

# **OPERATION AND MAINTENANCE PROGRAM FOR MUNICIPAL VEHICLE OPERATION, MAINTENANCE, FUELING, AND WASHING ACTIVITIES**

**FOR**

## **EAST BRANDYWINE TOWNSHIP CHESTER COUNTY, PENNSYLVANIA**

**Revised**

**January 2010, June 2012**

### **Municipal Vehicle Operation and Maintenance**

All Township vehicles will be operated in a manner that reduces the potential for pollution to enter the municipal storm sewer system or to the environment. This includes obeying all road and traffic rules and being alert at all times.

East Brandywine Road Department owns 7 vehicles, including 4 dump trucks, 1 service body pickup truck, 1 backhoe and 1 tractor used for roadside mowing operations.

In the event of an accident involving vehicle fluids or cargo, all attempts will be made to prevent the spilled material(s) from entering the storm sewer system or nearby waterways. This could include diking, damming, absorbing, or removing the material from the affected area. All recovered materials will be disposed of in accordance with all applicable state and federal waste disposal regulations. Appropriate spill containment and recovery equipment will be maintained at the public works facility and on vehicles, when possible.

For any spill beyond the Township's ability to address, emergency responders or local contractors will be contacted to provide assistance. An up-to-date list of appropriate contactors as well as other entities to be contacted (PA DEP, PA Fish & Boat Commission, water users/intakes, etc.) will be maintained at the Township and made readily available.

### **Municipal Vehicle Maintenance:**

Minor vehicle maintenance is performed at the public works facility located at 1214 Horseshoe Pike. Other maintenance such as oil change, regular maintenance, inspection, etc. is performed at a selected service garage. Within the maintenance garage is a continuous floor drain that discharges to an oil/water separator and then into our sanitary sewer system. Washing of vehicles is not permitted within the public works garage. There is a designated wash area located between the garage and salt storage building. This area has a stone base to allow wash water to drain into the ground and not into our stormwater sewer system. Vehicles, to the maximum extent possible, are stored inside our public works garage. Vehicles are periodically checked for leaks. Drip pans are to be placed to capture leaks. Do not pour liquid waste into floor drains, sinks, outdoor storm drain inlets, or other storm drains or sewer connections.

All products such as oils, grease and lubricants will be stored indoors. All products of maintenance activities, such as greasy rags, oil filters, air filters, batteries, tires and degreasers will be placed in appropriate containers within the maintenance building for proper disposal or recycling.

Avoid hosing down work areas and do not wash areas containing spillage or contaminants with water so that the runoff could enter the floor drains within the maintenance building. Utilize dry cleanup methods whenever possible. Suitable materials will be maintained on site for the cleanup and disposal of oils, chemicals, or other hazardous materials.

Utilize non-hazardous cleaners and solvents whenever possible and maintain an organized inventory of materials used in the maintenance building. Recycle antifreeze, used oil, mineral

spirits and solvents when possible. Label and track the recycling of waste material. Drain oil filters before disposal or recycling. Place oil filters in a funnel over the waste oil recycling or disposal collection container to drain excess oil before disposal, then crush and recycle oil filters. Keep waste streams separate (i. e. waste oil and solvents).

Routinely inspect vehicle storage and maintenance areas to determine the effectiveness of the pollution prevention program. Maintain inspection records and promptly correct any deficiencies. Training will be conducted to educate employees and contractors on proper waste control and disposal procedures.

#### **Municipal Vehicle Fueling:**

The Township maintains a 4000 gallon above ground fuel storage tank facility. The tank is a split tank and holds 3000 gallons unleaded gasoline and 1000 gallons diesel. The steel tank was installed in 2006 and has double wall construction. The second outside wall is for containment. This containment area has spill monitors located on the top of tank. The tank and pump is protected by steel bollards.

The facility is used by Township Road Department, Police Department, and East Brandywine Fire Company. No other public use is permitted.

Observe proper safety techniques and constantly monitor all fuelling operations to prevent or react to spillage. Do not leave a fuelling operation or a storage tank delivery unattended. Discourage "topping off" of vehicle fuel tanks through training and signage. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

On average, 30 vehicles are fueled on a weekly basis. The fuel delivery company is responsible to assure proper delivery procedures are followed. Any spills are to be reported to the responsible person immediately.

Any spillage from fueling activities will be controlled and cleaned up immediately. Appropriate clean up materials such as oil dry or absorbent pads will be maintained at the maintenance facility and will be used to prevent spillage from migrating away from the area. Small spills can be cleaned up with rags and larger spills can be cleaned with dry absorbent materials such as kitty litter, straw, or sawdust. Dispose of collected waste properly. Water will not be used to wash or cleanup fuel spillage.

The fueling area and storage tank will be routinely monitored for general housekeeping conditions and signs of possible leakage. Any fueling equipment found to be leaking or in disrepair will be repaired or replaced as soon as possible.

#### **Municipal Vehicle/Equipment Washing:**

All vehicles or equipment washing is to occur on the stone surface located between the maintenance garage and salt storage building. The Township washes vehicles and equipment on an as needed basis. The washing activities runoff infiltrates into the ground and is not be permitted to enter any storm drain system or be permitted to remain on outdoor paved areas where future rain events could then carry it to a storm drain system. Phosphate-free biodegradable detergents will be used whenever possible.

This O&M manual will be reviewed periodically and revised as needed.