



GOOD HOUSEKEEPING / POLLUTION PREVENTION PLAN

CITY OF LENEXA, KANSAS

Prepared by

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City of Lenexa**

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Background

On October 1, 2004, the City of Lenexa was issued a National Pollutant Discharge Elimination System (NPDES) Phase II permit which regulates the discharge of stormwater into the municipal separate storm sewer system. The permit requires the implementation of the following minimum control measures:

- 1) Public Education and Outreach
- 2) Public Involvement and Participation
- 3) Illicit Discharge Detection and Elimination
- 4) Control of Construction Site Runoff
- 5) Post Construction Stormwater Management
- 6) Pollution Prevention and Good Housekeeping

This plan is intended to document best management practices implemented by the City of Lenexa to meet minimum control measure #6 of our NPDES permit. Per this control measure, the City is required to develop and implement and operation and maintenance program that has the goal of preventing/reducing pollutant runoff from municipal operations and has an employee training component.

The Watershed Division will provide leadership and oversight for the City's Pollution Prevention and Good Housekeeping Plan; however many different departments will be responsible for best management practices and plan implementation. The Watershed Water Quality Specialist will coordinate with various departments, conduct yearly inspections, and provide staff training as needed.

POLLUTION PREVENTION PLAN

City of Lenexa Service Center

Building #1: Fuel Canopy

Purpose: The fuel canopy area is used for fuel storage and dispensing to City vehicles. The area includes: one 10,000 gallon diesel fuel underground storage tank (UST); one 12,000 gallon unleaded gasoline UST; four diesel pump dispensers; and four gasoline dispensers.

Contact Information: Chuck Bentzinger, Fleet Maintenance Superintendent
(913) 477- 7825, cell (816) 797-0036

Emergency Contact: Lenexa Fire Department, 911 (for spills greater than 10 gallons)

Rob Beilfuss, Public Works, Water Quality Specialist (913)
477-7666

Source Control BMPs:

- ✓ USTs are fiberglass and resistant to corrosion.
- ✓ 4 monitoring wells have been placed around the USTs and are regularly checked for fuel leakage.
- ✓ Traffic control bollards have been placed around the pump islands to prevent damage from vehicles.
- ✓ The pump islands are raised to protect the pumps.
- ✓ The fuel dispensing area is covered with a canopy to limit rainfall runoff mixing with fuel spillage.
- ✓ The fuel dispensing system includes an emergency shutoff button .
- ✓ Stormwater runoff is routed around the USTs through a French drain.
- ✓ Pumps are equipped with automatic shut off valves.
- ✓ USTs are connected to a computer monitored Veeder Root TLS 350 Leak Alarm System. This system tracks daily fuel usage and checks once a week for tank tightness.

Treatment BMPs:

- ✓ A can of oil dry has been placed on the pump islands for minor spills.
- ✓ A fire extinguisher is mounted on the pump islands.
- ✓ Excavators and soil piles are available for berming large fuel spills.

POLLUTION PREVENTION PLAN

City of Lenexa Service Center Building #2: Vehicle Wash Bays

Purpose: The facility includes one automatic and one manual car wash bay for City vehicle washing.

Contact Information: Chuck Bentzinger, Fleet Maintenance Superintendent
(913) 477- 7825, cell (816) 797-0036

Source Control BMPs:

- ✓ Bays are connected to separate oil/water separators.
- ✓ Oil/water separators are connected to the sanitary sewer system.
- ✓ Oil/water separators are pumped out by the Watershed Grey Crew on a monthly basis.
- ✓ Bays are covered, impervious areas that prevent stormwater runoff contamination.
- ✓ Bio-degradable soaps are used for vehicle washing.

Treatment BMPs: N/A

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City of Lenexa Service Center

Building #3: Salt Dome

Purpose: This facility includes a salt storage dome, two de-icing liquid above ground storage tanks (one 10,000 gallon magnesium chloride and one 5,000 gallon salt brine), one 6,000 gallon fiberglass underground storage tank (magnesium chloride), one salt brine machine, loading equipment, and outside salt/sand storage area.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Source Control BMPs:

- ✓ The salt pile is stored year round in a covered dome to prevent stormwater runoff contamination.
- ✓ The salt/sand pile is stored outside only during peak use from November 1 through April 1.
- ✓ De-icing liquids are stored in corrosion resistant polyethylene tanks.

Treatment BMPs:

- ✓ The outside area is swept with a street sweeper after each storm/salt loading event.
- ✓ Drains in the grated conveyor pit drain to the pre-wash building sand/oil separator, which is connected to the sanitary sewer system.

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City of Lenexa Service Center

Building #4: Pre-Wash Bay

Purpose: City vehicles and equipment are pre-washed in this area to remove mud, grass, and debris.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Source Control BMPs:

- ✓ The pre-wash bay is enclosed in a covered, impervious area to prevent contamination of stormwater runoff.
- ✓ The bay drains to an oil/water separator, which is connected to the sanitary sewer system.
- ✓ The oil/water separator is cleaned out on a monthly basis by the Watershed Division Grey Crew.

Treatment BMPs: N/A

POLLUTION PREVENTION PLAN
City of Lenexa Service Center
Building #6: Sign Shop (Traffic Division)

Purpose: This facility is used by the Traffic Division for metal sign production and warm equipment storage.

Contact Information: Dale Delana, Traffic Superintendent (913) 477-7835, cell (816) 797-0031

Source Control BMPs:

- ✓ The warm equipment storage bay is enclosed in a covered, impervious area to prevent contamination of stormwater runoff.
- ✓ The floor drain in the warm equipment storage bay is connected to the sanitary sewer system.
- ✓ No drains are present in the sign shop area.

Treatment BMPs: N/A

POLLUTION PREVENTION PLAN

City of Lenexa Service Center

Building #7: Garage (Traffic Division)

Purpose: This facility is used by the Traffic Division for warm truck and equipment storage.

Contact Information: Dale Delana, Traffic Superintendent (913) 477-7835, cell (816) 797-0031

Source Control BMPs:

- ✓ The warm truck and equipment storage bays are enclosed in a covered, impervious area to prevent contamination of stormwater runoff.
- ✓ The floor drains in the storage bays are connected to the sanitary sewer system.
- ✓ Chemicals are stored in a fire proof cabinet.

Treatment BMPs:

- ✓ Oil dry is available for automotive fluid leakage.

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City of Lenexa Service Center
Building #9a: Refrigeration Unit

Purpose: The refrigeration unit is used for storage of medical wastes and dead animals, prior to offsite disposal.

Contact Information: Chuck Bentzinger, Fleet Maintenance Superintendent
(913) 477- 7825, cell (816) 797-0036

Source Control BMPs:

- ✓ Medical wastes and dead animals are stored in sealed plastic containers prior to offsite disposal.

Treatment BMPs: N/A

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City of Lenexa Service Center

Building #11: North Barn

Purpose: The North Barn is divided into east and west sections. The east section includes a tool room and storage area for new products (chain saw lubricants, paints, solvents, crack seal, etc.). The west section includes warm storage for City vehicles, street sweepers, oil truck, and water filled rollers.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Source Control BMPs:

- ✓ The storage areas are covered with impervious floors.
- ✓ No floor drains are present in the North Barn.
- ✓ Flammable chemicals are stored in two fire proof cabinets.

Treatment BMPs:

- ✓ A pallet of Oil Dry is stored in the east section of the North Barn.

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City of Lenexa Service Center

Building #12: Employee Break Room

Purpose: Building #12 includes an employee break room, lunch area, office space, and locker room/showers. The northern section of the building includes warm storage for the rubber tired loader and other City vehicles.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Source Control BMPs:

- ✓ The warm storage area is covered with impervious floors.
- ✓ Recycling bins (paper, cans) are available throughout the building
- ✓ Employee equipment training manuals, videos, training records, and MSDS sheets are stored in this building.

Treatment BMPs: N/A

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Building #13: Vehicle Maintenance

Purpose: Building #13 is used for maintenance of City fleet vehicles and equipment. The building includes a paint booth, body shop, vehicle maintenance bays with above and below grade hydraulic lifts, break room, offices, and parts room (see map on following page).

Contact Information: Chuck Bentzinger, Fleet Maintenance Superintendent
(913) 477- 7825, cell (816) 797-0036

Emergency Contact Information: Lenexa Fire Department, 911 (for spills greater than 10 gallons)

Rob Beilfuss, Public Works, Water Quality Specialist (913)
477-7666

Source Control BMPs:

- ✓ The maintenance areas are covered with impervious floors.
- ✓ Floor drains lead to two (2) oil water separators, which are connected to the sanitary sewer system.
- ✓ Oil water separators are cleaned out on a monthly basis by the Watershed Grey Crew.
- ✓ The paint booth is equipped with dust and air filters, which are maintained on a regular basis.
- ✓ Drip pans are used to catch vehicle fluids during maintenance activities.
- ✓ Flammable chemicals are stored in fire proof cabinets.
- ✓ Used antifreeze is filtered and recycled onsite.
- ✓ Used oil filters are drained and crushed onsite.
- ✓ Used oil is stored in an enclosed 250 gallon above ground storage tank prior to offsite disposal.
- ✓ Used oil is recycled offsite by Crystal Clean as needed.
- ✓ Parts are cleaned in an enclosed parts washer which is cleaned out on a yearly basis.
- ✓ Fire extinguishers are mounted in the maintenance areas.

Treatment BMPs:

- ✓ Oil Dry is available for minor fluid spills. Large quantities of used oil dry are placed in the “tear out” asphalt pile and disposed of in a C&D Landfill.
- ✓ Floors are dry swept, soaped and vacuumed on a regular basis.

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City of Lenexa Service Center

Building #15: Vehicle Storage Pole Barns

Purpose: There are three covered pole barns (east, west, and south pole barns) for storage of City vehicles.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Source Control BMPs:

- ✓ The vehicles are stored in covered areas with impervious floors.
- ✓ There are no floor drains in the pole barns.

Treatment BMPs:

- ✓ Oil Dry is available for minor fluid spills.
- ✓ Fire extinguishers are available in each pole barn.

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Waste Transfer Area

Purpose: The Waste Transfer Area is used for solid waste transfer and storage prior to offsite disposal at a landfill. In this area, waste is transferred from trucks to a compactor unit. This area is a licensed KDHE waste transfer station.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Source Control BMPs:

- ✓ The pad is impervious and drains stormwater back away from the compactor unit.
- ✓ The compactor unit is covered and emptied by Deffenbaugh approximately once a month, or as needed.
- ✓ The compactor unit is emptied on a more frequent basis during special City events.

Treatment BMPs:

- ✓ Leachate from the compactor unit is filtered through a mulch berm prior to discharge in a vegetated area.

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South Satellite

Purpose: The South Satellite is located at 101st Terrace and Marshal Drive and is used for storage of de-icing liquid, sand, and salt. The satellite locations reduce the need for snow plow trucks to drive across town to reload during snow events. This saves time and fuel during the winter months.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Source Control BMPs:

- ✓ The de-icing liquid (magnesium chloride) is stored in a corrosion resistant polyethylene above ground storage tank (AST).
- ✓ The AST is protected from truck traffic by a guard rail.
- ✓ The road salt is stored in covered bins from November 1 through April 1.

Treatment BMPs:

- ✓ The area drains to a small sediment pond along the southwest corner of the property.

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West Satellite

Purpose: The West Satellite, located at 83rd Street and Monticello Road, is used for storage of de-icing liquid, sand, and salt. The satellite locations reduce the need for snow plow trucks to drive across town to reload during snow events. This saves time and fuel during the winter months.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Source Control BMPs:

- ✓ The de-icing liquid (magnesium chloride) is stored in a corrosion resistant polyethylene above ground storage tank (AST).
- ✓ The AST is protected from truck traffic by a guard rail.
- ✓ The road salt is stored in covered bins from November 1 through April 1.

Treatment BMPs:

- ✓ The area drains to a bermed swale northeast of the pad site.

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Parks Maintenance Building

Purpose: This building includes warm storage for parks maintenance vehicles, equipment, parts and chemicals. The building also includes a wood working garage, offices, break room, and locker room.

Contact Information: Logan Wagler (913) 477-7140

Source Control BMPs:

- ✓ The warm truck and equipment storage bays are enclosed in a covered, impervious area to prevent contamination of stormwater runoff.
- ✓ The floor drains in the storage bays and garage drain to an oil/water separator which is connected to the sanitary sewer system.
- ✓ Flammable chemicals are stored in a fire proof cabinet.
- ✓ Vehicle and equipment maintenance is conducted offsite in the Service Center Vehicle Maintenance Building.
- ✓ The floor drains should be covered during fertilizer mixing activities.
- ✓ Floors are dry swept on a regular basis.

Treatment BMPs:

- ✓ Oil dry is available for minor spills.

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City of Lenexa

Citywide Best Management Practices

De-icing

Purpose: City of Lenexa Public Works Department is responsible for clearing the street system of snow and ice during winter weather events. Application of de-icing liquid, salt and sand is a key component of the City's snow removal program.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Source Control BMPs:

- ✓ The City uses magnesium chloride because it is much less toxic to plant life surrounding roadways.
- ✓ City snow plow trucks are calibrated to control salt/sand/liquid application rates.
- ✓ Application rates are adjusted based on storm intensity.

Treatment BMPs:

- ✓ Streets are swept following winter storm events to remove excess sand and salt.

Employee Training

City of Lenexa Public Works staff will take the lead on implementing this plan Citywide. Public Works employees are trained on an annual basis during regularly scheduled "All Hands" meetings. Training topics include pollution prevention, workplace safety, good housekeeping, spill response, etc.

Contact Information: Rob Beilfuss, Watershed Division Water Quality Specialist, (913) 477-7666, (913) 238-1396 (cell)

Native Landscaping

The City of Lenexa encourages the establishment and preservation of native plants on public and private lands. Landscaping with native plants minimizes watering and fertilizer needs over the long term. The Watershed Division Green Team conducts prescribed burning in several native landscape areas to promote plant growth and control weeds.

Contact Information: Alice Hannon, Watershed Superintendent (913) 477-7742, cell (816) 797-0047

Nutrient Management

The City of Lenexa Parks Department maintains public landscaped areas throughout the City, with nutrient management as a primary focus. Nutrient management best practices include: soil sampling to determine fertilizer needs; applying the appropriate fertilizers to meet nutrient needs; using curb deflectors to keep granular fertilizer out of the street; using a blower to clean off any excess granular fertilizer from impervious areas; and mulching during routine mowing. Additionally, all fertilizers and pesticides are applied in accordance with label requirements by licensed applicators.

Contact Information: Logan Wagler, Parks Superintendent (913) 477-7140

Storm Sewer Inlet Cleaning

Purpose: The City of Lenexa conducts annual storm sewer inlet cleaning to prevent leaves, grass clippings, sediment, and other debris from washing through the storm sewer system. The Watershed Grey Crew conducts inlet cleaning annually in the fall using a vacuum truck.

Contact Information: Alice Hannon, Watershed Superintendent (913) 477-7742, cell (816) 797-0047

Stream Cleaning

Purpose: The City of Lenexa conducts an annual stream cleanup in late winter (January/February). The cleanup includes removal of trash and large

woody debris that can block culverts and cause flooding. Smaller woody debris is left in place for wildlife habitat.

Contact Information: Alice Hannon, Watershed Superintendent (913) 477-7742, cell (816) 797-0047

Street Sweeping

Purpose: The City of Lenexa Streets Division conducts regular street sweeping to clean paved street and parking surfaces. This process maintains a safe driving surface and keeps debris (sand, salt, sediment, etc.) from entering storm sewer inlets. Residential streets are swept 3 to 4 times per year and arterial streets are swept 6 to 8 times per year. The City owns one vacuum sweeper for lighter particles and one mechanical sweeper for heavy particles.

Contact Information: Dick Phillips, Streets Superintendent (913) 477- 7815, cell (816) 830-0012

Recycling

Purpose: The City of Lenexa facilitates a variety of recycling activities to reduce waste generation and protect the environment.

BMPs:

- ✓ Paper and aluminum cans are recycled in all City buildings.
- ✓ The City sponsors periodic electronic waste (E-waste) recycling events to collect computer components, televisions, and other electronics.
- ✓ Woody debris from tree trimming and ice-storms is mulched and provided free to the public.

Contact Information: Bob Reynolds, Facilities Manager (913) 238-4757 (cell)