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**STORM WATER POLLUTION PREVENTION POLICY FOR CAMPUS EMPLOYEES**

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**Category:** Events and Facilities

**Responsible Office:** Environmental Health & Safety Office

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**POLICY SUMMARY**

This policy requires that maintenance services performed by SUNY Buffalo State employees incorporate measures and practices for storm water pollution prevention and control in accordance with the terms of the State Pollutant Discharge Elimination System (SPDES) Municipal Separate Storm Sewer Systems (MS4) permit (storm water discharge permit) issued by the NYS Department of Environmental Conservation (NYSDEC).

**POLICY**

**Policy Statement**

This policy and procedure identify expectations and protocols for incorporating storm water pollution prevention and control into work practices by SUNY Buffalo State employees, particularly maintenance personnel.

**Policy and Procedure**

- 1.) Six (6) Minimum Measures – The MS4 permit, issued by NYSDEC, specifies six (6) minimum measures for implementation by SUNY Buffalo State users, employees, and contractors/vendors while on campus:
  - Awareness about and education on impacts from storm water pollution;
  - Participation in storm water pollution control and prevention;
  - Illicit discharge elimination and detection;
  - Storm water run-off control from areas where soil disturbance (i.e., sediment and erosion), such as construction and repair will occur;
  - Storm water management after final stabilization of disturbed soil occurs (i.e., construction or repair completion); and
  - Good housekeeping and storm water pollution prevention by maintenance services.
- A) Affected SUNY Buffalo State employees identified in the MS4 Permit, Section IV.1, shall ensure good housekeeping and storm water pollution prevention and control measures are implemented where practicable or applicable for their project or activity.
- B) A catalog of good housekeeping and storm water pollution prevention techniques is provided as Appendix A for implementation by affected SUNY Buffalo State employees.

- C) Discharging or illicit dumping of materials or waste into the storm drain system is prohibited by the MS4 permit and NYS regulation. Incidents where any person is observed undertaking such activity shall be immediately reported to the University Police Department and the Environmental Health and Safety (EH&S) Office for follow-up action.
- 2) Housekeeping, Spill Prevention, Notification and Cleanup – When performing or supervising maintenance-related work, SUNY Buffalo State employees shall implement good housekeeping and spill prevention and control measures that include, at a minimum:
- A) Adhering to spill notification and clean-up to protocols specified in EH&S Policy and Procedure PBS-007-001 (see Section III) for oil spills;
  - B) Keeping work areas neat and orderly to eliminate and minimize safety and spill hazards to campus users;
  - C) Sweeping and cleaning outdoor paved work areas at the end of each work day to remove and containerize waste and debris accumulations that may otherwise become mobilized by storm water run-off;
  - D) Keeping waste containers or material stockpiles (soil, sand) closed or covered when not in use, at the end of each work day or at the outset of rainfall; and
  - E) Ensuring containers with materials or waste are labeled to identify the contents.

A comprehensive list of good housekeeping and storm water pollution prevention techniques for maintenance-related work activities on campus is provided for use and reference as Appendix A.

- 3) Integrated Pest Management (IPM) – IPM is a systematic approach to manage pests that focuses on long-term prevention or suppression with minimal impact on human health, the environment, and non-target organisms. IPM includes measures to prevent pest problems by properly identifying pests, monitoring population dynamics, and utilizing cultural, physical, biological, or chemical pest population control methods to reduce pests to acceptable levels. SUNY Buffalo State employees applying pesticides shall be licensed in accordance with 6 NYCRR Part 325 and utilize IPM. Preference shall be given to use of non-chemical alternatives, where practicable.
- 4) Performance Goals (Metrics) Support - For materials applied or removed (i.e., cleaned up) from the outdoor storm “sewershed” (i.e., surface areas exposed to rainfall or storm water run-off), including the storm water drain and control system, affected SUNY Buffalo State employees shall determine the quantity of material or residues applied or removed. Examples include gallons and type/concentration of pesticide type, tons or cubic yards of sediment and debris swept up from parking lots and other paved areas, length of drain pipe cleaned, and tons of de-icing mixture (e.g. road salt mix) applied to paved surfaces. Affected SUNY Buffalo State employees shall ensure these data are reported to the EH&S Office.
- 5) Equipment, Alternative Product, Product Substitution Reviews – Prior to purchasing new, replacement, upgraded, or substitute products, equipment or other technology, environmental consequences shall be examined and considered in the decision-making process. The EH&S Office should be contacted for recommendations and concurrence before purchases are made that may adversely or beneficially affect storm water discharges from the campus.

- 6) Work Activities that Disturb Soil (e.g. excavation, scraping clearing, grading)
  - A) Sediment and Erosion Control – Affected SUNY Buffalo State employees shall install and maintain in functioning order measures to control and prevent migration of exposed soil/sediment via run-off from the work area: 1) where substantive sediment loadings to storm water discharges might be expected; or 2) at the request of the SUNY Buffalo State EH&S Office. Techniques are provided in Appendix A.
  - B) Disturbance of One (1) Acre or More of Soil – Soil disturbances of one (1) acre or more require additional storm water discharge permitting and control measures. The EH&S Office shall be notified before work of this magnitude is initiated.
- 7) Permanent Storm Water Control Structures/Devices – Permanent storm water control devices, such as parking lot run-off filter systems and bioretention areas, shall be maintained in accordance with manufacturer's recommendations or instructions. In the event no documentation from the manufacturer exists, the maintenance schedule will be developed considering "lessons learned" obtained from operating experience with the device or similar devices at other facilities. Maintenance activities should include preventive maintenance at an appropriate frequency that is trackable, for example with the work order system. The quantity of waste and debris removed from the storm water control devices shall be determined and reported to the EH&S Office. Removed waste and debris shall be properly disposed of or contained to prevent re-entry into the drain system.
- 8) Records and Related Information – Records for BMP inspections, storm water training sessions, performance metrics data, the MS4 Annual Report to NYSDEC, and proof of training, shall be retained at the EH&S Office for a minimum of five (5) years. Copies of the SPDES MS4 permit and Storm Water Management Plan shall also be retained at the EH&S Office.

### **Applicability**

- 1) This policy and procedure apply to SUNY Buffalo State employees who perform or supervise any of the following:
  - A) Outdoor maintenance work, including but not limited to road sweeping; road, sidewalk, utility, or other structural repair; snow removal, road de-icing, pest control, and storm and sanitary sewer system maintenance or cleaning;
  - B) Any service where there is a potential for spills or releases of chemicals, petroleum, waste or residues into storm water run-off or the storm drain system from the performance of the contracted service. Examples of these services include pesticide application, waste pick-up, food service waste collection, and chemical or fuel delivery; or
  - C) Construction or repair services, where soil disturbance (e.g. trench excavation, filling, vegetation clearing) may result in entrainment of soil or sediment into storm run-off.
- 2) SUNY Buffalo State employees with work responsibilities specified in the MS4 Permit, Section IV.1, are responsible for implementing storm water pollution prevention and control practices.
- 3) This policy and procedure do not apply to services by contracted entities. For contracted entity services, the Storm Water Pollution Prevention Policy for Vendor/Contractor Services should be followed.

## Responsibility

### Environmental Health & Safety (EHS) Office

The SUNY Buffalo State EH&S Office is responsible for:

1. Monitoring, assessing, and improving the process for compliance with this policy and procedure and maintaining the Storm Water Management Plan (SWMP) for the college;
2. Monitoring regulations and disseminating information to affected SUNY Buffalo State employees on new or modified implementation requirements for storm water pollution prevention and control;
3. Providing consultative guidance to SUNY Buffalo State employees on appropriate methods to ensure compliance with permit terms and regulatory requirements for storm water pollution prevention and control;
4. Performing inspections of campus work activities, as required by the MS4 permit and NYS SPDES regulations, to insure storm water Best Management Practices (BMPs) are implemented;
5. Preparing reports and notifications to regulatory agencies as necessary; and
6. Retaining records for BMP inspections, storm water training, metrics, etc.

### **RELATED INFORMATION**

**Documents:** Appendix A (attached)

#### **Related Links:**

- 1) [SPDES General Permit for Storm Water Discharges from MS4](#)
- 2) [SPDES General Permit for Storm Water Discharges from Construction Activity](#)
- 3) [6 NYCRR Part 750-02 "Operating in Accordance with a SPDES Permit"](#)
- 4) [6 NYCRR Part 325, "Application of Pesticides"](#)
- 5) [SUNY Buffalo State Oil Spill Notification, Reporting and Response Policy](#)

#### **Other Information:**

Environmental Health & Safety Office Internal Reference: SWP2-008-002.JPB

### **CONTACT INFORMATION**

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**REVISION HISTORY**

**Date of change:** 03/27/2015

**Brief description of edit:** Adapted to standard template

**APPROVAL**

Approved prior to 2016

**APPENDIX A**

**List of Storm Water Pollution Prevention/Good Housekeeping Techniques**

<b>Maintenance Work includes...</b>	<b>Technique</b>
Chemical, Waste, or Petroleum Management (transfer, removal, delivery, distribution)	Visually examine and verify the integrity of each container before it is moved or deployed for use on campus.
	Visually monitor material/waste when it is transferred from container to container.
	Label each chemical & waste container to identify contents.
	Properly close and secure each container prior to transport.
	Follow SUNY Buffalo State Oil Spill Notification, Reporting and Response Policy for spill notification and response. Clean up spills immediately and dispose of the waste properly.
	Keep spill clean-up kit(s) on hand at liquid material/waste transfer locations.
	Protect nearby drains with absorbents, such as spill booms.
	Place waste and spill clean-up residuals into containers. Close and secure containers when full or not in use.
	Do not dispose of materials or waste into the storm drain.
	Do not clean equipment on outdoor paved (asphalt or concrete) areas.
Sweeping Roads, Parking Lots, and Walkways, Cleaning Drains, or Removing Debris	Determine the quantity of waste, debris, brush, sediment, etc. removed from the drain or cleaned up from the lots, roadways, and grounds and report the quantity to the EH&S Office.
	For drain pipe cleaning, determine the length of drain pipe cleaned and report it to the EH&S Office.
	Properly contain or barricade materials and waste residuals (spoils) to prevent migration and re-entry of residuals into the drain or off-campus. Do not dispose of removed materials, waste, or spoils into the storm drain system.
	Close and secure waste containers prior to moving containers.
	Keep a spill clean-up kit nearby when operating equipment on campus. Clean up equipment leaks immediately and properly dispose of the waste.
Landscaping or Lawn Maintenance	Properly store fertilizer shall under cover or shelter.
	Do not dispose of fertilizers or other chemicals to campus storm

	drains.
	Only use slow release fertilizers.
	Use drip irrigation where available.
	Test soils to determine nutrient needs before making broad applications of fertilizer.
	Label chemical and waste containers to identify contents.
	Operate mower discharge chutes in a manner that avoids or minimizes discharge of vegetation into storm drains or onto paved areas.
	Do not clean mower decks and equipment on outdoor (asphalt or concrete) paved areas.
	Determine and report the quantity of woody debris removed to the EH&S Office.
<b>Maintenance Work includes...</b>	<b>Technique</b>
Pest Control or Pesticides (Herbicides, Rodenticides, Biocides, etc.)	Follow Integrated Pesticide Management (IPM) principles at all times, that include 1) identifying target organism before application, 2) eliminating food sources, 3) no outdoor chemical applications immediately during rain events or windy conditions, and 4) using non-chemical alternatives where feasible.
	Any SUNY Buffalo State employee applying pesticides shall be a licensed applicator or technician and adhere to 6 NYCRR Part 325.
	Follow pesticide label instructions and avoid applications near storm drains.
	Do not apply "2,4 D" herbicide, as it is prohibited on campus.
	Label each chemical and waste container to identify contents.
	Close and secure containers when not in use.
	Transfer materials from container to container within spill containment or away from storm drains where possible.
	Keep spill clean-up kits and containers on hand at all times.
	Keep applicator equipment in proper working order and frequently calibrated.
	Immediately clean up spills and equipment leaks and properly dispose of the waste.
	Do not use or apply out dated pest control materials and ensure prompt and proper disposal of these materials.
	Do not dispose of materials or waste to the storm drain.
	Determine and report the quantity of pesticide applied for application to the EH&S Office (878-6136) within 10 business days.
	Do not clean equipment on outdoor paved areas. Properly manage and do not discharge cleaning rinseates to the storm drain.
De-icing Materials (e.g. road salt, etc.)	Check with the EH&S Office before purchasing or changing to new deicing mixtures.
	Calibrate spreaders on a routine basis and at least once before seasonal use begins.
	Maintain stockpiles of deicing mixtures under shelter and use barrier walls

	to prevent lateral migration of slurry mixes.
	Keep containers of liquid deicer closed when not in use.
	Avoid spreading deicing mixtures on vegetated areas.
	Clean-up spills or excess applications/deposits of deicing materials.
<b>Maintenance Work includes...</b>	<b>Technique</b>
Masonry, Paving, Sidewalk, Road or Building Repairs	Do not use diesel fuel to lube forms or tools.
	Do not clean equipment on outdoor paved areas.
	Mix only enough concrete or mortar for a 2-hour period at any one time.
	Shovel or vacuum cut slurry to the sanitary sewer or vegetated (pervious) areas.
	Keep the work area well-kept and orderly and sweep up at the end of each work day.
	Apply paving materials only during dry weather.
	Where practicable, use berms or other barriers to direct run-off away from the work area.
	Protect (cover) fresh applications of materials from rainfall/run-off until the surface is dry.
	Properly secure bags of cement, grout, and concrete away from storm drain receivers.
	Place tarps under mixing equipment to capture spills.
	Protect (cover) piles of raw materials to prevent washout from rainfall/run-off.
	Immediately remedy leaking equipment.
	Cover or protect nearby catch basins to prevent introduction of water contaminants, sediment, waste or other residuals.
Projects with Small Areas (< 1 acre) of Soil Disturbance (excavations soil clearing, grading, or stockpiling)	Protect stockpiled soil and soil amendments to prevent migration and sediment contamination of run-off. Use tarp covers, run-off diversion, containment berms/walls, silt control filters, or other techniques for stockpiles.
	Do not pump unfiltered water from excavations to paved surfaces or the storm drain system. Pump excavation water in a controlled manner to vegetated areas or use a filter bag/sock for the water discharge. Visually monitor throughout the duration of pumping.
	Install sediment control devices, such as silt fences, run-off diversion, storm drain catch basin covers/filters, where sediment contaminated run-off migration from the work area to paved areas or the storm drain system might otherwise occur. Maintain these devices in functioning order until the exposed soil is stabilized (e.g. revegetated) or armored. Remove the device within 30 days after establishment of the protective cover (e.g. vegetation).