

D. Inspections

1. Inspect your facilities regularly for any spill, leaking vehicles or other such problems.
2. Inspect certain parts of your facilities more frequently. Target spaces that need extra attention such as storm drain inlets that are located on site, areas where equipment or vehicles are stationed that are in need of repair, etc.
3. Always document any problems that you may find and those that are identified by the facility staff.

E. Inspection Reports

1. Complete an inspection report after each inspection.
2. You should retain copies of all inspection reports and keep them with or in your SWPPP.
3. Consider taking digital photographs during inspections to document Best Management Practices (BMP's), problems identified, and progress in implementing the SWPPP.

F. Recordkeeping

1. You must keep an updated copy of your SWPPP and Spill Response Plan at an easily accessible location in your facility at all times.
2. You must maintain a record of the following information:
 - Inspection forms, including the date, place, and time of BMP inspections.
 - Name of inspector(s).
 - The date, time, location, and a characterization of significant observations, including spills and leaks.
 - Records of any non-storm water discharges.

Inspect!
Report!
Document!

What are my responsibilities ?

Do not generate additional water.

Sweep, vacuum or mop floors, sidewalks, and pavement rather than hosing them down. Dispose of swept materials properly. Use absorbent to soak up leaks and spills.

Reduce chemical use whenever possible. Consider adopting new practices that use less or no chemicals, as a way to save money and protect the environment.

Recycle wastes. Recycle used oil, solvent, grease rags, wash water, and other spent liquids.

Consider alternative products. Consider using less harmful materials, such as non-phosphorus soaps and cleaners without petroleum solvents.

Maintain an Updated Storm Water Pollution Prevention Plan (SWPPP).

Perform regular inspections; keep the SWPPP updated with new information regarding potential pollution sources, storm water pollution preventive maintenance activities, spill response and prevention, and training. Educate facility staff using the SWPPP.

Keep water out of dumpsters. Install lids on dumpsters to keep rainwater from contacting garbage, which would allow the dumpster to fill with rain water and spill over on the ground surface.

Post signs at maintenance facilities and yards. Post good housekeeping signs wherever there is a chance that spills and leaks can occur. Make items such as drip pans and spill kits readily available at these locations to prevent spills and leaks from coming in contact with storm water runoff.

Educate staff. Regular safety and maintenance training should be carried out. New staff orientation should include storm water pollution prevention training.



Chokwe Lumumba, Mayor

City of Jackson
Storm Water Management Program

Best Management Practices For Municipal Facilities



Clean Water: It Depends on
All of Us!

For More Information Contact
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www.jacksonms.gov/government/publicworks/

What is Storm Water Runoff?

Storm water runoff occurs when precipitation from rain or snowmelt flows over the ground. Impervious surfaces like driveways, sidewalks, and streets prevent storm water from naturally soaking into the ground.

What are the Different Pollutants Involved?

Sediments, excess nutrient, debris, household hazardous wastes like insecticides, pesticides, paint, solvents, used motor oil, and other auto fluids are just few common pollutants in the storm water runoff.

Why Should We Care?

Storm water can pick up debris, chemicals, dirt, and other pollutants and flow into a storm sewer system or directly to a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the water bodies and can have many adverse effects on plants, fish, animals, and people.

What are the Sources of Pollution from Municipal Operations?

Litter, spills and leaks, chemicals, stockpiles of raw materials, vehicle and equipment fueling, maintenance and washing activities, dumpsters, painting are among few of the common activities involved in municipal operations that can be a direct source of pollutants in storm water.

Storm Water Pollution Prevention
Is A
Top Priority!

A. Good Housekeeping Practices

1. Perform vehicle/equipment maintenance and washing in a single, designated covered facility.
2. Provide a dead end sump in maintenance areas for collecting all spills and leaks.
3. Cover stored bulk materials.
4. Make sure all containers are labeled and stored correctly.
5. Make sure that building drains or drains located outside storage or processing areas do not discharge to the storm sewer system.
6. Inspect parking areas for leaks and spills, and address leaking vehicles as soon as possible.
7. Clean up spills promptly.
8. Use drip pans and other containment devices to prevent spills while servicing vehicles, or for vehicles and equipment parked for extended periods.
9. Drain fluids out of equipment and vehicles that sit idle for more than a month.
10. Enclose fuel tanks and other large liquid containers within secondary containment.
11. For bulk materials stored without cover, provide containment berms or walls and install inlet protection on nearby storm sewer drains.
12. Any uncovered containers must be labeled and stored correctly within secondary containment areas.
13. Use dumpsters with lids for storage of waste materials and garbage.

A Clean Workplace
Is A
Safer Workplace!

B. Street Maintenance Practices

1. Implement the use of an effective street sweeping program.
2. Eliminate street flushing activities, or temporarily protect storm drain inlets during flushing.
3. Recycle street sweeping debris.
4. Recycle leaf material as compost.
5. Use only covered roll off trucks and drop boxes to temporarily store street cleaning debris and leaf material.
6. Deal quickly with illegal dumps. Establish an agency procedure for quickly dealing with illegally dumped materials discovered by street cleaning crews. Consider posting "Do Not Dump" signs in areas where dumping tends to occur the most.
7. Create a record keeping system that allows crews to track curb miles swept, amount of debris collected, and problems requiring follow-up. Set up a routine procedure for the forms to make sure incidents are followed up promptly.

C. Ground Maintenance Practices

1. Use native vegetation which can require less water, chemical, and fertilizer use.
2. Contain plant and grass clippings and recycle as compost for use elsewhere.
3. Use only covered roll off trucks and drop boxes to temporarily store vegetative waste.
4. Limit irrigation water by installing low-flow automatic sprinkler systems.
5. Don't kill all the vegetation. Vegetation is one of the most cost-effective erosion control measures available.
6. Follow application guidelines on all chemical products. Do not apply chemicals near sensitive waterways or small streams.