



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 700.23

Title: Stormwater Pollution Prevention Plan for Facilities Management Operations

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Purpose and Objective

East Tennessee State University's National Pollutant Discharge Elimination System (NPDS) General MS4 Permit, Tracking No. TNS075370, requires the development and implementation of a Stormwater Pollution Prevention Plan (SWPPP) emphasizing best management practices (BMPs).

The SWPPP has two major objectives:

- Help identify the sources of pollution that affect the quality of industrial stormwater discharges, and
- Describe and ensure the implementation of BMPs to reduce pollutants in industrial stormwater discharges.

Fueling & Maintenance Operations

ETSU's maintenance activities are located in the Facilities Management Building(s) that consists of the fuel island, Grounds and Turf Management Departments as well as other Facilities Maintenance shops. Maintenance facilities are considered to be stormwater "hot spots" that can negatively affect stormwater quality. Therefore, ETSU places an emphasis on stormwater compliance within this area.

The fuel island includes a gasoline and diesel fueling station and has several storage tanks:

1. 900-gallon AST for E-85
2. 15,000 UST for unleaded gasoline
3. 4,000 UST for diesel

Potential Discharges to Stormwater at Facilities Building(s)

Discharges to a stormwater drain could occur during tank transfer operations, hose rupture, tank rupture, equipment/piping failure, or overfilling. The tanker trucks are designed with safety precautions that would minimize a discharge. A discharge from the 900-gallon AST would most likely flow into a concrete stormwater drainage ditch that is located along a curb.

These storage tanks are described in more detail within ETSU's Spill Prevention Control and Countermeasures Plan (SPCC) that is managed by the Office of Environmental Health and Safety. Furthermore, the USTs are equipped with leak detection systems, are located within diked areas, and line/tank leak detector tests are performed annually on the USTs as well as a cathodic protection test every three years. These records are kept within the EH&S Office. ETSU also contracts with Ensafe as our spill and emergency response consultants.

Wastes Generated Within Facilities Management

- Solvents (degreasers, paint thinners, etc.)
- Antifreeze
- Brake fluid
- Battery acid
- Motor oil and lubricating grease
- Fuel (unleaded, diesel, kerosene)

Good Housekeeping

Good housekeeping is essentially the maintenance of a clean and orderly work environment. It is a good indication of the implementation of BMPs by well-trained personnel. A clean and orderly work area reduces the possibility of accidental spills caused by mishandling of equipment and should reduce safety hazards to personnel. Examples of good housekeeping practices employed by ETSU Facilities personnel include:

- Neat and orderly storage of chemicals in a proper manner and area.
- Prompt cleanup/removal of spillage.
- Regular garbage pickup and disposal.
- Maintenance of floors.
- Provisions for proper storage and inspection of containers, drums, and storage tanks.
- Prevention of accumulation of liquid and solid chemicals on the ground or floor.

ETSU practices four major procedures to promote good housekeeping. These include (1) improved equipment operation and maintenance, (2) proper material storage practices, (3) routine campus inspections, and (4) training of all personnel working in "hot spot" areas. A more detailed description of each follows:

➤ **Operation and Maintenance**

Improved operation and maintenance procedures are designed to ensure that equipment is working in an orderly fashion. Applicable ETSU personnel implement the following equipment operation and maintenance BMPs as part of the facility's good housekeeping program:

1. Work surfaces, floors, and ground surfaces are kept clean and dry by using brooms, vacuum cleaners, or other cleaning devices.
2. Garbage and other solid waste material is regularly picked up and disposed of accordingly.
3. Equipment is routinely inspected for leaks or conditions that could lead to discharges of pollutants or contact of stormwater with raw or waste materials.
4. Equipment that is not working properly is promptly taken out of service for repair.
5. The EH&S Office provides periodic information and necessary training concerning spill prevention and clean-up procedures.
6. Floor drains within the departments are sealed off to prevent accidental releases.
7. Fueling dispensed by trained personnel only.

➤ **Material Storage Practices and Routine Inspections**

ETSU encourages proper material storage in order to prevent the release of materials and pollutants that may cause stormwater runoff pollution. Proper storage techniques include:

1. Store materials so that there is adequate aisle space to facilitate material transfer and easy access for inspections (quarterly SPCC inspections are performed).
2. All containers are properly placarded and/or signage is visible where required (used oil containers, hydraulic fluid, parts washers, etc are labeled).
3. Store containers and drums indoors or in enclosed storage units and away from direct traffic routes to prevent accidental spillage.
4. Drums are stored on spill pallets where applicable.

➤ **Material Inventory Controls**

Improved material inventory practices can reduce the waste that results from overstocking and the disposal of outdated chemicals and materials. Careful tracking of all materials ordered results in more efficient material usage. The following material inventory BMPs are implemented in ETSU Facility Management operations:

1. Safety Data Sheets (SDSs) are maintained for all products used for vehicle maintenance operations. SDSs are located within the department as well as via the campus website.

2. Containers are labeled to show the name and type of substance contained therein and hazard if applicable.
3. The EH&S Office inspects all oil and waste oil tanks and containers on a quarterly basis.

➤ **Employee Stormwater Training**

Employee training is essential to the effective implementation of the SWPPP. The purpose of the employee training program is to inform personnel at all levels of responsibility of the components and goals of the SWPPP. Training will address each component of the SWPPP including how and why tasks are to be implemented. Training topics will include spill prevention and response, good housekeeping and material management practices.

Furthermore, there are currently two ETSU Facility Management employees that have completed the Level 1 Fundamentals of Erosion Prevention and Sediment Control for Construction Sites training course. One employee has completed the Stormwater Control Measures Inspection and Maintenance course. Certificate of Completion cards for these employees are on file in the EH&S Office.

Landscaping and Athletic Fields Stormwater Pollution Prevention

ETSU takes great pride in maintaining its beautiful natural landscape throughout the campus and its athletic fields and complexes. However, lawn and garden activities can contaminate stormwater with pesticide, soil, and fertilizer runoff. ETSU's Grounds and Turf Management Departments apply proper landscape management techniques that effectively reduce water use, contain runoff, and enhance the campus's aesthetics. Environmentally friendly landscape management practices such as routine soil analysis, careful planning and design techniques, appropriate plant selection, use of practical turf areas and mulch, efficient water use, and appropriate maintenance are just some of the measures taken to protect the quality of the stormwater leaving ETSU.

ETSU, in conjunction with the City of Johnson City, Tennessee, Public Works Department, has installed an underground water storage tank below the Betty Basler softball field. This 60,000-gallon tank collects and holds all of the stormwater from the site, filters it, and then a pump recirculates the water for irrigation of the field.

This stormwater collection system will aid ETSU in complying with its Phase II Stormwater Permit as follows:

- Reduction in downstream flooding.
- Reduction in fertilizer usage.
- Prevent the discharge of contaminated stormwater runoff into the storm drainage system.

- Improve the quality of surface water and ground water by preventing illicit discharges.

Grounds and Turf Management Stormwater Pollution Prevention Practices

- Use pesticides and fertilizers sparingly.
- When chemicals must be used, they are used according to the manufacturer's instructions.
- Do not apply chemicals when raining or expected to rain.
- Pesticides are applied only by a licensed chemical applicator. The EH&S Office maintains a database of those individuals.
- Sweep and collect debris from sidewalks and paved areas as opposed to washing it into waterways.
- Maintain landscaped areas to prevent soil erosion.
- Use native plants that require low maintenance to landscape.
- Cover bare spots in grassy areas to prevent erosion.
- Do not over-water landscaping.
- Do not leave grass clippings on the streets, sidewalks or other impervious surfaces. Blow them back onto grassy areas or collect them.
- Cover piles of mulch, dirt, etc. being used in landscaping projects to prevent erosion during storm events.
- Plant along roadways and sidewalks as this helps to filter out pollutants from runoff.
- Receive initial stormwater training within 6 months upon hire.
- Receive annual stormwater training through the EH&S Office.
- All waste chemicals, pesticides, fertilizers, etc. are managed by EH&S Office.

Facilities Management Yard Stormwater Pollution Prevention Practices

- All spills are cleaned up immediately.
- Maintain vehicles to ensure proper function and reduce oil and fluid leakage.
- Vehicles and mowing equipment are never left unattended while fueling.
- Spill kits are available in all Facilities Management areas and are maintained by EH&S Office.
- Ensure that any equipment or materials stored outside do not have the potential to contaminate stormwater when exposed to rainfall.
- All containers and drums of materials are stored inside a chemical storage building or under a covered building/shed.
- Maintain unpaved areas with sufficient gravel to minimize erosion of sediment.

Contact Persons

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Date approved: _____

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