

**Village of Northbrook, Illinois  
Stormwater Pollution Prevention Plan  
Public Works and Fleet Maintenance Garage Facilities**



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**1. STORMWATER POLLUTION PREVENTION PLAN OVERVIEW**

**Introduction**

Through the Illinois Environmental Protection Agency (IEPA), the Village of Northbrook has a General National Pollutant Discharge Elimination System (NPDES) Permit for Discharges from Small Municipal Separate Storm Sewer Systems (General Permit) this requires the Village develop and implement pollution prevention and good housekeeping maintenance plan.

The objectives of this SWPPP are as follows:

- Identify potential sources of pollution at both Public Works Facilities (Operations Building and Fleet Maintenance Garage) which may affect the quality of stormwater discharges
- Follow best management practices (BMPs) or control measures to minimize the pollutants in both facility's runoff and disposal
- Provide practical guidance and training for implementing the SWPPP
- Comply with the terms and conditions of the General Permit.

### **Organization of Stormwater Pollution Prevention Plan**

Section 2 - Potential Sources of Stormwater Pollutants;

Section 3 - Stormwater Management Measures and Controls (Best Management Practices, or BMPs);

Section 4 - Stormwater Pollution Prevention Team; and

Section 5 - Annual Inspection Procedures.

## **2. POTENTIAL SOURCES OF STORMWATER POLLUTANTS**

### **Introduction**

This section of the SWPPP defines the stormwater system and associated potential water pollution problems. Specifically, a description of potential pollution sources which may add significant quantities of pollutants to stormwater discharges, or which may result in non-stormwater discharges from the facility need to be identified and described. Raw materials, waste products, fuels and other materials are typical potential pollutant sources.

### **Description of Building Facilities**

The Village of Northbrook Public Works Department has two separate Public Works Facilities; the main Operations Facility stores all maintenance equipment, vehicles, fueling station and various materials used by the Public Works Crews to perform daily operations. The second location is the Fleet Maintenance Garage where all mechanical services are conducted to the Village's vehicle fleet (e.g. Administration, Fire, Police, & Public Works). The main operational facility is 5.6 acres in size and is nearly 75 percent impervious coverage; the Fleet Maintenance Garage is a part of the Village Hall campus but for reporting purposes when broken down, the site is 0.65 acres and is 100 percent covered with impervious surface (e.g., buildings, structures, pavement...). Both locations are in close proximity to residential neighborhoods, commercial development, and park amenities.

## Site Maps

- **Site Locations –**  
Exhibit A (Operations Building) & A1 (Fleet Maintenance Garage) presents a location map extending at least one-quarter mile beyond the facility property boundary.
- **Structural Control Measures –**  
Exhibit B & E present the structural control measures for both facility locations. This site map shows the following features:  
Paved areas and buildings; Areas that may impact stormwater runoff; and location of existing stormwater structural control measures.
- **Storm Sewer System -**  
The following storm sewer features are shown on Exhibit C & F:  
Outfalls where stormwater is discharged from the facility property;  
Stormwater conveyance and discharge structures;  
The Operations Facility captures stormwater runoff within detention basins built as a part of the parking lot design and discharges to the Village Storm sewer through a Storm Control Manhole Structure at the northeast corner of the property.  
The Fleet Maintenance Garage discharges directly to Village Storm sewer system.
- **Sanitary Sewer System –**  
Exhibit C & F presents the sanitary sewer system for the facility.

## Activity and Significant Materials Inventory

Potential stormwater pollutant sources are listed below. A list of pollutant types that have the potential to be present in stormwater discharges is also presented.

### Potential Stormwater Pollutant Sources

Vehicle fueling, vehicle washing, vehicle equipment storage, vehicle liquid storage, heavy equipment storage, material storage, and road salt distribution occur at the Operations Facility; while vehicle and equipment maintenance is taken care of at the Fleet Maintenance Garage. Potential pollutants that could be present in stormwater runoff are listed below.

Diesel fuel, oil and other petroleum hydrocarbons;      Antifreeze;

Solvents, paint, and other vehicle maintenance chemicals;      Vehicle wash area; debris;

Wood chips;      Road salt;      Calcium Chloride      Sand, gravel;

Mulch;      Recycled asphalt;      Street Sweeping/Catch Basin Cleaning Debris;

Pesticides

### **Stormwater Management Control Measures**

A list of existing stormwater management control measures, or best management practices, for the *Operations Facility* includes the following:

Proper labels on storage containers; Weekly pavement sweeping;

Enclosed flammable liquids and toxic chemicals (Exhibit D);

Covered (e.g., roofs) storage areas (Exhibit D); Fueling area (Exhibit D);

Triple basins in vehicle bays; Stormwater Detention Facilities (Exhibit D);

Indoor and outdoor areas kept clean to avoid tracking of spilled materials (Exhibit D);

Loading/unloading equipment kept in good working order (Exhibit D); and

Fuel Spill kits location map at the Fueling Station (i.e. instructional information) identifying the close proximity to the fueling station, and information for shutting down the fueling (Exhibit D).

A list of existing stormwater management control measures, or best management practices, for the *Fleet Maintenance Garage* includes the following:

Proper labels on storage container (Exhibit G)s; Weekly pavement sweeping;

Enclosed flammable liquids and toxic chemicals (Exhibit G);

Triple basins in vehicle bays (Exhibit G);

Indoor and outdoor areas kept clean to avoid tracking of spilled materials (Exhibit G);

Vehicle maintenance performed inside with appropriate controls, including triple basin prior to discharging to sanitary sewer (Exhibit G);

Spill kit location map within the building for fuel spills (i.e. instructional information),(Exhibit G).

### **Summary of Existing Stormwater Sampling Data**

The Village does not sample any stormwater runoff at this time.

### **3. STORMWATER MANAGEMENT MEASURES AND CONTROLS**

Stormwater management control measures, or best management practices, are used to reduce the amount of pollutants in the stormwater discharged from both Public Works Facilities. The following stormwater management controls are described in this section:

Good Housekeeping	Preventive Maintenance
Spill Prevention and Response	Stormwater Management Practices
Sediment and Erosion Prevention	Employee Training
Routine Visual Inspections	Non-Stormwater Discharges

#### **Good Housekeeping**

Good housekeeping practices are intended to maintain areas which may contribute pollutants to runoff in a clean and orderly manner. Examples of good housekeeping practices for the site are presented below.

The facility should be kept clean by picking up all trash and unwanted debris on a regular basis. All paved areas are swept clean on a regular basis. Avoid hosing down areas outside of designated wash areas.

Store drums, containers and other materials in a neat and orderly fashion. Provide adequate aisle space to facilitate material transfer and easy access for inspections. Store containers away from direct traffic routes to prevent accidental spills. Properly label containers.

All dumpsters should be covered by a removable lid or a leak-proof tarpaulin, or placed under a roof.

Make sure maintenance equipment and vehicles are working properly.

Routinely inspect for leaks or conditions that could lead to discharges of pollutants into stormwater.

Ensure that employees and contractors understand pollution prevention and spill cleanup procedures.

#### **Preventive Maintenance**

The recommended preventive maintenance program includes inspection and maintenance of facility equipment and stormwater controls that could fail or leak, resulting in discharge of pollutants to stormwater. Appropriate preventive maintenance procedures for the facility are listed below.

Facility vehicles and equipment should be maintained in accordance with the equipment manufacturer's manuals. The regular maintenance shall include the visual inspection and replacement, as necessary, of seals, gaskets and other parts. Facility equipment and systems should be inspected and tested on a regular basis to uncover conditions that could result in the discharge of pollutants to surface waters.

All storage containers should be inspected on a monthly basis for signs of cracks and leaks.

Stormwater management devices (e.g., cleaning catch basins and wash water storage tank) should be subject to timely inspection and maintenance.

Vehicle maintenance activities should be performed inside.

### **Spill Prevention and Response**

Potential pollution sources which could spill or leak are to be inspected on a regular basis. All observed spills or leaks observed will be immediately contained by a drip pan or absorbent materials. Spills shall be cleaned up as soon as possible using appropriate methods. Leaks are to be repaired as soon as possible. All affected employees are to be informed of their responsibilities to control leaks and spills, which would be covered in general awareness type training. Spill prevention procedures are described below.

Any observed leak or spill should be immediately contained, cleaned up, and, as soon as possible, repaired.

Facility vehicle and equipment operators should check their equipment each shift for signs of leaks. If any significant leaks are detected, the operator is to place a drip pan under the equipment (stationary equipment) until it can be repaired. Drip pans should be placed under all unused equipment and vehicles which are stored outside and observed to be leaking. These leaks should be repaired as soon as practicable.

Above ground storage tanks and pipes should be secured when not in use. Filling of storage tanks, vehicle fuel tanks, and equipment tanks should be observed. Any spills which occur shall be immediately cleaned up.

Contact the Fire Department for any spills that cannot be contained on-site or that pose an immediate health and safety threat.

### **Stormwater Management Practices**

Stormwater management practices are practices (other than those which control the source of pollutants) used to divert, infiltrate, reuse, or otherwise manage the discharge of pollutants in runoff. These practices are described below.

**Covered Storage Areas** - Road salt is stored in a covered area. The Public Works fleet vehicle maintenance supplies are stored inside. All vehicles are stored inside, and all vehicles are maintained and washed inside. Paint and solvents are stored inside, as are all pesticides.

**Containment** – The fuel storage tanks are located below ground. All building floor drains are connected to the sanitary sewer.

**Oil & grease separation** - There are triple basin oil/water/grit separator located both the East & West wing of the Operations facility and also at the Fleet Maintenance Garage in the vehicle servicing area.

Debris and sediment control - Storm sewer inlets with grates are located throughout the facility.

Waste chemical disposal - Waste chemicals such as antifreeze, degreasers, and used oils are recycled or disposed of properly, in accordance with regulatory requirements at the Fleet Maintenance Garage.

### **Sediment and Erosion Prevention**

Paved areas will be maintained. The rest of the ground surface is either covered with vegetation or gravel. Most loose materials are stored under cover. Other areas will continue to be observed for soil erosion, and if significant erosion potential is found, corrective measures will be enacted.

### **Employee Training**

Effective management of stormwater pollution will require that facility staff be aware of the conditions that may cause pollution. Furthermore, proper use of Best Management Practices (BMPs) by employees is essential for the success of the Stormwater Pollution Prevention Plan (SWPPP).

The Stormwater Pollution Prevention Team (SPT) is responsible for developing and implementing an employee training program. At a minimum, the SWPPP training will be conducted annually. The SWPPP information should also be reviewed with all new employees. The following subjects will be addressed in the training program:

Objectives and requirements of the SWPPP;

Spill prevention, response, and internal and external reporting procedures;

Good housekeeping practices;

Material management practices; and

Proper fueling and storage procedures.

The SPT will evaluate the effectiveness of the training program and make improvements as necessary to promote employee awareness and accountability.

### **Routine Visual Inspections**

The Team (or designees) will conduct regular visual inspections of designated areas of the facility for the evidence of, or the potential for, pollutants entering the stormwater drainage system. The purpose of the visual inspection is to confirm that potential pollution sources are being properly controlled.

Areas to inspect, at a minimum, include:

Potential sources of stormwater pollutants identified in Section 2;

Outdoor material handling and chemical storage areas;

Loading/unloading areas;

Areas where spills/leaks have occurred in the past; and  
Fuel storage and pump areas.

*A routine inspection form will be filled out each time an inspection is conducted that documents the following information:*

Facility name;  
Date of inspection;  
Name of inspector;  
Potential pollution sources identified; and  
Corrective actions needed to control the sources.

A blank routine inspection form is shown on Exhibit H. All routine inspection forms will be retained with this SWPPP for at least three years from the date of the inspection.

### **Non-Stormwater Discharges**

The General Permit prohibits unauthorized non-stormwater discharges to the storm drainage system unless specifically covered by a NPDES permit. The facility is required to certify that unauthorized non-stormwater discharges covered under the General Permit do not exist at the facility. Typical sources of non-stormwater discharges that are not authorized by the General Permit include:

Floor drains, sinks, and other waste discharges to the ground surface;  
Boiler blow down or cooling water;  
Vehicle and equipment wash water; and  
Steam cleaning wastes.

Non-stormwater discharges authorized by the General Permit include:

Discharges from firefighting activities;  
Fire hydrant flushings;  
Waterline flushings of potable water sources;  
Irrigation drainage;  
Lawn watering;

Uncontaminated groundwater;  
Foundation or footing drains where flows are not contaminated with process materials;  
Discharges from springs;  
Routine exterior building wash which does not use detergents;  
Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred and where detergents are not used;  
Emergency eyewash/shower drain water;  
Steam leaks/condensate; and  
Air conditioning condensate.

A certification of evaluation of non-stormwater discharges is presented in Exhibit G.

#### **Potential Future Best Management Practices**

There is one pollutant sources that could benefit from additional structural measures and should be evaluated regularly by the Village. The outdoor storage area that contains ground up mulch, broken pavement, excavated materials and other debris, should be checked daily to reduce sediment in stormwater runoff. Employees should remember to check inlet filter baskets or other erosion control methods are in place to ensure their function is operational.

#### **4. STORMWATER POLLUTION PREVENTION TEAM**

Under the direction of Kelly Hamill, Director of Public Works, the Northbrook Public Works Department will oversee staff assigned for developing, implementing, maintaining and updating the stormwater pollution prevention plan as fit.

#### **5. ANNUAL INSPECTION PROCEDURES**

##### **Annual Inspection**

The General Permit requires that an annual facility inspection be conducted. The objectives of the inspection are to assess the overall effectiveness of this Stormwater Pollution Prevention Plan (SWPPP) and to modify or improve the SWPPP, where appropriate. The annual inspection includes the following tasks:

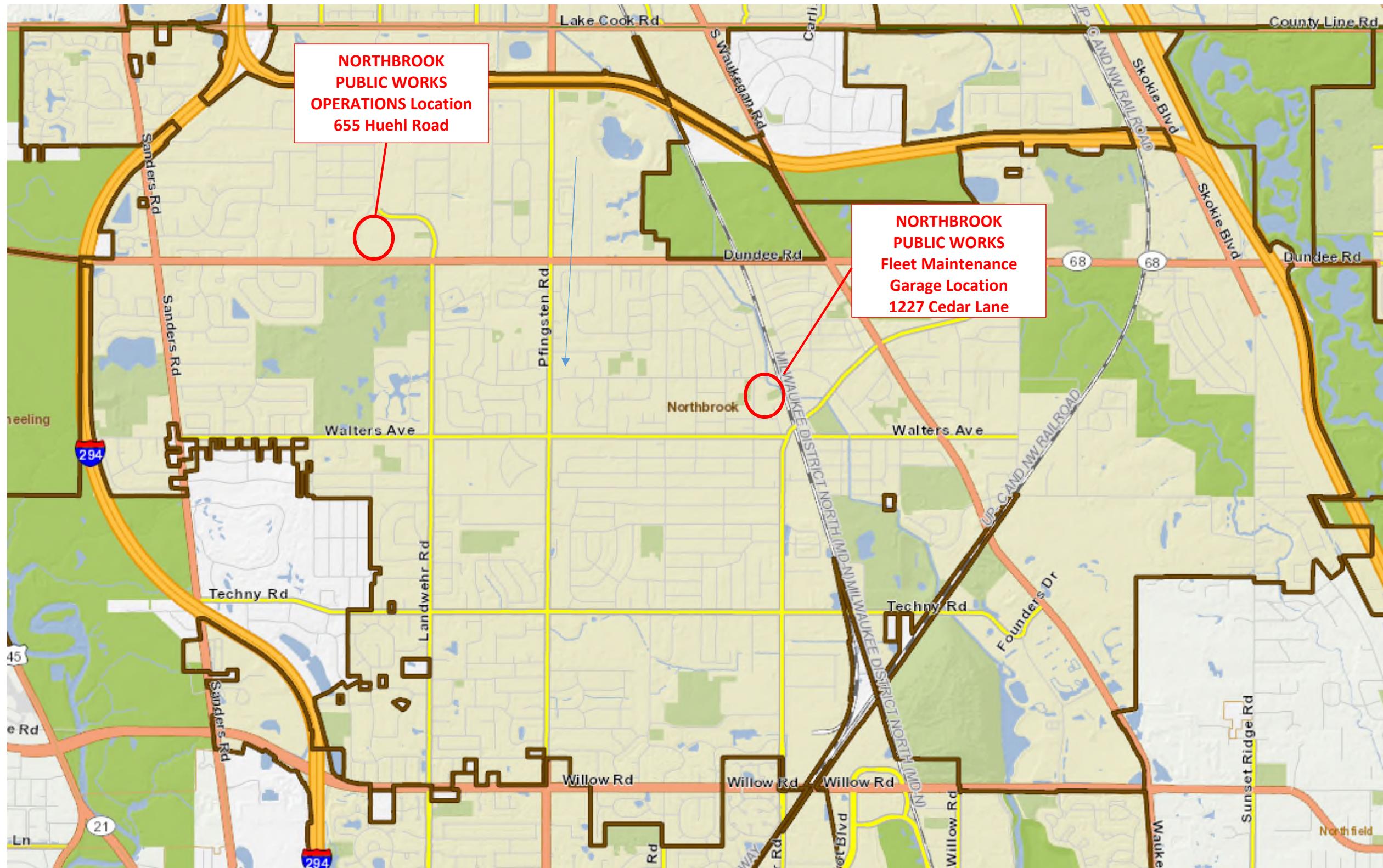
- Modify or update the site map to reflect current conditions;
- Identify all potential pollution sources;
- Inspect outfalls for evidence of pollutants entering the drainage system and adversely impacting the receiving water body;
- Verify that source and structural controls have been implemented, are being maintained, and are effective in controlling stormwater pollution;
- Determine if improvements or additional control measures are needed; and inspect the availability of adequate spill response equipment and supplies.

The annual site inspection will be performed each year by a member of the Pollution Prevention Team or designee. An annual inspection form will be filled out each time an annual site inspection is conducted. A blank form is shown in Exhibit I.

The SWPPP shall be revised whenever there is a change in design, construction, operation or maintenance, which may impact the potential for pollutants to be discharged or if the SWPPP proves to be ineffective in controlling the discharge of pollutants.

### **Annual Report**

The Village will submit an Annual Report to the IEPA each year it is covered under the General Permit (currently by June 1 of each year). The Annual Report covers the Village's Stormwater Management Program, including pollution prevention and good housekeeping for municipal operations.



**VILLAGE OF NORTHBROOK, ILLINOIS**  
PUBLIC WORKS FACILITIES  
SITE LOCATIONS  
EXHIBIT A

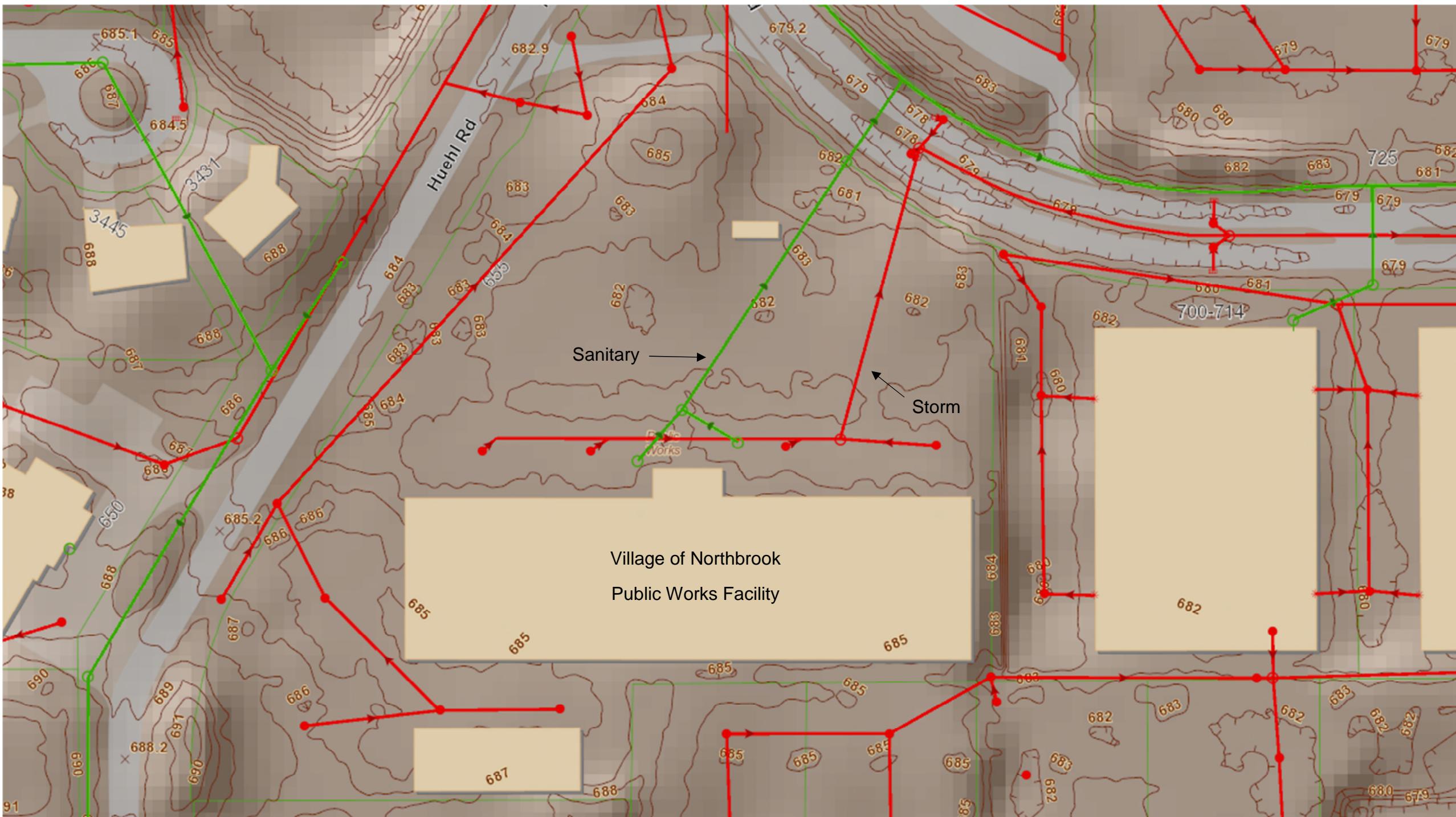


VILLAGE OF NORTHBROOK, ILLINOIS

PUBLIC WORKS FACILITY

STRUCTURAL CONTROL MEASURES

EXHIBIT B



**VILLAGE OF NORTHBROOK PUBLIC WORKS**  
**STORM AND SANITARY SEWER ATLAS**  
**EXHIBIT C**

**Public Works Facility  
Northbrook, Illinois  
Stormwater Pollution Prevention Plan – Exhibit D**



**View of fueling area.**

**Public Works Facility  
Northbrook, Illinois  
Stormwater Pollution Prevention Plan – Exhibit D**



View of outdoor covered materials storage.

**Public Works Facility  
Northbrook, Illinois  
Stormwater Pollution Prevention Plan – Exhibit D**



View of indoor vehicle wash area.

**Public Works Facility  
Northbrook, Illinois  
Stormwater Pollution Prevention Plan – Exhibit D**



**View of the vehicle bay with drain.**

**Public Works Facility  
Northbrook, Illinois  
Stormwater Pollution Prevention Plan – Exhibit D**



View of the cabinets in which flammable materials are stored.



VILLAGE OF NORTHBROOK, ILLINOIS  
FLEET MAINTENANCE GARAGE  
STRUCTURAL CONTROL MEASURES  
EXHIBIT E



**VILLAGE OF NORTHBROOK PUBLIC WORKS**

**FLEET MAINTENANCE GARAGE**

**STORM AND SANITARY SEWER ATLAS**

**EXHIBIT F**

**Fleet Maintenance Garage**  
**Northbrook, Illinois**  
**Stormwater Pollution Prevention Plan – Exhibit G**



**View of Vehicle maintenance performed indoors**

**Fleet Maintenance Garage**  
**Northbrook, Illinois**  
**Stormwater Pollution Prevention Plan – Exhibit G**



**View of the cabinets in which flammable materials are stored.**

**Fleet Maintenance Garage**  
**Northbrook, Illinois**  
**Stormwater Pollution Prevention Plan – Exhibit G**



**Proper labels on storage container**

**Fleet Maintenance Garage  
Northbrook, Illinois  
Stormwater Pollution Prevention Plan – Exhibit G**



**View of Triple Basins in Maintenance area**

**EXHIBIT H**  
**ROUTINE INSPECTION FORM**  
**NORTHBROOK PUBLIC WORKS FACILITY**

<b>Inspector:</b>		<b>Date:</b>		<b>If No, Describe Location &amp; Action Needed</b>	<b>Initial &amp; Date After Action Is Completed</b>
<b>Potential Pollutant Sources</b>		<b>Yes</b>	<b>No</b>		
A. Material and waste storage areas are maintained in good condition to minimize discharge of pollutants.					
B. Any oil leaks or spills present are properly contained by drip pans or absorbents. Absorbents are picked up and properly disposed of in a timely manner.					
C. Containers and aboveground storage tanks are in sound condition (check for corroded or damaged containers, supports, and valves).					
D. Fueling area and underground storage tanks in good condition.					
E. Road salt is stored properly.					
F. Vehicle and equipment maintenance areas in sound condition.					
G. Grounds do not show signs of erosion.					
H. Catch basins and washwater tanks in good working order.					

**Exhibit I**  
**ANNUAL SITE INSPECTION REPORT**

**Public Works Facility**  
Northbrook, Illinois

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

<b>SOURCES</b>			
<b>Source Controlled?</b>			
<b>Source</b>	<b>Yes</b>	<b>No, Describe</b>	<b>Comments</b>
1. Material Storage & Handling Areas			
2. Loading & Unloading Areas			
3. Vehicle Fueling Area			
4. Vehicle Maintenance Area			
5. Street Sweeper Washdown Area			
6. Salt Storage Area			
7. Other _____			
8. Other _____			

**EXHIBIT I ANNUAL SITE INSPECTION REPORT**
**BEST MANAGEMENT PRACTICES**

BMP	Implemented		Effectiveness	Action Needed			Comments
	Yes	No		What	By Whom	By When	
<b>1. Good Housekeeping</b>							
a. The facility should be kept clean by picking up all trash and litter on a regular basis. Pavement swept on a regular basis.							
b. Store drums, containers and other materials in a neat and orderly fashion. Provide adequate aisle space to facilitate material transfer and easy access for inspections. Store containers away from direct traffic routes to prevent accidental spills. Store containers on pallets or similar devices to prevent corrosion.							
c. All dumpsters should be covered by a removable lid or a leak proof tarpaulin, or placed under roof.							
d. Make sure equipment is working properly.							
e. Routinely inspect for leaks or conditions that could lead to the discharge of pollutants into storm water.							
f. Ensure that pollution prevention and spill cleanup procedures are understood by employees and contractors.							
<b>2. Preventive Maintenance</b>							
a. Facility vehicles and equipment shall be maintained in accordance with the equipment manufacturer's manuals. The regular maintenance shall include the visual inspection and replacement, as necessary, of seals, gaskets, and other parts.							
b. All storage containers should be inspected on a monthly basis for signs of cracks and leaks.							
c. Facility equipment and systems should be inspected and tested on a regular basis to uncover conditions that could result in the discharge of pollutants to surface waters.							
d. Timely inspection and maintenance of storm water management devices.							
e. Vehicle maintenance activities should be performed inside.							

**EXHIBIT I ANNUAL SITE INSPECTION REPORT**

BEST MANAGEMENT PRACTICES							
BMP	Implemented		Effectiveness	Action Needed			Comments
	Yes	No		What	By Whom	By When	
<b>3. Spill Prevention and Response</b>							
a. Any observed leak or spill should be immediately contained, cleaned-up, and-as soon as possible-repaired.							
b. Facility vehicle and equipment operators should check their equipment each morning for signs of leaks. If any significant leaks are detected, the operator is to place a drip pan under the equipment to contain the leak until it can be repaired.							
c. Drip pans should be placed under all unused equipment and vehicles which are stored outside and observed to be leaking. These leaks should be repaired as soon as practicable.							
d. The aboveground tanks and pipes should be secured/locked when not in use.							
e. Filling of storage tanks, vehicle and equipment fuel tanks should be observed. Any spills which occur shall be immediately cleaned up.							
<b>4. Storm Water Management Practices</b>							
Keep chemicals stored inside where appropriate. Keep salt stored							
a. inside salt storage building to the best extent practicable. Keep other materials (e.g., topsoil, sand, gravel) under cover.							
b. Maintain fueling area in good condition.							
c. Maintain outdoor material storage areas in good condition.							
d. Maintain inlets, catch basins, washdown basins, and storm sewer system in good condition.							
e. Maintain grounds in good condition (no soil erosion).							

**EXHIBIT I ANNUAL SITE INSPECTION REPORT****OTHER CONTROLS**

	Yes	No	Action Needed			
			What	By Whom	By When	Comments
1. Is the plan and site map current with facility operations?						
2. Is the plan effective in achieving the general objectives of controlling pollutants in storm water runoff?						
3. Are all potential sources identified, to the best of your knowledge?						
4. Are the BMPs adequate in controlling sources?						
5. Are outfall locations free from obvious signs of contamination?						
6. Any event (spill, treatment unit malfunction, etc.) which required an inspection? Corrective maintenance?						