Town of Medfield, MA

Department of Public Works

NPDES Phase II Permit MAR041131

Standard Operating Procedures (SOP)

for the Medfield Drainage System Area (MDSA)

Effective Dates:

July 1, 2019 through September 30, 2023

Revision 1: February 26, 2020
Revision 2: September 10, 2020
Revision 3: September 23, 2020

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Inlets and Catch Basins

RESOURCE NEEDS

DEFINITIONS:

Catch basins are subsurface concrete structures that receive water through a grate, curb opening, or inlet pipe. These structures can contain flow control and/or water quality devices. The catch basin's function is to collect and convey flow and in low flow conditions, collect debris and sediment to prevent these items from transferring into and obstructing the downstream piped collection system.

PERMIT REFERENCES:

The Department of Public Works (DPW) performs annual inspection and cleaning of catch basins and inlet control measures to meet permit requirements (2.3.5 & 2.3.7.a.iii).

ACTIVITY DESCRIPTION:

A detailed inspection is completed for each inlet/catch basin and minor cleaning, such as litter pick-up, is completed as part of the inspection routine. The mapping, inspection and maintenance of stormwater inlets/catch basins require accurate and specific record keeping. This task is completed by using Medfield's computerized Geographic Information System (GIS) to inventory all drainage structure locations, track maintenance costs, maintenance histories, and condition assessments. The computerized GIS stores and manages this data providing annual reports as well as formulates work order set-up and preventative maintenance (PM) schedules. During the summer season The DPW prepares grid maps identifying all the catch basin/inlet structures within the grids and assigns necessary personnel to inspect the subject structures within the grids. Each structure is visually inspected for sediment accumulation and signs of cracks, breaks, displacement, infiltration, or deterioration. The data collected during the inspection effort is then uploaded into the computerized GIS and a work order is created listing the inlet/catch basins that require maintenance. Crews are assigned and begin by inspecting and preparing the vehicle fleet and equipment, including vactor trucks, to perform maintenance duties. If sediment accumulation reaches a certain level (see maintenance criteria below), vactor trucks remove the sediment and clean the catch basins. If repairs are required, the location and condition is recorded. The Supervisor collects reports describing the outcome of the assigned maintenance activities and enters this data into the computerized GIS. Structures requiring repairs or rebuilding are inventoried and prioritized over the winter season and assigned for repair or additional work when weather permits. If damage to private property, the right-of-way, or roadway is evident and a hazard, emergency repairs are assigned to the daily field crew.

INSPECTION CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures.

2. If sediment depth is within 1" of the lowest pipe invert elevation then maintenance is required.

3. The structure is inspected from the surface to the fullest extent possible (catch basins are not designed for entry, **ENTRY IS NOT PERMITTED**) for structural integrity and/or damage for the following items:

- Inlet condition is flowing and free from any blockages
- Evidence of infiltration including drips or water flowing into structure at joints and/or grouting and evidence of discoloration above the sump indicating former water intrusion.
- Evidence of cracks and deterioration of the structure or grouting including rotting of concrete structure, exposure of rebar or structural matting, discontinuous sections in the grout.

MAINTENANCE CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures.

2. Catch basins are confined spaces containing potentially hazardous atmospheres. All maintenance personnel will be trained and properly equipped to work in hazardous confined spaces before entering any type of catch basin structure.

3. Remove sediment using vactor truck. Dispose of sediment from the vactor truck at the sedimentation basin at the Medfield Highway Garage. If repairs and/or maintenance are required, record the condition and transfer to the DPW computerized asset management system for prioritization and scheduling.

4. If repairs and/or maintenance are required or suspected, record the condition and transfer to the DPW computerized asset

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 Structural integrity including barrel sections is in good alignment, grade rings show no evidence of cracking, lifting, or movement.
 Evidence of abrasion and/or corrosion and deterioration of pipes.
 Evidence of any other unusual condition that may impede or impair the function of the structure.

4. If the structure cannot be inspected the inspection record will indicate one or more of the following;

Could not locate.
Defective or non-compliant construction.
Obstructed access.
Grate or cover could not be removed.
Unsafe conditions.
Structure has been declared a hazard to life and limb and may not be disturbed for any reason.
Unit not properly raised to grade preventing maintenance access

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management system for prioritization and scheduling.
<ol type="i">
Remove inlet blockage
Record and/or photograph infiltration condition for the DPW asset management system.
Record and/or photograph cracks and deterioration for DPW asset management system.
Record and/or photograph structural integrity for DPW asset management system.
Record and/or photograph corrosion or abrasion for DPW asset management system.
Record and/or photograph any other condition that may impede or impair the function of the structure for DPW asset management system.

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<td>INSPECTION SCHEDULE:
Routine inspection is completed on an annual basis for each catch basin and inlet.</td>
<td>MAINTENANCE SCHEDULE:
Maintenance will be scheduled and performed based on the outcome of the annual inspection effort... Maintenance requirements are logged after inspection, noted, and prioritized in the DPW computerized asset management database. Maintenance activities are completed as warranted by the priority assigned.</td>
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<tr>
<td colspan="2">POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES</td>
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<td colspan="2">Train field crews annually and provide frequent verbal reminders on how to operate the equipment and what to look for during routine inspections prior to the field season.
Keep training records that include attendees, date, and description of training.
Check all vehicles, including vactor trucks, used for stormwater infrastructure inspection and maintenance for operational condition, leaks, and deficiencies prior to leaving the Medfield Highway Garage. For equipment inspection and maintenance:

 Place drip pans under equipment parts that may leak. Empty drip pans when they are more than ½ full.
 Clean up all drips and leaks immediately
 Empty fuel and oil filters where drips cannot reach stormwater
 Do not wash equipment or pavement surrounding equipment where wash water can enter storm drains

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Inlets and Catch Basins

Check fittings associated with the vactor truck prior to starting operation of the vactor truck to remove accumulated sediment material.

Remove all litter and debris found during the inspection procedure. Dispose of litter/debris from the site in solid waste containers located at the Medfield Highway Garage.

Transfer sediment and debris collected in the vactor truck to the vactor wash-out/sediment basin located at the Medfield Highway Garage. If sediment is spilled or released during collection or disposal clean the area thoroughly and immediately.

RESOURCE NEEDS

DEFINITIONS:

Manholes allow surface access to underground storm water piping conveyances for inspection and maintenance operations. Pipes within the storm water system convey storm water flow to receiving bodies of water. Weirs installed within manholes provide flow control.

PERMIT REFERENCES:

This SOP was prepared according to the permit requirements (2.3.5 and 2.3.7.a.iii).

ACTIVITY DESCRIPTION:

The inspection and maintenance of manholes, weirs, and pipes require accurate and specific record keeping. This task is completed by using MEDFIELD's GIS enhanced computerized GIS to inventory all drainage structure locations, track maintenance costs, maintenance histories, and condition assessments. The computerized GIS stores and manages this data providing annual reports as well as formulates work order set-up and preventative maintenance (PM) schedules. During the summer season The DPW prepares grid maps identifying all the manholes, weirs, and pipes within the grids and assigns necessary personnel to inspect the subject structures within the grids. Each structure is visually inspected for sediment accumulation and signs of cracks, breaks, displacement, infiltration, or deterioration. Inspections include weirs and/or adjacent pipe within the manhole. The data collected during the inspection effort is then uploaded into the computerized GIS and a work order is created listing the manholes, weirs, and pipes that require maintenance. Crews are assigned and begin by inspecting and preparing the vehicle fleet and equipment, including vactor trucks, to perform maintenance duties. If sediment accumulation reaches a certain level (see maintenance criteria below), vactor trucks remove the sediment and clean the manholes, weirs, and pipes. If repairs are required, the location and condition is recorded. The Supervisor collects the reports describing the outcome of the assigned maintenance activities and enters this data into the computerized GIS. Manholes, weirs, and pipes requiring repairs or rebuilding are inventoried and prioritized over the winter season and assigned for repair or additional work when weather permits. If damage to private property, the right-of-way, or roadway is evident and a hazard, emergency repairs are assigned to the day crew

INSPECTION CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures.

2. Storm drain manholes, weirs, and pipes are confined spaces containing potentially hazardous atmospheres. All inspection and maintenance personnel will be trained and properly equipped to work in hazardous confined spaces before entering manhole structures.

3. If the depth of sediment accumulation in the manhole catchment is within 6" of the lowest invert then maintenance is required.

4. The structure is checked for structural integrity and/or damage for the following items:

- Evidence of infiltration including drips or water flowing into structure at joints and/or grouting, and evidence of discoloration above the sump indicating former water intrusion.
- Cracks and deterioration of the structure or grouting including rotting of concrete structure, exposure of rebar or structural

MAINTENANCE CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures

2. Storm drain manholes, weirs, and pipes are confined spaces containing potentially hazardous atmospheres. All inspection and maintenance personnel will be trained and properly equipped to work in hazardous confined spaces before entering manhole structures.

3. Remove sediment using vactor truck. Dispose of sediment from the vactor truck at the sedimentation basin at the Medfield Highway Garage.

4. If repairs and/or maintenance are required, record the condition and transfer to the DPW computerized asset management system for prioritization and scheduling.

i. Record and/or photograph infiltration condition for DPW asset management system
ii. Record and/or photograph cracks and deterioration for DPW asset management system.

matting, discontinuous sections in the grout.
- Structural integrity including barrel sections is in good alignment, grade rings show no evidence of cracking, lifting, or movement.
- Signs of abrasion and/or corrosion and deterioration of pipes
- Evidence of any other unusual condition that may impede or impair the function of the structure(s).

5. Measure the depth of sediment accumulation in the upstream and downstream pipes. If the sediment level in pipes is more than 25% of the pipe diameter, schedule the pipes to be jetted and cleaned. Please see Pipe Jetting/Cleaning SOP for detail.

6. If the structure cannot be inspected the inspection record will indicate one or more of the following;

- Could not locate.
- Defective or non-compliant construction.
- Obstructed access.
- Grate or cover could not be removed.
- Unsafe conditions.
- Structure has been declared a hazard to life and limb and may not be disturbed or entered for any reason.

iii. Record and/or photograph structural integrity for DPW asset management system.
iv. Record and/or photograph corrosion or abrasion for DPW asset management system.
v. asset management system
vi. Record and/or photograph any other condition that may impede or impair the function of the structure for DPW asset management system.

INSPECTION SCHEDULE:

Manholes and associated weirs and pipes are inspected on a three year rotation.

MAINTENANCE SCHEDULE:

Maintenance is performed as identified during inspections or as predicated by the preventative maintenance schedule in the asset management system. .

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

Train field crews annually and provide frequent verbal reminders on how to operate the equipment and what to look for during routine inspections prior to the field season.
Keep training records that include attendees, date, and description of training.
Check all vehicles, including vactor trucks, used for stormwater infrastructure inspection and maintenance for operational condition, leaks, and deficiencies prior to leaving the Medfield Highway Garage. For equipment inspection and maintenance:
- Place drip pans under equipment parts that may leak. Empty drip pans when they are more than ½ full.
- Clean up all drips and leaks immediately
- Empty fuel and oil filters where drips cannot reach stormwater
- Do not wash equipment or pavement surrounding equipment where wash water can enter storm drains

Check fittings associated with the vactor truck prior to starting operation of the vactor truck to remove accumulated sediment material.
Remove all litter and debris found during the inspection procedure. Dispose of litter/debris from the site in solid waste containers located at the Medfield Highway Garage. Transfer sediment and debris collected in the vactor truck to the vactor wash-out/sediment basin located at the Medfield Highway Garage.
If sediment is spilled or released during collection or disposal clean the area thoroughly and immediately.

RESOURCE NEEDS

DEFINITIONS:
Pipe jetting and cleaning is the process of threading a high pressure water nozzle through a pipe to break up and remove debris and sediment from the pipe. Sediment and debris are collected and removed through an access point using a vactor truck.

PERMIT REFERENCES:
This SOP was prepared according to the permit requirements (2.3.5 and 2.3.7.a.iii).

ACTIVITY DESCRIPTION:
Stormwater pipes are inspected during routine manhole inspections in compliance with the SOP for Manholes/Pipe Inspection/Weirs. If a significant blockage is observed or if sediment and debris levels exceed those established in the SOP for Manholes/Pipe Inspection/Weirs, the condition is recorded in the DPW computerized asset management system and a work order is created. When work orders for pipe jetting and cleaning are assigned, crews inspect and prepare the equipment fleet, including vactor trucks and water pumps as needed. At the site the pipes are cleaned or blockages removed by use of a properly sized jetting nozzle attached to a high pressure water pump. The high pressure nozzle transfers energy from the pressure of the nozzle to velocity, pulling the hose behind it. A hydraulic reel controls the pressure and distance the nozzle travels through the pipe, cleaning and removing debris. A downstream bladder collects water, sediment, and debris to ensure that sediment plumes are not released into the receiving waters. . The Supervisor collects the reports describing the outcome of the assigned maintenance activities and enters this data into the computerized GIS. . If the field notes indicate repairs need immediate attention, the DPW Supervisor assigns this repair via work order to daily field crews.

Pipe Jetting and Cleaning

INSPECTION CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures.

2. Storm drain manholes and pipes are confined spaces containing potentially hazardous atmospheres. All inspection personnel will be trained and properly equipped to work in hazardous confined spaces before entering manhole or catch basin structures.

3. The depth of sediment accumulation is noted in the field notes. If sediment depths are greater than 25% of the pipe diameter the pipe is cleaned by jetting.

4. The structure is checked for structural integrity and/or damage for the following items:

- Evidence of infiltration including drips or water flowing into structure at joints.
- Cracks and deterioration of the structure.
- Structural integrity is in good alignment, with no evidence of shifting, shearing, cracking, lifting, or movement.
- Signs of abrasion and/or corrosion.
- Evidence of any other unusual condition that may impede or impair the function of the structure(s).

5. If the structure(s) cannot be inspected the maintenance record will indicate one or more of the following;

- Could not locate.
- Defective or non-compliant construction.
- Obstructed access.
- Grate or cover could not be removed.
- Unsafe conditions.
- Structure has been declared a hazard to life and limb and may not be disturbed or entered for any reason.

MAINTENANCE CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures

2. Storm drain manholes and pipes are confined spaces containing potentially hazardous atmospheres. All maintenance personnel will be trained and properly equipped to work in hazardous confined spaces before entering manhole or catch basin structures.

3. Remove sediment using vactor truck. Place a downstream bladder to collect water and sediment to ensure sediment plumes are not released into receiving water. Dispose of sediment from the vactor truck at the sedimentation basin at the Medfield Highway Garage.

4. If repairs and/or maintenance are required, record the condition and transfer to the DPW asset management system for prioritization and scheduling.

i. Record and/or photograph infiltration condition for DPW asset management system
ii. Record and/or photograph cracks and deterioration for DPW asset management system.
iii. Record and/or photograph structural integrity for DPW asset management system.
iv. Record and/or photograph corrosion or abrasion for DPW asset management system.
v. Record and/or photograph any other condition that may impede or impair the function of the structure for DPW asset management system.

INSPECTION SCHEDULE:
Pipes are inspected during routine manhole inspections (see SOP for Manholes/Pipe Inspection/Weirs).

MAINTENANCE SCHEDULE:
Maintenance is performed as identified during inspections

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

Train field crews annually and provide frequent verbal reminders on how to operate the equipment and what to look for during routine inspections prior to the field season.

Keep training records that include attendees, date, and description of training.
Check all vehicles, including vactor trucks, used for stormwater infrastructure inspection and maintenance for operational condition, leaks, and deficiencies prior to leaving the Medfield Highway Garage. For equipment inspection and maintenance:

- Place drip pans under equipment parts that may leak. Empty drip pans when they are more than ½ full.
- Clean up all drips and leaks immediately
- Empty fuel and oil filters where drips cannot reach stormwater
- Do not wash equipment or pavement surrounding equipment where wash water can enter storm drains

Check fittings associated with the vactor truck prior to starting operation of the vactor truck to remove accumulated sediment material.
Remove all litter and debris found during the inspection procedure. Dispose of litter/debris from the site in solid waste containers located at the Medfield Highway Garage.

Transfer sediment and debris collected in the vactor truck to the vactor wash-out/sediment basin located at the Medfield Highway Garage. If sediment is spilled or released during collection or disposal clean the area thoroughly and immediately.

Check Dams

RESOURCE NEEDS

DEFINITIONS:
Check dams are used to slow the velocity of concentrated stormwater to prevent erosion. In an unlined channel or vegetative swale. Check dams catch sediment from the channel and are typically constructed of rock but can also be constructed from gravel, sandbags, logs, or treated lumber.

PERMIT REFERENCES:
This SOP was prepared according to the permit requirements (2.3.5 and 2.3.7.a.iii).

ACTIVITY DESCRIPTION:
A detailed inspection is completed of each check dam and minor cleaning, such as litter pick-up, is completed as part of the inspection routine. Check dams are visually inspected for sediment accumulation and signs of deterioration, or evidence of previous overtopping or flooding. The check dam condition is recorded in the DPW computerized asset management system and a work order is created where necessary. When work orders are assigned, crews inspect and prepare the equipment as needed. The Supervisor collects the reports describing the outcome of the assigned maintenance activities and enters this data into the computerized GIS. If the field inspection reveals that immediate repairs are necessary, the DPW Supervisor assigns this repair via work order to daily field crews.

INSPECTION CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures.

2. The depth of sediment accumulation at the check dam is noted in the field notes. If sediment depths are greater than 1/3 the height of the check dam maintenance is needed. The accumulation of sediment and evidence of previous flooding or channel overtopping is checked to ensure functionality of the check dam.

3. The condition of the check dam structure is inspected for the following:
   - Check for signs of structural deterioration including loss of rock structure, and/or crumbling.
   - Check for signs of scour on the downstream side of the check dam.
   - Evidence of any other unusual condition that may impede or impair the function of the check dam.

MAINTENANCE CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures.

2. If the sediment and debris level behind the check dam is greater than 1/3 the height of the dam, remove sediment to restore capacity. Dispose of sediment at the sedimentation basin at the Medfield Highway Garage. To keep it functioning properly, the sediment and/or debris is removed to restore functionality.

3. If repairs and/or maintenance are required, record the condition and transfer to the DPW asset management system for prioritization and scheduling.
   i. Record and/or photograph structural condition for DPW asset management system.
   ii. Record and/or photograph scour condition for DPW asset management system.
   iii. Record and/or photograph any other condition that may impede or impair the function of the check dam for DPW asset management system

Check Dams

INSPECTION SCHEDULE:	**MAINTENANCE SCHEDULE:**
Check dams are inspected during other routine work, as needed, or as evidence of improper functioning is noticed or reported.	Maintenance is performed as identified during inspections.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

Train field crews annually and provide frequent verbal reminders on how to operate the equipment and what to look for during routine inspections prior to the field season.
Keep training records that include attendees, date, and description of training.
Check all vehicles, including vactor trucks, used for stormwater infrastructure inspection and maintenance for operational condition, leaks, and deficiencies prior to leaving the Medfield Highway Garage. For equipment inspection and maintenance:

- Place drip pans under equipment parts that may leak. Empty drip pans when they are more than ½ full.
- Clean up all drips and leaks immediately
- Empty fuel and oil filters where drips cannot reach stormwater
- Do not wash equipment or pavement surrounding equipment where wash water can enter storm drains

Remove all litter and debris found during the inspection procedure. Dispose of litter/debris from the site in solid waste containers located at the Medfield Highway Garage.

Transfer sediment and debris collected in the vactor truck to the vactor wash-out/sediment basin located at the Medfield Highway Garage. If sediment is spilled or released during collection or disposal clean the area thoroughly and immediately.

If any work associated with this SOP results in ground disturbance (digging, grading, asphalt removal, etc.), including follow-up repairs that are needed at the structure, the following are implemented:

- Prevent disturbance of or introduction of polluted runoff to receiving waterbodies. Precautions include flow diversion and installation of temporary sediment and erosion control best management practices (such as waddles, matting, or silt fence) as specified in the municipal Storm Water Treatment Plan Review Guidance Manual (SWTPRGM).

- If more than 500 square feet are disturbed, the project may require a Stormwater Pollution Prevention Plan (SWPPP). Follow the requirements set forth in the SWTPRGM.

- Stabilize exposed ground, soil, or dirt. Roadways may be stabilized by asphalt or chip seal. Other surfaces, including ditch side slopes, are reseeded to reestablish vegetation or covered with aggregate (rock or gravel) with no fines.

RESOURCE NEEDS
DEFINITIONS: Oil and grit separators (OGS) are structural Best Management Practice designed to remove hydrocarbons and sediment from runoff. Runoff passes through these compartments to separate grit, oil and sediment before continuing in the downstream conveyance system. **PERMIT REFERENCES:** This SOP was prepared according to the permit requirements (2.3.5 and 2.3.7.a.iii). **ACTIVITY DESCRIPTION:** A detailed inspection and maintenance regiment is simultaneously completed on each OGS structure. Sediment and debris removal, litter pick-up, and evacuating the collection chamber(s) is completed as part of this regiment. The inspection and maintenance of OGSs require accurate record keeping. This task is completed by using MEDFIELD's GIS enhanced computerized GIS to inventory all drainage structure locations, track maintenance costs, maintenance histories, and condition assessments. During the summer season The DPW prepares grid maps identifying all the OGS structures within the grids and assigns necessary personnel and equipment to inspect and provide maintenance on the subject structures within the grids. Crews begin by inspecting and preparing the vehicle fleet and equipment, including vactor trucks, to perform maintenance duties. Prior to performing maintenance the OGS is inspected for signs of cracks, breaks, displacement, infiltration, or deterioration. If repairs are required, the location and condition is recorded for upload into the computerized asset management system to schedule repairs. Vactor trucks are used to remove the sediment and clean the OGSs. The Supervisor collects reports describing the outcome of the assigned maintenance activities and enters this data into the computerized GIS. Structures requiring repairs or rebuilding are inventoried and prioritized over the winter season and assigned for repair or additional work when weather permits. If damage to private property, the right-of-way, or roadway is evident and a hazard, emergency repairs are assigned to the daily field crew.

INSPECTION CRITERIA:	**MAINTENANCE CRITERIA:**
1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures. 2. OGS structures are confined spaces containing potentially hazardous atmospheres. All personnel will be trained and properly equipped to work in hazardous confined spaces. 3. The depth of sediment accumulation is noted in the field notes. 4. The structural components of the OGSs are checked to ensure proper flow conveyance. - Evidence of infiltration including drips or water flowing into structure at joints and/or grouting, and evidence of discoloration above the sump indicating former water intrusion. - Cracks and deterioration of the structure or grouting including rotting of concrete structure, exposure of rebar or structural matting, discontinuous sections in the grout. - Structural integrity including barrel sections is in good alignment, grade rings show no evidence of cracking, lifting, or movement. - Signs of abrasion and/or corrosion are inspected - Accessibility issues 5. If the OGS cannot be inspected or maintained the record will indicate one or more of the following; - Could not locate. - Defective or non-compliant construction. - Obstructed access to structure. - Grate or cover could not be removed. - Unsafe conditions. - Structure has been declared a hazard to life and limb and may not be disturbed or entered for any reason. - Unit not properly raised to grade preventing maintenance access. - Maintenance access points not properly aligned on the OGS.	1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures. 2. OGS structures are confined spaces containing potentially hazardous atmospheres. All personnel will be trained and properly equipped to work in hazardous confined. 3. All Sediment and debris in the OGS are removed via vactor truck. 4. If repairs and/or maintenance are required, record the condition and transfer to the DPW asset management system for prioritization and scheduling. i. Record and/or photograph infiltration condition for DPW asset management system ii. Record and/or photograph cracks and deterioration for DPW asset management system. iii. Record and/or photograph structural integrity for DPW asset management system. iv. Record and/or photograph corrosion or abrasion for DPW asset management system. v. Record and/or photograph accessibility issues for the DPW asset management system vi. Record and/or photograph any other condition that may impede or impair the function of the OGS for DPW asset management system
INSPECTION SCHEDULE: Each OGS is inspected annually.	**MAINTENANCE SCHEDULE:** Sediment and debris are removed on an annual basis. Other maintenance needs are performed as identified during inspection.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES
Train field crews every two years and provide frequent verbal reminders on how to operate the equipment and what to look for during routine inspections prior to the bi-annual field cleanout season (schedule based on current cleanout rate and subject to change if cleanout volume dictates). Keep training records that include attendees, date, and description of training. Check all vehicles, including vactor trucks, used for stormwater infrastructure inspection and maintenance for operational condition, leaks, and deficiencies prior to leaving the Medfield Highway Garage. For equipment inspection and maintenance: • Place drip pans under equipment parts that may leak. Empty drip pans when they are more than ½ full. • Clean up all drips and leaks immediately • Empty fuel and oil filters where drips cannot reach stormwater • Do not wash equipment or pavement surrounding equipment where wash water can enter storm drains Check fittings associated with the vactor truck prior to starting operation of the vactor truck to remove accumulated sediment material. Remove all litter and debris found during the inspection procedure. Dispose of litter/debris from the site in solid waste containers located at the Medfield Highway Garage. Collect liquid and floatable contaminants in the vactor truck and decant to the sanitary sewer system at Medfield Water and Wastewater Utility (AWWU) receiving stations. AWWU has permitted this discharge to the sanitary sewer system. Solids that remain are delivered to the Medfield Highway Garage. Permitting discussions are on-going to potentially use a field filtration unit and field decanting to the sanitary sewer.

RESOURCE NEEDS
DEFINITIONS: Outfalls are the discharge points where storm water enters the receiving body of water at the end of a storm water conveyance system. **PERMIT REFERENCES:** DPW performs inspection and cleaning of outfalls to meet permits requirements (2.3.5 and 2.3.7.a.iii) **ACTIVITY DESCRIPTION:** A detailed inspection is completed of each outfall and minor cleaning, such as litter pick-up, is completed as part of the inspection routine. Outfall inspection is performed between June 1st and August 30th as part of the dry weather screening program. The inspection and maintenance of outfalls requires accurate record keeping. This task is completed by using MEDFIELD's GIS enhanced computerized GIS to inventory all drainage structure locations, track maintenance costs, maintenance histories, and condition assessments. During the summer season The DPW prepares grid maps identifying all the outfall structures within the grids and assigns maintenance crews to inspect the structures within the grids. Crews inspect and prepare the equipment fleet needed to perform the inspection of the assigned structures. Each outfall is visually inspected for functionality, erosion or deterioration at the discharge location, and illicit discharges. The site is also photographed to document conditions during the inspection. The Supervisor collects reports describing the outcome of the assigned maintenance activities and enters this data into the computerized GIS. Outfalls requiring repairs or rebuilding are inventoried and prioritized over the winter season and assigned for repair or additional work when weather permits. If damage to private property, the right-of-way, or roadway is evident and a hazard, emergency repairs are assigned to the daily field crew.

Outfalls

INSPECTION CRITERIA:	**MAINTENANCE CRITERIA:**
1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures. 2. Check for litter, rubbish, and debris around the outfall area. 3. The structural components of the outfalls are inspected to ensure flow conveyance and functionality. The outfall site is inspected for signs of: - Sediment accumulation and localized erosion. - Exposed soil material with no vegetative cover. 4. Evidence of illicit discharges should be checked during dry weather conditions and may include the following items: - Odor - Color - Clarity - Floatables - Deposits/stains - Vegetation condition - Structural condition - Biology 5. If the Outfall cannot be inspected or maintained the record will indicate one or more of the following; - Could not locate. - Defective or non-compliant construction. - Obstructed or no access to outfall. - Unsafe conditions.	1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures. 2. Remove liter, rubbish, accumulated sediment, and debris in and around the outfall. 3. If repairs and/or maintenance are required, record the condition and transfer to the DPW asset management system for prioritization and scheduling. 4. Repair rock or rip rap used for energy dissipation at outfall. Vegetate to re-establish cover.
INSPECTION SCHEDULE: Each outfall is inspected annually.	**MAINTENANCE SCHEDULE:** Maintenance is performed as identified during inspections.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

Check all vehicles used for stormwater infrastructure inspection and maintenance for operational condition, leaks, and deficiencies prior to leaving the Medfield Highway Garage. For equipment inspection and maintenance:

- Place drip pans under equipment parts that may leak. Empty drip pans when they are more than ½ full.
- Clean up all drips and leaks immediately
- Empty fuel and oil filters where drips cannot reach stormwater
- Do not wash equipment or pavement surrounding equipment where wash water can enter storm drains

Remove all litter and debris found during the inspection procedure. Dispose of litter/debris from the site in solid waste containers located at the Medfield Highway Garage.

Outfalls

Obtain appropriate local, state and federal permits, as applicable or necessary for the associated receiving water.
If any work associated with this SOP results in ground disturbance (digging, grading, asphalt removal, etc.), including follow-up repairs that are needed at the structure, the following are implemented:

- Prevent disturbance of or introduction of polluted runoff to receiving waterbodies. Precautions include flow diversion and installation of temporary sediment and erosion control best management practices (such as waddles, matting, or silt fence) as specified in the municipal Storm Water Treatment Plan Review Guidance Manual.

- If more than 500 square feet are disturbed, the project may require a SWPPP. Follow the requirements set forth in the SWTPRGM.

- Stabilize exposed ground, soil, or dirt. Roadways may be stabilized by asphalt or chip seal. Other surfaces, including ditch sideslopes, are reseeded to reestablish vegetation or covered with aggregate (rock or gravel) with no fines.

RESOURCE NEEDS
DEFINITIONS: Drywells are facilities that collect and infiltrate storm water runoff into the ground. **PERMIT REFERENCES:** This SOP was prepared according to the permit requirements (2.3.5 and 2.3.7.a.iii). **ACTIVITY DESCRIPTION:** A detailed inspection is completed for each inlet/catch basin and minor cleaning, such as litter pick-up, is completed as part of the inspection routine. The mapping, inspection and maintenance of stormwater drywells requires accurate and specific record keeping. This task is completed by using MEDFIELD's GIS enhanced computerized GIS to inventory all drainage structure locations, track maintenance costs, maintenance histories, and condition assessments. The computerized GIS stores and manages this data providing annual reports as well as formulates work order set-up and preventative maintenance (PM) schedules. During the summer season The DPW prepares grid maps identifying all the drywell structures within the grids and assigns necessary personnel to inspect the subject structures within the grids. Each structure is visually inspected for sediment accumulation and signs of cracks, breaks, displacement, infiltration, or deterioration. The data collected during the inspection effort is then uploaded into the computerized GIS and a work order is created listing the drywells that require maintenance. Crews are assigned and begin by inspecting and preparing the vehicle fleet and equipment, including vactor trucks, to perform maintenance duties. If sediment accumulation reaches a certain level (see maintenance criteria below), vactor trucks remove the sediment and clean the drywells. If repairs are required, the location and condition is recorded. The Supervisor collects reports describing the outcome of the assigned maintenance activities and enters this data into the computerized GIS. Structures requiring repairs or rebuilding are inventoried and prioritized over the winter season and assigned for repair or additional work when weather permits. If damage to private property, the right-of-way, or roadway is evident and a hazard, emergency repairs are assigned to the daily field crew.

INSPECTION CRITERIA:	MAINTENANCE CRITERIA:
1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures. 2. Drywells are confined spaces containing potentially hazardous atmospheres. All personnel will be trained and properly equipped to work in hazardous confined spaces. 5. If sediment depths are greater than 2” or if evidence of failed infiltration capacity is observed then maintenance is required. 6. The structure is inspected from the surface to the fullest extent possible for structural integrity and/or damage for the following items: • Inlet condition is flowing and free from any blockages • Evidence of infiltration including drips or water flowing into structure at joints and/or grouting and evidence of discoloration above the sump indicating former water intrusion. • Evidence of cracks and deterioration of the structure or grouting including rotting of concrete structure, exposure of rebar or structural matting, discontinuous sections in the grout. • Structural integrity including barrel sections is in good alignment, grade rings show no evidence of cracking, lifting, or movement. • Evidence of abrasion and/or corrosion and deterioration of pipes. • Evidence of overflowing occurring, including erosion or formation of a channel. • Ponding or other evidence of failed infiltration. • Evidence of any other unusual condition that may impede or impair the function of the structure. 7. :If the structure cannot be inspected the inspection record will indicate one or more of the following; • Could not locate. • Defective or non-compliant construction. • Obstructed access. • Grate or cover could not be removed. • Unsafe conditions. • Structure has been declared a hazard to life and limb and may not be disturbed for any reason. • Unit not properly raised to grade preventing maintenance access	1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures. 2. Drywells are confined spaces containing potentially hazardous atmospheres. All personnel will be trained and properly equipped to work in hazardous confined spaces. 3. Remove sediment using vactor truck. Dispose of sediment from the vactor truck at the sedimentation basin at the Medfield Highway Garage. 4. If repairs and/or maintenance are required, record the condition and transfer to the DPW asset management system for prioritization and scheduling. i. Record and/or photograph erosion condition for DPW asset management system ii. Record and/or photograph ponding for DPW asset management system. iii. Record and/or photograph structural integrity for DPW asset management system.

Drywells

INSPECTION SCHEDULE:	**MAINTENANCE SCHEDULE:**
Drywell inspection is performed on an annual basis.	Drywell maintenance is performed as identified through inspections.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

Train field crews annually and provide frequent verbal reminders on how to operate the equipment and what to look for during routine inspections prior to the field season.

Keep training records that include attendees, date, and description of training.

Check all vehicles, including vactor trucks, used for stormwater infrastructure inspection and maintenance for operational condition, leaks, and deficiencies prior to leaving the Medfield Highway Garage. For equipment inspection and maintenance:

- Place drip pans under equipment parts that may leak. Empty drip pans when they are more than ½ full.
- Clean up all drips and leaks immediately
- Empty fuel and oil filters where drips cannot reach stormwater
- Do not wash equipment or pavement surrounding equipment where wash water can enter storm drains

Check fittings associated with the vactor truck prior to starting operation of the vactor truck to remove accumulated sediment material.
Remove all litter and debris found during the inspection procedure. Dispose of litter/debris from the site in solid waste containers located at the Medfield Highway Garage.

Transfer sediment and debris collected in the vactor truck to the vactor wash-out/sediment basin located at the Medfield Highway Garage. If sediment is spilled or released during collection or disposal clean the area thoroughly and immediately.

RESOURCE NEEDS

DEFINITIONS:
Vegetated swales are gently sloping depressions planted with vegetation that allow stormwater runoff to be treated before entering the flow conveyance system. The vegetation slows the runoff flow, allowing the water to be filtered and, in some cases, infiltrated into the ground.

PERMIT REFERENCES:
This SOP was prepared according to the permit requirements (2.3.5 and 2.3.7.a.iii).

ACTIVITY DESCRIPTION:
Vegetated swales are periodically inspected, and maintained, when improper functioning becomes evident. Crews inspect and prepare the equipment fleet needed to perform the inspection. The swale is visually inspected for sediment accumulation, vegetation that inhibits drainage conveyance, signs of erosion, channeling, or signs of flooding. . If repairs are required, the location and condition is recorded. The Supervisor collects reports describing the outcome of the assigned maintenance activities and enters this data into the computerized GIS. Structures requiring repairs or rebuilding are inventoried and prioritized over the winter season and assigned for repair or additional work when weather permits. If damage to private property, the right-of-way, or roadway is evident and a hazard, emergency repairs are assigned to the daily field crew.

INSPECTION CRITERIA:

1. Look for trash, debris, or large objects that could obstruct water flow.

2. Look for vegetation impeding drainage, laying over, or matted down,

3. Inspect for signs of channeling, erosion, and previous flooding to assess the functionality of the swale.

4. If damage to private property is evident, schedule emergency repairs.

MAINTENANCE CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures.

2. Remove trash or debris from swale. Dispose of at the Medfield Highway Garage.

3. Remove sediment and debris in and around the swale if drainage is blocked.

4. Conduct mulch-mowing (see Mowing SOP). Set mulching blade to 3 to 6-inches for mowing operations.

5. If signs of channeling, erosion, or flooding are present indicating sediment transfer through the swale, record and transfer to the DPW asset management system for prioritization and scheduling for repairs.
   i. Record and/or photograph condition for DPW asset management system
   ii. Consider adding energy dissipation rock, check dams, or stabilizing vegetation to minimize sediment transfer and slow water velocity within the swale

INSPECTION SCHEDULE:
Vegetative swales are inspected during other routine work, as needed, or if improper functioning is noticed or reported.

MAINTENANCE SCHEDULE:
Maintenance is performed based on inspection results.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

Train field crews annually and provide frequent verbal reminders on how to operate the equipment and what to look for during routine inspections prior to the field season.

Keep training records that include attendees, date, and description of training.

Check all vehicles used for stormwater infrastructure inspection and maintenance for operational condition, leaks, and deficiencies prior to leaving the Medfield Highway Garage. For equipment inspection and maintenance:

- Place drip pans under equipment parts that may leak. Empty drip pans when they are more than ½ full.
- Clean up all drips and leaks immediately
- Empty fuel and oil filters where drips cannot reach stormwater
- Do not wash equipment or pavement surrounding equipment where wash water can enter storm drains

Remove all litter and debris found during the inspection procedure. Dispose of litter/debris from the site in solid waste containers located at the Medfield Highway Garage.

Pick up and dispose of clippings, leaves, sticks, branches, mulching, or other collected vegetation from all impermeable surfaces (driveways, sidewalks, trails, roadsides, etc.) that could runoff into storm drain collection systems.

Do not dispose of vegetation into waterways or storm drainage systems.

If any work associated with this SOP results in ground disturbance (digging, grading, asphalt removal, etc.), including follow-up repairs that are needed at the structure, the following are implemented:

- Prevent disturbance of or introduction of polluted runoff to receiving waterbodies. Precautions include flow diversion and installation of temporary sediment and erosion control best management practices (such as waddles, matting, or silt fence) as specified in the municipal SWTPRGM.

- If more than 500 square feet are disturbed, the project may require a SWPPP. Follow the requirements set forth in the SWTPRGM.

- Stabilize exposed ground, soil, or dirt. Roadways may be stabilized by asphalt or chip seal. Other surfaces, including ditch sideslopes, are reseeded to reestablish vegetation or covered with aggregate (rock or gravel) with no fines.

RESOURCE NEEDS

DEFINITIONS:
Infiltration devices and constructed wetlands are areas designed to treat stormwater runoff and reduce the amount of water entering a receiving water body.

PERMIT REFERENCES:
This SOP was prepared according to the permit requirements (2.3.5 and 2.3.7.a.iii).

ACTIVITY DESCRIPTION:
Infiltration devices and constructed wetlands are periodically inspected and maintained as needed basis, when improper functioning is observed. Crews inspect and prepare the equipment fleet needed to perform the inspection. Upon arriving at the site crews visually inspect for sediment accumulation, vegetation overgrowth that inhibits drainage, conveyance, and signs of erosion. . If repairs are required, the location and condition is recorded. The Supervisor collects reports describing the outcome of the assigned inspection activities and enters this data into the computerized GIS. Structures requiring repairs or rebuilding are inventoried and prioritized and a work order is created and repair crews are assigned. If damage to private property, the right-of-way, or roadway is evident and a hazard, emergency repairs are assigned to the daily field crew.

INSPECTION CRITERIA:

1. Look for sediment accumulation, trash, debris, or large objects that could obstruct water flow.

2. Look for vegetation impeding drainage, laying over, or matted down,

3. Inspect for signs of channeling, erosion, and previous flooding to assess the functionality of the wetland.

4. If damage to private property is evident, schedule emergency repairs.

MAINTENANCE CRITERIA:

1. Provide appropriate traffic control where necessary and all other required safety equipment. Insure personnel are properly trained on the use of equipment and safety procedures.

2. Remove sediment and debris if drainage is blocked. Remove trash or litter and dispose of at the Medfield Highway Garage.

3. Remove vegetative overgrowth by hand (when practical) to reduce damage to wetland feature.

4. If signs of channeling, erosion, or flooding are present indicating sediment transfer through the wetland, record and transfer to the DPW asset management system for prioritization and scheduling for repairs.
   i. Record and/or photograph condition for DPW asset management system

INSPECTION SCHEDULE:
Inspection is performed on an as needed basis, as evidence of improper functioning is noticed or reported.

MAINTENANCE SCHEDULE:
Maintenance is performed based on inspection results.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

Train field crews annually and provide frequent verbal reminders on how to operate the equipment and what to look for during routine inspections prior to the field season.

Keep training records that include attendees, date, and description of training.

Check all vehicles used for stormwater infrastructure inspection and maintenance for operational condition, leaks, and deficiencies prior to leaving the Medfield Highway Garage. For equipment inspection and maintenance:

- Place drip pans under equipment parts that may leak. Empty drip pans when they are more than ½ full.
- Clean up all drips and leaks immediately
- Empty fuel and oil filters where drips cannot reach stormwater
- Do not wash equipment or pavement surrounding equipment where wash water can enter storm drains

Remove all litter and debris found during the inspection procedure. Dispose of litter/debris from the site in solid waste containers located at the Medfield Highway Garage.

Do not dispose of vegetation into waterways or storm drainage systems.

If any work associated with this SOP results in ground disturbance (digging, grading, asphalt removal, etc.), including follow-up repairs that are needed at the structure, the following are implemented:

- Prevent disturbance of or introduction of polluted runoff to receiving waterbodies. Precautions include flow diversion and installation of temporary sediment and erosion control best management practices (such as waddles, matting, or silt fence) as specified in the municipal SWTPRGM.

- If more than 500 square feet are disturbed, the project may require a SWPPP. Follow the requirements set forth in the SWTPRGM.

- Stabilize exposed ground, soil, or dirt. Roadways may be stabilized by asphalt or chip seal. Other surfaces, including ditch sideslopes, are reseeded to reestablish vegetation or covered with aggregate (rock or gravel) with no fines.

RESOURCE NEEDS
PERMIT REFERENCE: The DPW has written this standard operating procedure to meet the MS4 General Permit requirement of section (2.3.5 and 2.3.7.a.iii). **ACTIVITY DESCRIPTION:** Release of contaminated materials or spills within the MDSA are responded to by the Medfield Fire Department. Any contaminated materials found in the Medfield Highway Garage are reported immediately to the DPW Supervisor. Response will be handled in accordance with the agency's hazardous materials operating policy.

INSPECTION CRITERIA: Inspection of contaminated material is performed by appropriate personnel with proper training.	**MAINTENANCE CRITERIA:** Maintenance is performed in accordance with the agency's hazardous materials operating policy.
INSPECTION SCHEDULE: Inspection is performed on an as needed or reported basis.	**MAINTENANCE SCHEDULE:** Maintenance is performed as needed.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES
Prepare spill plans for all areas where chemicals are stored (including fuels). Keep chemicals stored in doors within secondary containment. Clean up small spills or drips immediately. Provide and post notification procedures with contact information and phone numbers. Train all personnel on response procedures. Keep training record

RESOURCE NEEDS

DEFINITIONS:
Erosion controls (i.e. silt fence, haybales and straw wattles) and settling basins are used prevent migration of soils and erosion and to treat for settleable solids. Runoff water and water from the storm drain systems flow through erosion controls and can also enter sedimentation basins. The erosion controls and basin design slow the water velocity, allowing particles in the water to settle upslope of the erosion controls and/or in the basin solution by gravity.

PERMIT REFERENCE:
The DPW has prepared this standard operating procedure to meet the MS4 General Permit requirement of section (2.3.5 and 2.3.7.a.iii).

ACTIVITY DESCRIPTION:
The erosion controls and sedimentation basin are inspected and cleaned to remove accumulation of debris and sediment so that design flows can be maintained, and capacity is enough for treatment. DPW staff, in conjunction with the Medfield Conservation Commission, inspect the erosion controls, basins, repair as necessary, remove trash collected on the trash screen, dredge settled material to maintain capacity, and remove any floatable hydrocarbons with booms.

INSPECTION CRITERIA:

1. Erosion control materials are inspected for proper installation and for material degradation over time.

2. Basins are inspected for debris accumulation.

3. Sediment accumulation levels are checked to maintain treatment capacity and flow conveyance.

4. Surface water is inspected for any evidence of sheen or floating hydrocarbons.

MAINTENANCE CRITERIA:

1. Inspection erosion controls after installation for excess buildup of silts and sands and for areas that are breached.

2. Inspect basins:

   a. Trash is removed, transferred, and disposed of at the landfill.

   b. Sediment is dredged daily using a front-end loader. Sediment is transferred and recycled as grading material or disposed of at the landfill.

   c. Floating, sheen, and oils are removed from the basin by a boom and disposed of at the landfill.

INSPECTION SCHEDULE:
Erosion controls and sedimentation basins are inspected on daily basis when runoff events cause flow through them.

MAINTENANCE SCHEDULE:
Maintenance is performed as needed.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

Keep accurate records that include attendees, date, and description of installation and maintenance.

RESOURCE NEEDS
PERMIT REFERENCE: The DPW has written this standard operating procedure to meet the MS4 General Permit requirement of section (2.3.5 and 2.3.7.a.iii). **ACTIVITY DESCRIPTION:** Litter is collected as part of good housekeeping procedures set forth for the inspection and maintenance activities performed by DPW personnel. Litter along the road system is also collected by volunteer groups and agencies. Litter is collected in trash bags and then set in the right-of-way. Bags are situated in the right-of-way away from drainage structures and flow paths. Appropriate personnel collect the trash bags and dispose of the bags in solid waste containers.

INSPECTION CRITERIA:	**MAINTENANCE CRITERIA:**
1. Litter is monitored by DPW personnel who determine when maintenance activities are performed. 2. Volunteer groups choose areas within the service area to collect litter.	1. Where litter is found during routine inspections, personnel collect and dispose of it in trash bags. Trash bags are disposed of at the Medfield Highway Garage. 2. Volunteer groups collect litter along roadsides in trash bags. Bags of litter are set in the right-of-way, away from areas of drainage conveyance. The bags of litter are picked up and disposed of properly in solid waste containers.
INSPECTION SCHEDULE: Litter control is part of the good housekeeping procedures set forth in the inspection and maintenance activities performed by DPW personnel. Volunteer groups pick-up litter within the designated service area three times during the year.	**MAINTENANCE SCHEDULE:** Litter is collected when encountered during routine inspections and other DPW work activities. Volunteer groups schedule litter pick-up throughout the spring and summer season.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES
Pick up litter collected in trash bags in a timely manner. Do not place trash bags within 10 feet of streams or stormwater inlets.

RESOURCE NEEDS

PERMIT REFERENCE:
The DPW has written this standard operating procedure for the facility specific SWPPPs and to meet the MS4 General Permit requirement of section (2.3.5 and 2.3.7.a.iii).

ACTIVITY DESCRIPTION:
Federal and State Phase II storm water regulations require municipal facilities to implement an operation and maintenance program that includes an employee training component and has the goal of preventing or reducing pollutant runoff from municipal operations. Preventing spills of materials and wastes is a significant component of complying with these regulations. However, even with the best prevention efforts, spills may still occur. When they do, it is up to facility personnel to respond quickly and effectively to clean-up the spilled material or notify someone who can. This Spill Response Plan is designed as a template for municipal facilities to development site-specific individual Spill Response and Prevention Plans. The plan should be kept in a central location that is easily accessible for employees.

PREVENTING SPILLS:

The possibility of a spill and preparation for handling it should be anticipated in setting up your experiment. Appropriate precautions will alleviate many associated complications. Before using a hazardous chemical:

- Familiarize yourself with the potential hazards of that chemical. Material Safety Data Sheets (MSDS's) are a valuable source of information. Each laboratory has a notebook of MSDS's of the hazardous chemicals used in that laboratory. Whenever you add a new chemical, you should add the MSDS sheet to that notebook. Information on hazardous chemicals and procedures for handling them can also be obtained from books available at the facility.
- Evaluate the type of toxicity of the hazardous chemical (i.e., corrosive, irritant, sensitizer, carcinogen) and the possible routes of exposure (i.e., inhalation, skin absorption, ingestion, injection). Evaluate hazards of flammable and explosive chemicals.
- Select appropriate procedures to minimize exposure. Wear appropriate eye protection and protective apparel.
- Ask yourself, what is the worst that could happen? Ask yourself if you are prepared to handle such a situation. Do not underestimate risks, and consider substituting less hazardous materials, techniques, and equipment.
- Be prepared for accidents. Know what specific action you will take in the event of a chemical spill. Know the location of the spill kit, be familiar with the location of the nearest fire alarm and telephone and know emergency telephone numbers.
- Have a knowledgeable colleague review your experimental design and safety procedures to judge the adequacy of the precautions and emergency steps.
- Purchase only the amount of hazardous material that will be used within a reasonable period, in the smallest container that is practical.
- Plan the transportation of hazardous materials to avoid heavy traffic areas and times. Use hazardous materials inside the chemical fume hood.
- Use secondary containers, metal cans, or plastic-coated bottles for storing and transporting.
- Do not place glass containers of chemicals on the floor.
- Take precautions to avoid fallen or leaking gas cylinders.

INSPECTION CRITERIA:

- The Facility Responsible Person has primary responsibility for coordinating the response to emergencies, including chemical spills.
- Supervisors should ensure that employees are familiar with these procedures and receive any necessary training.
- All employees should follow these procedures in the event of a chemical spill.

All chemical spills, regardless of size, should be reported as soon as possible to the Facility Responsible Person. The Responsible Person will determine whether the spill has the potential to affect the environment outside of the facility and must be reported to 911or the National Response Center at 800-424-8802. Examples of spills that could affect the outside environment include spills that are accompanied by fire or explosion and spills that could reach nearby water bodies

MAINTENANCE CRITERIA:

- Whoever causes a minor spill is responsible for mitigation. The Town's Emergency Response and Industrial Hygiene Officer (ERIHO) provides advice on the proper clean-up techniques and personal protective equipment. However, some spills may be too large or too dangerous for Town personnel to handle, in which case the ERIHO will work to arrange for a Massachusetts Site Professional and professional spill team to assist the Town. Each facility must keep track of the following information:
  - i. Spills that require Special Cleanup
  - ii. Materials Inventory
  - iii. Maximum Cleanup Amounts
  - iv. Facility Map
  - v. Spill Kit Inventory and Labeling
  - vi. Employee Training Log
  - vii. Spill Log

SMALL SPILLS:

Any spill where the major dimension is less than 18 inches in diameter. Small spills are generally handled by internal personnel and usually do not require an emergency response by police or fire department HAZMAT teams.

- Quickly control the spill by stopping or securing the spill source. Wear gloves and protective clothing, if necessary.
- Put spill material and absorbents in secure containers if any are available.
- Consult with the Facility Responsible Person & the MSDS for spill & disposal procedures.
- In some instances, the area of the spill should not be washed with water. Use Dry Cleanup Methods and never wash spills down the drain, onto a storm drain or onto the driveway or parking lot.
- Both the spilled material and the absorbent may be considered hazardous waste and must be disposed of in compliance with state and federal environmental regulations.

MEDIUM SPILLS:

Spills where the major dimension exceeds 18 inches but is less than 6 feet. Outside emergency response personnel (police and fire department HAZMAT teams) should usually be called for medium spills. Common sense, however, will dictate when it is necessary to call them.

- Immediately try to help contain the spill at its source by simple measures only. This means quickly up righting a container, or putting a lid on a container, if possible. Do not use absorbents unless they are immediately available. Once you have made a quick attempt to contain the spill, or once you have quickly determined you cannot take any brief containment measures, leave the area and alert Emergency Responders at 911. Closing doors behind you while leaving helps contain fumes from spills. Give police accurate information as to the location, chemical, and estimated amount of the spill.
- Evaluate the area outside the spill. Engines and electrical equipment near the spill area must be turned off. This eliminates various sources of ignition in the area. Advise Emergency Responders on how to turn off engines or electrical sources. Do not go back into the spill area once you have left. Help emergency responders by trying to determine how to shut off heating, air conditioning equipment, or air circulating equipment, if necessary.
- If emergency responders evacuate the spill area, follow their instructions in leaving the area.
- After emergency responders have contained the spill, be prepared to assist them with any other information that may be necessary, such as MSDSs and questions about the facility. Emergency responders or trained personnel with proper personal protective equipment will then clean up the spill residue. Do not re-enter the area until the responder in charge approves. Be prepared to assist these persons from outside the spill area with MSDSs, absorbents, and containers.
- Reports must be filed with proper authorities. It is the responsibility of the spiller to inform both his/her supervisor and the emergency responders as to what caused the spill.

LARGE SPILLS:

Any spill involving flammable liquid where the major dimension exceeds 6 feet in diameter; and any "running" spill, where the source of the spill has not been contained or flow has not been stopped.

- Leave the area and notify Emergency Responders (911). Give the operator the spill location, chemical name, and approximate amount.
- From a safe area, attempt to get MSDS information for the spilled chemical for the emergency responders to use. Also, be prepared to advise responders as to any ignition sources, engines, electrical power, or air conditioning/ventilation systems that may need to be shut off. Advise responders of any absorbents, containers, or spill control equipment that may be available. This may need to be done from a remote area, because an evacuation that would place the spiller far from the scene may be needed. Use radio or phone to assist from a distance, if necessary.
- Only emergency response personnel, in accordance with their own established procedures, should handle spills greater than 6 feet in any dimension or that are continuous. Remember, once the emergency responders or HAZMAT team is on the job cleaning up spills or putting out fires, the area is under their control and no one may re-enter the area until the responder in charge gives the all clear.
- Provide information for reports to supervisors and responders, just as in medium spills.

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

Refer to the facility Stormwater Pollution Prevention Plan (SWPPP) and related form work.

RESOURCE NEEDS

PERMIT REFERENCE:

The DPW has written this standard operating procedure for the facility specific SWPPPs and to meet the MS4 General Permit requirement of section (2.3.5 and 2.3.7.a.iii). The storage of pesticides is regulated under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), which governs the sale, distribution and use of pesticides in the U.S. Pesticides are regulated under FIFRA until they are disposed, after which they are regulated under the Resource Conservation and Recovery Act (RCRA) which ensures responsible management of hazardous and nonhazardous waste. Some, but not all, pesticides are regulated as hazardous waste when disposed. The Department of Transportation (DOT) regulates the transport of hazardous materials. Some, but not all, pesticides are regulated as DOT hazardous materials while in commerce. The Massachusetts Department of Agricultural Resources has developed several guidance documents on storage, mixing and loading. The Department of Environmental Protection (MassDEP) regulates and provides guidance on hazardous waste disposal.

ACTIVITY DESCRIPTION:

Poorly stored pesticides and improper mixing/loading practices can present a potential risk to our health and to the integrity of the environment. The quality of surface water, groundwater and soil can be degraded in areas where pesticides are stored under inappropriate conditions, improperly mixed and loaded into application tanks and where equipment is washed and rinsed after application. Accidents involving spills or leakages may have serious health and environmental consequences. The purpose of this SOP is to provide guidance to individuals looking for information on appropriate techniques and approaches for the mixing, loading and storage of pesticides. It is important to remember that mixing, loading and storage needs will vary greatly from situation to situation and site to site. No document could specify exactly what approach should be taken in each situation. As such, it should be kept in mind that this document is intended as general guidance only. These recommendations are designed to assist pesticide users in managing their storage areas and conduct their mixing/loading operations in ways that will help minimize exposure to pesticides and reduce the risks to public health and the environment. These are not intended to be regulations and are not enforceable by any state or local agency.

INSPECTION CRITERIA:

- Limit the amounts and types of pesticides stored.
- Storage of pesticides should not be in basements or areas prone to flooding and should be accessible in the event of an emergency.
- The storage cabinets should be kept locked and the door to the storage area should be properly identified with a sign.
- Mixing should be avoided in areas where a spill, a leak or overflow could allow pesticides to get into water systems.
- Absorbent material such as re-usable gelling agents, vermiculite, clay, pet litter or activated charcoal should be on hand along with a garbage can and shovel to quickly contain and clean up any spills. The spilled pesticide should be contained - it should not be hosed down.
- Washing and rinsing of pesticide residues from application equipment, mixing equipment or other items used in storing, handling or transporting pesticides should occur on a pad.
- No pesticide application equipment or mix tank should be filled directly from any source waters unless a back-siphon prevention device is present.
- Materials Safety Data Sheets for each pesticide should be posted in a prominent location.
- An emergency response plan should be developed. Such a plan lists actions to take and personnel to contact in the event of a spill or accident.
- An automatic smoke detection system or smoke and heat detection system should be installed. The appropriate fire prevention and emergency procedures should be devised in consultation with the local fire department. Suitable methods for extinguishing fires should be installed.
- Personal protection equipment such as respirators, chemical resistant (CR) gloves, CR footwear, coveralls with long sleeves, protective eyewear, CR headgear, CR aprons and a first-aid kit should be available immediately outside the storage area.
- Rinse liquid pesticide containers three times when emptied. The rinse material should be poured into a spray tank and applied to a registered site. Triple-rinsed containers are considered non-hazardous and should be disposed of according to state recommendations.

MAINTENANCE CRITERIA:

- Safety is the key element in pesticide storage. The safest approach to any pesticide problem is to limit the amounts and types of pesticides stored. It is also important that the storage facility (cabinet, room, building, etc.) can be locked and can limit access to only those individuals who are properly trained in the use of pesticides.
- An existing or proposed area should be carefully evaluated to determine its suitability for pesticide handling and storage. Pesticide storage should be restricted to a first story room or area which as direct access to the outside (according to the Board of Fire Prevention). Pesticides cannot be stored in basements. Pesticides should not be stored outdoors.
- If possible, the area should be located at least four hundred feet (preferably downhill or down gradient) from any public or private drinking water supplies and two hundred feet (preferably downhill or down gradient) from surface water. Separation from water resources should be greater in areas of sandy soil or fractured bedrock. Storage sites should not be in areas prone to flooding. Runoff from adjacent areas resulting from a 25-year 24-hour storm should be diverted around the facility. The site location should be accessible in the event of an emergency. The pesticide storage area should be located away from direct sunlight, freezing temperatures and extreme heat.
- Where practical, the mixing area should be located close to the storage facility to minimize the distance that chemicals are carried. Consideration should also be given to the additional area required by a mixing pad when selecting the site for storage.
- Pesticides should be stored away from fertilizer, food, feed, potable water supplies, veterinary supplies, seeds and personal protective equipment to avoid contamination.

STORAGE PRACTICES:

- The storage area should be properly identified with signs such as, "Pesticide Storage Area." In addition, a NFPA Hazardous Rating Placard (http://www.nfpa.org/faq.asp?categoryID=928) should be posted at entrances to the pesticide storage facility. These ratings are in the Material Safety Data Sheets. Emergency responders will be able to make an assessment on how to respond to an incident (spill, fire, etc.) based on this placard.
- A list (inventory) of the products being stored should be posted on the outside of the storage facility. It is also a good idea to have Material Safety Data Sheets for stored pesticides available in a location adjacent and/or outside of the storage facility.
- Pesticides should be stored in accordance with their label requirements in their original container with the label clearly visible. Unless otherwise indicated on pesticide labels, temperatures in the storage area should be kept between 40F and 100F.
- Separation of pesticides by hazard and function is essential. Flammable pesticides should be stored separately from non-flammable pesticides, in a fireproof cabinet for example. Fungicides, herbicides and insecticides should be stored in separate locations of the storage area to prevent cross contamination and accidental misuse.
- Dry pesticides should be stored separately from liquid pesticides to avoid wetting from spills. Care should be taken if storing phenoxy herbicides (such as 2,4-D and MCPA) due to their volatility. Pesticides shall not be stored in the same place as ammonium nitrate fertilizer (according to the Board of Fire Prevention).
- Exposure to sunlight can cause chemical breakdown. Pesticides should not be stored in front of windows, unless the windows are covered. Extremes in temperatures can also lead chemical breakdown of stored pesticides. Because shelf life is difficult to predict, pesticides should not be stored longer than two years and therefore the purchase date should be written on the pesticide container.
- For storage of medium quantities (less than 500 pounds or 220 gallons) of pesticides inside an existing building, metal cabinets work well. Metal cabinets should be double walled and constructed with 18-gauge sheet metal. Steel cabinets for storing hazardous materials such as pesticides are available commercially in different dimensions of various capacities.
- For information on storage facilities for large quantities of pesticides, mixing/loading pads and other details see: Pesticide Storage Mixing and Loading guidelines for applicators, http://www.mass.gov/agr/pesticides/waste/docs/

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

PESTICIDE MIXING AND LOADING SITES:

The storage cabinets should be kept locked and the door to the storage area should contain a weather-proof sign warning of the existence and danger of pesticides inside. The door should be kept locked. The sign should be visible at twenty-five feet and can contain a notice such as:

DANGER PESTICIDE STORAGE AREA, ALL UNAUTHORIZED PERSONS KEEP OUT, KEEP DOORS LOCKED WHEN NOT IN USE

The sign should be posted in both English and the language or languages understood by workers if this is not English.

Mixing should be avoided in areas where a spill, a leak or overflow could allow pesticides to get into water systems. The mixing and/or loading of pesticides should not occur within four hundred feet of any private or public drinking water supply or two hundred feet of surface water. No pesticide application equipment or mix tank should be filled directly from any source waters unless a back-siphon prevention device is present. Mixing should not occur on gravel or other surfaces that allow spills to move quickly through the soil.

- Obtain the proper training before mixing pesticides. See section on pesticide licensing.
- Wear personal protection equipment specified on the label.
- Mix in a well-ventilated area.
- Measure using appropriate scale or measuring cup.
- Ideally your waist should be even with the opening of the tank.
- Pour pesticide down the side of the tank to avoid splashing.
- Make sure you have a solid footing while pouring.
- Do your calculations prior to mixing and mix during daylight hours if possible.
- Water supply is required to have a back-flow prevention device - to prevent back flow into the water supply.
- Water should be carefully added to the pesticide mix by pouring down the side of the tank.
- Do not submerge the end of the water supply hose into the pesticide mix as it could back siphon. Pipe/hosing should be suspended over the tank.
- Wash gloves before removing them.

All transfers of pesticides between containers, including mixing, loading and equipment cleaning, should be conducted over a spill containment surface designed to intercept, retain and recover spillage, leakage and wash water. Containment needs depend on the quantities of pesticides that are being mixed and loaded. If mixing small quantities, a tarpaulin can be enough to contain any spills. Spills can be then cleaned up with an absorbent material. If mixing large quantities regularly, the construction of a mixing/loading pad is an option to consider. The important point to keep in mind, whichever approach is used, is that incidental spills or accidental spills can be contained and cleaned up.

Absorbent material such as re-usable gelling agents, vermiculite, clay, pet litter or activated charcoal should be on hand along with a garbage can and shovel to quickly contain and clean up any spills. The spilled pesticide should be contained - it should not be hosed down. Absorbing materials should be used to soak up the pesticide which can then be shoveled into a leak proof drum. Portable rolls of sorbent materials can be used to contain the spill while the spill is soaked up.

PESTICIDE DISPOSAL:

Proper disposal of pesticides and their containers is an important phase of pesticide management. An improperly disposed product can be hazardous to people and the environment. For current state regulations on pesticide disposal, contact the Massachusetts Department of Agricultural Resources, 617.626.1771, http://www.mass.gov/agr/pesticides/waste/index.htm. Depending on the hazard and the quantities of pesticides and hazardous materials being transported, drivers may need to obtain a Massachusetts Commercial Driver's License with HazMat and/or Tank Endorsements (please refer to MassRMV website http://www.mass.gov/rmv/license/8cdl.htm#applying). Additional requirements for placards, training, and record keeping under the Federal Transportation Regulations (please refer to MDAR website http://www.mass.gov/agr/pesticides/waste/index.htm).

RESOURCE NEEDS

PERMIT REFERENCE:
The DPW has written this standard operating procedure for the facility specific SWPPPs and to meet the MS4 General Permit requirement of section (2.3.5 and 2.3.7.a.iii). Handling and disposal of fuels and oil are governed by State Regulations (310 CMR 30.00)

ACTIVITY DESCRIPTION:
A person who has to any extent, management or control of the storage and handling of fuel and oil must take precautions and exercise such care as is practicable to protect the safety and health of persons, and prevent damage to property and/or the environment, from the risks arising from the storage and handling of such fuels and oils.

INSPECTION CRITERIA:
- Flammable liquids must be identified with signage including quantities stored at the location.
- Category 4 flammable liquids (e.g. diesel fuel) that are stored with any quantity of flammable liquid categories with a lower flash point (e.g. Category 1, 2 or 3) are to be considered as having the same classification as the flammable liquid with the lowest flashpoint.
- Storage and handling of flammable liquids should be in carried out in accordance with ***AS 1940 - The storage and handling of flammable and combustible liquids***.

TRANSPORT PRACTICES:
- Ensure that containers are earthed to prevent static build up during transport
- Do not transport fuel in passenger compartments of vehicles
- Fuel containers are to be secured from movement or accidental damage
- Provide adequate ventilation if carried in a secure compartment
- Label all containers clearly with the contents
- No smoking or ignition sources
- Suitable fire extinguisher in vehicle

STORAGE PRACTICES:
- Storage areas have security and flammability risks.
- Appropriate signage must mark the fuel and oil storage areas.
- Fuels and oils should be kept in a cool, well-ventilated place, preferably protected from weather and unauthorized access
- All sources of ignition are to be eliminated from fuel storage areas.
- No unauthorized entry to fuel and oil storage areas.
- No smoking or ignition sources allowed in the storage areas.
- Suitable fire extinguisher located at refueling area
- Avoid contact with skin and eyes
- No smoking or ignition sources

HANDLING AND USE CRITERIA:
- Handling has inhalation, flammability, eye irritation & skin contact risks
- Decanting and mixing of fuel and oil should be carried out in a well-ventilated area
- Provide earthing straps to eliminate a build-up of static electricity
- Avoid direct contact with petrol on skin
- Adopt procedures to minimize the risk of skin contact when handling fuel
- Avoid splashing of fuel and protect eyes when pouring fuel or refueling
- Refuel equipment and tools in a clear area away from operating vehicles, machinery and equipment
- Shut down machinery and allow to cool down before refueling
- Use funnel, pourer or automatic nozzle to refuel, avoiding spills/ overfill
- Eliminate all ignition sources from refueling area
- Suitable fire extinguisher located at refueling area
- Avoid contact with skin and eyes
- No smoking or ignition sources

POLLUTION PREVENTION/GOOD HOUSEKEEPING PROCEDURES

FUEL AND OIL MIXING AND LOADING SITES:

Only homogeneous mixing of fuels and oils is allowed. The storage and mixing areas should be a locked, cool, well-ventilated place, and preferably protected from weather and unauthorized access. The storage should contain a weather-proof sign warning of the existence and danger of fuels and oils inside. The sign should be visible at twenty-five feet and can contain a notice such as:

FUEL AND OIL STORAGE AREA, ALL UNAUTHORIZED PERSONS KEEP OUT, KEEP DOORS LOCKED WHEN NOT IN USE

The sign should be posted in both English and the language or languages understood by workers if this is not English.

Mixing should be avoided in areas where a spill, a leak or overflow could allow fuel and oil to get into water or drainage systems. The mixing and/or loading of fuels and oils should not occur within four hundred feet of any private or public drinking water supply or two hundred feet of surface water. No fuel and oil equipment or mix tank should be filled directly from any source waters unless a back-siphon prevention device is present. Uses should not occur on gravel or other surfaces that allow spills to move quickly through the soil.

- Obtain the proper training before using fuels and oils.
- Wear personal protection equipment specified on the label.
- Use in a well-ventilated area.
- Measure using appropriate scale or measuring devices.
- Ideally your waist should be even with the opening of the tank.
- Pour fuel and oil in a manner to avoid splashing and overfilling.
- Make sure you have a solid footing while pouring.
- Do your calculations prior to use, preferably during daylight hours, when possible.
- Wash gloves before removing them.

Absorbent material such as re-usable gelling agents, vermiculite, clay, pet litter or activated charcoal should be on hand along with a 55-gallon drum and shovel to quickly contain and clean up any spills. The spilled fuel and oil should be contained - it should not be hosed down. Absorbing materials should be used to soak up the fuel and oil which can then be shoveled into a leak proof drum. Portable rolls of sorbent materials can be used to contain the spill while the spill is soaked up.

FUEL AND OIL DISPOSAL:

Proper disposal of fuel and oil, and their containers, is an important phase of fuel and oil management. An improperly disposed product can be hazardous to people and the environment. For current state regulations on fuel and oil pesticide disposal, contact the Massachusetts Department of Environmental Protection and the Massachusetts Department of Transportation. Depending on the hazard and the quantities of fuel and oil materials being transported, drivers may need to obtain a Massachusetts Commercial Driver's License with HazMat and/or Tank Endorsements (please refer to MassRMV website http://www.mass.gov/rmv/license/8cdl.htm#applying). Additional requirements for placards, training, and record keeping under the Massachusetts DEP Regulations 310 CMR 30.00 and MDEP website (I.e. https://www.mass.gov/service-details/gasoline-safety).

Parks and Recreation Maintenance

The Medfield Parks and Recreation Department operations and maintenance schedule shall consist of the following:

March through April

- Projects inside the Pfaff Center
- Continuing education/Conferences
- Equipment Maintenance before season
- Daily - trash and property checks
- Projects outside the Pfaff Center
- Help around the office with organizing and office coverage
- Organizing storage rooms
- Order products
- All nets and windscreens prepped for installation
- Start to clean up ALL properties
- Winter debris, trash
- Rake/leaf blow/mow to stand up turf and de-thatch
- Edge infields and mulch beds to prep for season
- Install all tennis nets, windscreens, blue fence barriers, batting cages & help the school department in relacing lacrosse nets.
- Aerate all properties and slice seed where needed
- Fertilize properties to maintain proper nutrient levels and promote healthy turf
- Start cutting all properties;
- Athletic fields 1-2 days per week or as needed
- Town properties once per week or as needed
- Start dragging infields 1-3 times per week depending on activity levels
- Playground Inspections - Once per month

May through September

- Cut athletic fields 2-3 times per week
- Drag all infields 1-3 times per week- helps prevent weeds from encroaching infield clay areas
- Inspect all playgrounds- once per month
- Playground maintenance- new surfacing material add or rototill existing surface to fluff up
- Edge all little league and softball infields 2-3 times yearly

- Fertilize 2-3 more times depending on field usage and seasonal weather
- Overseed goal mouths or thin turf areas as needed
- Paint lines for soccer, T-ball, football, softball (if needed)
- Pond opening (May-June)
- Canopies up
- Ramps in
- Pond area cleaned
- Bathrooms prepped for paint
- Pond drained and sand removed and replenished
- Irrigation start up (May)
- Troubleshoot irrigation system
- Aeration system started up at Bakers Pond (April)
- Add mulch to mulch beds once per year (May)
- Special Projects - TBD
- Helping with Summer Camp tasks if needed
- Infield mix added and incorporated into existing clay area

October through December

- Athletic fields cut 1-3 time per week depending on weather/ growth
- Town properties cut once per week
- Drag infields 2-3 times per week to prevent weeds from encroaching into clay area
- Start any fields renovations needed to athletic fields
- Slice seeding, top dressing, sod removal/sod replacement (late October/November)
- Start to remove nets off of field (November)
- Windscreens at tennis courts and irrigation fence at McCarthy Park
- Blue fence at McCarthy Park
- Take down all batting cages
- Remove netting from backstop overhang - If turf is not to wet
- Place all trash cans from all properties in one location- leaving a select few out for daily trash around town (December)
- Playground inspections once per month