

Town of Braintree
SOP 20 –O&M of Municipal Buildings
and Facilities

Approved By:

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SOP 20: Operations and Maintenance of Municipal Buildings and Facilities

Introduction

Municipal buildings and facilities (schools, municipal offices, police and fire stations, municipal pools, parking garages, etc.) often house various chemicals, such as petroleum products and hazardous materials. As a result, these buildings and facilities are potential sources of pollutant discharges to the storm drainage system. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

The Town of Braintree performs a variety of operations and maintenance activities at its municipally owned and operated buildings.

Within two years of the effective date of the MS4 Permit, the Town of Braintree will create an inventory of all municipal buildings and facilities and update this inventory annually (refer to the attached buildings and facilities inventory sheet).

Procedures

The Town of Braintree will implement the following procedures for municipally owned or operated buildings and facilities to reduce the discharge of pollutants from the MS4:

Handling, Storage, Transfer, and Disposal of Trash and Recyclables

All liquid and solid waste must be disposed of properly. Some of the most common sources of pollution at municipal facilities are a result of littering, improper collection of debris, and improper disposal of solid or liquid waste.

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers. Any receptacles not meeting these standards will be modified or replaced to meet the standards in a timely manner.
- Keep lids on dumpsters and containers closed at all times unless adding or removing material. If using an open-top roll-off dumpster, cover it and tie it down with a tarp unless adding materials.
- Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.
- Locate dumpsters on a flat, paved surface and, where feasible, install berms or curbs around the storage area to prevent run-on and run-off.
- Do not locate dumpsters over or adjacent to catch basins.
- Prior to transporting waste, trash, or recycling, ensure that containers are not leaking (double bag if needed) and properly secure containers to the vehicle.
- Clean and sweep up around outdoor waste containers regularly.
- Clean up any liquid leaks or spills with dry cleanup methods. Where to be stored (talk with sunrise)
- Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.

Standard Operating Procedures

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- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container (see SOP 17: Hazardous Materials Storage and Handling). (Only on hazardous waste days. Containers provided by Sunrise and Cleanwaters Handles liquids. Open top containers to be surveyed on April 25th)
- Do not wash trash or recycling containers outdoors or in parking lots.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.
- Conduct periodic inspections of work areas to ensure that all wastes are being disposed of properly.
- In dumpster areas, regularly pick up surrounding trash and debris and regularly sweep the area.
- In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks. Regularly sweep the area. (Town owns one)

Building Maintenance

- When power washing buildings and facilities, ensure that the washwater does not flow into the storm system. Containment or filtering systems should be provided.
- Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
- When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods) especially if they are near storm drains. Protect catch basins when maintenance work is conducted upgradient of them.
- When painting, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Buildings should be routinely inspected for areas of potential leaks.
- Do not discharge chlorinated pool water into the stormwater system. Water must be properly dechlorinated and tested before it is discharged.
- Streets and parking lots surrounding municipal buildings and facilities should be swept and kept clean to reduce runoff of pollutants and debris to the stormwater system.
- Streets and parking lots around buildings and facilities will be swept in accordance with the procedures in SOP 16: Streets and Parking Lots.

Storage of Petroleum Products and Potential Pollutants

- Floor drains in storage areas should be disconnected from the stormwater system.
- Routinely inspect buildings and facilities for areas of potential leaks.
- For storage and handling procedures of petroleum products and potential pollutants, refer to SOP 17: Hazardous Materials Storage and Handling and SOP 7: Fuel and Oil Handling Procedures.
- For storage and handling procedures for fertilizers, pesticides, and herbicides, refer to SOP 12: Fertilizers, Pesticides, and Herbicides.
- All municipal buildings and facilities should be periodically inspected to address potential pollutant sources (e.g., leaks).

Spill Prevention Plan

- Spill prevention plans such as Spill Prevention Control and Countermeasures (SPCC) Plans should be in place where applicable, based on inventories of material storage and potential pollutants. Coordinate with the local fire department if necessary.
- Spill SOPs are outlined in SOP 4: Spill Response and Cleanup.

Employee Training

- Employees who perform maintenance or other applicable work at municipal buildings and facilities are trained once per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Inventory of Municipal Buildings and Facilities

Related Standard Operating Procedures

1. SOP 4: Spill Response and Cleanup
2. SOP 7: Fuel and Oil Handling
3. SOP 12: Storage and Use of Pesticides and Fertilizer
4. SOP 16: Streets and Parking Lots
5. SOP 17: Hazardous Material Storage and Handling

Attachment 1
**Inventory of Municipal Buildings and
Facilities**

OWNER/JURIDIC TION	PID1	MS4 Category	Facility Name
BRAINTREE TOWN OF /	3020083	B&F	Abandoned Building
BRAINTREE TOWN OF /	3020083A	B&F	Abandoned Building
BRAINTREE TOWN OF / BRAINTREE SCHOOL DEPT	305504	B&F	Abraham Lincoln Park
BRAINTREE TOWN OF / SCHOOL DEPT	305505	B&F	Abraham Lincoln Park
BRAINTREE TOWN OF / GOLF COURSE	1008012	B&F	Golf Course
BRAINTREE TOWN OF / ELECTRIC LIGHT DEPT	300408	B&F	Allen St. Building
BRAINTREE TOWN OF / ELECTRIC LIGHT DEPT	300409	B&F	Allen St. Building
BRAINTREE TOWN OF / AMERICAN LEGION POST 86	2028013	B&F	American Legion Post 86
BRAINTREE TOWN OF /	1056068	B&F	Braintree Arts Center
BRAINTREE TOWN OF / TOWN CEMETERY	1082010A	B&F	Braintree Cemetery
BRAINTREE TOWN OF / TOWN CEMETERY	1082011	B&F	Braintree Cemetery
BRAINTREE TOWN OF / CEMETERY	1082012	B&F	Braintree Cemetery
BRAINTREE TOWN OF / CEMETERY DEPARTMENT	108205	B&F	Braintree Cemetery
BRAINTREE TOWN OF / SCHOOL DEPT	104201	B&F	Braintree High School
BRAINTREE TOWN OF / SCHOOL DEPT	104202	B&F	Braintree High School

BRAINTREE TOWN OF / SCHOOL DEPT	104301	B&F	Braintree High School
BRAINTREE TOWN OF / SCHOOL DEPARTMENT	1067058	B&F	Braintree High School
BRAINTREE TOWN OF / SEWER DEPT	3005034F	B&F	Brookside Pump Station (Sewer)
BRAINTREE TOWN OF / GOLF COURSE	106301	B&F	Golf Course
BRAINTREE TOWN OF / CEMETERY COMM	1082016	B&F	Cemetery
BRAINTREE TOWN OF / PARKS + PLAYGROUNDS	1010013	B&F	Charles Furlong Park
BRAINTREE TOWN OF / SEWER DEPARTMENT	203705	B&F	Common St. Pump Station (Sewer)
BRAINTREE TOWN OF / SCHOOL DEPT	2017016	B&F	Council on Aging (Lot)
BRAINTREE TOWN OF /	2017018	B&F	Council on Aging Building
BRAINTREE TOWN OF / SCHOOL DEPT	202202A	B&F	Daughraty Gym
BRAINTREE TOWN OF /	3022047	B&F	Davis Park
BRAINTREE TOWN OF /	3022049	B&F	Davis Park
BRAINTREE TOWN OF /	3022050	B&F	Davis Park
BRAINTREE TOWN OF / PARKS + PLAYGROUNDS	3022065	B&F	Davis Park
BRAINTREE TOWN OF /	300101A	B&F	DPW Building
BRAINTREE TOWN OF /	100103	B&F	DPW/Highway Complex

BRAINTREE TOWN OF / DYER HEIGHTS CEMETERY	1047051	B&F	Dyer Height Cemetery
BRAINTREE TOWN OF / FIRE DEPT	305701	B&F	East Braintree Fire Department Station
BRAINTREE TOWN OF / SCHOOL DEPT	2009014	B&F	East Middle School
BRAINTREE TOWN OF / SCHOOL DEPT	302508	B&F	Eldrige School
BRAINTREE TOWN OF / FIRST PARISH CEMETARY ASSOC	2024018	B&F	Elm Street Cemetery
BRAINTREE TOWN OF / HIGHWAY DEPT	201801	B&F	Equipment Staging Lot
TOWN OF BRAINTREE /	1054010B	B&F	Fire Department Highland Station
BRAINTREE TOWN OF / CENTRAL STATIONS	1005029	B&F	Fire Department HQ
BRAINTREE TOWN OF /	100507A	B&F	Fire Department HQ (Lot)
BRAINTREE TOWN OF / SCHOOL DEPT	203901	B&F	Flaherty School
BRAINTREE TOWN OF / GOLF COURSE	105201	B&F	Golf Course
BRAINTREE TOWN OF / GOLF COURSE	105202	B&F	Golf Course
BRAINTREE TOWN OF / GOLF COURSE	105203	B&F	Golf Course
BRAINTREE TOWN OF / GOLF COURSE	105204	B&F	Golf Course
BRAINTREE TOWN OF / GOLF COURSE	105205	B&F	Golf Course

BRAINTREE TOWN OF / SEWER DEPT	112106F	B&F	Grove St. Pump Station (Sewer)
BRAINTREE TOWN OF / SEWER DEPT	112106G	B&F	Grove St. Pump Station (Sewer)
BRAINTREE TOWN OF / SCHOOL DEPT	1056060	B&F	Habilitation Assistance Corp. Building
BRAINTREE TOWN OF / PARKS + PLAYGROUNDS	2074040	B&F	Harris Park
BRAINTREE TOWN OF / SCHOOL DEPT	109301	B&F	Highlands Elementary School
BRAINTREE TOWN OF / PARKS AND PLAYGROUNDS	106803A	B&F	Hollingsworth Park
BRAINTREE TOWN OF / SCHOOL DEPT	106804	B&F	Hollingsworth Park Open Space
BRAINTREE TOWN OF / SCHOOL DEPT	202304	B&F	Hollis Elementary School
BRAINTREE TOWN OF / PARKS + PLAYGROUNDS	202201	B&F	Hollis Elementary School (Lot)
BRAINTREE TOWN OF / SCHOOL DEPT	202303	B&F	Hollis Elementary School (Playground)
BRAINTREE TOWN OF /	2085010	B&F	Home Park Rd. Street Frontage
BRAINTREE TOWN OF / SEWER DEPT	304902A	B&F	Howard St. Pump Station (Sewer)
BRAINTREE TOWN OF / SCHOOL DEPT	302203	B&F	Jonas Perkins Park
BRAINTREE TOWN OF /	3023050	B&F	Jonas Perkins Park
BRAINTREE TOWN OF /	3023050A	B&F	Jonas Perkins Park
BRAINTREE TOWN OF / PARK DEPT	3023054	B&F	Jonas Perkins Park

BRAINTREE TOWN OF / SCHOOL DEPT	109803	B&F	Liberty School
BRAINTREE TOWN OF / SCHOOL DEPARTMENT	203107	B&F	Meetinghouse Montessori School
BRAINTREE TOWN OF / SCHOOL DEPARTMENT	2031024	B&F	Meetinghouse Montessori School (Lot)
BRAINTREE TOWN OF / SCHOOL DEPT	303001	B&F	Morrison Elementary School
TOWN OF BRAINTREE /	105801E	B&F	Norfolk County Sheriff Office
BRAINTREE TOWN OF / PARKING AREA	1011041A	B&F	Parking Lot
BRAINTREE TOWN OF / PARKING AREA	1011047	B&F	Parking Lot
BRAINTREE TOWN OF / HIGHWAY DEPT INCINERATOR	1029012	B&F	Parking Lot
BRAINTREE TOWN OF / HIGHWAY DEPT	108306	B&F	Parking Lot
BRAINTREE TOWN OF / PARKINGWAY	2028021A	B&F	Parking Lot
BRAINTREE TOWN OF / PARKINGWAY	2028022C	B&F	Parking Lot
BRAINTREE TOWN OF / PARKINGWAY	2028023A	B&F	Parking Lot
BRAINTREE TOWN OF / TOWN PARKING AREA	3006012C	B&F	Parking Lot
BRAINTREE TOWN OF / TREAS DEED	3009081D	B&F	Parking Lot

BRAINTREE TOWN OF / ART 75 APR 2 1973	3022065A	B&F	Parking Lot
BRAINTREE TOWN OF / PARKS + PLAYGROUNDS	3038037	B&F	Parking Lot
BRAINTREE TOWN OF / SEWER DEPT	3064026A	B&F	Parking Lot
BRAINTREE TOWN OF /	102301	B&F	Parks and Rec Building
BRAINTREE TOWN OF / SEWER DEPT	102401B	B&F	Pearl St. Pump Station (Sewer)
BRAINTREE TOWN OF / CONSERVATIO N COMMISSION	201701	B&F	Penniman Park
BRAINTREE TOWN OF / SCHOOL DEPT	2017016	B&F	Penniman Park
BRAINTREE TOWN OF / SCHOOL DEPT	2017027	B&F	Penniman Park
BRAINTREE TOWN OF / CONSERVATIO N COMMISSION	201704	B&F	Penniman Park
TOWN OF BRAINTREE / WATER & SEWER	108303E	B&F	Plain St. Pump Station (Sewer)
BRAINTREE TOWN OF / POLICE DEPT	20130108	B&F	Police Department HQ
BRAINTREE TOWN OF /	20130107	B&F	Police Department HQ (Lot)
WEYMOUTH- BRAINTREE REGIONAL / RECREATION CONSERVATIO N DIST	112304	B&F	Pond Meadow Park

WEY-BRA REGIONAL RECREATION CO / DISTRICT OF WEYMOUTH + BRAINTR	112401	B&F	Pond Meadow Park
BRAINTREE TOWN OF / RECREATION CONSERVATIO N DIST	112402	B&F	Pond Meadow Park
WEYMOUTH- BRAINTREE REGIONAL / RECREATION CONSERVATIO N DIST	112402D	B&F	Pond Meadow Park
BRAINTREE TOWN OF / LANGLEY TOMB	112405	B&F	Pond Meadow Park
WEYMOUTH BRAINTREE REGIONAL / RECREATION CONSERVATIO N DIST	1125016	B&F	Pond Meadow Park
WEYMOUTH BRAINTREE REGIONAL / RECREATION CONSERVATIO N DIS	303305	B&F	Pond Meadow Park
WEYMOUTH BRAINTREE REGIONAL / RECREATION CONSERVATIO N DIS	303106	B&F	Pond Meadow Park
WEYMOUTH BRAINTREE REGIONAL / RECREATION CONSERVATIO N DIS	303601	B&F	Pond Meadow Park (Lot)
BRAINTREE TOWN OF / POND ST CEMETERY	102302	B&F	Pond St. Cemetery

BRAINTREE TOWN OF / ELECTRIC LIGHT DEPT	304101	B&F	Potter Dr. Rd.
BRAINTREE TOWN OF /	3041011	B&F	Potter Dr. Rd.
BRAINTREE TOWN OF / ELECTRIC LIGHT DEPT	3041013	B&F	Potter Dr. Rd.
BRAINTREE TOWN OF / ELECTRIC LIGHT DEPT	304103	B&F	Potter Dr. Rd.
BRAINTREE TOWN OF /	304401	B&F	Potter Dr. Rd.
BRAINTREE TOWN OF / SEWER DEPT	104909	B&F	Pump Station (Sewer)
BRAINTREE TOWN OF / WATER DEPARTMENT	1070012	B&F	Richardi Pump Station (Water)
BRAINTREE TOWN OF / SCHOOL DEPT	306401	B&F	Ross Elementary School
BRAINTREE TOWN OF / SCHOOL DEPARTMENT	106803	B&F	School Admin Building
BRAINTREE TOWN OF / PARKS + PLAYGROUNDS	3037062	B&F	Smith Beach Bathroom
BRAINTREE TOWN OF / SCHOOL DEPT	109801C	B&F	South Middle School
BRAINTREE TOWN OF / SCHOOL DEPT	109801G	B&F	South Middle School
BRAINTREE TOWN OF / SCHOOL DEPT	109802	B&F	South Middle School
BRAINTREE TOWN OF / SCHOOL DEPT	1098060	B&F	South Middle School
BRAINTREE TOWN OF / PARK DEPT	1012040	B&F	Sunset Lake
BRAINTREE TOWN OF / MAIN LIBRARY	1005061	B&F	Thayer Public Library

BRAINTREE TOWN OF /	101301	B&F	Town Hall
BRAINTREE TOWN OF / WATER DEPT	103501	B&F	Treatment Plant (Water)
BRAINTREE TOWN OF / WATER DEPARTMENT	205102	B&F	Treatment Plant (Water)
BRAINTREE TOWN OF /	104008	B&F	Vacant Building
BRAINTREE TOWN OF / HIGHWAY DEPT	3038043	B&F	Vinedale Rd. Street Frontage
BRAINTREE TOWN OF / WATER DEPT	105301	B&F	Washington St. Booster Station
BRAINTREE TOWN OF /	300101B	B&F	Watson Park
BRAINTREE TOWN OF / SEWER DEPT	205005C	B&F	West St. Pump Station (Sewer)