

Stormwater Pollution Prevention Plan

for:

Town of Brookline
Municipal Service Center
870 Hammond Street
Brookline, MA 02467

SWPPP Contact(s):

Town of Brookline
Department of Public Works
Engineering Division
333 Washington Street
Brookline, MA 02445
617-730-2139

SWPPP Preparation Date:

January 6, 2021

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SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION.

1.1 Facility Information.

Facility Information

Name of Facility: Municipal Service Center (MSC) _____

Street: 870 Hammond Street _____

City: Brookline _____ State: MA _____ ZIP Code: 02467 _____

County or Similar Subdivision: Norfolk _____

NPDES ID (i.e., permit tracking number): NA

Latitude/Longitude

Latitude:

42.314 (decimal degrees)

Longitude:

71.161 (decimal degrees)

Method for determining latitude/longitude (check one):

USGS topographic map (specify scale: _____) GPS

Other (please specify): Website with mapping software _____

Horizontal Reference Datum (check one):

NAD 27 NAD 83 WGS 84

Is the facility located in Indian country? Yes No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable." _____

Are you considered a "federal operator" of the facility?

Federal Operator – an entity that meets the definition of "operator" in this permit and is either any department, agency or instrumentality of the executive, legislative and judicial branches of the Federal government of the United States, or another entity, such as a private contractor, operating for any such department, agency, or instrumentality.

Yes No

Estimated area at site exposed to stormwater: 4.75 _____ (acres)

Discharge Information

Does this facility discharge stormwater into a municipal separate storm sewer system

(MS4)? Yes No

If yes, name of MS4 operator: Town of Brookline _____

Name(s) of surface water(s) that receive stormwater from your facility: Saw Mill Brook _____

1.2 Contact Information/Responsible Parties.

Facility Operator(s):

Name: [Town of Brookline/DPW \(Contact: Kevin Johnson - Director of Highway and Sanitation\)](#)

Address: [870 Hammond Street](#)

City, State, Zip Code: [Brookline, MA 02467](#)

Telephone Number: [617-879-4904](#)

Email address: kjohnson@brooklinema.gov

Fax number: [617-879-2715](#)

Facility Owner(s):

Name: [Town of Brookline/DPW \(Contact: Erin Chute Gallentine – Commissioner of Public Works\)](#)

Address: [333 Washington Street](#)

City, State, Zip Code: [Brookline, MA 02445](#)

Telephone Number: [617-730-2156](#)

Email address: egallentine@brooklinema.gov

Fax number: [617-713-3727](#)

SWPPP Contact(s):

SWPPP Contact Name (Primary): [James W. Hersey, P.E. Environmental Engineer](#)

Telephone number: [617-264-6467](#)

Email address: jhersey@brooklinema.gov

Fax number: [617-264-6450](#)

SWPPP Contact Name (Backup): [Kevin Johnson, Director of Highway and Sanitation \(see contact info above\)](#)

1.3 Stormwater Pollution Prevention Team.

Staff Names	Individual Responsibilities
James W. Hersey, P.E., DPW Environmental Engineer	Coordinate all stages of SWPPP development and implementation. Conduct inspections and prepare reports. Keep all records up to date in accordance with MS4 permit.
Kevin Johnson, Director of Highway and Sanitation	Oversee operations and maintenance, training staff and overseeing good housekeeping practices.

1.4 Site Description.

The Municipal Service Center (MSC) is home to the Highway and Parks Divisions of the Brookline Department of Public Works (DPW). The site is comprised of three buildings, a covered fueling station with above ground storage tanks, an employee parking lot, and vehicle/equipment storage. Of the three buildings, one is a salt shed, the second is a wash bay, and the third is a large building comprised of an administrative wing, vehicle storage and repair, and other workshops. The majority of the operations at the site are under cover and not exposed to stormwater runoff. Some equipment is stored outside, but is kept in good working condition. There are spill kits on the property in case of a release of oil, fuel, or other fluids. DPW workers are trained to respond to spills.

During recent improvements to the main building the old wash bay was removed and a new wash bay was constructed as a stand-alone building. This construction required paving over a stormwater infiltration basin to accommodate the new building. New catch basins were installed to collect runoff from this portion of the site. Stormwater flows across the site in two directions:

- To the south across the site towards a series of catch basins then through a drain that discharges into the brook next to the Town Municipal Golf Course. This waterway is part of the headwaters to the Sawmill Brook.
- To the north into a low spot off of the driveway with no connection to the municipal drainage system.

1.5 General Location Map.

The general location map for this facility can be found in Attachment A.

1.6 Site Map.

The site map for this facility can be found in Attachment B.

SECTION 2: POTENTIAL POLLUTANT SOURCES.

2.1 Potential Pollutant Sources.

Activity	Associated Pollutants
Material Handling: loading salt into trucks during deicing operations.	Salt in runoff spillage during truck loading.
Vehicle and equipment fueling	Gasoline and diesel from fueling operations

2.2 Spills and Leaks.

Areas of Site Where Potential Spills/Leaks Could Occur

Location	Discharge Points
Runoff from spilled materials.	Catch basins on south side of the site.
Spills from fueling equipment.	Catch basins on south side of the site.

Description of Past Spills/Leaks

Date	Description	Discharge Points
NA	No spills or leaks known	NA

2.3 Unauthorized Non-stormwater Discharges Documentation.

Description of this facility's unauthorized non-stormwater discharge evaluation:

- Date of evaluation: December 15, 2020. No non-stormwater discharges at site
- Description of the evaluation criteria used: Visual inspection of the site.
- List of the drainage points that were directly observed during the evaluation: catch basins and outfalls.
- Action(s) taken, such as a list of control measures used to eliminate unauthorized discharge(s), or documentation that a separate NPDES permit was obtained. For example, a floor drain was sealed, a sink drain was re-routed to the sanitary sewer or an NPDES permit application was submitted for an unauthorized cooling water discharge: NA

2.4 Salt Storage.

Salt is stored in a covered shed on the east side of the site. Material is kept inside the building until it is loaded on to trucks. Trucks are loaded outside of the building. There is a ramp in front of the building to assist with loading operations. Any salt that is incidentally spilled during loading operations is scooped up or swept up after the storm. The Town also utilizes a brine solution to pre-treat roadways prior to an event. Pre-treating surfaces helps reduce the amount of salt applied on the roads.

2.5 Sampling Data Summary.

The Town conducts visual inspection of stormwater conveyances (catch basins, manholes, and outfalls) on a quarterly basis. Stormwater is collected in clear containers and visually check for potential contaminants. Inspection records will be kept on file.

SECTION 3: STORMWATER CONTROL MEASURES.

3.1 Stormwater Control Measures - Practices and Procedures

See the following practices and procedures for managing stormwater runoff at the site:

3.1.1 Minimize Exposure.

As outlined in previous sections, most of the operations are covered and not exposed to stormwater runoff. Any spillage of salt while loading trucks will be cleaned up as soon as possible following deicing operations. Any spills from fueling equipment are cleaned up immediately. Vehicles and other equipment that are stored outside are inspected regularly for leaks. The fueling station has a roof over it and the above ground storage tanks and pumps are checked by an independent testing agency. Equipment repair and servicing is done inside the garage. Vehicle cleaning is done inside the wash bay. Fluids and other products are kept indoors. Paved surfaces are swept on a regular basis.

3.1.2 Good Housekeeping.

The MSC is monitored daily by Highway and Parks Staff. Paved surfaces are swept on a regular basis. Catch Basins are cleaned annually. Vehicles and equipment stored outside are kept in good working condition.

3.1.3 Maintenance.

See statement and section 3.1.2.

3.1.4 Spill Prevention and Response.

There are spill kits located on the premises. DPW personnel are trained to handle clean-ups if they occur.

3.1.5 Erosion and Sediment Controls.

NA - The site is paved and well established.

3.1.6 Management of Runoff.

See section 3.1.1 for management of runoff.

3.1.7 Salt Storage Piles or Piles Containing Salt.

A salt is stored under a covered shed at the site.

3.1.8 Dust Generation and Vehicle Tracking of Industrial Materials.

Roads to the site are paved.

SECTION 4: SCHEDULES AND PROCEDURES.

4.1 *Good Housekeeping.*

The site is closely monitored by Highway and Parks staff. Catch basins are cleaned annually. The yard is swept on a regular basis with a mechanical sweeper. Outside equipment is inspected frequently for leaks and spills. Equipment is cleaned inside the wash bay. Wash bay water goes to the sanitary sewer.

4.2 *Maintenance.*

See section 4.1.

4.3 *Spill Prevention and Response Procedures.*

See section 3.1.4.

4.4 *Erosion and Sediment Control.*

See section 3.1.5.

4.5 *Employee Training.*

Onsite staff are been trained to implement best management and good housekeeping procedures.

4.6 *Inspections and Assessments.*

4.6.1 **Routine Facility Inspections.**

Daily inspections are conducted by Highway and Parks staff. Quarterly inspections are conducted by the Town's environmental engineer.

For routine facility inspections to be performed at your site, your SWPPP must include a description of the following:

1. Person(s) or positions of person(s) responsible for inspection. Environmental Engineer conducts visual inspections at the site.
2. Schedules for conducting inspections. Inspections are conducted quarterly.
3. List areas where materials or activities are exposed to stormwater. See section 2.1 for list of materials.
4. List areas identified in the SWPPP and any others that are potential pollutant sources (see Part 5.2.3). See statement above.
5. Areas where spills and leaks have occurred in the past 3 years. No known spills or leaks.
6. Inspection information for discharge points. See section 1.4 for discharge locations.
7. Other site-specific inspection objectives. Work with onsite staff to manage handling of stored materials. Also coordinate inspections and cleaning of catch basins and sweeping of the facility.

4.6.2 Quarterly Visual Assessment of Stormwater Discharges.

Conduct visual inspection of flows leaving the site.

For quarterly visual assessments to be performed at your site, your SWPPP must include a description of the following:

1. Person(s) or positions of person(s) responsible for assessments. [Environmental Engineer.](#)
2. Schedules for conducting assessments. [Winter, Spring, Summer, and Fall.](#)
3. Specific assessment activities. [Inspect quarterly the flows exiting the site. At least one inspection will be conducted during a rain event](#)

4.7 Monitoring.

1. Sample location(s). [Outfalls or manholes.](#)
2. Pollutants to be sampled. [Sediment, salt, and debris.](#)
3. Monitoring Schedules. [Quarterly inspections of the outfalls or manholes.](#)
4. Procedures. [Observe water flowing off the site at drain manholes or outfalls for sediment and debris.](#)

SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS.

5.1 Documentation Regarding Endangered Species.

[Conducted online US Fish and Wildlife Service "IPaC Trust Resource Report" of the site dated December 11, 2020. A copy of the report is located in Attachment C.](#)

5.2 Documentation Regarding Historic Properties.

[There are no historical sites that would be impacted from runoff from this facility.](#)

SECTION 6: CORRECTIVE ACTIONS.

[If water leaving the site is found to contain debris or sediment, the Town will immediately try and locate the source of the release and try and contain the material.](#)

SECTION 7: SWPPP CERTIFICATION.

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 gathered and evaluated 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 the possibility of fine and imprisonment for knowing violations.

Name: Melvin A. Kleckner Title: Town Administrator

Signature:  Date: 1/6/2021

SECTION 8: SWPPP MODIFICATIONS.

Instructions:

Your SWPPP is a "living" document and is required to be modified and updated, as necessary, in response to corrective actions.

- If you need to modify the SWPPP in response to a corrective action, then the certification statement in section 7 of this SWPPP must be re-signed.
- For any other SWPPP modification, you should keep a log with a description of the modification, the name of the person making it, and the date and signature of that person.

SWPPP ATTACHMENTS:

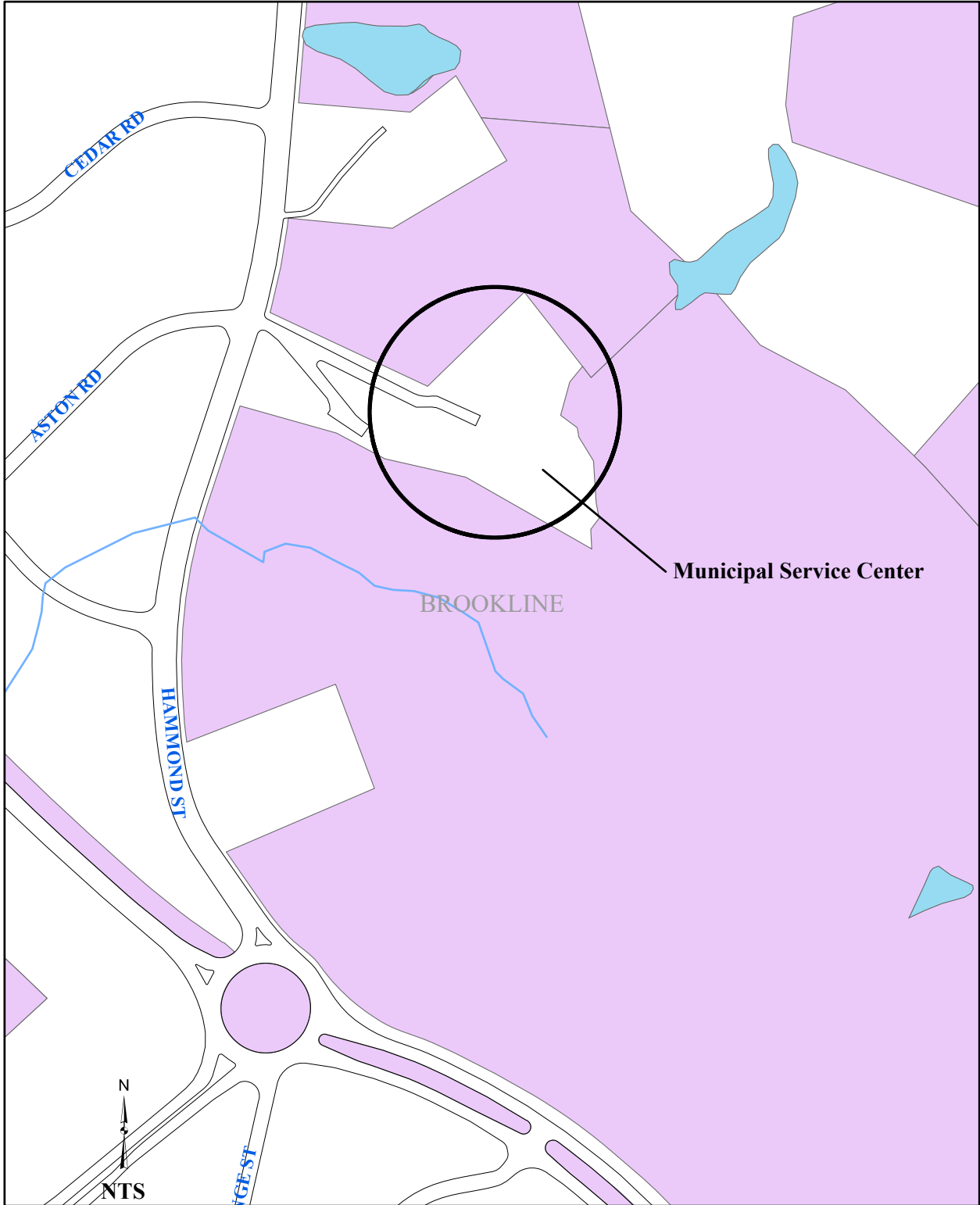
Attachment A – General Location Map

Attachment B – Site Map

Attachment C – IPaC Trust Resource Report

Attachment D – Inspection Reports

Attachment A – General Location Map



LOCUS

Brookline, Massachusetts
Municipal Service Center

Attachment B – Site Map

ASTON ROAD

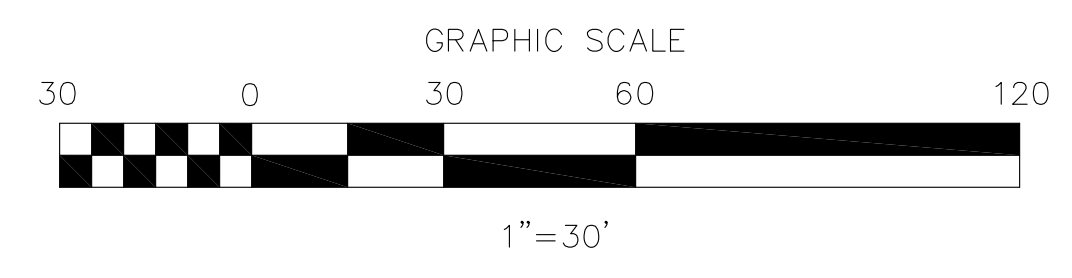
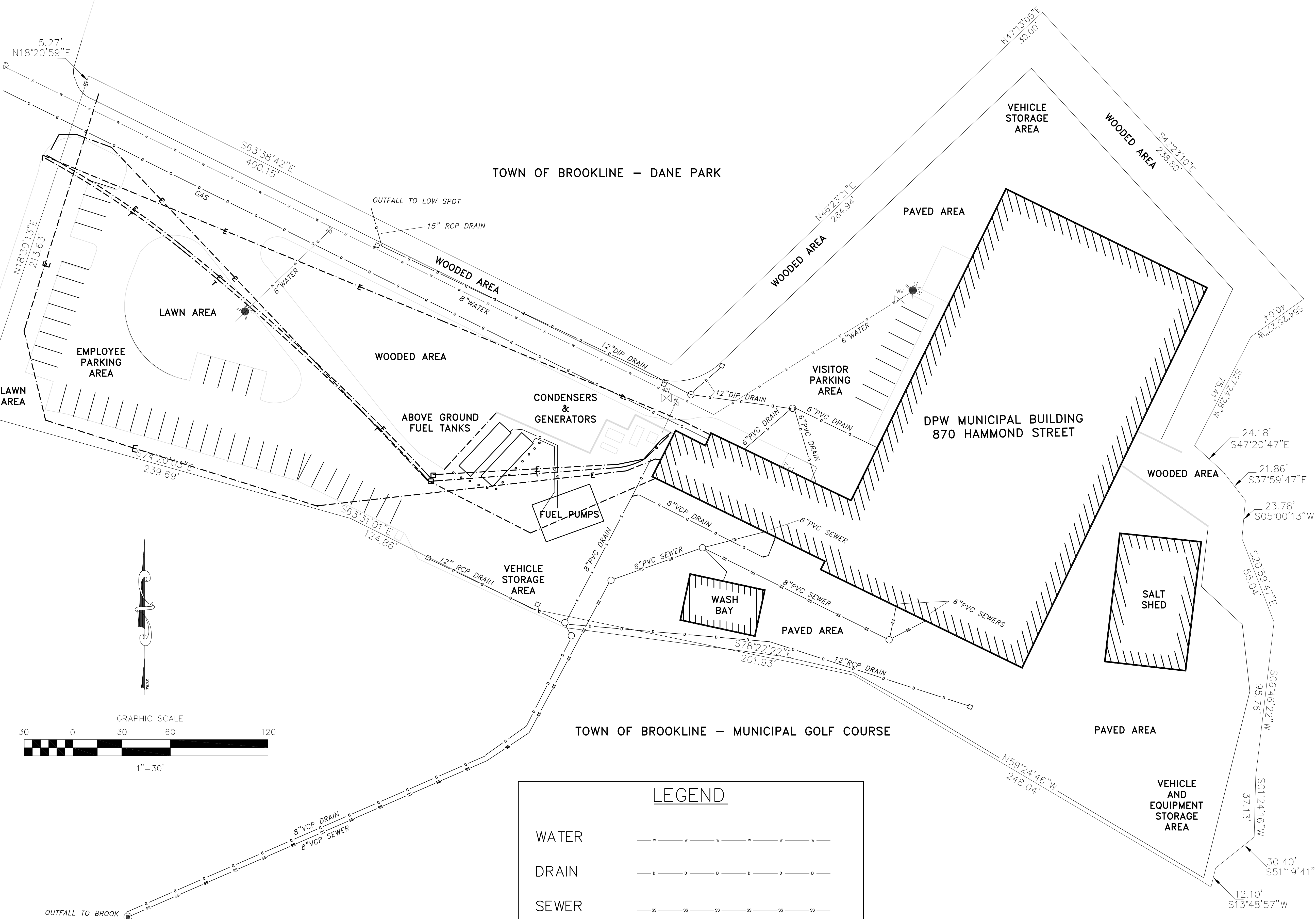
HAMMOND STREET

TOWN OF BROOKLINE - DANE PARK

TOWN OF BROOKLINE - MUNICIPAL GOLF COURSE

DPW MUNICIPAL BUILDING
870 HAMMOND STREET

MUNICIPAL SERVICE CENTER
870 HAMMOND STREET
BROOKLINE, MA



LEGEND	
WATER	—————
DRAIN	- - - - -
SEWER	- - - - -
ELECTRIC	- - - - - E - - - - -
TELEPHONE	- - - - - T - - - - -

Attachment C – IPaC Trust Resource Report



United States Department of the Interior



FISH AND WILDLIFE SERVICE
New England Ecological Services Field Office
70 Commercial Street, Suite 300
Concord, NH 03301-5094
Phone: (603) 223-2541 Fax: (603) 223-0104
<http://www.fws.gov/newengland>

IPaC Record Locator: 148-24648450

December 11, 2020

Subject: Consistency letter for the 'Town of Brookline - Municipal Service Center SWPPP' project indicating that any take of the northern long-eared bat that may occur as a result of the Action is not prohibited under the ESA Section 4(d) rule adopted for this species at 50 CFR §17.40(o).

Dear Jay Hersey:

The U.S. Fish and Wildlife Service (Service) received on December 11, 2020 your effects determination for the 'Town of Brookline - Municipal Service Center SWPPP' (the Action) using the northern long-eared bat (*Myotis septentrionalis*) key within the Information for Planning and Consultation (IPaC) system. You indicated that no Federal agencies are involved in funding or authorizing this Action. This IPaC key assists users in determining whether a non-Federal action may cause “take”^[1] of the northern long-eared bat that is prohibited under the Endangered Species Act of 1973 (ESA) (87 Stat.884, as amended; 16 U.S.C. 1531 et seq.).

Based upon your IPaC submission, any take of the northern long-eared bat that may occur as a result of the Action is not prohibited under the ESA Section 4(d) rule adopted for this species at 50 CFR §17.40(o). Unless the Service advises you within 30 days of the date of this letter that your IPaC-assisted determination was incorrect, this letter verifies that the Action is not likely to result in unauthorized take of the northern long-eared bat.

Please report to our office any changes to the information about the Action that you entered into IPaC, the results of any bat surveys conducted in the Action area, and any dead, injured, or sick northern long-eared bats that are found during Action implementation.

If your Action proceeds as described and no additional information about the Action’s effects on species protected under the ESA becomes available, no further coordination with the Service is required with respect to the northern long-eared bat.

[1]Take means to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct [ESA Section 3(19)].

Action Description

You provided to IPaC the following name and description for the subject Action.

1. Name

Town of Brookline - Municipal Service Center SWPPP

2. Description

The following description was provided for the project 'Town of Brookline - Municipal Service Center SWPPP':

870 Hammond Street, 4.75 Acres, IPaC search for SWPPP, December 2020.

Approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/place/42.31402036676066N71.16184060547278W>



Determination Key Result

This non-Federal Action may affect the northern long-eared bat; however, any take of this species that may occur incidental to this Action is not prohibited under the final 4(d) rule at 50 CFR §17.40(o).

Determination Key Description: Northern Long-eared Bat 4(d) Rule

This key was last updated in IPaC on **May 15, 2017**. Keys are subject to periodic revision.

This key is intended for actions that may affect the threatened northern long-eared bat.

The purpose of the key for non-Federal actions is to assist determinations as to whether proposed actions are excepted from take prohibitions under the northern long-eared bat 4(d) rule.

If a non-Federal action may cause prohibited take of northern long-eared bats or other ESA-listed animal species, we recommend that you coordinate with the Service.

Determination Key Result

Based upon your IPaC submission, any take of the northern long-eared bat that may occur as a result of the Action is not prohibited under the ESA Section 4(d) rule adopted for this species at 50 CFR §17.40(o).

Qualification Interview

1. Is the action authorized, funded, or being carried out by a Federal agency?

No

2. Will your activity purposefully **Take** northern long-eared bats?

No

3. [Semantic] Is the project action area located wholly outside the White-nose Syndrome Zone?

Automatically answered

No

4. Have you contacted the appropriate agency to determine if your project is near a known hibernaculum or maternity roost tree?

Location information for northern long-eared bat hibernacula is generally kept in state Natural Heritage Inventory databases – the availability of this data varies state-by-state. Many states provide online access to their data, either directly by providing maps or by providing the opportunity to make a data request. In some cases, to protect those resources, access to the information may be limited. A web page with links to state Natural Heritage Inventory databases and other sources of information on the locations of northern long-eared bat roost trees and hibernacula is available at www.fws.gov/midwest/angered/mammals/nleb/nhisites.html.

Yes

5. Will the action affect a cave or mine where northern long-eared bats are known to hibernate (i.e., hibernaculum) or could it alter the entrance or the environment (physical or other alteration) of a hibernaculum?

No

6. Will the action involve Tree Removal?

No

Project Questionnaire

If the project includes forest conversion, report the appropriate acreages below. Otherwise, type '0' in questions 1-3.

1. Estimated total acres of forest conversion:

0

2. If known, estimated acres of forest conversion from April 1 to October 31

0

3. If known, estimated acres of forest conversion from June 1 to July 31

0

If the project includes timber harvest, report the appropriate acreages below. Otherwise, type '0' in questions 4-6.

4. Estimated total acres of timber harvest

0

5. If known, estimated acres of timber harvest from April 1 to October 31

0

6. If known, estimated acres of timber harvest from June 1 to July 31

0

If the project includes prescribed fire, report the appropriate acreages below. Otherwise, type '0' in questions 7-9.

7. Estimated total acres of prescribed fire

0

8. If known, estimated acres of prescribed fire from April 1 to October 31

0

9. If known, estimated acres of prescribed fire from June 1 to July 31

0

If the project includes new wind turbines, report the megawatts of wind capacity below. Otherwise, type '0' in question 10.

10. What is the estimated wind capacity (in megawatts) of the new turbine(s)?

0

Attachment D – Inspection Reports

Quarterly Visual Monitoring Inspection Log Storm Water Pollution Prevention Plan

Instructions: Every quarter you must visually inspect storm water outfalls at your facility.

Date	Time	Outfall Number or Description	Weather Conditions	Observations (contaminants observed/erosion/sediment runoff)	Probable Source of Any Observed Contamination	Action Taken to Prevent in Future

Completed by:
Title:
Date: