

# **STORMWATER OPERATION AND MAINTENANCE PLAN**

***SDG Development, LLC  
108 Old Church Street  
Pembroke, MA***

## **RESPONSIBLE PARTY DURING CONSTRUCTION:**

***SDG Development, LLC  
108 Old Church Street  
Pembroke, MA***

## **RESPONSIBLE PARTY POST CONSTRUCTION:**

***SDG Development, LLC  
108 Old Church Street  
Pembroke, MA***

### **Construction Phase**

During the construction phase, all erosion control devices and measures shall be maintained in accordance with the final record plans, local/state approvals and conditions, the EPA Construction General Permit and the Stormwater Pollution Prevention Plan (SWPPP) if applicable. Additionally, the maintenance of all erosion / siltation control measures during construction shall be the responsibility of the general contractor. Contact information of the OWNER and CONTRACTOR shall be listed in the SWPPP for this site. The SWPPP also includes information regarding construction period allowable and illicit discharges, housekeeping and emergency response procedures. Upon proper notice to the property owner, the Town/City or its authorized designee shall be allowed to enter the property at a reasonable time and in a reasonable manner for the purposes of inspection.

### **Post Development Controls**

Once construction is completed, the post development stormwater controls are to be operated and maintained in compliance with the following permanent procedures (note that the continued implementation of these procedures shall be the responsibility of the Owner or its assignee):

1. Parking lots: Sweep at least four (4) times per year and on a more frequent basis depending on sanding. All resulting sweepings shall be collected and properly disposed of offsite in accordance with MADEP and other applicable requirements.

Approximate Maintenance Budget: \$1,000/year

2. Catch basins, yard drains, trench drains, manholes and piping: Inspect four (4) times per year and at the end of foliage and snow-removal seasons. These features shall be cleaned four (4) times per year or whenever the depth of deposits is greater than or equal to one half the depth from the bottom of the invert of the lowest pipe in the catch basin or underground system. Accumulated sediment and hydrocarbons present must be removed and properly disposed of off-site in accordance with MADEP and other applicable requirements.

Approximate Maintenance Budget: \$500/year per structure.

3. Riprap apron / Scour Hole: Riprap and scour holes should be checked at least annually and after every major storm event (generally equal or greater to 3.0 inches in 24 hours) for displaced stones, slumping, and erosion at edges, especially downstream or downslope. If the riprap is damaged, it should be repaired before further damage can take place. Note and repair any erosion, stone displacement or low spots in the areas. Woody vegetation should be removed from the riprap annually.

Approximate Maintenance Budget: \$250/year per location.

4. Underground Infiltration Basins: Preventative maintenance after every major storm event during the first three (3) months of operation and at least twice per year thereafter. Inspect structure and pretreatment BMP to ensure proper operation after every major storm event (generally equal or greater to 3.0 inches in 24 hours) for the first three months. The outlet of the basin, if any, shall be inspected for erosion and sedimentation, and rip-rap shall be promptly repaired in the case of erosion. Sediment collecting in the bottom of the basin shall be inspected twice annually, and removal shall commence any time the sediment reaches a depth of six inches anywhere in the basin. Any sediment removed shall be disposed of in accordance with MADEP and other applicable requirements.

Approximate Maintenance Budget: Cleaning - \$1,000/year, Inspection - \$200/year

5. Existing Wetland Outlet: Inspect two (2) times per year and at the end of foliage and snow-removal seasons. This feature shall be cleaned two (2) times per year. Accumulated sediment present must be removed and properly disposed of off-site in accordance with MADEP and other applicable requirements.

Approximate Maintenance Budget: \$500/year

**STORMWATER MANAGEMENT SYSTEM**  
**POST-CONSTRUCTION INSPECTION REPORT**

**LOCATION:**

***SDG Development, LLC  
108 Old Church Street  
Pembroke, MA***

**RESPONSIBLE PARTY:**

***SDG Development, LLC  
108 Old Church Street  
Pembroke, MA***

NAME OF INSPECTOR:	INSPECTION DATE:
Note Condition of the Following (sediment depth, debris, standing water, damage, etc.):	
Catch Basins:	
Flared End Sections / Rip Rap:	
Underground Infiltration System:	
Existing Wetland Outlet:	
Other:	

Note Recommended Actions to be taken on the Following (sediment and/or debris removal, repairs, etc.):

Catch Basins:

Flared End Sections / Rip Rap:

Underground Infiltration System:

Existing Wetland Outlet:

Other:

Comments:

## STORMWATER INSPECTION AND MAINTENANCE LOG FORM

SDG Development, LLC

108 Old Church Street - Pembroke, MA				
County	Map Sheet	Parcel #	Map Sheet	Parcel #

[illegible]

## **LONG-TERM POLLUTION PREVENTION PLAN**

***SDG Development, LLC  
108 Old Church Street  
Pembroke, MA***

### **RESPONSIBLE PARTY DURING CONSTRUCTION:**

***SDG Development, LLC  
108 Old Church Street  
Pembroke, MA***

### **RESPONSIBLE PARTY POST CONSTRUCTION:**

***SDG Development, LLC  
108 Old Church Street  
Pembroke, MA***

For this site, the Long-Term Pollution Prevention Plan will consist of the following:

- The property owner shall be responsible for “good housekeeping” including proper periodic maintenance of building and pavement areas, curbing, landscaping, etc.
- Proper storage and removal of solid waste (dumpsters).
- Sweeping of parking lots, drive aisles and access aisles a minimum of twice per year with a commercial cleaning unit. Any sediment removed shall be disposed of in accordance with applicable local and state requirements.
- Sweeping of roadways a minimum of twice per year with a commercial cleaning unit. Any sediment removed shall be disposed of in accordance with applicable local and state requirements.
- Regular inspections and maintenance of Stormwater Management System as noted in the “O&M Plan”.
- Snow removal shall be the responsibility of the property owner. Snow shall not be plowed, dumped and/or placed in forebays, infiltration basins or similar stormwater controls. Salting and/or sanding of pavement / walkway areas during winter conditions shall only be done in accordance with all state/local requirements and approvals.

## **OPERATON AND MAINTENANCE TRAINING PROGRAM**

The Owner will coordinate an annual in-house training session to discuss the Operations and Maintenance Plan, the Long-Term Pollution Prevention Plan, and the Spill Prevention Plan and response procedures. Annual training will include the following:

### Discuss the Operations and Maintenance Plan

- Explain the general operations of the stormwater management system and its BMPs
- Identify potential sources of stormwater pollution and measures / methods of reducing or eliminating that pollution
- Emphasize good housekeeping measures

### Discuss the Spill Prevention and Response Procedures

- Explain the process in the event of a spill
- Identify potential sources of spills and procedures for cleanup and /or reporting and notification
- Complete a yearly inventory or Materials Safety Data sheets of all tenants and confirm that no potentially harmful chemicals are in use.

## **ILLICIT DISCHARGE STATEMENT**

Certain types of non-stormwater discharges are allowed under the U.S. Environmental Protection Agency Construction General Permit. These types of discharges will be allowed under the conditions that no pollutants will be allowed to come in contact with the water prior to or after its discharge. The control measures which have been outlined previously in this LTPPP will be strictly followed to ensure that no contamination of these non-storm water discharges takes place. Any existing illicit discharges, if discovered during the course of the work, will be reported to MassDEP and the local DPW, as applicable, to be addressed in accordance with their respective policies. No illicit discharges will be allowed in conjunction with the proposed improvements.

Duly Acknowledged:



Nick Dewhurst  
Assistant Project Manager

20/22/2023

Name & Title

Date



## **SPILL PREVENTION AND RESPONSE PROCEDURES** **(POST CONSTRUCTION)**

In order to prevent or minimize the potential for a spill of Hazardous Substances or Oil or come into contact with stormwater, the following steps will be implemented:

1. All Hazardous Substances or Oil (such as pesticides, petroleum products, fertilizers, detergents, acids, paints, paint solvents, cleaning solvents, etc.) will be stored in a secure location, with their lids on, preferably under cover, when not in use.
2. The minimum practical quantity of all such materials will be kept on site.
3. A spill control and containment kit (containing, for example, absorbent materials, acid neutralizing powder, brooms, dust pans, mops, rags, gloves, goggles, plastic and metal trash containers, etc.) will be provided on site.
4. Manufacturer's recommended methods for spill cleanup will be clearly posted and site personnel will be trained regarding these procedures and the location of the information and cleanup supplies.
5. It is the OWNER's responsibility to ensure that all Hazardous Waste on site is disposed of properly by a licensed hazardous material disposal company. The OWNER is responsible for not exceeding Hazardous Waste storage requirements mandated by the EPA or state and local authorities.

In the event of a spill of Hazardous Substances or Oil, the following procedures should be followed:

1. All measures should be taken to contain and abate the spill and to prevent the discharge of the Hazardous Substance or Oil to stormwater or off-site. (The spill area should be kept well ventilated and personnel should wear appropriate protective clothing to prevent injury from contact with the Hazardous Substances.)
2. For spills of less than five (5) gallons of material, proceed with source control and containment, clean-up with absorbent materials or other applicable means unless an imminent hazard or other circumstances dictate that the spill should be treated by a professional emergency response contractor.
3. For spills greater than five (5) gallons of material immediately contact the MADEP at the toll-free 24-hour statewide emergency number: **1-888-304-1133**, the local fire department (**9-1-1**) and an approved emergency response contractor. Provide information on the type of material spilled, the location of the spill, the quantity spilled, and the time of the spill to the emergency response contractor or coordinator, and proceed with prevention, containment and/or clean-up if so desired. (Use the form provided, or similar).
4. If there is a Reportable Quantity (RQ) release, then the National Response Center should be notified immediately at (800) 424-8802; within 14 days a report should be submitted to the EPA regional office describing the release, the date and circumstances of the release and the steps taken to prevent another release. This Pollution Prevention Plan should be updated to reflect any such steps or actions taken and measures to prevent the same from reoccurring.

**SDG Development, LLC**  
**108 Old Church Street**  
**Pembroke, MA**

[illegible]

Cause of Spill: \_\_\_\_\_  
\_\_\_\_\_

Measures Taken to Clean up Spill: \_\_\_\_\_  
\_\_\_\_\_

Type of equipment: \_\_\_\_\_ Make: \_\_\_\_\_ Size: \_\_\_\_\_

License or S/N: \_\_\_\_\_

Location and Method of Disposal \_\_\_\_\_  
\_\_\_\_\_

Procedures, method, and precautions instituted to prevent a similar occurrence from recurring: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Contact Numbers:

- DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) EMERGENCY  
PHONE: 1-888-304-1133
- NATIONAL RESPONSE CENTER PHONE: (800) 424-8802
- U.S. ENVIRONMENTAL PROTECTION AGENCY PHONE: (888) 372-7341