



DRAFT
STORMWATER PROGRAM MANAGEMENT PLAN

FOR

TOWN OF CUMBERLAND, MAINE

Permit Years 1 through 5 (June 1, 2013 to June 1, 2018)
Drafted November 2013
Revised April 2014

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SECTION 1 INTRODUCTION

Overview of Regulatory Program

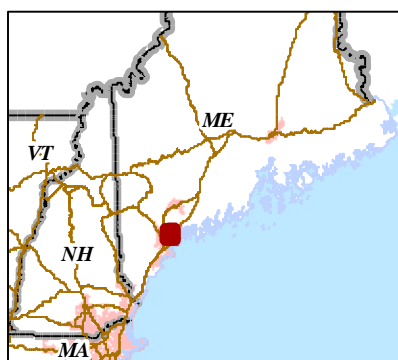
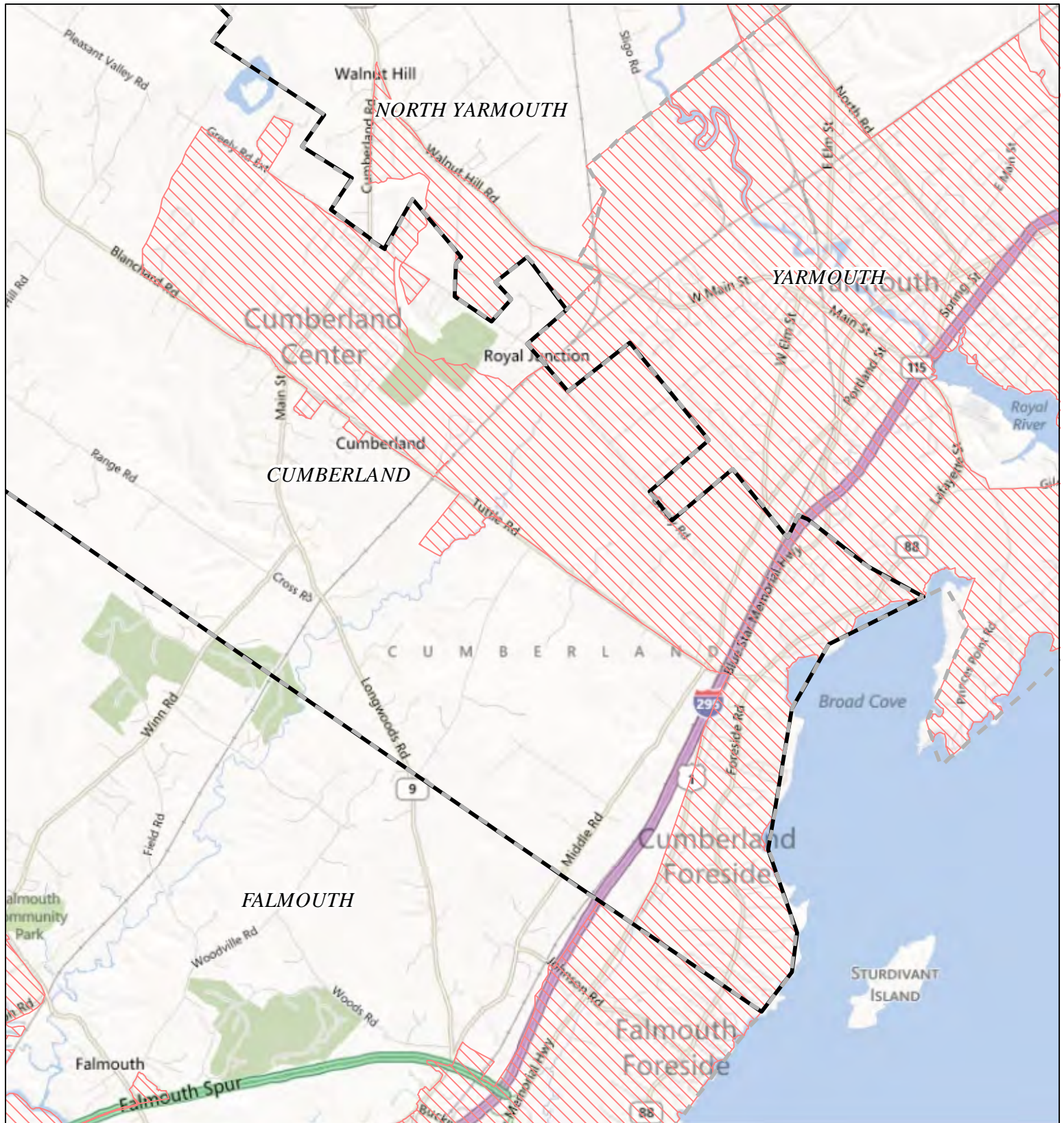
The Town of Cumberland is subject to the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (heretofore referenced as the "General Permit") which was issued by the Maine Department of Environmental Protection (DEP) on July 1, 2013. The General Permit authorizes the direct discharge of stormwater from or associated with a regulated small municipal separate storm sewer system ("MS4") to another MS4 or to waters of the State other than groundwater. Discharges must meet the requirements of the General Permit and applicable provisions of Maine's waste discharge and water classification statutes and rules. Compliance with the General Permit authorizes a person to discharge stormwater, pursuant to 38 M.R.S.A. § 413. The General Permit authorizes direct discharges in those parts of Maine for which the Department has received delegated authority under the Federal NPDES program.

The Town has been subject to this permitting program since its inception in 2003 when the first General Permit was issued in Maine. General Permits are five (5) years in length. As such, the first General Permit was effective from 2003 to 2008; the second General Permit was effective from 2008 to 2013. There are 29 other municipalities in the State of Maine that are subject to the current General Permit (27 of them have been subject to General Permits since 2003 and two communities became regulated for the first time in July 2013 when the Current Permit was issued). The permit that the Town is currently subject to will expire on June 30, 2018.

Communities are regulated under this program when and if they are identified as having "Urbanized Areas" in their municipal boundary. An Urbanized Area is a US Census-defined term, requiring a population density of 1,000 people per square mile, within a Central Place. Central Places consist of an accumulation of 50,000 in adjacent census blocks that each have the density of 1,000 people per square mile. The Greater Portland Area is a Central Place, and the Town of Cumberland has census blocks with the 1,000 people per square mile density; therefore the Town is regulated.


Once a Community becomes regulated by the General Permit, only the Urbanized Area portions of the Town are regulated. As each US Census is published, if the Urbanized Area changes (based on changes to the population), additional areas can be added to the regulated area. Figure 1 shows the Urbanized Area that is regulated by the Permit in the Town of Cumberland, which is based on the 2000 and 2010 US Census data.

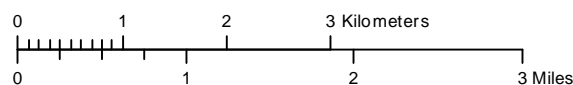
The Town was required to file a Notice of Intent to comply with the General Permit in July 2013. A copy of the NOI is provided in Appendix A. Several key requirements of the General Permit are described below.



NPDES Phase II Stormwater Program Automatically Designated MS4 Areas

Cumberland ME

 Regulated Area (2000 + 2010 Urbanized Area)



Town Population: 7522
Regulated Population: 3636
(Populations estimated from 2010 Census)



Urbanized Areas, Town Boundaries:
US Census (2000, 2010)
Base map © 2010 Microsoft Corporation
and its data suppliers

Stormwater Program Management Plan

Each of the three General Permits that have been issued have required that the Town develop, implement, and enforce a 5-year Stormwater Program Management Plan ("Plan") to coincide with the term of the General Permit. This Plan is effectively a revision of the prior Plan, updated to reflect the new General Permit Requirements.

The Plan describes how the Town will implement six Minimum Control Measures (MCMs), set forth in Part IV.H of the General Permit. The MCMs are designed to reduce the discharge of pollutants from the Town's separated storm drain system that is within the Urbanized Area to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act.

The term "Maximum Extent Practicable" means available and feasible considering cost, existing technology, and logistics based on the overall purpose of the project. Effectively, the regulated MS4s are allowed to consider these concepts as they select Best Management Practices (BMPs) to meet permit requirements. In addition, the term Maximum Extent Practical allows the regulated MS4s to adjust BMPs throughout the Permit Cycle if needed based on evaluations of their effectiveness, changing conditions, specific local concerns, or changes in other factors.

The Stormwater Program Management Plan describes how the Town will reduce or eliminate polluted stormwater runoff to the Maximum Extent Practicable within the Urbanized Area, from its MS4. The Plan must be substantially implemented by June 30, 2018.

Minimum Control Measures (MCM's)

The General Permit identifies six MCMs to be addressed in the Plan as follows:

- 1 Public education and outreach on stormwater impacts
- 2 Public involvement and participation
- 3 Illicit discharge detection and elimination
- 4 Construction site stormwater runoff control
- 5 Post-construction stormwater management in new development and redevelopment
- 6 Pollution prevention/good housekeeping for municipal operations

The General Permit requires that for each MCM, the Town must: define appropriate BMPs; designate a person(s) responsible for each BMP; define a time line for implementation of each BMP; and define measurable goals for each BMP.

The prior General Permits also required that the Plan address these six MCMs, but the specific requirements related to each MCM have changed with each permit. In many cases, the current General Permit simply requires that the Town continue with a program that a prior General Permit required that the Town develop.

Annual Reporting and Record Keeping

By September 15, 2014, and annually thereafter by September 15, the Town must submit a report for the Department's review and approval. The annual report must be sent to:

**Municipal/Industrial Stormwater Coordinator
Department of Environmental Protection
17 State House Station Augusta,
Maine 04333-0017**

The report must include the following:

- a. The status of compliance with permit conditions based on the Plan, an assessment of the appropriateness of identified best management practices, progress towards achieving identified measurable goals for each of the MCMs, and progress toward achieving the goal of reducing the discharge of pollutants to the Maximum Extent Practicable.
- b. Results of information collected and analyzed, including monitoring data, if any, during the reporting period.
- c. A summary of the stormwater activities the Town intends to undertake pursuant to its Plan during the next reporting cycle.
- d. A change in any identified BMPs or measurable goals that apply to the Plan.
- e. A summary describing the activities, progress, and accomplishments for each of the MCMs (including such items as the status of education and outreach efforts, public involvement activities, stormwater mapping efforts, dry weather inspections, detected illicit discharges, detected illicit connections, illicit discharges that were eliminated, construction site inspections, number and nature of enforcement actions, post construction BMP status and inspections, and the status of the Town's good housekeeping/pollution prevention program).

Changes to the report based on the Department's review comment(s) must be submitted to the Department within 30 days of the receipt of the comment(s). The Department has suggested the Town provide an estimate of annual expenditures for permit compliance for the reporting period and projected budget for the following year.

The Town must keep records required by the General Permit for at least three (3) years following its expiration or longer if requested by the Commissioner. The Town must make records, including its Stormwater Program Management Plan, available to the public at reasonable times during regular business hours.

Impaired Waters and Total Maximum Daily Load (TMDL)

The General Permit contains special requirements for waters that are no longer meeting their state water quality classifications if a Total Maximum Daily Load (TMDL) document has been prepared. A TMDL document identifies the sources of the impairments and a plan of action to correct the impairments. In particular, the TMDL document identifies how much of a pollutant a water body can receive and still meet its water quality classification. Typically the units are identified as pounds per day, which is the basis for the term “Total Maximum Daily Load”. A TMDL action plan typically describes how to reduce the excess pollutant loadings to the TMDL level.

The following is a summary of the waters in the Town’s Urbanized Area that receive discharges from the Town’s MS4 system and their TMDL and impairment status:

- East Branch of the Piscataqua River – No impairments, no TMDLs completed or required.
- Windle Brook (a.k.a. Sabrina’s Brook) – No impairments, no TMDLs completed or required.
- Twin Brook – No impairments, no TMDLs completed or required.
- Mill Brook – No impairments, no TMDLs completed or required.
- Atlantic Ocean, Broad Cove – This area is identified by the Department of Marine Resources as Area 14a, and is closed to shellfishing between June 1 and October 31 because of “intermittent seasonal pollution” and elevated bacteria concentrations. A statewide TMDL document was completed in August 2009 for waters such as these with bacteria impairments.

The following documents were reviewed in making these determinations:

- Statewide Bacteria TMDL (August 2009)
- Chapter 502 Direct Watersheds of Lakes Most at Risk from New Development and Urban Impaired Streams
- Impervious Cover TMDL (September 2012)
- Draft 2012 Maine Integrated Water Quality Report and Appendices (a.k.a Maine 303(d) list)

The only water with a TMDL document is Broad Cove in the Atlantic Ocean. The statewide Bacteria TMDL does not specifically identify the source of the bacteria, and identifies an action plan for communities to pursue that is based on investigation of the source.

The General Permit requires that the discharges from the Town’s Urbanized Area into the Atlantic Ocean be consistent with the Bacteria TMDL document.

Appendix B provides a summary of how this Plan is consistent with the Statewide Bacteria TMDL for the Broad Cove portion of the Atlantic Ocean.

Priority Watersheds

Many of the requirements in the General Permit apply only to the Town's highest priority watersheds or to the Town's top two highest priority watersheds.

There are two Watersheds in the Urbanized Area of the Town:

1. Presumpscot River Watershed (HUC 0106000103) which has two subwatersheds:
 - a. East Branch Piscataqua River Subwatershed (HUC 010600010303); and
 - b. Piscataqua River Subwatershed (HUC 010600010305). However, the Piscataqua River subwatershed is not located in the Urbanized Area.
2. Casco Bay Watershed (HUC 0106000106) which has one subwatershed (Casco Bay Frontal Drainages HUC 010600010602)

The Presumpscot River Watershed is the highest priority watershed in the Town, and the EBPR is the highest priority subwatershed in the Town. The EBPR has been further subdivided into Drainage Areas (effectively 14-digit HUC codes).

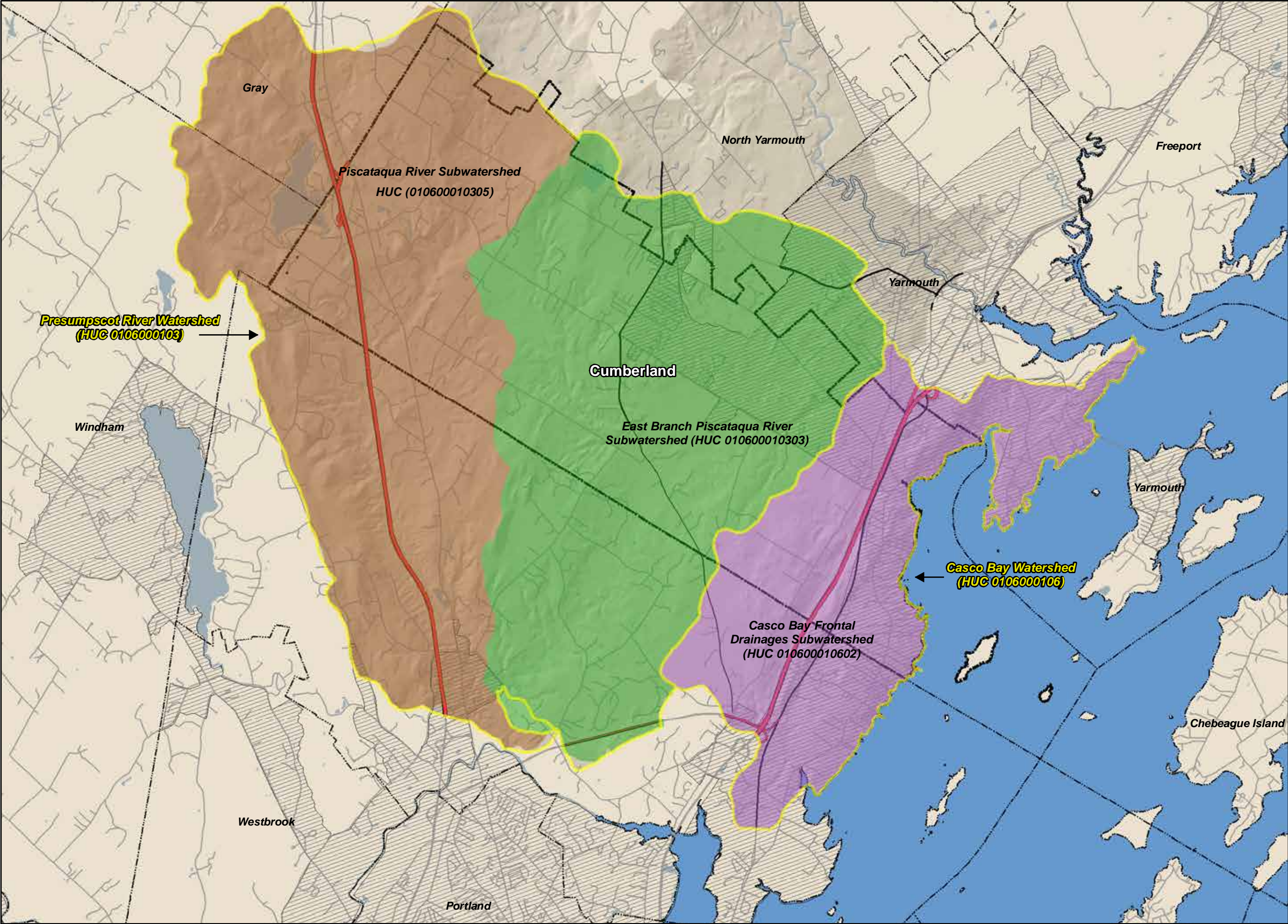
The Casco Bay Watershed and Casco Bay Frontal Drainages Subwatershed are the second highest priority in Town.

Effectively, if BMPs in this Plan are identified as being completed in the two highest priority subwatersheds (East Branch of the Piscataqua River and Casco Bay Frontal Drainages), they will encompass the entire Urbanized Area.

Figure 2 shows locations of the Watersheds and Subwatersheds in the Town.

General Permit Partners

The Town has been a member of the Interlocal Stormwater Working Group (ISWG) since 2003. ISWG formed as a collaborative effort of 14 regulated communities to reduce the overall cost of implementing the permit. ISWG is facilitated and much of the work is completed by the Cumberland County Soil and Water Conservation District (CCSWCD). In particular, the ISWG collaborates on the public education and public participation components of the permit. The ISWG education coordinator, who assists the Town with a number of BMPs contained in this Plan, is an employee of the CCSWCD.

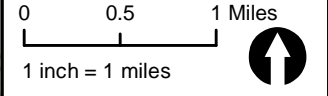


Legend & Notes

- Town Boundary
 - Urbanized Areas
 - Watershed Boundaries
- Sub-Watersheds**
- Casco Bay Frontal Drainages
 - East Branch Piscataqua River
 - Piscataqua River

- Notes**
1. Site Plan based on Bing Orthophotography
 2. Some features are approximate in location and scale
 3. This plan has been prepared for The Town of Cumberland. All other uses are not authorized unless written permission is obtained from Ransom Consulting, Inc.

Scale & Orientation



Prepared For

Stormwater Program
Management Plan
Town of Cumberland

Site Address

Town of Cumberland

083025 | Nov 2013

Figure 2
Sub-Watershed and
Urbanized Areas

SECTION 2 MINIMUM CONTROL MEASURES

MCM 1 Public Education and Outreach

The Town will fulfill the requirements for Public Education and Outreach through participation in the ISWG and the permittee's provision of funding to the ISWG for Public Education and Outreach services, as described in this section of the plan.

MCM Goals

1. To raise awareness that polluted stormwater runoff is the most significant source of water quality problems for Maine's waters;
2. To motivate people to use BMPs which reduce polluted stormwater runoff ; and
3. To reduce polluted stormwater runoff as a result of increased awareness and utilization of BMPs.

BMP 1.1 - Continue Awareness Outreach Efforts.

Measurable Goal 1.1.1 – In Permit Year 1, the ISWG will implement awareness activities outlined in the revised Statewide Awareness Plan. Activities include:

- Maintain a link to www.thinkbluemaine.org on municipal website;
- Participate in a statewide media campaign to include 12 months of television advertisements and 12 months of online advertisements that direct to www.thinkbluemaine.org; and
- Promote their approved public event (see BMP 2.2 Host Public Events).

BMP 1.2 – Update and Implement Public Stormwater Awareness Plan.

Measurable Goal 1.2.1 – By December 2, 2013 submit a Stormwater Awareness Plan to raise awareness of stormwater issues such as the path stormwater runoff takes, sources of stormwater pollution and the impact that polluted stormwater runoff has in the community(s). The plan will identify:

- a) the target audience
- b) the outreach tool(s) to be used
- c) the message
- d) the distribution system
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) an impact evaluation protocol
- h) a plan modification protocol (this must include DEP approval of significant plan modifications)
- i) the goals (e.g., the targeted level of change sought as a result of the education and outreach effort; specific measurable goals for plan implementation).

Measurable Goal 1.2.2 – Unless DEP responds in writing or verbally otherwise, then as of February 1, 2014 the Stormwater Awareness Plan is considered approved and

implementation of the Stormwater Awareness Plan will begin within one week of approval.

Reporting: review of Stormwater Awareness Plan will be included in every Annual Report. The review will include process and impact indicators as outlined in the Stormwater Awareness Plan. In permit year five an in-depth assessment of both the implementation and the impact of the Stormwater Awareness Plan will be provided.

Responsible Party – Public Services Director (with implementation assistance by ISWG Education Coordinator)

Overall schedule for raising awareness of stormwater will be included as part of the Stormwater Awareness Plan.

BMP 1.3 – Develop and Implement Municipal Permit Stormwater Awareness Plan.

Measurable Goal 1.3.1 – By January 6, 2014 submit a Permit Awareness Plan to raise awareness of stormwater issues including MS4 permit requirements from municipal employees, elected officials and volunteers within municipal government. The plan will identify:

- a) the target audience
- b) the outreach tool(s) to be used
- c) the message
- d) the distribution system
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) an impact evaluation protocol
- h) a plan modification protocol (this must include DEP approval of significant plan modifications)
- i) the goals (e.g., the targeted level of change sought as a result of the education and outreach effort; specific measurable goals for plan implementation).

Measurable Goal 1.3.2 – Unless DEP responds in writing or verbally otherwise, then as of March 1, 2014 the Permit Awareness Plan is considered approved and implementation of the Permit Awareness Plan will begin within one week of approval. A more detailed schedule for raising awareness of the permit will be included as part of the Permit Awareness Plan.

Reporting: review of Permit Awareness Plan will be included in every Annual Report. The review will include process and impact indicators as outlined in the Permit Awareness Plan. In permit year five an analysis of the process and impact indicators of the Permit Awareness Plan will be provided.

Responsible Party – Public Services Director (with implementation assistance by ISWG

Education Coordinator)

BMP 1.4 - Continue Targeted Best Management Practices Adoption efforts from previous MS4 permit cycle.

Measurable Goal 1.4.1 – In Permit Year 1, the ISWG will continue BMP adoption activities carried out in Permit Year 5 of the BMP Adoption Plan. Activities include:

- Providing a minimum of six adult education classes throughout the ISWG region per year;
- Work with a minimum of 21 retail locations to provide healthy lawn care education to consumers;
- Maintain the YardScaping website hosted on CCSWCD's website; and
- Provide information to targeted neighborhoods via direct mail, neighborhood canvassing, socials or other means.

BMP 1.5 – Update and Implement BMP Adoption Plan

Measurable Goal 1.5.1 – By November 1, 2013 submit a plan to encourage targeted audience to adopt or practice specific BMPs that will reduce stormwater pollution. The Plan will include:

- a) The BMP
- b) The target audience
- c) The outreach tool(s) to be used
- d) The message
- e) The distribution system
- f) The time line
- g) The person(s) responsible for implementation
- h) An impact evaluation protocol
- i) A plan modification protocol
- j) The targeted level of change as a result of the outreach effort (specific measurable goals for plan implementation).

Measurable Goal 1.5.2 – Unless DEP responds in writing or verbally otherwise, then as of January 15, 2014 the BMP Adoption Plan is considered approved and implementation of the Plan will begin.

Reporting – a review of BMP Adoption Plan will be included in every Annual Report. The review will include process and impact indicators as outlined in the BMP Adoption Plan. In permit year five an in-depth assessment of both the implementation and the impact of the BMP Adoption Plan will be provided.

Responsible party - Public Services Director (with implementation assistance by ISWG Education Coordinator)

A refined schedule for BMP adoption will be included in the BMP Adoption Plan.

BMP 1.6 – Develop and implement Targeted Outreach in Priority Watershed Plan.

Measurable Goal 1.6.1 – By July 1, 2014 submit a draft plan on how to meet either permit requirement H.1.a.iv.1 or H.1.a.iv.2. The plan will identify:

- a) Identify the specific stormwater activity or pollutant to be addressed
- b) the target audience
- c) the outreach tool(s) to be used
- d) the message and the BMPs to be encouraged
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) the goal of the outreach effort
- h) impact evaluation protocol.

Measurable Goal 1.6.2 – by November 1, 2014 submit a final plan. Unless DEP responds in writing or verbally otherwise, then as of January 5, 2015 the Targeted Outreach in Priority Watershed Plan is considered approved and implementation will begin.

Reporting: review of Targeted Outreach in Priority Watershed Plan will be included in Annual Reports starting in permit year two. The review will include process and impact indicators as outlined in the Targeted Outreach in Priority Watershed Plan. In permit year five an analysis of the process and impact indicators of the Targeted Outreach in Priority Watershed Plan will be provided.

Responsible Party – Public Services Director (with implementation assistance by ISWG Education Coordinator)

Overall schedule for targeted outreach in priority watershed will be included as part of the Targeted Outreach in Priority Watershed Plan.

BMP 1.7 –School Outreach

Measurable Goal 1.7.1 – In Permit Year 1, continue to offer the “It’s all connected” school curriculum to elementary and/or middle schools.

Measurable Goal 1.7.2 – In Permit Years 2 - 5, as funding permits, continue to offer the “It’s all connected” school curriculum to elementary and/or middle schools.

Reporting – Annual reports will include the total number of students reached, which schools were involved and the lesson topics that were covered.

Responsible party - Public Services Director (with implementation assistance by ISWG Education Coordinator)

MCM 2 Public Involvement and Participation

The Town will fulfill the requirements for Public Involvement and Participation through participation in the ISWG and the Town's provision of funding to the ISWG for Public Involvement and Participation services, or through directly fulfilling the requirements, as described in this section of the plan.

MCM Goals:

1. Involve the public in both the planning and implementation process of improving water quality and reducing quantity via the stormwater program.

BMP 2.1 - Public Notice Requirement

Measurable Goal 2.1.1 – ISWG and/or its members will follow state and local Public Notice requirements for both ISWG and individual Stormwater Management Plans. Copies of the plans will be made available on the Town's web site.

Measurable Goal 2.1.2 – ISWG and/or its members will follow state and local Public Notice requirements when involving stakeholders in the implementation of the Small MS4 General Permit.

Report – The annual report will describe compliance with public notice requirements including documentation of meetings and attendance, where applicable.

Responsible party - Public Services Director (with implementation assistance by ISWG Education Coordinator)

BMP 2.2 - Host Public Events

Measurable Goal 2.2.1 – ISWG and/or permittee will annually host/conduct or participate in at least one public event such as storm drain stenciling, stream clean-up, household hazardous waste collection day, volunteer monitoring, neighborhood educational events, conservation commission outreach program, Urban Impaired Stream outreach program, or adopt a storm drain or local stream program). The target audience will be adult residents living in the urbanized area of the Town. The message will be tailored to best reach the target audience given the characteristics of the event. The ISWG and/or permittee will consult with DEP to ensure the event will satisfy requirements.

Reporting - The annual report will include description of the event including estimated attendance/participation and an impact evaluation to assess effectiveness of the methods used to plan and host the event.

Responsible Party - Public Services Director (with implementation assistance by ISWG Education Coordinator)

MCM 3 Illicit Discharge Detection and Elimination

MCM Goals

1. Maintain an updated watershed based storm sewer system infrastructure map;
2. Continue to enforce the Town's stormwater discharge ordinance;
3. Continue to implement the Town's illicit discharge detection and elimination program including dry weather outfall inspections in the two highest priority subwatersheds, which encompass the entire Urbanized Area;
4. Continue to implement the Town's strategy to detect any illicit discharges to the open ditch system within the subwatershed of the East Branch of the Piscataqua River and expand this program in to the Casco Bay Frontal Drainages subwatershed.
5. Develop a list of septic systems that are 20 years old or older and implement a drive-by evaluation and documentation program in the following subwatersheds: East Branch of the Piscataqua River and Casco Bay Frontal Drainages, and
6. Work with the Portland Water District to identify if hydrant flushing practices in the MS4 constitute significant contributors of pollutants.

For specific permit requirements and suggestions, Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems Part IV.H.3 refer to the General Permit.

BMP 3.1-Maintain an updated Watershed Based Storm Sewer System Infrastructure Map

Measurable Goal 3.1.1 - The Town created a watershed-based map of the MS4 infrastructure during the prior two permit cycles (2003-2013). Annually by June 30 each year, the Town will update the paper copies of the maps to reflect new infrastructure and changes to the infrastructure. If funding allows, the GIS map system will also be updated.

Reporting - Annual update of mapping efforts undertaken in the Permit Year.

Responsible Party - Public Services Director

BMP 3.2 – Continue to Enforce the Stormwater Discharge Ordinance

Measurable Goal 3.2.1 - The Town of Cumberland adopted and implemented an ordinance prohibiting the discharge of anything other than stormwater into the Town's stormwater infrastructure within the Urbanized Area on February 28, 2009. The Ordinance is Article I Stormwater Discharge of Chapter 242 Stormwater Management of the Town's Zoning Ordinance. The Town will continue to implement this ordinance. As part of the Illicit Discharge Detection and Elimination Program, the Town maintains a listing of illicit discharges that have been identified and how they are addressed. The Town will update the spreadsheet by June 30 each year to include information on whether the Stormwater Discharge Ordinance was used as

an enforcement tool for the illicit discharges.

Responsible Party - Public Services Director

Reporting Documentation of illicit discharge incidents and municipal enforcement actions as a result of the adopted ordinance will be included in annual reports to DEP each year of the permit.

Responsible Party: Public Services Director.

BMP 3.3 - Continue Illicit Discharge Detection and Elimination Program

Measurable Goal 3.3.1 – During the past permit cycle, the Town developed an illicit discharge detection and elimination program which included a prioritized outfall inspection program that required annual dry weather inspections in two highest priority subwatersheds (East Branch of the Piscataqua River and Casco Bay Frontal Drainages). The General Permit requires that the Town continue to implement the IDDE program and expand inspections into watersheds that were not previously inspected, however these are the only two subwatersheds in the Urbanized Area of Cumberland. Therefore, the Town will continue to implement the program and conduct inspections in these two watersheds.

Reporting - Inspection results will be documented in a spreadsheet or other recordkeeping system and a summary will be reported in annual reports submitted to the DEP.

Responsible Party: Public Services Director

BMP 3.4: Continue Open Ditch Illicit Discharge Program

Measurable Goal 3.4.1 – During the past permit cycle, the Town developed a strategy for detecting illicit discharges in their open ditch system within their highest priority subwatershed (East Branch of the Piscataqua River River). The Town will continue to implement the open ditch inspection program and will expand it into the Casco Bay Frontal Drainages subwatershed.

Reporting - Annual reports to DEP each year of the permit will include a status report on the inspections completed. Note: reporting of illicit discharge detections and actions taken will be in conjunction with BMP 3.2, Continue to Enforce the Stormwater Discharge Ordinance.

Responsible Party: Public Services Director.

BMP 3.5: Document and Evaluate Aging Septic Systems

Measurable Goal 3.5.1 – By June 30, 2016, the Town will develop a list of aging (i.e., greater than 20 years old) septic systems that might discharge to the MS4 if they were to fail for the following subwatersheds: East Branch of the Piscataqua River and Casco Bay Frontal Drainages.

Measurable Goal 3.5.2 – By June 30, 2017, the Town will implement a drive-by evaluation and documentation program of the aging septic systems identified in Measurable Goal 3.5.1. The program will include a mechanism to address any discharges from failed septic systems.

Reporting – The Permit Year 3 Annual Report will include a status report on the number of septic systems identified. The Permit Year 4 Annual Report will include a description of the evaluation and documentation program. Note: reporting of illicit discharge detections and actions taken will be done in conjunction with BMP 3.2, Continue to Enforce the Stormwater Discharge Ordinance.

Responsible Party: Public Services Director

BMP 3.6: Work with Portland Water District to Assess if Hydrant and Water Line Practices Contribute Significant Pollutants to the MS4

Measurable Goal 3.7.1 - In Permit Year 1, coordinate with the water utility via mail or in person to evaluate whether or not water line or hydrant flushing from potable water sources is a significant contributor of pollutants to the MS4. Evaluation will include the following action:

- Provide the water utility with a location map showing the extent of the municipal urbanized area, and the highest priority watershed(s).
- Gather information from the water utility, specific to the Urbanized Area and priority watershed(s), including the number and location of hydrants, details on water line or hydrant flushing that outlines procedures, including how often flushing occurs, typical flow rates and duration, where the water is conveyed, what the target or actual chlorine concentrations are, and what best practices are employed to prevent erosion and address potential pollutants.

Measurable Goal 3.7.2 - By the end of Permit Year 2, using available GIS information, the location of hydrants will be added as a layer to the storm sewer system infrastructure map to aid in the evaluation. The municipality will work with the water utility to prioritize the hydrants and water lines that have the potential to cause exceedances of the ambient water quality criterion for chlorine when discharged through the MS4.

Measurable Goal 3.7.3 - Permit Years 2 – 5, the municipality will request an annual water quality progress report that documents what best management practices are being implemented for flushing activity at the prioritized hydrants as well as the water utility's testing results of the total residual chlorine for any such discharges.

Measurable Goal 3.7.4: If it is determined by the end of Permit Year 3, that water line and hydrant flushing is a significant contributor of pollutants to the MS4, and the water utility has demonstrated that it will not voluntarily implement BMPs in order to reach ambient water quality criteria for chlorine, the municipality will, by the end of Permit Year 4, update their IDDE ordinance to allow enforcement of discharges that cause exceedances of water quality criteria.

Reporting: The annual report will include a status update on the evaluation of water line and hydrant flushing as a significant contributor of pollutants to the MS4 and an update on subsequent actions.

Responsible Party: Public Services Director.

BMP 3.7 Coordinate with DMR on issues related to Broad Cove

Measurable Goal 3.7.1 – The Town currently cooperates with the Department of Marine Resources to collect bacteria samples at two locations in Broad Cove. The Town of Cumberland will continue this activity and will share information with DMR related to illicit discharge inspections and potential bacteria sources in the subwatershed that drains to Broad Cove (Casco Bay Frontal Drainages). In addition, the Town will meet with DMR during Permit Year 1 to understand what activities DMR has planned for investigating sources of bacterial contamination.

MCM 4 Construction Site Stormwater Runoff Control

MCM Goals

Continue to implement and enforce a program to reduce pollutants in any stormwater runoff to the regulated small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. For specific permit requirements and suggestions, refer to MDEP's General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems Part IV.H.4.

The Town will rely on the Maine Construction General Permit or Chapter 500, Stormwater Management.

BMP 4.1: Continue notification to construction site developers and operators of the requirements for registration under the Maine Construction General Permit or Chapter 500, Stormwater Management for the discharge of stormwater associated with construction activities;

Measurable Goal 4.1.1 – Continue notifying developers and contractors through the modified building permit and through meetings with Code Enforcement and Planning staff, and by making notification materials available at Town Hall. The documents provide notification to applicants of the requirements for registration under the Maine Construction General Permit or Chapter 500 Stormwater Management for the Discharge of Stormwater Associated with Construction Activities.

BMP 4.2 – Continue documenting every construction activity that disturb one or more acres within the Urbanized Area.

Measurable Goal 4.2.1 – During the previous Permit Cycle, the Public Services Director developed a spreadsheet to document the construction activities that disturb more than one acre of land in the Urbanized Area. By June 30 each year the spreadsheet will be updated to include the construction projects in the Urbanized Area that disturbed more than one acre of land.

BMP 4.3 – Continue implementing the construction site inspection program.

Measurable Goal 4.3.1 – During the previous permit cycle, the Town developed a procedure for construction site inspections by either a municipal official or a contracted third party to meet the terms and conditions of the MS4 General Permit (i.e., to ensure projects are in compliance with the Maine Construction General Permit and Basic Standards of Chapter 500, Stormwater Management). The program includes three construction inspections for sediment and erosion control issues in those sites that are in the highest priority subwatershed (East Branch of the Piscataqua River), and two inspections in all other portions of the Urbanized Area. One of the inspections occurs at the end of construction to document that final stabilization of the site has been completed. The Town will continue to implement this program, using the standardized

inspection form, and by June 30 each year will document this information in the Construction Inspection Tracking spreadsheet that is also used to document BMP 4.2.

Reporting – The Permit Year 1, 2, and 3 Annual reports will include a summary of information tracked in the spreadsheet.

Responsible Parties: Public Services Director (for third party inspections) and Code Enforcement Officer (for sites without third party inspectors)

MCM 5 Post-Construction Stormwater Management

Goals (within the Urbanized Area)

- Continue to implement a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the Town's MS4;
- Continue to implement an ordinance or similar measure to ensure adequate long-term operation and maintenance of post construction BMPs;
- Ensure post construction BMPs are functioning as intended; and
- Document and report annually to the MDEP all applicable post-construction related information.

For specific permit requirements and suggestions, refer Part IV.H.5 of the General Permit.

BMP 5.1 – Continue to Enforce Ordinance or Similar Measure

Measurable Goal 5.1.1 – During the previous permit cycle, the Town passed a Post Construction Stormwater Management Ordinance (effective September 14, 2009) which requires that any site that disturbs more than one acre certify to the Town annually by March 1 that a state certified inspector has inspected and maintained their stormwater BMPs. The ordinance is Article II of Chapter 242 Stormwater Management of the Zoning Ordinance. The Town will continue to enforce this ordinance.

BMP 5.2 – Track Post Construction Sites to ensure proper reporting and compliance with the Ordinance

Measurable Goal 5.2.1 - The Town has developed a spreadsheet to track sites that trigger the Post Construction Ordinance and to document the following elements which are required to be reported to the Maine DEP:

- The cumulative number of sites that have post construction BMPs discharging into the permittee's MS4;
- A summary of the number of sites that have post construction BMPs discharging into the permittee's MS4 that were reported to the municipality;
- The number of sites with documented functioning post construction BMPs; and
- The number of sites that required routine maintenance or remedial action to ensure that the post construction BMP is functioning as intended.

The Town will complete the spreadsheet by June 30 each year.

The Town ordinance requires that owners and operators hire a “Qualified Third Party Inspector” to inspect the site, therefore the General Permit requirements related to Town inspections in watersheds of Urban Impaired Streams and Lakes Most at Risk do not apply.

Reporting - Documentation of all inspections will be entered into a spreadsheet for tracking and annual reporting to DEP.

Responsible Parties: Public Services Director

MCM 6 Pollution Prevention/Good Housekeeping for Municipal Operations

This program has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

MCM Goals

- Maintain an updated inventory of all municipal operations conducted in, on, or associated with facilities, buildings, golf courses, cemeteries, parks and open space owned or operated by regulated MS4s that have the potential to cause or contribute to stormwater or surface water pollution.
- Continue to implement written operation and maintenance procedures for the facilities in the inventory to ensure long term operation of structural and non-structural controls that reduce stormwater pollution to the maximum extent practicable.
- Train employees on ways to prevent and reduce stormwater pollution from municipal operations and facilities.
- Continue to implement a program to sweep all publicly accepted paved streets and publicly owned paved parking lots as well as cleaning catch basins and other stormwater structures.
- Continue to maintain the conveyances, structures and outfalls of the regulated MS4.
- Continue to implement the Stormwater Pollution Prevention Plan for the Department of Public Works site.

For specific permit requirements and suggestions, refer to Part IV.H.6 of the General Permit.

BMP 6.1 Operations at Municipally Owned Grounds and Facilities

Measurable Goal 6.1.1 – During the previous permit cycle, the Town developed an inventory of all municipal operations conducted in, on, or associated with facilities, buildings, golf courses, cemeteries, parks and open space that have the potential to cause or contribute to stormwater or surface water pollution. The Inventory is attached as Appendix C.

Measurable Goal 6.1.2 – The Town relies on the Standard Operating Procedures contained in Appendix D. The Town will continue to implement these SOPs at the inventoried facilities in Town. The SOPs are kept at the facilities by the people responsible for implementing them.

Measurable Goal 6.1.3 – Formal stormwater pollution prevention employee training is offered annually to public works and maintenance personnel. The trainings cover such topics as spill prevention and response, good housekeeping, operation and maintenance procedures, and materials management practices.

Reporting - Annual reports to DEP each year of the permit will include a status report on the development of the training program and number of employees trained.

Responsible Party: Public Services Director.

BMP 6.3 Continue Street Sweeping Program

Measurable Goal 6.3.1 - Each permit year the Town will continue to sweep all publicly accepted paved streets and publicly owned paved parking lots at least once a year as soon as possible after snowmelt.

Reporting - Annual reports to DEP each year of the permit will include a status report on street sweeping.

Responsible Party: Public Services Director.

BMP 6.4 Cleaning of Stormwater Structures Including Catch Basins

Measurable Goal 6.4.1 - The Town will inspect at least 50% of its catch basins each year, and will clean them if the sumps have accumulated sediment that fills more than 50% of the sump. Those catch basins that frequently accumulate excess sediment will be cleaned more frequently than every two years.

Reporting - Annual reports to DEP each year of the permit will include a status report on cleaning of catch basins.

Responsible Party: Public Services Director.

BMP 6.5 Maintenance and Upgrading of Storm water Conveyances and Outfalls

Measurable Goal 6.5.1 – The Town will continue to maintain and upgrade the stormwater conveyance systems based on its long term Capital Improvement Program.

Reporting - Annual reports to DEP each year of the permit will include a status report on the maintenance and upgrading of stormwater conveyances and outfalls.

Responsible Party: Public Services Director.

BMP 6.6 - Stormwater Pollution Prevention Plans (SWPPP's)

Measurable Goal 6.6.1 – During Permit Year 1, the Town will update the SWPPP for the Public Works Facility to conform to the conditions and requirements of the Maine Multi-Sector General Permit for Stormwater Discharge Associated with Industrial Activity published April 26, 2011. During subsequent permit years, the Town will implement the SWPPP, including conducting quarterly visual monitoring and quarterly housekeeping inspections.

Reporting - Annual reports to DEP each year of the permit will include a status report on the development of the SWPPP's.

Responsible Party: Public Services Director.

SECTION 3 GENERAL REQUIREMENTS

3.1 Certification

The General Permit requires that this Plan be certified by either a principal executive officer or ranking elected official. This section provides the necessary certification.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature: 
William Shane

Date: 11/14/13

Title: Town Manager

APPENDIX A

NOTICE OF INTENT

NOTICE OF INTENT TO COMPLY WITH MAINE GENERAL PERMIT FOR THE DISCHARGE OF STORMWATER FROM MUNICIPAL SEPARATE STORM SEWER SYSTEMS


PLEASE TYPE OR PRINT IN **BLACK INK ONLY**

Municipality:	Cumberland	Mailing Address:	290 Tuttle Road		
Town/City:	Cumberland	State:	Maine	Zip Code:	04021
Name and title of chief elected official or principal executive officer:	Bill Shane	Mailing Address:	same		
Town/City:		State:		Zip Code:	
Name of primary contact person responsible for MS4 stormwater management program:	Chris Bolduc	Mailing Address:	same		
Town/City:		State:		Zip Code:	
Daytime phone: (with area code)	207-829-2220	Email if available:	cbolduc@cumberlandmaine.com		
Estimate of the area in square miles of the Urbanized Area:	11.7	Permit Number (if applicable):	MER041009		
Name of stream(s), wetland(s) or waterbody(ies) to which the regulated Small MS4 discharges and a list of impaired waterbody(s) which receive stormwater from the Regulated Small MS4 (attach additional sheets as necessary):					
Mill Brook, Blanchard Pond, East Branch of the Piscataqua River, Windle Brook (aka Sabrina's Brook), Twin Brook					
These waters are not listed as impaired. No TMDLs have been drafted or finalized for any of these waters.					

I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that a false statement knowingly made in the submitted information may be punishable as a criminal offense, in accordance with Maine General Statutes.

I certify that this permit registration is on complete and accurate forms as prescribed by the Department without alteration of the text.

I also certify under penalty of law that I have read and understand all requirements of the General Permit. I certify that all requirements for authorization under the general permit are met and that a system is in place to ensure that all terms and conditions of this general permit will continue to be met for all discharges authorized by this general permit for the municipality. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowingly making false statements.

Signature of chief elected official or principal executive officer:		Date:	7/15/13
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This NOI registration form must be filed with the Department at the following address:
 Stormwater Coordinator
 Maine Department of Environmental Protection
 Bureau of Land & Water Quality
 17 State House Station
 Augusta ME 04333-0017

OFFICE USE ONLY	Ck.#	Date	Staff	Staff	After Photos
NOI #	FP		Acc. Date	Def. Date	

APPENDIX B

TMDL CONSISTENCY EVALUATION

EAST BRANCH OF THE PISCATAQUA RIVER TMDL CONSISTENCY EVALUATION

The following is a summary of the BMPs contained in the Cumberland Stormwater Program Management Plan that are consistent with the Statewide Bacteria Total Maximum Daily Load (TMDL) document which lists Broad Cove as impaired for bacteria concentrations. Broad Cove receives runoff from the Casco Bay Frontal Drainages subwatershed, which is part of the Casco Bay Watershed.

BMP	Measurable Goal	Consistency Discussion
BMP 3.1-Maintain an updated Watershed Based Storm Sewer System Infrastructure Map	The Town will maintain its map of the stormwater infrastructure.	This BMP is important so the Town maintains an accurate understanding of the infrastructure in the Casco Bay Watershed.
BMP 3.3 - Continue Illicit Discharge Detection and Elimination Program	Measurable Goal 3.3.1 – During the past permit cycle, the Town developed an illicit discharge detection and elimination program which included prioritized dry weather outfall inspections in two highest priority subwatersheds (East Branch of the Piscataqua River and Casco Bay Frontal Drainages). The General Permit requires that the Town expand inspections into watersheds that were not previously inspected, however these are the only two subwatersheds in the Urbanized Area of Cumberland. Therefore, the Town will continue inspections in these two watersheds.	The TMDL suggests continued inspections for and removal of illicit discharges.
BMP 3.4: Continue Open Ditch Illicit Discharge Program	Measurable Goal 3.4.1 – During the past permit cycle, the Town developed a strategy for detecting illicit discharges in their open ditch system within their highest priority subwatershed (East Branch of the Piscataqua River River). The Town will continue to implement the open ditch inspection program and will expand it into the Casco Bay Frontal Drainages subwatershed.	The TMDL suggests continued inspections for and removal of illicit discharges.
BMP 3.5: Document and Evaluate Aging Septic Systems	Measurable Goal 3.5.1 – By June 30, 2016, the Town will develop a list of aging (i.e., greater than 20 years old) septic systems that might discharge to the MS4 if they were to fail for the following subwatersheds: East	The TMDL suggests continued inspections for and removal of illicit discharges.

	<p>Branch of the Piscataqua River and Casco Bay Frontal Drainages.</p> <p>Measurable Goal 3.5.2 – By June 30, 2017, the Town will implement a drive-by evaluation and documentation program of the aging septic systems identified in Measurable Goal 3.5.1. The program will include a mechanism to address any discharges from failed septic systems.</p>	
BMP 3.7 Coordinate with DMR on issues related to Broad Cove	<p>Measurable Goal 3.7.1 – The Town currently cooperates with the Department of Marine Resources to collect bacteria samples at two locations in Broad Cove. The Town of Cumberland will continue this activity and will share information with DMR related to illicit discharge inspections and potential bacteria sources in the subwatershed that drains to Broad Cove (Casco Bay Frontal Drainages). In addition, the Town will meet with DMR during Permit Year 1 to understand what activities DMR has planned for investigating sources of bacterial contamination.</p>	<p>Because the data causing Broad Cove to be listed in the TMDL was developed from DMR, the Town will coordinate with DMR in addressing source contamination.</p>
BMP 6.3 Continue Street Sweeping Program	<p>Measurable Goal 6.3.1 - Each permit year the Town will continue to sweep all publicly accepted paved streets and publicly owned paved parking lots at least once a year as soon as possible after snowmelt.</p>	<p>Additional street sweeping will help to reduce pollutant transport to Broad Cove.</p>
BMP 6.4 Cleaning of Stormwater Structures Including Catch Basins	<p>Measurable Goal 6.4.1 - The Town will inspect at least 50% of its catch basins each year, and will clean them if the sumps have accumulated sediment that fills more than 50% of the sump. Those catch basins that frequently accumulate excess sediment will be cleaned more frequently than every two years.</p>	<p>Frequent cleaning of catch basins will help to reduce pollutant transport to Broad Cove.</p>

APPENDIX C

INVENTORY OF MUNICIPAL OPERATIONS

<p align="center">Town of Cumberland Municipal Operations in the Urban Area</p>
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<u>Facility</u>	<u>Location</u>	<u>Size</u>	<u>Scope of Work</u>
Public Works Garage	Drowne Road	8000 sq ft	Vehicle Maintenance, Painting, Welding Salt Storage, Vehicle Storage
SAD 51 Bus Maintenance Facility	Drowne Road	3200 sq ft	Bus Maintenance, Vehicle Storage
Twin Brook Maintenance Facility	Tuttle Road	2500 sq ft	Lawn Mower and Fertilizer Storage
Valhalla Golf Course Maintenance Facility	Valhalla Road	1500 sq ft	Light Mower maintenance, Fertilizer Storage Pesticide Storage

APPENDIX D

OPERATION AND MAINTENANCE PROCEDURES



OPERATION AND MAINTENANCE PROCEDURES FOR VALHALLA GOLF COURSE FACILITY

Revision June 29, 2010



Train employees and subcontractors annually on O&M Procedures

Train new employees within six months of hire

VEHICLE & EQUIPMENT: FUELING, WASHING & STORAGE (golf carts, tractors, lawn mowers, trimmers, weed whackers, blowers, etc)

Always:

- When fueling must be done in the field, do so over a paved or concrete area well away from any storm drains or ditches. When pouring fuel from a jerry can, use a funnel.
- Maintain all fueling equipment in good working order. Conduct preventive maintenance.
- Conduct regular inspections of the fueling area and clean up any spills and absorbent on the ground.
- Use drip pans under leaking equipment.
- Completely drain oil filters before disposal by poking a hole in the top and allowing it to drain for 24 hrs.
- Clean up all spills and leaks immediately with soil, sand, rags or paper towels. Keep others away from the spill and make sure it does not run off into other areas. Scoop all into a leak-proof container and properly dispose of it.
- Keep “clean-up supplies” such as a containment drum, kitty litter, sand, sawdust, a shovel, a broom and dustpan in your storage facility and ready to use.
- Place stockpiled materials away from ledge or rock outcrops, storm drains, ditches and surface waters.

When Possible:

- Perform all fueling activities for lawn care equipment in an enclosed building with closed drainage.
- Keep stockpiles under cover or use erosion control mulch to contain.
- Reduce the amount of liquid cleaning agents used or use low phosphate or phosphate free products.
- Conduct maintenance within a building or covered area.
- Park vehicles/equipment indoors or under a roof.
- Wash equipment/vehicles in a designated area that is permeable or drains to a buffer and does not directly drain to a ditch or water body.
- Discharge all wash water containing degreasers, acids, bases, and or metal brighteners to an on site treatment facility, the sanitary sewer in accordance with the treatment plant standards, or an approved holding tank.
- Drain fluid from stored/salvaged vehicles/equipment.

Never:

- Never allow “topping off” of fuel tanks.
- Never allow drivers or operators to leave their vehicles or equipment unattended while fueling.
- Never dump gas, wastes or contaminated water down storm drains.
- Never refuel or change the mower oil near storm drains.
- Never hose down the work area unless the runoff will either be directed to an oil/ water separator and discharged into the city’s sanitary sewer system or contained and disposed of as a hazardous waste.

FERTILIZERS:

Always:

- Keep records/documentation of all materials applied and when.
- Check the weather forecast and apply according to product instructions as to whether to apply dry or lightly watered in.
- Store in closed containers labeled with contents and purchase date.
- Keep containers in a secure building enclosure and clean as needed.
- Always routinely inspect storage area for leaks, spills, residue, and trash.
- If fertilizer accidentally ends up on pavement, always sweep it up as and put it back in the bag.

Whenever possible:

- Consider a low or no fertilizer approach to maintain turf.

FERTILIZERS, Continued:

- Perform a soil test to determine actual fertilization needs and application rate.
- Calibrate fertilizer spreaders to avoid excessive application.
- When fertilizer is needed, use slow or timed release nitrogen sources.

Never:

- Never apply fertilizers within five feet of pavement, 25 feet of a storm drain inlet, or 50 feet of a stream or water body.

PESTICIDES

Always:

- Use a licensed commercial pesticide company or licensed personnel for pesticide application, storage and disposal.

LANDSCAPING PRACTICES (mowing, irrigation, etc)

Always:

- Mow only as low as needed for the area's intended use. If areas are not being used, allow to return to meadow or field and mow once or twice per year rather than every week.
- Keep mower blades sharpened to avoid damaging grass leaf tissue.
- Remove any grass clippings off of paved surfaces and return to the grassed area.
- Water at appropriate times (when no rain is forecasted and in the morning).

When Possible:

- Use mulching type mowers if available.
- Re-seed and mulch area where soils are exposed.
- Mow when the grass is dry to prevent spread of turf diseases.

Never:

- Never use leaf blowers to blow waste into storm drains or ditches. Only blow into streets when it will be picked up within 24-48 hours or prior to a rain or heavy wind event.
- Never irrigate based on timers or schedules instead of monitoring for rainfall.

SPILL CLEAN UP: (crude oil, gasoline, heating oil, various fuel oils, lubricating oil, hydraulic oil, asphaltic residuals)

Always:

- Stop the source of the spill and contain any liquids, if possible to safely do so.
- Contact the MDEP to report **any size spill**.
 - **MDEP Petroleum Products Spill Response: 1-800-482-0777**
 - **MDEP Hazardous Material (non-oil spill): 1-800-452-4664**
- Report any discharge of hazardous waste immediately, (within one hour) to local emergency officials [fire department], then contact **MDEP Hazardous Material Department** (as described above).
 - Hazardous materials spills involve non-oil spills that pose a threat to human health or the environment, such as chemical releases.
- Cover the spill with absorbent material such as kitty litter, sawdust, or oil absorbent pads. Do not use straw or water.
- Notify Cumberland's Director of Operations as soon as possible for documentation of spill and spill response.



OPERATION AND MAINTENANCE PROCEDURES FOR TWIN BROOKS RECREATION FACILITY

Revision June 29, 2010



Train employees and subcontractors annually on O&M Procedures

Train new employees within six months of hire

VEHICLE & EQUIPMENT: FUELING, WASHING & STORAGE (tractors, lawn mowers, golf carts, trimmers, weed whackers, blowers, etc)

Always:

- When fueling must be done in the field, do so over a paved or concrete area well away from any storm drains or ditches. When pouring fuel from a jerry can, use a funnel.
- Maintain all fueling equipment in good working order. Conduct preventive maintenance.
- Conduct regular inspections of the fueling area and clean up any spills and absorbent on the ground.
- Use drip pans under leaking equipment.
- Completely drain oil filters before disposal by poking a hole in the top and allowing it to drain for 24 hrs.
- Clean up all spills and leaks immediately with soil, sand, rags or paper towels. Keep others away from the spill and make sure it does not run off into other areas. Scoop all into a leak-proof container and properly dispose of it.
- Keep “clean-up supplies” such as a containment drum, kitty litter, sand, sawdust, a shovel, a broom and dustpan in your storage facility and ready to use.
- Place stockpiled materials away from ledge or rock outcrops, storm drains, ditches and surface waters.

When Possible:

- Perform all fueling activities for lawn care equipment in an enclosed building with closed drainage.
- Keep stockpiles under cover or use erosion control mulch to contain.
- Reduce the amount of liquid cleaning agents used or use low phosphate or phosphate free products.
- Conduct maintenance within a building or covered area.
- Park vehicles/equipment indoors or under a roof.
- Wash equipment/vehicles in a designated area that is permeable or drains to a buffer and does not directly drain to a ditch or water body.
- Discharge all wash water containing degreasers, acids, bases, and or metal brighteners to an on site treatment facility, the sanitary sewer in accordance with the treatment plant standards, or an approved holding tank.
- Drain fluid from stored/salvaged vehicles/equipment.

Never:

- Never allow “topping off” of fuel tanks.
- Never allow drivers or operators to leave their vehicles or equipment unattended while fueling.
- Never dump gas, wastes or contaminated water down storm drains.
- Never refuel or change the mower oil near storm drains.
- Never hose down the work area unless the runoff will either be directed to an oil/ water separator and discharged into the city’s sanitary sewer system or contained and disposed of as a hazardous waste.

FERTILIZERS:

Always:

- Keep records/documentation of all materials applied and when.
- Check the weather forecast and apply according to product instructions as to whether to apply dry or lightly watered in.
- Store in closed containers labeled with contents and purchase date.
- Keep containers in a secure building enclosure and clean as needed.
- Always routinely inspect storage area for leaks, spills, residue, and trash.
- If fertilizer accidentally ends up on pavement, always sweep it up as and put it back in the bag.
- Consider a low or no fertilizer approach to maintain turf.
- Perform a soil test to determine actual fertilization needs and application rate.

FERTILIZERS, Continued:

Whenever possible:

- Calibrate fertilizer spreaders to avoid excessive application.
- When fertilizer is needed, use slow or timed release nitrogen sources.

Never:

- Never apply fertilizers within five feet of pavement, 25 feet of a storm drain inlet, or 50 feet of a stream or water body.

PESTICIDES

Always:

- Use a licensed commercial pesticide company or licensed personnel for pesticide application, storage and disposal.

LANDSCAPING PRACTICES (mowing, irrigation, etc)

Always:

- Mow only as low as needed for the area's intended use. If areas are not being used, allow to return to meadow or field and mow once or twice per year rather than every week.
- Keep mower blades sharpened to avoid damaging grass leaf tissue.
- Remove any grass clippings off of paved surfaces and return to the grassed area.
- Water at appropriate times (when no rain is forecasted and in the morning).

When Possible:

- Use mulching type mowers if available.
- Re-seed and mulch area where soils are exposed.
- Mow when the grass is dry to prevent spread of turf diseases.

Never:

- Never use leaf blowers to blow waste into storm drains or ditches. Only blow into streets when it will be picked up within 24-48 hours or prior to a rain or heavy wind event.
- Never irrigate based on timers or schedules instead of monitoring for rainfall.

SPILL CLEAN UP: (crude oil, gasoline, heating oil, various fuel oils, lubricating oil, hydraulic oil, asphaltic residuals)

Always:

- Stop the source of the spill and contain any liquids, if possible to safely do so.
- Contact the MDEP to report **any size spill**.
 - **MDEP Petroleum Products Spill Response: 1-800-482-0777**
 - **MDEP Hazardous Material (non-oil spill): 1-800-452-4664**
- Report any discharge of hazardous waste immediately, (within one hour) to local emergency officials [fire department], then contact **MDEP Hazardous Material Department** (as described above).
 - Hazardous materials spills involve non-oil spills that pose a threat to human health or the environment, such as chemical releases.
- Cover the spill with absorbent material such as kitty litter, sawdust, or oil absorbent pads. Do not use straw or water.
- Notify Cumberland's Director of Operations as soon as possible for documentation of spill and spill response.

WILDLIFE: (DUCKS, GEESE, GULLS, ETC)

Facts:

- Wildlife always have plenty of natural food sources
- They do not need Wonder Bread, French fries or pretzels (these foods provide no nutritional value to wildlife)
- Wildlife's most common instinct is "fear of humans"
 - If this instinct is lost-wildlife could be hurt or killed and humans put themselves at risk too
- Birds and other animals that have a steady diet of human food are overweight and undernourished.

More than meets the eye:

- The animals you feed aren't the only animals you may impact;
 - Bald Eagles eat ducks, which impacts the food chain (unhealthy ducks result in unhealthy eagles).
 - Sometimes a French fry, pretzel, etc., can get caught in their windpipes and actually split the esophagus causing the animal to die.

Never:

- Never feed wild animals and birds.

TRAIL MAINTENANCE:**Always keep water off trails by:**

- Installing rock or wood water bars to divert runoff into vegetated areas
- Installing water bars at a 45 degree angle
- Using drainage dips, swales or cross ditches to divert water from trails

Maintain Best Management Practices by:

- Cleaning and clearing out sediment and debris.
- Clearing blow downs
- Keeping trails free of brush

EROSION AND SEDIMENT CONTROL:**Always:**

- Use erosion control techniques or devices to stabilize disturbed areas.
- Use effective site planning to avoid sensitive areas.
- Keep land disturbance to a minimum.
- Install, inspect and maintain erosion control devices properly.
- Minimize slope lengths.
- Prevent erosion by covering bare soil with mulch or other cover.

Whenever Possible:

- Protect natural vegetation, especially near water bodies, wetlands, and steep slopes.
- Establish vegetative cover with good root systems prior to freeze/thaw cycles.

Never:

- Never divert runoff into a sensitive area.