Phase I MS4 Community

“Adapting to the Virtual World”

by Elea Reyna Ocampo, Laine Roberts, and Debbie Shoffiner
BMPs

- **Inventory of Municipal Facilities**
- **Inspection and Evaluation**
- Site Pollution Prevention Plan
- Spill Response
- Vehicle and Equipment Cleaning
- Road Maintenance
- Structural Stormwater BMP’s
- **Staff Training**
Inventory of Municipal Facilities

1. Inventory of facilities ranked as
   - High, Medium or Low

2. Facilities are ranked based on
   - Bulk storage or stock piles
   - Vehicle and/or equipment washing
   - Fueling station
   - Chemicals used and stored
   - Proximity to a stream

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Rank/Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greensboro Coliseum</td>
<td>High</td>
</tr>
<tr>
<td>Parks and Recreation Maintenance</td>
<td>High</td>
</tr>
<tr>
<td>City Fueling Station &amp; Salt Barn</td>
<td>High</td>
</tr>
<tr>
<td>Bryan Park Soccer Complex</td>
<td>High</td>
</tr>
<tr>
<td>Tanger Family Bicentennial Gardens</td>
<td>High</td>
</tr>
<tr>
<td>Transfer Station</td>
<td>Medium</td>
</tr>
<tr>
<td>Fire Station #01</td>
<td>Medium</td>
</tr>
<tr>
<td>Green Hill Cemetery</td>
<td>Low</td>
</tr>
</tbody>
</table>
Inspections

- **Areas of concern**
  - Fueling stations
  - Bulk storage and stock piles
  - Loading/unloading docks
  - Vehicle and equipment washing

- **Potential pollutants**
  - Gasoline, diesel
  - Soil erosion
  - Fertilizers, herbicides
  - Salt, trash leakage, etc.
Assessment Letter and Recommendations

- Contact
- Sub-basin
- Total Acreage
- Areas of Concern
- Recommendations
WILL WORK FOR CLEAN WATER
Past: Employee Training

- Directors’ invitation to the program training
  - Reminder to department liaison
  - Link to internal video and attendance sheets
  - Brochure and Posters
New: Employee Training

- **Internal Training:**
  - Schedule in March’s Training
    - 4 hrs PTO

- **Individual Training:**
  - Auto message - Learning Management System (LMS)
    - Virtual Assessment
    - Virtual Brochure
    - Virtual Attendance Tracking

- **Group Training:**
  - Email Liaison - Link to internal video
    - Paper Assessment
    - Brochure pdf
    - Paper attendance sheets
Preventing Water Pollution

Landscaping

- Think before you apply. Don’t apply lawn treatments before, during, or immediately after rain or during windy conditions.
- Remember, over-applying fertilizer or pesticides can contaminate runoff.
- Keep streams chemicals-free. Follow guidelines for chemical applications for vegetated stream buffers around streams and lakes.

Spill Prevention

- Transfer the right way. Properly transfer chemicals to recycling drums or hazardous waste containers. Remember to keep the nozzle securely in the pipe.
- Plan ahead, and be prepared. If you have not done so already, create a spill prevention/response plan for your area and make sure all employees are aware of this information. This includes advising employees about the location of the spill kits.
- Get spills! Retain spills and prevent them from entering the environment. A spill training device is recommended for both indoor and outdoor locations.
- Locations, Location, Location. Store materials away from high-traffic areas to prevent accidents that might cause spills or material to be spread.
- No water for me please. DO NOT hose down a spill or work area into a storm drain or drainage way. Remember to cover storm drain inlets with drain caps to prevent and contain all spills.
- Clean up done right. If spills occur, immediately clean them up using absorbent materials (such as OIL DRY or kitty litter). After the spill is contained follow proper disposal procedures.
- Always report the incident. Report any type of spill to your supervisor or appropriate personnel immediately. If unable to properly maintain the spill or if hazardous material is involved, call 911 and request the Hazardous Materials Response Team.

Housekeeping

- Check before you connect. Make sure floor drains are connected to sanitary sewer system, not the storm drainage system.
- Tidy up. Regularly inspect outside areas around trash containers to prevent pollutant buildup.
- Mix wisely. When mixing chemicals, do so on an impervious surface away from storm drains.
- Clean the drains. Remove accumulated litter and debris from storm drain inlets.
- Sweep up, then dump it. Sweep parking lots and other paved areas periodically to remove debris. Dispose of debris in the garbage.
- Collect and dispose. If outdoor pavement cleaning with detergent is required, collect wash water and dispose of properly.
- Pollution inspection coming up. Regularly inspect fueling stations, maintenance areas and other locations which are

Street Maintenance

- Road Blocks. Never prowl, run, or cut through areas before or during work.
- Spend more time on the streets in a manner that does not cause damage or impede traffic. Remember to protect property from damage.
- Only rain in the drain. Keep waste that gets into the gutter or open drains. Street sweeping is the preferred practice to reduce significant levels of pollutants that may enter the storm drainage system.

Vehicle Maintenance

- Close it up! Maintain a clean work area. Remove equipment when applicable and capture particular water. Remember to properly dispose of debris.
- Keep it clean and dry. Recycle or properly dispose of oil, fuel, hydraulic fluids, and batteries.
- Prevent a leak. Store batteries in leak-proof, vaporproof containers.

Proper Storage

- Contain it. Store materials in original containers or clearly label replacement containers. Always keep containers closed and sealed except when in use.
- Store it right. When storing items inside, make sure they are stored on a spill containment base. Outside storage should be boxed by a curb or a berm to contain spills. If necessary, install secondary containment unit.
- Take cover. Store bulk materials under cover.

Equipment Cleaning

- Wash the right way. Wash vehicles and equipment in a single, designated covered facility where wash water drains to the sanitary sewer system.
- Suds and dusts. When washing vehicles, consider using phosphate-free, non-toxic, biodegradable soaps.
- Know where to stop it all. Rinse with hoses that are equipped with automatic shutoff devices and spray nozzles.
Virtual Training

Water Resources Department
Stormwater Management Division

Good Housekeeping Program Training and Assessment

Directions
- You must watch the training video and complete the following assessment to receive credit.
- The training video will open a new tab in your browser window.
- Close the tab in your new browser window to return back to this course.
- You must return back to this course after the training video is over to take the assessment.

Let’s begin the Good Housekeeping Training

- To start the Good Housekeeping Training, click on the button below.
- Remember: a new tab in your browser window will open. Once you complete the video training, return back to this page (which may be hidden behind your web browser).

What’s the Good Housekeeping Program?
- The City of Greensboro is required by the Environmental Protection Agency (EPA) to have a National Pollutant Discharge Elimination System (NPDES) Stormwater Permit.
- The City’s NPDES Stormwater Permit is administered by the Water Resources Stormwater Division; but all trained City employees help maintain compliance.

What’s the Good Housekeeping Program?
- The Good Housekeeping Program is one part of this overall permit. The implementation of the program helps the City meet all the requirements for water pollution prevention, thus avoiding potential fines from the State and the EPA for non-compliance.

Why do I need this training and what does it consist of?
- This Stormwater Pollution Prevention training helps keep the City in compliance with the NPDES Permit and is required for all City employees.
- After watching the full video, please complete the following 15 questions to reinforce what you learned.

Multiple Choice
- If wether proof containers of liquids are stored outdoors, they should always be stored...
  - A. under a tarp or cover.
  - B. in a secondary containment system.
  - C. near a storm drain inlet.
  - D. as far as possible from any buildings or structures.

Good Housekeeping Training

By clicking the Yes button, I am acknowledging I have reviewed the Good Housekeeping Training module and fully understand the information.

Note: If you do not fully understand the information in this module, retake the assessment again. You will not be able to advance to the next page until you click on the Yes button.

Yes Retake

This concludes the Good Housekeeping Training and Assessment.

If you witness or suspect a water pollution problem in the City of Greensboro, please contact:

Stormwater Management Division
Water Quality Staff
336-373-CITY (2489)

CONGRATULATIONS!
Job well done.
Click on the Exit button to complete this course.
2020-2021 Training Records

2020-2021 Trained Employees by Department

- Water Resources: 81
- Parks & Recreation: 152
- Coliseum: 219
- Field Operations: 40
- Finance (Equipment Services): 20

(Chart showing distribution of trained employees by department.)
Steps Forward

Pre-schedule Reminders

Facility-specific Training and Assessment

- **Employees *Individual* Training**
  - Personalized link to virtual training
  - Virtual (Jotform) quiz with facility specific questions and embedded link to training video (reports will be generated from the jotform to document attendance)

- **Employees *Group* Training**
  - Link to the water net video and access to a target specific paper quiz and sign in sheet to document attendance
Steps Forward

City’s New Employee Training

Virtual Posters - Display Screens

○ Water Resources
    ■ KROC: Meter Shop, Common Area, Operations = 5
    ■ Plants: Townsend & Mitchell Water Supply + TZO Water Reclamation = 4

○ Other City Facilities
    ■ Field Operations
    ■ Transportation
    ■ City Hall
    ■ Libraries
Annual Review

Greensboro’s Program
- Facilities/Contacts
- Survey High - Low Facilities
- Trainings
- Education Materials

Other Phase I Programs
Greensboro Stormwater Management Division
336-373-2033

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