



# STORM WATER POLLUTION PREVENTION PLAN

## *Town of Ceredo Ceredo, West Virginia*

*Prepared for:*

**Town of Ceredo**  
700 B Street  
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*Prepared by:*

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**POTESTA**



# TABLE OF CONTENTS

1.0	INTRODUCTION .....	1
2.0	GENERAL SITE INFORMATION .....	1
3.0	SITE HISTORY AND EXISTING WATER CONDITIONS .....	6
4.0	HISTORICAL SPILLS AND LEAKS .....	6
5.0	REGULATORY REQUIREMENTS.....	6
5.1	WVDEP/DWWM Storm Water Permitting.....	6
6.0	INVENTORY OF OPERATIONS AND POTENTIAL POLLUTANT SOURCES AND POLLUTION PREVENTION PROCEDURES .....	7
6.1	Loading and Unloading of Dry Bulk Materials or Liquids.....	7
6.2	Outdoor Storage of Raw Materials, Intermediary Products or Products .....	8
6.3	Fueling Areas .....	8
6.4	Dust or Particulate Generating Processes .....	8
6.5	Illicit Connections or Management Practices .....	9
6.6	Waste Disposal Practices .....	9
6.7	Areas with the Potential for Soil Erosion .....	10
6.8	Materials Handling.....	10
6.9	Equipment Cleaning.....	10
6.10	Construction Activities .....	10
6.11	Maintenance Activities .....	10
6.12	Pipelines Carrying Contaminants .....	11
6.13	Sumps and Tanks Containing Contaminants .....	11
7.0	IMPAIRED RECEIVING STREAMS .....	11
8.0	HOUSEKEEPING .....	12
8.1	Fertilizers, Pesticides, Herbicides and Pest Control .....	12
8.2	Building Exterior Cleaning .....	12
8.3	Street Sweeping and Inlet/Catch Basin Cleaning .....	12
9.0	POLLUTION PREVENTION COMMITTEE .....	12
10.0	TRAINING .....	13
10.1	Employee Training.....	13
10.2	Contractor Training.....	13
11.0	SITE INSPECTIONS AND PLAN REVIEW .....	13
11.1	Annual Inspections.....	13

11.2	Visual Examinations of Storm Water .....	14
11.3	Preventive Maintenance Activities .....	14
12.0	NON-STORM WATER DISCHARGES .....	14
13.0	SPILL RESPONSE AND REPORTING.....	14

**APPENDICES**

Figures.....	APPENDIX A
Training Records.....	APPENDIX B
Annual Inspection Records .....	APPENDIX C
Visual Inspection Form.....	APPENDIX D
Maintenance/Repair Records .....	APPENDIX E
Spill Report Form .....	APPENDIX F
West Virginia Spill Alert System .....	APPENDIX G

# STORM WATER POLLUTION PREVENTION PLAN

## *Town of Ceredo Ceredo, West Virginia*

### 1.0 INTRODUCTION

This Pollution Prevention Plan has been prepared in accordance with the requirements of the West Virginia/National Pollutant Discharge Elimination System (WV/NPDES) Municipal Separate Storm Sewer Systems (MS4s) General Permit for Storm Water Discharges Associated with small MS4s. This plan is a Storm Water Pollution Prevention Plan (SWPPP and PPP) required to be developed for a facility covered under the WV/NPDES MS4 General Permit for Stormwater Associated with small MS4s in West Virginia, Permit Number WV0116025. Coverage under the General Permit is issued by the West Virginia Department of Environmental Protection (WVDEP), Division of Water and Waste Management (DWWM).

This plan is to be submitted as part of any future application for facility permits or renewals, if so required. This plan is to be implemented moving forward and kept on-site and available for review by the Secretary of the WVDEP or his/her designated representatives.

### 2.0 GENERAL SITE INFORMATION

The Town of Ceredo (Town) owns several municipal facilities that will be covered under this Pollution Prevention Plan. Those facilities include a Maintenance Garage Area, Town Hall, Utility Shops, Police Department, Fire Department, Fire Department Garage, City Park, and City Museum. Right-of-ways are also covered by this Pollution Prevention Plan.

<b>Facility Name:</b>	Maintenance Garage Area*
<b>Location:</b>	Intersection of A Street and Main Street Ceredo, Wayne County, West Virginia**
<b>Mailing Address:</b>	PO Box 691 Ceredo, West Virginia 25507
<b>Contact Person:</b>	Marvin Jordan – Maintenance Supervisor
<b>Type of Facility:</b>	Fueling area, vehicle maintenance and material storage.
<b>Primary SIC Code:</b>	9199
<b>Operating Schedule:</b>	The facility is in operation 8 hours per day, 5 days per week.
<b>Outlet:</b>	Proposed 002, 001

**Receiving Stream:** Ohio River

\* *Inclusive of the Maintenance Garage, Maintenance Storage Area including the Salt Shed.*

\*\* *See Figure 1(Location Map) and Figure 2 in Appendix A.*

**Facility Name:** Town Hall

**Location:** 700 B Street  
Ceredo, Wayne County, West Virginia\*

**Mailing Address:** PO Box 691  
Ceredo, West Virginia 25507

**Contact Person:** Dustin Long – Stormwater Manager

**Type of Facility:** Business Office

**Primary SIC Code:** 9199

**Operating Schedule:** The facility is in operation 8 hours a day, 5 days per week.

**Outlet:** 001

**Receiving Stream:** Ohio River

\* *See Figure 1 (Location Map) and Figure 2 in Appendix A.*

**Facility Name:** Utility Shops Next to Town Hall

**Location:** 700 B Street  
Ceredo, Wayne County, West Virginia\*

**Mailing Address:** PO Box 691  
Ceredo, West Virginia 25507

**Contact Person:** Marvin Jordan – Maintenance Supervisor

**Type of Facility:** Vehicle maintenance and enclosed storage.

**Primary SIC Code:** 9199

**Operating Schedule:** The facility is in operation 8 hours a day, 5 days per week.

**Outlet:** 001

**Receiving Stream:** Ohio River

\* *See Figure 1 (Location Map) and Figure 2 in Appendix A.*

**Facility Name:** Police Department  
**Location:** 766 B Street  
Ceredo, Wayne County, West Virginia\*  
**Mailing Address:** PO Box 691  
Ceredo, West Virginia 25535  
**Contact Person:** Tony Poston – Chief of Police  
**Type of Facility:** Police Station  
**Primary SIC Code:** 9199  
**Operating Schedule:** The facility is in operation 24 hours a day, 7 days per week.  
**Outlet:** 001  
**Receiving Stream:** Ohio River

\* See Figure 1 (Location Map) and Figure 2 in *Appendix A*.

**Facility Name:** Fire Department  
**Location:** 768 B Street  
Ceredo, Wayne County, West Virginia\*  
**Mailing Address:** PO Box 1119  
Ceredo, West Virginia 25507  
**Contact Person:** David Caudill – Fire Chief  
**Type of Facility:** Fire Department  
**Primary SIC Code:** 9199  
**Operating Schedule:** The facility is in operation 8 hours a day, 5 days per week and in the event of an emergency.  
**Outlet:** 001  
**Receiving Stream:** Ohio River

\* See Figure 1 (Location Map) and Figure 2 in *Appendix A*.

**Facility Name:** Fire Department Garage  
**Location:** High Street  
Ceredo, Wayne County, West Virginia\*  
**Mailing Address:** PO Box 1119  
Ceredo, West Virginia 25507  
**Contact Person:** David Caudill – Fire Chief  
**Type of Facility:** Vehicle Garage  
**Primary SIC Code:** 9199  
**Operating Schedule:** The facility is unmanned and only in operation when access to the vehicle is needed for use, maintenance or washing. These activities are infrequent.  
**Outlet:** Not Applicable  
**Receiving Stream:** Jordan Branch

*\* See Figure 1 (Location Map) and Figure 3 in Appendix A.*

**Facility Name:** City Park  
**Location:** High Street  
Ceredo, Wayne County, West Virginia\*  
**Mailing Address:** PO Box 691  
Ceredo, West Virginia 25507  
**Contact Person:** Dustin Long – Stormwater Manager  
**Type of Facility:** Recreational  
**Primary SIC Code:** 9199  
**Operating Schedule:** The facility is in operation 24 hours a day, 7 days per week.  
**Outlet:** Not Applicable  
**Receiving Stream:** Jordan Branch

*\* See Figure 1 (Location Map) and Figure 4 in Appendix A.*

**Facility Name:** City Museum  
**Location:** 501 Main Street  
Ceredo, Wayne County, West Virginia\*  
**Mailing Address:** PO Box 691  
Ceredo, West Virginia 25535  
**Contact Person:** Dustin Long – Stormwater Manager  
**Type of Facility:** Educational/Recreational  
**Primary SIC Code:** 9199  
**Operating Schedule:** The facility is in operation Tuesdays and Thursdays from 9:00 AM to 4:00 PM every week, excluding holidays.  
**Outlet:** Not Applicable  
**Receiving Stream:** Jordan Branch

\* See Figure 1 (Location Map) and Figure 5 in Appendix A.

**Facility Name:** Road Right-of-Ways  
**Location:** Ceredo, Wayne County, West Virginia\*  
**Mailing Address:** PO Box 691  
Ceredo, West Virginia 25535  
**Contact Person:** Dustin Long – Stormwater Manager  
**Type of Facility:** Roadways  
**Primary SIC Code:** Not applicable  
**Operating Schedule:** Roads are in operation 24 hours a day, 7 days a week.  
**Outlet:** 001\*\*  
**Receiving Stream:** Jordan Branch, Twelvepole Creek, Ohio River

\* *Right-of-ways are not shown on Figure 1 (Location Map). Compost pile used for storage of leaves and organic debris collected from road right-of-ways is shown on Figure 1 (Location Map).*

\*\* *Right-of-ways that are located north of B Street, east of Main Street and west of 4<sup>th</sup> Street East are believed to drain to Outlet 001. It should be noted that other areas may also drain to Outlet 001.*



### **3.0 SITE HISTORY AND EXISTING WATER CONDITIONS**

In the years before the Civil War, a congressman from Massachusetts named Eli Thayer purchased a farm from Thomas Jordan in Western Virginia in Wayne County on the Ohio River. Thayer envisioned developing a town on this land. He was impressed with the fertile land and location so he named the town Ceredo, after Ceres, the Goddess of Grain.

Eli sent group after group of New Englanders to settle his new town, and by 1857 the community was taking shape. In December of 1857, the first newspaper in Wayne County was published at Ceredo.

At the outbreak of war, the men of Ceredo created their own volunteer regiment – the 5th Virginia Volunteers, who became the 5th West Virginia Volunteers in June 1863 when West Virginia became a state. Camp Pierpont U.S. Army camp was set up about where Ceredo City Hall is now and remained until the war was over.

There are three major receiving streams in the MS4 area: Jordan Branch, Twelvepole Creek and the Ohio River. Jordan Branch has not been found to have an impairment; Twelvepole Creek has been found to be impaired with fecal coliform and iron; and the Ohio River has been found to be impaired for dioxin, PCBs and bacteria.

### **4.0 HISTORICAL SPILLS AND LEAKS**

None of the Town’s municipal facilities have experienced any significant spills or leaks that were exposed to precipitation or otherwise drained to a storm water conveyance at the facility over the past three years. The Town is unaware of spills or leaks of toxic and/or hazardous pollutants at any of the sites that may have adversely impacted Jordan Branch, Twelvepole Creek or the Ohio River.

### **5.0 REGULATORY REQUIREMENTS**

The following is a summary of regulatory requirements to which the Town of Ceredo is subject that may have an impact on groundwater and stormwater protection.

#### **5.1 WVDEP/DWWM Storm Water Permitting**

The Town’s municipal facilities are covered under the WV/NPDES Municipal Separate Storm Sewer Systems (MS4s) General Permit for Storm Water Discharges Associated with small MS4s, Permit Number WV0116025. The facility holds Site Registration Number WVR030014. This permit is the primary reason for the creation of this plan, and the implementation of Best Management Practices (BMPs) aimed at protecting both surface water and groundwater.

## **6.0 INVENTORY OF OPERATIONS AND POTENTIAL POLLUTANT SOURCES AND POLLUTION PREVENTION PROCEDURES**

The following discussion provides:

1. A description of potential sources which may be reasonably expected to add significant amounts of pollutants to storm water discharges or which may result in the discharge of pollutants during dry weather from separate storm sewers draining the facility, with an assessment of the potential risk of storm water contamination.
2. The method of on-site storage or disposal, materials management practices employed to minimize contact of these materials with storm water runoff, the location and a description of existing structural and non-structural control measures to reduce pollutants in storm water runoff, and a description of any treatment the storm water receives.

See location map located in **Appendix A**.

### **6.1 Loading and Unloading of Dry Bulk Materials or Liquids**

#### Maintenance Garage Area

Diesel fuel and gasoline stored at the maintenance garage area is delivered to the site by tank truck and unloaded directly into the aboveground storage tanks (ASTs) located within a diked area at the facility. There is a 1,000-gallon gasoline AST, and two 500-gallon diesel fuel ASTs. The truck drivers delivering fuels are required to be present during fuel transfers, and for maintaining spill kits on their trucks for use in the event of a release during the filling of the AST. The diked area provides secondary containment well above the required 110 percent of the largest tank volume.

Road salt is delivered to the site by dump truck and unloaded directly into the salt shed pile. Any unnecessary salt is contained by the concrete pad located at the opening of the shed and is relocated to the interior of the shed once delivery has been completed. During inclement weather, the Town uses a salt spreader truck to dispense salt onto the roadways.

Additionally, deliveries are conducted during operational hours, with the knowledge of facility personnel.

Town Hall, Utility Shops Next to Town Hall, Police Department, Fire Department, Fire Department Garage, City Park, City Museum, and Road Right-of-Ways

Loading and unloading of dry bulk materials or liquids at these locations is not believed to have the potential to significantly impact storm water.

## 6.2 Outdoor Storage of Raw Materials, Intermediary Products or Products

### Maintenance Garage Area

Sand and gravel used to treat the roads are staged in an outdoor storage area that has been graveled. Salt is stored in a shed and is contained by a concrete curb. The salt shed typically contains 40-50 tons of salt. Storm water from these storage areas must flow through gravel prior to discharge to either drop inlets (which drain to Outlet 001) or directly to Outlet 002\*. This layout aids in filtering out the particulate matter that may be present in the storm water originating from the storage areas.

The diesel fuel tank is discussed elsewhere in this document.

### Town Hall, Utility Shops Next to Town Hall, Police Department, Fire Department, Fire Department Garage, City Park, City Museum, and Road Right-of-Ways

Outdoor storage of raw materials, intermediary products or products at these locations is not believed to have the potential to significantly impact storm water.

*\* As of the date of this plan, Outlet 002 has yet to be constructed.*

## 6.3 Fueling Areas

### Maintenance Garage Area

Any leaks or spills occurring in the fueling area could potentially contribute pollutants in the form of petroleum hydrocarbons to storm water discharging to drop inlets which drain to Outlet 001. For this reason, fueling activities are continuously monitored to reduce the risk of spillage. Spillage which may occur during fueling activities will be cleaned up using spill kit materials located at the facility.

### Town Hall, Utility Shops Next to Town Hall, Police Department, Fire Department, Fire Department Garage, City Park, City Museum, and Road Right-of-Ways

Fueling associated with these sites does not occur on town property.

## 6.4 Dust or Particulate Generating Processes

### Maintenance Garage Area

Vehicle traffic, as well as activities in the maintenance garage storage area, has the potential to create dust. However, maintaining graveled areas and existing vegetation will help to filter the runoff, minimizing the impact to storm water and surface waters.

## Road Right-of-ways

The streets in the Town of Ceredo are swept by Town maintenance personnel on a regular basis during the summer months. Sweepings are taken to the compost pile. Streets are swept with handheld brooms to prevent dust particulate matter from becoming airborne. The Town will continue this practice.

### **6.5 Illicit Connections or Management Practices**

The facilities will not have illicit connections or management practices that could lead to pollution of surface waters.

### **6.6 Waste Disposal Practices**

Maintenance Garage Area, Town Hall, Utility Shops Next to Town Hall, Police Department, Fire Department, Fire Department Garage, and City Museum

Wastes generated at the Town's municipal facilities are disposed of in accordance with federal, state, and local regulations. There is a covered dumpster on-site used to dispose of common waste materials, which is owned and emptied by the Town. This preventative measure reduces the risk of potential contamination of storm water. The Town collects waste from residences twice per week.

Small tree branches and sticks collected from Town property are hauled to a permitted solid waste facility. Leaves collected from Town property are hauled to the compost pile located in the grassy area east the intersection of B Street and Bridge Street. Large trees are removed and disposed of by a local tree company.

The Town also maintains an ordinance regarding prohibition of burning materials in a garbage can or dumpster in the Town. Maintaining this ordinance will help protect downstream waters, including the Ohio River, from combustion byproducts. As part of this, road right-of-ways will be inspected regularly for signs of open burning.

## City Park and Road Right-of-Ways

The City Park contains waste receptacles. Waste generated at this facility is disposed of in accordance with federal, state and local regulations. The City Park is a location where owners walk their pets. The Town maintains signs that note that owners should pick up wastes generated by their pets. Maintaining the signs and the public's compliance with the message is protective of Jordan Branch and downstream surface waters. Members of the public may also walk their pets on road right-of-ways. Public education and outreach is used to encourage the public to pick up pet waste to help minimize impacts to storm water.

## **6.7 Areas with the Potential for Soil Erosion**

### Maintenance Garage Area

The majority of the maintenance storage area is graveled. Existing vegetation has been kept in place and maintained in a manner to minimize the potential for soil erosion.

### Town Hall, Utility Shops Next to Town Hall, Police Department, Fire Department, Fire Department Garage, City Park, City Museum, and Road Right-of-Ways

These areas are not believed to have significant potential to have soil erosion.

POTESTA performed a field reconnaissance to identify areas of substantial erosion along stream banks that would be potential candidates for future mitigation projects associated with a development ordinance. Results are summarized in a February 2015 memorandum from Potesta & Associates, Inc. to the Town of Ceredo.

## **6.8 Materials Handling**

### Maintenance Garage Area, Town Hall, Utility Shops Next to Town Hall, Police Department, Fire Department, Fire Department Garage, City Park and Road Right-of-ways

Discussed in previous sections.

## **6.9 Equipment Cleaning**

### Maintenance Garage Area

Vehicles and equipment are cleaned at the maintenance garage area that ultimately drains to Outlet 001. Consideration will be given in the near future to off-site washing of vehicles at a commercial facility.

## **6.10 Construction Activities**

The Town plans to construct a small ditch along the maintenance storage area. Proper erosion and sediment control practices will be employed during construction.

Construction at any of the other facilities covered under this plan is not anticipated. Should construction activities be initiated, erosion and sediment control practices will be employed.

## **6.11 Maintenance Activities**

Anticipated on-site maintenance involves the regular inspection of facility equipment and operating systems. These preventive maintenance activities should reduce the potential for breakdowns and failures. Vehicles are sent to a contractor for maintenance and repairs.

## 6.12 Pipelines Carrying Contaminants

Other than the underground pipe that conveys sanitary wastewater to the local municipal sewage treatment plant, no known underground pipelines carrying contaminants are present at the facilities.

## 6.13 Sumps and Tanks Containing Contaminants

There is a 1,000-gallon gasoline AST and two 500-gallon diesel fuel ASTs located at the maintenance storage facility. These ASTs are located in a divided concrete cinderblock dike with cement floor which provides secondary containment capable of holding at least 230 percent of the largest tank's capacity. Spills in this area would be contained until the material is cleaned up and properly disposed. If standing storm water inside the secondary containment exceeds 3 inches in depth, the water will be pumped from the containment and poured out onto the ground if no sheen is present. If sheen is present, the collected water will be properly disposed. The ASTs and containments are listed in the table below.

AST Size (gallons)	Contents	Secondary Containment		
		Material	Approximate Size	Capacity (gallons)*
1,000	Gasoline	Concrete Block	11' x 16' x 2'	2,303 or 230% of the Largest AST
500	Diesel			
500	Diesel	Concrete Block	6' x 16' x 2'	1,256 or 250% of the Largest AST

\* Capacity listed takes into account 3 inches of rainfall as the containment is not covered.

## 7.0 IMPAIRED RECEIVING STREAMS

Ceredo has three major receiving streams in their watershed. Those streams are Jordan Branch, Twelvepole Creek, and the Ohio River. Parameters of impairment that are present in Twelvepole Creek are fecal coliform and iron. Ceredo operates a separate sanitary sewer collection system that does not have known overflows or known interconnections between the sanitary and storm water systems. Having separate storm sewer and sanitary sewer systems helps to prevent fecal coliform from entering the receiving streams. No total maximum daily load (TMDL) has been established for the parameters impairing Twelvepole Creek.

Parameters of impairment that are present in the Ohio River are dioxin, polychlorinated biphenyls (PCBs), and bacteria. Ceredo has an ordinance in place that prohibits burning of garbage and monitors the area in an effort to enforce this ordinance. Ceredo also collects garbage from residences two times per week, per household. This helps to prevent dioxins from impairing the receiving streams, via reduction in open burning of waste. To help control PCBs, Ceredo monitors their area for leaking capacitors or transformers. No TMDL has been established for bacteria impairing the Ohio River, but TMDLs have been established for dioxin and PCBs impairing the Ohio River.

Jordan Branch has not been found to have any parameters of impairment.

## **8.0 HOUSEKEEPING**

Good housekeeping requires the maintenance of a clean, orderly facility. Good housekeeping procedures conducted at this site include the appropriate disposal of wastes, proper material storage, and prompt cleanup of spilled materials.

### **8.1 Fertilizers, Pesticides, Herbicides and Pest Control**

A contractor treats the floodwall for weeds. The Town does not use fertilizers, pesticides or herbicides otherwise.

The Town prevents pests and rodents by garbage collection as mentioned in other sections of this plan and also by enforcing their ordinances on litter control (Chapter 523 of the Ordinance Book for the Town of Ceredo).

### **8.2 Building Exterior Cleaning**

The Town does not have a plan for exterior building cleaning. However, the streets are kept clean to prevent dust and dirt accumulation on surrounding surfaces.

### **8.3 Street Sweeping and Inlet/Catch Basin Cleaning**

The streets are swept by maintenance personnel on a regular basis during the summer months. Streets are swept with handheld brooms to prevent dust particulate matter from becoming airborne.

The catch basins in the Town of Ceredo are cleaned regularly on an as needed basis.

## **9.0 POLLUTION PREVENTION COMMITTEE**

The following group of people comprises the Storm Water Utility Board for Ceredo. These individuals are responsible for pollution prevention activities, including the implementation, revision and maintenance of this plan.

James Billups – Member  
Dennis Adkins – Member  
Steve Diamond – Member  
Mayor Otis Adkins – Member

## **10.0 TRAINING**

### **10.1 Employee Training**

The Pollution Prevention Committee (PPC) is responsible for training employees in the provisions and goals of this plan. This training will stress employee responsibilities with regard to storm water pollution prevention and will cover proper spill response and reporting, good housekeeping and maintenance. Training will also cover Ceredo's ordinances pertaining to storm water pollution prevention, including the burning garbage ordinance. Training will be conducted on at least an annual basis and will be refreshed as soon as practical if the plan undergoes substantial revision or in the event of a spill or release incident that indicates the need for additional training. All new employees will be trained within three months of their start date. Training records can be found in **Appendix B**.

### **10.2 Contractor Training**

Contractors and building permit applicants doing work in Ceredo will be issued a Checklist of Storm Water Protection Measures for Building Applicants. This will be considered training on pollution protection relevant to an MS4. In addition, Ceredo will meet with the contractor who treats vegetation at the floodwall annually to review application method. Training records for contractors and building permit applicants can be found in **Appendix B**.

## **11.0 SITE INSPECTIONS AND PLAN REVIEW**

### **11.1 Annual Inspections**

The PPC is responsible for conducting visual inspections and plan reviews. These inspections are conducted on an annual basis and are intended to ensure that the elements and equipment specified in this plan are in place, properly functioning and appropriately managed.

Annual inspections will be focused on review of the plan with regard to current operations. During this inspection, the PPC verifies that the description of potential pollutant sources is accurate, reviews the drainage maps (figures in **Appendix A**) to ensure they reflect current conditions, and verifies that the structural controls described in the plan are intact and properly functioning. The inspection also includes, as necessary, tests of site equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants.

The plan shall be updated to reflect current conditions, if necessary. Records of annual inspections can be found in **Appendix C** of this document. These records will be maintained at the site for at least three years.



## **11.2 Visual Examinations of Storm Water**

The MS4 permit requires that samples be collected within the first 30 minutes (or as soon thereafter as practical, but not to exceed one hour) of when the runoff or snowmelt begins discharging from Outlets 001 and 002. If possible, during each storm water monitoring period (twice per year) a visual examination of the storm water will be conducted. The examination can document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of storm water pollution. Completed Visual Examination Reports, found in **Appendix D**, can be maintained on-site in this plan.

## **11.3 Preventive Maintenance Activities**

Maintenance of the facility is performed to avoid and prevent releases to the environment. The preventative maintenance program is associated with the annual inspections discussed elsewhere. During these inspections, the pollution control structures are examined for signs of wear or deterioration. Additionally, in the event that a pollution prevention control structure fails, the cause of the failure will be determined and included as an area of special concern during routine inspections.

As a follow-up to the annual inspections, items that are identified as in need of maintenance or repair are brought to the attention of appropriate personnel. The action(s) taken and the date(s) of completion of repair or maintenance are documented. Forms used to document preventative maintenance activities can be found in **Appendix E**.

## **12.0 NON-STORM WATER DISCHARGES**

The discharges from the facilities have been observed for the presence of non-storm water discharges. None are believed to be present.

## **13.0 SPILL RESPONSE AND REPORTING**

Spills, leaks or accidental releases of potential storm water or groundwater contaminants will be reported to a member of the PPC as soon as reasonably possible. A record of any significant spill will be maintained for three years following the spill. The spill report form is included as **Appendix F**.

It will be the responsibility of the PPC to initiate containment and cleanup activities and to determine if a particular incident requires a report to state or federal authorities. **Appendix G** contains a copy of the West Virginia Emergency Response Spill Alert System for use in complying with Title 47, Series 11, Section 2 of the Legislative Rules as they pertain to the reporting of spills and accidental discharges.

# *APPENDIX A*

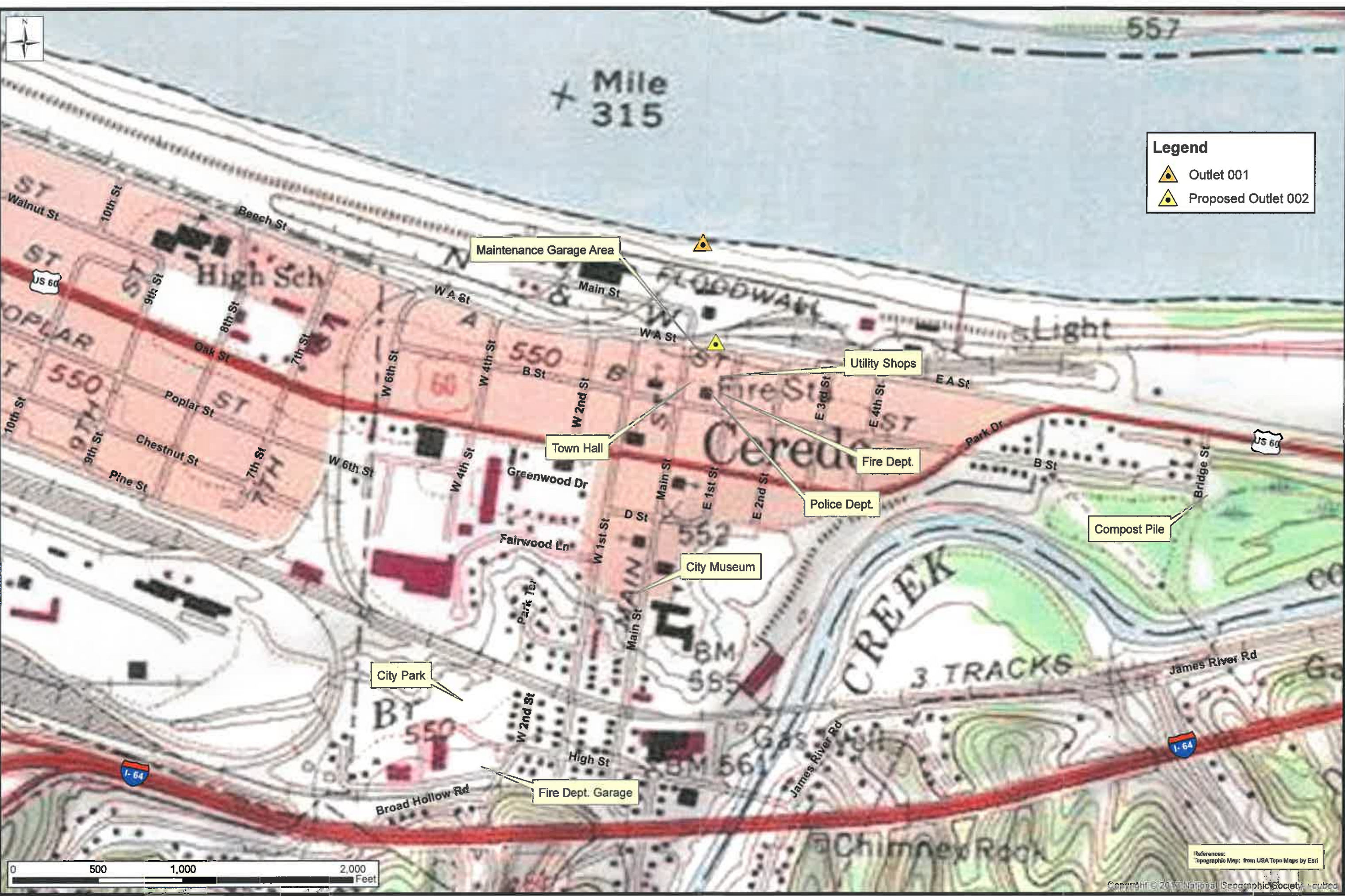




Mile 315

557

- Legend**
- ▲ Outlet 001
  - ▲ Proposed Outlet 002



DRAWN: JA
CHECKED: JB
APPROVED: JB
SCALE: 1" = 500'
DATE: 02/04/2015
FN: 0101-13-0448-203
1. Press 2013.048.203 Maples

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Town of Ceredo, WV  
 Main and B Street  
 Ceredo, WV 25807

**MS4 Storm Water Utility**  
 Location Map  
 MAPPING FOR VISUAL REPRESENTATION ONLY  
 For Informational Purposes Only

References:  
 Topographic Map: from USA Topo Maps by Esri





Project  
 PPP FACILITY DRAINAGE MAP  
 MUNICIPAL FACILITIES SURROUNDING TOWN HALL  
 TOWN OF CERDO  
 WAYNE COUNTY, WEST VIRGINIA

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**POTESTA**

Scale 1" = 50'  
 Date JAN 2015  
 Dwg. No. **FIGURE 2**

XREF Files:  
 IMAGE Files: G-FD.jpg G-MUSEUM.jpg G-PARK.jpg GE4B34.jpg GE5D7D.jpg  
 File: S:\C3D-Prod-VR\2013\13-0448 - TOWN OF CERDO\PH203\13-0448-203-01.dwg  
 Plot Date/Time: Feb 05 2015 - 4:51pm





Project  
 PPP FACILITY DRAINAGE MAP  
 FIRE DEPARTMENT GARAGE  
 TOWN OF CEREDO  
 WAYNE COUNTY, WEST VIRGINIA

Scale 1" = 50'  
 Date JAN 2015

Dwg. No. **FIGURE 3**

**POTESTA & ASSOCIATES, INC.**  
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XREF Files: G-FD.jpg G-MUSEUM.jpg G-PARK.jpg GE14B34.jpg GE15D7D.jpg  
 IMAGE Files: G-MUSEUM.jpg G-PARK.jpg GE14B34.jpg GE15D7D.jpg  
 File: S:\C3D-Proj-YR\_2013\13-0448 - TOWN OF CEREDO\PH203\13-0448-203-01.dwg  
 Date/Time: Feb 05 2015 - 2:44pm



LEGEND

- GENERAL SURFACE WATER FLOW DIRECTION
- FIRE HYDRANT
- DROP INLET
- STREAM



Project

PPP FACILITY DRAINAGE MAP  
 CITY PARK  
 TOWN OF CEREDO  
 WAYNE COUNTY, WEST VIRGINIA

Scale 1" = 60'  
 Date JAN 2015

Dwg. No. **FIGURE 4**

**POTESTA & ASSOCIATES, INC.**  
 ENGINEERS AND ENVIRONMENTAL CONSULTANTS

7012 MacCorkle Ave. SE, Charleston, WV 25304  
 TEL: (304) 342-1400 FAX: (304) 343-9031  
 E-Mail Address: [potesta@potesta.com](mailto:potesta@potesta.com)







**LEGEND**

- > GENERAL SURFACE WATER FLOW DIRECTION
- ⊕ FIRE HYDRANT
- ⊕ DROP INLET
- - - - - STREAM

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**Project** PPP FACILITY DRAINAGE MAP  
 CITY MUSEUM  
 TOWN OF CEREDO  
 WAYNE COUNTY, WEST VIRGINIA

**Scale** 1" = 50'

**Date** JAN 2015

**Dwg. No.** **FIGURE 5**



XREF Files: G-FD.jpg G-MUSEUM.jpg G-PARK.jpg G-E14B34.jpg G-E15D7D.jpg  
 IMAGE Files: G-FD.jpg G-MUSEUM.jpg G-PARK.jpg G-E14B34.jpg G-E15D7D.jpg  
 File: S:\C3D-Prod-YR-2013\13-0448 - TOWN OF CEREDO\PH203\13-0448-203-01.dwg  
 Plot Date/Time: Feb 05 2015 2:45pm

# ***APPENDIX B***



## EMPLOYEE TRAINING RECORD

The following employees were trained on the contents and procedures associated with this Pollution Prevention Plan and their individual responsibilities with regard to pollution prevention.

Date	Employee Name	Department	Employee Initials*

\* *Placing your initials in this box verifies that you have been trained in this Pollution Prevention Plan.*

## CONTRACTOR TRAINING RECORD

The following employees were trained on the contents and procedures associated with this Pollution Prevention Plan and their individual responsibilities with regard to pollution prevention.

Date	Employee Name	Department	Employee Initials*

\* *Placing your initials in this box verifies that you have been trained in this Pollution Prevention Plan.*

# *APPENDIX C*

## ANNUAL INSPECTION RECORD

Inspector:			Date:
Yes	No	N/A	Inspection Item
			<i>Engineering controls, including dikes, berms, secondary containment structures, and ditches are in good condition.</i>
			<i>Aboveground Storage Tanks (ASTs) in good condition, no leaks are evident.</i>
			<i>55-gallon drums are clearly labelled, closed when not in use and provided with secondary containment if stored outdoors.</i>
			<i>Sediment ditches and retention structures are free of accumulated sediment.</i>
			<i>Wastes are in proper containers and all facility areas are free of litter.</i>
			<i>There is no evidence of, or observable potential for, pollutants entering the drainage system in materials handling areas.</i>
			<i>Any spills or leaks over the last year have been properly cleaned-up.</i>
			<i>The description of the potential pollutant sources are accurate.</i>
			<i>The site maps reflect current site conditions.</i>
			<i>Pet waste signage is in good condition at City Park.</i>
			<i>Burning of waste is not occurring on road right-of-way areas.</i>
			<i>The controls described in the plan to reduce the potential for pollution of surface water are being implemented and are adequate.</i>

If you answered "No" to any question, provide an explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of any other conditions noted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide a description of the action(s) taken or planned: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# *APPENDIX D*

## VISUAL EXAMINATION OF STORM WATER QUALITY

<b>Town of Ceredo – Site Registration Number WVR030014</b>		<b>Outlet Number:</b>	
<b>Observed by:</b>	<b>Nature of Discharge:</b>	<b>Runoff</b>	<b>Date/Time:</b>
<b>Visual Examination of Sample Properties</b>		<b>Snow Melt</b>	<b>(Circle One)</b>
		<b>Present</b>	<b>Absent</b>
<b>Color:</b> Hold the sample jar against a sheet of white paper to determine if there is an unusual tint or discoloration present.			
<b>Odor:</b> Does the sample have an unusual odor?			
<b>Clarity:</b> The sample should reasonably clear. If not, describe it as slightly, moderately or extremely turbid.			
<b>Floating Solids:</b> Are solids observed on the surface of the sample? If so, describe.			
<b>Settled Solids:</b> Are solids observed in the bottom of the sample jar? If so, describe.			
<b>Suspended Solids:</b> Are solids observed in the water column of the sample? If so, describe.			
<b>Foam:</b> Is foam present on the surface of the sample? If so, describe.			
<b>Oil Sheen:</b> Is a rainbow-like sheen observed on the surface of the sample?			
<b>Other:</b> Are there any other obvious indicators of storm water pollution? If so, describe.			
<p><b>If all of the above check boxes are marked "Absent," sign this form and file it in the Pollution Prevention Plan. If the visual examination indicates contamination, contact members of the Pollution Prevention Team to initiate further action, then sign this form and file in the Pollution Prevention Plan.</b></p>			
Signature of Observer: _____		Referred to Pollution Prevention Team? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If observed, probable source(s) of storm water contamination: _____			

# *APPENDIX E*





# *APPENDIX F*

## SPILL REPORT FORM

<b>Date of Occurrence:</b>	
<b>Discovered by:</b>	
<b>Location:</b>	
<b>Materials Type and Volume:</b>	
<b>Source, if known:</b>	
<b>Cause of Spill:</b>	
<b>Corrective Action Taken:</b>	
<b>Amount of Material Recovered:</b>	
<b>Agencies/Persons Contacted:</b>	
<b>Name (Print):</b>	

---

Signature

---

Date

# *APPENDIX G*

**EMERGENCY RESPONSE SPILL ALERT SYSTEM  
WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**REQUIREMENTS:**

Title 47, Series 11, Section 2, of the West Virginia Legislative Rules, Environmental Protection Water Resources – Waste Management, Effective July 1, 1994.

**RESPONSIBILITY FOR REPORTING:**

Each and every person who may cause or be responsible for any spill or accidental discharge of pollutants into the waters of the State shall give immediate notification to the Division of Water and Waste Management's Emergency Notification number, 1-800-642-3074. Such notification shall set forth insofar as possible and as soon thereafter as practical the time and place of such spill or discharge, the type or types and quantity or quantities of the material or materials therein, action or actions taken to stop such spill or discharge and to minimize the polluting effect thereof, the measure or measures taken or to be taken in order to prevent a recurrence of any such spill or discharge and such additional information as may be requested by the Division of Water and Waste Management. This also applies to spills to the waters of the State resulting from accidents to common carriers by highway, rail and water.

It shall be the responsibility of each industrial establishment or other entity discharging directly to a stream to have available the following information pertaining to those substances that are employed or handled in its operation in sufficiently large amounts as to constitute a hazard in case of an accidental spill or discharge into a public stream:

- 1) Potential toxicity in water to man, animals and aquatic life;
- 2) Details on analytical procedures for the quantitative estimation of such substances in water and
- 3) Suggestions on safeguards or other precautionary measures to nullify the toxic effects of a substance once it has gotten into a stream.

Failure to furnish such information as required by Section 14, Article 11, Chapter 22, Code of West Virginia shall be punishable under Section 24, Article 11, Chapter 22, and/or Section 22, Article 11, Chapter 22 Code of West Virginia.

It shall be the responsibility of any person who causes or contributes in any way to the spill or accidental discharge of any pollutant or pollutants into State waters to immediately take any and all measures necessary to contain such spill or discharge. It shall further be the responsibility of such person to take any and all measures necessary to clean-up, remove and otherwise render such spill or discharge harmless to the waters of the State.

When the Director determines it necessary for the effective containment and abatement of spills and accidental discharges, the Director may require the person or persons responsible for such spill or discharge to monitor affected waters in a manner prescribed by the Director until the possibility of adverse effect on the waters of the State no longer exist.

**VOLUNTARY REPORTING BY LAW OFFICERS, U. S. COAST GUARD, LOCK MASTERS AND OTHERS:**

In cases involving river and highway accidents where a responsible party may or may not be available to report the incident, law officers, U. S. Coast Guard, Lock Masters and other interested person should make the report.

**WHO TO CONTACT:**

Notify the following number:       **1-800-642-3074**

**INFORMATION NEEDED:**

- |  |                                       |
|--|---------------------------------------|
| - Source of spill or discharge               | - Personnel at the scene              |
| - Location of incident                       | - Actions initiated                   |
| - Time of incident                           | - Shipper/Manufacturer identification |
| - Material spilled or discharged             | - Railcar/Truck identification number |
| - Amount spilled or discharged               | - Container type                      |
| - Toxicity of material spilled or discharged |                                       |