used.

## D. BULK STORAGE TANK MANAGEMENT

Bulk storage tanks full of stock products are a typical feature of many maintenance facilities and they generally come in all shapes and sizes. Substances contained in storage tanks may include soil stabilizers, dust suppressants, herbicides, fertilizers, de-icing chemicals, fuels, lubricants, and other petroleum products.

A Spill Prevention, Control, and Countermeasure (SPCC) Plan may be in place to reduce the risk of pollution from certain petroleum products, but all bulk storage tanks generate a certain level of risk of discharging pollutants to adjacent drainage and receiving waters. **Storage tanks must be protected and maintained in a manner that reduces the risk of discharging pollutants to the stormwater drainage system.**

The following potential pollution sources are included in the FRCP:

**Aboveground Storage Tanks** - fuel, winter road maintenance chemicals, and road, motor, or tack oils

**Underground Storage Tanks** – fuel

### **Suggested Best Management Practices (BMPs):**

- a. Inspect storage tanks, pumps, pipes, and valves for leaks, signs of corrosion, support or foundation failure, or other deterioration.
- b. Keep valves or plugs on secondary containment closed at all times except when containment water that is free from visual evidence of pollution is being removed (see SPCC requirements, if applicable). Collected water can be discharged after any evidence of pollution has been removed. Immediately replace the plug or close the valve once the water is drained.
- c. Protect the tank from traffic using bulkheads, jersey barriers, or other substantial barriers.
- d. Educate tank fillers to use wheel blocks during unloading and where the overfill warning devices and alarms are located.
- e. When possible, locate aboveground storage tanks on paved, impermeable surfaces with secondary containment.
- f. Inspect surfaces near storage tanks for visible signs of residues. Clean up fuel or oil residues on surfaces by grinding absorbent into the surface and sweeping up material.
- g. Maintain and inspect the integrity of all underground storage tanks as per state fire marshal requirements.
- h. Periodically check to make sure the ball float valve is functioning properly and that it will restrict fuel flow according to the manufacturer's specifications.
- i. Make sure automatic shutoff devices for all tanks are functioning properly.

## **E. WASTE MATERIALS MANAGEMENT**

Activities at maintenance facilities generate many types of wastes that accumulate or may be discharged into the environment. Types of waste that must be managed include construction salvage materials such as rubble, fencing, soil, aggregate; recyclables such as scrap metal, tires, spent parts- washer solvent, used oil, and used batteries. Waste materials can also include trash and debris, empty product containers, and rinse water.

Personnel should reference the Departmental Procedures to determine the appropriate methods for managing all types of waste since federal and state waste management regulations require specific disposal practices. For any material that poses a significant threat to human health and the environment, call 911 for assistance. If unsure of disposal requirements, contact the CHEMTREC agency at chemtrec.com or 1-800-424-9300, which is available 24/7/365. **Both hazardous and non-hazardous wastes must be managed to reduce the risk of discharging pollutants into the stormwater drainage system.**

The following potential pollution sources are included in the FRCP:

**Waste Materials** - trash, debris, street sweepings, vacuum truck waste, empty product containers, rinse water, used oil filters.

**Construction Salvage** - rubble, fencing, replaced equipment, soil, aggregate

**Recyclables** - scrap metal, used batteries, tires, spent solvent, used oil

E. WASTE MATERIALS MANAGEMENT cont.

**Suggested Best Management Practices (BMPs):**

- a. Cover and clearly label all waste receptacles according to the waste type.
- b. Collect all litter that accumulates around the facility grounds and dispose of in properly labeled containers.
- c. Ensure that trash bins are used and not overflowing by scheduling regular pick-up and disposal of waste materials.
- d. Store containers, material, and salvage away from direct traffic routes, drain inlets, catch basins, outfalls, areas prone to flooding or ponding, and floor and trench drains to prevent accidental damage or spills.
- e. Educate and train every employee that it is their daily responsibility to be aware of materials, residues, and trash that could be washed away in stormwater.
- f. Develop a plan to reuse or dispose of irregular waste material as soon as the material is brought on-site.
- g. Store batteries in an upright position in an upright position in leak-proof covered containers.
- h. Schedule regular pick-up for waste tires, scrap metal, used oil, used antifreeze, and other waste intended for recycling.
- i. If any waste material may be hazardous, complete a waste determination prior to disposal according to Departmental Procedures and keep records at the facility. For any material that poses a significant threat to human health and the environment, contact 911 for assistance. If unsure of disposal requirements, contact CHEMTREC at 1-800-424-9300 or chemtrec.com.
- j. Store hazardous waste containers (preferably in a covered area) on pallets or in containment devices to prevent corrosion of the containers by contact with moisture or other chemicals.
- k. Immediately contain and clean up any spills that may occur, and properly dispose of the cleaning material.