



Good Housekeeping: Employee Responsibilities for Pollution Prevention



PROTECTING OUR LOCAL WATER RESOURCES

Municipal Good Housekeeping includes keeping public roads, properties, and work areas clean, storing materials safely, cleaning up spills, and maintaining our stormwater infrastructure to prevent environmental pollution. This quick orientation booklet explains the City of Goshen's employee responsibilities to protect our community's land and water resources.

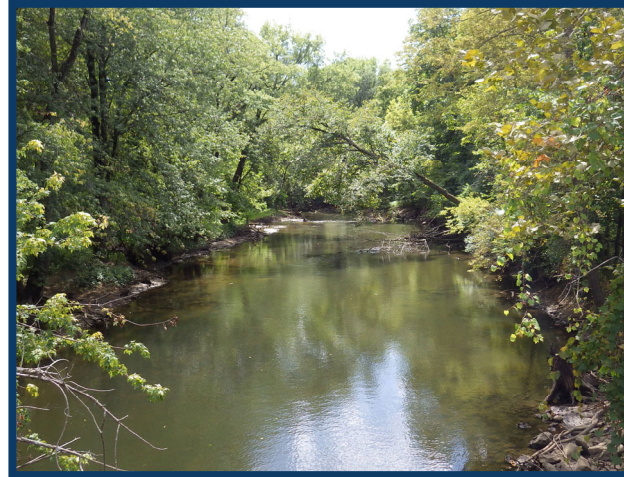


Published: October 2023

Good Housekeeping 101

Why do we practice good housekeeping?

The City of Goshen is required to practice good housekeeping by our Municipal Separate Storm Sewer System General Permit (MS4GP) issued by the Indiana Department of Environmental Management (IDEM). The goal of good housekeeping is to prevent pollution and keep our community's waterways and other water resources clean and healthy. Beyond a requirement, we think good housekeeping is the right thing to do!

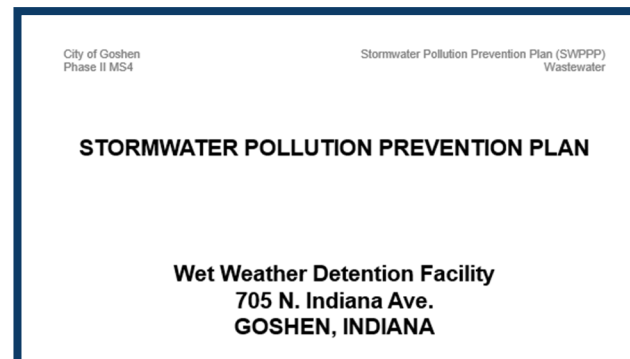


Who is responsible for good housekeeping?

The City of Goshen Stormwater Department is tasked with coordinating good housekeeping procedures, monitoring for issues, and otherwise implementing the requirements of our MS4GP. However, we cannot accomplish this enormous task without the help of every City employee! The purpose of this short handbook is to make sure every City employee understands their basic responsibilities and how they can participate in protecting our waterways through their day-to-day work.

Employees should also review and understand their facility's **Stormwater Pollution Prevention Plan (SWPPP)** that includes site-specific information about material storage, storm drain locations, and more! Look for a lime green

binder, ask your supervisor for its location, or check out your facility's SWPPP located electronically in the stormwater folder on the shared B: drive.



Spill Prevention

Prevention—Material Storage at City Facilities

- Materials should be **contained** in a container appropriate for the material with secondary containment sized for 100% of the largest contained volume of substance.
- Materials and disposal should be appropriately **labeled**.
- Materials should be **elevated** off the floor.
- Protect materials from the elements by storing indoors or other appropriate **shelter** that protects from rain and runoff.
- **Secure** materials from vandalism, falling, or other accidents.
- Ensure all new materials and storage locations are **documented** along with their safety data sheets (SDS).



Prevention—City Vehicle Fueling and Maintenance

- When fueling, stay at the pump and don't top off!
- Have or observe a spill at the fuel station? Look for the spill kit (oil-dri) to contain the spill and report the incident to an attendant or call the phone number posted at unattended stations.
- Monitor for vehicle fluid leaks. Contact Central Garage for repair work needs.
- Need to perform road-side maintenance? Stay at least 15 feet from a drain or drainage pathway and/or protect with a drain seal mat. Call the Stormwater Department to source a mat.



Spills and Illicit Discharges

Spill Response

Spills

What's a spill?

An active leakage, seepage, or discharge of substances with an imminent threat to human health, the environment, or the drainage system.

What's an IDEM reportable spill?

The Indiana Department of Environmental Management (IDEM) requires certain types and quantities of spills be reported to their agency for evaluation and potential clean-up actions. For the City, the Fire Department makes determinations on whether an incident is a reportable spill. Qualifying spills must be reported within two hours of the incident.



Illicit Discharges

What's an illicit discharge?

Any material or substance entering the storm sewer system or directly into a waterway that is not stormwater. **ONLY RAIN DOWN THE DRAIN!**

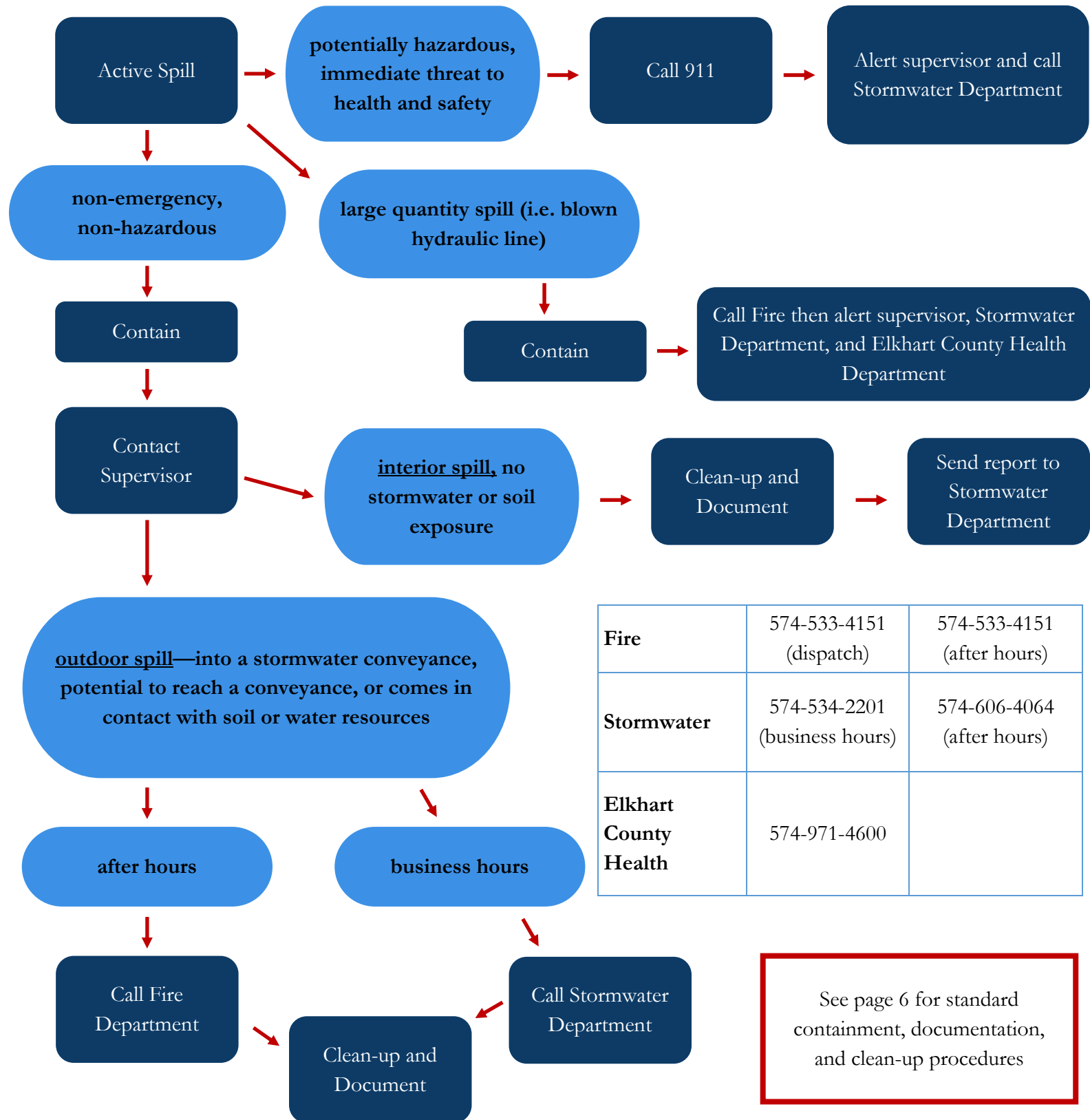
For non-hazardous illicit discharges, please contact the Stormwater Department — 574-534-2201 or stormwater@goshencity.com.



This concrete washout dumped directly into a storm drain is an illicit discharge example.

Frequently Observed and Reported Illicit Discharges

- **Construction Site Discharges:** sediment, concrete or mortar washout, paint, drywall mud, etc.
- **Oil or fuel spills and leaks**
- **Grease dumping**
- **Yard waste:** grass clippings, brush, mulch
- **Trash**
- **Pet Waste**
- **Misc. Material Leakage or Dumping**



Contain, Document, Clean-Up

Employee Responsibilities

Containment

Employees should do their best to contain spills, but if a hazardous substance poses an injury risk, do not engage and call the Fire Department.

For minor, non-emergency spills, City facilities storing potential pollutants should have a spill kit in a clearly marked barrel or storage locker. Make sure you are familiar with the kit's location and how to use its contents. Spill kits contain absorbent materials that can be used to contain a spill either by absorbing the liquid or by creating dams that protect sensitive areas (drains, soils, and etc.). Bag used materials in a heavy duty trash bag and dispose either in a trash dumpster or hazardous waste container as appropriate.



Documenting a Spill

Fill out a spill report found in your facility's Pollution Prevention Plan or in the Stormwater folder on the shared B: drive. The report should include the following:

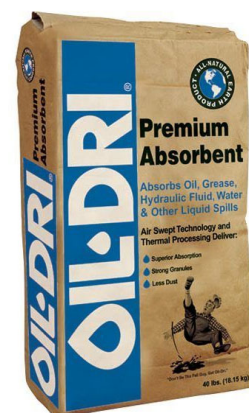
- Date, time, location
- Material spilled
- Volume spilled
- Sensitive areas impacted (waterway, wetland, soil, storm sewer, etc.)
- Actions taken
- Persons notified

Clean-Up

Clean-up will look different in every situation depending on the volume and type of material spilled. Consult your Department Head and the Stormwater Department when next actions are uncertain.

For many types of spills, spreading oil-dri, brushing it into cracks, and allowing it to sit until liquid is fully absorbed is usually sufficient. Always sweep up, bag, and dispose of used material.

Larger volume spills or spills that enter a conveyance can be more complex. A spill response company may need contacted which can be arranged by the Stormwater Department.



Practicing Good Housekeeping Day-to-Day



Storm drains are often marked like one of the above, but always assume an unmarked drain goes directly to a waterway with no treatment.



Interior floor drains should be marked with a green sanitary medallion.



The Street Department uses inlet protection matting when they chip seal.

City Operations

- **Know where your facility's drains go!** Floor drains within buildings can sometimes get a bit tricky. While many connect to the sanitary system with treatment, older buildings might have floor drains that do not. Check your facility SWPPP to know for sure and look for drain markers. Always assume exterior drains connect to the storm system with no water treatment.
- **Keep roadways and other drainage pathways clear!** Whether mowing for the Parks Department, replacing a catch basin structure for Water and Sewer, or chip sealing for the Street Department, be sure to clean-up debris to prevent drain clogging and pollutants from reaching a waterway.
- **Protect drains!** When working near a drain or just before a rain event, make sure it is protected either with a full drain seal cover or filter inlet protection. Need drain protection? Talk to the Stormwater Department.
- **Be on the Hunt!** If you see a potential pollutant or other stormwater concern when out and about in our community, alert the Stormwater Department to be entered into the Great Stormwater Hunt's annual drawing.

Meet the Stormwater Staff

Stormwater Coordinator — Jason Kauffman

Jason Kauffman is the City's Stormwater Coordinator and works to manage the City's Municipal Separate Storm Sewer System (MS4) program. Contact Jason with your stormwater questions or concerns. He can be reached at: 574-537-3832 (office), 574-606-4064 (mobile), or jasonkauffman@goshencity.com.



Stormwater Specialist — Ryan Miller

Ryan Miller is the City's Stormwater Specialist. Ryan Conducts erosion and sediment control inspections at construction sites and works to assist in carrying out the goals and requirements of the MS4 program. You can reach him at 574-533-8733 or ryanmiller@goshencity.com.

City Employee — YOU!

You, as an employee of the City, play a critical role in protecting our local water resources. The work you do daily could have an impact on stormwater runoff if the guidelines in this booklet are not followed. If you see something other than rain going down the storm drain, please call it in, with your help we can prevent stormwater pollution from reaching our local waterways.



For general stormwater inquiries, email stormwater@goshencity.com or call 574-534-2201.

Report a Pollutant

Stormwater pollutants include anything other than rain that could flow or be washed into a storm drain. If you see a pollutant entering a storm drain, please call 574-534-2201, send an email to stormwater@goshencity.com, or submit a Stormwater Report through the City's "Report an Issue" button on the City of Goshen website, www.goshenindiana.org.

Public Works & Utilities
Department of Stormwater
204 E. Jefferson Street
Goshen, Indiana 46528



Director of Public Works:

Dustin Sailor

Stormwater Coordinator:

Jason Kauffman

Stormwater Specialist

Ryan Miller