



APPENDIX I

MATERIALS MANAGEMENT

Contents

MM-1 Concrete Washout Area	I-1
MM-2 Stockpile Management	I-5
MM-3 Good Housekeeping Practices	I-11

Description

Concrete waste management involves designating and properly managing a specific area of the construction site as a concrete washout area. A concrete washout area can be created using one of several approaches designed to receive wash water from washing of tools and concrete mixer chutes, liquid concrete waste from dump trucks, mobile batch mixers, or pump trucks. Three basic approaches are available: excavation of a pit in the ground, use of an above ground storage area, or use of prefabricated haul-away concrete washout containers. Surface discharges of concrete washout water from construction sites are prohibited.



Photograph CWA-1. Example of concrete washout area. Note gravel tracking pad for access and sign.

Appropriate Uses

Concrete washout areas must be designated on all sites that will generate concrete wash water or liquid concrete waste from onsite concrete mixing or concrete delivery.

Because pH is a pollutant of concern for washout activities, when unlined pits are used for concrete washout, the soil must have adequate buffering capacity to result in protection of state groundwater standards; otherwise, a liner/containment must be used. The following management practices are recommended to prevent an impact from unlined pits to groundwater:

- The use of the washout site should be temporary (less than 1 year), and
- The washout site should be not be located in an area where shallow groundwater may be present, such as near natural drainages, springs, or wetlands.

Design and Installation

Concrete washout activities must be conducted in a manner that does not contribute pollutants to surface waters or stormwater runoff. Concrete washout areas may be lined or unlined excavated pits in the ground, commercially manufactured prefabricated washout containers, or aboveground holding areas constructed of berms, sandbags or straw bales with a plastic liner.

Although unlined washout areas may be used, lined pits may be required to protect groundwater under certain conditions.

Do not locate an unlined washout area within 400 feet of any natural drainage pathway or waterbody or within 1,000 feet of any wells or drinking water sources. Even for lined concrete washouts, it is advisable to locate the facility away from waterbodies and drainage paths. If site constraints make these

Concrete Washout Area	
Functions	
Erosion Control	No
Sediment Control	No
Site/Material Management	Yes

setbacks infeasible or if highly permeable soils exist in the area, then the pit must be installed with an impermeable liner (16 mil minimum thickness) or surface storage alternatives using prefabricated concrete washout devices or a lined aboveground storage area should be used.

Design details with notes are provided in Detail CWA-1 for pits and CWA-2 for aboveground storage areas. Pre-fabricated concrete washout container information can be obtained from vendors.

Maintenance and Removal

A key consideration for concrete washout areas is to ensure that adequate signage is in place identifying the location of the washout area. Part of inspecting and maintaining washout areas is ensuring that adequate signage is provided and in good repair and that the washout area is being used, as opposed to washout in non-designated areas of the site.

Remove concrete waste in the washout area, as needed to maintain BMP function (typically when filled to about two-thirds of its capacity). Collect concrete waste and deliver offsite to a designated disposal location.

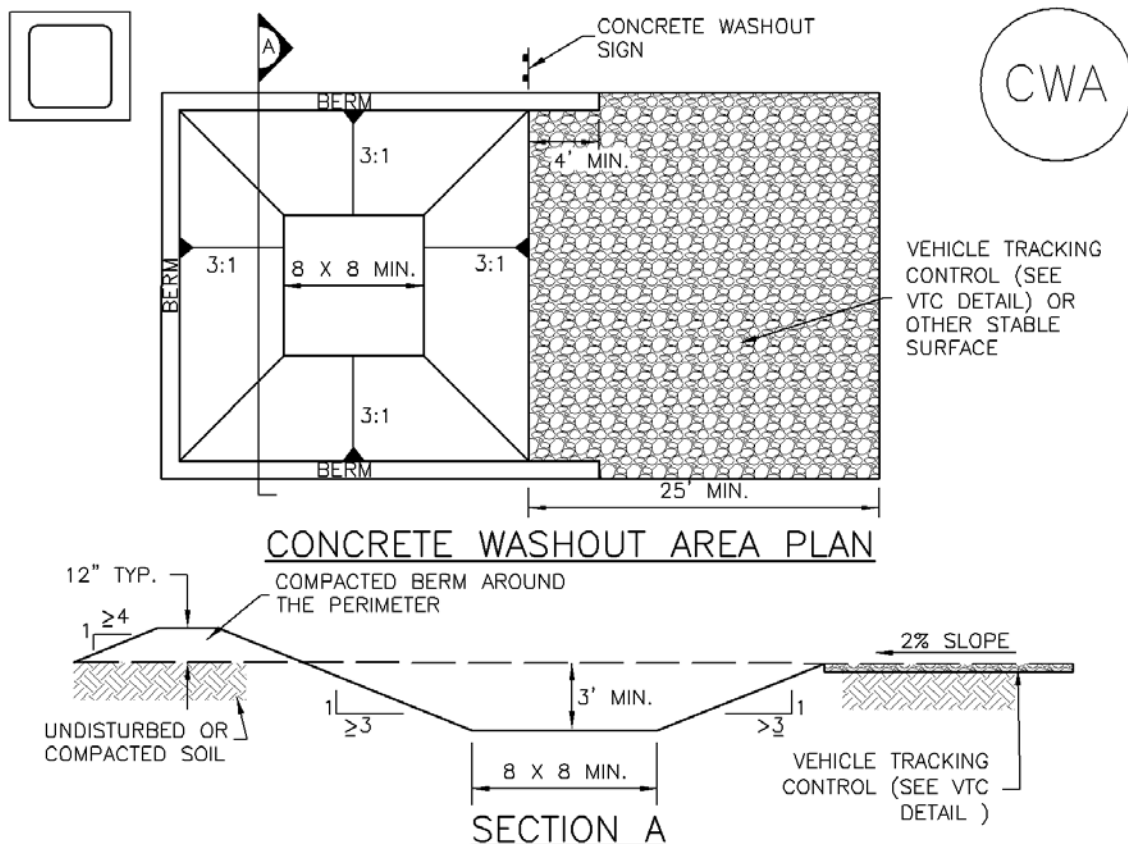
Upon termination of use of the washout site, accumulated solid waste, including concrete waste and any contaminated soils, must be removed from the site to prevent on-site disposal of solid waste. If the wash water is allowed to evaporate and the concrete hardens, it may be recycled.



Photograph CWA-2. Prefabricated concrete washout. Photo courtesy of CDOT.



Photograph CWA-3. Earthen concrete washout. Photo courtesy of CDOT.



CWA-1. CONCRETE WASHOUT AREA

CWA INSTALLATION NOTES

1. SEE PLAN VIEW FOR:
-CWA INSTALLATION LOCATION.
2. DO NOT LOCATE AN UNLINED CWA WITHIN 400' OF ANY NATURAL DRAINAGE PATHWAY OR WATERBODY. DO NOT LOCATE WITHIN 1,000' OF ANY WELLS OR DRINKING WATER SOURCES. IF SITE CONSTRAINTS MAKE THIS INFEASIBLE, OR IF HIGHLY PERMEABLE SOILS EXIST ON SITE, THE CWA MUST BE INSTALLED WITH AN IMPERMEABLE LINER (16 MIL MIN. THICKNESS) OR SURFACE STORAGE ALTERNATIVES USING PREFABRICATED CONCRETE WASHOUT DEVICES OR A LINED ABOVE GROUND STORAGE ARE SHOULD BE USED.
3. THE CWA SHALL BE INSTALLED PRIOR TO CONCRETE PLACEMENT ON SITE.
4. CWA SHALL INCLUDE A FLAT SUBSURFACE PIT THAT IS AT LEAST 8' BY 8' SLOPES LEADING OUT OF THE SUBSURFACE PIT SHALL BE 3:1 OR FLATTER. THE PIT SHALL BE AT LEAST 3' DEEP.
5. BERM SURROUNDING SIDES AND BACK OF THE CWA SHALL HAVE MINIMUM HEIGHT OF 1'.
6. VEHICLE TRACKING PAD SHALL BE SLOPED 2% TOWARDS THE CWA.
7. SIGNS SHALL BE PLACED AT THE CONSTRUCTION ENTRANCE, AT THE CWA, AND ELSEWHERE AS NECESSARY TO CLEARLY INDICATE THE LOCATION OF THE CWA TO OPERATORS OF CONCRETE TRUCKS AND PUMP RIGS.
8. USE EXCAVATED MATERIAL FOR PERIMETER BERM CONSTRUCTION.

CWA MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.

2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.

3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.

4. THE CWA SHALL BE REPAIRED, CLEANED, OR ENLARGED AS NECESSARY TO MAINTAIN CAPACITY FOR CONCRETE WASTE. CONCRETE MATERIALS, ACCUMULATED IN PIT, SHALL BE REMOVED ONCE THE MATERIALS HAVE REACHED A DEPTH OF 2'.

5. CONCRETE WASHOUT WATER, WASTED PIECES OF CONCRETE AND ALL OTHER DEBRIS IN THE SUBSURFACE PIT SHALL BE TRANSPORTED FROM THE JOB SITE IN A WATER-TIGHT CONTAINER AND DISPOSED OF PROPERLY.

6. THE CWA SHALL REMAIN IN PLACE UNTIL ALL CONCRETE FOR THE PROJECT IS PLACED.

7. WHEN THE CWA IS REMOVED, COVER THE DISTURBED AREA WITH TOP SOIL, SEED AND MULCH OR OTHERWISE STABILIZED IN A MANNER APPROVED BY THE LOCAL JURISDICTION.

(DETAIL ADAPTED FROM DOUGLAS COUNTY, COLORADO AND THE CITY OF PARKER, COLORADO, NOT AVAILABLE IN AUTOCAD).

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

Description

Stockpile management includes measures to minimize erosion and sediment transport from soil stockpiles.

Appropriate Uses

Stockpile management should be used when soils or other erodible materials are stored at the construction site. Special attention should be given to stockpiles in close proximity to natural or manmade storm systems.



Photograph SP-1. A topsoil stockpile that has been partially revegetated and is protected by silt fence perimeter control.

Design and Installation

Locate stockpiles away from all drainage system components including storm sewer inlets. Where practical, choose stockpile locations that that will remain undisturbed for the longest period of time as the phases of construction progress. Place sediment control BMPs around the perimeter of the stockpile, such as sediment control logs, rock socks, silt fence, straw bales and sand bags. See Detail SP-1 for guidance on proper establishment of perimeter controls around a stockpile. For stockpiles in active use, provide a stabilized designated access point on the upgradient side of the stockpile.

Stabilize the stockpile surface with surface roughening, temporary seeding and mulching, erosion control blankets, or soil binders. Soils stockpiled for an extended period (typically for more than 60 days) should be seeded and mulched with a temporary grass cover once the stockpile is placed (typically within 14 days). Use of mulch only or a soil binder is acceptable if the stockpile will be in place for a more limited time period (typically 30-60 days). Timeframes for stabilization of stockpiles noted in this fact sheet are "typical" guidelines. Check permit requirements for specific federal, state, and/or local requirements that may be more prescriptive.

Stockpiles should not be placed in streets or paved areas unless no other practical alternative exists. See the Stabilized Staging Area Fact Sheet for guidance when staging in roadways is unavoidable due to space or right-of-way constraints. For paved areas, rock socks must be used for perimeter control and all inlets with the potential to receive sediment from the stockpile (even from vehicle tracking) must be protected.

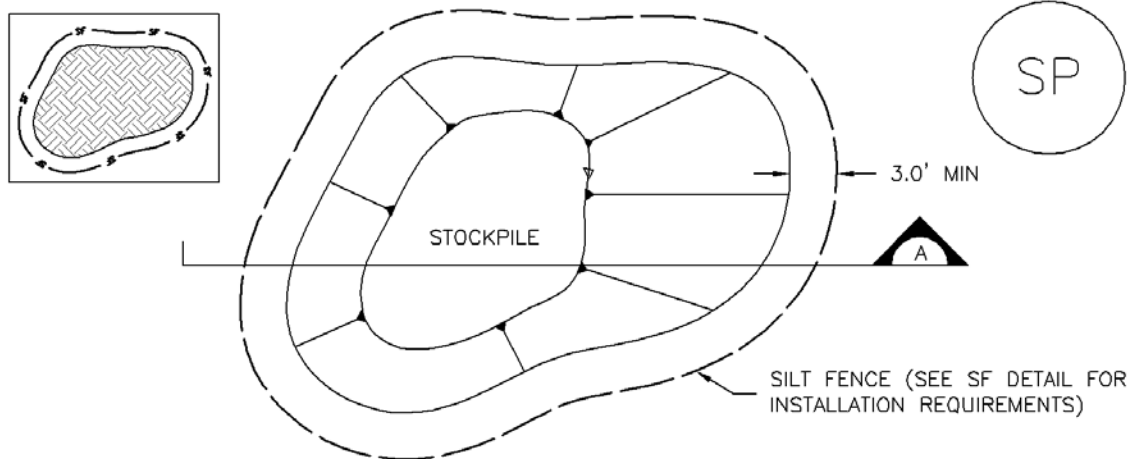
Maintenance and Removal

Inspect perimeter controls and inlet protection in accordance with their respective BMP Fact Sheets. Where seeding, mulch and/or soil binders are used, reseeding or reapplication of soil binder may be necessary.

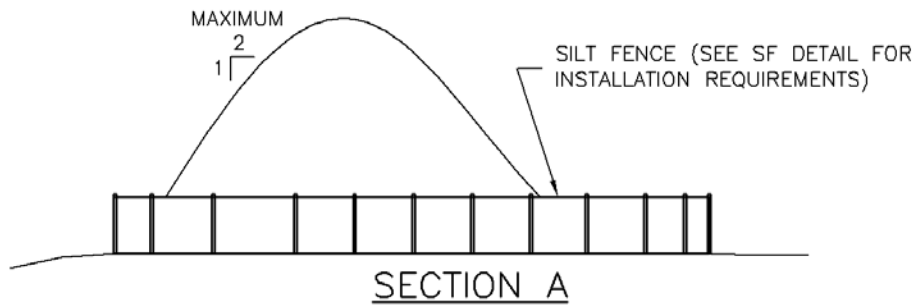
When temporary removal of a perimeter BMP is necessary to access a stockpile, ensure BMPs are reinstalled in accordance with their respective design detail section.

Stockpile Management	
Functions	
Erosion Control	Yes
Sediment Control	Yes
Site/Material Management	Yes

When the stockpile is no longer needed, properly dispose of excess materials and revegetate or otherwise stabilize the ground surface where the stockpile was located.



STOCKPILE PROTECTION PLAN



SECTION A

SP-1. STOCKPILE PROTECTION

STOCKPILE PROTECTION INSTALLATION NOTES

1. SEE PLAN VIEW FOR:
 - LOCATION OF STOCKPILES.
 - TYPE OF STOCKPILE PROTECTION.
2. INSTALL PERIMETER CONTROLS IN ACCORDANCE WITH THEIR RESPECTIVE DESIGN DETAILS. SILT FENCE IS SHOWN IN THE STOCKPILE PROTECTION DETAILS; HOWEVER, OTHER TYPES OF PERIMETER CONTROLS INCLUDING SEDIMENT CONTROL LOGS OR ROCK SOCKS MAY BE SUITABLE IN SOME CIRCUMSTANCES. CONSIDERATIONS FOR DETERMINING THE APPROPRIATE TYPE OF PERIMETER CONTROL FOR A STOCKPILE INCLUDE WHETHER THE STOCKPILE IS LOCATED ON A PERVIOUS OR IMPERVIOUS SURFACE, THE RELATIVE HEIGHTS OF THE PERIMETER CONTROL AND STOCKPILE, THE ABILITY OF THE PERIMETER CONTROL TO CONTAIN THE STOCKPILE WITHOUT FAILING IN THE EVENT THAT MATERIAL FROM THE STOCKPILE SHIFTS OR SLUMPS AGAINST THE PERIMETER, AND OTHER FACTORS.
3. STABILIZE THE STOCKPILE SURFACE WITH SURFACE ROUGHENING, TEMPORARY SEEDING AND MULCHING, EROSION CONTROL BLANKETS, OR SOIL BINDERS. SOILS STOCKPILED FOR AN EXTENDED PERIOD (TYPICALLY FOR MORE THAN 60 DAYS) SHOULD BE SEEDING AND MULCHED WITH A TEMPORARY GRASS COVER ONCE THE STOCKPILE IS PLACED (TYPICALLY WITHIN 14 DAYS). USE OF MULCH ONLY OR A SOIL BINDER IS ACCEPTABLE IF THE STOCKPILE WILL BE IN PLACE FOR A MORE LIMITED TIME PERIOD (TYPICALLY 30-60 DAYS).
4. FOR TEMPORARY STOCKPILES ON THE INTERIOR PORTION OF A CONSTRUCTION SITE, WHERE OTHER DOWNGRAIDENT CONTROLS, INCLUDING PERIMETER CONTROL, ARE IN PLACE, STOCKPILE PERIMETER CONTROLS MAY NOT BE REQUIRED.

STOCKPILE PROTECTION MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.

2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.

3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.

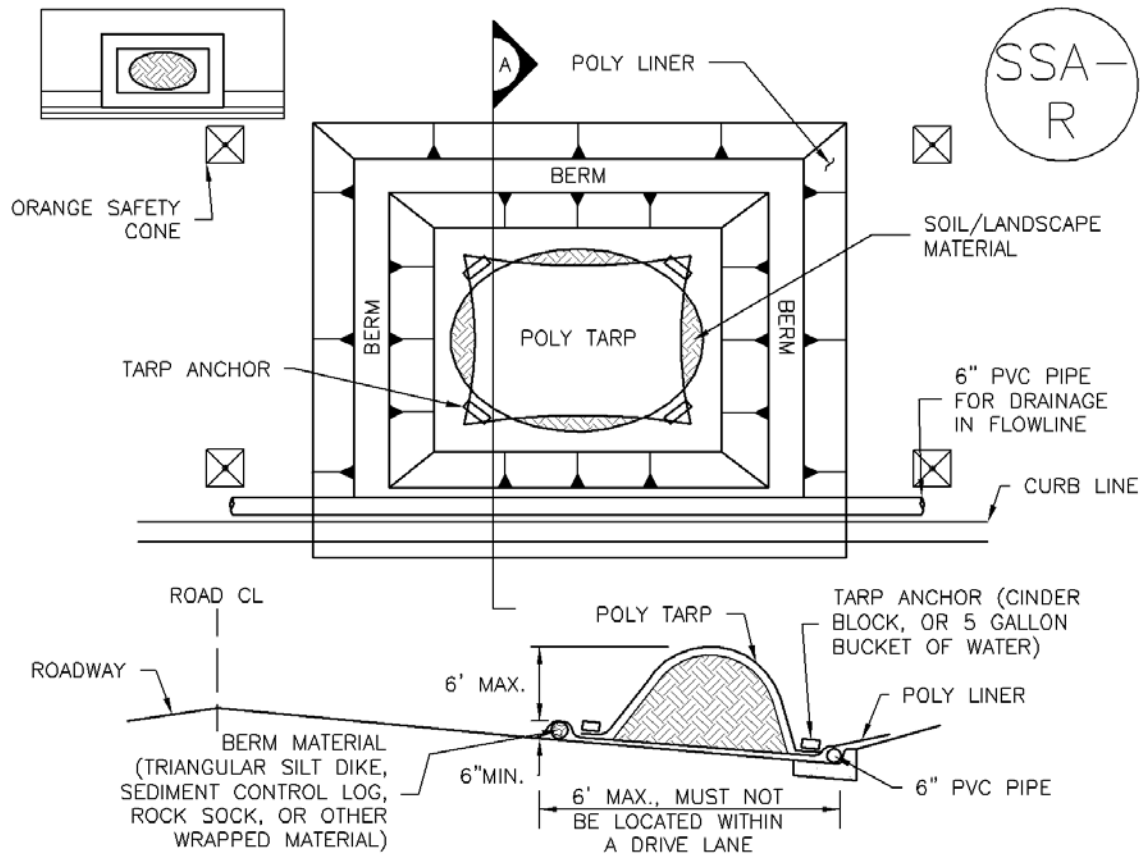
STOCKPILE PROTECTION MAINTENANCE NOTES

4. IF PERIMETER PROTECTION MUST BE MOVED TO ACCESS SOIL STOCKPILE, REPLACE PERIMETER CONTROLS BY THE END OF THE WORKDAY.

5. STOCKPILE PERIMETER CONTROLS CAN BE REMOVED ONCE ALL THE MATERIAL FROM THE STOCKPILE HAS BEEN USED.

(DETAILS ADAPTED FROM PARKER, COLORADO, NOT AVAILABLE IN AUTOCAD)

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.



SP-2. MATERIALS STAGING IN ROADWAY

MATERIALS STAGING IN ROADWAYS INSTALLATION NOTES

1. SEE PLAN VIEW FOR
 - LOCATION OF MATERIAL STAGING AREA(S).
 - CONTRACTOR MAY ADJUST LOCATION AND SIZE OF STAGING AREA WITH APPROVAL FROM THE LOCAL JURISDICTION.
2. FEATURE MUST BE INSTALLED PRIOR TO EXCAVATION, EARTHWORK OR DELIVERY OF MATERIALS.
3. MATERIALS MUST BE STATIONED ON THE POLY LINER. ANY INCIDENTAL MATERIALS DEPOSITED ON PAVED SECTION OR ALONG CURB LINE MUST BE CLEANED UP PROMPTLY.
4. POLY LINER AND TARP COVER SHOULD BE OF SIGNIFICANT THICKNESS TO PREVENT DAMAGE OR LOSS OF INTEGRITY.
5. SAND BAGS MAY BE SUBSTITUTED TO ANCHOR THE COVER TARP OR PROVIDE BERMING UNDER THE BASE LINER.
6. FEATURE IS NOT INTENDED FOR USE WITH WET MATERIAL THAT WILL BE DRAINING AND/OR SPREADING OUT ON THE POLY LINER OR FOR DEMOLITION MATERIALS.
7. THIS FEATURE CAN BE USED FOR:
 - UTILITY REPAIRS.
 - WHEN OTHER STAGING LOCATIONS AND OPTIONS ARE LIMITED.
 - OTHER LIMITED APPLICATION AND SHORT DURATION STAGING.

MATERIALS STAGING IN ROADWAY MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
4. INSPECT PVC PIPE ALONG CURB LINE FOR CLOGGING AND DEBRIS. REMOVE OBSTRUCTIONS PROMPTLY.
5. CLEAN MATERIAL FROM PAVED SURFACES BY SWEEPING OR VACUUMING.

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

(DETAILS ADAPTED FROM AURORA, COLORADO)

Description

Implement construction site good housekeeping practices to prevent pollution associated with solid, liquid and hazardous construction-related materials and wastes. Stormwater Management Plans (SWMPs) should clearly specify BMPs including these good housekeeping practices:

- Provide for waste management.
- Establish proper building material staging areas.
- Designate paint and concrete washout areas.
- Establish proper equipment/vehicle fueling and maintenance practices.
- Control equipment/vehicle washing and allowable non-stormwater discharges.
- Develop a spill prevention and response plan.

Acknowledgement: This Fact Sheet is based directly on EPA guidance provided in *Developing Your Stormwater Pollution Prevent Plan (EPA 2007)*.

Appropriate Uses

Good housekeeping practices are necessary at all construction sites.

Design and Installation

The following principles and actions should be addressed in SWMPs:

- **Provide for Waste Management.** Implement management procedures and practices to prevent or reduce the exposure and transport of pollutants in stormwater from solid, liquid and sanitary wastes that will be generated at the site. Practices such as trash disposal, recycling, proper material handling, and cleanup measures can reduce the potential for stormwater runoff to pick up construction site wastes and discharge them to surface waters. Implement a comprehensive set of waste-management practices for hazardous or toxic materials, such as paints, solvents, petroleum products, pesticides, wood preservatives, acids, roofing tar, and other materials. Practices should include storage, handling, inventory, and cleanup procedures, in case of spills. Specific practices that should be considered include:

Solid or Construction Waste

- Designate trash and bulk waste-collection areas on-site.



Photographs GH-1 and GH-2. Proper materials storage and secondary containment for fuel tanks are important good housekeeping practices. Photos courtesy of CDOT and City of Aurora.

Good Housekeeping	
Functions	
Erosion Control	No
Sediment Control	No
Site/Material Management	Yes

- Recycle materials whenever possible (e.g., paper, wood, concrete, oil).
- Segregate and provide proper disposal options for hazardous material wastes.
- Clean up litter and debris from the construction site daily.
- Locate waste-collection areas away from streets, gutters, watercourses, and storm drains. Waste-collection areas (dumpsters, and such) are often best located near construction site entrances to minimize traffic on disturbed soils. Consider secondary containment around waste collection areas to minimize the likelihood of contaminated discharges.
- Empty waste containers before they are full and overflowing.

Sanitary and Septic Waste

- Provide convenient, well-maintained, and properly located toilet facilities on-site.
- Locate toilet facilities away from storm drain inlets and waterways to prevent accidental spills and contamination of stormwater.
- Maintain clean restroom facilities and empty portable toilets regularly.
- Where possible, provide secondary containment pans under portable toilets.
- Provide tie-downs or stake-downs for portable toilets.
- Educate employees, subcontractors, and suppliers on locations of facilities.
- Treat or dispose of sanitary and septic waste in accordance with state or local regulations. Do not discharge or bury wastewater at the construction site.
- Inspect facilities for leaks. If found, repair or replace immediately.
- Special care is necessary during maintenance (pump out) to ensure that waste and/or biocide are not spilled on the ground.

Hazardous Materials and Wastes

- Develop and implement employee and subcontractor education, as needed, on hazardous and toxic waste handling, storage, disposal, and cleanup.
- Designate hazardous waste-collection areas on-site.
- Place all hazardous and toxic material wastes in secondary containment.



Photograph GH-3. Locate portable toilet facilities on level surfaces away from waterways and storm drains. Photo courtesy of WWE.

- Hazardous waste containers should be inspected to ensure that all containers are labeled properly and that no leaks are present.
- **Establish Proper Building Material Handling and Staging Areas.** The SWMP should include comprehensive handling and management procedures for building materials, especially those that are hazardous or toxic. Paints, solvents, pesticides, fuels and oils, other hazardous materials or building materials that have the potential to contaminate stormwater should be stored indoors or under cover whenever possible or in areas with secondary containment. Secondary containment measures prevent a spill from spreading across the site and may include dikes, berms, curbing, or other containment methods. Secondary containment techniques should also ensure the protection of groundwater. Designate staging areas for activities such as fueling vehicles, mixing paints, plaster, mortar, and other potential pollutants. Designated staging areas enable easier monitoring of the use of materials and clean up of spills. Training employees and subcontractors is essential to the success of this pollution prevention principle. Consider the following specific materials handling and staging practices:
 - Train employees and subcontractors in proper handling and storage practices.
 - Clearly designate site areas for staging and storage with signs and on construction drawings. Staging areas should be located in areas central to the construction site. Segment the staging area into sub-areas designated for vehicles, equipment, or stockpiles. Construction entrances and exits should be clearly marked so that delivery vehicles enter/exit through stabilized areas with vehicle tracking controls (See Vehicle Tracking Control Fact Sheet).
 - Provide storage in accordance with Spill Protection, Control and Countermeasures (SPCC) requirements and plans and provide cover and impermeable perimeter control, as necessary, for hazardous materials and contaminated soils that must be stored on site.
 - Ensure that storage containers are regularly inspected for leaks, corrosion, support or foundation failure, or other signs of deterioration and tested for soundness.
 - Reuse and recycle construction materials when possible.
- **Designate Concrete Washout Areas.** Concrete contractors should be encouraged to use the washout facilities at their own plants or dispatch facilities when feasible; however, concrete washout commonly occurs on construction sites. If it is necessary to provide for concrete washout areas on-site, designate specific washout areas and design facilities to handle anticipated washout water. Washout areas should also be provided for paint and stucco operations. Because washout areas can be a source of pollutants from leaks or spills, care must be taken with regard to their placement and proper use. See the Concrete Washout Area Fact Sheet for detailed guidance.

Both self-constructed and prefabricated washout containers can fill up quickly when concrete, paint, and stucco work are occurring on large portions of the site. Be sure to check for evidence that contractors are using the washout areas and not dumping materials onto the ground or into drainage facilities. If the washout areas are not being used regularly, consider posting additional signage, relocating the facilities to more convenient locations, or providing training to workers and contractors.

When concrete, paint, or stucco is part of the construction process, consider these practices which will help prevent contamination of stormwater. Include the locations of these areas and the maintenance and inspection procedures in the SWMP.

- Do not washout concrete trucks or equipment into storm drains, streets, gutters, uncontained areas, or streams. Only use designated washout areas.
- Establish washout areas and advertise their locations with signs. Ensure that signage remains in good repair.
- Provide adequate containment for the amount of wash water that will be used.
- Inspect washout structures daily to detect leaks or tears and to identify when materials need to be removed.
- Dispose of materials properly. The preferred method is to allow the water to evaporate and to recycle the hardened concrete. Full service companies may provide dewatering services and should dispose of wastewater properly. Concrete wash water can be highly polluted. It should not be discharged to any surface water, storm sewer system, or allowed to infiltrate into the ground in the vicinity of waterbodies. Washwater should not be discharged to a sanitary sewer system without first receiving written permission from the system operator.
- **Establish Proper Equipment/Vehicle Fueling and Maintenance Practices.** Create a clearly designated on-site fueling and maintenance area that is clean and dry. The on-site fueling area should have a spill kit, and staff should know how to use it. If possible, conduct vehicle fueling and maintenance activities in a covered area. Consider the following practices to help prevent the discharge of pollutants to stormwater from equipment/vehicle fueling and maintenance. Include the locations of designated fueling and maintenance areas and inspection and maintenance procedures in the SWMP.
 - Train employees and subcontractors in proper fueling procedures (stay with vehicles during fueling, proper use of pumps, emergency shutoff valves, etc.).
 - Inspect on-site vehicles and equipment regularly for leaks, equipment damage, and other service problems.
 - Clearly designate vehicle/equipment service areas away from drainage facilities and watercourses to prevent stormwater run-on and runoff.
 - Use drip pans, drip cloths, or absorbent pads when replacing spent fluids.
 - Collect all spent fluids, store in appropriate labeled containers in the proper storage areas, and recycle fluids whenever possible.
- **Control Equipment/Vehicle Washing and Allowable Non-Stormwater Discharges.** Implement practices to prevent contamination of surface and groundwater from equipment and vehicle wash water. Representative practices include:
 - Educate employees and subcontractors on proper washing procedures.
 - Use off-site washing facilities, when available.
 - Clearly mark the washing areas and inform workers that all washing must occur in this area.
 - Contain wash water and treat it using BMPs. Infiltrate washwater when possible, but maintain separation from drainage paths and waterbodies.

- Use high-pressure water spray at vehicle washing facilities without detergents. Water alone can remove most dirt adequately.
- Do not conduct other activities, such as vehicle repairs, in the wash area.
- Include the location of the washing facilities and the inspection and maintenance procedures in the SWMP.
- **Develop a Spill Prevention and Response Plan.** Spill prevention and response procedures must be identified in the SWMP. Representative procedures include identifying ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and response. The plan should also specify material handling procedures and storage requirements and ensure that clear and concise spill cleanup procedures are provided and posted for areas in which spills may potentially occur. When developing a spill prevention plan, include the following:
 - Note the locations of chemical storage areas, storm drains, tributary drainage areas, surface waterbodies on or near the site, and measures to stop spills from leaving the site.
 - Provide proper handling and safety procedures for each type of waste. Keep Material Safety Data Sheets (MSDSs) for chemical used on site with the SWMP.
 - Establish an education program for employees and subcontractors on the potential hazards to humans and the environment from spills and leaks.
 - Specify how to notify appropriate authorities, such as police and fire departments, hospitals, or municipal sewage treatment facilities to request assistance. Emergency procedures and contact numbers should be provided in the SWMP and posted at storage locations.
 - Describe the procedures, equipment and materials for immediate cleanup of spills and proper disposal.
 - Identify personnel responsible for implementing the plan in the event of a spill. Update the spill prevention plan and clean up materials as changes occur to the types of chemicals stored and used at the facility.

Spill Prevention, Control, and Countermeasure (SPCC) Plan

Construction sites may be subject to 40 CFR Part 112 regulations that require the preparation and implementation of a SPCC Plan to prevent oil spills from aboveground and underground storage tanks. The facility is subject to this rule if it is a non-transportation-related facility that:

- Has a total storage capacity greater than 1,320 gallons or a completely buried storage capacity greater than 42,000 gallons.
- Could reasonably be expected to discharge oil in quantities that may be harmful to navigable waters of the United States and adjoining shorelines.

Furthermore, if the facility is subject to 40 CFR Part 112, the SWMP should reference the SPCC Plan. To find out more about SPCC Plans, see EPA's website on SPPC at www.epa.gov/oilspill/spcc.htm.

Reporting Oil Spills

In the event of an oil spill, contact the National Response Center toll free at 1-800-424- 8802 for assistance, or for more details, visit their website: www.nrc.uscg.mil.

Maintenance and Removal

Effective implementation of good housekeeping practices is dependent on clear designation of personnel responsible for supervising and implementing good housekeeping programs, such as site cleanup and disposal of trash and debris, hazardous material management and disposal, vehicle and equipment maintenance, and other practices. Emergency response "drills" may aid in emergency preparedness.

Checklists may be helpful in good housekeeping efforts.

Staging and storage areas require permanent stabilization when the areas are no longer being used for construction-related activities.

Construction-related materials, debris and waste must be removed from the construction site once construction is complete.

Design Details

See the following Fact Sheets for related Design Details:

MM-1 Concrete Washout Area

MM-2 Stockpile Management

SM-4 Vehicle Tracking Control

Design details are not necessary for other good housekeeping practices; however, be sure to designate where specific practices will occur on the appropriate construction drawings.