



# JACKSON TOWNSHIP BOARD OF TRUSTEES

5735 WALES AVENUE N.W., JACKSON TOWNSHIP, OHIO 44646

	<u>Home/Office</u>	<u>Township Office</u>	<u>Email</u>
TODD J. HAWKE	330-854-6394	330-832-7416	thawke@jacksontwp.com
JOHN E. PIZZINO	330-809-0673	330-832-7416	jpizzino@jacksontwp.com
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FISCAL OFFICER RANDY GONZALEZ	330-497-6357	330-832-5886	rgonzalez@jacksontwp.com

**TWP. ADMINISTRATOR**  
**LAW DIRECTOR**

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**FIRE CHIEF**

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**POLICE CHIEF**

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**PUBLIC WORKS DIRECTOR/  
HIGHWAY SUPT.**

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GROUNDS FOREMAN**

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**CENTRAL MAINTENANCE  
FOREMAN**

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**FISCAL OFFICER ASSISTANT**

DEBBIE KERR  
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dkerr@jacksontwp.com

March 29, 2016

**Priority Mail Express**

Ohio EPA  
Division of Surface Water  
Storm Water Program – Small MS4  
P.O. Box 1049  
Columbus, OH 43216-1049

RE: JACKSON TOWNSHIP, STARK COUNTY, OHIO  
NPDES PHASE II – ANNUAL REPORT FOR  
YEAR ENDING DECEMBER 31, 2015  
OHIO EPA PERMIT NO. 3GQ00052\*CG

Please find enclosed the NPDES Phase II Annual Report for year ending December 31, 2015 and the Storm Water Management Plan for Jackson Township, Stark County, Ohio. The Jackson Township Board of Trustees approved the report on March 29, 2016.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd J. Hawke'.

Todd J. Hawke  
President

cc: Dan Bogoevski, Ohio EPA – NEDO  
Richard Rohn, Stark Soil & Water Conservation District

/mmr



State of Ohio Environmental Protection Agency

# NPDES Small MS4 General Permit (OHQ000003) Annual Reporting Form

### Instructions for completing this form:

- OHQ000003 requires that this form be used when submitting annual reports. You may request approval to use your own reporting format.
- Annual Reports are due annually on or before April 1<sup>st</sup>.
- Complete the form and sign and date the certification statement below.
- If more space is needed than is provided, identify within the provided space that Attachment A, B, C, etc. has been attached.
- If an item of the form is not applicable for your program (such as street sweeping), fill in N/A in the space provided.
- Don't include attachments such as brochures, newspaper clips, sign-in sheets, etc. related to your program with this form. You only need to summarize these within this report. These records must be filed and will be needed during program audits.
- When complete, submit this Annual Report form to the following address:  
Ohio Environmental Protection Agency  
Division of Surface Water  
Storm Water Program - Small MS4  
P.O. Box 1044  
Columbus, Ohio 43216-1049

Small MS4 Annual Report for Year: 2015

Ohio EPA Facility Permit Number: 3GQ00052\*CG

Name of MS4: Jackson Township

Primary Contact: Michael B. Vaccaro

Title: Township Administrator

Mailing Address: 5735 Wales Avenue NW

City: Massillon

Zip Code: 44646

County: Stark

Telephone Number: 330-832-7416

Email Address: mvaccaro@jacksontwp.com

Include or attach a Table of Organization. Indicate who (name and contact information) is responsible for overall management and implementation of your program, and if different, each minimum control measure of your program. Identify how development and implementation across multiple positions, agencies and departments occur. Also, identify any Memorandum of Understandings (MOUs) or other such agreements that exist.

TABLES OF ORGANIZATION ATTACHED

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of fine and imprisonment for knowing violations.

Print Name: Todd J. Hawke

Print Title: President, Jackson Township Board of Trustees

Signature: \_\_\_\_\_

Date: 3-29-16

## MS4 REPORT DEPARTMENT COLORS

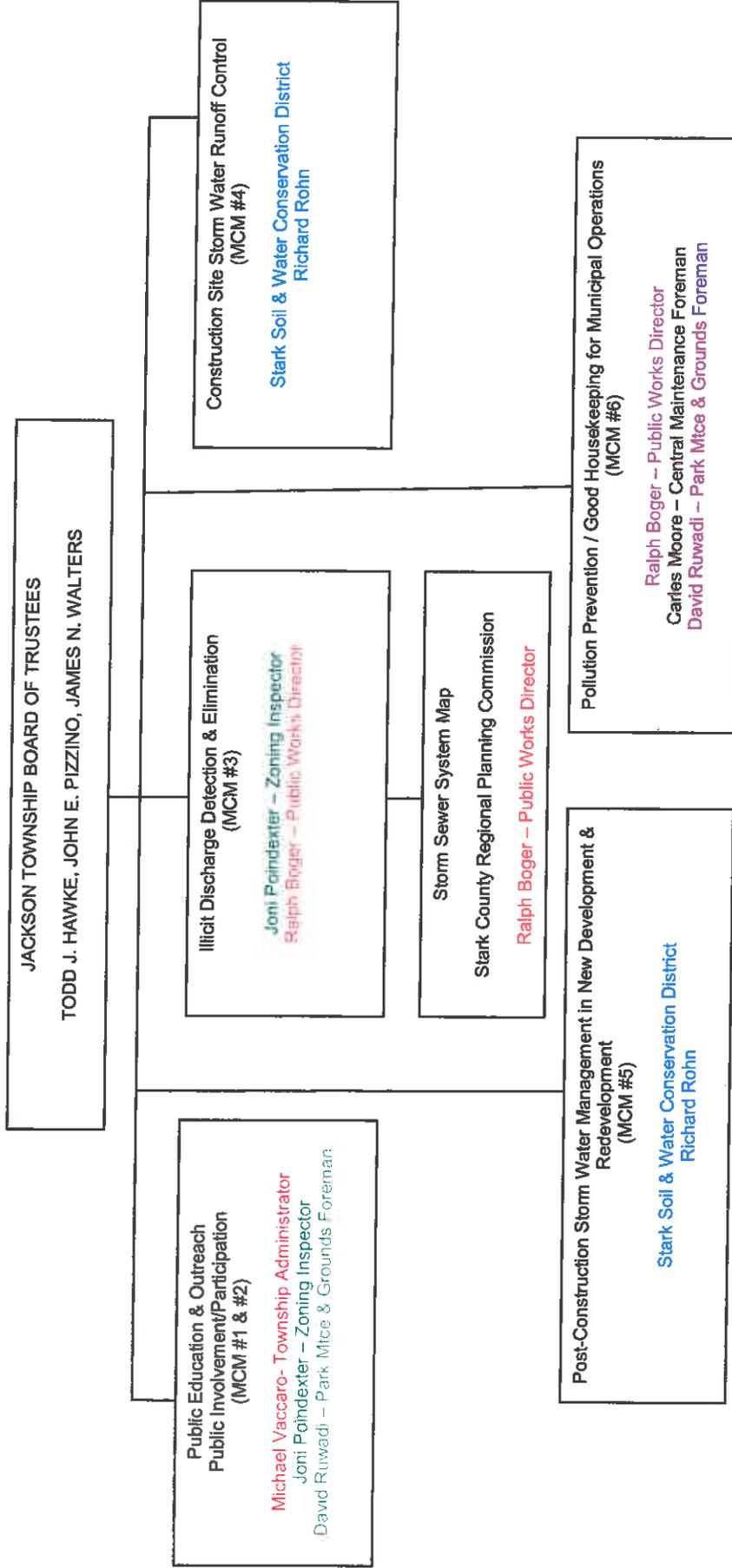
### Jackson Township Departments

Administration	=	Red
Central Maintenance.	-	Tan
Highway	-	Orange
Park	-	Purple
Zoning	-	Green

Stark County Soil & Water Conservation Division - Lt. Blue

**JACKSON TOWNSHIP  
NPDES Phase 2 Storm Water Program**

**Table of Organization**



**NAMES AND CONTACT INFORMATION**

**Jackson Township Board of Trustees**

Todd J. Hawke, President  
 John E. Pizzino, Vice-President  
 James N. Walters, Trustee  
 5735 Wales Avenue NW  
 Massillon, OH 44646  
 330-832-7416

**Jackson Township**

Michael Vaccaro, Township Administrator  
 Joni Poindexter, Zoning Inspector  
 Ralph Boger, Public Works Director  
 Charles Moore, Central Maintenance Foreman  
 David Ruwadi, Park Mctce & Grounds Foreman  
 5735 Wales Avenue NW  
 Massillon, OH 44646  
 330-832-7416

**Stark Soil & Water Conservation District**

Richard Rohn, Urban Program Specialist  
 2650 Richville Drive SW, #103  
 Massillon, OH 44646  
 330-830-7700

Public Education & Outreach (MCM #1)  
Public Involvement / Participation (MCM #2)

JACKSON TOWNSHIP BOARD OF TRUSTEES

TODD J. HAWKE, JOHN E. PIZZINO, JAMES N. WALTERS

Michael Vaccaro  
Township Administrator

Jackson Township Newsletter

Jackson Township Website

P.I.P.E. Committee

Rain Barrel Education

Community Hotline

Ralph Boger  
Public Works Director

Joni Poindexter  
Zoning Inspector

Storm Water Quality Management

Intergovernmental Coordination

Comprehensive Plan

Construction Site

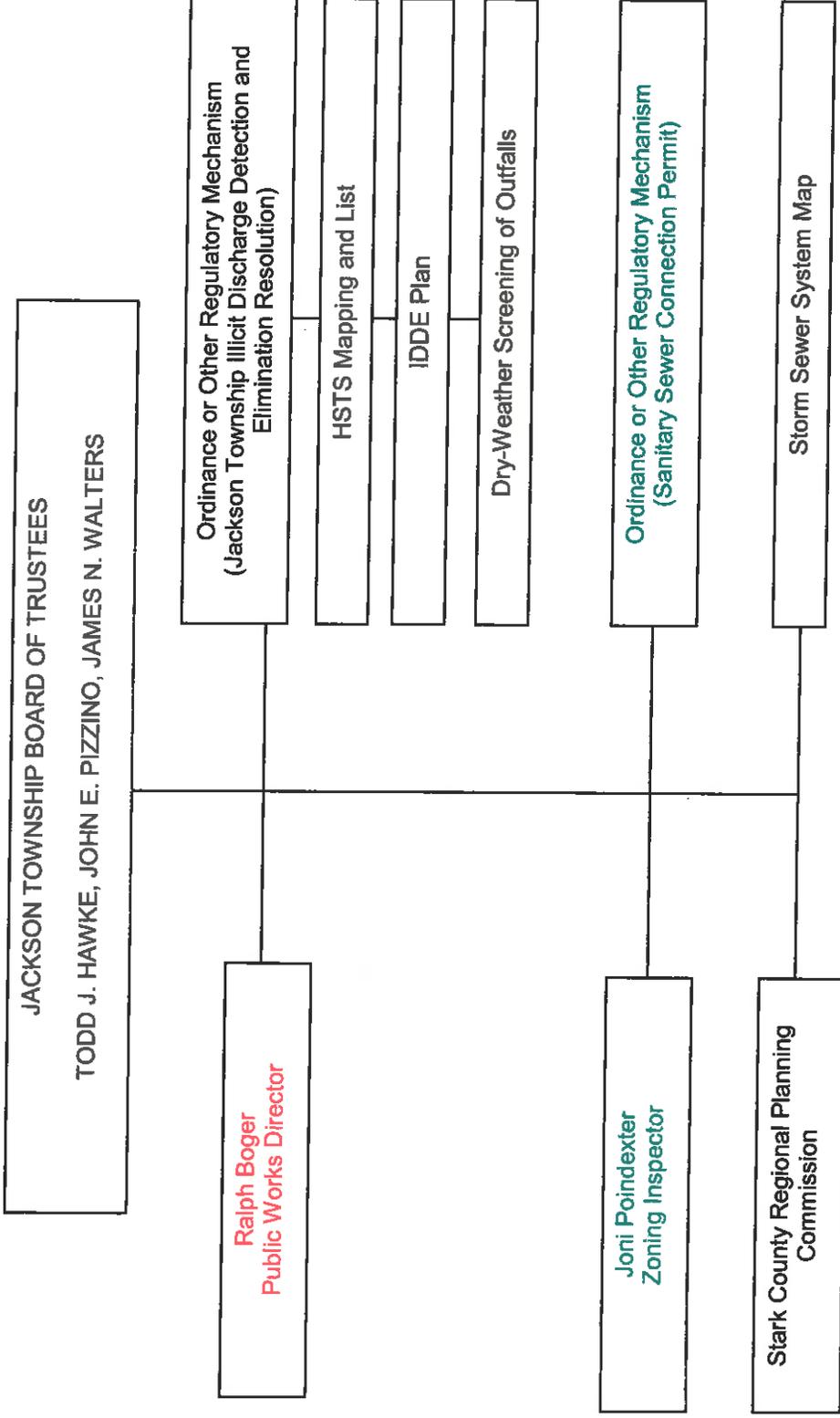
David Ruwadi  
Park Maintenance & Grounds Foreman

Reforestation Program

Volunteer Monitoring

Ohio Department of Education Mandates

Illicit Discharge Detection & Elimination (MCM #3)



Construction Site Storm Water Runoff Control (MCM #4)

JACKSON TOWNSHIP BOARD OF TRUSTEES  
TODD J. HAWKE, JOHN E. PIZZINO, JAMES N. WALTERS

Stark County Soil & Water  
Conservation District

Ordinance or Other Regulatory Mechanism

Sediment and Erosion Control Requirements

Complaint Process

Site Plan Review Procedures

Site Inspection Procedures

Enforcement Procedures

Post - Construction Storm Water Management in New Development and Redevelopment (MCM #5)

JACKSON TOWNSHIP BOARD OF TRUSTEES  
TODD J. HAWKE, JOHN E. PIZZINO, JAMES N. WALTERS

Stark County Soil & Water  
Conservation District

Ordinance or Other Regulatory Mechanism

Post-Construction Requirements

Site Plan Review Procedures

Site Inspection Procedures

Enforcement Procedures

Long-Term O&M Plans/Agreements

Pollution Prevention/Good Housekeeping for Municipal Operations (MCM #6)

JACKSON TOWNSHIP BOARD OF TRUSTEES  
TODD J. HAWKE, JOHN E. PIZZINO, JAMES N. WALTERS

Ralph Boger – Public Works Director  
Charles Moore - Central Maintenance Foreman  
David Ruwadi - Park Mtce & Grounds Foreman

Ralph Boger - Public Works Director  
David Ruwadi - Park Mtce & Grounds Foreman.

David Ruwadi - Park Mtce & Grounds Foreman

Ralph Boger -- Public Works Director

David Ruwadi - Park Mtce & Grounds Foreman

Employee Training Program

MS4 Maintenance

Disposal of Wastes

Road Salt

Pesticide & Herbicide Usage

Fertilizer Usage

Street Sweeping

Flood Management Projects



State of Ohio Environmental Protection Agency

**PUBLIC EDUCATION & OUTREACH (2015)**

Estimate Your Permit Area's Total Population: 40,373

**SMALL MS4 ANNUAL REPORT FORM**

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
<p><b>Jackson Township Newsletter</b></p> <p>Administration Department</p>	<p>To educate and inform the Jackson Township community on storm water topics.</p>	<p>Water Conservation – What you can do to protect our local water.</p>	<p>Jackson Township residents, businesses, and other recipients.</p>	<p>90%</p>	<p>Newsletters are mailed to an estimated 22,764 households and businesses within the township and additional copies are available at the township hall, Jackson Safety Center, Jackson Branch of the Stark County District Library and the Jackson YMCA. Approximately 68,291 newsletters containing pertinent education/awareness articles were distributed during the reporting period. Nine articles in three issues promoted storm water management, rain barrels, clean waterways, recycling, pet clean up, PIPE Committee, proper discharge of pool water, and yard debris. Some articles were developed with input from the Soil &amp; Water Conservation District.</p>	<p>Yes</p>
<p><b>Jackson Township Website</b> <a href="http://www.jacksontwp.com">www.jacksontwp.com</a></p> <p>Administration Department</p>	<p>Educate community on water quality issues.</p>	<p>Water Conservation - What you can do to protect our local water.</p>	<p>Jackson Township residents and general population.</p>	<p>60%</p>	<p>The website can be viewed by residents and others to link to the Stark Soil &amp; Water Conservation District, Stark County Health Department, and the Stark-Tuscarawas-Wayne Joint Solid Waste Management District, and Stark County Regional Planning Commission (Storm Water). There are informational articles that can be viewed on storm water. The Jackson Township Newsletter can be viewed on the website.</p>	<p>Yes</p>



State of Ohio Environmental Protection Agency

# SMALL MS4 ANNUAL REPORT FORM

## PUBLIC EDUCATION & OUTREACH (2015)

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Community Hotline Highway Division	Allows the public to report a spill.	For many types of concerns, including drainage, residents can call Township offices and speak to staff. The staff member in turn fills out a service request or directs residents to the proper authority/entity, depending on the nature of the concern and the appropriate legal authority to resolve the concern.	Township residents and businesses.	100%	Reports are received by Fire, Police, Highway, and Park as applicable. Ongoing – works well.	Yes
Rain Barrel Administration Department	Educate the public on the use of rain barrels.	Display of a rain barrel at the Jackson Township Administration Building.	Visitors to Township Hall.	75%	The rain barrel is on display and seen by visitors to the Jackson Township Administration Building.	Yes
Ohio Department of Education Mandate Jackson Local School District	To educate students in the 7 <sup>th</sup> grade on water sources, clean water treatment plants, waste water treatment plants and environmental issues concerning water.	To involve students in learning about Storm Water Quality.	7 <sup>th</sup> grade students in Jackson Local Schools	100%	All students in the 7 <sup>th</sup> grade have completed the Ohio Department of Education's Mandates.	Yes



**PUBLIC EDUCATION & OUTREACH (2015)**

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
P.I.P.E. Committee/ Stark County Regional Planning Committee  Jackson Township	To involve the public in learning about Storm Water Quality, the water cycle and watersheds.	Theme of P.I.P.E Committee for 2015- "Proper Planting with Clawd".	Residents of Jackson Township and surrounding communities.	Difficult to assess.	Jackson Township employees attended two committee meetings in 2015. Developed a theme and shared methods of communicating storm water education to the general public.	Yes
P.I.P.E. Committee/ Stark County Regional Planning Committee  Jackson Township	To involve the public in learning about Storm Water Quality and Pollution.	Promote the "Join the team we're all downstream" through radio commercials and bill boards.	Residents of Jackson Township and surrounding communities.	Difficult to assess.	P.I.P.E. Committee ran 128 - 60 second informational radio commercial in the month of June using "Clawd the Crayfish" the Storm Water Mascot.  P.I.P.E. Committee used eight bill boards throughout Stark County that were created by local school students to promote Storm Water Pollution.  Various pamphlets on storm water education were made available for the public at the annual Community Celebration, Unity in our Community Pancake Breakfast & Health Fair, YMCA National Healthy Kids Day and other community events.	Yes



# SMALL MS4 ANNUAL REPORT FORM

## PUBLIC EDUCATION & OUTREACH (2015)

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
<p><b>P.I.P.E. Committee</b>  <b>Stark County Regional Planning Committee</b>  <b>Jackson Township</b></p>	<p>To involve the public in learning about Storm Water Quality and Pollution.</p>	<p>Promote the "Join the team we're all downstream" through an educational series in gardening.</p>	<p>Residents of Jackson Township and surrounding communities.</p>	<p>Approximately 129 people attended.</p>	<p>Jackson Parks &amp; Recreation Division hosted six Gardening with Zest Educational Series in collaboration with Ohio State University Extension Stark County Master Gardener Volunteer Program.</p>	<p>Yes</p>
<p><b>Storm Water Quality Management</b>  <b>Zoning Department</b></p>	<p>To reach the residents and builders of Jackson Township and educate them as to storm water quality management.</p>	<p>Obtained through brochures regarding Erosion Sediment Control on individual lots and Water Quality.</p>	<p>Jackson Township residents and builders</p>	<p>70%</p>	<p>This activity has been effective in providing information and outreach to individual property owners regarding storm water and erosion issues.</p>	<p>Yes</p>
<p><b>Intergovernmental Coordination</b>  <b>Zoning Department</b></p>	<p>To work with other agencies on educational programs to educate the residents and builders in Jackson Township.</p>	<p>Continue to work with SWCD in referring complaints in sediment control and water quality issues. Continue to work with Stark County Regional Planning in reviewing preliminary plans and commenting to make sure they are following the township zoning and comprehensive plan.</p>	<p>Jackson Township residents and builders</p>	<p>70%</p>	<p>The activities undertaken in conjunction with SWCD are determined to be effective in providing information and outreach to individual property owners regarding storm water and erosion issues. Feedback from owners and SWCD personnel also validate the effectiveness of this activity.</p>	<p>Yes</p>



**PUBLIC EDUCATION & OUTREACH (2015)**

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
<p><b>Comprehensive Plan</b> Zoning Department</p>	<p>To plan for future growth.</p>	<p>Continue to keep plan on the website for review by residents and builders. <a href="http://www.jacksontwp.com">www.jacksontwp.com</a></p>	<p>Jackson Township residents and builders</p>	<p>70%</p>	<p>This activity has proven very effective in exploring issues involving storm water and erosion particularly related to implementation issues and needed organizational structures to implement Phase II related goals.</p>	<p>Yes</p>
<p><b>Construction Site</b> Zoning Department</p>	<p>To educate homeowners and builders on construction site runoff control.</p>	<p>To continue to educate homeowners and builders on best management practice selection. Brochures are also available on SWCD website at <a href="http://www.startkswcd.org">www.startkswcd.org</a></p>	<p>Jackson Township residents and builders</p>	<p>70%</p>	<p>Items adopted into the zoning resolution include encouraging landscaping to be sloped and depressed to allow water flow into the landscaped area.</p>	<p>Yes</p>



State of Ohio Environmental Protection Agency

# SMALL MS4 ANNUAL REPORT FORM

## PUBLIC EDUCATION & OUTREACH (2016)

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
<b>Rain Barrel</b> <b>Administration Department</b>	<b>Education on the use of rain barrels.</b>	<b>Display a working rain barrel at the Jackson Township Administration Building.</b>	<b>Visitors to Township Hall.</b>	<b>60%</b>	<b>Rain barrel will be on display and fliers on purchasing rain barrels will be available for the public.</b>	<b>Throughout 2016</b>
<b>Jackson Township Newsletter, Website, and Facebook</b> <a href="http://www.jacksontp.com">www.jacksontp.com</a> Jackson Township Board of Trustees, Stark County, Ohio <b>Government Organization Administration Department</b>	<b>To educate and inform the Jackson Township community on storm water topics.</b>	<b>Water Conservation - What you can do to protect our local water.</b>	<b>Jackson Township residents, businesses, and other recipients.</b>	<b>70%</b>	<b>Newsletters will be mailed to households and businesses within the township containing education &amp; awareness information.            The Township's website and Facebook page will be updated with educational information.</b>	<b>Throughout 2016</b>



**PUBLIC EDUCATION & OUTREACH (2016)**

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
P.I.P.E. Committee/Stark County Regional Planning Committee Jackson Township	To involve the public in learning about Storm Water Quality and Pollution.	Promote the "Join the team we're all downstream" through radio commercials and bill boards.	Residents of Jackson Township and surrounding communities.	Difficult to assess.	P.I.P.E. Committee will use informational radio commercials and install bill boards throughout Stark County that will be created by local school students to promote Storm Water Pollution.	Throughout 2016
P.I.P.E. Committee/Stark County Regional Planning Committee Jackson Township	Participate in P.I.P.E. committee activities. (Public Involvement and Public Education)	Participate in public involvement and public educational programs with the committee.  Promote the "Join the team we're all downstream" through catch basin education.  Committee's theme for 2016 "Use the Force to Battle Storm water Pollution - Keeping Water Clean throughout Stark County with Clawd".	Residents of Jackson Township and surrounding communities.	Difficult to assess.	Committee will create a brochure for public education on Use the Force to Battle Storm water Pollution and Keeping Water Clean throughout Stark County.  Provide educational handouts at Jackson Community Celebration, and other community events.	Throughout 2016
P.I.P.E. Committee/Stark County Regional Planning Committee Jackson Township Parks & Recreation Division	To involve the public in learning about Storm Water Quality and Pollution	Promote the committee's theme for 2016 "Use the Force to Battle Storm water Pollution - Keeping Water Clean throughout Stark County with Clawd".	Residents of Jackson Township and surrounding communities.	Difficult to assess.	Jackson Parks & Recreation Division will host a Gardening with Zest Educational Series	Summer 2016



# SMALL MS4 ANNUAL REPORT FORM

## PUBLIC INVOLVEMENT/PARTICIPATION (2015)

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience Reached	Summary of Results	Effective (Yes or No)
Reforestation Program Parks & Recreation Division	To have trees donated and planted in the Jackson Township Parks.	The Jackson Township accepts donations of various types of trees for planting in the parks. This is a means of establishing a living memorial for a variety of events.	Township residents and other recipients.	Each year the number of donations varies.	There were three types of trees donated to the park for planting. These donations were accepted by the Board of Trustees.	Yes
Volunteer Monitoring Park & Highway Division	To clean up areas of the Township of debris and trash.	Residents who live along streams and water bodies perform monitoring. They look out for abnormal conditions or changes in the water and habitat. During the annual Spring Cleanup, students are assigned to canal and stream pickup. The Highway Division properly disposes of debris at licensed landfills.	Township residents and other recipients.	Each year the number of volunteers varies.	Streams and water bodies were monitored and cleaned up during Spring Cleanup. Highway Division properly disposed of debris at licensed landfills.	Yes.
P.I.P.E. Committee Jackson Township	Participate in P.I.P.E. Committee activities.	Participate in public involvement with the committee. Promote the "Join the team we're all downstream" through catch basin education. Committee's theme for 2015 - "Proper Planting with Clawd"	Residents of Jackson Township and surrounding communities.	There were 5,000 in attendance from various cities and townships in Stark County.	Committee had an educational booth at the Stark County Home & Garden Show - March 13 through March 15, 2015.	Yes



**PUBLIC INVOLVEMENT/PARTICIPATION (2016)**

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (Activity) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	Estimate of People to Participate	Summary of Planned Activities	Proposed Schedule
Reforestation Program Parks & Recreation Division	To have trees donated and planted in the Jackson Township Parks.	The number of donated trees will be tracked. A record of donated trees is kept with the Jackson Township Parks & Recreation Division.	Township residents and other recipients.	Each year the number varies.	Tree planning in the Park through the donations from the public.	Throughout 2016
Clean Water Quality Management & Storm Water Management Parks & Recreation Division	To educate school age children on Clean Water Quality Management.	To involve the school age children with the clean water facts.	Children ages 6 – 15	Each year the number varies	During the park program, Hooked on Fishing, information on "Clawd the Crayfish" and the Clean Water Pledge will be given out the participants.	May 7, 2016
Volunteer Monitoring Senior clean up day Park / Highway	Clean up trash and debris.	Water Quality	Senior class	20 to 30	Students clean up day – Jackson High School Senior class.	May 13, 2016
<b>P.I.P.E. Committee</b> Jackson Township	Participate in P.I.P.E. Committee activities.	Participate in public involvement with the committee.  Promote the "Join the team we're all downstream".  Committee's theme for 2016 is "Use the Force to Battle Storm Water Pollution – Keeping Water Clean throughout Stark County with Clawd".	Residents of Jackson Township and surrounding communities.	Difficult to assess.	Committee will have an educational booth at the Stark County Home & Garden Show – March 11 through March 13, 2016.	March 2016
<b>P.I.P.E. Committee/Stark County Regional Planning Committee</b> Jackson Township Parks & Recreation Division	To involve the public in learning about Storm Water Quality and Pollution	Promote the committee's theme for 2016 "Use the Force to Battle Storm Water Pollution – Keeping Water Clean Throughout Stark County with Clawd".	Residents of Jackson Township and surrounding communities.	Difficult to assess.	Jackson Parks & Recreation Division will host Gardening with Zest Educational Series and Storm Water Educational information will be distributed.	Summer 2016



State of Ohio Environmental Protection Agency

# SMALL MS4 ANNUAL REPORT FORM

## PUBLIC INVOLVEMENT/PARTICIPATION (2016)

- Summarize activities you plan to undertake during the next reporting cycle.

BMP (mechanism) & Responsible Party	Measurable Goal	Theme or Message	Target Audience	% of Target Audience to be Reached	Summary of Planned Activities	Proposed Schedule
Continue to update brochures to distribute to Jackson Township residents and builders. Zoning Department	Educate and inform the general public.	Continue to update public on water quality issues per season.	Jackson Township residents and builders	Each year number varies	To hand out brochures in spring regarding fertilizing and planting, summer regarding mowing and gardening, fall-regarding composting, and winter regarding salt applications.	Annually



**ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE) (2015)**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
<p>Ordinance or Other Regulatory Mechanism</p> <p>Jackson Township Zoning</p>	<p>Applications for zoning permits for new construction must have a copy of the sanitary sewer connection permit (guarantee) or on-site septic approval issued by the Stark County Health Department prior to issuing the zoning permit to ensure illicit discharge is not being conducted.</p>	<p>Yes</p>	<p>Jackson Township Zoning Resolution book <a href="http://www.jacksontwp.com">www.jacksontwp.com</a></p> <p>Stark County Health Department <a href="http://www.starkhealth.org">www.starkhealth.org</a></p>	<p>This activity has been effective to ensure that all new construction will be served by approved sanitary sewer or household septic systems.</p> <p>During 2015, 114 single family new residential permits, 17 multi-family permits for 66 units, and 12 new commercial permits were issued in compliance with this requirement.</p>	<p>Yes</p>
<p>BMP &amp; Responsible Party</p> <p>Storm Sewer System Map</p> <p>Jackson Township/RPC</p>	<p>Receive a completed map from the Stark County RPC by the end of this 5 year period. (12/31/13)</p>	<p>Yes</p>	<p>Summary of Activities or Updates</p>	<p>Summary of Activities or Updates</p> <p>Jackson Township has entered into a consortium agreement with Stark County RPC for their inventory of the Jackson Township conveyance system of catch basins, pipes, ditches, and flood water facilities (retention/detention ponds) concluding with GIS data and mapping.</p> <p>Recent communication with RPC reports this effort has been completed.</p>	<p>Yes</p>
<p>BMP &amp; Responsible Party</p> <p>HSTS Mapping and List</p> <p>Stark County Health Department</p>	<p>Measurable Goal</p> <p>Complete the HSTS map and list by the end of 2008.</p>	<p>Completed (Yes or No)</p> <p>Yes</p>	<p>Summary of Activities or Updates</p>	<p>Summary of Activities or Updates</p> <p>In 2011 a new list and map was printed based on new data collected since 2008.</p>	<p>Effective (Yes or No)</p> <p>Yes</p>



**ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE) (2015)**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Summary of Activities or Updates			Effective (Yes or No)				
<p><b>IDDE Plan</b></p> <p>Jackson Township Highway Division</p>	<p>Assign and conduct visual inspection of Township area residential housing and associated buildings for illicit discharge. Record and report findings to the Stark County Board of Health. Assist as necessary in the corrections.</p>	<p>Yes</p>	<p><b>Outfalls</b> – Jackson Township’s outfalls have been 100% mapped. The current number of outfalls continues to be counted and omissions discovered. These are reported to the mapping system to reach 100% of the outfalls.</p> <p><b>Plan</b> - The IDDE plan has been modified to reflect the cancellation of the Memorandum of Understanding between the Stark County Combined General Health District and Jackson Township. This was originally to go to April 19, 2013, but was cancelled December 31, 2011. Jackson Township assumed the investigation and reporting illicit discharges. The Stark County Health District will continue to assume their original responsibilities.</p> <p><b>Inspections / Illicit Discharges</b> – Inspections were performed in 2015 as outlined in the IDDE Plan. Of the inspections, any discharges were investigated and all discharges were corrected (or were justified).</p> <p><b>Education</b> – Phase II illicit discharge training was made available. Jackson Township prints and mails a Quarterly Newsletter which contains articles and information of IDDE information to Township residents.</p>			<p>Yes</p>				
<p><b>BMP &amp; Responsible Party</b></p> <p>Dry-Weather Screening of Outfalls  <b>Total # of Outfalls 344</b>            Jackson Township Highway Division</p>	<p>Measurable Goal.</p> <p>Inspect a minimum 20% of outfalls.</p>	<p>Yes</p>	<p># of Outfalls Screened</p> <p>None</p>	<p># of Dry-Weather Flows Identified</p> <p>None</p>	<p># of Illicit Discharges:</p> <table border="1"> <tr> <td>Identified*</td> <td>Eliminated</td> </tr> <tr> <td>0</td> <td>0</td> </tr> </table>	Identified*	Eliminated	0	0	<p>Effective (Yes or No)</p> <p>Yes Special effort will inspect all outflows.</p>
Identified*	Eliminated									
0	0									



State of Ohio Environmental Protection Agency

# SMALL MS4 ANNUAL REPORT FORM

## ILLCIT DISCHARGE DETECTION & ELIMINATION (IDDE) (2016)

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism  Jackson Twp.	Maintain and enforce Illicit Discharge Resolution.	The Illicit Discharge Resolution was modified to reflect the fact that the contract between Jackson Township and the Stark County Health Department has been eliminated as of December 31, 2011.	The Resolution as proposed in 2012, was modified in 2013. Daily observation will continue in the Township.
Storm Sewer System Map  Jackson Township	Jackson Township assured progress by the Stark County RPC. The system information and mapping was provided by the end of 2013.	Jackson Township monitored the progress made by Stark County RPC to completion in 2013.	Contract was completed in 2013.
IDDE Plan  Jackson Township	Maintain IDDE Plan.	The IDDE Plan has been modified to reflect the cancellation of the April 19, 2010, agreement as of December 31, 2011. The Jackson Township Highway Division has assumed the investigation and reporting of the illicit discharges.	The IDDE Plan as proposed in 2012 was modified in 2013. Jackson Township will continue daily observation and reporting.
Dry-Weather Screening of Outfalls Jackson Township	Inspect a minimum of 20% of outfalls.	20%	Inspect a minimum of 20% of outfalls in 2010.



# SMALL MS4 ANNUAL REPORT FORM

## CONSTRUCTION SITE RUNOFF CONTROL (2015)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
Ordinance or Other Regulatory Mechanism					
Stark County Soil and Water Conservation District JACKSON TOWNSHIP	Adopt regulations that meet or exceed technical requirements given in the Ohio EPA NPDES Construction General Permit.	Yes	Stark County Storm Water Quality Regulations. These regulations can be viewed at the following web site: <a href="http://www.starkswcd.org">www.starkswcd.org</a>	County WQ Regulations adopted 1-31-08. MOU with SWCD in place to review and inspect.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used	Summary of Results or Activities	Effective (Yes or No)
Sediment and Erosion Control Requirements					
Stark County Soil and Water Conservation District JACKSON TOWNSHIP	Adopt regulations that meet or exceed requirements given in the Ohio EPA NPDES Construction General Permit.	Yes	Ohio Rainwater & Land Development Manual, Ohio Standards for Storm Water Management and any other OEPA approved/accepted standards.	Continue to use the approved regulations and investigate any new, innovative BMP's	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints	Summary of Results or Activities	Effective (Yes or No)
Complaint Process			Received		
Stark County Soil and Water Conservation District JACKSON TOWNSHIP	Adopt procedures for complaints pertaining to erosion and sediment control from construction sites.	Yes	Followed-Up On	All three complaints were related to offsite tracking in same development. Upon visit by Stark SWCD, contact was made with contractor and roadways were cleaned.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	Summary of Results or Activities	Effective (Yes or No)
Site Plan Review Procedures					
Stark County Soil and Water Conservation District	Establish Storm Water Pollution Prevention Plan review procedures that meet or exceed the Ohio EPA NPDES Construction General Permit.	Yes	14	Plans received and approved once requirements are met. Pre-Construction meetings are required before work can begin.	Yes
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed	Summary of Results or Activities	Effective (Yes or No)
Site Inspection Procedures			# of Applicable Sites		
Stark County Soil and Water Conservation District	Establish site inspection procedures that meet or exceed the Ohio EPA NPDES Construction General Permit.	Yes	38	Active construction sites are inspected bi-monthly. Monthly inspections are the minimum. Idle sites are inspected monthly until notified. Non-compliant sites are inspected weekly.	Yes
			# Performed		
			239		
			Avg. Frequency		
			Bi-monthly / Monthly		



State of Ohio Environmental Protection Agency

# SMALL MS4 ANNUAL REPORT FORM

## CONSTRUCTION SITE RUNOFF CONTROL (2015)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures Stark County Soil and Water Conservation District Jackson Township	Follow the enforcement procedures in the Stark County Storm water Quality Regulations.	Yes	1	1	One site was placed in violation with assistance from Ohio EPA's Twinsburg Office (Laura Barrett). Items were addressed timely and site was removed from violation.	Yes

\*Include an attachment which identifies applicable sites within your jurisdiction for this reporting period.

# STARK SOIL & WATER CONSERVATION DISTRICT

## TOTAL NUMBER OF INSPECTIONS BY COMMUNITY

From: 1/1/2015 To: 12/31/2015

Tuesday, February 09, 2016

### Jackson Twp

<u>Site</u>	<u>Inspections</u>
Aberdeen Glen No 4 and 5	10
Alden Enterprises Building	1
Bairs Dealership	12
Berkshire Farms	1
Carrington No 10	9
Embassy Suites	19
Emerald Estates No 9	10
Emerald Estates No. 11 & 12	3
Fulton Rd Widening Project	1
Glendale Village	3
Glenmoor No 25	1
Greenwich Place	5
Heiser Commercial Site	11
Hunters Chase	3
Hunters Hills/Wales Crossing	10
Hyatt Place	2
Jackson Park Place	3
Kenan Advantage Group Parking Expansion	9
Kent State Stark Campus Addition	14
Lake O Springs Village	8
La-Z--Boy Home Furnishings & Décor	7
Long Creek Commons	1
Mazanec Storage Buildings	17

# STARK SOIL & WATER CONSERVATION DISTRICT

## TOTAL NUMBER OF INSPECTIONS BY COMMUNITY

From: 1/1/2015 To: 12/31/2015

Tuesday, February 09, 2016

Memmer Office and Parking	2
Mudbrook Estates	9
Nicodemo Storage Buildings	1
Ohio CAT North Canton OH	1
Portage North	1
Rohr and Sons Nursery	13
Rolling Green	1
Rolling Green No 5	7
Rose Hill Villas	9
Scotsbury Glen No. 1	9
Spring Landing	10
Springhill Suites	1
Turnstone	10
Waterside Subdivision	4
Wendy's - Everhard	1
<b>Total For: Jackson Twp</b>	<b>239</b>
<b>Total Inspections:</b>	<b>239</b>

# STARK SOIL & WATER CONSERVATION DISTRICT

## TOTAL NUMBER OF REVIEWS BY COMMUNITY

Review Dates From: 1/1/2015 To: 12/31/2015

Wednesday, January 13, 2016

### Jackson Twp

Site	Reviews
Bairs Dealership	3
Batton Flex Bldg.	2
Belpar Square Demo	3
Berkshire Farms	4
DOM PIR 1214 - Lake O'Springs Ave. NW	1
Dominion East Ohio - TPL 2 ILI	2
Emerald Estates No. 11 & 12	4
Glendale Village	3
Jackson Park Place	3
Kenan Advantage Group Parking Expansion	3
La-Z-Boy Home Furnishings & Décor	4
Mazanec Storage Buildings	3
Portage Office Building-Memmer Homes	3
Wendy's - Everhard	3
<b>Total For: Jackson Twp</b>	<b>41</b>
<b>Total Reviews:</b>	<b>41</b>



**CONSTRUCTION SITE RUNOFF CONTROL (2016)**

- Summarize activities you plan to undertake during the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism Stark County Soil and Water Conservation District Jackson Township	Implement the Stark County Storm Water Quality Regulations.	Review the Stark County Storm Water Quality Regulations yearly and update as required or needed. Utilize the Urban committee for proposed regulation updates and/or changes.	Annual or more often as needed
Sediment and Erosion Control Requirements Stark County Soil and Water Conservation District Jackson Township	Review all SWPPPs for any site that will disturb 1-acre of soil or less or if it is part of a larger common plan of development or sale.	Continue to review SWPPPs to ensure compliance with the Stark County Storm Water Quality Regulations.	As required
Complaint Process Stark County Soil and Water Conservation District Jackson Township	Respond to each complaint received pertaining to erosion/sediment control in accordance with the established complaint procedure.	Continue to respond to each complaint received that pertains to erosion and sediment control matters by phone call, site visit, letter, or combination thereof.	As needed/on going
Site Plan Review Procedures Stark County Soil and Water Conservation District	Review preliminary site plans and SWPPPs to ensure compliance with the Stark County Storm Water Quality regulations.	Continue to review plans and send comments or approvals to the involved developer/designer.	On going
Site Inspection Procedures Stark County Soil and Water Conservation District	Inspect sites that disturb 1-acre of soil or less if it is part of a larger common plan of development.	Continue to inspect active construction sites utilizing the established inspection check list.	On going
Enforcement Procedures Stark County Soil and Water Conservation District JACKSON TOWNSHIP Stark County Prosecutor	Enforce non-compliant sites in accordance with the Stark County Storm Water Quality Regulations.	Continue to send violation letters for each non-compliant site detailing the deficiencies. When deficiencies are not addressed by the developer, follow the procedures in the regulations.	As needed



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# SMALL MS4 ANNUAL REPORT FORM

## POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (2015)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (if available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
<b>Ordinance or Other Regulatory Mechanism</b> Stark County Soil and Water Conservation District JACKSON TOWNSHIP	Adopt regulations that meet or exceed requirements given in the Ohio EPA NPDES Construction General Permit.	Yes	Stark County Storm Water Quality Regulations. Regulations can be viewed at the following web site: <a href="http://www.starkswcd.org">www.starkswcd.org</a> .	County regulations adopted 1/31/2008	Yes
<b>BMP &amp; Responsible Party</b> Post-Construction Requirements Stark County Soil and Water Conservation District JACKSON TOWNSHIP	Ensure that the existing regulations continue to meet or exceed requirements given in the Ohio EPA NPDES permit.	Yes	<b>Structural and/or Non-Structural Standards Being Used</b> Minimum standards given in the Ohio EPA Construction General Permit. Ohio Rainwater & Land Development Manual.	Continue to use the adopted regulations and investigate any new innovative BMP's.	Effective (Yes or No) Yes
<b>BMP &amp; Responsible Party</b> Site Plan Review Procedures Stark County Soil and Water Conservation District	Follow the review procedures outlined in the Stark County Storm Water Quality regulations.	Yes	# of Applicable Sites Requiring Post-Const. BMPs: 9 # of Plans Reviewed: 10	Review site plans as received. Send review letter detailing any deficiencies.	Effective (Yes or No) Yes
<b>BMP &amp; Responsible Party</b> Site Inspection Procedures Stark County Soil and Water Conservation District	Follow the inspection procedures given in the Stark County Storm Water Quality regulations.	Yes	<b>Site Inspections Performed</b> # Performed: 30 Avg. Frequency: Annually	Summary of Results or Activities 30 inspections were completed and documented. 1 site was inspected twice.	Effective (Yes or No) Yes



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# SMALL MS4 ANNUAL REPORT FORM

## POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (2015)

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
<b>Enforcement Procedures</b> Stark County Soil and Water Conservation District & JACKSON TOWNSHIP & Stark County Prosecutor	Follow Existing Enforcement procedures in the LTM of Water Quality Practices Policy	Yes	0	0	There were no BMP's in non-compliance.	Yes
<b>BMP &amp; Responsible Party</b> Long-Term O&M Plans/Agreements Stark County Soil and Water Conservation District JACKSON TOWNSHIP	Require and review individual site's long-term maintenance plan in accordance with the Stark County Storm Water Quality regulations.	Yes	50	# of Plans Developed/Agreements in Place 50	Summary of Results or Activities Continue to require long-term maintenance plans for sites that fall under the Stark County Storm Water Quality regulations.	Yes



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# SMALL MS4 ANNUAL REPORT FORM

## POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (2016)

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism Stark County Soil and Water Conservation District JACKSON TOWNSHIP	Continue to implement the Stark County Storm Water Quality Regulations to ensure compliance.	Review the Stark County Storm Water Quality Regulations yearly and update them as required or needed.	Annually or more often as needed.
Post-Construction Requirements Stark County Soil and Water Conservation District JACKSON TOWNSHIP	Ensure the BMP design requirements met the Ohio EPA NPDES Permit minimum standards.	Update the Stark County Storm Water Quality Regulations as required or needed to ensure compliance with the Ohio EPA NPDES Permit. Continue to investigate nonstructural BMPs for small sites.	Annually or more often as needed.
Site Plan Review Procedures Stark County Soil and Water Conservation District	Review all site plans that fall under the Stark County Storm Water Quality Regulations.	Continue to review plans and send comments or approvals to the involved Developer.	Annually or more often as needed.
Site Inspection Procedures Stark County Soil and Water Conservation District	Inspect all water quality BMP's at a minimum of once a year that fall under the MS4 NPDES Permit.	Update inspection check list for specific BMP's and post on the Conservation District's web site.	Annually or more often as needed.
Enforcement Procedures Stark County Soil and Water Conservation District Jackson Township Stark County Prosecutor	Continue to follow the enforcement procedures given in the Long Term Maintenance of Water Quality Practices Policy	Continue to send violation letters detailing any issues with the BMP or if an illicit discharge is detected. When deficiencies are not addressed by the party listed in the LTM plan, follow the township LTM policy.	As required.



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# SMALL MS4 ANNUAL REPORT FORM

## POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (2016)

- Summarize activities you plan to undertake for the next reporting cycle.

<p>Long-Term O&amp;M Plans/Agreements</p> <p>Stark County Soil and Water Conservation District</p> <p>Jackson Township</p>	<p>Continue to ensure that all sites that are under jurisdiction of the OEPA NPDES Small MS4 Permit &amp; Stark County Storm Water Quality Regulations submit long term maintenance plans per the requirements.</p>	<p>Revise or update the long-term maintenance plans if needed. Scan all plans into computer files for the District's urban files.</p>	<p>Annually or more often as needed.</p>
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**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (2015)**

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
Employee Training Program	Storm Water Pollution Prevention for Municipal Operations	Yes	Storm Water and Natural Resources Management	Highway Employee	1	5/8/15 – 2015 Ohio Storm Water Conference	Yes
	Storm Water Management	Yes	How to Revise your Storm Water Management Program	Highway, Park, Administration, and Zoning Employees	4	4/7/15 – How to Revise your Storm Water Management Program (SWMMP) to Address Total Maximum Daily Load (TMDL) Recommendation	Yes
	Clean Water	Yes	IDDE: A Grate Concern	Highway, Park, Central Maintenance	18	7/7/15 Stark Soil & Water training session on illicit discharge detection and elimination	Yes
	Continuing Education Session	Yes	Pesticide Application	Park Employee	1	3/24/15 – Mosquito and Vector training Core & 10D	Yes
<b>List of Municipal Facilities Subject to Program</b>							
Highway/Maintenance Facility Parks & Recreation Division		Yes				# of Facility Inspections Performed 4/1	Frequencies of Such Inspections Quarterly/Yearly



**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (2015)**

<p><b>MS4 Maintenance</b></p>	<p><b>Summarize Maintenance Activities and Schedules</b></p> <p>Catch basins cleaned, repaired, and installed as needed.          Storm Sewer and ditch cleaned as needed.          New culvert installed as needed.          Community yard waste loaded and hauled per Joint Solid Waste District Agreement. Drop off yard expanded in 2010.          Assist Jackson Senior Community Day.          Tracked asphalt patch material applied to roads.</p> <p>Oil Water Separators / checked monthly and emptied as needed.</p> <p>Monitor septic system and pump when requires. Monitor oil water separator, test and pump as required. Monitor retention pond to insure no debris gets into the water.</p>	<p><b>Summarize Activities Performed</b></p> <p>226 catch basins repaired, 10 catch basins installed          2,363 ft. pipes flushed, 13,418 ft. ditch cleaned          296 ft. culvert installed          5,457 tons yard waste, 321 loads hauled out by Earth'n Wood          2,986 tons of asphalt</p> <p>Highway and maintenance separators removed 3,566 gallons of water/oil/sludge removed on 12/28/15.</p> <p>Monitor septic systems and pump when requires. Monitor oil water separator, test and pump as required. Monitor retention pond to insure no debris gets into the water.</p>
<p><b>Disposal of Wastes</b></p>	<p><b>Procedures Developed (Yes or No)</b></p> <p>Yes – Highway Division          Yes – Central Maintenance          Yes – Parks &amp; Recreation Division</p>	<p><b>Document Amounts of Wastes Properly Disposed</b></p> <p>359 tons of sweepings and catch basin residue hauled to landfill including road kill.          Waste disposal of 475 gallons of waste oil, 105 gallons of antifreeze and 4 drums of used filters collected by a disposal company and record on file.          8 cu yd dumpster in Parks. Picked up 3 times per week, April-October, and 1 time per week, November through March.</p>
<p><b>Road Salt</b></p>	<p><b>Covered (Yes or No)</b></p> <p>Yes – Highway Division          Yes – Parks &amp; Recreation Division</p>	<p><b>Summarize Measures Taken to Minimize Usage</b></p> <p>Daily driver discussion when in use as to amount and location of the distribution. We have updated our trucks with the latest computerized salt &amp; material distribution equipment.          Parks &amp; Recreation Division snow and ice policy states, 100-300 lbs of salt to be used per lane mile. Calibration of equipment to be completed at the beginning of season and monitored throughout the season.</p>
<p><b>Pesticide &amp; Herbicide Usage</b></p>	<p><b>Procedures Developed (Yes or No)</b></p> <p>Yes - Department of Agriculture.</p>	<p><b>Summarize Measures Taken to Minimize Usage</b></p> <p>Best Management Practices is being used in conjunction with the proper mowing height, airy fields, and use organic compounds.</p>



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Fertilizer Usage	Procedures Developed (Yes or No)	Pounds Used	Summarize Measures Taken to Minimize Usage
	Yes - Department of Agriculture	43,000 lbs. fertilizer	Organic fertilizer and tested leaf compost used on turf within the township owned properties. Soil tests are completed each year and only the proper amounts of amendments are applied to create a healthy turf.
Street Sweeping	Procedures Developed (Yes or No)	Document Amount of Material Collected and Properly Disposed	
	Yes, and we are awaiting EPA final guidance document that will allow beneficial use of these materials.	359 ton of sweepings and catch basin debris hauled to landfill.	
Flood Management Projects	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality		
	No new flood control projects were designed or reviewed during this permit term. No existing practices were retrofitted during this permit term.		



**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (2016)**

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Employee Training Program			
<p>Highway Division</p> <p>Central Maintenance Division</p>	<p>To provide technical guidance and resources on all BMP's necessary for Highway Division daily work requirements.</p> <p>Annual training to employees on good housekeeping, identification of problems and clean up of spills.</p>	<p>Provide and review material from EPA, Joint Solid Waste District, Stark County Soil &amp; Water, Stark County Health Department, and other sources that appear. Attend informational classes as they are offered.</p> <p>Provide employees training on identification and housekeeping. Explain procedures for each facility.</p>	<p>Review BMP's in spring for summer and fall work and for winter work such as snow and ice control. Be alert for announced classes.</p> <p>Annual training</p>
<p>List of Facilities Subject to Program</p> <p>Highway/Maintenance Facility and Parks &amp; Recreation Division</p>	<p>Continue Best Management Practices for both Facilities.</p>	<p>Monitor the Best Management Practices for prevention and spill cleanup.</p>	<p>Continuous monitoring.</p>
MS4 Maintenance			
<p>Highway Division</p> <p>Central Maintenance Division</p> <p>Parks &amp; Recreation Division</p>	<p>Continue to maintain facilities.</p> <p>To discover, recognize and maintain all assigned facilities both building and highway properly to protect our waterways.</p> <p>Continue practices to maintain oil water separators.</p> <p>Continue education; maintain records and BMP's.</p>	<p>To accept public notice and inspect catch basins, piping, berms, and general runoff into these facilities for contamination.</p> <p>Perform monthly checks and empty them using a disposal company as needed.</p> <p>Continue education; maintain records and BMP's.</p>	<p>Immediately upon discovery, or notice, and with each monthly road inspection and during workday experience.</p> <p>Monthly / as needed</p> <p>Daily</p>



# SMALL MS4 ANNUAL REPORT FORM

## POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (2016)

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Disposal of Wastes			
Highway Division	To dispose of sweepings, cleanings, and any contaminated materials in an efficient and proper manner.	Assign proper storage and disposal methods for wastes. Monitor these methods for propriety. Shelter materials from moisture.	Continuous during Highway Division operations.
Central Maintenance Division	Proper disposal of the waste oil and used filters.	Continue to dispose of waste oil and used filters properly with a disposal company.	As needed (approx. 1000 gallon of waste oil). As needed for disposal of used filters. As needed for disposal of used antifreeze.
Parks & Recreation Division	Continue to keep properties operated within the park system clean and waste material placed in dumpster and removed by qualified waste hauler.	8 cu yd dumpster in parks. Picked up 3 times per week, April-October, and 1 time per week, November through March.	Daily
Road Salt			
Highway Division	To use salt sensibly to achieve a safe and acceptable road condition. Salt is under roof.	Continue to equip trucks with latest salt & material distribution electronic control equipment and train drivers in this usage. Educate and monitor drivers to salt sensibly and value the potential harm to the roadside and drainage.	Equip new trucks purchased.
Parks & Recreation Division	Continue to follow recommended application rates.	Walking paths and parking lots kept free of snow and ice.	Winter season
Pesticide & Herbicide Usage	Follow guidelines from the Department of Agriculture.	Continue education; maintain records and BMP's.	Growing season
Parks & Recreation Division			
Fertilizer Usage	Continue education and the use of organic materials on Township owned properties.	Continue to monitor soil samples and correct deficiencies in the soil. Follow guidelines produced by the Department of Agriculture.	Growing season
Parks & Recreation Division			



**POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (2016)**

- Summarize activities you plan to undertake for the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
<p>Street Sweeping</p> <p>Highway Division</p>	<p>Sweep all curbed streets and spills to dispose of sweepings, cleanings, and any contaminated materials in an efficient and proper manner. We are awaiting the EPA guidance document for beneficial reuse of these materials.</p>	<p>Assign proper storage and disposal methods for wastes. Monitor these methods for propriety.</p>	<p>Continuous during Highway Division operations.</p>
<p>Flood Management Projects</p>	<p>Ensure storm water quality is considered for new flood management projects.</p>	<p>Ensure any proposed flood control structures have WQ incorporated in the design to improve water quality and consider existing structures for water quality retrofitting if feasible.</p>	<p>Permit term</p>



State of Ohio Environmental Protection Agency

# SMALL MS4 ANNUAL REPORT FORM

## PROPOSED CHANGES TO YOUR SWMP (IF ANY)

- Summarize any proposed changes to your SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements. If you fail to satisfy measurable goals for the reporting year, please explain why.

## VARIANCES GRANTED (IF ANY)

- Identify and summarize any variances granted under your storm water program.

## AGREEMENT

This Agreement is made and entered into this 17<sup>th</sup> day of July, 2009, by and between the Stark County Regional Planning Commission, hereinafter referred to as RPC, and various Political Subdivisions located in Stark County, hereinafter referred to as CONSORTIUM.

**WHEREAS**, the U.S. Environmental Protection Agency (USEPA), under the authority of the Federal Clean Water Act (CWA) has enacted Phase II of the Storm Water Program extending coverage of the National Pollutant Discharge Elimination System (NPDES) to include "small" municipal separate storm sewer systems (MS4s); and

**WHEREAS**, the Storm Water Phase II Final Rule applies to operators of regulated "small" MS4s as designated by the USEPA; and

**WHEREAS**, in accordance with the General Ohio EPA Permit requirements, all Stark County MS4 districts are required to submit an inventory of existing storm water conveyance systems; and

**WHEREAS**, to facilitate the preparation of the storm water conveyance systems inventory and to minimize duplication of effort and costs, the designated political subdivision as listed in Exhibit "A" desire to form a CONSORTIUM for the purposes of preparing the storm water conveyance inventory for submission to the EPA.

**NOW THEREFORE**, in consideration of the matters set forth above and of the covenants contained herein, the parties agree as follows:

1. The RPC shall prepare an inventory of storm water conveyance systems for each member of the CONSORTIUM as listed in Exhibit "A". This will include catch basins, pipes, ditches and flood control facilities (retention/detention ponds). The preparation of the storm water conveyance system mapping will consist of the following three components.
  - A. In office data collection and development
  - B. Field data collection using mobile GPS and GIS technology
  - C. Final GIS data management and mapping
2. The RPC shall employ and compensate the persons necessary to provide the above referenced function. Such persons shall be appointed, supervised and in all matters governed by the RPC and its personnel policies.
3. The CONSORTIUM shall assist the RPC by making available any resources in their possession that are needed by the RPC to prepare the inventory. This includes, but is not limited to, maps, drawings, consultation with employees, and such related documents, data, and information.
4. Elected Officials, employees or designees of the CONSORTIUM shall meet with the RPC staff as needed to provide ideas and information relevant to the preparation of the applications.

5. The CONSORTIUM shall pay the RPC a fee according to the schedule as listed in Exhibit "A". Payments may be spread over five (5) years in quarterly annual payments. The payments will be adjusted by any grants received for the Project.
6. The RPC has the authority to add additional members to the CONSORTIUM without amending this AGREEMENT.
7. This Agreement shall expire on FEBRUARY 28, 2014, unless an extension has been mutually agreed upon by both parties sixty (60) days before the expiration date.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands this 13th day of JULY, 2009.

WITNESS:

Marilyn Lyon  
Randy St

WITNESS:

Jill Herber  
 \_\_\_\_\_

JACKSON TOWNSHIP BOARD OF TRUSTEES

John E. Pizzino  
 John E. Pizzino, President  
William M. Burger  
 William M. Burger, Vice President  
James N. Walters  
 James N. Walters, Trustee

STARK COUNTY REGIONAL PLANNING COMMISSION

Robert A. Sanderson  
 Robert A. Sanderson, Vice President  
Vincent A. Marion  
 Vincent A. Marion, Secretary

Approved as to form and legal sufficiency:

David A. Thorley  
 David A. Thorley, Attorney-at-Law

EXHIBIT "A"

**CONSORTIUM AGREEMENT WITH STARK COUNTY RPC  
COST ALLOCATION FOR PREPARATION OF  
NPDES STORM WATER CONVEYANCE SYSTEM MAPPING**

To facilitate the preparation of Phase II of the Storm Water Program of the NPDES, the below listed political subdivisions, in order to assist in the preparation of the storm water conveyance systems inventory, hereby intend to form a consortium. By affixing their signature to this agreement, each member of the consortium hereby consents to the forming of the aforementioned consortium for the mutual benefit of minimizing costs attributed to each political subdivision.

<b>CONSORTIUM MEMBER</b>	<b>COST ALLOCATION</b>
LOUISVILLE	\$35,773.17
CANTON TOWNSHIP	\$62,233.91
JACKSON TOWNSHIP	\$130,582.88
LAKE TOWNSHIP	\$94,959.17
NIMISHILLEN TOWNSHIP	\$29,409.85
PERRY TOWNSHIP	\$111,191.51
PLAIN TOWNSHIP	\$138,963.44
TUSCARAWAS TOWNSHIP	\$14,613.55
<b>TOTAL</b>	<b>\$617,727.48</b>

JACKSON TOWNSHIP BOARD OF TRUSTEES, STARK COUNTY, OHIO

RESOLUTION

RESOLUTION NO. 13-018

ADOPTED: 3-26-13

SUBJECT: Amendment of Illicit Discharge and Illegal Connection Controls Policy and the Long Term Maintenance of Water Quality Practices Policy

The Board of Trustees of Jackson Township, Stark County, Ohio, met in regular session on the 26th day of March, 2013 with the following members present:

James N. Walters  
John E. Pizzino  
Todd J. Hawke

Trustee WALTERS moved for the adoption of the following resolution:

WHEREAS, illicit discharges may necessitate repair of storm sewers and ditches; damage to public and private property; and may damage water resources by reducing water quality; and,

WHEREAS, there are watershed-wide efforts to reduce illicit discharges to the Tuscarawas River and Muskingum Watershed and their tributaries to protect and enhance the unique water resources of the watersheds; and,

WHEREAS, Jackson Township, Stark County, is a member of the Stark County and Muskingum Watershed and recognizes its obligation as a part of these watersheds/organizations to control illicit discharges and to protect water quality within its borders; and,

WHEREAS, 40 C.F.R. Parts 9, 122, 123, and 124, and Ohio Administrative Code 3745-39 require designated communities, including Jackson Township, Stark County, to develop a Storm Water Management Program that, among other components, requires Jackson Township, Stark County, to prohibit illicit discharges to their storm water system and to implement appropriate enforcement procedures and actions to detect and eliminate such illicit discharges; and adopt long term maintenance of water quality practices policy and the enforcement thereof; and,

WHEREAS, ORC Section 504.21 grants limited home rule townships the legal authority to adopt these regulations.

WHEREAS, pursuant to ORC Section 504.21, the Board held two (2) public hearings during regular sessions on March 12, 2013 at 5:30 pm and on March 26, 2013 at 5:15 pm. The Fiscal Officer caused to be published, in a newspaper of general circulation in the Township, the attached notice of the public hearings. A copy of this Resolution containing the proposed amendments were made available by the Board at the Jackson Township Administration Building and a copy of this Resolution was also posted on the Board's website.

BE IT RESOLVED by the Board of Trustees of Jackson Township, Stark County, Ohio, that we hereby, amend the following Illicit Discharge and Illegal Connection Controls Policy and adopt the following Long Term Maintenance of Water Quality Practices Policy, effective April 26, 2013.

#### 1.01 PURPOSE AND SCOPE

The purpose of these regulations is to provide for the health, safety, and general welfare of the citizens of the Jackson Township, Stark County, through the regulation of illicit discharges to the township separate storm sewer system (MS4). These regulations establishes methods for controlling the introduction of pollutants into the MS4 in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process as required by the Ohio Environmental Protection Agency (Ohio EPA). The objectives of these regulations are:

- A. To prohibit illicit discharges and illegal connections to the MS4.
- B. To establish legal authority to carry out inspections, monitoring procedures, and enforcement action necessary to ensure compliance with this resolution.

#### 1.02 APPLICABILITY

These regulations shall apply to all residential, commercial, industrial, or institutional facilities responsible for discharges to the MS4 and on any lands in within Jackson Township, Stark County, except for those discharges generated by the activities detailed in Section 7.07 (A)(1) to (A)(3) of this resolution.

#### 1.03 DEFINITIONS

The words and terms used in these regulations, unless otherwise expressly stated, shall have the following meaning:

- A. Best Management Practices (BMPs): means schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to storm water. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.
- B. Community or Jackson Township, Stark County: means the Board of Trustees of Jackson Township, Stark County, its designated representatives, boards, or commissions.
- C. Environmental Protection Agency or United States Environmental Protection Agency (USEPA): means the United States Environmental Protection Agency, including but not limited to the Ohio Environmental Protection Agency (Ohio EPA); or any duly authorized official of said agency.
- D. Floatable Material: in general this term means any foreign matter that may float or remain suspended in the water column, and includes but is not limited to, plastic, aluminum cans, wood products, bottles, and paper products.

E. Hazardous Material: means any material including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

F. Illicit Discharge: as defined at 40 C.F.R. 122.26 (b)(2) means any discharge to an MS4 that is not composed entirely of storm water, except for those discharges to an MS4 pursuant to a NPDES permit or noted in Section 7.07 of these regulations.

G. Illegal Connection: means any drain or conveyance, whether on the surface or subsurface, that allows an illicit discharge to enter the MS4.

H. Municipal Separate Storm Sewer System (MS4): as defined at 40 C.F.R. 122.26 (b)(8), township or municipal separate storm sewer system means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

1. Owned or operated by a State, city, county, district, municipality, township, county, district, association, or other public body (created by or pursuant to State law) having jurisdiction over sewage, industrial wastes, including special districts under State law such as a sewer district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the Clean Water Act that discharges to waters of the United States;

2. Designed or used for collecting or conveying storm water;

3. Which is not a combined sewer; and

4. Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 C.F.R. 22.2.

I. National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit: means a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

J. Off-Lot Discharging Home Sewage Treatment System: means a system designed to treat home sewage on-site and discharges treated wastewater effluent off the property into a storm water or surface water conveyance or system.

K. Owner/Operator: means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or on the owner's behalf.

L. Pollutant: means anything that causes or contributes to pollution. Pollutants may include, but are not limited to, paints, varnishes, solvents, oil and other automotive fluids, non-hazardous liquid and solid wastes, yard wastes, refuse, rubbish, garbage, litter or other discarded or abandoned objects, floatable materials, pesticides, herbicides,

fertilizers, hazardous materials, wastes, sewage, dissolved and particulate metals, animal wastes, residues that result from constructing a structure, and noxious or offensive matter of any kind.

M. Storm Water: any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

N. Wastewater: The spent water of a community. From the standpoint of a source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions.

O. Stark County Health Department: means the Board of Health of the Stark County Combined General Health District or its authorized representative as authorized by section 3709.05 of the Revised Code.

#### 1.04 DISCLAIMER OF LIABILITY

Compliance with the provisions of these regulations shall not relieve any person from responsibility for damage to any person otherwise imposed by law. The provisions of these regulations are promulgated to promote the health, safety, and welfare of the public and are not designed for the benefit of any individual or for the benefit of any particular parcel of property.

#### 1.05 CONFLICTS, SEVERABILITY, NUISANCES & RESPONSIBILITY

A. Where these regulations is in conflict with other provisions of law or ordinance, the most restrictive provisions, as determined by Jackson Township, Stark County, shall prevail.

B. If any clause, section, or provision of these regulations is declared invalid or unconstitutional by a court of competent jurisdiction, the validity of the remainder shall not be affected thereby.

C. These regulations shall not be construed as authorizing any person to maintain a nuisance on their property, and compliance with the provisions of these regulations shall not be a defense in any action to abate such a nuisance.

D. Failure of Jackson Township, Stark County, to observe or recognize hazardous or unsightly conditions or to recommend corrective measures shall not relieve the site owner from the responsibility for the condition or damage resulting therefrom, and shall not result in Jackson Township, Stark County, its officers, employees, or agents being responsible for any condition or damage resulting therefrom.

#### 1.06 RESPONSIBILITY FOR ADMINISTRATION

Jackson Township, Stark County, shall, **within the provisions of ORC 504.21 (E)**, administer, implement, and enforce the provisions of these regulations.

## 1.07 DISCHARGE AND CONNECTION PROHIBITIONS

A. Prohibition of Illicit Discharges. No person shall discharge, or cause to be discharged, an illicit discharge into the MS4. The commencement, conduct, or continuance of any illicit discharge to the MS4 is prohibited except as described below:

1. Water line flushing; landscape irrigation; diverted stream flows; rising ground waters; uncontaminated ground water infiltration; uncontaminated pumped ground water; discharges from potable water sources; foundation drains; air conditioning condensate; irrigation water; springs; water from crawl space pumps; footing drains; lawn watering; individual residential car washing; flows from riparian habitats and wetlands; dechlorinated swimming pool discharges; street wash water; and discharges or flows from fire fighting activities. These discharges are exempt until such time as they are determined by Jackson Township to significant contributors of pollutants to the MS4.

2. Discharges specified in writing by the as being necessary to protect public health and safety.

3. Discharges from off-lot discharging home sewage treatment systems permitted by the Stark Board of Health for the purpose of discharging treated sewage effluent in accordance with Ohio Administrative Code 3701-29-02 until such time as the Ohio Environmental Protection Agency issues an NPDES permitting mechanism for residential 1, 2, or 3 family dwellings. These discharges are exempt unless such discharges are deemed to be creating a public health nuisance by the Stark Board of Health.

In compliance with the Jackson Township, Stark County, Storm Water Management Program, discharges from all off lot discharging home sewage treatment systems must either be eliminated or have coverage under an appropriate NPDES permit issued and approved by the Ohio Environmental Protection Agency. When such permit coverage is available, discharges from off-lot discharging home sewage treatment systems will no longer be exempt from the requirements of these regulations.

B. Prohibition of Illegal Connections. The construction, use, maintenance, or continued existence of illegal connections to the MS4 is prohibited.

1. This prohibition expressly includes, without limitation, illegal connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

2. A person is considered to be in violation of these regulations if the person connects a line conveying illicit discharges to the MS4, or allows such a connection to continue.

## 1.08 MONITORING OF ILLICIT DISCHARGES AND ILLEGAL CONNECTIONS

Jackson Township shall perform the following obligations:

A. Establishment of an Illicit Discharge and Illegal Connection Monitoring Program: Jackson Township, Stark County, shall establish a program to detect and eliminate illicit discharges and illegal connections to the MS4. Attached is the Jackson Township MS4 Outfall Inspection Program. This program will also include the mapping of the

- MS4, including MS4 outfalls and home sewage treatment systems; the routine inspection of storm water outfalls to the MS4, and the systematic investigation of potential residential, commercial, industrial, and institutional facilities for the sources of any dry weather flows found as the result of these inspections.

**B. Inspection of Residential, Commercial, Industrial, or Institutional Facilities.**

1. Jackson Township, Stark County, shall be permitted to enter and inspect facilities subject to these regulations as often as may be necessary to determine compliance with these regulations.
2. Jackson Township, Stark County, shall have the right to set up at facilities subject to these regulations such devices as are necessary to conduct monitoring and/or sampling of the facility's storm water discharge, as determined by Jackson Township.
3. Jackson Township, Stark County, shall have the right to require the facility owner/operator to install monitoring equipment as necessary. This sampling and monitoring equipment shall be maintained at all times in safe and proper operating condition by the facility owner/operator at the owner/operator's expense. All devices used to measure storm water flow and quality shall be calibrated by Jackson Township, Stark County, to ensure their accuracy.
4. Any temporary or permanent obstruction to safe and reasonable access to the facility to be inspected and/or sampled shall be promptly removed by the facility's owner/operator at the written or oral request of Jackson Township, Stark County, and shall not be replaced. The costs of clearing such access shall be borne by the facility owner/operator.
5. Unreasonable delays in allowing Jackson Township, Stark County, access to a facility subject to these regulations for the purposes of illicit discharge inspection is a violation of these regulations.
6. If Jackson Township, Stark County, is refused access to any part of the facility from which storm water is discharged, and Jackson Township, Stark County, demonstrates probable cause to believe that there may be a violation of these regulations, or that there is a need to inspect and/or sample as part of an inspection and sampling program designed to verify compliance with these regulations or any order issued hereunder, or to protect the public health, safety, and welfare, Jackson Township, Stark County, may, pursuant to the provisions of ORC 504.21 (E)(1) request, in writing, the Stark County Prosecuting Attorney to seek issuance of a search warrant, civil remedies including but not limited to injunctive relief, and/or criminal remedies from any court of appropriate jurisdiction.
7. Any costs associated with these inspections shall be assessed to the facility owner/operator.

**1.09 LONG TERM MAINTENANCE OF WATER QUALITY PRACTICES POLICY**

The Storm Water Quality Regulations developed by the Stark county Soil and Water Conservation District (SWCD) are the standards for erosion and sediment control and post construction water quality design in Jackson Township and are available on the

Stark County SWCD website at [www.starkswcd.org](http://www.starkswcd.org). Excluding Section 108 of the Storm Water Quality Regulations, these regulations shall be applicable to all developments in the Jackson Township which are covered by the regulations as specified in the regulations.

A. Following the initial inspection of erosion and sediment control devices by the developer's delegated representative, regular inspections (bi-monthly) will be performed by the Stark County SWCD for compliance with Storm Water Quality Regulations. If it appears that a violation of any of the regulations has occurred, the owner and developer will be notified of deficiencies or non-compliance in writing by certified mail, return receipt requested. If within 30 days after receipt of the letter, the owner or developer has not rectified the deficiency or received approval of plans for its correction, a second notice of violation will be issued. The owner or developer has another 15 days to rectify the violation. If the violation is not rectified, the violation shall be reported to the Jackson Township Public Works Department for consideration of referral to the Jackson Township Law Director for immediate enforcement of these regulations as authorized by these regulations or law.

B. The Stark County SWCD may require revisions to the Storm Water Pollution Prevention Plan as necessary to achieve compliance to the Storm Water Quality Regulations.

C. A final inspection will be made to determine if the criteria of the Storm Water Quality Regulations have been satisfied and a report sent to the Jackson Township Public Works Department on the compliance status of the site.

#### 1.10 ENFORCEMENT

The Stark County Health District shall enforce illicit discharge violations or long term maintenance of water quality practices policy, that fall under its authority in accordance with its established nuisance policy. Otherwise, the following procedure shall be followed:

- A. Notice of Violation. When Jackson Township, Stark County, finds that a person has violated a prohibition or failed to meet a requirement of these regulations, Jackson Township, Stark County, may order compliance by written Notice of Violation. Such notice must specify the violation and shall be hand delivered, and/or sent by registered mail, to the owner/operator of the facility. Such notice may require the following actions:
1. The performance of monitoring, analyses, and reporting;
  2. The elimination of illicit discharges or illegal connections;
  3. That violating discharges, practices, or operations cease and desist;
  4. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; or
  5. The implementation of source control or treatment BMPs.

B. If abatement of a violation and/or restoration of affected property is required, the Notice of Violation shall set forth a deadline within which such remediation or restoration must be completed. Said Notice shall further advise that, should the facility owner/operator fail to remediate or restore within the established deadline, a legal action for enforcement may be initiated.

C. Any person receiving a Notice of Violation must meet compliance standards within the time established in the Notice of Violation.

D. Administrative Hearing: If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, Jackson Township, Stark County, shall schedule an administrative hearing to determine reasons for non-compliance and to determine the next enforcement activity. Notice of the administrative hearing shall be hand delivered and/or sent by registered mail.

E. Injunctive Relief: It shall be unlawful for any owner/operator to violate any provision or fail to comply with any of the requirements of these regulations pursuant to O.R.C. 3709.211. If an owner/operator has violated or continues to violate the provisions of these regulations, the Jackson Township, Stark County, may petition for a preliminary or permanent injunction restraining the owner/operator from activities that would create further violations or compelling the owner/operator to perform abatement or remediation of the violation.

#### 1.11 REMEDIES NOT EXCLUSIVE

The remedies listed in these regulations are not exclusive of any other remedies available under any applicable federal, state or local law and it is in the discretion of Jackson Township, Stark County, to seek cumulative remedies.

Trustee PIZZINO seconded the motion and upon roll call the vote resulted as follows:

Mr. Walters	<u>YES</u>
Mr. Pizzino	<u>YES</u>
Mr. Hawke	<u>ABSENT</u>

The foregoing is a true and correct counterpart of Resolution Number 13- 018, duly adopted on March 26, 2013 and filed with me as the Township Fiscal Officer on March 27, 2013.

  
Randy Gonzalez, Fiscal Officer

The foregoing resolution is approved as to form:

  
Neal Fitzgerald, Law Director

## NOTICE

Pursuant to ORC Section 504.21, the Board of Trustees of Jackson Township hereby establishes two (2) public hearings upon the amendment of Illicit Discharge and Illegal Connection Controls Policy and the Long Term Maintenance of Water Quality Practices Policy during regular sessions of this Board to be held on March 12, 2013 at 5:30 p.m. and on March 26, 2013 at 5:15 p.m. at the Jackson Township Administration Building, 5735 Wales Avenue NW, Jackson Township, Ohio. A copy of the proposed Resolution containing the proposed amendments may be obtained or inspected at the Jackson Township Administration Building, 5735 Wales Avenue NW, Jackson Township, Ohio from 8:00 a.m. to 4:30 p.m., Monday through Friday and a copy of the proposed Resolution will also be posted on the Board's website.

Randy Gonzalez, Fiscal Officer  
BOARD OF TRUSTEES OF JACKSON TOWNSHIP, STARK COUNTY, OHIO

Published in The Massillon Independent February 18 and 25, 2013.

JACKSON TOWNSHIP BOARD OF TRUSTEES, STARK COUNTY, OHIO

RESOLUTION

RESOLUTION NO. 13-009

ADOPTED: 02/12/13

SUBJECT: Amendment of Illicit Discharge and Illegal Connection Controls Policy and the Long Term Maintenance of Water Quality Practices Policy Hearings

The Board of Trustees of Jackson Township, Stark County, Ohio, met in regular session on the 12th day of February, 2013 with the following members present:

James N. Walters  
John E. Pizzino  
Todd J. Hawke

Trustee Walters moved for the adoption of the following resolution:

BE IT RESOLVED THAT we hereby authorize the Fiscal Officer to publish the attached Notice of hearings upon the Amendment of Illicit Discharge and Illegal Connection Controls Policy and the Long Term Maintenance of Water Quality Practices Policy.

Trustee Hawke seconded the motion and upon roll call the vote resulted as follows:

Mr. Walters YES  
Mr. Pizzino YES  
Mr. Hawke YES

The foregoing is a true and correct counterpart of Resolution Number 13- 009, duly adopted on February 12, 2013 and filed with me as the Township Fiscal Officer on February 13, 2013.

  
Randy Gonzalez, Fiscal Officer

The foregoing resolution is approved as to form:

  
Neal Fitzgerald, Law Director

## NOTICE

Pursuant to ORC Section 504.21, the Board of Trustees of Jackson Township hereby establishes two (2) public hearings upon the amendment of Illicit Discharge and Illegal Connection Controls Policy and the Long Term Maintenance of Water Quality Practices Policy during regular sessions of this Board to be held on March 12, 2013 at 5:30 p.m. and on March 26, 2013 at 5:15 p.m. at the Jackson Township Administration Building, 5735 Wales Avenue NW, Jackson Township, Ohio. A copy of the proposed Resolution containing the proposed amendments may be obtained or inspected at the Jackson Township Administration Building, 5735 Wales Avenue NW, Jackson Township, Ohio from 8:00 a.m. to 4:30 p.m., Monday through Friday and a copy of the proposed Resolution will also be posted on the Board's website.

Randy Gonzalez, Fiscal Officer

BOARD OF TRUSTEES OF JACKSON TOWNSHIP, STARK COUNTY, OHIO

Published in The Massillon Independent February 18 and 25, 2013.

**PUBLISHER'S AFFIDAVIT  
LEGAL NOTICE**

Virginia Davis

Being first duly sworn, says that the Affiant is a duly authorized Clerk of The Massillon Independent, a Daily and Sunday newspaper published and of general circulation in said

CITY OF Massillon  
STATE OF OHIO  
COUNTY OF Stark

} SS

and that the legal advertisement, of which the annexed is a copy was published in said newspaper on:

**PUBLICATION DATES:**  
02/18/13, 02/25/13

**LEGAL NOTICE**  
Pursuant to ORC Section 504.21, the Board of Trustees of Jackson Township hereby establishes two (2) public hearings upon the amendment of Illicit Discharge and Illegal Connection Controls Policy and the Long Term Maintenance of Water Quality Practices Policy during regular sessions of this Board to be held on March 12, 2013 at 5:30 p.m. and on March 26, 2013 at 5:15 p.m. at the Jackson Township Administration Building, 5735 Wales Avenue NW, Jackson Township, Ohio. A copy of the proposed Resolution containing the proposed amendments may be obtained or inspected at the Jackson Township Administration Building, 5735 Wales Avenue NW, Jackson Township, Ohio from 8:00 a.m. to 4:30 p.m., Monday through Friday and a copy of the proposed Resolution will also be posted on the Board's website.  
Randy Gonzalez,  
Fiscal Officer  
BOARD OF TRUSTEES  
OF JACKSON TOWNSHIP,  
STARK COUNTY, OHIO  
Published in The Independent February 18, February 25, 2013.

Sworn to and subscribed before me, this  
26th day of February, 2013.

Virginia Davis  
Representative Signature

Michelle L Ward  
Notary Public



**MICHELLE L. WARD**  
Notary Public, State of Ohio  
My Commission Expires  
July 14, 2014  
Recorded in Tuscarawas County

Total number of measured inches published: 8.72  
Publisher's Fee: 122.40  
Customer Account Number: 5336  
Case No:  
ORDER NO: 00605793

**NOTICE**

Notice is hereby given that the Board of Trustees of Jackson Township, Stark County, Ohio, by Resolution #13-018, adopted on March 26, 2013, effective April 26, 2013, adopted the following legislation:

**AMENDMENT OF ILLICIT DISCHARGE AND ILLEGAL CONNECTION CONTROLS  
POLICY AND ADOPTION OF LONG TERM MAINTENANCE OF WATER QUALITY  
PRACTICES POLICY PURSUANT TO ORC SECTION 504.21**

The following is a summary of the provisions:

- 1.01 PURPOSE AND SCOPE
- 1.02 APPLICABILITY
- 1.03 DEFINITIONS
- 1.04 DISCLAIMER OF LIABILITY
- 1.05 CONFLICTS, SEVERABILITY, NUISANCES & RESPONSIBILITY
- 1.06 RESPONSIBILITY FOR ADMINISTRATION
- 1.07 DISCHARGE AND CONNECTION PROHIBITIONS
- 1.08 MONITORING OF ILLICIT DISCHARGES AND ILLEGAL CONNECTIONS
- 1.09 LONG TERM MAINTENANCE OF WATER QUALITY PRACTICES POLICY
- 1.10 ENFORCEMENT
- 1.11 REMEDIES NOT EXCLUSIVE

A complete text of the above resolution of the Jackson Township Board of Trustees may be obtained or inspected at the Office of the Township Fiscal Officer, 5735 Wales Avenue N.W., Jackson Township, Ohio from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Randy Gonzalez, Fiscal Officer  
BOARD OF TRUSTEES OF JACKSON TOWNSHIP, STARK COUNTY, OHIO

Published in The Massillon Independent April 1 and 8, 2013.

## **JACKSON TOWNSHIP MS4 OUTFALL INSPECTION PROGRAM**

### **Management**

- Employee Inspector is assigned by the Public Works Director.
- Employee Inspector is directed by the Highway Foreman.
- Public Works Department will report all outfalls presenting suspected illicit storm water to the Stark County Board of Health

### **Responsibility of Employee Inspector**

- Will locate and inspect all urban Township outfall storm outlets
- Will provide written forms and electronic documentation of all results as found in the field inspection
- Will cover the accompanying outfall aspects of the Phase II Clean Water Act for Jackson Township

### **Inspection Procedure**

1. Accept and provide dry outfall inspections as assigned and directed
2. Visually identify and locate all storm water outfalls using provided mapping and information
3. Add or correct field locations of outfalls as necessary
4. Provide pictures of outfalls inspected and document locations to identify them
5. Provide descriptions of outfall location conditions to include materials, size, and repair details if necessary
6. Dry outfall inspection will determine and describe the conditions of any visual liquid outfalls
7. Outfall conditions to be noted are liquid presence, flowing, or stagnant, color, odors, debris, material, and any other outstanding features
8. Report illicit conditions to Public Works Director in writing who will relay findings to the Stark County Health Department
9. Maintain records of findings including location, date, progress toward 100% inspection and future schedule for inspection
10. Observe presence of EPA mandated storm water standing problems
11. Attend storm water management seminars and training programs as directed
12. Perform any storm water management tasks required as directed
13. Attend workshops and certification class as directed to maintain high inspection abilities
14. Provide improvement ideas toward a more effective dry outfall inspection program

**Memorandum of Understanding  
Between Jackson Township &  
Stark County [Ohio] Soil & Water Conservation District for Technical  
Assistance**

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Upon this 11<sup>th</sup> day of February, 2014, this Memorandum of Understanding (MOU) was entered into by and between Stark Soil & Water Conservation District, (herein referred to as "the District") and Jackson Township, (herein referred to as "the MS4 Operator"). This MOU will be effective beginning on the date signed and ending on the expiration date of the Ohio EPA NPDES Permit No. OHQ000003 (herein referred to as the permit") with no cost increase.

Recognizing the need for effective relationships in carrying out their mandated responsibilities of the Permit Sections:

- Minimum Control Measures (MCM 4) Construction Site Storm Water Runoff Control
- Minimum Control Measures (MCM 5) Post-Construction Storm Water Management in New Development and Redevelopment.

The MS4 Operator and the District accept this agreement as the document which describes the process for exchange. Cooperation between these two units of government under this MOU attempts to facilitate compliance with requirements of MCM 4 & MCM 5 of the Permit.

**District Responsibilities:**

1. The District will continue to review and revise and/or update the existing Stark County Storm Water Quality Regulations to ensure compliance with MCM 4 & MCM 5 of the Permit.
2. The District will review site plans/construction plans, Storm Water Pollution Prevention Plans, and post construction Long Term Maintenance Plans for compliance with Stark County Storm Water Quality regulations for all projects that will result in the disturbance of one acre of land (or less than 1 acre if part of a larger plan of development or sale) which discharge to the MS4 Operator's regulated MS4 (that being located within a Census-defined "urbanized area" as designated by the most recent census). Such projects are known herein as "regulated projects"
3. The District will address public complaints (by site investigation, letter or phone call) pertaining to construction site runoff (MCM 4) and post construction runoff (MCM 5) of regulated projects.

4. For regulated project sites that are considered to be under construction or active, the District will inspect (at a minimum of once per month for active sites and quarterly for idle sites) for compliance with construction site runoff requirements of the Stark County Storm Water Quality Regulations. The District will send copies of inspection reports to the site operator (i.e. the owner and/or contractor) and the MS4 Operator reporting all inspections, non-compliance issues, and applicable enforcement actions to be taken.
5. For regulated project sites in which construction has been completed, the District will annually inspect applicable post-construction practices for compliance with post-construction requirements of the Stark County Storm Water Quality Regulations. The District will send copies of inspection reports to the controlling entity/operator (i.e. the person/party named in the post-construction Long Term Maintenance Plan) and the MS4 Operator reporting all inspections, non-compliance issues, and applicable enforcement actions.
6. The District will assist the MS4 Operator as needed with OEPA audits relating to MCM 4 & MCM 5 of the MS4 Operator's Storm Water Management Program.
7. The District will offer applicable training materials and/or workshops pertaining to construction site runoff control and post construction storm water quality for local officials, staff, engineers, developers, contractors and Homeowners Associations who will be responsible for the design, coordination, construction and/or long term maintenance of water quality BMP's . The District will ensure the staff receives appropriate on-going education and training for the latest standards and specifications pertaining to MCM 4 & 5, as well as other related topics.

#### **MS4 Operator Responsibilities:**

1. Recognize the environmental and economic functions of open spaces such as wetlands, stream riparian, ravines, woodlands, flood plains and open fields as worthy of protection.
2. The MS4 Operator will require verification from the District on any site 1 acre or more that the Ohio EPA NPDES Permit has been issued and a Storm Water Pollution Prevention Plan has been submitted and approved before a zoning/building permit will be issued.
3. Adopt, apply, and enforce District recommendations when the MS4 Operator deems them technically feasible and economically reasonable solutions to resource management and conservation problems. The MS4 Operator recognizes that the District has authority to enforce its recommendations only through the County's Storm Water Quality Regulations. The District depends on the MS4 Operator's reliance of the District's recommendations as reasonable and worthy of enforcement through the MS4 Operator's existing regulatory process. If the MS4 Operator has no such legal enforcement authority, it is the MS4 Operator's responsibility to get legal written documentation supporting this.

4. Direct builders, developers and consultants to the District for assistance on planning, conservation, water quality and permitting problems early in the land development and planning cycle.

**Agreed Responsibilities:**

1. The District and the MS4 operator will meet yearly to review the effectiveness of this agreement, coordinate individual and joint progress and exchange information.
2. The MS4 Operator recognizes the District's obligation to make its report and other written materials available to the public on request in accordance with the Ohio Public Records Act.
3. The MS4 Operator will offer the District a yearly conservation appropriation in the amount of \$5000.00/yr. for the remaining permit term to support the District's Urban Program. These appropriations will be billed in January of each year and shall be paid within 60 days of receipt. In the event that the MS4 Operator's funding source for compliance with this contract ceases for any reason, the MS4 Operator will notify the District immediately and meet to review funding solutions or terminate the MOU.
5. This agreement may be amended or terminated at any time by mutual consent of both governments, or terminated by either party giving sixty (60) days notice in writing to the other.

All services of the District, ODNR and the USDA Natural Resources Conservation Service are offered on a non-discriminatory basis without regard to race, color, national origin, religion, age, marital status or handicap.

In witness thereof, this Agreement executed and agreed to on the 11<sup>th</sup> day of March, 2014:

**MS4 Operator**

**Stark Soil & Water Conservation District**

By [Signature]  
Title President, Jackson Township Board of Trustees  
Date 2-11-14

By [Signature]  
Title Chairman  
Date 03/11/14

**Jackson Township  
5735 Wales Ave NW  
Massillon, Ohio 44646  
Phone: 330-832-7416  
Fax: 330-832-5936**

**MS4 Permit #3GQ000052\*CG**

**MUNICIPAL STORM WATER PROGRAM**

**BEST MANAGEMENT PRACTICES**

**Adopted: August 8, 2011  
Revised with new permit number 3-22-16**

## **JACKSON TOWNSHIP BEST MANAGEMENT PRACTICES**

1. Sediment and erosion controls shall be implanted around stockpiles of erodible materials stored out in the yard.
2. Fuel tanks secure and free of damage or deterioration. Fuel tanks are inside of containment to contain any spillage. Proper spill kits are accessible and available if needed.
3. Salt storage area swept to keep excess salt in the enclosed container. Salt storage located inside free from rainwater leakage.
4. Storage drums place indoors or covered and properly labeled. Empty storage drums kept away from drive access and traffic areas.
5. Washing of machinery and vehicles:
  - By private vendor if applicable
  - Grassy or Gravel Area
  - Wash bay in Highway Maintenance Facility
6. Road kill removed ASAP and disposed of properly.
7. Sensible Road Salting Practices will be performed.
8. Check Outfalls after rainfall.
9. Conduct "Dry Weather" Screening of all outfalls.

## JACKSON TOWNSHIP SPILL RESPONSE PLAN

Spill Prevention and Emergency Response Plan are displayed in the Highway/Maintenance facility by door from hallway into maintenance garage and labeled.

In the event of a spill, Jackson Township employees shall follow the following procedures using caution for safety first:

1. Be familiar with the location of oil dry, pigs and spill kits
2. Immediately place pigs around storm drains to prevent entrance into drains.
3. Place pigs around spill to absorb and contain the spill.
4. Apply oil dry or absorbent mats "sheets" then contact supervisor if spill is less than 5 Gallons.
5. Contact supervisor and Jackson Township Fire Department if spills are over 5 Gallons.

### Disposal of Used Pigs and Absorbent Mats

1. Place into plastic bag and label for disposal.
2. Put into contamination drum and install lid.

**Notice:** For spills that enter the storm drains, contain spill immediately (if it can be done safely) and notify supervisor.

### Location of Spill Kit

Spill kits are located:

1. Highway parking garage by northeast door.
2. Highway storage garage on wall of wash bay.
3. Central Maintenance oil room storage.
4. Park Maintenance bay area

## JACKSON TOWNSHIP DEICING (SALTING) PLAN

### Road Salt Storage

1. All deliveries of road salt are to be unloaded directly into the covered salt storage bin.
2. Spillage must be swept up immediately and placed within the storage bin to prevent accidents and contamination.

### Road Conditions

Consideration is given on the type and amount of snow before trucks are ordered out. Weather Stations are monitored by the Public Works Department and/or Police Department to determine if pending weather conditions warrant deicing.

### Loading Procedures

1. Trucks are inspected before loading.
2. Trucks are loaded using a front-end loader in front of salt storage area.
3. Employees are to visually inspect salt for foreign objects that may cause damage to the salt spreader device.
4. Sweep any salt that may have landed on the ground back into the bin to prevent accidents and contamination.

### Plowing Procedures

Each storm is different and will require plowing for depth of snow, rate of snowfall, and winds causing drifting hazards. The Highway Foreman will determine when plowing is to take place.

Main arteries are to receive first attention followed by allotment and minor streets, and finally cul-de-sacs. When time permits, roads will be plowed full width with special care at driveways and mailbox areas.

### Salt Application

Sensible salting is the goal when distributing salt. Salt spreading equipment is to be calibrated for lane mile distribution. Early salt application is critical to prevent ice glazing at the surface. Salt activity is greatly reduced as temperatures drop from 32 F. The Highway Foreman is to direct salt usage.

Drivers are to be conscious of minimally required salt use. Hills, curves, and stop situations are critical followed by general street lengths to allow traffic to mix and assist in making salt effective. Streets will be monitored for safe results.

### Storing Vehicles

Trucks containing salt shall be stored inside the Highway parking garage, Central Maintenance garage or Park Maintenance building.

## JACKSON TOWNSHIP FLEET WASHING PLAN

### FLEET WASHING:

The Jackson Township Public Works Department mandates that all Township owned vehicles and equipment are keep in clean order as is reasonable at all times.

Employees shall follow cleaning procedures set forth in this document.

1. Sweep all dry material from vehicle beds prior to washing.
2. Place debris from vehicle beds in proper container. Do not leave on the floor.
3. Place vehicle and equipment in wash bay or parking area for washing.

### MOWING EQUIPMENT

Mowers are to be rinsed in grassy or gravel areas away from storm sewers or in wash bay area, then debris cleaned up and disposed in proper area.

## JACKSON TOWNSHIP ROAD KILL PLAN

In the event an animal is found dead on a roadway, personnel will follow the plan for handling and disposal.

1. Wear plastic gloves.
2. Use shovel to pick up animal.
3. Dispose of animal in landfill for large animals or in properly marked dumpsters for small animals.
4. The employee must disinfect his/her hands after handling the animal.

January 31, 2008

# STARK COUNTY STORM WATER QUALITY REGULATIONS



- ◆ SECTION I - CONSTRUCTION SITE RUNOFF
- ◆ SECTION II- POST CONSTRUCTION WATER QUALITY

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**Stark County Storm Water Quality Regulations last revised in September 2007.**

**Stark County Storm Water Quality Regulations accepted and adopted by the Board of Stark County Commissioners on January 31, 2008 to become effective on March 2, 2008.**

## SECTION I

### 101 Findings/Purpose and Scope

The Stark County Board of Commissioners find that land development projects and associated increases in impervious cover alter the hydrologic response of local watersheds resulting in the following:

- ✦ The increased risk of flooding. Streams and storm water facilities that receive excessive sediment have a reduced capacity to convey water. The increase of storm water runoff rates and volumes can cause flooding, stream channel erosion and sediment transport and deposition;
- ✦ Damage to fisheries and habitat quality in streams and wetlands when siltation clogs spawning gravel and when excessive turbidity impairs the survivability of aquatic organisms;
- ✦ The increase in public expenditures for maintenance of storm water facilities, ditches, culverts and storm sewers that receive excessive amounts of sediment;
- ✦ Damage to adjacent properties, including public right-of-ways, when sediment is deposited on these properties;
- ✦ Promotes transport of nutrients to lakes causing algal blooms and oxygen depletion;

Soil is most vulnerable to erosion by wind and water during construction activities. Eroded soil necessitates repair of sewers and ditches, dredging of rivers, streams and creeks. It accelerates downstream bank erosion and damages public and private properties. It can be controlled and minimized through the regulation of storm water runoff from development sites during, throughout and after construction.

These rules are adopted in accordance with and pursuant to the Ohio Revised Code, Section 307.79 and will apply to all soil disturbing activities on land within the unincorporated area of Stark County used or being developed for nonfarm commercial, industrial residential, or other nonfarm purposes, including, but not limited to: individual or multiple lots, subdivisions, multi-family developments, condominium units, commercial and industrial developments, recreational projects, general clearing and grading projects, underground utilities, highways, building activities on farms, aquaculture ponds, redevelopment of urban areas and all other uses unless expressly excluded as follows:

- 101.01 Activities related to producing agricultural crops and silviculture operations or areas regulated by the Ohio Agricultural Sediment Abatement Rules (H.B 88)
- 101.02 Strip mining and surface mining operations regulated under Revised Code 1513.01, 1514.01
- 101.03 Normal landscape maintenance activities and gardening/horticulture.
- 101.04 A Storm Water Pollution Prevention Plan is not required before clearing, grading, excavating, filling or otherwise wholly or partially less than 1 (one) contiguous acres of land owned by one person or operated as one development unit; however, areas of less than 1 (one) contiguous acre are not exempt from compliance with all other provisions of these rules.

## **102 ADMINISTRATION**

The Stark Soil & Water Conservation District, acting as the Stark County Board of Commissioner's duly authorized representative, shall administer these regulations. Staff of the Stark SWCD shall be responsible for the determination of compliance with these regulations and shall, through the Stark SWCD board of supervisors, issue notices and orders as may be necessary.

## **103 TERMS DEFINED**

### **103.01 INTERPRETATION OF TERMS AND WORDS**

- .01.1 Words used in the present tense include the future tense and the singular includes the plural, unless the context clearly indicates the contrary.
- .01.2 The term "shall" is always mandatory and not discretionary; the word "may" is permissive. The term "should" is permissive but indicates strong suggestion.
- .01.3 The word or term not interpreted or defined by this section shall be construed according to the rules of grammar and common usage so as to give these Rules their most reasonable application.

**Acre:** A unit of measure equaling 43,560 square feet.

**As-built survey:** A survey shown on a plan or drawing prepared and sealed by a Registered Surveyor and/or Engineer indicating information such as, but not limited to: actual dimensions, elevations, and locations of any structures and their components, underground utilities, roads, swales, ditches, detention/retention facilities, storm and sanitary sewers, water quality practices, or other infrastructure and facilities after construction has been completed.

**Channel:** A natural bed that conveys water. A ditch excavated for water flow.

**Cut:** An excavation that reduces an existing elevation, as in road or foundation construction.

**CPESC:** Certified Professional in Erosion Sediment Control.

**Detention Structure:** A permanent storm water management structure whose primary purpose is to temporarily store water runoff and release the stored runoff at controlled rates. A detention structure remains dry between storm events.

**Development Area:** Any contiguous area owned by one person or persons, or operated as one development unit, and use being developed for nonfarm commercial, industrial, residential or other institutional construction or alteration which changes the runoff characteristics of a parcel of land.

**Ditch:** An open channel, either dug or natural, for the purpose of drainage or irrigation with intermittent flow.

**Drainage:** The removal of excess surface water or ground water from land by surface or subsurface drains.

**Drainage Surface Area:** An area, measured in a horizontal plane, enclosed by a topographic divide from which surface runoff from precipitation normally drains by gravity into a stream, river or lake above the specified point of measurement.

**Drainage Improvement:** As defined in O.R.C 6131.01 (C), and/or conservation works of improvement, O.R.C. 1511 and 1515.

**Engineer:** A Professional Engineer registered by the State of Ohio.

**Erosion:** The process by which the land surface is worn away by the action of wind, water, ice, gravity or any combination of those forces.

**Erosion & Sediment Control:** The control of soil material, both mineral and organic, during soil disturbing activity to prevent its transport out of the disturbed area by means of wind, water, ice or gravity.

**Farm:** Land or water devoted to growing crops and nursery crops.

**Floodplain:** The area adjacent to the channel of a stream or river that is subject to inundation by flood-flows.

**Impervious:** That which does not allow infiltration.

**Land clearing:** is any grading, grubbing, excavation, demolition, timbering, filling and any off-site borrow areas.

**Landslide:** A rapid mass movement of soil and rock materials downhill under the influence of gravity.

**Maintenance Agreement-** A legally recorded document that acts as a property deed restriction, and which provides for long term maintenance of the post construction water quality structure.

**Multi-family development:** Apartments, condominiums, duplexes or other similar buildings housing more than one family

**One Hundred-Year Frequency Storm:** A storm that is capable of producing rainfall expected to be equaled or exceeded on the average of once in 100 years. It may also be expressed as an exceedence probability with a 1 percent chance of being equaled or exceeded in any given year.

**Ordinary high water mark:** Defined by the line along the channel bank below which terrestrial vegetation cannot become established and above which aquatic vegetation cannot survive.

**Outfall-** An area where water flows from a structure such as a conduit, storm sewer, improved channel or drain, and the area immediately beyond the structure which is impacted by the velocity of flow in the structure.

**Person:** Any individual, corporation, firm, trustee, commission, board, public or private partnership, joint venture, agency, unincorporated association, municipal corporation, county or state agency, the federal government or any combination thereof.

**Pre-construction Meeting:** A meeting between the Stark SWCD and all principal parties, prior to the start of any construction, at a site that requires a Storm Water Pollution Prevention Plan.

**Pre-Winter Stabilization Meeting:** A meeting between the Stark SWCD and all principal parties, prior to October 1, in order to plan winter erosion and sediment controls for a site that requires a Storm Water Pollution Prevention Plan.

**Qualified Person:** Professional Engineer or Surveyor, Landscape Architect, Soil Conservationist, Certified Professional in Erosion/Sediment Control or any person having completed a minimum of 20 hours of accredit training in erosion sediment control.

**Retention Structure:** A permanent structure whose primary purpose is to permanently store a given volume of storm water runoff for release of the given volume by infiltration and/or evaporation. A retention structure maintains a permanent pool of water.

**Riparian area:** Naturally vegetated land adjacent to watercourses which, if appropriately sized, helps to stabilize stream banks, limit erosion, reduce flood flows, and/or filter and settle out runoff pollutants.

**Sediment:** Soils or other surface materials that can be transported or deposited from its site of origin by the action of wind, water, ice or gravity as a product of erosion.

**Sedimentation:** Deposition of sediment particles in water bodies.

**Sediment Basin:** A temporary barrier or other suitable retention structure built across an area of water flow to intercept runoff and allow transported sediment to settle and be retained prior to discharge into waters of the State.

**Sediment Pollution:** Degradation of Waters of the State by sediment as a result of failure to apply management or conservation practices to abate wind or water soil erosion, specifically in conjunction with soil disturbing activities on land used or being developed for commercial, industrial, residential or other nonfarm purposes.

**Silviculture:** The care/planning and harvesting of forested trees.

**Sloughing:** A slip or downward movement of an extended layer of soil resulting from the undermining action of water or the earth-disturbing activity of man.

**Soil Conservation:** The use of the soil within the limits of its physical characteristics and protecting it from unalterable limitations of climate and topography.

**Soil disturbing Activity:** A clearing, grading, grubbing, excavating, demolition, timbering, filling or other alteration of the earth's surface where natural or man-made ground cover is destroyed.

**Soil and Water Conservation District:** The agency responsible for implementing these regulations as organized under Chapter 1515 of the Ohio Revised Code; referring either to the Soil and Water Conservation District Board or its designated employee(s), hereinafter referred to as the Stark SWCD.

**Soil Loss:** Soil moved from a given site by the forces of erosion, measured using "T".

**Stabilization:** The installation of vegetative and/or structural measures to establish a soil cover in order to reduce soil erosion by storm water runoff, wind, ice, and gravity.

**Stark SWCD:** The office responsible for administering sediment pollution and/or storm water runoff control programs.

**Storm Drain:** A conduit, pipe, or human-made structure, which serves to transport storm water runoff.

**Storm Water Management:** Runoff water safely conveyed or temporarily stored and released at an allowable rate to minimize erosion and flooding.

**Storm Water Pollution Prevention Plan (SWPPP):**

**Storm Water Runoff:** The direct response of a watershed to precipitation and includes the surface and subsurface runoff that enters a stream, ditch, storm sewer or other concentrated flow during and following the precipitation.

**Stream:** A body of water running or flowing on the earth's surface in which flow may be perennial and/or seasonally intermittent.

**Subsoil:** That portion of the soil below the topsoil or plow layer, beginning 6-12" below surface down to bedrock parent material.

**T:** The soil loss tolerance expressed in tons per acre per year as determined by the USDA Revised Universal Soil Loss Equation (RUSLE)

**Temporary Soil Erosion and Sediment Control Measures:** Interim control measures which are installed or constructed to control soil erosion or sedimentation until permanent soil erosion control measures are established.

**Timbering:** removing trees in preparation of earthwork or site prep.

**Top soil:** The upper layer of soil that is usually darker in color and richer in organic matter and nutrients than the subsoil.

**Unstable Soils:** A portion on land surface or area which is prone to slipping, sloughing, landslides or is identified by Natural Resource Conservation Service, USDA methodology as having a low soil strength.

**Watercourse:** A definite channel with bed and banks within which concentrated water flows, either continuously or intermittently; e.g. streams.

**Watershed:** The total drainage area contributing runoff to a single point.

**Water quality volume (WQv):** The volume equal to  $\frac{3}{4}$  inch of runoff multiplied by the area draining to the BMP and the weighted runoff coefficient of the contributing area.

## **104 REGULATED ACTIVITIES**

**104.01** This regulation requires that when a proposed soil disturbing activity, land clearing, grading, excavating, filling and timbering project on land used or being developed, either wholly or partially, for nonfarm residential, commercial, industrial, recreational or other nonfarm purposes consisting of one (1) or more contiguous acres of land owned by one person or operated as one development unit for the construction of nonfarm buildings, structures, utilities, recreational areas or other limited nonfarm uses, the owner of said land shall prepare and file with the Stark SWCD a Storm Water Pollution Prevention Plan (SWPPP). Areas of less than one (1) contiguous acre shall not be exempt from compliance with other provisions of these rules including but not limited to installing and maintaining erosion/sediment control practices to prevent sediment from depositing into local creeks, ditches, ponds or onto existing landowners properties.

**104.02** The submitted plan must be approved by the Stark SWCD before the start of any soil disturbing activity. The plan must be designed by a qualified professional preferably certified in the field of erosion/sediment control and be sealed by a Registered Professional Engineer in the State of Ohio.

**104.03** The SWPPP plan shall be submitted to the Stark SWCD for review no less than thirty (30) days before any soil disturbing activity at the proposed site.

**104.04** Erosion and sediment control practices used to satisfy the performance criteria of these rules shall meet the specifications provided in the most *current edition* of The Ohio Rainwater & Land Development Manual, Ohio's Standards for Storm Water Management & Land Development and Urban Stream Protection, published by the Ohio Department of Natural Resources or other

approved equals. The Stark SWCD shall review any new or innovative practice before incorporating them into a plan.

**104.05** The SWPPP must meet minimum requirements listed in the most recent Ohio EPA Construction General Permit and shall be accompanied by proof of compliance and/or notification with required natural resource permits and documentation relevant to the project, including:

.1 Proof of compliance with the Ohio Environmental Protection Agency (OEPA) General Storm Water National Pollution Discharge Elimination System (NPDES) permit. Proof of compliance shall be a copy of NPDES permit Notice of Intent (NOI), and/or a copy of the NPDES permit number, and/or a copy of OEPA Director's Authorization letter for the NPDES permit.

.2 Proof of compliance with Section 404 of the Clean Water Act administered by the US Army Corps of Engineers for streams, wetlands, and waterways under its jurisdiction. Proof of compliance shall be a copy of the US Army Corps of Engineers permit number, and/or project approval letter from a US Army Corps of Engineers agent. A Wetland Delineation must be verified by the US Army Corps of Engineers.

.3 Proof of compliance with the Ohio Dam Safety Law administered by ODNR Division of Water: Proof of compliance shall be a copy of the ODNR permit number, and/or project approval letter. If the dam is exempt from the Ohio Dam Safety Laws, a letter from the site owner certifying and explaining the criteria for exemption is required.

.4 Proof of compliance with Section 401 of the Clean Water Act: Proof of compliance shall be a copy of the Ohio EPA Certification application tracking number, public notice, project approval, or a letter from the site owner certifying that a qualified professional has surveyed the site and determined that Section 401 of the Clean Water Act is not applicable. Wetlands, and other waters of the United States, shall be delineated by protocols accepted by the U.S Army Corps of Engineers at the time an application is made under this regulation.

**104.06** The owner and/or developer of said land shall meet with the Stark SWCD for a pre-construction meeting no less than seven (7) days prior to soil disturbing activity at the site. It is the responsibility of the developer/contractor to contact the SWCD to schedule a meeting date.

**104.07** The developer's delegated representative shall perform first inspection of erosion and sediment control practices to certify that the practices comply with the approved plan no less than two (2) working days after the start of the project. An inspection report confirming this should be completed by the developer's delegated representative and if requested, sent to the Stark SWCD confirming said inspection.

**104.08** If the site is, or plans to remain active through the winter months, a pre-winter stabilization meeting shall be held by the developer of said land and/or delegated representative of the project and the Stark SWCD prior to October 1st.

**104.09** Upon completion of all construction and final stabilization of the entire construction site, the owner or delegated representative of said land shall contact the Stark SWCD through written notification that construction is complete and final stabilization, as specified in the Rainwater & Land Development Book, has been achieved.

## **105 PERFORMANCE STANDARDS**

**105.01** All properties adjacent to the site of soil disturbing activity shall be protected to the maximum extent practicable from soil erosion and sediment runoff and drainage, including, but not limited to private properties, natural and artificial waterways, wetlands, storm sewers and public lands.

**105.02** Construction site erosion and sediment control practices used to satisfy this requirement shall conform, as a minimum, to the Ohio EPA Construction General Permit, the most current edition of the Ohio Rainwater and Land Development Manual and shall conform and comply to the most current Ohio Environmental Protection Agency, Ohio Revised Code chapter 6111 requirements.

**105.03** SWPPP approvals issued in accordance with these rules do not relieve the owner of responsibility for obtaining all other necessary permits and or approvals from federal state, and/or county agencies (see section 104.05). If local requirements vary or conflict, the most stringent requirements shall be followed.

**105.04** An SWPPP plan is considered complete when it contains all items listed in these regulations and the Ohio EPA Construction General Permit Part III under SWP3 requirements.

**105.05** Road and highway transportation projects that fall under these regulations may follow the specifications in the most current ODOT Manual for SWPPP submittals.

**106 APPLICATION PROCEDURES FOR THE SWPPP**

**106.01** Two (2) copies of the SWPPP and one (1) full set of construction plans for all projects that will disturb 1 or more acres of land shall be submitted to the Stark SWCD for review and approval prior to any earth disturbing activity. Any plans which are subject to the Stark County Subdivision Regulations, as adopted and administered by the Stark County Regional Planning Commission in accordance with Sec. 711.10 of the Ohio Revised Code must have written approval of the Stark County Subdivision Engineer.

**106.02** The Stark SWCD shall review the SWPPP and approve or return for revision with comments and recommendations for revision, within thirty (30) working days of receipt. A plan rejected because of deficiencies shall receive a narrative report stating specific problems and procedures for filing a revised plan. At the time of receipt of a revised plan, another 30-day review period shall commence. If no letter is received from the Stark SWCD after thirty (30) working days the plan is automatically approved.

**106.03** Approved plans shall remain valid for two years from the date of approval. A variance may be requested in writing to the Stark SWCD Board for an SWPPP extension before the 2 year deadline or a revised SWPPP submitted for review.

**107 FEE**

**Review Fee Schedule**

<b><u>Plan Review</u></b>	<b><u>Fee</u></b>
Preliminary Plan	\$15.00 / acre Minimum charge - \$75.00
Storm Water Pollution Prevention (SWPPP) Plan	\$20.00 / acre Minimum charge - \$100.00
*A revised SWPPP submitted for review after plan approval will be re-billed at \$20.00 per acre with a \$100.00 minimum.	
Active sites are inspected every two weeks for compliance. The site inspection fee will be billed with the SWPPP review per phase.	

<u>Site Inspections **</u>	<i>Fee</i>	
Sites 1 – 5 acres	\$250	
Sites 6 – 10 acres	\$800	
Sites 11 – 20 acres	\$1300	
Sites 21 – 50 acres	\$1700	
Sites larger than 50 acres	\$2000	
** Please note: Non-compliance sites will incur an additional inspection fee of \$45.00 / hour for each inspection required until site meets compliance		

## 108 MONITORING THE PERMIT FOR COMPLIANCE

**108.01** Sites are immediately considered non-compliant for the following reasons:

- (1) Soil disturbing activities without an earth disturbance permit.
- (2) Soil disturbing activities without an approved SWPPP.
- (3) Soil disturbing activities without an Ohio EPA NPDES Permit.
- (4) Soil disturbing activities without a pre-construction meeting.

**108.02** Following the initial inspection of erosion and sediment control devices by the developer's delegated representative, regular inspections will be performed by the Stark SWCD for compliance with these rules. If it appears that a violation of any of these rules has occurred, the owner and developer will be notified of deficiencies or noncompliance in writing through a notice of violation by proof of delivery mail. If within 30 days after receipt of the letter, the owner or developer has not rectified the deficiency or received approval of plans for its correction, a second notice of violation will be issued. The owner or developer has another 15 days to rectify the violation or a "stop work order" will be issued immediately.

**108.03** If the Board of Stark County Commissioners or the Stark Soil & Water Conservation District, acting as the Stark County Board of Commissioner's duly authorized representative, determines that a violation exists and requests the Prosecuting Attorney of Stark County in writing, the Prosecuting Attorney shall seek an injunction to cease work immediately until compliance with these rules.

A court may also order the construction of sediment control improvements or implementation or other control measures and may assess a civil fine of not less than \$100.00 or more than \$500.00 for each day of a rule or stop work order.

**108.04** The Stark SWCD may require revisions to the SWPPP as necessary to achieve compliance to these rules.

**108.05** A final inspection will be made to determine if the criteria of these rules have been satisfied and a report sent to the Board of Stark County Commissioners on the compliance status of the site.

## **109 VARIANCE TO RULES**

**109.01** The Stark SWCD with responsibility for plan review and approval may grant a written variance from any requirement of these rules if there are special conditions applicable to the site such that strict adherence to the provisions of these rules will result in unnecessary hardship and not fulfill the intent of these rules. A written request for variance shall be provided to the Stark SWCD and shall state the specific variances sought and the reasons with supporting data for their granting. The Stark SWCD shall not grant a variance unless and until the applicant provides sufficient specific reasons justifying the variance. The Stark SWCD will conduct its review of the request for variance within 20 (twenty) working days.

Adverse economic conditions shall not be a valid reason to grant a variance.

## **110 DISCLAIMER of LIABILITY**

**110.01** Compliance with the provisions of this regulation shall not relieve any person from responsibility for damage to any person or property otherwise imposed by law. The provisions of this regulation are promulgated to promote the health, safety, and welfare of the public and are not designed for the benefit of any individual or for the benefit of any particular parcel of property.

## ◆ SECTION II



### 111 Post Construction Water Quality

In order to control Post Construction water quality damage and damage to public and private lands, the owner/developer of each development area or redevelopment area shall be responsible for incorporating appropriate water quality measures both structural and non structural practices into the Storm Water Pollution Prevention Plan (SWPPP) for the project. Post Construction BMP's are required on all sites where the larger common plan of development or sale calls for 1 or more acres of land disturbance and shall comply with the most recently amended Construction General Permit for storm water discharges associated with construction activities. If requirements vary, the most stringent requirements shall be followed.

Construction activities shall be exempt from these requirements if it can be demonstrated that these post construction storm water management requirements have been provided as part of a larger common plan of development or they are addressed in a regional or local storm water management plan. Linear projects which can show that they will not create impervious surfaces are exempted from these requirements.

Road and highway transportation projects that fall under these regulations may follow the requirements/specifications in the most current ODOT Location and Design Manual for Post Construction Water Quality submittals.

## **112 Water Quality Volume Determination Requirements**

Water Quality Volume (WQv) shall be the equivalent to the volume of runoff from a ¼ inch rainfall. This shall be determined according to the methods and specifications outlined in the most recently amended Construction General Permit for storm water discharges associated with construction activities in addition to the following criteria:

- ✦ The storm water quantity volume must be stacked on top of the storm water quality volume for any storm water facility that will also serve as the post construction water quality facility.
- ✦ The water quality orifice cannot be less than 2 ½ inches in diameter.
- ✦ Non structural practices must be protected in perpetuity through the use of appropriate legal tools. All legal easements or buffer areas must appear on the final plat per the Stark County Sub-division Regulations and be disclosed to potential buyers.
- ✦ Any manufactured water quality practice must be construction certified by a representative of the company or engineer representing the developer of its correct installation.

## **113 Maintenance Requirements**

Any portion of the permanent post construction water quality management systems that are constructed by the landowner/developer will be continuously maintained into perpetuity. The project landowner/developer is only required to maintain all temporary and permanent facilities throughout the construction process and until the final inspection and as built documentation. At that time, maintenance responsibility will transfer to the controlling entity/operator (i.e. the person/parties named in the post construction maintenance plan). Workshops for these controlling entities will be made available through the Stark SWCD and local MS4 operator detailing the long term responsibilities.

The Stark SWCD will inspect post construction practices that fall under the categories in Table 2 of the Ohio EPA GCP. Separate Memorandums of Understanding (MOU's) with local Municipal Separate Storm Sewer System (MS4's) operators will outline the extent of these inspections and any applicable appropriations. Inspection reports, detailing the maintenance needs and a timeline to complete them, will be sent to the governing MS4 and person/parties responsible for long term maintenance. The governing MS4 operator shall ensure the work done.

An as built survey shall be submitted to the Stark SWCD for all water quality structural practices prior to the Notice of Termination (N.O.T) submittal and sealed by a professional Surveyor or Engineer licensed by the State of Ohio.

Detail drawings and maintenance plans shall be provided to Stark SWCD and/or the local MS4 for all Post Construction Best Management Practices (BMPs) prior to plan approval and shall include the following information:

- Cover sheet naming MS4 operator, site name and date.
- Name and number of the party or association responsible for post construction long term maintenance.
- List of all post-construction BMP's, structural and non-structural with all supporting design data.
- Instructions on how and when the practices are to be maintained along with an inspection schedule.
- A detail drawing of the BMP's listed.
- A copy of any required easements and/or deed restrictions.

Maintenance plans must ensure that pollutants collected within structural post construction BMP practices are disposed of in accordance with local, state and federal guidelines.

# **Park Maintenance Building Municipal Operations Pollution Prevention & Good Housekeeping Manual**



**Site Address:**

*4811 South Park Drive NW, Massillon, Ohio 44646*

**Prepared in support of:**

Ohio EPA Facility Permits 3GQ00052\*CG as covered under Ohio EPA  
NPDES Phase II General Permits OHQ000003

**Prepared by:**

*Carles Moore  
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*Prepared: 10-4-10*

*Revised: 3-22-16*

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## **Appendices**

- A        **Site Inspection Forms**
  - Facility Storm Water Inspection Checklist
  - Spill/Release Incident Reporting Form
  - Non-Storm Water Discharge Visual Inspection Form
  - Storm Water Discharge Visual Inspection Form
  - Annual Site Inspection Form
  
- B        **Spill Prevention and Emergency Response Plan**

## 1.0 Introduction

The program described in this document has been developed by Jackson Township with the intent to reduce the discharge of pollutants from municipal operations at the Park Maintenance Building site. It is the intent of this program to reduce the discharge of pollutants from the site to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of Ohio Revised Code 6111 as described in the Ohio EPA Permits. Specifically, this document addresses pollution prevention and good housekeeping for municipal operations as described in Control Measure 6 of the Ohio EPA Permits. Jackson Township has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or prevent the discharge of pollutants in storm water runoff from municipal operations and facilities within their municipal separate storm sewer system (MS4). Municipal facilities are considered storm water hotspots and needed to be treated similar to industrial facilities.

This Pollution Prevention/Good Housekeeping Manual is the main focus of the program BMPs for Control Measure 6. This document has been prepared following discussions and training sessions on municipal operations. During the discussions, the existing storm water control measures already in place were documented by each individual community, and existing and potential impacts to storm water runoff were noted. Components of other plans already in place at the facilities (such as spill response and prevention plans) were incorporated into this Manual or expanded upon as necessary. This Manual presents storm water controls that will be used by the Jackson Township to perform regular employee training and to implement and evaluate BMPs and controls at the facility to fulfill the requirements of the Ohio EPA permits.

The following section of the document describes the municipal site or operations that are the focus of the storm water BMPs and hotspots. The remaining sections of the document contain a description of the BMPs that are recommended to control storm water pollution from specific municipal activities at the site. Each section contains BMPs tailored to control storm water impacts for each particular type of municipal activity or operation. The recommended BMPs will be implemented on an ongoing basis for the indefinite future. Jackson Township plans to implement these BMPs or similar controls, wherever they would be effective at preventing pollutants from discharging with storm water from the site.

The Jackson Township shall resort to the US EPA Industrial SWPPP Guidance Manual to follow storm water hot spot protocols. A pollution prevention team was developed to modify this manual annually or as needed. They will also review and update all forms, procedures and inventory list as needed.

## 2.0 Description of Municipal Facility and Operations

Site Address: 4811 South Park Drive NW Massillon, Ohio 44646	
Primary Site Contact: Dave Ruwadi	Phone number: 330-832-2641
Title: Park Maintenance & Grounds Foreman	Cell number: 330-353-3806
Secondary Site Contact: Carles Moore	Phone number: 330-830-6279
Title: Central Maintenance Foreman	Cell number: 330-353-2602

### Description of Site Activities:

The Parks & Recreation Division uses this facility for servicing and repairs of the Park equipment and Park vehicles. The equipment and vehicles are stored inside the building. Washing and cleaning of the equipment and vehicles are done inside this facility.

## **3.0 Description of Proposed BMPs**

### **3.1 *Pollution Prevention Training for Employees***

Successful storm water pollution control relies in large part on proper training and education for employees. Many of the recommended BMPS in this manual will require specific training for employees who conduct the activities. It is essential that employees understand and implement the BMPs that apply to operations within each facility. Training can be completed separately or done in conjunction with regular employee training procedures.

Employee training will emphasize the importance of keeping pollutants out of the storm drains, because the drains go directly to the surface waters of the state without benefit of wastewater treatment that the sanitary sewers receive. Facility personnel will be educated about the harmful environmental effects of improper disposal of materials into the storm drain, so that they understand the importance of preventing storm water pollution.

The following training will be implemented by the Jackson Township:

- Experienced workers or other trained personnel from other agencies will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel or for new employees through the annual training session.
- New personnel will be required to review and understand this document prior to initiating work activities.

### **3.2 *Eliminating Illicit and Non-Storm Water Discharges***

The Ohio EPA Permits prohibit discharges of anything but storm water to the storm drains. Jackson Township personnel will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge offsite. Illicit connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated.

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employees lack of understanding, coupled with a lack of readily available proper routes for the discharge. Continuing employee training will be needed as described in Section 3.1.

Jackson Township will make a long-term ongoing effort to assure that no illegal discharges will occur from municipal operations at the facility. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures to help prevent non-storm water discharges will be implemented:

- Provide well-marked or labeled proper disposal or collection methods for solid or liquid waste.
- Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins “No dumping—flows to streams” with stencils so employees can tell which inlets are part of the storm drain system.
- Periodically inspect and maintain the facility operations and BMPS to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.

### **3.3 Spill Prevention, Control, and Cleanup**

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. Jackson Township’s goal is to prevent spills and leaks, maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur. It is crucial to have spill response kit next to highly potential areas and easily accessible for employees to utilize when incidences do occur. Planning the location of these spill kits can be the difference of small spill and a major issue.

When a spill does occur, quick and effective response will prevent pollutants from reaching storm water conveyance systems. Spills will be cleaned up promptly and not be allowed to evaporate so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, Jackson Township personnel will determine whether the contaminated soil should be removed to prevent it from being a source of future storm water pollutants. Spill procedures will also include cleaning up leaks, drips, and other spills without water whenever possible.

Spill prevention and response procedures for hazardous materials stored or handled onsite will follow the procedures described in the facility Spill Prevention and Emergency Response Plan. Jackson Township personnel will contain and collect the spilled substance, then dispose of the substances and any contaminated soil in compliance with local hazardous materials regulations.

The spill control and cleanup procedures for this facility are as follows:

- **Small spills:** These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service or disposed of with the hazardous wastes if necessary.
- **Medium-sized spills:** These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially-prepared sawdust, or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.
- **Large spills:** Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be pulled to prevent the spill enter from entering the MS4. For hazardous materials spills, the procedures described in the Spill Prevention and Emergency Response Plan will be implemented.

A Spill/Release Incident Reporting form is provided in Appendix A. This form should be filled out promptly after a spill or release and turned in to a supervisor.

### **3.4 Outdoor Equipment Operations**

The Park Maintenance & Grounds Foreman or a representative will identify all equipment at the facility that may be exposed to storm water, or that may discharge potential pollutants that may be exposed to storm water.

An employee will be assigned to inspect each piece of equipment on a regular basis to see that it is functioning properly. Leaks, malfunctions, staining on and around the equipment, and other evidence of leaks and discharges will be observed and noted. The inspecting person will be responsible for reporting any spills or leaks using the form provided in Appendix B. Spill and leak control and cleanup activities are described in Section 3.3.

The equipment operations BMPs for this facility are as follows:

- Equipment will be placed on an impermeable surface and a drip pan will be installed beneath the potential leak points of the equipment.
- The amount of rainwater that contacts the equipment will be minimized wherever possible.
- All equipment will be stored inside storage buildings or shop.

### **3.5 Outdoor Materials Storage and Handling**

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, and construction materials, or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water conveyance systems. Materials of concern on the facility include sand, lumber, topsoil, compost, metal products, and others.

The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- Material is stored in one of three ways:
  - On a paved surface with a roof or covering so that no direct rainfall contacts them, and with appropriate berms or runoff controls to prevent run-on of storm water.
  - On a specially constructed paved area with a drainage system with a slope to minimize water pooling. Prevent runoff and run-on with berms or curbing along the perimeter. Drainage is directed to treatment facilities or water quality catch basins along the lower edge of the pad.
- The parking lot or other surfaces near bulk materials storage facilities will be swept as needed or at the end of the workday to remove fines that may wash out of the materials.
- Hazardous materials will be stored as described in the Spill Prevention and Emergency Response Plan and in a manner that ensures storm water protection.
- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.
- Soil stock piles will be tarped to prevent erosion.

### **3.6 Waste Handling and Disposal**

This section summarizes the preferred storage and disposal practices for some common municipal facility wastes. For many wastes, reusing or recycling is the most cost-effective means to prevent pollution.

The waste handling and disposal procedures for this facility are as follows:

- General shop trash will be kept in a dumpster with the lid closed. The dumpster is kept in a paved area and kept clean by picking up dropped trash and sweeping the area regularly.

- Liquid wastes are kept out of the dumpster and the lid is kept closed to keep storm water out.
- Waste metal is collected for delivery to a scrap metal dealer.
- Hazardous materials or wastes are stored in accordance with the Spill Prevention and Emergency Response Plan for the facility and are kept in a covered area or in a locked area.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance and equipment activities are stored in labeled containers, recycled and/or taken by a proper collection company.
- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.
- Spill kits will be located in easily accessible areas.

### **3.7 *Vehicle and Equipment Washing/Steam Cleaning***

Wash water for municipal equipment is discharged to the sanitary sewer and is not allowed in storm drains. Steam cleaning is done on the facility only in an area equipped to capture all the water and other wastes.

The vehicle and equipment washing/steam cleaning BMPs for this facility are as follows:

- Vehicles and equipment are washed only in designated areas and treated.
- Wash areas are clearly marked.
- Drain lines are installed to collect wash water for treatment and discharge to the oil water separator then to the sanitary sewer.
- The wash area is graded to prevent storm water run on.
- Washing takes place on gravel, grass, or other permeable surfaces.
- Equipment and vehicle washing takes place inside a building designed for maintenance or equipment storage. All drains from the wash area are connected to the sanitary sewer and have no storm water contact.

### **3.8 Materials Receiving Areas**

Truck loading and unloading areas are potential sources of potential pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that accumulate in these areas.

The BMP for the designated loading area that use an outdoor loading area is:

- Shipments are inspected for leaked motor fluids, spilled materials, debris, and other foreign materials.

### **3.9 Vehicle and Equipment Maintenance and Storage Areas**

Whenever possible, vehicle and equipment maintenance is performed in an indoor garage.

The following are the selected BMPs for vehicle and equipment maintenance at the facility:

- Equipment will be kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Vehicle and equipment maintenance areas are paved with concrete wherever possible.
- Drip pans, containers or drip mats are kept under the vehicles at all times during maintenance.
- Fluids are drained from any retired vehicles or equipment kept on-site. Stored or out-of-service vehicles awaiting restoration or service, and vehicles being held for resale are checked periodically for leakage. Drip pans or containers are to be kept under the vehicles or equipment as needed.

Vehicle and equipment storage areas will be operated with some similar precautions:

- Vehicles and equipment will be inspected to identify sources of spills or leaks. Designated personnel will perform regular walk-by inspection.
- The equipment area will be kept clean and clear of debris and litter because any runoff then becomes an illegal discharge to the storm drain.
- Storm drain inlets will be cleaned on a regular schedule and also after large storms. Special attention will be paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.
- Spills will be cleaned up promptly; using dry cleanup procedures described in Section 3.3.

### **3.10 Vehicle and Equipment Fueling Areas**

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids coming into contact with storm water. Even very small spills, when they happen every day, add up to a lot of fuel in the drainage system.

The following are the selected BMPs for the proper operation of a fueling area at the facility:

- Gasoline overflows and spills shall be reported to the fueling station attendant immediately, the fueling station will use their spill response for prevention.
- Employees will remain at the fueling handle to assure the shut off works properly to prevent spills.

### **3.11 Facility Good Housekeeping Activities**

The following good housekeeping practices are implemented on a regular basis:

- Facility clean-up will be completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- Rooftop drains or downspouts will be arranged so they don't drain directly onto paved surfaces wherever possible. Rain water harvesting may be considered.
- The storm water conveyance system will be kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Storm drain inlets will be cleaned regularly to remove sediment and debris. Inlets will be inspected after each large storm to remove debris; and determine whether additional facility BMPS may be required.
- Catch basins will be cleaned out annually, shortly before the wet weather season.
- Storm water facilities will be managed for invasive species control or removal.

### **3.12 Facility Construction and Maintenance Activities**

This section describes the BMPs to be implemented at the facility for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size.

Larger-scale projects, such as the construction of new facilities that disturb greater than one acre of ground must satisfy the requirements of the most recent Ohio EPA Construction Permit (Ohio EPA Permit No. OHQ000003). Requirements can be found at ([http://www.epa.state.oh.us/dsw/permits/final\\_constr\\_GP.html](http://www.epa.state.oh.us/dsw/permits/final_constr_GP.html)). These require more extensive storm water pollution prevention measures than described here.

The following BMPs will be implemented for minor construction and remodeling activities at the facility:

- Building materials will be stored under cover or in contained areas. Impermeable tarp will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day; as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.
- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the work day.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned it up promptly using dry methods.
- Water based paint brushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint will materials will be cleaned where the waste paint and solvents can be collected to be handled as small quantity hazardous waste - do not pour it to the sink or to a storm drain.
- Tarps or drop cloths will be hung to minimize the spread of windblown materials.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soak into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 3.3.

### **3.13 Storm Water Management: Water Quality Controls**

These following features will be added to various parts of the storm water conveyance system on a municipal site to help control potential pollutants in the storm water before it leaves the site:

- Oil-Absorbent Materials - Oils and greases storm water can be removed using oil-absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, so it can be used on storm water with small concentrations of oily materials.
- Permanent floating booms - Installed in storm water ditches to control occasional light surface sheen. When the boom is spent, it is full of oil and is visibly heavier, and floats lower in the water. The booms are inexpensive enough that they may easily be replaced whenever the absorbent is saturated.

## **4.0 Reporting and Record Keeping Requirements**

This document and the facility operations shall be reviewed and updated by the Pollution Prevention Team each permit term to reflect changing site conditions and the effectiveness of the BMPs in the program. All changes to this manual will be documented. A copy of this document and any revisions to the program described herein will be kept onsite at times.

### **4.1 Annual Site Inspection**

The Park Maintenance & Grounds Foreman or representative will yearly inspect the municipal site operations before March 1 using the Annual Site Inspection Form provided in Appendix A. The completed form should be keep onsite.

### **4.2 Non-Storm Water Discharge Visual Inspection**

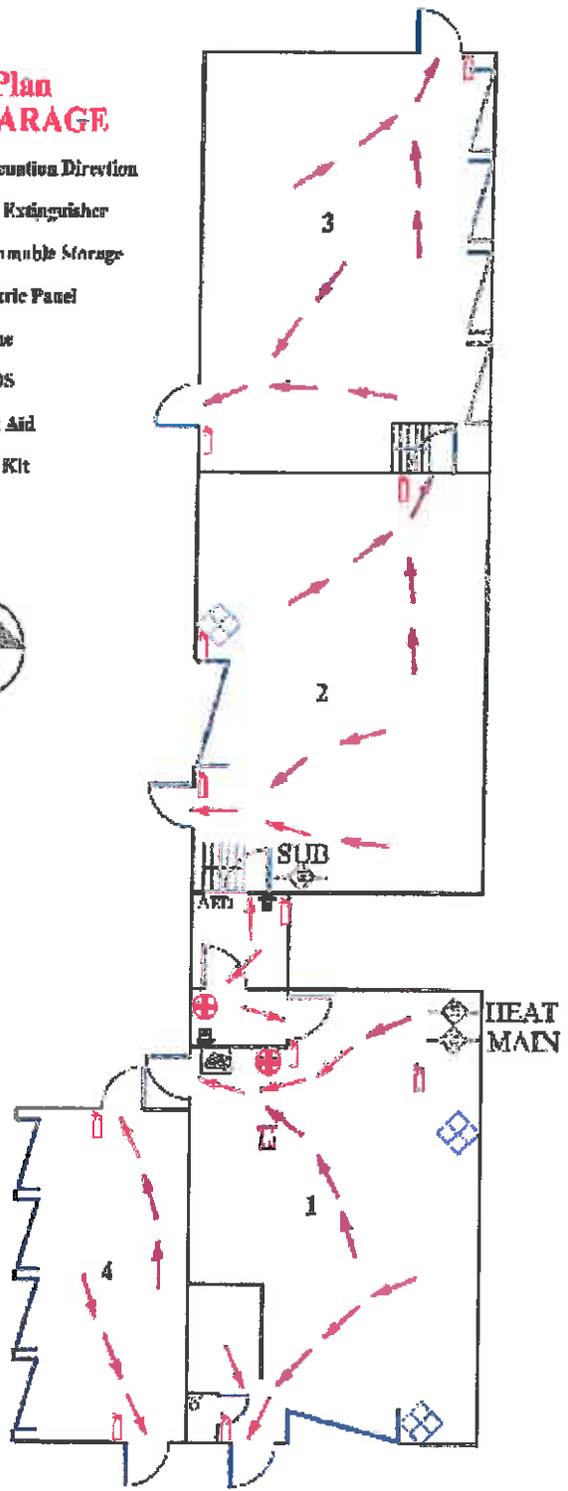
The Park Maintenance & Grounds Foreman or representative will inspect the facility for non-storm water (or illicit) discharges once during facility operating hours in each of the following periods: January - March, April – June, July – September, and October-December. A non-storm water discharge visual inspection form is provided in Appendix A.

### **4.3 Storm Water Discharge Visual Inspection**

The Park Maintenance & Grounds Foreman or representative will inspect the facility storm water discharges during a storm event during facility operating hours in each of the following periods: January - March, April – June, July – September, and October-December. A storm water discharge visual inspection form is provided in Appendix A.

# Site Plan PARK GARAGE

- ← Evacuation Direction
- ↑ Fire Extinguisher
- ◆ Flammable Storage
- ⊖ Electric Panel
- ☎ Phone
- ☑ MRDS
- ⊕ First Aid
- Ⓚ Spill Kit





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## Tables

**Table 1 - Acceptable Non-Storm Water Discharges**  
 Park Maintenance Building  
 Municipal Operations Pollution Prevention/Good Housekeeping Program

The following are acceptable non-storm water discharges (illicit discharges) only if they are not "significant contributors of pollutants to the MS4":

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li style="text-align: center;">Water line flushing</li> <li style="text-align: center;">Landscape irrigation</li> <li style="text-align: center;">Diverted stream flows</li> <li style="text-align: center;">Rising ground waters</li> <li style="text-align: center;">Uncontaminated ground water infiltration</li> <li style="text-align: center;">Uncontaminated pumped ground water</li> <li style="text-align: center;">Discharges from potable water sources</li> <li style="text-align: center;">Foundation drains</li> <li style="text-align: center;">Discharges or flows from fire fighting activities</li> <li style="text-align: center;">Street wash water</li> <li style="text-align: center;">Flows from riparian habitats and wetlands</li> </ul> | <ul style="list-style-type: none"> <li style="text-align: center;">Air conditioning condensation</li> <li style="text-align: center;">Irrigation water</li> <li style="text-align: center;">Springs</li> <li style="text-align: center;">Water from crawl space pumps</li> <li style="text-align: center;">Footing drains</li> <li style="text-align: center;">Lawn watering</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The following are acceptable occasional incidental non-storm water discharges that are not to be considered illicit discharges (they are not "significant contributors of pollutants to the MS4") from the *Park Maintenance Building* site:

- Water runoff from equipment outside -- condensation and after rainfall
- Downspout overflows in heavy rain

## **Appendix A**

### **Site Inspection Forms**

## Facility Storm Water Inspection Checklist

Jackson Township Operations Pollution Prevention/Good Housekeeping Program

**Date:** \_\_\_\_\_

Item		Completed
Annual Site Inspection		
<b>NON- STORM WATER INSPECTIONS</b>		
January – March	Non-Storm Water Visual Inspection	
April – June	Non-Storm Water Visual Inspection	
July – September	Non-Storm Water Visual Inspection	
October - December	Non-Storm Water Visual Inspection	
<b>STORM WATER INSPECTIONS</b>		
January – March	Storm Water Visual Inspection	
April – June	Storm Water Visual Inspection	
July – September	Storm Water Visual Inspection	
October - December	Storm Water Visual Inspection	

**File this Form for Storm Water Audit Records**

# Spill/Release Incident Reporting Form

## Jackson Township Operations Pollution Prevention/Good Housekeeping Program

1. Date of spill/release: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Time of spill/release: \_\_\_\_\_ a.m. / p.m.
4. Material spilled/released: \_\_\_\_\_
5. Amount spilled/released: \_\_\_\_\_
6. Cause of spill/release: \_\_\_\_\_
7. Description of scene (e.g., type of media contaminated (e.g., soil), distance to storm sewers, if spill/release was contained):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Promptly file a copy of this form when completed for storm water audit records.**

8. Description of clean-up actions taken (e.g., how spill/release was contained (e.g., absorbent pillows), where recovered material was placed, how much material was not recovered, remaining actions to be taken):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List of offsite emergency responders contacted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. List of offsite emergency responders at scene:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Action taken to prevent recurrence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

*Use back of form for additional space as needed. Completed forms should be filed.*

**Non-Storm Water Discharge Visual Inspection Form**  
 Jackson Township Operations Pollution Prevention/Good Housekeeping Program

To be completed during daylight facility operating hours once during each of the following periods: January-March, April-June, July-September, and October-December. Promptly file a copy of this form when completed for storm water audit records.

<b>Issue Being Evaluated</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b> <b>(Stains, Odors, Leaks, Trash &amp; Debris)</b>
<b><u>OUTFALL(S) :</u></b> Any water flowing?(If YES, define the source):				
Irrigation				
Water line flushing				
Broken water line				
Firefighting activities				
Illicit discharge				
Unknown The connection to the source must be identified and eliminated as soon as possible.				
<b><u>SITE HOUSEKEEPING:</u></b> Clean of debris (paper, leaves, etc.)?				
Storm drain inlets clean?				
<b><u>VEHICLE MAINTENANCE/STORAGE AREAS:</u></b> Dirt and grease buildup?				
Clean of debris (paper, leaves, etc.)?				
Stains on the asphalt?				
<b><u>MATERIALS STORAGE AREAS:</u></b> Are recyclable materials accumulating?				
Are stored drums covered?				
Are oily parts exposed to storm water contact?				



**Storm Water Discharge Visual Inspection Form**  
 Jackson Township Operations Pollution Prevention/Good Housekeeping Program

To be completed during daylight facility operating hours once during each of the following periods: January-March, April-June, July-September, and October-December. Promptly file a copy of this form to when completed for storm water audit records.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Issue being evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>OUTFALL(S):</u></b> Clean of debris (paper, leaves, etc.)?				
<b><u>DISCHARGE WATER (Circle below):</u></b>				
Turbidity?	Clear	Cloudy	Muddy	
Oil & Grease sheen present?	Clear	Discontinuous	Continuous	
Floating Material present?	No	Yes If yes, describe material:		
Odors present?	No	Yes If yes, describe (i.e. petroleum, sewage, etc.):		
Discoloration present?	No	Yes If yes, describe color:		

**Storm Water Discharge Visual Inspection Form**  
 Jackson Township Operations Pollution Prevention/Good Housekeeping Program

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>SITE AREA(S):</u></b>				
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean and swept?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas? Are there drip pans?				
Are there leaks or stains around drums or aboveground storage tanks? Is it contained?				
Are the drainage swales, catch basins and/or grates clean of debris (leaves, paper, etc.)?				
<b><u>OTHER OBSERVATIONS:</u></b>				

**Promptly file a copy of this form to when completed for storm water audit records.**

Inspected by: \_\_\_\_\_

Signature: \_\_\_\_\_

**Annual Site Inspection Form**  
Jackson Township Operations Pollution Prevention/Good Housekeeping Program

To be completed once each year by March 1 for the Annual Report submittal. Promptly file a copy of this form when completed for annual report and storm water audit.

Inspector's Name and Title: \_\_\_\_\_  
Date and Time of Inspection: \_\_\_\_\_

**I. STORM WATER MONITORING PROGRAM COMPLIANCE**

1. Have 4 non-storm water inspections been performed and documented? Yes/No  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Have 4 storm water inspections been performed and documented? Yes/No  
Give dates: \_\_\_\_\_  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Have there been any corrective actions recommended as a result of site inspections? Yes/No  
If yes, have the actions been included in updates to the SWPPP/SWMP? Yes/No  
If corrective action updates have not been made, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. REVIEW SITE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)**

1. Are there any changes to the site operations/activities? Yes/No
2. Are there any changes to storm water BMPs? Yes/No
3. Are there any changes to potential pollutant sources or activities? Yes/No
4. Are there any changes to storm water program personnel? Yes/No
5. Has employee training been conducted and documented? Yes/No  
If no, indicate reason: \_\_\_\_\_

**III. SITE INSPECTION**

1. Are preventive maintenance activities being implemented and documented? Yes/No  
(catch basins cleaned, parking areas cleaned, etc.?)  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills, place drip pans under leaking vehicles, clean oily parts before storing outside, drip pans etc.)? Yes/No  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Are any special storm water BMPs being implemented Yes/No  
 (sediment erosion, curbs, spill prevention and containment, etc.)?  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Have spill prevention and response procedures been implemented, and is spill prevention equipment operational and ready (secondary containment, personnel training, inspection of chemical storage areas, etc.)? Yes/No  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Have sediment erosion controls been implemented? Yes/No  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Are there any additional storm water controls recommended as a result of the site inspection? Yes/No  
 If yes, describe here: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IV. UPDATE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)**

1. Have all updates been made to the PPGHP? Yes/No  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_

**V. EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)**

Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP (E)	New BMP	Status (FI, PI NI, NA)	Implementation Schedule
Keep vehicle maintenance areas clean				
Regular pavement sweeping				
Control spills				
Practice proper waste disposal or recycle				
Eliminate non-storm water discharges				
Properly store materials to minimize exposure				

Store wastes and recycling materials in proper place				
Cover road salt storage area and swept				
Routinely clean catch basins				
Keep equipment and vehicles clean				
Use drip pans under parked, stored vehicles				
Implement construction BMPs as necessary				
Wash equipment and vehicles in designated areas				
Provide spill protection at the fuel islands				
Cover trash bins				

E = Existing BMP  
 FI = Fully Implemented  
 PI = Partially Implemented  
 NI = Not Implemented  
 NA = Not Applicable

**From the table above, answer the following questions:**

1. Do the existing BMPs appear to be effective in reducing the potential for storm water pollution? Yes/No  
 If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

2. Are additional BMPs needed to address sources of pollutants at the site (i.e., more frequent inspections of certain areas of operations, changes in operations, etc.)? Yes/No  
 If yes, describe the BMPs needed to address sources of pollutants and a time schedule for implementation: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**General Comments:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

# **Highway/Maintenance Facility Municipal Operations Pollution Prevention & Good Housekeeping Manual**



**Site Address:**

*5725 Wales Ave NW, Massillon, Ohio 44646*

**Prepared in support of:**

Ohio EPA Facility Permits 3GQ000052\*CG as covered under Ohio EPA  
NPDES Phase II General Permits OHQ000003.

**Prepared by:**

*Carles Moore  
5735 Wales Avenue NW  
Massillon, Ohio 44646*

*Prepared: 10-4-10*

*Revised: 3-22-16*

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  - Non-Storm Water Discharge Visual Inspection Form
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  - Annual Site Inspection Form
  
- B**            **Spill Prevention & Emergency Response Plan**

## 1.0 Introduction

The program described in this document has been developed by Jackson Township with the intent to reduce the discharge of pollutants from municipal operations at the Highway Maintenance Facility site. It is the intent of this program to reduce the discharge of pollutants from the site to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of Ohio Revised Code 6111 as described in the Ohio EPA Permits. Specifically, this document addresses pollution prevention and good housekeeping for municipal operations as described in Control Measure 6 of the Ohio EPA Permits. Jackson Township has committed to implement pollution prevention and good housekeeping Best Management Practices (BMPs) to reduce or prevent the discharge of pollutants in storm water runoff from municipal operations and facilities within their municipal separate storm sewer system (MS4). Municipal facilities are considered storm water hotspots and needed to be treated similar to industrial facilities.

This Pollution Prevention/Good Housekeeping Manual is the main focus of the program BMPs for Control Measure 6. This document has been prepared following discussions and training sessions on municipal operations. During the discussions, the existing storm water control measures already in place were documented by each individual community, and existing and potential impacts to storm water runoff were noted. Components of other plans already in place at the facilities (such as spill response and prevention plans) were incorporated into this Manual or expanded upon as necessary. This Manual presents storm water controls that will be used by Jackson Township to perform regular employee training and to implement and evaluate BMPs and controls at the facility to fulfill the requirements of the Ohio EPA permits.

The following section of the document describes the municipal site or operations that are the focus of the storm water BMPs and hotspots. The remaining sections of the document contain a description of the BMPs that are recommended to control storm water pollution from specific municipal activities at the site. Each section contains BMPs tailored to control storm water impacts for each particular type of municipal activity or operation. The recommended BMPs will be implemented on an ongoing basis for the indefinite future. Jackson Township plans to implement these BMPs or similar controls, wherever they would be effective at preventing pollutants from discharging with storm water from the site.

Jackson Township shall resort to the US EPA Industrial SWPPP Guidance Manual to follow storm water hot spot protocols. A pollution prevention team was developed to modify this manual annually or as needed. They will also review and update all forms, procedures and inventory list as needed.

## 2.0 Description of Municipal Facility and Operations

Site Address: 5725 Wales Ave NW Massillon, Ohio 44646	
Primary Site Contact: Carles Moore	Phone number: 330-830-6279
Title: Central Maintenance Foreman	Cell number: 330-353-2602
Secondary Site Contact: Ralph Boger	Phone number: 330-832-4016
Title: Public Works Director	Cell number: 330-353-4168

### Description of Site Activities:

Highway Division uses buildings for storage of trucks and equipment. Road repair supplies are stored on grounds, this includes, new gravel and rock material, pipe for drainage, dumpsters for trash and scrap metal. Dumping area for the road sweepings, road kill and catch basin debris. Salt storage under roof for winter time use. The Central Maintenance area is used for servicing and repairing of the Township vehicles and equipment. This facility has a wash bay area that is used for cleaning of equipment and vehicles.

## **3.0 Description of Proposed BMPs**

### **3.1 *Pollution Prevention Training for Employees***

Successful storm water pollution control relies in large part on proper training and education for employees. Many of the recommended BMPs in this manual will require specific training for employees who conduct the activities. It is essential that employees understand and implement the BMPs that apply to operations within each facility. Training can be completed separately or done in conjunction with regular employee training procedures.

Employee training will emphasize the importance of keeping pollutants out of the storm drains, because the drains go directly to the surface waters of the state without benefit of wastewater treatment that the sanitary sewers receive. Facility personnel will be educated about the harmful environmental effects of improper disposal of materials into the storm drain, so that they understand the importance of preventing storm water pollution.

The following training will be implemented by Jackson Township:

- Experienced workers or other trained personnel from other agencies will be used to train facility employees.
- Training will be completed and documented once per year for all appropriate personnel or for new employees through the annual training session.
- New personnel will be required to review and understand this document prior to initiating work activities.

### **3.2 *Eliminating Illicit and Non-Storm Water Discharges***

The Ohio EPA Permits prohibit discharges of anything but storm water to the storm drains. Jackson Township personnel will inspect the facility to be sure no unauthorized discharges enter storm drains or discharge offsite. Illicit connections that allow sanitary or any sort of wastewater to enter the storm drain are prohibited, including storm drain connections from indoor drains or sinks. These are known as illicit connections and must be eliminated.

Another form of prohibited discharge is illegal dumping. Pollutants may be introduced to storm drains inadvertently, by routine practices that discharge water outdoors, or they may be released intentionally by routinely discharging wastes, wash water, and other materials to storm drains, catch basins, and other conveyance facilities either on the facility or in the street. A large part of this improper discharge results from employees lack of understanding, coupled with a lack of readily available proper routes for the discharge. Continuing employee training will be needed as described in Section 3.1.

Jackson Township will make a long-term ongoing effort to assure that no illegal discharges will occur from municipal operations at the facility. This requires continuing observations to identify potential sources of intentional or inadvertent illicit discharges. Efforts will be made to discontinue or re-route the storm water from those activities.

The following measures to help prevent non-storm water discharges will be implemented:

- Provide well-marked or labeled proper disposal or collection methods for solid or liquid waste.
- Train employees in proper disposal of non-storm water. Employees will be educated to understand that storm drains connect directly to streams and other water bodies without treatment.
- Label all storm drain inlets and catch basins “No dumping—flows to streams” with stencils so employees can tell which inlets are part of the storm drain system.
- Periodically inspect and maintain the facility operations and BMPS to evaluate the success of efforts to reduce and eliminate non-storm water discharges.
- Periodically inspect and maintain storm drain inlets. Clean out catch basins so that accumulated pollutants do not wash down the storm drains.

### **3.3 *Spill Prevention, Control, and Cleanup***

Even small spills can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges from the site. Jackson Township’s goal is to prevent spills and leaks, maintain a regular inspection and repair schedule, and correct potential spill situations before a spill can occur. It is crucial to have spill response kit next to highly potential areas and easily accessible for employees to utilize when incidences do occur. Planning the location of these spill kits can be the difference of small spill and a major issue.

When a spill does occur, quick and effective response will prevent pollutants from reaching storm water conveyance systems. Spills will be cleaned up promptly and not be allowed to evaporate so that pollutants do not remain on the pavement to be washed to the storm drains with the next rain or remain in the soil to become a possible groundwater pollutant. If the spill is on an unpaved surface, Jackson Township personnel will determine whether the contaminated soil should be removed to prevent it from being a source of future storm water pollutants. Spill procedures will also include cleaning up leaks, drips, and other spills without water whenever possible.

Spill prevention and response procedures for hazardous materials stored or handled onsite will follow the procedures described in the facility Spill Prevention & Emergency Response Plan. Jackson Township personnel will contain and collect the spilled substance, then dispose of the substances and any contaminated soil in compliance with local hazardous materials regulations.

The spill control and cleanup procedures for this facility are as follows:

- **Small spills:** These are spills that can be wiped up with a shop rag. Wet rags will not be put in the dumpster with the shop trash – they will be stored in a covered bin like the kind used at auto service stations. Used rags will be sent to a professional cleaning service or disposed of with the hazardous wastes if necessary.
- **Medium-sized spills:** These are spills too large to wipe up with a rag. Medium-sized spills will be contained and soaked up using dry absorbent material such as: Vermiculite, specially-prepared sawdust, or kitty litter. Absorbent snakes may be used as temporary booms to contain and soak up the liquid. Used absorbent material will be swept up or collected and will be disposed of with the shop trash if non-hazardous or with the hazardous wastes if necessary. A wet/dry shop vacuum cleaner may also be used to collect spills and dispose of the liquid with hazardous wastes. Vacuums will not be used for gasoline, solvents, or other volatile fluids, because the enclosed vacuum may become an explosive hazard.
- **Large spills:** Spills of non-hazardous liquids will be contained and cleaned using a minimum amount of wash water. Storm drain inlets or sewer inlets will be pulled to prevent the spill enter from entering the MS4. For hazardous materials spills, the procedures described in the Spill Prevention & Emergency Response Plan will be implemented.

A Spill/Release Incident Reporting form is provided in Appendix A. This form should be filled out promptly after a spill or release and turned in to a supervisor.

### **3.4 Outdoor Equipment Operations**

The Central Maintenance Director or representative will identify all equipment at the facility that may be exposed to storm water, or that may discharge potential pollutants that may be exposed to storm water.

An employee will be assigned to inspect each piece of equipment on a regular basis to see that it is functioning properly. Leaks, malfunctions, staining on and around the equipment, and other evidence of leaks and discharges will be observed and noted. The inspecting person will be responsible for reporting any spills or leaks to supervisor. Spill and leak control and cleanup activities are described in Section 3.3.

The equipment operations BMPs for this facility are as follows:

- Equipment will be placed on an impermeable surface and a drip pan will be installed beneath the potential leak points of the equipment.
- The amount of rainwater that contacts the equipment will be minimized wherever possible.

### **3.5 Outdoor Materials Storage and Handling**

Outdoor material storage areas will be inspected for possible exposure of pollutants to storm water runoff. Bulk solid materials, raw materials, and construction materials, or supplies stored outdoors will be covered and protected from storm water if pollutants could enter storm water conveyance systems. Materials of concern on the facility include sand, lumber, topsoil, compost, concrete, metal products, road sweepings, catch basin debris and others.

The BMPs for the outdoor materials storage and handling areas for this facility are as follows:

- Material is stored in one of three ways:
  - On a paved surface in gondolas with a roof or covering so that no direct rainfall contacts them and with appropriate berms or runoff controls to prevent run-on of storm water.
  - On a specially constructed paved area with a drainage system with a slope to minimize water pooling. Prevent runoff and run-on with berms or curbing along the perimeter. Drainage is directed to separation tank connected to sanitary sewer or water quality catch basins along the lower edge of the pad.
  - On a paved surface and covered with plastic sheeting, secured with weights such as tires or sand bags.
- The parking lot or other surfaces near bulk materials storage facilities will be swept as needed or at the end of the workday to remove fines that may wash out of the materials.
- Liquid tanks will be kept in a designated area on a paved impermeable surface and within a containment.
- Hazardous materials will be stored as described in the Spill Prevention & Emergency Response Plan and in a manner that ensures storm water protection.
- Outdoor storage containers will be kept in good condition. Containers will be inspected regularly for damage or leaks.
- A portable pumping system will be used that can be moved to accommodate separate containment structures on the facility. Water can then be pumped into a truck or portable temporary holding tank. The water then can be tested and disposed of according to whether any pollutants are present.
- Road salt storage areas are covered.
- Salt truck loading areas are swept regularly to minimize salt laden runoff.
- Soil stock piles will be tarped or seeded to prevent erosion.

### **3.6 Waste Handling and Disposal**

This section summarizes the preferred storage and disposal practices for some common municipal facility wastes. For many wastes, reusing or recycling is the most cost-effective means to prevent pollution.

The waste handling and disposal procedures for this facility are as follows:

- General shop trash will be kept in a dumpster with the lid closed. The dumpster is kept in a paved area and kept clean by picking up dropped trash and sweeping the area regularly.
- Liquid wastes are kept out of the dumpster and the lid is kept closed to keep storm water out.
- Scrap metal or other materials kept outdoors are covered by a roof or tarpaulin.
- Waste metal is collected for delivery to a scrap metal dealer.
- Empty drums stored outdoors are sealed to be watertight. **Do not flip over to drain!**
- Hazardous materials or wastes are stored in accordance with the Spill Prevention & Emergency Response Plan for the facility and are kept in a covered area or in a locked area.
- Waste oil, antifreeze, spent solvents, and other liquids from vehicle maintenance activities are stored in labeled containers and recycled. They will be disposed of by a certified collection company.
- Spent batteries are disposed of as hazardous waste or returned for reclamation and reuse.
- Spill kits are located in easily accessible areas.

### **3.7 Vehicle and Equipment Washing/Steam Cleaning**

Wash water for municipal equipment is discharged to the sanitary sewer and is not allowed in storm drains. Steam cleaning is done on the facility only in an area equipped to capture all the water and other wastes.

The vehicle and equipment washing/steam cleaning BMPs for this facility are as follows:

- Vehicles and equipment are washed only in designated areas and treated.
- Wash areas are clearly marked.

- Drain lines are to collect wash water for treatment and discharge to the sanitary sewer.
- The wash area is graded to prevent storm water run on.
- Equipment and vehicle washing takes place inside a building designed for maintenance or equipment storage. All drains from the wash area are connected to the sanitary sewer and have no storm water contact.

### **3.8 *Materials Receiving Areas***

Truck loading and unloading areas are potential sources of potential pollutants when rainfall and run-on contact spilled raw materials, dust, and motor fluids that accumulate in these areas.

The BMP for the designated loading area that use an outdoor loading area is:

- Shipments are inspected for leaked motor fluids, spilled materials, debris, and other foreign materials.

### **3.9 *Vehicle and Equipment Maintenance and Storage Areas***

Whenever possible, vehicle and equipment maintenance is performed in an indoor garage. Outdoor vehicle maintenance takes place in an area designated for vehicle maintenance.

The following are the selected BMPs for vehicle and equipment maintenance at the facility:

- Equipment will be kept clean so that a buildup of grease and oil will not wash away when the equipment is exposed to rain.
- Vehicle and equipment maintenance areas are paved with concrete wherever possible.
- Drip pans, containers or drip mats are kept under the vehicles at all times during maintenance.
- Fluids are drained from any retired vehicles kept on-site for scrap or parts. Stored or out-of-service vehicles awaiting restoration or service, and vehicles being held for resale are checked periodically for leakage. Drip pans or containers are to be kept under the vehicles, when needed.

Vehicle and equipment storage areas will be operated with some similar precautions:

- Vehicles and equipment will be inspected to identify sources of spills or leaks. Designated facility personnel will perform regular walk-by inspection.
- The equipment area will be kept clean and clear of debris and litter because any runoff then becomes an illegal discharge to the storm drain.
- Storm drain inlets will be cleaned on a regular schedule and also after large storms. Special attention will be paid to the kinds of potential pollutants that accumulate there as a result of facility activities so that appropriate measures can be taken to control any pollutant sources.
- Consistent parking spots will be designated for each vehicle so that if a leak is indicated on the ground, the truck can be identified and repaired.
- A special area will be constructed for the facilities 'dirtiest' equipment (tar equipment, asphalt paving equipment, etc.) in order to handle the discharges, leaks, and runoff separately with more intensive BMPs.
- Spills will be cleaned up promptly; using dry cleanup procedures described in Section 3.3.

### ***3.10 Vehicle and Equipment Fueling Areas***

Vehicle and equipment fueling areas are designed and operated to minimize the potential for spilled fuel and leaked fluids coming into contact with storm water. Even very small spills, when they happen every day, add up to a lot of fuel in the drainage system.

The following are the selected BMPs for the proper operation of a fueling area at the facility:

- Gasoline overflows and spills shall be reported to the fueling station attendant immediately, the fueling station will use their spill response for prevention.
- Employees will remain at the fueling handle to assure the shut off works properly to prevent spills.

### **3.11 Facility Good Housekeeping Activities**

The following good housekeeping practices are implemented on a regular basis:

- Facility clean-up will be completed without water whenever possible, by sweeping or wiping, or washing with as little water as possible.
- Rooftop drains or downspouts will be arranged so they don't drain directly onto paved surfaces wherever possible. Rain water harvesting may be considered.
- The storm water conveyance system will be kept clear of debris and litter to avoid blockage that may cause storm water to back up and to avoid the discharge of illicit materials.
- Storm drain inlets will be cleaned regularly to remove sediment and debris. Inlets will be inspected after each large storm to remove debris; and determine whether additional facility BMPS may be required.
- Catch basins will be cleaned out annually, shortly before the wet weather season.
- Storm water facilities will be managed for invasive species control or removal.

### **3.12 Facility Construction and Maintenance Activities**

This section describes the BMPs to be implemented at the facility for building repairs, remodeling, and minor construction projects that involve an area of disturbance less than one acre in size.

Larger-scale projects, such as the construction of new facilities that disturb greater than one acre of ground must satisfy the requirements of the most recent Ohio EPA Construction Permit (Ohio EPA Permit No. OHC000003). Requirements can be found at ([http://www.epa.state.oh.us/dsw/permits/final\\_constr\\_GP.html](http://www.epa.state.oh.us/dsw/permits/final_constr_GP.html)). These require more extensive storm water pollution prevention measures than described here.

The following BMPs will be implemented for minor construction and remodeling activities at the facility:

- Building materials will be stored under cover or in contained areas. Impermeable tarp will be put over piles of wood, or other materials.
- The working area will be kept clean. Wood splinters, paint chips, and other residues will be swept every day; as well as a thorough cleanup at the end of the project.
- Impermeable ground cloths, such as plastic sheeting, will be used during painting.

- Paint buckets and barrels of materials will be stored away from contact with storm water at the end of the work day.
- Paint spills will be treated as a chemical spill and will be captured before it flows to the storm drain. Paint will be cleaned it up promptly using dry methods.
- Water based paint brushes and equipment will be cleaned in a sink connected to the sanitary sewer. Oil-based paint will materials will be cleaned where the waste paint and solvents can be collected to be handled as small quantity hazardous waste - do not pour it to the sink or to a storm drain.
- Tarps or drop cloths will be hung to minimize the spread of windblown materials.
- Excess chemicals will be soaked up with absorbent material or rags rather than allowing them to flow to the storm drains or soaks into the soil. If chemicals spill, they will be cleaned up promptly using dry techniques see Section 3.3.

### **3.13 Storm Water Management: Water Quality Controls**

These following features will be added to various parts of the storm water conveyance system on a municipal site to help control potential pollutants in the storm water before it leaves the site:

- Oil-Absorbent Materials - Oils and greases storm water can be removed using oil-absorbent materials to contain oil spills. The absorbent material preferentially absorbs oil, and does not fill with water, so it can be used on storm water with small concentrations of oily materials.
- Permanent floating booms - Installed in storm water ditches to control occasional light surface sheen. When the boom is spent, it is full of oil and is visibly heavier, and floats lower in the water. The booms are inexpensive enough that they may easily be replaced whenever the absorbent is saturated.
- Vegetated Swale or Channel - Plants provide peak flow control by slowing the water and remove some pollutants by encouraging the deposition of sediments and intercepting oily wastes that may be in the water. This control can be retrofitted to an existing storm water conveyance simply by allowing grasses to grow, if it does not interfere with storm water drainage and cause water to back up onto the site.
- Catch Basin Filters - Storm drain inlets or inlet inserts that contains filtration media or other design features to removes particulates and oily wastes from storm water as it enters the storm drain.

## **4.0 Reporting and Record Keeping Requirements**

This document and the facility operations shall be reviewed and updated by the Pollution Prevention Team each permit term to reflect changing site conditions and the effectiveness of the BMPs in the program. All changes to this manual will be documented. A copy of this document and any revisions to the program described herein will be kept onsite at times.

### ***4.1 Annual Site Inspection***

The Central Maintenance Director or representative will yearly inspect the municipal site operations before March 1 using the Annual Site Inspection Form provided in Appendix A. The completed form should be kept onsite.

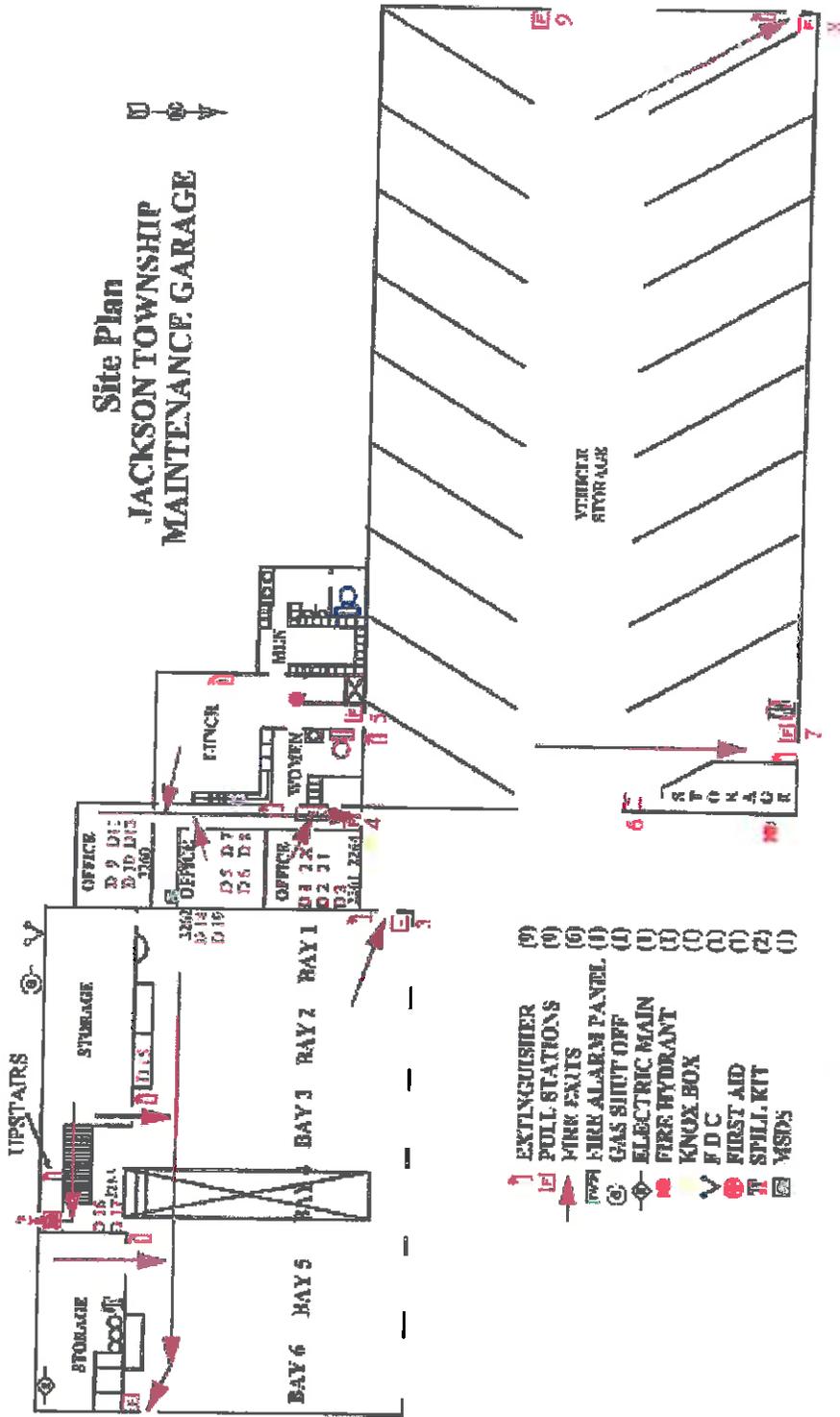
### ***4.2 Non-Storm Water Discharge Visual Inspection***

The Central Maintenance Director or representative will inspect the facility for non-storm water (or illicit) discharges once during facility operating hours in each of the following periods: January - March, April - June, July - September, and October- December. A non-storm water discharge visual inspection form is provided in Appendix A.

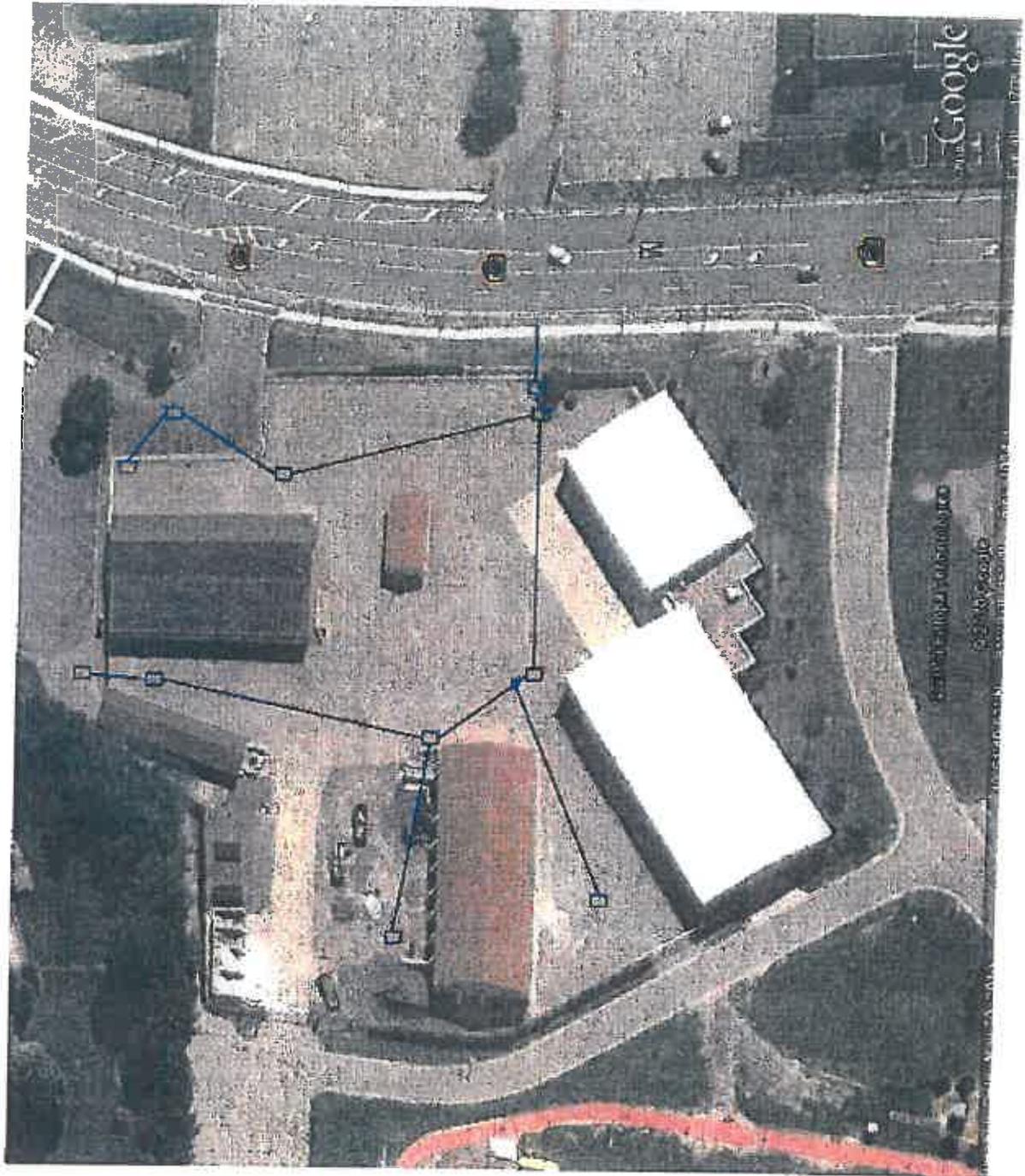
### ***4.3 Storm Water Discharge Visual Inspection***

The Central Maintenance Director or representative will inspect the facility storm water discharges during a storm event during facility operating hours in each of the following periods: January - March, April - June, July - September, and October- December. A storm water discharge visual inspection form is provided in Appendix A.

# Site Plan JACKSON TOWNSHIP MAINTENANCE GARAGE



- 1 EXTINGUISHER (9)
- 2 POLL STATIONS (0)
- 3 FIRE ALARM PANEL (0)
- 4 GAS SHUT OFF (0)
- 5 ELECTRIC MAIN (0)
- 6 FIRE HYDRANT (0)
- 7 KNOX BOX (0)
- 8 F D C (0)
- 9 FIRST AID (0)
- 10 SPILL KIT (0)
- 11 MSDS (0)



## Tables

**Table 1 - Acceptable Non-Storm Water Discharges**  
 Highway/Maintenance Facility  
 Municipal Operations Pollution Prevention/Good Housekeeping Program

The following are acceptable non-storm water discharges (illicit discharges) only if they are not "significant contributors of pollutants to the MS4":

- |                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Water line flushing</li> <li>Landscape irrigation</li> <li>Diverted stream flows</li> <li>Rising ground waters</li> <li>Uncontaminated ground water infiltration</li> <li>Uncontaminated pumped ground water</li> <li>Discharges from potable water sources</li> <li>Foundation drains</li> <li>Discharges or flows from fire fighting activities</li> <li>Street wash water</li> </ul> | <ul style="list-style-type: none"> <li>Air conditioning condensation</li> <li>Irrigation water</li> <li>Springs</li> <li>Water from crawl space pumps</li> <li>Footing drains</li> <li>Lawn watering</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The following are acceptable occasional incidental non-storm water discharges that are not to be considered illicit discharges (they are not "significant contributors of pollutants to the MS4") from the *Highway/Maintenance Facility*:

- Water runoff from equipment outside – condensation and after rain fall
- Downspout overflows in heavy rain
- Spill from water trucks fill ups
- Minor drippings from personnel wipe offs

## **Appendix A**

### **Site Inspection Forms**

## Facility Storm Water Inspection Checklist

Jackson Township Operations Pollution Prevention/Good Housekeeping Program

**Date:** \_\_\_\_\_

Item		Completed
Annual Site Inspection		
<b>NON- STORM WATER INSPECTIONS</b>		
January – March	Non-Storm Water Visual Inspection	
April – June	Non-Storm Water Visual Inspection	
July – September	Non-Storm Water Visual Inspection	
October - December	Non-Storm Water Visual Inspection	
<b>STORM WATER INSPECTIONS</b>		
January – March	Storm Water Visual Inspection	
April – June	Storm Water Visual Inspection	
July – September	Storm Water Visual Inspection	
October - December	Storm Water Visual Inspection	

**File this Form for Storm Water Audit Records**

# Spill/Release Incident Reporting Form

## Jackson Township Operations Pollution Prevention/Good Housekeeping Program

1. Date of spill/release: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Time of spill/release: \_\_\_\_\_ a.m. / p.m.
4. Material spilled/released: \_\_\_\_\_
5. Amount spilled/released: \_\_\_\_\_
6. Cause of spill/release: \_\_\_\_\_
7. Description of scene (e.g., type of media contaminated (e.g., soil), distance to storm sewers, if spill/release was contained):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Promptly file a copy of this form when completed for storm water audit records.**

8. Description of clean-up actions taken (e.g., how spill/release was contained (e.g., absorbent pillows), where recovered material was placed, how much material was not recovered, remaining actions to be taken):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List of offsite emergency responders contacted:  
\_\_\_\_\_  
\_\_\_\_\_

10. List of offsite emergency responders at scene:  
\_\_\_\_\_  
\_\_\_\_\_

11. Action taken to prevent recurrence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

*Use back of form for additional space as needed. Completed forms should be filed.*

**Non-Storm Water Discharge Visual Inspection Form**  
 Jackson Township Operations Pollution Prevention/Good Housekeeping Program

To be completed during daylight facility operating hours once during each of the following periods: January-March, April-June, July-September, and October-December. Promptly file a copy of this form when completed for storm water audit records.

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Leaks, Trash & Debris)
<b><u>OUTFALL(S) :</u></b> Any water flowing?(If YES, define the source):				
Irrigation				
Water line flushing				
Broken water line				
Firefighting activities				
Illicit discharge				
<b>Unknown</b> The connection to the source must be identified and eliminated as soon as possible.				
<b><u>SITE HOUSEKEEPING:</u></b> Clean of debris (paper, leaves, etc.)?				
Storm drain inlets clean?				
<b><u>VEHICLE MAINTENANCE/STORAGE AREAS:</u></b> Dirt and grease buildup?				
Clean of debris (paper, leaves, etc.)?				
Stains on the asphalt?				
<b><u>MATERIALS STORAGE AREAS:</u></b> Are recyclable materials accumulating?				
Are stored drums covered?				
Are oily parts exposed to storm water contact?				



**Storm Water Discharge Visual Inspection Form**  
 Jackson Township Operations Pollution Prevention/Good Housekeeping Program

To be completed during daylight facility operating hours once during each of the following periods: January-March, April-June, July-September, and October-December. Promptly file a copy of this form to when completed for storm water audit records.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Issue being evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>OUTFALL(S):</u></b> Clean of debris (paper, leaves, etc.)?				
<b>DISCHARGE WATER (Circle below):</b>				
Turbidity?	Clear	Cloudy	Muddy	
Oil & Grease sheen present?	Clear	Discontinuous	Continuous	
Floating Material present?	No	Yes If yes, describe material:		
Odors present?	No	Yes If yes, describe (i.e. petroleum, sewage, etc.):		
Discoloration present?	No	Yes If yes, describe color:		

**Storm Water Discharge Visual Inspection Form**  
 Jackson Township Operations Pollution Prevention/Good Housekeeping Program

Issue Being Evaluated	Yes	No	N/A	Comments (Stains, Odors, Color, Leaks, Trash, Debris, etc.)
<b><u>SITE AREA(S):</u></b>				
Are stored materials exposed to storm water contact?				
Are oily parts and/or drums exposed to storm water contact?				
Are the loading and unloading areas clean and swept?				
Are areas around containers clean?				
Is the area around the covered salt storage area free of significant salt?				
Is there a buildup of oil and grease in the parking lots or equipment storage areas? Are there drip pans?				
Are there leaks or stains around drums or aboveground storage tanks? Is it contained?				
Are the drainage swales, catch basins and/or grates clean of debris (leaves, paper, etc.)?				
<b><u>OTHER OBSERVATIONS:</u></b>				

**Promptly file a copy of this form to when completed for storm water audit records.**

Inspected by: \_\_\_\_\_

Signature: \_\_\_\_\_

**Annual Site Inspection Form**  
Jackson Township Operations Pollution Prevention/Good Housekeeping Program

To be completed once each year by March 1 for the Annual Report submittal. Promptly file a copy of this form when completed for annual report and storm water audit.

Inspector's Name and Title: \_\_\_\_\_  
Date and Time of Inspection: \_\_\_\_\_

**I. STORM WATER MONITORING PROGRAM COMPLIANCE**

1. Have 4 non-storm water inspections been performed and documented? Yes/No  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_
  
2. Have 4 storm water inspections been performed and documented? Yes/No  
Give dates: \_\_\_\_\_  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_
  
3. Have there been any corrective actions recommended as a result of site inspections? Yes/No  
If yes, have the actions been included in updates to the SWPPP/SWMP? Yes/No  
If corrective action updates have not been made, indicate reason: \_\_\_\_\_  
\_\_\_\_\_

**II. REVIEW SITE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)**

1. Are there any changes to the site operations/activities? Yes/No
2. Are there any changes to storm water BMPs? Yes/No
3. Are there any changes to potential pollutant sources or activities? Yes/No
4. Are there any changes to storm water program personnel? Yes/No
5. Has employee training been conducted and documented? Yes/No  
If no, indicate reason: \_\_\_\_\_

**III. SITE INSPECTION**

1. Are preventive maintenance activities being implemented and documented? Yes/No  
(catch basins cleaned, parking areas cleaned, etc.?)  
If no, indicate reason: \_\_\_\_\_  
\_\_\_\_\_

2. Are housekeeping activities being implemented (covered trash bins, wipe up drips and spills, place drip pans under leaking vehicles, clean oily parts before storing outside, drip pans etc.)? Yes/No  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_
3. Are any special storm water BMPs being implemented Yes/No  
 (sediment erosion, curbs, spill prevention and containment, etc.)?  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_
4. Have spill prevention and response procedures been implemented, and is spill prevention equipment operational and ready (secondary containment, personnel training, inspection of chemical storage areas, etc.)? Yes/No  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_
5. Have sediment erosion controls been implemented? Yes/No  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_
6. Are there any additional storm water controls recommended as a result of the site inspection? Yes/No  
 If yes, describe here: \_\_\_\_\_  
 \_\_\_\_\_

**IV. UPDATE STORM WATER POLLUTION CONTROL PROGRAM (PPGHP)**

1. Have all updates been made to the PPGHP? Yes/No  
 If no, indicate reason: \_\_\_\_\_  
 \_\_\_\_\_

**V. EVALUATION OF EXISTING BEST MANAGEMENT PRACTICES (BMPs)**

Inspect the facility using this list of existing BMPs:

BMP Description	Existing BMP (E)	New BMP	Status (FI, PI NI, NA)	Implementation Schedule
Keep vehicle maintenance areas clean				
Regular pavement sweeping				
Control spills				
Practice proper waste disposal or recycle				
Eliminate non-storm water discharges				
Properly store materials to minimize exposure				
Store wastes and recycling materials in proper place				

Cover road salt storage area and swept				
Routinely clean catch basins				
Keep equipment and vehicles clean				
Use drip pans under parked, stored vehicles				
Implement construction BMPs as necessary				
Wash equipment and vehicles in designated areas				
Provide spill protection at the fuel islands				
Cover trash bins				

E = Existing BMP  
 FI = Fully Implemented  
 PI = Partially Implemented  
 NI = Not Implemented  
 NA = Not Applicable

**From the table above, answer the following questions:**

1. Do the existing BMPs appear to be effective in reducing the potential for storm water pollution? Yes/No  
 If no, indicate reason: \_\_\_\_\_

\_\_\_\_\_

2. Are additional BMPs needed to address sources of pollutants at the site (i.e., more frequent inspections of certain areas of operations, changes in operations, etc.)? Yes/No  
 If yes, describe the BMPs needed to address sources of pollutants and a time schedule for implementation: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**General Comments:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

# Spill Prevention & Emergency Response Plan

**Jackson Township  
Highway/Maintenance Facility  
5725 Wales Ave NW  
Massillon, Ohio 44646  
(330) 830-6279**

## Emergency Contact Information

### *Onsite Emergency Contacts*

**Carles Moore – Central Maintenance Foreman  
(330) 830-6279 office  
(330) 353-2602 cell**

**Ralph Boger  
(330) 832-4016 office  
(330) 353-4168 cell**

### Emergency Response Contacts

Fire/Paramedics/Police:	911
Fire Non-Emergency Line:	(330) 837-9346
Stark County	
Health Department:	(330) 493-9904
Emergency Preparedness:	(330) 456-4745
National Response Center:	(800) 424-8802

### Material Safety Data Sheets

**Displayed by door from hallway into maintenance garage and labeled.**



## **Spill Prevention:**

**Hazardous Substance Management:** All hazardous substances, including chemical wastes, are to be managed in a way that prevents release. The following general requirements are to be followed. They include:

- **Container Management:**
  - All hazardous substance containers must be in good condition and compatible with the materials stored within.
  - All hazardous substance containers must be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
  - Empty hazardous substance containers (drums) must have all markers and labels removed and the container marked with the word 'empty'.
  - Any spills on the exterior of the container must be cleaned immediately.
  - Flammable materials stored in properly marked flammable cabinets.
  - Do not overfill waste drums. 4" of headspace must remain to allow for expansion.
  
- **Good Housekeeping:**
  - All hazardous substances must be stored inside buildings or under cover.
  - Store hazardous substances not used daily in cabinets, or in designated areas.
  - All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
  - All hazardous substance containers should be closed while not in use.
  - Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment.
  - Implement preventative maintenance activities to reduce the potential for release from equipment.
  - Immediately clean up and properly manage all small spills or leaks.
  - Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring.
  - Use signage to identify hazardous substance storage or waste collection areas.
  - Keep all work areas and hazardous substance storage areas clean and in good general condition.
  
- **Secondary containment:**
  - Store all bulk chemicals 55 gallons or larger within appropriate secondary containment, or any sized chemical if there is a potential for release to the environment.
  - Secondary containment should be checked periodically, and any spills identified in secondary containment must be immediately cleaned up and removed.
  - Have the knowledge of locations of spill kits and how to use them properly.
  
- **Marking/labeling:**
  - Ensure all hazardous substances, including chemical wastes, are properly marked and labeled in accordance with all federal, state and local regulations.
  - Ensure that hazardous substances transferred to small containers are marked with the chemicals name and hazard.

**Employee Training:** All employees must receive periodic training on the proper handling of hazardous substances, spill prevention practices, and emergency response procedures. Training must include a review of the spill prevention and emergency response plan, and a review of location and use of emergency response equipment. Training can be recorded through safety meetings or other equivalent record keeping.

**Hazardous Substance Inventory:** An inventory must be maintained for all hazardous substance stored in quantity 55 gallons or larger, and/or list of locations where non-bulk hazardous substances are stored (flammable lockers).

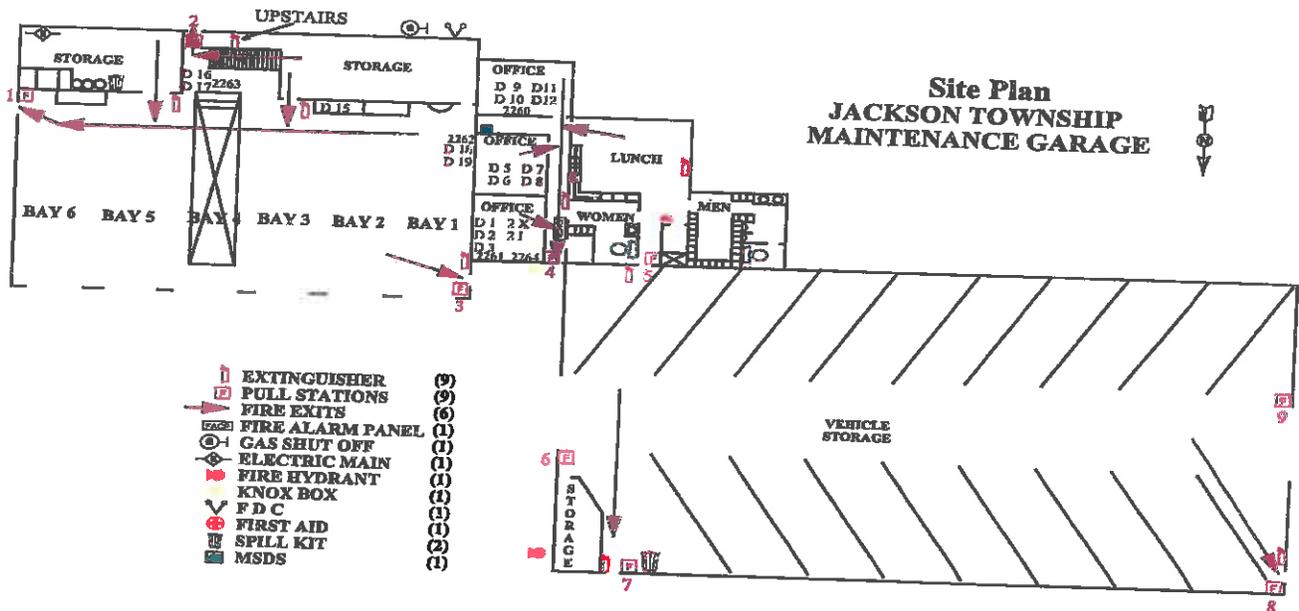
**Spill Response Equipment:** Spill response equipment must be maintained and located in areas where spills are likely to occur. Spill kits should provide adequate response capabilities to manage any anticipated spill or release. The following general requirements are to be followed: They include:

- Stocked spill cleanup kits that are compatible with the hazardous substances are located on site and marked.
- Spill kits in areas where spills are likely to occur.
- Spill kits are sized to managing an anticipated release.
- Emergency response equipment should be inspected periodically to ensure that the spill kit is complete.

**Spill Response, First Aid Equipment and Fire Alarm Location(s):**

Locations	Spill Equipment Content/Inventory
Highway parking garage	55gl- Spill Kit including over pack drum, oil only absorbent socks, pads, personal protective equipment, disposable bags and ties & Emergency Response Guidebook.
Highway equipment storage	55gl- Spill Kit including over pack drum, oil only absorbent socks, pads, personal protective equipment, disposable bags and ties & Emergency Response Guidebook.
Maintenance garage	55gl- Spill Kit including over pack drum, oil only absorbent socks, pads, personal protective equipment, disposable bags and ties & Emergency Response Guidebook.
Highway/Maintenance Facility	First Aid kit located in lunch room and eye wash station in Maintenance garage
Highway/Maintenance Facility	Fire Alarm panel located inside main entrance, pull stations throughout building

**Facility Map:**



### **Emergency Response Plan:**

The Emergency Response Plan is a facility specific plan for dealing with emergencies and shall be implemented immediately whenever there is a fire, explosion, or release of a hazardous substance that threatens human health or the environment. The emergency response plan shall be reviewed and immediately amended whenever:

- The plan fails in an emergency.
- The facility changes in its design, construction, operation, maintenance, or other circumstances in a way that increases the potential for fire, explosions, or release of a hazardous substance.
- The list of emergency contacts change.
- The list of emergency equipment changes.

### **Response actions in the event of a spill or release:**

In the event of a hazardous substance spill or release, immediately take the following measures to keep the spill from entering sewer or storm drains, spreading off-site, or affecting human health. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.

Stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified.
- The spill is small and easily contained.
- Responder is aware of the chemicals' hazardous properties.

If a spill or release cannot be controlled or injuries have occurred due to the release the following procedures should be implemented:

- Summon help or alert others of the release.
- Evacuate immediate area, and provide care to the injured- Call 911.
- If potential fire or explosion hazards exist initiate evacuation procedures- Call 911.
- Respond defensively to any uncontrolled spills:
  - Use appropriate personal protective equipment when responding to any spill.
  - Attempt to shut off the source of the release (if safe to do so).
  - Eliminate sources of ignition (if safe to do so).
  - Protect drains by use of absorbent, booms or drain covers (if safe to do so).
- Notify onsite emergency contact(s).
- Notify other trained staff and/or hazardous cleanup contractor to assist with the spill response and cleanup activities.
- Coordinate response activities with local emergency personnel (fire department).
- Be prepared to provide MSDS information to Fire Department, EMS or hospital.
- Notify appropriate agency if a release has entered the environment.

### **Evacuation Procedures:**

In the event of a hazardous substance release that has the potential for fire, explosion or other human health hazards the following procedures will be implemented:

- Facility staff will be notified of evacuation verbal or fire alarm.
- Notification to emergency services will be performed- Call 911.
- Facility staff will follow predetermined evacuation routes and assemble at designated areas. Evacuation maps are displayed throughout the facility.
- Individuals responsible for coordinating evacuations must confirm if the facility has been completely evacuated.
- Facility staff will be made familiar with evacuation procedures during new employees and annual trainings thereafter.
- Designated emergency response contacts will coordinate all activities with outside emergency personnel.

Spill Cleanup and Disposal:

In the event of a hazardous substance release spill cleanup materials are to be properly characterized to determine if it designates as a Dangerous Waste. The designated onsite emergency contact, with the assistance of waste disposal company and other resources will determine the wastes status prior to disposal.

Reporting a Release:

If a hazardous substance spill has been released to soil, surface water, drains or air the following notifications (within 24-hours) must be performed:

- **Fire Department** (any release that poses an immediate threat to human health, property or the environment).
- **Stark County Health Department** (any release).
- **Stark County Soil and Water Management** (any release).
- **Environmental Protection Agency** (any release).
- **National Response Center** (release of oil or fuel to surface water, or a release of a chemical with an established Reportable Quantity-RQ).

When reporting a release prepare to provide the following information (use spill report form):

- Your name and telephone number from where you are calling.
- Exact address of the release or threatened release.
- Date, time, cause and type of incident (fire, air release, spill, etc.).
- Material and quantity of the release, to the extent known.
- Current condition of the facility.
- Extent of injuries, if any.
- Possible hazards to the public health and/or environment outside of the facility.

Hazardous Substance Inventory: Those materials manufactured, stored, used and/or generated as a chemical waste in quantities greater than 55 gallons.

<u>Hazardous Substance</u>	<u>Manufacturer</u>	<u>Quantity/Unit of Issue</u>
10W30	Wolf's Head	275 gallons/bulk
5W30	Wolf's Head	275 gallons/bulk
5W20	Wolf's Head	275 gallons/bulk
15W40	Wolf's Head	275 gallons/bulk
Hydraulic Oil	Wolf's Head	275 gallons/bulk
Dextron III	Wolf's Head	275 gallon/bulk
Antifreeze	Preston	60 gallon/1 gallon containers
Windshield Washer Fluid 95	PDP	55 gallon/bulk
Used Oil	N/A	500 gallon/bulk

# Spill Prevention & Emergency Response Plan

**Jackson Township  
Park Maintenance Building  
4811 South Park Drive NW  
Massillon, Ohio 44646  
(330) 832-2641**

## Emergency Contact Information

### *Onsite Emergency Contacts*

**Dave Ruwadi  
(330)832-2845 Office  
(330) 353-3806 Cell**

**Mike Danner  
(330) 832-2641 Office  
(330) 844-9533 Cell**

### Emergency Response Contacts

Fire/Paramedics/Police: (330) 832-1553 (330) 499-6666 or 911  
Fire Non-Emergency Line: (330) 837-9346  
Stark County  
Health Department: (330) 493-9904  
Emergency Preparedness: (330) 456-4745  
National Response Center: (800) 424-8802

Material Safety Data Sheets

**Displayed Outside Office**



## **Spill Prevention:**

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- **Container Management:**
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  - Any spills on the exterior of the container must be cleaned immediately.
  - Flammable materials stored in properly marked flammable cabinets.
  - Do not overfill waste drums. 4" of headspace must remain to allow for expansion.
- **Good Housekeeping:**
  - All hazardous substances must be stored inside buildings or under cover.
  - Store hazardous substances not used daily in cabinets, or in designated areas.
  - All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
  - All hazardous substance containers should be closed while not in use.
  - Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment.
  - Implement preventative maintenance activities to reduce the potential for release from equipment.
  - Immediately clean up and properly manage all small spills or leaks.
  - Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring.
  - Use signage to identify hazardous substance storage or waste collection areas.
  - Keep all work areas and hazardous substance storage areas clean and in good general condition.
- **Secondary containment:**
  - Store all bulk chemicals 55 gallons or larger within appropriate secondary containment, or any sized chemical if there is a potential for release to the environment.
  - Secondary containment should be checked periodically, and any spills identified in secondary containment must be immediately cleaned up and removed.
  - Have the knowledge of locations of spill kits and how to use them properly.
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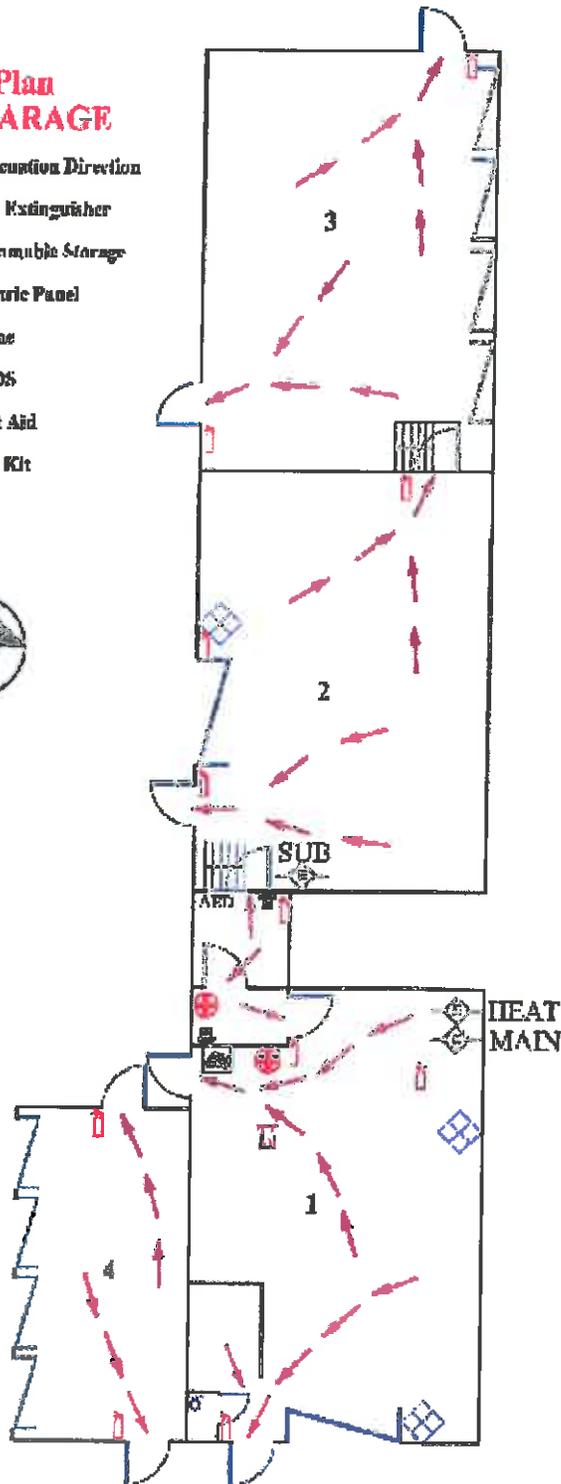
Spill Response, First Aid Equipment and Fire Alarm Location(s):

Locations	Spill Equipment Content/Inventory
Park Maintenance garage	55g1- Spill Kit including over pack drum, oil only absorbent socks, pads, personal protective equipment, disposable bags and ties & Emergency Response Guidebook.
Park Facility	First Aid kit located in office and eye wash station in lunch area.

Facility Map:

**Site Plan  
PARK GARAGE**

-  Evacuation Direction
-  Fire Extinguisher
-  Flammable Storage
-  Electric Panel
-  Phone
-  MSDS
-  First Aid
-  Spill Kit



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- The spill is small and easily contained.
- Responder is aware of the chemicals' hazardous properties.

If a spill or release cannot be controlled or injuries have occurred due to the release the following procedures should be implemented:

- Summon help or alert others of the release.
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- If potential fire or explosion hazards exist initiate evacuation procedures- Call 911.
- Respond defensively to any uncontrolled spills:
  - Use appropriate personal protective equipment when responding to any spill.
  - Attempt to shut off the source of the release (if safe to do so).
  - Eliminate sources of ignition (if safe to do so).
  - Protect drains by use of absorbent, booms or drain covers (if safe to do so).
- Notify onsite emergency contact(s).
- Notify other trained staff and/or hazardous cleanup contractor to assist with the spill response and cleanup activities.
- Coordinate response activities with local emergency personnel (fire department).
- Be prepared to provide MSDS information to Fire Department, EMS or hospital.
- Notify appropriate agency if a release has entered the environment.

### **Evacuation Procedures:**

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If a hazardous substance spill has been released to soil, surface water, drains or air, the following notifications (within 24-hours) must be performed:

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- **Stark County Health Department** (any release).
- **Stark County Soil and Water Management** (any release).
- **Environmental Protection Agency** (any release).
- **National Response Center** (release of oil or fuel to surface water, or a release of a chemical with an established Reportable Quantity-RQ).

When reporting a release, prepare to provide the following information (use spill report form):

- Your name and telephone number from where you are calling.
- Exact address of the release or threatened release.
- Date, time, cause and type of incident (fire, air release, spill, etc.).
- Material and quantity of the release, to the extent known.
- Current condition of the facility.
- Extent of injuries, if any.
- Possible hazards to the public health and/or environment outside of the facility.

**Hazardous Substance Inventory:** Those materials manufactured, stored, used and/or generated as a chemical waste in quantities greater than 55 gallons.

<u>Hazardous Substance</u>	<u>Manufacturer</u>	<u>Quantity/Unit of Issue</u>
15W40	Gulf	55 gallons/quarts
Hydraulic Oil	Gulf	55 gallons/quarts
Antifreeze	Preston	55 gallon/gallons
80W-90	Gulf	55 gallons/quarts
Used Oil	N/A	55 gallon/bulk

**JACKSON TOWNSHIP  
STARK COUNTY, OHIO**

**STORM WATER MANAGEMENT PLAN**

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**Introduction:**

Jackson Township is a member of the consortium that was formed to prepare permit applications for NPDES Phase II in Stark County. This SWMP represents the *individual component* of Jackson Township's SWMP. It details specific information pertaining only to Jackson Township, the BMPs currently being implemented and proposed to be implemented by and for the Township, the associated measurable goals, and other crucial information.

**Overview of Jackson Township:**

**2015 Population (Entire Township):** 40,373

**2015 Population (in Urbanized Area):** 24,627

**Approximate Size of Township:** 36 square miles

**Approximate Portion of Township in UA:** 22 square miles

**Percent of Township in UA:** 61% in Jackson Township Urbanized Area

**Approximate Roadway Maintenance Mileage:** 202 miles

**Community Information:**

- Jackson Township, Stark County, is located in northeastern Ohio, south of Akron. Jackson is a progressive, large urban township which provides full-time administrative and legal services, fire and police protection, highway maintenance, zoning, and eight parks for recreation.
- According to the 2010 census bureau there are more than 16,771 occupied households in Jackson Township.
- In 2015, there were 114 zoning permits issued for new single family homes and seventeen (17) multi-family permits for sixty-six (66) units. Jackson Township has a good balance of residential and commercial areas.

**Structure of Government:** Jackson Township was partitioned from Plain Township in 1815. Townships were the first form of local government in Ohio. Townships are governed by three elected trustees serving four-year terms who have legislative authority. A fourth elected official, township fiscal officer, is independent of the trustees, and is responsible for keeping the records of township proceedings and financial accounts.

An organizational chart is included in Appendix A-2.

**Legal Authority:** In the State of Ohio, a township functions as a statutory local government exercising only those powers specifically delegated to them by the General Assembly. Jackson Township adopted a Limited Home Rule government which expands legislative authority and provides a more powerful means of enforcing township resolutions.

**Storm Water Management:** The current method of storm water management in Jackson Township is as follows:

All new development must be designed by the developer and reviewed by the Stark County Subdivision Engineer. The complete Storm Water Management Guidelines and Requirements are on file at the office of the Stark County Subdivision Engineer.

Currently, the above construction is reviewed by the Stark County Subdivision Engineer in a timely manner and the Stark Soil and Water Conservation District. A representative from Stark Soil and Water Conservation District (SSWCD) inspects each site monthly and files a report with the Subdivision Engineer, the developer, and the Ohio Environmental Protection Agency (OEPA).

Also all curb inlets in new construction or on any newly replaced inlets are marked with the “No Dumping – Flow to Waterway” fish-back casting.

All post construction maintenance on the pipe is typically the Township’s responsibility if on Township right-of-way and accepted and built to our standards. However, the Township only maintains retention/detention basins that are on public right-of-way or publicly-owned land. The remaining basins are maintained by the respective homeowner associations or developers.

The present method of storm water management is supervised by the Township Public Works Director’s office and performed by the Township Public Works Department.

As this work is being performed, the Director’s office is to keep records of them for use at a later date. If said maintenance requires replacement or destructive rehab, and if the expense is suitable and the workforce is available, the Public Works Department will perform the work. If not, the Township Engineer will estimate the project cost and if said estimate is over \$45,000.00, then said project will be publicly bid per the O.R.C. If said estimate is below \$45,000.00, the Public Works Department will bid by invitation and supervise the work.

**Funding:** Currently, Jackson Township has used the following sources of funding jointly and in various combinations as necessary.

- Road Levy Fund
- General Fund
- Capital Projects Fund
- Ohio Public Works Commission
- Issue II - Public Works
- County, State, and Federal funding assistance

***General Rationale Statement:***

Throughout the planning stages of preparing for NPDES Phase II, representatives from Jackson Township have had meetings with the Stark County Regional Planning Commission and regularly scheduled public meetings at the Township Hall. Various articles in local newsletters and newspapers have provided information about NPDES Phase II and how activities such as a local stream cleanup are encouraged for compliance. In effect, the general public was introduced to the basics of Phase II and how it affects the communities they live in.

The Township is benefited by many of the county-wide or regional BMPs being implemented by other entities. However, the Township has chosen to implement the following practices individually to specifically benefit itself locally. Some of the listed BMPs may not be focused solely on storm water quality, but the cumulative effects of the BMPs ultimately help to contribute to the reduction or elimination of pollutants in storm water runoff. Where necessary, some changes will be made to incorporate certain BMPs into the general operations of Jackson Township.

Measurable goals will mostly be of a format that tracks implementation over time, or that tracks the number of BMPs implemented, since most of the BMPs are of an "ongoing" nature. Throughout the year, there will be documentation of how often, how much, where the BMPs are implemented, etc. These figures will be included in the required annual reports. Other formats of measurable goals will coincide with the nature of the respective BMP.

Unless specifically stated, the Township has the legal authority to implement the BMPs described within this plan and is responsible for the overall management and implementation of its storm water management program. The success of Jackson Township's SWMP will hopefully result in OEPA-documented reductions in the identified impairments, increased public interest and demonstrated awareness, and an overall increase in local environmental health.

**Individual Best Management Practices:**

The following BMPs satisfy only the minimum measures they are listed under:

**Minimum Control Measure #1  
Public Education & Outreach**

To comply with the requirements of the Public Education & Outreach measure, Jackson Township will rely on many of the regional BMPs. In addition, the Township will utilize various forms of communication, such as its local newsletter, "Jackson Township Newsletter", township website, and Facebook page to educate its residents about the steps they can take to reduce storm water pollution as well as how to get involved in local storm water related activities. These activities will be both regional and local. Target audiences include residents and commercial, industrial, and institutional entities.

Much of the education will focus on the known surface water impairments, since these are what OEPA has determined to be most crucial to the local surface water environment, and practical things that can be done to promote better runoff quality as well. Many of the BMPs chosen are a reflection of what the Township is already doing to address some of the storm water pollution problems.

**Newsletter**

Description/Rationale: Jackson Township will utilize its quarterly newsletter, "Jackson Township Newsletter", to educate its residents and other recipients on storm water topics such as: water conservation practices for homeowners, proper disposal of household hazardous wastes, trash management, lawn and garden practices, etc. The title/position of the person responsible for coordinating and ensuring that articles will be published is the township administrator.

Measurable Goal(s)/Schedule: "Jackson Township Newsletter" will feature one article semi-annually on storm water topics.

**Website**

Description/Rationale: Jackson Township's website: [www.jacksontwp.com](http://www.jacksontwp.com), provides information, links, and contacts for many township events, meetings, and general purposes. For example, the Jackson Township Newsletter can be viewed, notices of various activities, such as cleanups, are posted.

Measurable Goal(s)/Schedule: This is an ongoing activity.

**PIPE Committee**

Description/Rationale: Jackson Township is a part of the Stark County Public Involvement and Public Education PIPE Committee. This committee holds quarterly meetings to review other agencies BMP's and coordinate programming. The Committee coordinates the yearly theme that is used for public education of storm water management through educational programs for residents and school age children.

Measurable Goal(s)/Schedule: To provide public education on storm water management.

**Minimum Control Measure #2**  
**Public Involvement/Participation**

Jackson will rely mostly on regional BMPs for the implementation of a public involvement/participation program. Planned local activities will be advertised and encouraged in the Township's newsletter and through other means of communication. Since there are many activities already in existence, a continuation of them is determined to be the most economical way to comply with this measure. Through regional BMPs and individual BMPs, public involvement from all ethnic and economic groups should take place in various forms.

**Reforestation Program**

**Description/Rationale:** Jackson Township Parks & Recreation Division currently has a tree donation program. In the past, hundreds of trees have been planted in the park system. The North Park consists of 70 acres in which most of the trees planted there have been through the donation program.

**Measurable Goal(s)/Schedule:** The number of donated trees will be tracked.

**Volunteer Monitoring**

**Description/Rationale:** Residents who live along streams and water bodies perform monitoring. They look out for abnormal conditions or changes in the water and habitat. During the Spring Cleanup, students are assigned to canal and stream pickup. The Public Works Department properly disposes of debris at licensed landfills.

**Measurable Goal(s)/Schedule:** The number of volunteering for monitoring will be tracked.

**Community Hotline**

**Description/Rationale:** For many types of concerns, including drainage, residents can call Township offices and speak to staff. The staff member in turn fills out a service request or directs residents to the proper authority/entity, depending on the nature of the concern and the appropriate legal authority to resolve the concern.

**Measurable Goal(s)/Schedule:** This is an ongoing activity. Service requests are kept on record and those related to storm water quality will be counted annually to be submitted in annual reports.

**PIPE Committee**

**Description/Rationale:** Jackson Township is a part of the Stark County Public Involvement and Public Education PIPE Committee. This committee holds quarterly meetings to review other agencies BMP's and coordinate programming. The Committee coordinates the yearly theme that is used for public involvement/participation of storm water management through educational programs for residents and school age children.

**Measurable Goal(s)/Schedule:** To provide public involvement/participation on storm water management.

**Minimum Control Measure #3**  
**Illicit Discharge Detection & Elimination**

Generally, Jackson Township relies on in-house observation and public reporting for investigation and abatement of illicit discharges. The Jackson Township Public Works Department is charged with the visual inspection and documentation of 100% of the outfalls for illicit discharges in a five year period. Concerns, complaints, and observations by citizens and Public Works Department staff are usually the means to detect and report illicit discharges to the Stark County Health Department. Septic systems are monitored by the Stark County Health Department.

All applications for zoning permits for new residential, commercial, or industrial development require a copy of the sanitary sewer connection permit issued by the Stark Metropolitan Sewer District or a septic system permit issued by the Stark County Health Department prior to issuance of the permit.

The Jackson Township Zoning Department has established a system to coordinate with the Stark County Health Department in connection with the construction of residential alterations, including accessory buildings, home additions, pools, decks, and porches. The system involves notification to the property owner and the Health Department that a permit has been issued. A registered sanitarian from the Health Department subsequently follows up with an evaluation of the existing septic system prior to construction to ensure that the proposed structure or addition will not interfere with the location of the septic system, future replacement area, or water well. In this manner, the existing septic system is evaluated to ensure that it is functioning properly. This procedure provides a means of detecting and eliminating existing illicit discharges and to avoid future problems.

The Zoning Department utilizes the Stark County Residential Addition Evaluation Form to inform the Health Department of permits issued for residential additions, alterations, and accessory buildings and structures for properties serviced by on-site septic systems. Documentation evidencing sewer or septic permits will be maintained for all new construction.

The general public, including public employees and businesses, should be informed of the hazards associated with illicit discharges and the improper disposal of waste. Proper education on illicit discharges should help to cut down on pollution in surface waters.

**Storm System Outfall Map**

**Description/Rationale:** The required storm sewer map showing the location of all outfalls from the Township's MS4s and the names and location of all surface waters of the State of Ohio that receive discharges from those outfalls has been completed within five years. The Public Works Department has information regarding the location of the Township's outfalls.

**Measurable Goal(s)/Schedule:** Progress on completing the map within five years has been documented annually. Jackson Township had a contract with Stark County Regional Planning Commission for a 5 year completion of the storm sewer mapping.

**HSTS List and Map**

**Description/Rationale:** The required list and mapping of all on-site sewage disposal systems connected to discharge to the Township's MS4s has been completed within five years. Coordination with the Stark County Health Department will take place, since it is the Health Department that has records of HSTS and oversees the installation and proper functioning of them. By utilizing sanitary sewer maps, certain portions of the Township can be eliminated from determining the inventory of HSTS locations.

Measurable Goal(s)/Schedule: Progress on completing the list and map has been completed.

#### **Correcting Failing Septic Systems**

Description/Rationale: When failing septic systems are found, either by visual inspection and reported by a citizen or Township employee, the Township contacts the Stark County Health Department who works with the owner of the septic system to correct the problem so that illicit discharges do not flow into MS4s.

Measurable Goal(s)/Schedule: The number of failing septic systems and the procedures taken to correct them will be documented as part of the annual reports.

#### **Identifying Illicit Connections**

Description/Rationale: Visual inspections are continuously performed as part of the Public Works Department's daily operations, especially during drainage inspections or through service requests called in by residents. The Stark County Sanitary Engineer's Office has a camera available for use to view storm sewer systems, especially those that are too small or unclear as to where they drain. Occasionally, when dry weather flows are encountered, the camera is utilized. It records the findings for proof of illegal/illicit connections.

Regardless of the nature of the illicit connection, the Stark County Health Department is called in. Various means of testing is performed to identify the source and the illicit discharge itself. Similar to the "Correcting failing septic systems" BMP, the Health Department – and/or sometimes OEPA - ensures that the problem is corrected. When necessary, appropriate enforcement actions are taken by working through the Stark County Prosecutor's Office. Records of illicit discharges encountered are kept with the Stark County Health Department.

All homeowners with an Aerobic Treatment Unit (A.T.U.) are required to have a current service contract and maintain a contract for the life of the system. In addition to the required service, samples shall be collected by the registered service provider and tested by an accredited laboratory to determine compliance with any applicable NPDES standards. Copies of test results shall be submitted to the Stark County Health Department along with a report demonstrating that the system is functioning properly.

Measurable Goal(s)/Schedule: The number of illicit connections found and corrected will be tracked.

#### **Recreational Sewage Control**

Description/Rationale: Restrooms in North Park and South Park are cleaned on a daily basis and are on the Stark County sanitary sewer system. Stark County controls the discharge. The Old South Park restroom is on a septic system consisting of two 1,000 gallon tanks and approximately 600 feet of leach lines. The Stark County Health Department issues an annual semi-public sewage operation permit for the septic.

In addition, 12 to 15 porta-jons are used throughout the park system. The porta-jons are provided by a septic company that cleans and monitors each unit and removes waste in accordance with the Stark County Health Department regulations.

Measurable Goal(s)/Schedule: The park maintenance and grounds foreman will monitor the septic operation and have the system pumped as needed. A septic cleaning contractor is used to remove the waste and to document the cleaning and removal.

**Minimum Control Measure #4**  
**Construction Site Storm Water Runoff Control**

Construction of commercial sites and subdivisions in Jackson Township fall under the County's Subdivision Regulations and Storm Water Quality Regulations, and the township's zoning regulations. Site plans are reviewed by the Regional Planning Commission and are required to address erosion control and storm water management issues. The township zoning regulations dictate the types of development that can occur within certain portions of the township, and contain specific provisions such as open space requirements. Jackson Township has an MOU in effect with Stark County Soil & Water Conservation District.

The township Public Works Department assists in this measure by providing dust control when necessary with water controls in street sweepers, cleaning out sediment traps in catch basins, general inspections and alertness, good housekeeping, etc.

**Minimum Control Measure #5**

***Post-Construction Storm Water Management in New Development & Redevelopment***

As with "Construction Site Storm Water Runoff Control", this measure also falls under the Stark County Subdivision Regulations and Storm Water Quality Regulations, and the township's zoning regulations. Certain long-term and permanent BMPs, such as detention/retention basins, are required through county regulations to prevent or minimize water quality impacts from new development and redevelopment projects.

The township ensures that drainage plans for proposed developments under county authority have been approved pursuant to the subdivision regulations prior to zoning permits being issued. The Jackson Township Zoning Department retains copies of the Stark County Regional Planning Commission (SCRPC) approval letter in the appropriate project file. This letter is a prerequisite for obtaining a zoning permit for all activities under the purview of the SCRPC. Jackson Township has an MOU in effect with Stark County Soil & Water Conservation District.

### ***Minimum Control Measure #6***

#### ***Pollution Prevention/Good Housekeeping for Municipal Operations***

This measure affects the township's Public Works Department more than any other department in the Township. The Public Works Department maintains all of Jackson Township's streets and therefore its MS4s. Many BMPs are already being implemented for this measure. The Public Works Director is in charge of the Public Works Department and is generally in charge of coordinating and managing the BMPs that satisfy this measure, unless otherwise specifically stated.

Floor drains in the Township Garage empty into an oil/water separator that is monitored and pumped as needed.

Jackson Township has developed and put in place a Highway Maintenance Facility Municipal Operations Pollution Prevention and Good Housekeeping Manual, Park Maintenance Building Municipal Operations Pollution Prevention and Good Housekeeping Manual, Highway/Maintenance Facility Spill Prevention and Emergency Response Plan, and Park Maintenance Building Spill Prevention and Emergency Response Plan. These plans are reviewed yearly.

#### **Automobile Maintenance**

Description/Rationale: The Central Maintenance Department manages the maintenance of all township vehicles and equipment. Many fluids are recycled and reused.

Measurable Goal(s)/Schedule: The amount of recycled fluids will be tracked.

#### **Vehicle Washing**

Description/Rationale: Wash water from township vehicles drains into oil/water separator and pumped by licensed haulers. The waste is then taken to a designated facility for proper disposal that is tracked

Measurable Goal(s)/Schedule: The number of times holding tanks are pumped will be tracked. Documentation is kept on file by the Public Works Department and central maintenance foreman.

#### **Parking Lot and Street Cleaning**

Description/Rationale: To prevent buildup on streets and parking lots, the Township operates one Elgin street sweepers with water for dust control. Materials picked up are emptied into a compost pile, aerated, under shelter, and disposed of as needed.

Measurable Goal(s)/Schedule: The percent of streets swept per year will be tracked. One Elgin sweeps all streets. Sweepings are currently covered and hauled to a landfill as necessary. We are waiting on the EPA documents on reuse of sweeping material. A new shelter was built in 2012 to cover topsoil and gondolas and other materials.

#### **Road and Bridge Maintenance**

Description/Rationale: Bridge maintenance is the responsibility of the Stark County Engineer. Road maintenance is a continuous obligation of the Township's Public Works Department. This consists of signage, drainage maintenance, road surface repair and maintenance, and resurfacing. Public Works Department employees are trained in practices such as street sweeping, storm system cleaning, erosion control techniques, and proper application of road salt.

Measurable Goal(s)/Schedule: This is an ongoing practice.

### **Storm Drain System Cleaning**

**Description/Rationale:** Storm sewer systems and catch basins are cleaned on an as-needed basis. Materials removed are stored under shelter until used as fill or, if contaminated, taken to a landfill. Catch basins are checked twice a year (spring and late fall) to ensure that grates are open. Periodic inspections are done during storms. Maintenance is performed by hand or with a vacuum truck.

**Measurable Goal(s)/Schedule:** The footage of storm sewers cleaned and the number of catch basins cleaned will be tracked.

### **Hazardous Materials Storage**

**Description/Rationale:** The Township provides safety rated steel storage lockers for hazardous materials that are safety rated. Also, Material Safety Data Sheets (MSDS) are kept on products and provided for the Fire Department for review.

**Measurable Goal(s)/Schedule:** This is an ongoing practice.

### **Road Salt Application and Storage**

**Description/Rationale:** Depending on temperature, snowfall, and roadway conditions, salt application is controlled by spinner spreaders, as regulated by the operators. This is done as-needed. Salt is stored under roof year-round at the Public Works Department Maintenance Facility.

**Measurable Goal(s)/Schedule:** The quantity of salt applied to roadways will be tracked. New trucks were ordered with storm guard electronic spreader controls. Six old trucks were being converted to storm guard electronic spreader controls. Future trucks will be equipped as above. Pre-wetting of salt is planned in the future.

### **Spill Response and Prevention**

**Description/Rationale:** The Jackson Township Fire Department responds to hazardous spills and uses spill containment equipment when necessary. If required, the Stark County HazMat Team is called. All gas dispensers used by the Public Works Department are safety-type with spring handles.

**Measurable Goal(s)/Schedule:** The number of spills reported will be tracked.

### **Used Oil Recycling**

**Description/Rationale:** Used oil from township vehicles is removed from 500 gallon storage tanks about two times per year. The Parks & Recreation Division has one 55 gallon recycling drum for oil.

**Measurable Goal(s)/Schedule:** The quantity of recycled used oil will be tracked.

### **Materials Management**

**Description/Rationale:** Only the minimum required amounts of materials needed are kept on hand. These materials are kept either under cover or in designated areas pertaining to their use. Some materials are kept in OSHAA-approved fire safety lockers. Cleaning fluids are recycled by Safety Clean Company every six weeks. Used oil filters are removed by Akron/Canton Waste two times per year.

**Measurable Goal(s)/Schedule:** This is an ongoing practice

### **Employee Training**

**Description/Rationale:** Public Works Department employees attend monthly safety meetings and one-day seminars put on by OTEC, training provided by fire departments, various sessions by product manufacturers and engineers, and other types of training. The Township also provides employee training in preventative maintenance, internal reporting, and other day-to-day operations. Park employees are also trained in areas such as proper fertilization techniques, disposition of fluids, etc.

**Measurable Goal(s)/Schedule:** Jackson Township will require newly hired employees to attend an annual training seminar conducted by the SWCD and others to educate township employees on the NPDES Phase II Program and steps that can be taken to address storm water runoff pollution from township operations. The number of new employees attending seminars will be documented.

Best Management Practices Manuals were completed in 2011.

### **Record Keeping/Material Inventory**

**Description/Rationale:** Daily work orders and telephone logs are dated and kept on file. Annual reports show the number of hours spent by employees on drainage and other roadway maintenance. It also documents amounts of materials used such as asphalt and salt. The Township keeps all service call reports once the work is completed. Maintenance records and salt-use records are kept in the Public Works Department.

The Central Maintenance Division maintains records of testing and disposal of wastes from the holding tank in the garage.

**Measurable Goal(s)/Schedule:** All applicable information from records will be reported in Phase II annual reports.

### **Visual Inspections**

**Description/Rationale:** Visual inspections of the Township's roadways and drainage systems are an ongoing process by residents, staff, public works department, the police department, and the fire department. The Public Works Director inspects all roads twice a year (early winter and spring) for the upcoming year's paving program. Daily park inspections are performed and reviewed on a weekly basis by the park maintenance and grounds foreman. Work orders are given to correct any problems that arise. Inspection sheets are kept on file in the park maintenance and grounds foreman's office. Quarterly and annual inspections of the Highway Maintenance Facility and Park Maintenance Buildings are performed and are on file in the Central Maintenance Department.

**Measurable Goal(s)/Schedule:** This is an ongoing process.

### **Landscaping and Lawn Care**

**Description/Rationale:** Two park employees are licensed to apply lawn maintenance chemicals. Mostly organic material is used for top dressing. All chemicals that are applied are recorded in the Pesticide Application Book and kept on file.

**Measurable Goal(s)/Schedule:** The types and amounts of chemicals applied will be documented.

### **Septic System Controls**

**Description/Rationale:** There is currently one township building with a septic system. The system is monitored by on-site employees as well as the Township building maintenance and supplies coordinator. Problems are reported to the central maintenance foreman and licensed contractors take appropriate actions.

**Measurable Goal(s)/Schedule:** Any actions taken throughout the year addressing the septic system will be documented.

#### **Other BMPs:**

The following BMPs satisfy more than one minimum control measure.

#### **Trash Management – Public Works Department**

**Measure(s):** Public Involvement/Participation, Illicit Discharge Detection and Elimination, Pollution Prevention/Good Housekeeping for Municipal Operations

**Description/Rationale:** The Township Public Works Department continuously monitors and picks up trash along roadways. It is stored under shelter until disposed of by transporting it to a landfill.

**Measurable Goal(s)/Schedule:** The number of participants picking up trash along roadways varies.

#### **Trash Management – Parks & Recreation Division**

**Measure(s):** Public Involvement/Participation, Illicit Discharge Detection and Elimination, Pollution Prevention/Good Housekeeping for Municipal Operations

**Description/Rationale:** Jackson Township Parks & Recreation Division currently has 105 trash cans in the parks system that are strategically placed and emptied as needed. Section 101.09 in the parks' rules and regulations states that no person shall dump rubbish, garbage, litter, refuse, or debris of any kind within any area of the park except in such places and within such receptacles as are provided therefore. Litter in water bodies is removed as needed.

**Measurable Goal(s)/Schedule:** This is an ongoing activity.

#### **Catch Basin Messages**

**Measure(s):** Public Education and Outreach on Storm Water Impacts, Pollution Prevention/Good Housekeeping for Municipal Operations

**Description/Rationale:** Catch basins/storm inlets that the Public Works Department will install or work on will contain messages on them saying "Do Not Dump – Drains to Stream", or something similar. The messages will remind people that what drains into catch basins does not get treated and also prevent them from dumping illicit discharges into the catch basins. Placard/decals "No Dumping Drains to Waterways" are being installed on catch basins by allotments with these locations being tracked.

**Measurable Goal(s)/Schedule:** The number of catch basins containing the message will be tracked.

### **Yard Waste Disposal**

**Measure(s):** Public Involvement/Participation, Pollution Prevention/Good Housekeeping for Municipal Operations

**Description/Rationale:** The Township provides a drop-off location for yard waste debris. The Township also provides curbside pickup of fall leaves in November. Allowable disposals must use recyclable paper bags (no plastic). Debris is trucked on a regular bases, and hauled for free.

**Measurable Goal(s)/Schedule:** The amount of debris collected will be tracked.

### **Annual Cleanup Day**

**Measure(s):** Public Involvement/Participation, Pollution Prevention/Good Housekeeping for Municipal Operations

**Description/Rationale:** The Township participates in a yearly cleanup day in the spring. Students provide labor for cleanup of areas such as the canal and for litter collection along roadways and in retail areas.

**Measurable Goal(s)/Schedule:** The amount of debris collected will be tracked.

### **Recycling Program**

**Measure(s):** Public Education and Outreach on Storm Water Impacts, Public Involvement/Participation

**Description/Rationale:** Recycling helps to cut down on trash that otherwise could end up in local water bodies as pollutants. The Jackson Recycling Board continues to research and apply for grant money from the Stark-Tuscarawas-Wayne Joint Solid Waste Management District to operate the Township's recycling station. This station is open to the public Monday through Saturday. Residents can bring aluminum cans, plastics, cardboard, paper, and certain types of glass. Information on the program and education about recyclables is provided through the "Jackson Township Newsletter" and regional means of communication. Local school students, through various clubs, athletic leagues, and school organizations volunteer to work at the recycling station.

**Measurable Goal(s)/Schedule:** The amount of recycled materials will be tracked.

### **Illegal Dumping Control**

**Measure(s):** Public Education and Outreach on Storm Water Impacts, Illicit Discharge Detection and Elimination, Pollution Prevention/Good Housekeeping for Municipal Operations.

**Description/Rationale:** The illegal dumping of garbage and other unwanted materials can have detrimental effects on local water bodies. "No Dumping" signs are installed in high risk dumping areas throughout the Township. Cleanup is usually provided through the Public Works Department which disposes the material in a gondola. The gondola is emptied as necessary in landfills.

**Measurable Goal(s)/Schedule:** This is an ongoing practice.

**Assistance in Overall Program Management**

**Measure(s):** Construction Site Storm Water Runoff Control, Post Construction Storm Water Management in New Development and Redevelopment

**Description/Rationale:** Assistance in the overall management of these measures is provided by the township in ways such as: general alertness and inspection of the temporary and permanent BMPs and their effectiveness, and communicating and coordinating with residents and proper authorities regarding plan review and approval, complaints, concerns, and future needs.

**Measurable Goal(s)/Schedule:** This is an ongoing activity.

**Zoning Regulations**

**Measure(s):** Construction Site Storm Water Runoff Control, Post-Construction Storm Water Management in New Development & Redevelopment

**Description/Rationale:** The Jackson Township Zoning Resolution requires all construction to be carried out in compliance with other applicable Federal, State, or local regulations. As part of the township zoning permit process, commercial, industrial, and residential developments are required to comply with the Stark County Water Quality Control Regulations, as administered by the Stark Soil and Water Conservation District (SWCD). Compliance is monitored by the SWCD. The township receives a copy of the monitoring report and is notified of any non-compliance.

Jackson Township will consider other procedures to enhance coordination with the SWCD and promote compliance with county compliance. Such measures may include providing additional information regarding county soil erosion regulations to property owners, developers, and contractors regarding soil disturbing activities. In addition, the zoning permit and/or application were revised to include a statement concerning compliance with applicable Stark County Water Quality Control Regulations as required.

**Road Kill Disposal**

**Measure(s):** Illicit Discharge Detection and Elimination, Pollution Prevention/Good Housekeeping for Municipal Operations

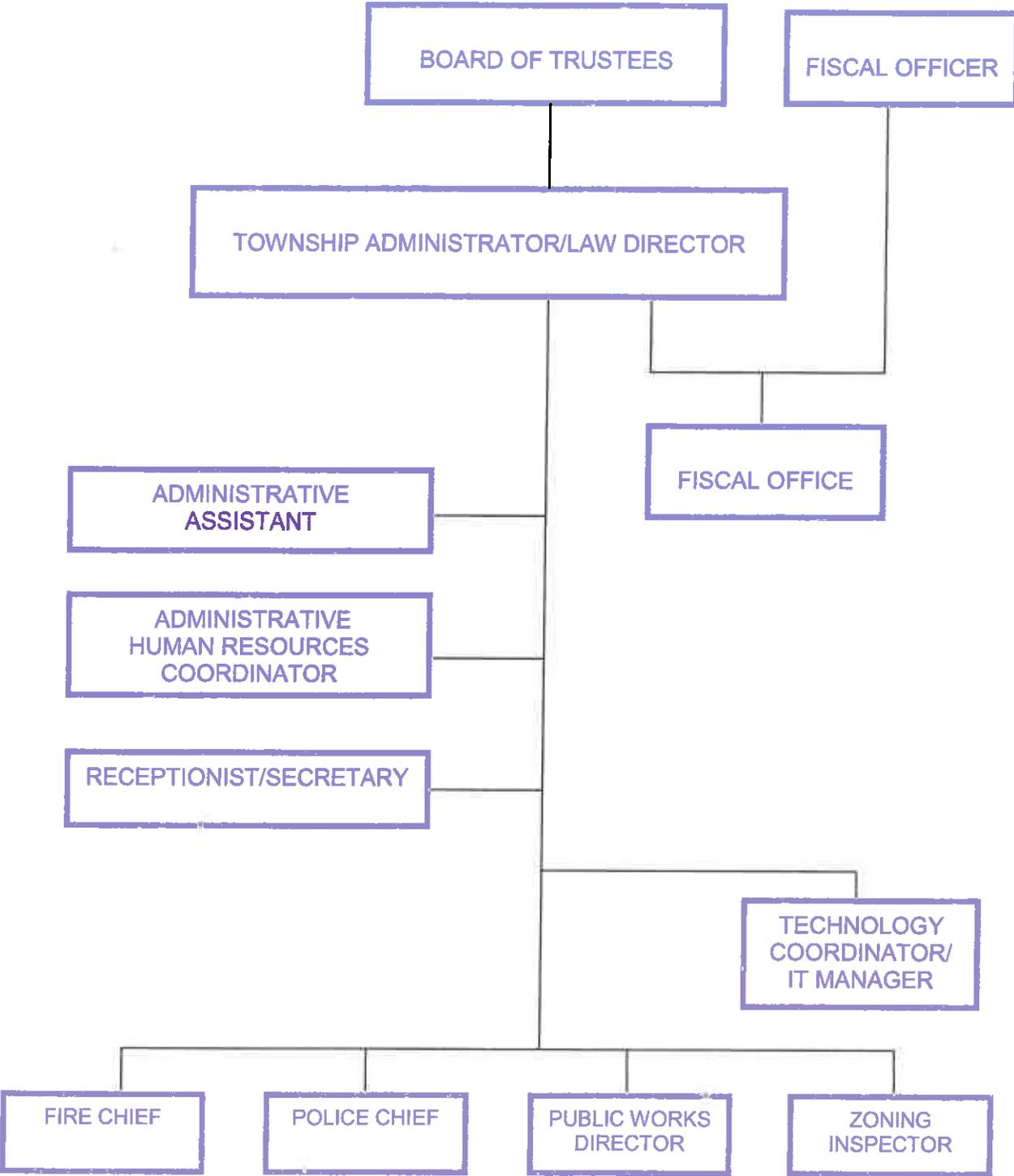
**Description/Rationale:** The Public Works Department picks up road kills and properly disposes of them at a landfill. "Clean up after your pets" signs are posted in parks. Cleanup gloves are also available near the signs.

**Measurable Goal(s)/Schedule:** This is an as needed/ongoing activity.

## Appendix



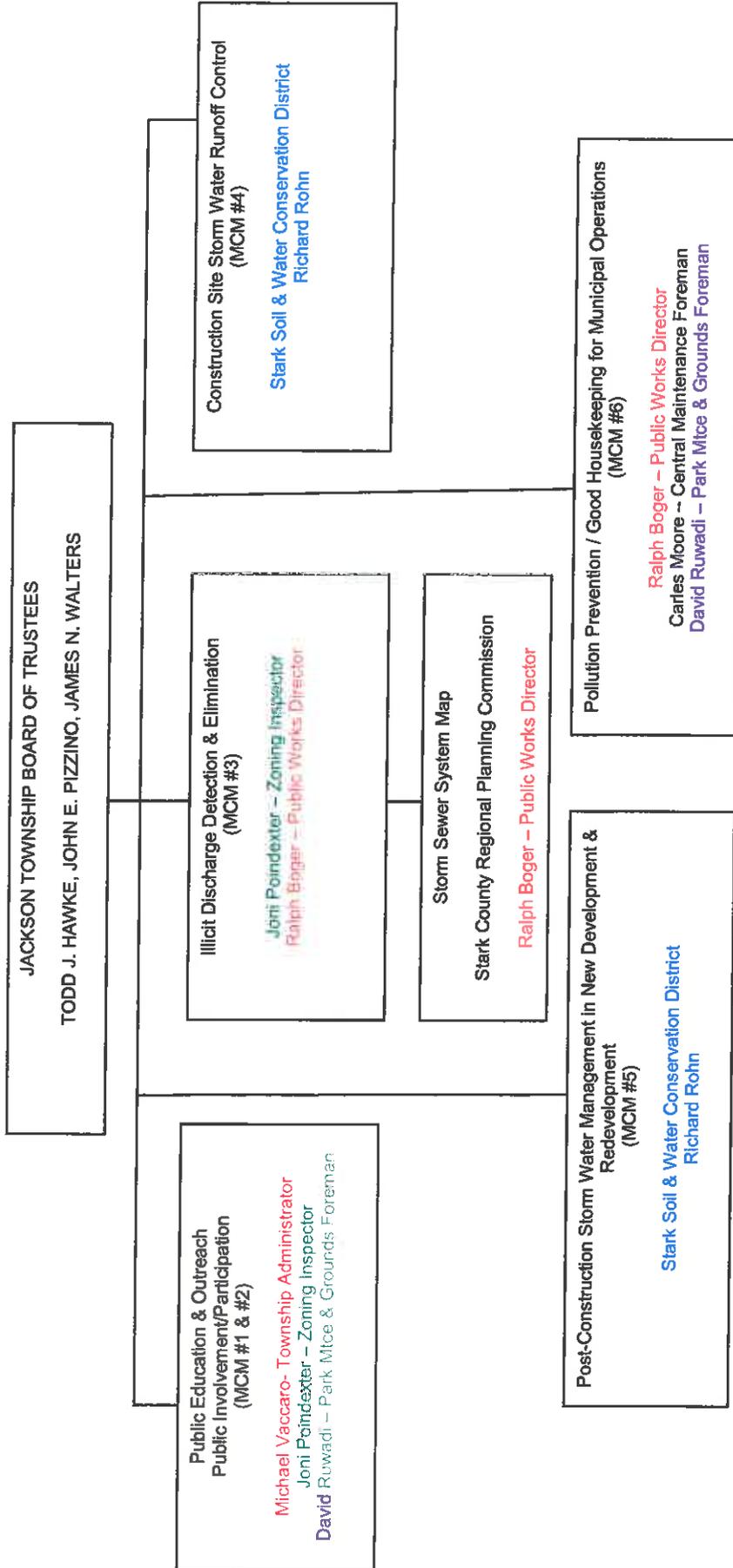
ORGANIZATIONAL CHART  
ADMINISTRATION DEPARTMENT



Approved: 2/23/16

JACKSON TOWNSHIP  
NPDES Phase 2 Storm Water Program

Table of Organization



NAMES AND CONTACT INFORMATION

**Jackson Township Board of Trustees**

Todd J. Hawke, President  
 John E. Pizzino, Vice-President  
 James N. Walters, Trustee  
 5735 Wales Avenue NW  
 Massillon, OH 44646  
 330-832-7416

**Jackson Township**

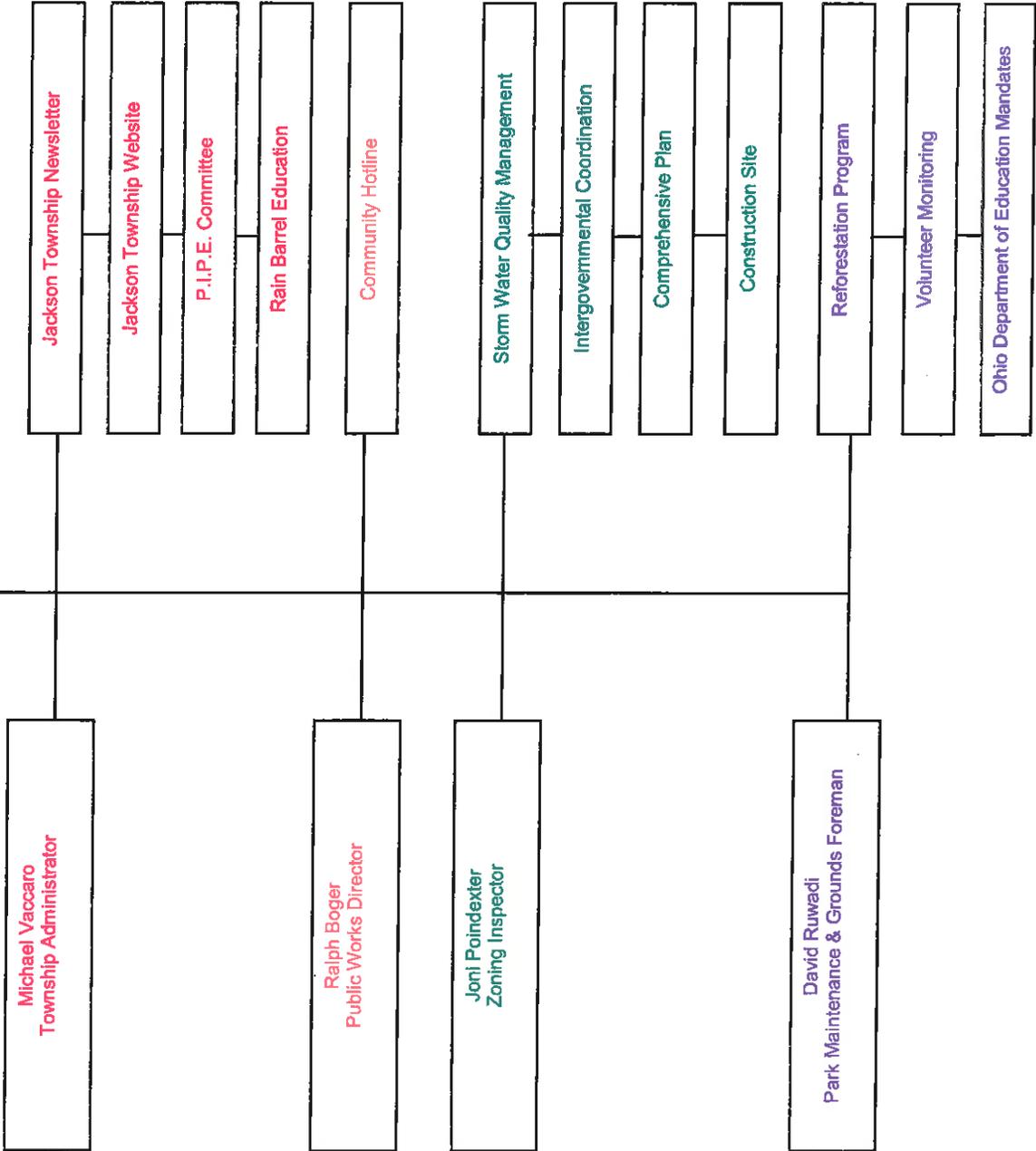
Michael Vaccaro, Township Administrator  
 Joni Poindexter, Zoning Inspector  
 Ralph Boger, Public Works Director  
 Charles Moore, Central Maintenance Foreman  
 David Ruwadi, Park Mice & Grounds Foreman  
 5735 Wales Avenue NW  
 Massillon, OH 44646  
 330-832-7416

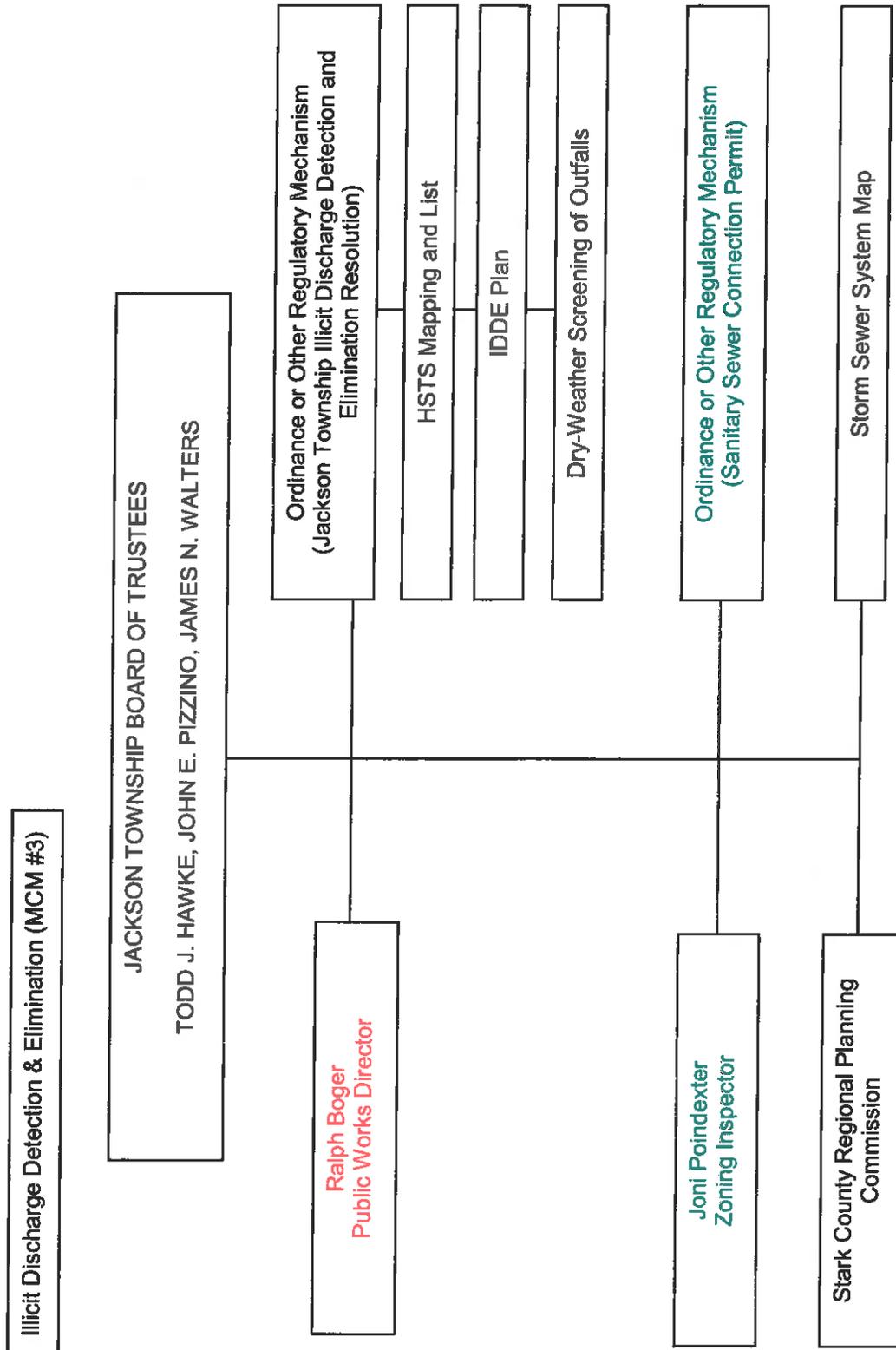
**Stark Soil & Water Conservation District**

Richard Rohn, Urban Program Specialist  
 2650 Richville Drive SW, #103  
 Massillon, OH 44646  
 330-830-7700

Public Education & Outreach (MCM #1)  
Public Involvement / Participation (MCM #2)

JACKSON TOWNSHIP BOARD OF TRUSTEES  
TODD J. HAWKE, JOHN E. PIZZINO, JAMES N. WALTERS





Construction Site Storm Water Runoff Control (MCM #4)

JACKSON TOWNSHIP BOARD OF TRUSTEES  
TODD J. HAWKE, JOHN E. PIZZINO, JAMES N. WALTERS

Stark County Soil & Water  
Conservation District

Ordinance or Other Regulatory Mechanism

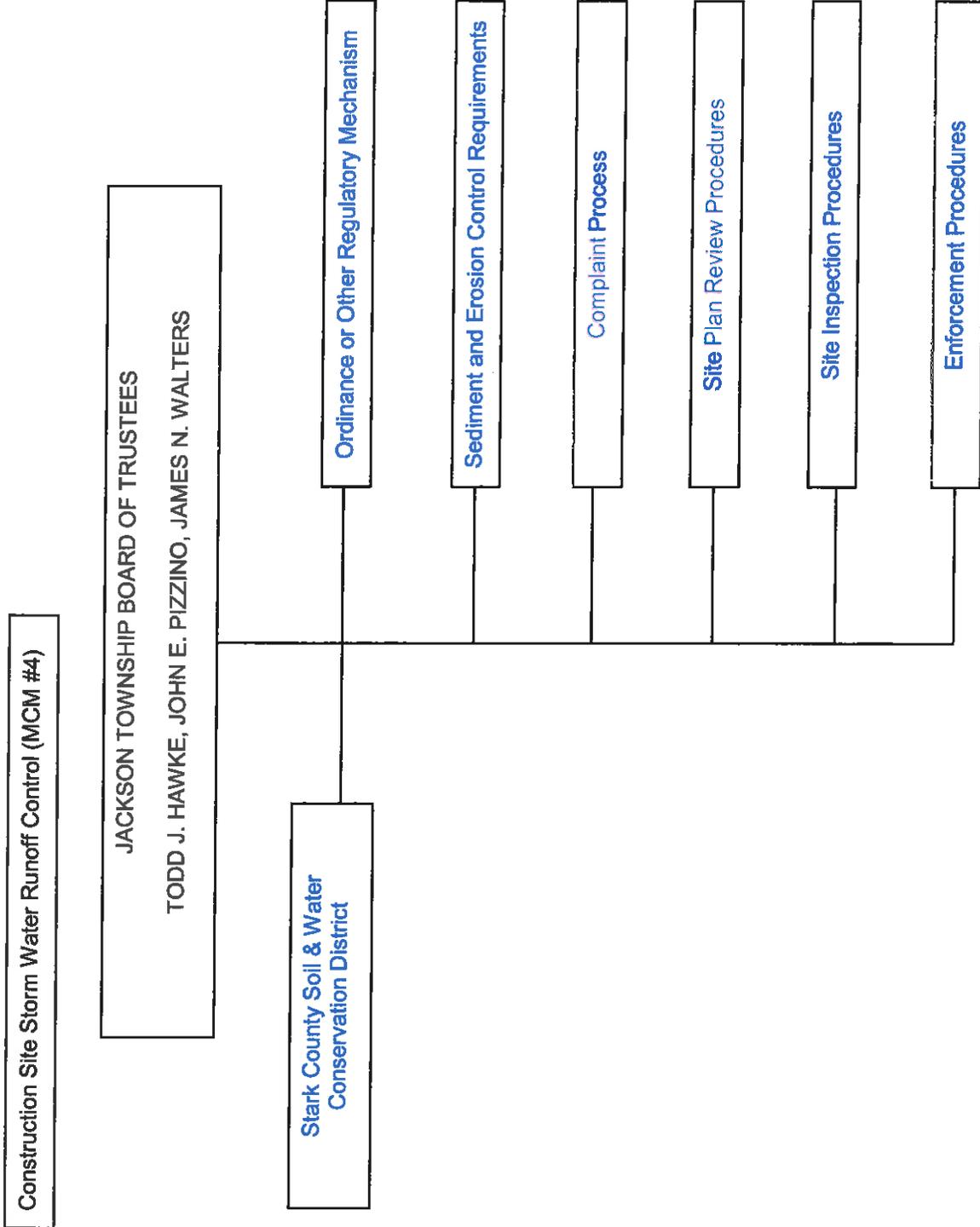
Sediment and Erosion Control Requirements

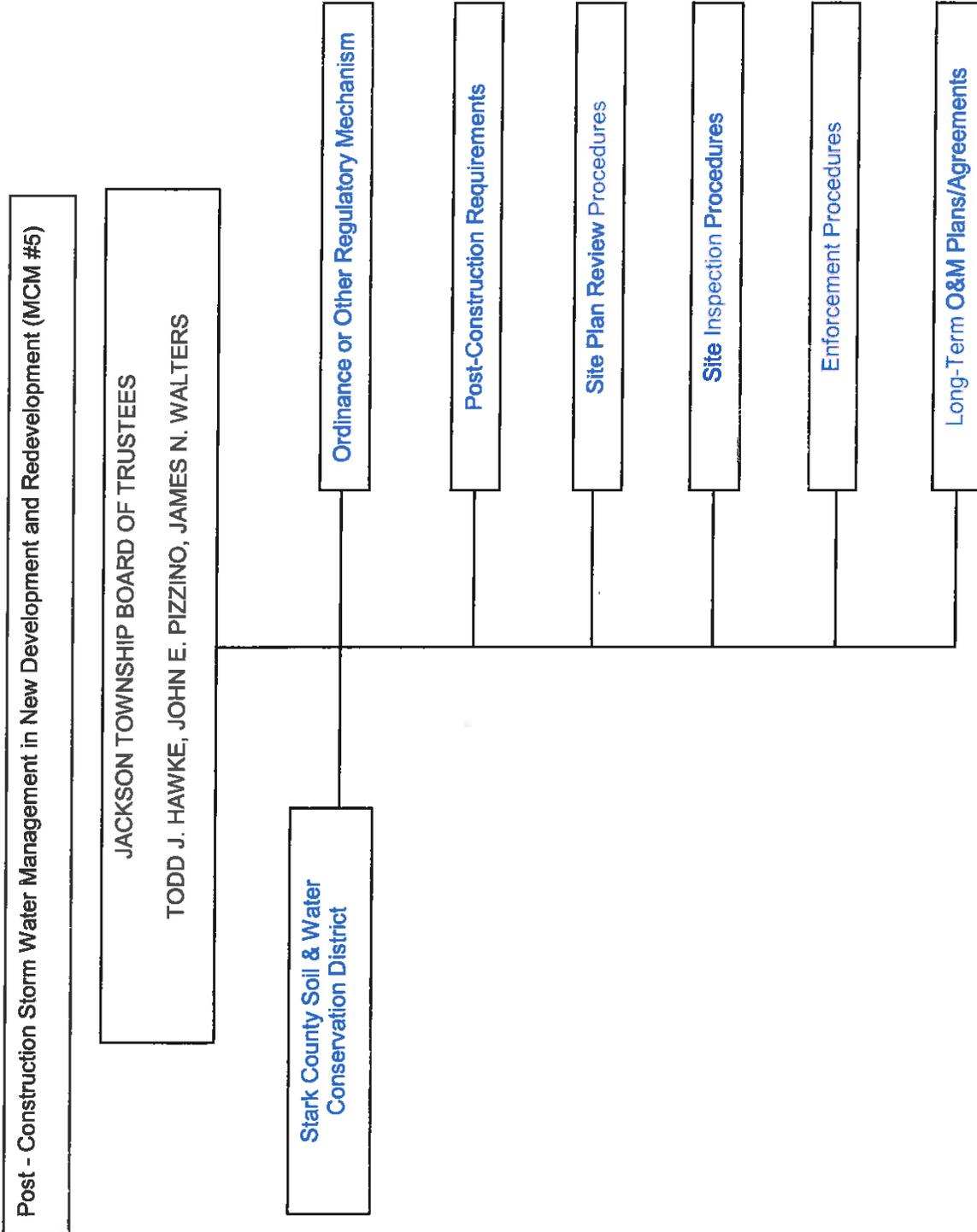
Complaint Process

Site Plan Review Procedures

Site Inspection Procedures

Enforcement Procedures





Pollution Prevention/Good Housekeeping for Municipal Operations (MCM #6)

