City of Scottsburg
Municipal Stormwater Pollution Prevention Plan: City Services Complex

August 2025

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CITY OF SCOTTSBURG

MUNICIPAL STORMWATER POLLUTION PREVENTION PLAN:

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1.0 Introduction

This City Services Complex Stormwater Pollution Prevention Plan (SWPPP) has been developed for the City of Scottsburg, Indiana, pursuant to the requirements of the National Pollutant Discharge Elimination System (NPDES) Program as outlined in Indiana's *327 IAC 15-13-17*. This MOP describes the measures needed to help protect water quality from discharges at municipal facilities, including the City Services facility, Wastewater facility, Street Maintenance facility, Fire Stations, Park Department and other facilities ran and operated by the City.

The SWPPP describes the facility and its operations, develops an inventory of potential pollutant sources, identifies controls and best management practices (BMPs) for reducing the discharge of pollutants in stormwater runoff, and outlines measures for scheduling, implementing, documenting, and reviewing this plan. Some controls and BMPs described herein refer to practices and procedures compiled in the *City of Scottsburg Stormwater Quality Management Plan.* The most relevant portions of the *SWQMP* have been collected and incorporated into this document and the accompanying appendices. If facility operations arise that require additional information in order to protect stormwater resources, please refer to the Director of Stormwater Operations for assistance. **When in doubt about executing any activity that may affect stormwater, or conditions in the field indicate a water quality problem may exist, always contact the Stormwater Coordinator for immediate assistance.**

This plan was developed for a variety of offices and organizations. It is anticipated that this document will be periodically updated as the stormwater program evolves, improvements are made with the program, and operations change. When significant changes take place to the facility or with personnel, it will be necessary to coordinate with all involved parties to update this document.

Finally, this document should be quickly and easily assessable for all staff associated with facility operations.

2.0 Personnel

2.1 SCOTTSBURG MS4 PERSONNEL

The organization flow chart displays the roles and responsibilities of all the individuals involved in the City's municipal separate storm sewer system (MS4) program and can reduce duplication of efforts, simplify effective communication, and demonstrate vacancies. In Scottsburg, this includes City Hall, Stormwater Coordinator, City Engineer, Street Commissioner, and Parks and Recreation Superintendent, among numerous others involved in the stormwater program. A chart representing the roles and responsibilities of the employees involved in the City of Scottsburg MS4 program is included in **Appendix A**.

2.2 MUNICIPAL OPERATIONS PLAN PERSONNEL

Municipal personnel are responsible for the scheduling, implementation, documentation, and minor revisions to the SWPPP at each individual facility. The list below shows the primary individuals responsible for stormwater operations associated with the City Services Complex. Also included below are the primary objectives for each. In total, 72 full time and 0 temporary workers report to this facility for supervision.

Leader/Title: **Meredith Woods/Municipal Separate Storm Sewage System (MS4) Coordinator**

Responsibilities:

- Overall management of stormwater plan implementation and updates
- Review of any changes including new BMPs
- Budget management for program implementation
- Provide State Stormwater Coordinator with reporting data and other requested information
- Coordinate with Stormwater Coordinator, IDEM and/or EPA for all reportable spills
- Conduct new construction inspections
- Document illicit discharges and fish kills
- Document trainings or certifications for stormwater management
- Update SWPPP and ensure that all city facilities and employees are in compliance
- Organize repairs to existing stormwater structures
- GIS mapping of stormwater infrastructure

Member/Title: **JR Fields/Street Department Head**

Responsibilities:

- Conduct quarterly facility inspections
- Document spills and corrective actions taken
- Document amount of materials collected (trash, sweeping, woody debris, etc) and amount of chemicals applied (pesticides, herbicides, etc)
- Document all training and certifications

Member/Title: **Randy Richey/Parks and Recreation Department Head**

Responsibilities:

- Conduct quarterly facility inspections
- Manage community parks, recreational programs, and facilities
- Document fish kills, spills, and corrective actions taken
- Document amount of materials collected (trash, sweeping, woody debris, etc.) and amount of chemicals applied (pesticides, herbicides, etc.)
- Document all training and certifications
- Document and report outdoor public areas

Member/Title: **Jeremy Eger/Engineering Consultant for Stormwater planning review**

Responsibilities:

- Documentation and report development assistance
- Set up site inspections with the Stormwater Coordinator as needed

- Miscellaneous assistance with stormwater issues when requested
- Coordination with supervisors regarding plan review and implementation
- Assist with report development, record keeping, and program documentation

3.0 Facility Description

3.1 FACILITY LOCATION AND OPERATIONS

Name: Scottsburg City Services/City Hall

Address: 821 South Lake Road, Scottsburg, Indiana 47170

Phone: (812) 752-4343

Operator: City of Scottsburg

Description of Facility Operations:
The Street Department Building serves as a central location for the City of Scottsburg's Construction. Also serves as primary location for maintenance of City's vehicles, including police cruisers, maintenance trucks, and other small to moderate sized vehicles. Idle equipment is stored on the site, including street sweepers, trailers, maintenance vehicles, backhoes, garbage collection trucks, and other equipment. Diesel and gasoline fueling takes place at this facility.

3.2 FACILITY MAPS AND REFERENCE TABLES

A facility map has been included in **Appendix B** and shows the general layout of the site. Shown on the map are drainage patterns and drainage conveyances, likely pollutant spill locations, spill response stations, structural BMPs, and other information relevant to stormwater. A larger copy of this map should be placed on several highly visible locations throughout the facility.

Along with the facility maps, tables of information that correspond to the items shown on the maps should be generated. The following tables can be customized to fit the specific needs of each facility:

Table 1. Facility Buildings and Usage

Building	Usage
Construction, Drainage & Solid Waste Building	Offices; break room; trash can storage and garbage truck parking; other garages
Vehicle Maintenance Building	Garage; wash bay; sink station; oil/water separator
Equip. & Vehicle Storage Port	Storage for small equipment and vehicles

Table 2. Inventory of Operations Materials that are Potential Pollutants

Area of Facility	Significant Materials	Amount (Approx.)
Vehicle Maintenance Building	Vehicle Oil (engine, trans, etc)	100 gallons
	Antifreeze, Brake Fluid	20 gallons
	Hydraulic Fluid	100 gallons
	Used Oil (tank with secondary containment)	200 gallons (max)
Fueling Station	Gasoline (double-walled tank)	
	Diesel (double-walled tank)	
Yard/Grounds	Covered Dumpsters	
	Litter/debris/various spills	
Equipment and Vehicle Storage Port	Vehicle fluids spills	
	Small equipment fluids spills	
Construction, Drainage & Solid Waste Building	Garbage	
	Vehicle fluids spills	
Parking	Vehicle fluids spills	

Table 3. Inventory of Spill Response Kits and Spill Prevention Equipment

Area of Facility	Location	Details
Vehicle Maintenance Building	Vehicle Maintenance Area	Stations in each maint. bay
Yard/Grounds	Near refueling stations	One station
	Near used oil tank	One station
Equipment and Vehicle Storage Port	Near vehicles and equipment	Station at each end of port
Construction, Drainage & Solid Waste Building	Garage bay	One station
Parking	Crew kits	One station in each large vehicle

Table 4. Inventory of Facility Best Management Practices

Area of Facility	Type of BMP	Details
Outer Perimeter	Vegetated buffer	
Yard/Grounds	Oil/water separator	Flows to sanitary sewer
	Vegetated area	Receiving downspout flow from Equipment & Vehic. Storage Port

Area of Facility	Type of BMP	Details
	Drainage ditch/detention basin	Drains along east side of facility
Vehicle Maintenance Building	Wash Bay	Drains to oil/water separator
	Floor drains	Drain to oil/water separator
Construction, Drainage & Solid Waste Building	Floor drains	Drain to oil/water separator

4.0 Operations, Schedules, and Procedures

4.1 OPERATIONS, INSPECTIONS, AND MAINTENANCE ACTIVITIES

Typical municipal activities operating out of this facility include vehicle maintenance, large vehicle and equipment storage, vehicle and equipment fueling, street maintenance and improvements, street sweeping, leaf and woody debris collections, garbage collections, facility cleaning and various other municipal activities. As previously stated, a variety of equipment is used and stored at this facility to perform these operations. Major operations and municipal activities are summarized below.

As previously mentioned, portions of the *City of Scottsburg Stormwater Municipal Resource Handbook* were used to develop this document. **Appendix C** contains quick reference materials from the handbook that should be periodically reviewed by all workers involved with operations out of this facility. Only those portions that were most relevant were included in **Appendix C**. If additional information is needed regarding operations associated with the stormwater system, always contact the Stormwater Coordinator for further assistance. It will likely be beneficial to provide copies of reference sheets found in this appendix to certain crews and staff in order to supply a reference for individuals working in the field.

4.1.1 Overall Facility Operations and Maintenance

As mentioned, this facility serves as a central location for a variety of municipal operations. The site and buildings are under the supervision of **each department and each has its own lead. 5 departments in total use parts of the site.** General facility guidelines are as follows:

- Municipal activities will be confined to their designated location, and employees should be made aware of risks to stormwater when performing activities.
- Inactive and parked vehicles and equipment at the facility will be inspected to ensure no leaks or pollutants are reaching areas that could potentially drain to the stormwater system.
- To prevent exposure to rain, excessively dirty vehicles will be stored under cover until they can be cleaned.
- Sort trash and waste materials in designated locations under cover, and recycle all materials reasonably possible; i.e. aluminum, steel, cardboard, etc in separate bins.
- Maintain vegetation areas by avoiding parking on or disturbing grass areas of the site.
- Make sure all containers and bins are clearly labeled and similar materials are stored in close proximity.

- Clean spills immediately to contain the affected area and minimize the risk of pollutants leaving the site.
    - When absorbent materials are used for liquid spills, sweep and collect the materials after the liquid is absorbed and dispose of properly.
- Periodically sweep the site, and if possible, prior to rain events.
- Properly dispose of old supplies that are no longer used or out of date.
- Utilize Material Safety Data Sheets (MSDSs) for instructions on storing, using, and cleaning chemicals and supplies at the site.
- All vehicles will have appropriate contact information in each truck.

4.1.2 Vehicle Maintenance, Repair, and Cleaning

Small to medium vehicle maintenance and upkeep is performed in the Vehicle Maintenance Building. Below are general guidelines to follow to minimize pollutant releases from these activities:

- All vehicle maintenance activities will be confined to inside the Vehicle Maintenance Building, whenever possible.
- Open containers and drip pans will be promptly transferred to a container designed for storage until it can be disposed of properly.
- Spent materials resulting from vehicle maintenance, including oil, antifreeze, brake pads, batteries, etc, should be stored separately until they can be disposed of in a manner that meets appropriate environmental measures:
    - waste oil should be collected until it can be properly transported to a facility for recycling or beneficial reuse;
    - batteries should be stored in a seal container until they can be properly recycled;
    - solid waste should be sorted in appropriate containers until it can be hauled to a recycling center or landfill, depending on the materials;
- Leaky vehicles should be stored inside until appropriate repairs can be made.
- Vehicle washing will take place in the wash bay, which drains to the sanitary sewer. Large vehicles that do not fit in the wash bay will be taken to a designated wash facility.

4.1.3 Vehicle and Equipment Fueling

The facility contains two (2) refueling tanks. One double-walled tank contains gasoline and one double-walled tank contains diesel fuel. The following activities will be observed for Scottsburg's fueling operations:

- Employees will never leave a pump unattended while refueling.
- Ensure there are adequate spill response materials at both fueling areas of the site.
    - Small spills will be handled with the spill response kit.
    - Large spills will be contained if possible and immediately reported to the supervisor and Stormwater Coordinator.
- Employees will not top off fuel tanks.

- Fuel will only be dispensed in designated containers. These containers will be periodically inspected for leaks.
- All employees will be aware of the emergency pump shut-off, which is clearly marked and accessible.

4.1.4 Street Maintenance and Improvements

The Street Department performs a variety of road improvements with crews operating from this facility. Measures that will be observed when implementing road improvements in the field include the following:

- Each crew will have a spill response kit on at least one vehicle in the case of spills such as a broken hydraulic line.
- Equipment maintenance will not take place in the field, if at all possible.
- Employees will minimize the disturbed area when performing activities
- Measures such as catch basin inserts and check dams may be necessary to minimize pollutants entering the storm system during construction
- Site follow-up inspections should be performed to ensure all disturbed areas are stable.

4.1.5 Street Sweeping

Street sweeping operations are based at this facility. Below are the standard measures that crews should observe when performing street sweeping.

- Routes should be periodically reviewed to ensure the most heavily traveled (or contaminated) areas are regularly swept.
- Collections should be disposed of in designated locations.

4.1.6 Leaf and Woody Debris Collections

Leaf and woody debris collections are based from this facility and are performed as needed, typically in fall. Below are the measures that will be implemented for leaf and woody debris operations.

- Collection will be disposed of in designated locations.
- Inactive equipment will be parked under roof or tarped whenever possible.

4.1.7 Garbage Collections

Garbage collection operations are performed from this facility. Inactive trucks are parked at this facility. All truck washing and maintenance is performed at the facility; trucks too large to be washed in the wash bay will be taken to a commercial car wash facility. The following procedures should be observed for garbage collection crews.

- Inactive vehicles should be inspected for leaks, especially from the hydraulic system.
- A spill response kit should be installed on each garbage truck.

4.2 SPILL PREVENTION, RESPONSE, AND DOCUMENTATION

Inevitably during the course of operations, spills of pollutants will occur. It is important that all staff take precautions to minimize the chance of a spill taking place, as well as limiting the damages that may result when a spill occurs. Simple steps should be implemented including refueling equipment in designated areas such as in the shop or on hard surfaces, mixing herbicides at the shop and on hard surfaces, and performing maintenance on equipment only in designated areas. Always avoid any activity that may result in a spill near water bodies and drainageways.

When a small spill does take place, immediate action must be taken to minimize the area affected and the potential impact. All reasonable efforts should be taken to ensure the pollutant is contained and that it does not reach a lake, creek, or other water body. Personal safety should not be compromised when attempting to contain a spill. If a spill takes place that is not contained on a hard surface the Stormwater Coordinator should be contacted. Moderate and large pollutant spills or spills near a water body that result in a sheen on the surface may require an extensive cleanup plan. All spills over one gallon or spills that occur outside of a paved area should be recorded. A spill inventory is included in **Appendix D**.

Small quantities of liquid spills are typically best handled with absorbent materials, which should be stored at designated locations. The locations for these spill response kits are shown on the facility map included in **Appendix B**. The kits should be inspected for adequate supply and replenished as needed. Spill response kits are provided on the maintenance trucks for use outside of the maintenance facility. After absorbent materials have been applied and pollutants have been absorbed, materials are collected and disposed of accordingly. Most liquid pollutants collected with absorbent materials can be disposed of in regular municipal waste. MSDS information should be followed for proper disposal of collected chemical spills.

4.3 EMPLOYEE TRAINING SCHEDULE

Employee training for stormwater is conducted at a minimum on an annual basis and covers materials that are most pertinent to municipal operations. Employees should be regularly reminded of the potential for illegal dumping and illicit discharges, as workers visit many areas throughout Scottsburg, and their awareness will assist in the effective identification and prevention of various pollutants from stormwater system users. Some individuals and crews may require a more frequent training and review schedule, which is based on the type of work being completed. A schedule of employee training is included in **Appendix E**. Also included in this appendix is a list of attendees over the last several training sessions.

5.0 Inspections and Monitoring

5.1 BMP INSPECTION

Stormwater BMPs at this facility will be inspected two (2) times per year by the appropriate SWPPP personnel (listed in Section 2.2). The oil/water separators, one located in the storage building and the second located at the north end of the lot, will be pumped out at as needed. If BMPs are not functioning correctly, maintenance will be performed to correct the problem immediately. The BMP inspection form is included in **Appendix F**.

Drains inside the Vehicle Maintenance Building, Vehicle Wash Bay, and Construction, Drainage and Solid Waste Building at this facility connect to an oil/water separator before being discharged to the sanitary system.

5.2 VISUAL STORMWATER INSPECTION

All stormwater discharges from the facility will be inspected two (2) times per year by the appropriate SWPPP personnel (listed in Section 2.2). Inspections will occur within the first 30 minutes of a rainfall event, but no more than 60 minutes after the beginning of an event. Rainfall events must be greater than one-tenth of an inch (0.1") in magnitude and must occur a minimum of 72 hours after the last rainfall event.

These inspections will be used to assess the effectiveness of the facility's stormwater BMPs and determine if updated or additional BMPs are necessary. The inspection will evaluate the following characteristics of the stormwater discharges:

- Color
- Odor
- Turbidity
- Solids
- Foam
- Oil Sheen
- Other

An example stormwater inspection form is included in **Appendix G**.

5.3 SITE EVALUATION

A comprehensive site evaluation will be performed one (1) time per year by SWPPP personnel (listed in Section 2.2) in cooperation with the Stormwater Coordinator. The inspection will include all pertinent areas of the site, including the perimeter, outfalls, and pollutant "hot-spots".

The results of the evaluation will be documented in a report containing at minimum: the date, the person(s) making the inspection, the scope of the inspection, observations relating to the discharge of pollutants from the facility, BMPs needing maintenance, BMPs which failed to operate as designed, locations where additional BMPs are needed, corrective actions taken, and any updates to the SWPPP. The site evaluation form is included in **Appendix H**.

6.0 Record Keeping and Updating

6.1 RECORD KEEPING AND REPORTING

Record keeping is an essential part of Scottsburg's stormwater program. It allows the City to track progress towards measureable goals and can facilitate future program enhancements. Below is a list of activities that will be tracked for reporting purposes.

<u>City Services Complex Facility Operations:</u>

- Linear feet and location of MS4 conveyances cleaned and repaired
  - Storm sewers, ditches, swales, culverts, and other drainageways
- Tons of material collected from catch basin, trash rack or other structural BMP cleaning
- Miles of streets swept and approximate frequency of cleaning (i.e. once a month)
- Tons of material collected from street sweeping
- Linear feet and location of roadside shoulders and ditches stabilized

- Number and location of stormwater outfall areas remediated from scouring conditions
- Tons of salt and sand used for snow and ice control
- Document and track municipal employees receiving pollution prevention and good housekeeping training
- Document and track regular municipal facility inspections for pollution prevention and stormwater quality
- Estimated acreage and location where pesticides and fertilizers are applied by municipal employees (only applies if operations change and employees are applying chemicals)
- Document and track licensed applicators for pesticides, herbicides and fertilizers
- Document materials recycled from this facility (steel, waste oil, etc)

A copy of the SWPPP will be provided to the Stormwater Coordinator; records pertaining to inspections, evaluations, maintenance, employee trainings, and spills will be kept onsite with the original SWPPP. The SWPPP can be made available to IDEM, given appropriate notice of ten (10) business days.

6.2 UPDATING THIS STORMWATER OPERATIONS PLAN

This document is intended to serve as a working document. As municipal operations change, it will be necessary to update this plan. Similarly, as new goals are established to limit stormwater pollution from municipal activities, this document will likely need to be modified to reflect these changes.

The SWPPP may be updated if inspections or evaluations indicate a deficiency, if it is determined that stormwater pollutant discharges are not being adequately controlled, or if changes occur to the layout or operations of the facility.

For assistance updating this document, always consult the Stormwater Coordinator.

Spill Inventory Form – Appendix D

Facility: _____

Date and Time	Spill Material	Quantity Spilled (gallons)	Spill Location	Cause of Spill	Cleanup Actions Taken	Did Spill Material Reach Storm Drain or Waterway?

Employee Training Schedule

STORM WATER MANAGEMENT

MCM 6 - POLLUTION PREVENTION AND GOOD HOUSKEEPING FOR MUNICPAL OPERATIONS

STAFF TRAINING RECORD

TRAINING TOPIC	
MATERIALS USED	

#	NAME	DEPARTMENT	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

BMP Inspection Form – Appendix F

Date: _____ **Completed by:** _____

Area Checked	BMP	Problems?		If yes, describe	Corrective
		Y	N		

Stormwater Discharge Inspection Form – Appendix G

Inspections at each outfall should be made within the first 30 minutes of the runoff event.
Observations should note color, odor, turbidity, solids, foam, oil sheen, or any other obvious form of contamination.

Date	Outfall	Weather Conditions	Observations	Further Investigation or Necessary Action; Describe

Inspection completed by:_____ **Date:**_____

Additional Notes:_____