

Training Program	Staff to be Trained	Frequency of Training	Date of Last Training
Roadway Maintenance	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, Mike Donahue	yearly	
DEC Erosion + Sediment Control training	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, Mike Donahue	yearly	11/14/14
Sweeping	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, Mike Donahue	yearly	3/19/13
Stockpiling Materials	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, Mike Donahue	yearly	
Water + Sewer Construction	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, Mike Donahue	yearly	

Training Program	Staff to be Trained	Frequency of Training	Date of Last Training
Vehicle Fueling	MIKE Vascello, Lee Cooper, Pat Wagner, Tom Hannan, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, MIKE Donahue	yearly	1/14/14
Vehicle / Equipment Washing	MIKE Vascello, Lee Cooper, Pat Wagner, Tom Hannan, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, MIKE Donahue	yearly	
Vehicle Equipment Maintenance	MIKE Vascello, Lee Cooper, Pat Wagner, Tom Hannan, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, MIKE Donahue	yearly	1/14/14
Salt / Salt and Sand Storage	MIKE Vascello, Lee Cooper, Pat Wagner, Tom Hannan, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, MIKE Donahue	yearly	1/14/14
Roadway Salting / Sanding	MIKE Vascello, Lee Cooper, Pat Wagner, Tom Hannan, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, MIKE Donahue	yearly	1/14/14

Training Program	Staff to be Trained	Frequency of Training	Date of Last Training
Building Maintenance	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates, Gary Chamberlain, Mike Donahue	yearly	
Lawn Mowing + Maintenance	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates Gary Chamberlain, Mike Donahue	yearly	
Materials Storage	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates Gary Chamberlain, Mike Donahue	yearly	
Vehicle Fluid Storage	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates Gary Chamberlain, Mike Donahue	yearly	1/14/14
Chemical Storage	Mike Vascello, Lee Cooper, Pat Wagner, Tom Hanna, Bob Rolston, Al Hawley, Jim Derzanovich, Scott Gates Gary Chamberlain, Mike Donahue	yearly	

**Town of Binghamton
Municipal Operation Self Assessment Form**

Date: 1/14/14

Performed by: Mike Donahue

Municipal Operation to be assessed: Vehicle Fluid Storage

Potential Pollutants: Solvents, antifreeze, batteries, grease, oils, fuel, gasoline, diesel, brake fluid, heavy metals, and toxic materials.

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

Train employees, Store all materials and vehicle fluids in appropriate containers and place in proper material storage locations. (Lockers, Shelves, closets and cabinets).

Town of Binghamton
Municipal Operation Self Assessment Form

Date: 1/14/14

Performed by: Mike Donahue

Municipal Operation to be assessed: Salt and Salt/Sand Storage

Potential Pollutants: Salt

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

Salt will be stored under covered areas to prevent run-off and on flat non impervious surfaces that are protected from overland run-off. Salt piles will be placed in non flooding areas. Salt piles will be covered with a tarp during non-freezing months. Diversion berms used to minimize run-on to storage areas.

Town of Binghamton
Municipal Operation Self Assessment Form

Date: 1/14/14

Performed by: Mike Donahue

Municipal Operation to be assessed: Vehicle Fueling

Potential Pollutants: Fuel spills and leaks, vehicle leaks/fluid leaks
absorbents, heavy metals

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to
Reduce/eliminate pollutants:

Fuel Area is kept clean and secure. Employees
are trained to contain, prevent and clean up spills.
Store fuels in regulated containers and on a
stable, level impervious surface. Keep storage
areas secure and locked when not in use.
Properly store and dispose of contaminated soil
and materials

**Town of Binghamton
Municipal Operation Self Assessment Form**

Date: _____

Performed by: Mike Donahue

Municipal Operation to be assessed: Vehicle/ Equipment Washing

Potential Pollutants: Detergents, foaming agents, sediments, salt sand, chemicals, fuel, oils and a wide array of toxic substances wash water running off vehicles into driveways, streets, roads, drains, streams and waterways.

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

Vehicles may only be washed with water onto pervious surfaces like lawns and gravel areas. Use preventative practices to keep vehicles clean, like parking in the garage or carport.

**Town of Binghamton
Municipal Operation Self Assessment Form**

Date: 1/14/14

Performed by: Michael Donahue

Municipal Operation to be assessed: Vehicle / Equipment Maintenance
(truck inspection)

Potential Pollutants: Solvents, antifreeze, brake fluid, battery acid, Motor oil, fuel (gas, diesel) lubricating grease, heavy metals.

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

All maintenance work should be performed inside or under covered areas. Spills should be cleaned up immediately, and be disposed of properly. Floor drains should be sealed. Apply Waste Reduction, use safer alternatives, apply spill containment and cleanup and provide good housekeeping.

**Town of Binghamton
Municipal Operation Self Assessment Form**

Date: _____

Performed by: Mike Donahue

Municipal Operation to be assessed:

Roadway Maintenance

Potential Pollutants: Broken concrete and asphalt containing paint, lubricants, and petroleum products. Asphalt residue, gas + diesel, dust from sweeping (air quality concerns). Sediments, oils, and organics.

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

All waste should be handled and disposed of appropriately. Identify any sensitive habitat areas and determine how much impact your work will have on work area.

**Town of Binghamton
Municipal Operation Self Assessment Form**

Date: _____

Performed by: Mike Donahoe

Municipal Operation to be assessed: Chemical Storage

Potential Pollutants: Cleaners, solvents, batteries, aerosols, antifreeze, acid-batteries, paints, sprays.

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

Safely store and use all chemicals, cleaners and solvents. Keep in locked storage when necessary. Dispose of all chemicals properly when done and not in use. Recycle any solid waste. All chemicals must be labeled and clearly marked.

**Town of Binghamton
Municipal Operation Self Assessment Form**

Date: 1/14/14

Performed by: Mike Donahue

Municipal Operation to be assessed: Roadway Salting/Sanding

Potential Pollutants: Salt, sand, sediments, sodium chloride

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

Regulate the amount of Road Salt used/ applied to prevent over-salting and increasing runoff concentrations. Use the minimum amount needed and use alternative materials (such as sand) if possible. Use less harmful de-icers, cleanup road grit, Keep roads cleaned and clear.

Town of Binghamton
Municipal Operation Self Assessment Form

Date: 3/19/13

Performed by: Mike Donahue

Municipal Operation to be assessed: Sweeping / Sweeper

Potential Pollutants: Sediments, organics, oils, grease, fuels

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

Operate all sweepers to get optimal debris removal. Operate sweeping after street repair, road work + maintenance, road projects that involve saw cutting + grinding. Sweep roads + streets after leaf pick-up in fall + spring and after salt application in the winter. Sweeper should be stored more than 100ft away from any inlet of body of water and disposal of debris from sweeper should be done on a regular basis + be disposed of properly.

**Town of Binghamton
Municipal Operation Self Assessment Form**

Date: _____

Performed by: Mike Donahue

Municipal Operation to be assessed: Materials Storage

Potential Pollutants: Fuel, oil, grease, asphalt, concrete compounds, hazardous chemicals such as: acids, glues, adhesives, paints, sprays, solvents, curing compounds.

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

- materials shall be stored in their original containers + original product labels will be maintained
- All stockpiles will follow BMP.
- Liquid / Fuel products will be stored in appropriate tanks + drums, remained labeled and locked
- Bagged + Boxed materials shall be stored on pallets and not allowed to accumulate on the ground
- proper storage instructions will be posted
- appropriate spill - clean up material available on site

**Town of Binghamton
Municipal Operation Self Assessment Form**

Date: _____

Performed by: Nick Pappas

Municipal Operation to be assessed: Lawn Mowing / Maintenance

Potential Pollutants: dirt, debris, equipment fluid, grass clippings, weed + brush clippings.

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

All mowing equipment is inspected and maintained properly. Areas such as fields, grass areas, + yards, will be cleaned, raked and bagged up after mowing. We do not spray or use any chemical fertilizers or weed killers.

Town of Binghamton
Municipal Operation Self Assessment Form

Date: _____

Performed by: Nick Pappas

Municipal Operation to be assessed: Building Maintenance

Potential Pollutants: heavy metals, oils, grease, toxic chemicals, acids, alkalis, solvents, fuels

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

Maintain facility grounds, move/cover all activities + materials to prevent contact with storm water.

Manage materials and waste to reduce adverse impacts on stormwater quality

Inspect + clean leaks + drips routinely. Use proper cleaners + absorbents and dispose of properly.

Contain wash water for off site disposal.

Town of Binghamton
Municipal Operation Self Assessment Form

Date: 1/14/14

Performed by: Mike Donahue

Municipal Operation to be assessed: DEC Erosion and Sediment Control
(new construction + land disturbance)

Potential Pollutants: Sediment, heavy metals + nutrients
from eroded soil particles, chemicals, solvents,
asphalts, acids

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to
Reduce/eliminate pollutants:

Surfacing roughening, temporary seeding,
mulching, erosion blankets, and matting
could be used during + after construction

Town of Binghamton
Municipal Operation Self Assessment Form

Date: _____

Performed by: Mike Donahue

Municipal Operation to be assessed: Water and Sewer System Construction

Potential Pollutants: Sediment, petroleum products (fuel, oil, grease) paving materials (concrete, asphalt) solvents, paints, project wastes such as litter, debris, hazardous wastes and liquid wastes.

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

- Storm Drain Inlet protection
- Filter Berms / Socks
- minimize phased disturbance
- topsoiling
- dust control
- clearing / grubbing
- tree / land preservation
- surface roughening
- seeding, sodding, mulching

Town of Binghamton
Municipal Operation Self Assessment Form

Date: _____

Performed by: Mike Donahue

Municipal Operation to be assessed:

Stockpiling Materials

Potential Pollutants: Asphalt, concrete, rubble, aggregate base, sub base or pre-mixed aggregate, asphalt minder ("cold-mix" asphalt) pressure treated wood

Best Management Practice (BMP) or Standard Operating Procedure (SOP) implemented to Reduce/eliminate pollutants:

locate stockpiles min. of 25ft away from concentrated flows of stormwater, drainage courses, or inlets. Protect stockpiles with barriers such as berms, dikes, fiber rolls, silt fences, sandbags, or gravel bags. Implement wind erosion and place bagged materials on pallets under cover. All stockpiles should remain covered with barriers. Also regular inspections of all stockpiles + barriers should be maintained.