

SOUTHFIELD MS4 STORMWATER DISCHARGE APPLICATION

Permit No: MI0060054

Submitted by:



City of Southfield
26000 Evergreen Rd.
Southfield, MI 48076
248-796-4806



In collaboration with:



46036 Michigan Ave., Suite 126
Canton, Michigan 48188
www.allianceofcommunities.com

March 2023

Introduction

The City of Southfield is regulated by a municipal separate storm sewer system (MS4) permit issued by the State of Michigan. The permit regulates the quality of stormwater that discharges from the City's stormwater system. The permit is effective city-wide.

This Stormwater Management Plan (SWMP) has been developed for the city as required by the MS4 permit. It includes the following sections:

APPENDIX A: Outfall and Point of Discharge Information

APPENDIX B: Enforcement Response Procedure

APPENDIX C: Public Participation/Involvement Program (PPP)

APPENDIX D: Public Education Program (PEP)

APPENDIX E1: Illicit Discharge Elimination Program (IDEP)

APPENDIX E2: Illicit Discharge Elimination Ordinance

APPENDIX F: Construction Stormwater Runoff Control

APPENDIX G: Post-Construction Stormwater Runoff Program

APPENDIX H: Pollution Prevention and Good Housekeeping

APPENDIX H2: DPW SOP

Appendix H3: Civic Center SOP




Appendix H4: Spill Response


APPENDIX I: Total Maximum Daily Load (TMDL) Implementation Plan

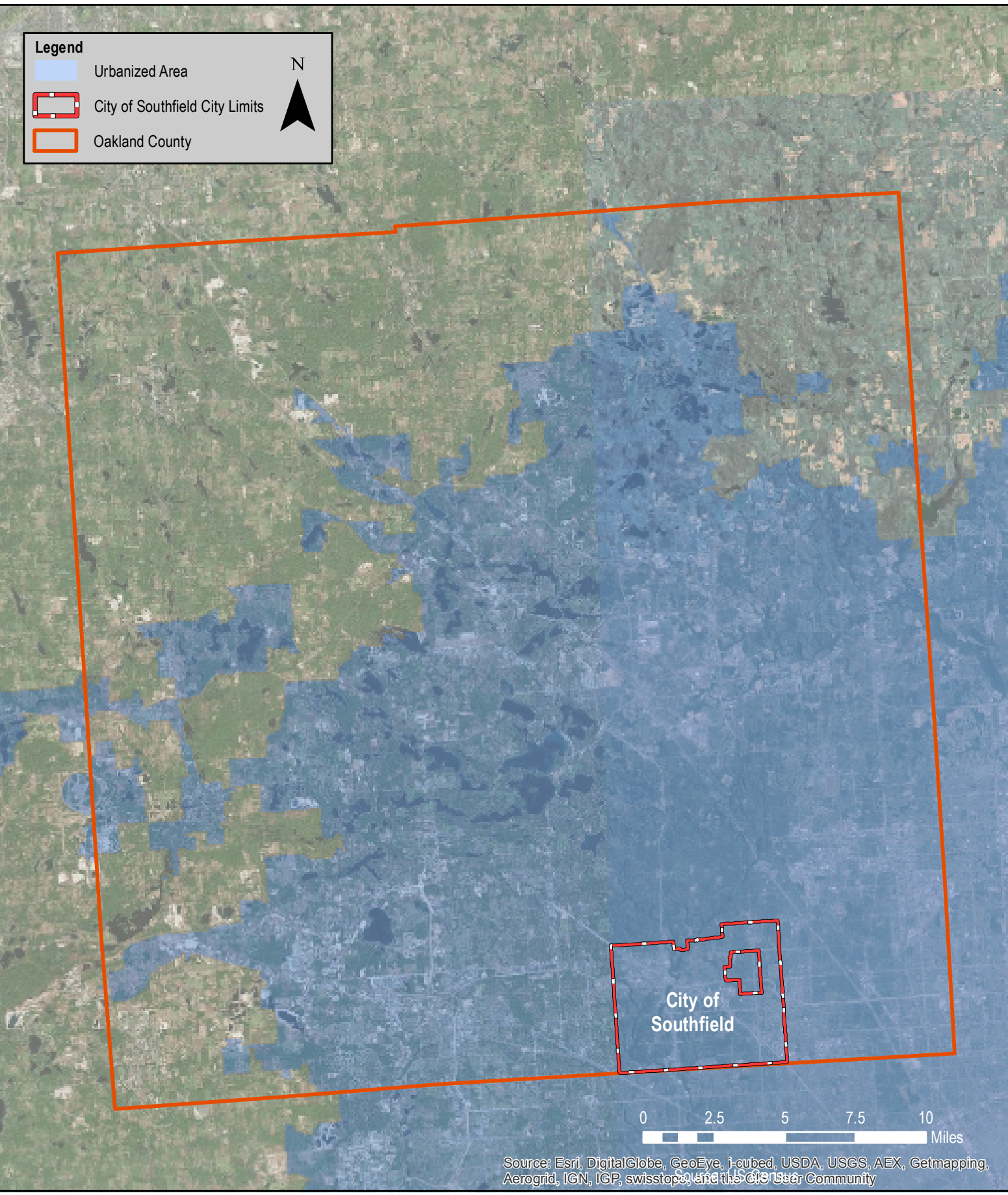
Southfield participates in the Alliance of Rouge Communities' collaborative plans for the PPP, PEP, IDEP and TMDL requirements of the permit.

APPENDIX A
Outfall and Point of Discharge Information

Legend

-  Urbanized Area
-  City of Southfield City Limits
-  Oakland County

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Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

City of Southfield - Urbanized Area
 Detroit Area Cluster
 Alliance of Rouge Communities



APPENDIX B
Enforcement Response Procedure

STANDARD OPERATING PROCEDURE FOR ENFORCEMENT RESPONSE

PREPARED FOR:

THE CITY OF SOUTHFIELD
26000 EVERGREEN RD, SOUTHFIELD, MICHIGAN 48076



APRIL 2016

SECTION A – PURPOSE

The Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II Stormwater Discharge Permit Application requires a procedure for Enforcement Response to address violations of the ordinances or regulatory mechanism identified in the Stormwater Management Plan.

SECTION B – GENERAL PENALTY

Section 1-15 defines the penalties levied by the City of Southfield for ordinance violations. The section defines penalties for misdemeanors and municipal civil infractions, as well as repeated offenses.

B.1 Section 1-15 – Penalty

“Unless another penalty is expressly provided by this Code for any particular provision or section, every person convicted of a violation of any provision of this Code or any rule or regulation adopted or issued in pursuance thereof shall be punished by a fine of not more than five hundred dollars (\$500.00) and costs of prosecution or by imprisonment for not more than ninety (90) days, or both such fine and imprisonment. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any section of this Code whether or not such penalty is re-enacted in the amendatory ordinance.”

SECTION C – PART 91 MUNICIPAL ENFORMENT AGENCY

The City is an approved Municipal Enforcement Agency under the Part 91 of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as Amended. As an enforcing agency, the City is responsible for implementing and enforcing their Grading and Soil Erosion Control Ordinance.

C.1 Section 5-503 – Municipal Enforcement Agency

“The engineering department is hereby designated as the municipal enforcing agency responsible for administering and enforcing part 91, the rules, and this chapter.”

C.2 Section 5-521 – Enforcement

“The city engineer or soil erosion engineer, in cooperation with the building department, may issue a stop work order, or revoke a permit upon its findings that there is a violation of part 91, the rules, or this chapter, or a finding that there is a violation of a permit or an approved soil erosion and sedimentation control plan.”

C.3 Section 5-526 – Violations; penalties

- a. *A person who violates part 91, the rules or this chapter is responsible for a municipal civil infraction issued by an authorized local official and may be*

ordered to pay a civil fine of not more than two thousand five hundred dollars (\$2,500.00).

- b. A person who knowingly violates part 91, the rules or this chapter or knowingly makes a false statement in an application for a permit or in a soil erosion and sedimentation control plan is responsible for the payment of a civil fine of not more than ten thousand dollars (\$10,000.00) for each day of violation.*
- c. A person who knowingly violates part 91, the rules or this chapter after receiving a notice of violation under section 5.521 or 5.522 is responsible for payment of a civil fine of not less than two thousand five hundred dollars (\$2,500.00), or more than twenty-five thousand dollars (\$25,000.00) for each day of the violation.*
- d. Civil fines collected under subsection (a), (b) and (c) that are payable to the city shall be deposited into the city's general fund.*
- e. A municipal civil infraction citation shall be filed with the 46th Judicial District Court for resolution pursuant to chapter 87 of the revised Judicature Act, MCL 600.8701 et seq.*
- f. A default in payment of a civil fine or costs ordered under this section or an installment of the fine or costs may be remedied by any means authorized under the revised Judicature Act of 1961, 1961 PA 236, as amended, being MCL 600.101 et seq.*
- g. In addition to a fine assessed under this section, a person who violates part 91, the rules, or this chapter, is liable to the state and/or the city for damages for injury to, destruction of, or loss of natural resources resulting from the violation. The court may order a person who violates this part to restore the area or areas affected by the violation to their condition as existing immediately prior to the violation.*
- h. Lessees, contractors, or other individuals undertaking an earth change, as well as the landowner and on-site authorized agent, are liable for civil penalties prescribed in section 5.526.*

SECTION D – ENFORCEMENT TRACKING

The City will track all violations and issued permits. The following information will be collected and used for tracking records for each violation that is imposed by the City.

1. Name
2. Date
3. Location of the Violation (address, cross streets, etc.)

4. Business, Agency, Organization as applicable
5. Description of the Violation
6. Applicable Correspondence
7. Follow-up Actions
8. Key Dates
9. Descriptions of the City's Enforcement Response
10. Schedules for Achieving Compliance
11. Date the Violation was Resolved

SECTION E – PROCESS FOR REVISION

Any questions on this policy and procedure should be directed to the Stormwater Manager or the City Administrator. This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.

Sec. 1.15. - Penalty.

Unless another penalty is expressly provided by this Code for any particular provision or section, every person convicted of a violation of any provision of this Code or any rule or regulation adopted or issued in pursuance thereof shall be punished by a fine of not more than five hundred dollars (\$500.00) and costs of prosecution or by imprisonment for not more than ninety (90) days, or both such fine and imprisonment. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any section of this Code whether or not such penalty is re-enacted in the amendatory ordinance.

Sec. 5.503. - Municipal enforcing agency.

The engineering department is hereby designated as the municipal enforcing agency responsible for administering and enforcing part 91, the rules, and this chapter.

(Ord. No. 1564, § 1, 11-27-08)

Sec. 5.521. - Enforcement.

The city engineer or soil erosion engineer, in cooperation with the building department, may issue a stop work order, or revoke a permit upon its findings that there is a violation of part 91, the rules, or this chapter, or a finding that there is a violation of a permit or an approved soil erosion and sedimentation control plan.

(Ord. No. 1564, § 1, 11-27-08)

State law reference— Similar provisions, R323.1712.

Sec. 5.526. - Violations; penalties.

- (a) A person who violates part 91, the rules or this chapter is responsible for a municipal civil infraction issued by an authorized local official and may be ordered to pay a civil fine of not more than two thousand five hundred dollars (\$2,500.00).
- (b) A person who knowingly violates part 91, the rules or this chapter or knowingly makes a false statement in an application for a permit or in a soil erosion and sedimentation control plan is responsible for the payment of a civil fine of not more than ten thousand dollars (\$10,000.00) for each day of violation.
- (c) A person who knowingly violates part 91, the rules or this chapter after receiving a notice of violation under section 5.521 or 5.522 is responsible for payment of a civil fine of not less than two thousand five hundred dollars (\$2,500.00), or more than twenty-five thousand dollars (\$25,000.00) for each day of the violation.
- (d) Civil fines collected under subsection (a), (b) and (c) that are payable to the city shall be deposited into the city's general fund.
- (e) A municipal civil infraction citation shall be filed with the 46th Judicial District Court for resolution pursuant to chapter 87 of the revised Judicature Act, MCL 600.8701 et seq.
- (f) A default in payment of a civil fine or costs ordered under this section or an installment of the fine or costs may be remedied by any means authorized under the revised Judicature Act of 1961, 1961 PA 236, as amended, being MCL 600.101 et seq.
- (g) In addition to a fine assessed under this section, a person who violates part 91, the rules, or this chapter, is liable to the state and/or the city for damages for injury to, destruction of, or loss of natural resources resulting from the violation. The court may order a person who violates this part to restore the area or areas affected by the violation to their condition as existing immediately prior to the violation.
- (h) Lessees, contractors, or other individuals undertaking an earth change, as well as the landowner and on-site authorized agent, are liable for civil penalties prescribed in section 5.526

(Ord. No. 1564, § 1, 11-27-08)

State law reference— Similar provisions, MCL 324.9121.

APPENDIX C

Collaborative Public Participation/Involvement Program (PPP)

Click [here](#) for link to Collaborative PPP Plan

APPENDIX D

Collaborative Public Education Program (PEP)

Click [here](#) for link to Collaborative PEP Plan

APPENDIX E

Collaborative Illicit Discharge Elimination Plan (IDEP)

Click [here](#) for link to Collaborative IDEP

APPENDIX E2
Collaborative Illicit Discharge Elimination Plan (IDEP)
Ordinance

ORDINANCE NO. 1713

AN ORDINANCE TO AMEND TITLE II, UTILITIES AND SERVICES, OF CHAPTER 18, CITY WATER UTILITY, BY ADDING A NEW CHAPTER, 18A, WHICH SHALL BE ENTITLED "ELIMINATION OF ILLICIT DISCHARGES AND CONNECTIONS TO STORMWATER DRAINAGE SYSTEM".

THE CITY OF SOUTHFIELD ORDAINS:

THE CODE OF THE CITY OF SOUTHFIELD IS HEREBY AMENDED BY ADDING A NEW CHAPTER, 18A, "ELIMINATION OF ILLICIT DISCHARGES AND CONNECTIONS TO STORMWATER DRAINAGE SYSTEM" TO TITLE II, UTILITIES AND SERVICES, WHICH NEW CHAPTER SHALL READ AS FOLLOWS:

SECTION 1

Sec 2.88 PURPOSE

The purpose of this Ordinance is to provide for the health, safety, and general welfare of the citizens of the City through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This Ordinance establishes methods for controlling the introduction of pollutants into the municipal storm sewer system in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this Ordinance are:

- (1) To regulate the contribution of pollutants to the municipal storm sewer system by stormwater discharges by any user.
- (2) To prohibit illicit connections and discharges to the municipal storm sewer system.
- (3) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this article.

Sec 2.89. DEFINITIONS

The following words, terms and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Authorized enforcement agency means the Public Works Director and his/her authorized representatives, which shall specifically include all inspectors and code enforcement, and any other individual designated by the City Administrator of the City of Southfield to enforce this Ordinance. Where applicable the terms may also mean the director of the Michigan Department of Environment, Great Lakes and Energy (EGLE) or his/her designated official.

Best Management Practices (BMPs) means schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

City means the City of Southfield.

Clean Water Act means the federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.

County means the County of Oakland.

Construction activity means activities subject to NPDES construction permits. These include construction projects resulting in land disturbance of five acres or more requiring an issued permit and small construction activities impacting one to five acres of land deemed to operate under a national permit. Such activities include, but are not limited to, clearing and grubbing, grading, excavating, and demolition.

Hazardous materials mean any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Illegal discharge means any direct or indirect non-stormwater discharge to the storm drain system, except as exempted in Section 7 of this Ordinance.

Illicit connections mean either of the following:

- (1) Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including, but not limited, to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency, or
- (2) Any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Industrial activity means activities subject to NPDES industrial permits as defined in 40 CFR, Section 122.26(b)(14).

MS4 means a municipal separate storm sewer system.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit means a permit issued by United States Environmental Protection Agency (EPA), or by the State of Michigan under authority delegated pursuant to 33 USC § 1342(b) and codified in the Michigan Natural Resources and Environmental Protection Act Protection at MCL 324.101, et seq., that authorizes the discharge of pollutants to waters of the United States or State of Michigan, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-stormwater discharge means any discharge to the storm drain system that is not composed entirely of stormwater.

Person means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

Pollutant means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, articles, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Premises means any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

Storm sewer system or storm drainage system means a publicly owned facility by which stormwater is collected and/or conveyed, including, but not limited to, any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

Stormwater means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.

Stormwater pollution prevention plan means a document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.

Wastewater means any water or other liquid, other than uncontaminated stormwater, discharged from a facility.

Sec. 2.90 APPLICABILITY

This chapter shall apply to all water entering the storm drain system generated on any developed or undeveloped lands unless expressly exempted by an authorized enforcement agency.

Sec. 2.91 ENFORCEMENT, RESPONSIBILITY FOR ADMINISTRATION

This chapter shall be enforceable by the Public Works Director or other authorized enforcement agency.

Sec. 2.92 MINIMUM STANDARDS

The standards set forth herein and promulgated pursuant to this chapter are minimum standards; therefore, this chapter does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

Sec. 2.93 DISCHARGE PROHIBITIONS

(1) Prohibition of illegal discharges.

No person shall discharge or cause to be discharged into the storm drain system or watercourses, any materials, including, but not limited to, pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than stormwater. The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited; however, the following discharges are exempt from prohibition as described:

- (a) The discharges and flows from firefighting activities if they are identified as not being a significant source of pollutants to the waters of the state.
- (b) Discharges specified in writing by the Public Works Director as being necessary to protect public health and safety.
- (c) Dye testing, when there has been verbal notification to the Public Works Director and state department of environmental quality procedures have been followed.
- (d) Discharges permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.
- (e) The following discharges or flows if they are identified as not being a significant contributor to violations of water quality standards: water line flushing and discharges from potable water sources; landscape irrigation runoff, lawn watering runoff, and irrigation waters; diverted stream flows and flows from riparian habitats and wetlands; rising groundwaters and springs; uncontaminated pumped groundwater, except for groundwater

cleanups specifically authorized by NPDES permits; foundation drains, water from crawl space pumps, footing drains and basement sump pumps; air conditioning condensation; waters from noncommercial car washing; street wash water; dechlorinated swimming pool water from single-, two- or three-family residences. Other swimming pools shall not be discharged to stormwater or to surface waters of the state without NPDES permit authorization from the State Department of Environment, Great Lakes, and Energy (EGLE, formerly MDEQ).

(2) Prohibition of illicit connections.

- (a) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- (b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- (c) A person is considered to be in violation of this article if the person connects a line conveying sewage to a storm drain system or MS4 or allows such a connection to continue.

(3) Prohibition of Direct Dumping or Disposal of Materials into the MS4.

- (a) The direct dumping of materials or discharges into the MS4 is prohibited except for those illicit discharges identified as not being a significant contributor to violations of water quality standards.

Sec. 2.94 RIGHT OF ENTRY

The City Zoning Enforcement Officer or other authorized enforcement agency shall be permitted to enter upon all properties for the purposes of inspection, observation, measurement, sampling and testing of suspected non-stormwater discharges in accordance with the provisions of this article. Refusal of reasonable access to the Public Works Director and/or representatives of the authorized enforcement agency to any part of the premises is a violation of this article.

Sec. 2.95 SUSPENSION OF STORM SEWER SYSTEM ACCESS

(1) Suspension due to illicit discharges in emergency situations.

The Public Works Director or other authorized enforcement agency may, without prior notice, suspend storm sewer system discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the storm sewer system or the Waters of the United States or this state. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or waters of the United States or this state, or to minimize danger to persons.

(2) Suspension due to the detection of illicit discharge.

Any person discharging to the storm sewer system in violation of this article may have their storm sewer system access terminated if such termination would abate or reduce an illicit discharge. The Public Works Director or their designee will notify a violator of the proposed termination of its storm sewer system access. The violator may petition the city for reconsideration and hearing.

(3) Violation.

A person violates this article if the person reinstates storm sewer system access to premises terminated pursuant to this section, without the prior approval of the Public Works Director or other authorized enforcement agency.

Sec. 2.96 INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Public Works Director prior to the allowing of discharges to the MS4.

Sec. 2.97 REQUIREMENTS TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES

The Public Works Director or his designee will require Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system.

Sec. 2.98 NOTIFICATION OF SPILLS

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Public Works Director within three business days of the phone notice. If the

discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

Sec. 2.99 ENFORCEMENT

(1) Notice of Violation

Whenever the Public Works Director or his designee finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the City of Southfield may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

- (a) The performance of monitoring, analyses, and reporting;
- (b) The elimination of illicit connections or discharges;
- (c) That violating discharges, practices, or operations shall cease and desist;
- (d) The abatement or remediation of storm water pollution or contamination of hazards and the restoration of any affected property; and
- (e) Payment of a fine to cover administrative and remediation costs; and
- (f) The implementation of source control or treatment BMPs.

(2) Abatement of a Violation.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by the City of Southfield or its designee at the violator's expense.

Sec. 2.100 APPEAL OF NOTICE OF VIOLATION

Any person receiving a Notice of Violation may appeal the determination of the City of Southfield to the City Administrator and/or his/her designee. The notice of appeal must be received within 30 days from the date of the Notice of Violation. Hearing on the appeal before the appropriate authority or its designee shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the City of Southfield or its designee shall be final.

Sec. 2.100.1 ENFORCEMENT MEASURES AFTER APPEAL

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 30 days of the decision of the City of Southfield upholding its decision, then representatives of the City or its designees shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent

or person in possession of any premises to refuse to allow the City of Southfield or its designee to enter upon the premises for the purposes set forth above.

Sec.2.100.2 COST OF THE ABATEMENT OF THE VIOLATION

Within 30 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within 10 days. If the amount due is not paid within a timely manner as determined by the decision of the City of Southfield or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment. Any person violating any of the provisions of this article shall become liable to the city by reason of such violation. The liability shall be paid in not more than 12 equal payments. Interest at the rate of five percent (5%) per annum shall be assessed on the balance beginning on the first day following discovery of the violation.

Sec. 2.100.3 INJUNCTIVE RELIEF

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the City of Southfield may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Sec. 2.100.4 VIOLATIONS DEEMED A PUBLIC NUISANCE

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense. The City of Southfield may also simultaneously or alternatively initiate a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance.

Sec.2.100.5 PENALTIES, REMEDIES

Any person violating any provision of this Chapter shall be responsible for a municipal civil infraction and upon a finding of responsibility thereof shall be penalized as provided in section 1.703 of the City Code. Additionally, the City may seek enforcement and abatement of any violation of this Chapter by instituting any legal or equitable action in any court of competent jurisdiction.

Sec. 2.100.6 REMEDIES NOT EXCLUSIVE

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state, or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

SECTION 2.

The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or its application to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

SECTION 3.

All ordinances or part of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION 4.

All other provisions of the Code of Ordinances of the City of Southfield, Michigan except as herein modified or amended are hereby expressly ratified and affirmed.

SECTION 5.

This Ordinance shall become effective upon passage and publication.

KENSON J. SIVER, Mayor

SHERIKIA L. HAWKINS, City Clerk

Introduced: 10/21/2019

Enacted: 10/28/2019

Published: 11/07/2019

APPENDIX F
Construction Stormwater Runoff Control

STANDARD OPERATING PROCEDURE CONSTRUCTION STORMWATER RUNOFF CONTROL PROGRAM

PREPARED FOR:

THE CITY OF SOUTHFIELD
26000 EVERGREEN RD, SOUTHFIELD, MICHIGAN 48076



APRIL 2016

SECTION A – PURPOSE

The Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II Stormwater Discharge Permit Application requires a description of current and proposed BMPs to meet the minimum control measure requirements for the construction stormwater runoff control program to the maximum extent practicable. The City of Southfield does administer a Part 91 program and is a designated municipal enforcement agency. The following standard operating procedure provides a description of the procedures the City employs for construction site runoff control that includes notification procedures and ensuring proper permits are obtained by those disturbing greater than one acre of soil.

SECTION B – APPLICATION PROCEDURE

Prior to any earth disturbance, the City will ensure that construction activity one acre or greater in total earth disturbance with the potential to discharge to the MS4 does obtain a Part 91 Permit and/or a State of Michigan Permit by Rule or is reviewed by an approved Authorized Public Agency through the site plan review process. These requirements are documented in the City's Soil Erosion Control Ordinances.

B.1 Section 5-509a – Activities require a soil erosion and sedimentation control permit

- a. *“A landowner or designated agent who contracts for, allows, or engages in an earth change in this city shall obtain a soil erosion and sedimentation control permit in the landowner's name from the engineering department, unless exempted in [section 5.510](#) of this chapter, before commencing an earth change which:*
 1. *Disturbs one (1) or more acres of land; or*
 2. *Is located within five hundred (500) feet of the waters of the state regardless of the amount of land disturbed; or*
 3. *Is located within five hundred (500) feet of a storm drain inlet regardless of the amount of land disturbed.”*

B.2 Section 5-511a – Permit application; designated agent; meeting with soil erosion engineer

“A landowner or designated agent shall submit a soil erosion and sedimentation control permit application to the engineering department. Copies of the permit application containing state prescribed information are available from the engineering department or the city website.”

B.3 Section 5-518 – Earth change requirements generally

“A person, the landowner, and the on-site authorized agent engaged in an earth change shall:

- (a) Conduct the earth change in a manner that will effectively reduce accelerated soil erosion and resulting sedimentation.*
- (b) Plan, implement, and maintain acceptable soil erosion and sedimentation control measures in conformance with part 91, the rules, and this chapter, which effectively reduce accelerated soil erosion and off-site sedimentation.*
- (c) Carry out the earth change activities in accordance with an approved soil erosion and sedimentation control plan and in compliance with all the requirements of the soil erosion and sedimentation control permit, part 91, the rules, and this chapter.*
- (d) The soil and erosion sedimentation control permit must be posted on-site and clearly visible from the road. The soil erosion and sedimentation control plan must be available for inspection to the site of the earth change at all times.”*

SECTION C – INSPECTIONS/COMPLAINTS

As the Part 91 regulating authority, the City will inspect active construction sites that have obtained a Soil Erosion and Sedimentation Control Permit from the City.

C.1 Section 5-528 – Right of entry and inspection

“An agent appointed by MDEQ or the city engineering department may enter at all reasonable times in or upon any private or public property for the purpose of inspecting and investigating conditions or practices that may be in violation of part 91, the rules, or this chapter.”

Complaints regarding soil erosion and sedimentation issues made by the public will be forward to the City Engineer’s office. At that time, the City Engineer will direct a site inspection to document any violations of the soil erosion and sedimentation/grading permit within 24 to 48 hours and pursue enforcement actions as appropriate. See the Enforcement Response Procedure for a summary of the enforcement protocols to ensure compliance with the City’s Part 91 program.

SECTION C – MEASUREABLE GOALS

To demonstrate the effectiveness of the County’s Part 91 program, the following metrics will be tracked for reporting purposes:

- Number of Part 91 related complaints received and referred to the County by the City building inspector.
- Number of Part 91 permits issued by the County within the City.

These metrics will be tracked over the reporting cycle that is specified in the City’s Certificate of Coverage.

SECTION D – REPORTABLE DISCHARGES

The City will not report instances of *de minimis* soil discharges to MDEQ. For instances where the discharge of sediment cannot be immediately contained on site, or if there are other pollutants that include pesticides, petroleum derivatives, construction chemicals, and solid waste associated with the discharge in quantities that are consistent with the spill response plan as defined in Appendix H of the Stormwater Management Plan (SWMP), the City will notify the MDEQ through the Pollution Emergency Alert System (PEAS) at 1-800-292-4706.

SECTION E – STATE OF MICHIGAN PERMIT BY RULE

The City shall advise the landowner or recorded easement holder of the State of Michigan Permit by Rule (Rule 323.2190) for storm water discharge from construction activity if the area of the disturbance is greater than 5 acres. These criteria will be identified during the site plan review process and will be included in correspondence with the landowner as appropriate.

SECTION F – PROCESS FOR REVISION

Any questions on this policy and procedure should be directed to the Stormwater Manager or the City Administrator. This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.

Sec. 5.509. - Activities requiring a soil erosion and sedimentation control permit.

- (a) A landowner or designated agent who contracts for, allows, or engages in an earth change in this city shall obtain a soil erosion and sedimentation control permit in the landowner's name from the engineering department, unless exempted in section 5.510 of this chapter, before commencing an earth change which:
1. Disturbs one (1) or more acres of land; or
 2. Is located within five hundred (500) feet of the waters of the state regardless of the amount of land disturbed; or
 3. Is located within five hundred (500) feet of a storm drain inlet regardless of the amount of land disturbed.
- (b) If an earth change is under the jurisdiction of two (2) or more municipal or county enforcing agencies, a soil erosion and sedimentation control permit from the engineering department is required for the activities under the jurisdiction of this chapter.
- (c) If a soil erosion engineer serves a notice of violation in person or by certified mail, with return receipt requested, to a person who owns land on which an earth change has been made that may result in or contribute to soil erosion or sedimentation or adjacent properties or waters of the state, the landowner shall obtain a soil erosion and sedimentation control permit and implement and maintain soil erosion and sedimentation control measures that will effectively reduce soil erosion or sedimentation from the land on which the earth change has been made (see section 324.9116).
- (d) An earth change activity that does not require a soil erosion and sedimentation control permit under part 91, the rules or this chapter is not exempt from enforcement procedures under part 91, the rules or this chapter, if the activity exempted results in soil erosion and off-site sedimentation of adjacent properties or the waters of the state (see R323.1704(2)).

(Ord. No. 1564, § 1, 11-27-08)

State law reference— Similar provisions, MCL 324.9116; R323.1704.

Sec. 5.511. - Permit application; designated agent; meeting with soil erosion engineer.

- (a) A landowner or designated agent shall submit a soil erosion and sedimentation control permit application to the engineering department. Copies of the permit application containing state prescribed information are available from the engineering department or the city website.
- (b) The permit application shall be signed and dated by the landowner or designated agent. If the landowner is a corporation, include the name and title of the authorized corporate representative.
- (c) If a designated agent is signing the application for the landowner, the landowner shall either also sign the application or provide a letter authorizing the designated agent to act on his/her behalf including authority for the designated agent to designate an on-site authorized agent.
- (d) The soil erosion and sedimentation control permit application shall be accompanied by a soil erosion and sedimentation control plan, the required fees and any other documents that the soil erosion engineer may require.
- (e) The landowner or designated agent shall meet with the soil erosion engineer, if requested, to ensure that the soil erosion and sedimentation control plan meets the provisions of this chapter.

(Ord. No. 1564, § 1, 11-27-08)

State law reference— Similar provisions, R323.1706.

Sec. 5.518. - Earth change requirements generally.

A person, the landowner, and the on-site authorized agent engaged in an earth change shall:

- (a) Conduct the earth change in a manner that will effectively reduce accelerated soil erosion and resulting sedimentation.
- (b) Plan, implement, and maintain acceptable soil erosion and sedimentation control measures in conformance with part 91, the rules, and this chapter, which effectively reduce accelerated soil erosion and off-site sedimentation.
- (c) Carry out the earth change activities in accordance with an approved soil erosion and sedimentation control plan and in compliance with all the requirements of the soil erosion and sedimentation control permit, part 91, the rules, and this chapter.
- (d) The soil and erosion sedimentation control permit must be posted on-site and clearly visible from the road. The soil erosion and sedimentation control plan must be available for inspection to the site of the earth change at all times.

(Ord. No. 1564, § 1, 11-27-08)

State law reference— Similar provisions, R323.1702; R323.1704(4).

Sec. 5.528. - Right of entry and inspection.

An agent appointed by MDEQ or the city engineering department may enter at all reasonable times in or upon any private or public property for the purpose of inspecting and investigating conditions or practices that may be in violation of part 91, the rules, or this chapter.

(Ord. No. 1564, § 1, 11-27-08)

APPENDIX G
Post-Construction Stormwater Runoff Program

APPENDIX G
STANDARD OPERATING PROCEDURE
POST CONSTRUCTION STORMWATER RUNOFF CONTROL

PREPARED FOR:

THE CITY OF SOUTHFIELD
26000 EVERGREEN ROAD, SOUTHFIELD, MICHIGAN 48076



REVISED: MARCH 2023

SECTION A – PURPOSE

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a description of current and proposed BMPs to meet the minimum control measure requirements for the post-construction stormwater runoff control program to the maximum extent practicable. Post-construction stormwater runoff controls are necessary to maintain or restore stable hydrology in receiving waters by limiting surface runoff rates and volumes and reducing pollutant loadings from site that undergo development or significant redevelopment.

SECTION B – ADOPTION OF COUNTY STANDARDS

The City of Southfield is in the process of adopting the Oakland County Stormwater design standards through a new Stormwater Management Ordinance. Once passed, the ordinance can be found at this [link](#).

SECTION C – MEASURABLE GOALS

To demonstrate the effectiveness of the post construction stormwater runoff control program, the following metrics will be tracked as required by the State for each project that triggers the post construction stormwater management ordinance. The metrics will be reported upon final approval of the site plan:

- (1) Change in impervious area, pervious area by cover type, and total area by site.
- (2) CPVC volume provided at the site.
- (3) Difference between required and provided CPVC volume by site.
- (4) Percent of site in each Hydrologic Soil Group (Type A, B, C, D).
- (5) Site location in geographic information system (GIS) polygon format.
- (6) Site outfalls and points of discharge in GIS point format.
- (7) Site MS4 outfall drainage area in GIS polygon format, including any offsite drainage that passes through the outfall or points of discharge.
- (8) CPRC volume provided at the site.
- (9) Difference between required and provided CPRC volume by site.

These metrics will be reported annually by April 1.

SECTION D – PROCESS FOR REVISION

This procedure shall be reviewed every two years by the Stormwater Manager for any updates to streamline the requirements.

APPENDIX H
Pollution Prevention and Good Housekeeping

STANDARD OPERATING PROCEDURE POLLUTION PREVENTION AND GOOD HOUSEKEEPING

GENERAL PROCEDURES

PREPARED FOR:

THE CITY OF SOUTHFIELD
26000 EVERGREEN RD, SOUTHFIELD, MICHIGAN 48076



REVISED: SEPTEMBER 2018

SECTION A – PURPOSE

The Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II Stormwater Discharge Permit Application requires a description of current and proposed Best Management Practices (BMPs) to meet the minimum control measure requirements for the Pollution Prevention and Good Housekeeping Program to the maximum extent practicable to prevent or reduce the discharge of pollutants from municipal facilities and operations.

SECTION B – FACILITY ASSESSMENT AND PRIORITIZATION

City of Southfield owned and operated facilities have been assessed for their potential to discharge pollutants to the waters of the state. Each facility was evaluated based on the following criteria as outlined in the NPDES permit application:

1. Amount of urban pollutants stored at the site (i.e. sediment, nutrients, metals, hydrocarbons, pesticides, fertilizers, herbicides, chlorides, trash, bacteria, or other site-specific pollutants)
2. Identification of improperly stored materials
3. Potential for polluting activities to be conducted outside (i.e. vehicle washing)
4. Proximity to water bodies
5. Poor housekeeping practices
6. Discharge of pollutants of concern to impaired waters

Based on these criteria, the potential for each facility to discharge pollutants to the waters of the state were rated high, medium, or low. For low priority facilities where no assessment factors are present, catch basin cleaning and street sweeping will be performed as indicated in the applicable procedures for these activities. For medium priority facilities appropriate BMPs are considered based on the assessment factors present to prevent or minimize the potential for pollutants from entering surface waters of the state. High priority facilities have specific procedures that are included in Appendix H of the Stormwater Management Plan (SWMP).

SECTION C – UPDATES AND PRIORITY REVISION

This inventory shall be updated within 120 days as facilities and structural stormwater controls are added, removed, or no longer owned or operated by the applicant. Priority level assessments shall be revised within 120 days of discharging stormwater at a new facility, or when the storage of materials, equipment, or vehicles changes at a facility.

SECTION D – MUNICIPAL INVENTORY AND ASSESSMENT

The following table identifies the City's owned or operated facilities with a discharge of stormwater to surface waters of the state. **Table 1** includes a list of properties owned or operated by the City that has stormwater controls on site and provides the estimated number of stormwater structural controls (i.e. catch basins, detention basins, etc.) at each site, along with the priority level of potential discharge of pollutants to waters of the state.

Table 1

Facility Name	Structural Controls	Priority Level	Assessment Factors	BMP's Implemented
DPW Facility	Catch Basins (5) Storm Manholes (1) Dumpster (2) Stockpiles (3) Salt dome (1) Underground Storage Tank (2) Compactor (1) Aboveground Storage Tank (1)	High	1, 3, 4	See Site-Specific SOP
Civic Center/Parks Maintenance (includes Ice Arena, Golf Course, Arts Building, Library, Police Station, Court Building)	Catch Basins (98) Storm Manholes (39) Stockpiles (8) Aboveground Storage Tank (1) Underground Storage Tank (2) Rain Garden (1) Bioswale (1) Salt Storage Area (1) Pervious Pavement	High	1, 3	See Site-Specific SOP
Fire Department Headquarters	Catch Basins (7) Storm Manholes (3) Aboveground Storage Tank (1)	Medium	1	Catch basin cleaning Street Sweeping Fueling procedures
Fire Station #1	Aboveground Storage Tank (1)	Medium	1	Fueling procedures
Fire Station #2	Catch Basins (8) Detention Basin (1) Aboveground Storage Tank (1)	Medium	1	Catch basin cleaning Street sweeping Basin maintenance Fueling procedures
Fire Station #3	Catch Basins (2) Aboveground Storage Tank (1)	Medium	1	Catch basin cleaning Street sweeping Fueling procedures
Beech Woods Golf Course	Catch Basins (8) Storm Manholes (4) Pervious Pavement	Low	1	Catch basin cleaning Street sweeping
Burgh Historical Park	Catch Basins (1) Storm Manholes (2)	Low	1	Catch basin cleaning Street sweeping
Inglenook Park	Catch Basins (9) Storm Manholes (1) Ditch (1) Rain Garden (1) Pervious Pavement	Low	1	Catch basin cleaning Street sweeping Ditch maintenance
Pebble Creek Park	Catch Basins (4)	Low	1	Catch basin cleaning Street sweeping
Miller Park	Catch Basins (3)	Low	1	Catch basin cleaning Street sweeping
Carpenter Lake Nature Preserve	Bioswale (1) Pervious Pavement	Low	1	Street sweeping Swale maintenance
Valley Woods Trail	Stormwater Check Dams	Low	1	Swale maintenance
Fire Station #4	Aboveground Storage Tank (1) Catch Basins (7)	Low	1	Catch basin cleaning street sweeping fueling procedures

In addition to the properties in **Table 1**, the City also owns additional properties with no structure stormwater controls installed. These properties are classified as a low priority and include several city parks.

SECTION E –SITE SPECIFIC SOP FOR HIGH PRIORITY SITES

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a standard operating procedure (SOP) for identifying the structural and non-structural stormwater controls implemented and maintained to prevent or reduce pollutant runoff at each facility with the high potential for pollutant runoff.

E.1 Inventory and Description of Materials and Activities

The majority of the City’s Department of Public Works (DPW) operations is conducted at their 25501 Clara Lane facility. The City’s parks and golf maintenance facility, located at the City Civic Center at 26000 Evergreen Road, has a fueling area and conducts grounds maintenance operations. Additional fueling areas are located at the Fire Department Headquarters and Fire Stations #1, #2, and #3; however, these are considered medium priority sites instead of high priority due to limited on-site polluting material activities. The following two City facilities sites are considered a high priority due the following operations:

Department of Public Works (DPW) Facility – 25501 Clara Lane

- Fuel Storage and Fueling
- Vehicle and Equipment Maintenance and Cleaning
- Rock Salt Storage
- Stockpiled Materials
- General Refuse and Recyclable Materials

Civic Center/Parks Maintenance – 26000 Evergreen Road

- Fuel Storage and Fueling
- Vehicle and Equipment Maintenance and Cleaning
- Stockpiled Materials
- Rock Salt Storage
- Storage of Pesticides, Herbicides, and Fertilizers

Site specific standard operating procedures have been developed for these facilities and are included as separate documents. Please see the Standard Operating Procedures – DPW Facility and Standard Operating Procedures – Civic Center/Parks Maintenance.

SECTION F –PRIORITIZATION CRITERIA OF STREET SWEEPING AND CATCH BASIN INSPECTIONS

The criteria for prioritizing street sweeping and catch basin cleaning activities has been defined as described below.

High Priority streets and catch basins have one or more of the following criteria:

- Immediately adjacent to stockpiles or potentially polluting materials that are not equipped with secondary containment measures or other BMPs;
- Frequently used, City-owned and maintained parking lots that have a high potential for pollutant runoff; and/or
- Receive drainage from unpaved roadways and/or parking lots.

Medium Priority streets and catch basins have one or more of the following criteria:

- Immediately adjacent to stockpiles or potentially polluting materials that have with secondary containment measures or other BMPs;
- Associated with a downtown shopping district;
- Streets within the municipality zoned as industrial with heavy truck traffic; and/or
- City-owned and maintained streets with moderate traffic volumes (speed limit greater than 30 mph).

Low Priority streets and catch basins have one or more of the following criteria:

- City-owned parking lots with no material storage or handling;
- Catch basins located within vegetated areas; and/or
- City-owned and maintained streets with low traffic volumes.

SECTION G – SCHEDULE OF STREET SWEEPING AND CATCH BASIN INSPECTIONS

The frequency of street sweeping and catch basin inspections associated with each priority level is provided in **Table 2** below.

Table 2

Maintenance Activity	Priority Level – Schedule		
	High	Medium	Low
Street Sweeping	4x /year	2x /year	2x /year
Catch Basin Inspections	Monthly	1x /year	1x /3 years

A summary of the municipal properties and streets and their designated priority level is provided in **Table 3** below, followed by the criteria by which the specific priority levels were determined.

Table 3

Maintenance Activity	Priority Level – Municipal Properties		
	High	Medium	Low
Street Sweeping	DPW Facility, Civic Center & Evergreen Hills Golf Course	Fire Department HQ, Fire Stations (3), Major City Roads, Local Non-Curbed Roads	All Other City-Owned Streets and Parking Lots
Catch Basin Inspections	DPW Facility, Civic Center/Parks Maintenance	Fire Department HQ, Fire Stations (3), Major City Roads, Local Non-Curbed Roads	All Other City-Owned Catch Basins

The DPW Facility and Civic Center/Parks Maintenance Facility are classified a high priority due to the presence of stockpiles, fuel tanks, and the storage and use of other polluting materials. The Fire Department Headquarters and three fire stations are classified as medium priority due to the on-site storage and use of fuel. All other City-owned properties are considered low priority due to their low potential for stormwater impacts.

Major roads maintained by the City and local non-curbed roads are considered a medium priority for street sweeping and catch basin inspections. Local curbed roads and all other City-owned roads and parking lots are classified as a low priority.

If the DPW receives a complaint, a determination of the area will be made by DPW staff to increase sweeping on a more frequent interval as well as to reclassify the area to a higher priority rating. Catch basins that prompt resident complaints or are subject to isolated instances where structures are plugged or damaged will be maintained and inspected by DPW. At that time, it will be determined if the catch basin will require maintenance on a more frequent interval and warrants a reclassification to a higher priority rating.

In the event a priority rating is changed for catch basin inspections or street sweeping, this procedure will be updated within 120 days.

SECTION H – CATCH BASIN INSPECTION, MAINTENANCE, AND CLEANING METHODOLOGY

Catch basins are visually inspected during normal work activities or if a complaint is registered by a resident. A visual inspection of the structure will identify any structural defects which may include collapse, cracking, frame damage, pipe collapse, blockage, etc. and will be documented using a standardized form. Structural repairs are prioritized based on public safety concerns. During the inspection, if it is determined that the catch basin sump is 50% full of accumulated sediment and debris, it will be cleaned promptly and advanced to the next higher priority inspection level. Catch basins will be serviced using a vactor truck to remove solids and liquids from the structure. The material is decanted from the vactor truck into the sanitary sewer system prior to being transported to the DPW facility. At no time is collected sediment and water allowed to be discharged back into the storm sewer system during the cleaning process. Catch basins that are located on private property are not inspected, cleaned, or maintained by the City. It is estimated that the city owns 6000 catch basins.

SECTION I – STREET SWEEPING METHODOLOGY

Street sweeping activities are conducted by the City's DPW staff using mechanical street sweeping equipment per the manufacturer's operating recommendations. Collected sediment from street sweeping activities is disposed of as described in Section J. In addition, a third party may be contracted for street sweeping on an occasional basis. Collected street sweeping debris would be the responsibility of the contractor to manage and dispose of properly.

SECTION J – DISPOSAL OF COLLECTED MATERIAL

Collected material from catch basin maintenance and street sweeping activities is transported to the DPW Facility where it is stored temporarily in a closed dumpster before being hauled away by a licensed third party for disposal. The catch basin cleanout material is decanted from the vactor truck into the sanitary sewer system prior to being transported to the DPW facility.

SECTION K – ROAD, PARKING LOT, AND SIDEWALK MAINTENANCE

Procedures for road, parking lot, and sidewalk maintenance are addressed in the Department of Public Works site-specific SOP.

SECTION L – Dirt Road Maintenance

The City maintains dirt roads to minimize impacts to stormwater from sediment and brine. This is done by stabilizing dirt roads as needed to reduce erosion and minimal use of brine for dust control.

SECTION M – FUEL STORAGE AND USE

One 1,000-gallon aboveground storage tank (AST) containing diesel is located at each of the City Fire Stations (i.e. Fire Department Headquarters and Fire Stations #1, #2, and #3). The following procedures will minimize stormwater impacts from fueling operations:

- Bulk fuel deliveries will be made by properly trained suppliers. This will be ensured by including pollution prevention and spill response requirements in the supplier's contract.
- A spill kit is stationed next to the fueling station to address smaller releases.

SECTION N – OTHER STRUCTURAL STORMWATER CONTROLS

In addition to implementing the catch basin maintenance and street sweeping programs, the City performs inspections of drainage ditches and pump stations that are located throughout the City.

N.1 Drainage Ditch Inspection/Maintenance

The routine inspection of drainage ditches located on City-owned properties (e.g., parks) consists of visual evaluation of blockages or excessive sedimentation. Inspections generally occur during the course of daily park operations, or when complaints received by the City warrant an inspection. In most cases, follow up maintenance activities involve the removal of logjams or other debris that has accumulated within the ditch.

N.2 Pump Stations

The City currently owns and operates a total of five (5) stormwater pump stations. Routine inspection of the pump stations is conducted on a monthly basis. Any

maintenance that is needed is conducted on an as-needed basis and documented by the DPW.

N.3 Rain Garden/Bioretention Basin Inspection and Maintenance

Rain gardens and bioretention basins will be inspected on a biannual basis. Inspections will assess the vegetation, presence of invasive species, erosion, flow channelization, bank stability, inlet/outlet conditions, embankment, and sediment and debris accumulations. The inspections will also determine if the basin is properly dewatering 24-48 hours after a major storm event. Based on the inspections, maintenance tasks that include re-seeding and/or replanting bare areas, removal of accumulated sediment, floatables and litter, and treatment of invasive species will be undertaken if the basin has reduced functional capacity.

N.4 Pervious Pavement

Areas with pervious pavement will be inspected for sediment accumulation and clogging, and will be swept and kept free of leaves, grass, debris, and sediment on a quarterly basis at a minimum. Pervious pavement will be vacuumed at least once every ten years to prevent frequent ponding that is not addressed through routine sweeping activities.

N.5 Detention Basin Inspection/Maintenance

Detention basins that are owned and operated by the City are inspected once per permit cycle. Inspections will assess the vegetation, erosion, flow channelization, bank stability, inlet/outlet conditions, embankment, and sediment and debris accumulations. Sediment will be removed from the basin forebay. If it is determined that maintenance activities are needed, the City will document the needed maintenance actions and conduct any maintenance activities as needed.

The City does not have any other structural controls that are owned or maintained by the City. In the event additional structural stormwater controls are constructed, this procedure will be updated and revised to include the new controls within 120 days.

SECTION O – NEW APPLICANT OWNED FACILITIES

In the event the City acquires or constructs new structural stormwater controls, the design of these structures will comply with the stormwater standards that have been established by Oakland County. Site plans will be reviewed by the City, or its consultants, to ensure the appropriate standards are met.

SECTION P – CERTIFIED PESTICIDE APPLICATOR

The DPW department has certified pesticide applicators on staff. Pesticides and fertilizers are used for golf course applications only and are stored indoors at the Parks Maintenance building. In the event the application of pesticides or fertilizers is needed for other purposes, the City shall retain the services of a licensed third-party applicator.

SECTION Q – EMPLOYEE TRAINING

Employee training programs will be implemented to inform appropriate personnel at all levels of responsibility of safety, environmental impacts, and good housekeeping practices. The City participates in training opportunities that are made available by SEMCOG, Oakland and/or Wayne County, the Alliance of Rouge Communities, and others as deemed appropriate. Employee training components for the City public works and parks maintenance staff includes:

Employees Trained	Training Description and Frequency
New DPW and Parks Employees	Upon hire, employees will: <ul style="list-style-type: none"> • Read and become familiar with the City of Southfield SOPs • Participate in a job shadow program where new staff is paired with a DPW foreman or grounds crewman for 30 days.
All DPW Staff	Once per permit cycle: <ul style="list-style-type: none"> • View the Municipal Storm Water Pollution Prevention Storm Watch training video (or similar). • Review proper materials storage and handling. • Review good housekeeping and pollution prevention practices • Review examples of illicit discharges to storm sewer system • Review City’s Spill Response Procedure • Incorporation of stormwater BMPs into recurring staff meetings (DPW)
Key staff	Attend relevant training workshops by the Alliance of Rouge Communities, SEMCOG, or others, when available.

SECTION R – CONTRACT REQUIREMENTS AND OVERSIGHT

The contractors hired by the City to perform municipal operations that potentially impact stormwater are required to follow appropriate pollution prevention BMPs indicated in the City’s contract language. All work performed by outside contractors is monitored by City staff through observation to ensure quality of work, adherence to the specified contract language, and to ensure that potential impacts to stormwater are minimized.

SECTION S – MEASUREABLE GOALS

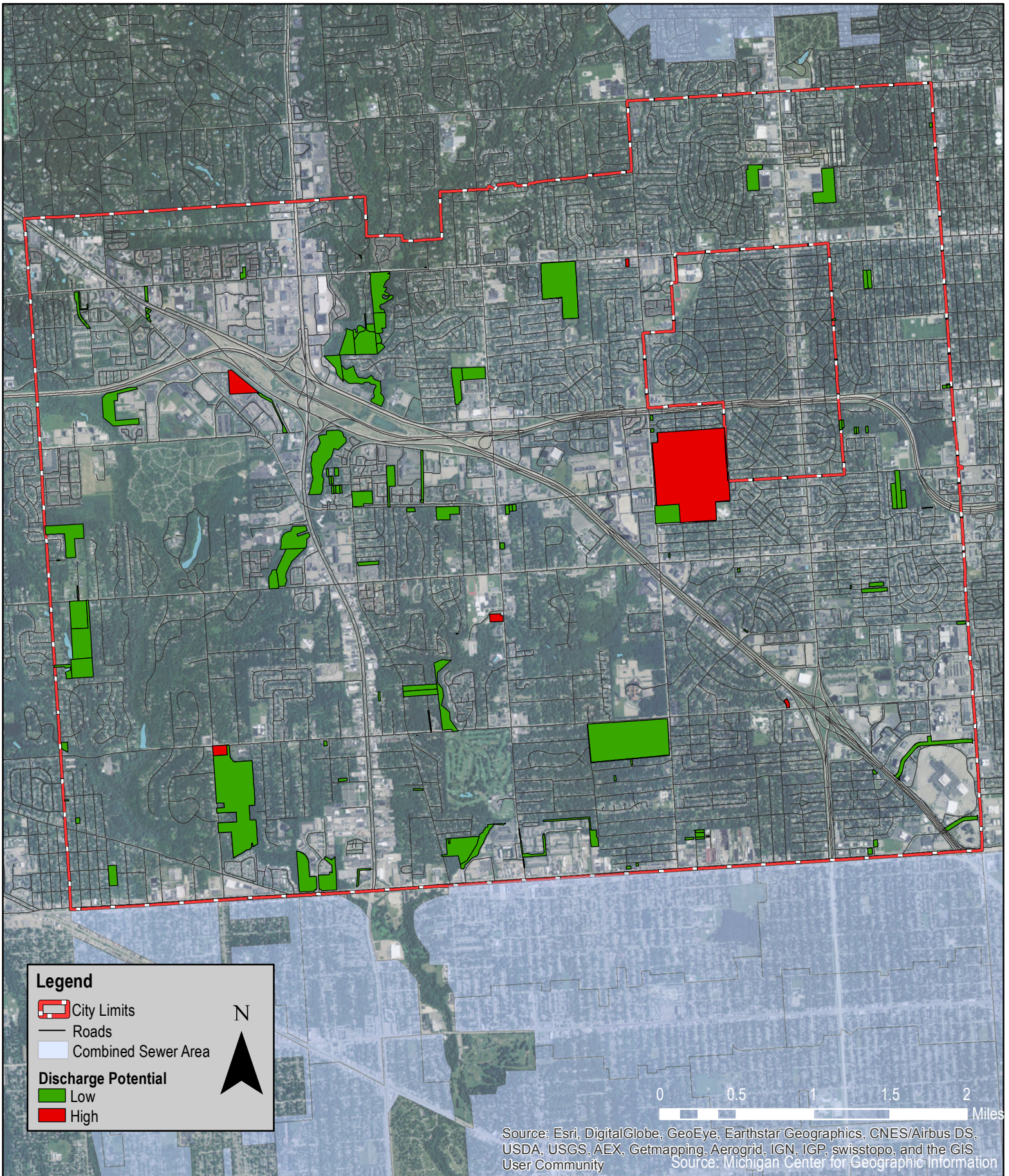
To demonstrate the effectiveness of this procedure, the following metrics will be tracked for reporting purposes.

- Number of stormwater pollution related incidents pertaining to activities or work performed by the contractor.
- Number of incidents where the City required corrective action by the contractor.

These metrics will be tracked over the reporting cycle that is specified in the City’s Certificate of Coverage.

SECTION T – PROCESS FOR REVISION

This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.



City of Southfield Facilities Location Map

Oakland County, Michigan



STANDARD OPERATING PROCEDURE POLLUTION PREVENTION AND GOOD HOUSEKEEPING

DPW FACILITY

PREPARED FOR:

THE CITY OF SOUTHFIELD
26000 EVERGREEN RD, SOUTHFIELD, MICHIGAN 48076



APRIL 2016

SECTION A – PURPOSE

The Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II Stormwater Discharge Permit Application requires a description of current and proposed BMPs to meet the minimum control measure requirements for the Pollution Prevention and Good Housekeeping Program to the maximum extent practicable to prevent or reduce the discharge of pollutants from municipal facilities and operations. The following standard operating procedure is intended for the City of Southfield Department of Public Works (DPW) Facility, which has been deemed as a high priority based on the operations that are conducted at the site.

SECTION B – FACILITY ASSESSMENT AND PRIORITIZATION

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a standard operating procedure (SOP) for identifying the structural and non-structural stormwater controls implemented and maintained to prevent or reduce pollutant runoff at each facility with the high potential for pollutant runoff. The DPW Facility was assessed for its potential to discharge pollutants to the waters of the state and as deemed a high priority based on the following applicable criteria as outlined in the NPDES permit application:

- Amount of urban pollutants stored at the site (i.e. sediment, nutrients, metals, hydrocarbons, pesticides, fertilizers, herbicides, chlorides, trash, bacteria, or other site-specific pollutants)
- Potential for polluting activities to be conducted outside (i.e. vehicle washing)
- Proximity to water bodies

Based on these criteria, the DPW Facility has been deemed a high priority site which has prompted the need for a site specific standard operating procedure to prevent or minimize the potential for pollutants from entering surface waters of the state.

SECTION C – INVENTORY AND ASSESSMENT

The following is an inventory and assessment of stormwater controls (i.e. catch basins, detention basins, etc.) and facility operations that occur on site.

- Stormwater catch basins (5)
- Storm sewer manhole structures (1)
- Dumpsters (2)
- Materials stockpiles (3)
- Salt dome (1)
- Compactor (1)
- 3,000 gallon underground storage tanks (gasoline, diesel) (2)
- 1,000 gallon above ground storage tank (waste oil) (1)

C.1 DPW Inventory and Description of Materials and Activities

The City's DPW Facility is located at 25501 Clara Lane and consists of one (1) building, which encompasses DPW administration, fleet maintenance, sign production, water and sewer maintenance, and general storage. Municipal activities that occur at the facility include the following:

- Fuel Storage and Fueling
- Maintenance and cleaning of vehicles and equipment
- Salt storage
- Stockpiled materials

SECTION D – FUEL STORAGE AND FUELING

The City's DPW Facility currently has 2 underground storage tanks with a maximum capacity of 20,000 gallons that are used to store both gasoline and diesel fuel, and one (1) above ground storage tank with a capacity of 1,000 gallons that stores waste oil. Part 5 Rules indicate that fuel storage areas "shall be designed, constructed, maintained, and operated to prevent the release of polluting materials through sewers, drains, or otherwise directly or indirectly into any public sewer system or to the surface or groundwater's of this state." The City has met this requirement through the proper storage and pollution prevention methods currently in place. These include the following:

- The underground tanks are double-walled, comprised of fiberglass and located outside within a paved, designated fueling area.
- The above ground tank is double-walled, comprised of steel, and located next to the garage on a paved area. This tank also has secondary containment measures.
- All tanks are equipped with an emergency power shut-off, leak detection and volume monitoring controls. The tanks are only filled on an as-needed basis.
- All bulk liquid tanker delivery vehicles will only be allowed on site if contact has been made with properly trained personnel and it has been confirmed that these personnel will be present at the delivery point.
- Properly trained personnel will be in attendance to monitor the entire transfer process. They are authorized to terminate or to order the driver to terminate the transfer and have the driver move the tanker in case of an emergency. Attending personnel will be alert, have an unobstructed view of the cargo tank connections and be within 25 feet of the cargo tank during transfer operations.
- Properly trained DPW staff will direct the tanker for proper positioning, verify, and provide access to the correct fill port. Access to other fill ports or unlocking pipeline caps in anticipation of other delivery vehicles is strictly prohibited.
- Properly trained DPW staff will ensure a potential spill or release cannot enter storm drains by placing a protective barrier on or around affected storm drains (i.e. spill blanket).

- Wheel chocks or other approved methods to prevent the tanker from moving during the transfer process or driving off without following proper disconnection practices.
- Inspection of the truck to ensure that there are no leaks will be conducted before and after the transfer operation.
- Connected hoses and connections will be reviewed and verified prior to the transfer.
- The available volume of the tank will be verified prior to transfer to prevent over-filling.
- During removal of the transfer lines, trained staff will ensure that excess material is drained into the appropriate receiving tank or receptor to prevent a release of materials to the environment.
- Trained staff will monitor the termination process and inspect the lower most tanker manifold for evidence of leaks or damage prior to the tanker's departure.
- A spill kit will be stationed next to the storage tanks at all times.

A fueling log is maintained to track and record the volume of fuel dispersed for City vehicles and equipment. Completion of these logs is mandatory and used as secondary control to track the volume of fuel stored in the tanks.

All other vehicle fluids are stored indoors. Floor drains within the DPW building are connected to the sanitary sewer. Vehicle maintenance activities are conducted indoors.

SECTION E – ON SITE WASTE DISPOSAL

A total of two (2) dumpsters are kept on site for office trash, construction refuse, and scrap metal storage. There is also a compactor located in a paved area that drains to the sanitary sewer. The dumpsters and compactor are not used for the disposing of hazardous materials. The dumpsters are to be covered when not in use.

SECTION F – WINTER OPERATIONS

The City's DPW field staff applies rock salt as part of their deicing procedures during the winter months. Bulk storage of road salt and brine is located at the DPW Facility.

Sno Plow Strategy - Drivers are trained and instructed not to directly plow snow into surface waters. Relocation/storage of snow will occur only when necessary. When it is required, snow will be stored in areas with infiltration, rather than near a catch basin or other BMP or BMPs will be placed to capture pollutants coming from the melting snow to the maximum extent practicable without compromising public safety.

F.1 Salt Storage and Loading

The City has one (1) salt dome, which has a maximum capacity of 3,000 tons of salt. The floor is comprised of an impervious cement pad. The salt dome not located within 50 feet of a lake shore, stream bank, or wetland, nor is it located in a 100-year floodplain.

Loading of salt takes place inside the structure entrance. The loading area is maintained after each use, with excess salt being swept back inside the salt dome. There are no catch basins located near the salt dome.

Salt storage and application training is performed annually for DPW staff. Staff has been trained to minimize any track-out from loading operations. Salt application vehicles are calibrated before the winter season.

SECTION G – ROAD, PARKING LOT, AND SIDEWALK MAINTENANCE

Road, parking lot, and sidewalk maintenance activities includes pothole repair, sidewalk repair/replacement, and curb and gutter repair. These services are addressed by DPW field staff as determined in the field on an as needed basis. Materials are purchased in quantities as needed to reduce waste. Left-over materials are stored in designated stockpile areas at the DPW Facility and covered. In cases where a contractor is retained to perform these activities, a City representative is on site to oversee the work and ensure that left over material, concrete washout, and other associated pollutants are disposed of properly. Disposing of concrete washout and other excess repair materials into the storm sewer is strictly prohibited by the City.

SECTION H – VEHICLE WASHING AND MAINTENANCE

Vehicle maintenance activities are conducted by DPW staff for the City's entire vehicle fleet. Maintenance activities conducted by DPW staff include, but are not limited to, oil changes and other vehicle fluids, brakes, tune ups, and general repair tasks. A maintenance log is maintained using the City's computer system which is used to document all vehicle maintenance and repair activities. Vehicle maintenance activities take place inside the DPW facility.

Vehicle washing activities are conducted indoors. Floor drains within the DPW facility are connected to the sanitary sewer.

SECTION I – STRUCTURAL STORMWATER CONTROLS

The following structural stormwater controls are in place at the DPW facility to prevent or minimize impacts to stormwater.

I.1 Stockpiled Materials

Designated stockpile areas are located on the east side of the property. Materials are stockpiled at this location infrequently and include sand, gravel, and other earthen materials as needed. All stockpiles have perimeter controls in place to prevent erosion which are comprised of precast concrete blocks that are positioned at rear and sides of the stockpile. The front is left open to provide access for loading. When not in use, the stockpiles are covered with a tarp to minimize erosion.

I.2 Secondary Containment

The on-site AST is placed in a secondary containment to mitigate spills and leaks. Containment measures are comprised of a self-contained, steel tray that is not equipped with an outlet. Secondary containment measures are inspected over the course of daily operations by DPW staff and during waste disposal operations. If DPW staff observes that the secondary containment structure is nearing capacity (typically from precipitation), a licensed waste hauler is contracted to pump out the structure using a Vactor truck. Collected liquids are transported and disposed at an appropriate wastewater treatment facility by the third party.

SECTION J – NON-STRUCTURAL CONTROLS

The City is committed to employing preventative maintenance practices through the use of several nonstructural controls to prevent stormwater pollution. These non-structural controls are everyday types of activities undertaken by employees at the facility. The non-structural controls implemented at the DPW facility are as follows:

J.1 Routine Inspections and Good Housekeeping Procedures

Preventive maintenance involves the regular inspection, testing, and cleaning of facility equipment, vehicles, and operational systems. DPW foremen meet with field staff on a daily basis to discuss daily assignments and objectives. A routine inspection is conducted by facility staff during site walkthroughs during normal operations activities. The purpose of these inspections is to identify and prevent conditions that could lead to stormwater pollution. A log of corrective actions will be kept on file using the City's computer system. Routine inspections will be completed on a monthly basis during our PIPP inspections.

Staff inspect all vehicles consistent with Commercial Drivers License Procedures, and performs detailed vehicle inspections every month. Completed vehicle maintenance records and fueling logs are kept on file at the DPW facility.

Part 5 rules also require surveillance of polluting materials. The routine inspections will include this information for the salt storage and fueling areas.

J.2 Comprehensive Site Inspections

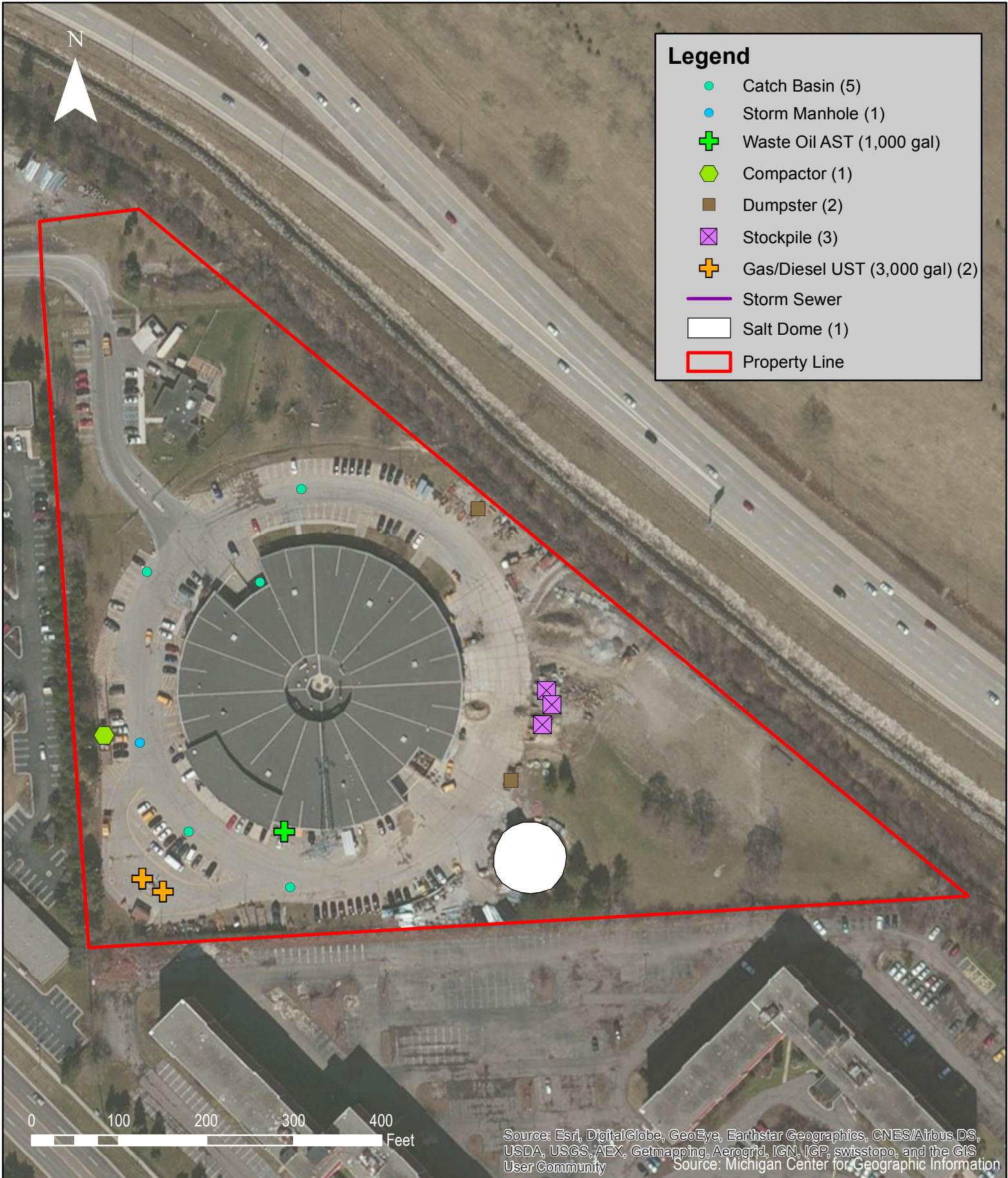
The comprehensive site inspection will include the areas and equipment identified in the preventive maintenance program, good housekeeping procedures, a review of the routine preventive maintenance reports, and any other paperwork associated with this SOP. All DPW related activities will be evaluated during the comprehensive inspection. In contrast to the routine inspections, comprehensive inspections will focus on areas that have a reasonable potential for significant materials to contaminate stormwater runoff. The comprehensive site inspection for DPW areas will be conducted every (six) 6 months which generally coincides with a planned cleaning of the entire facility. Documentation of the comprehensive site inspection results will be prepared and kept on file.

J.3 Employee Training Program

Employee training programs will be implemented to inform appropriate personnel at all levels of responsibility of safety, environmental impacts, and good housekeeping practices. The standard operating procedure for employee training can be found in the City's general Pollution Prevention and Good Housekeeping Standard Operating Procedure.

SECTION K – PROCESS FOR REVISION

This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.



Legend

- Catch Basin (5)
- Storm Manhole (1)
- + Waste Oil AST (1,000 gal)
- ⬡ Compactor (1)
- Dumpster (2)
- ⊠ Stockpile (3)
- + Gas/Diesel UST (3,000 gal) (2)
- Storm Sewer
- Salt Dome (1)
- Property Line

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
 Source: Michigan Center for Geographic Information

City of Southfield - Department of Public Works

25501 Clara Ln
 Southfield, MI 48034



STANDARD OPERATING PROCEDURE POLLUTION PREVENTION AND GOOD HOUSEKEEPING

CIVIC CENTER

PREPARED FOR:

THE CITY OF SOUTHFIELD
26000 EVERGREEN RD, SOUTHFIELD, MICHIGAN 48076



APRIL 2016

SECTION A – PURPOSE

The Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II Stormwater Discharge Permit Application requires a description of current and proposed BMPs to meet the minimum control measure requirements for the Pollution Prevention and Good Housekeeping Program to the maximum extent practicable to prevent or reduce the discharge of pollutants from municipal facilities and operations. The following standard operating procedure is intended for the City of Southfield Civic Center, which has been deemed as a high priority based on the operations that are conducted at the site.

SECTION B – FACILITY ASSESSMENT AND PRIORITIZATION

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a standard operating procedure (SOP) for identifying the structural and non-structural stormwater controls implemented and maintained to prevent or reduce pollutant runoff at each facility with the high potential for pollutant runoff. The Civic Center was assessed for its potential to discharge pollutants to the waters of the state and as deemed a high priority based on the following applicable criteria as outlined in the NPDES permit application:

- Amount of urban pollutants stored at the site (i.e. sediment, nutrients, metals, hydrocarbons, pesticides, fertilizers, herbicides, chlorides, trash, bacteria, or other site-specific pollutants)
- Potential for polluting activities to be conducted outside (i.e. vehicle washing)

Based on these criteria, the Civic Center has been deemed a high priority site which has prompted the need for a site specific standard operating procedure to prevent or minimize the potential for pollutants from entering surface waters of the state.

SECTION C – INVENTORY AND ASSESSMENT

The following is an inventory and assessment of stormwater controls (i.e. catch basins, detention basins, etc.) and facility operations that occur on site.

- Stormwater catch basins (98)
- Storm sewer manhole structures (39)
- Above ground storage tank (diesel) (1)
- Underground storage tank (diesel) (1)
- Underground storage tank (gasoline) (1)
- Materials stockpiles (8)
- Dumpster (1)

C.1 Civic Center Inventory and Description of Materials and Activities

The City's Civic Center is located at 26000 Evergreen Road and consists of seven (7) buildings that include City Hall, the Police Department, the Southfield Sports Arena, the

Parks Maintenance building, a public library, and the 46th District Court. Municipal activities that occur at the facility include the following:

- Fuel Storage and Fueling
- Maintenance and cleaning of vehicles and equipment
- Salt storage
- Stockpiled materials

SECTION D – FUEL STORAGE AND FUELING

The City Civic Center currently has two (2) underground storage tanks, one each for storing gasoline and diesel fuel at a 20,000 gallon capacity. There is also one (1) above ground diesel fuel tank at the parks maintenance facility (500 gallon). Part 5 Rules indicate that fuel storage areas “shall be designed, constructed, maintained, and operated to prevent the release of polluting materials through sewers, drains, or otherwise directly or indirectly into any public sewer system or to the surface or groundwater’s of this state.” The City has met this requirement through the proper storage and pollution prevention methods currently in place. These include the following:

- Both underground tanks are double-walled and comprised of fiberglass. The gasoline tank is located outside within a paved, designated fueling area. The underground diesel tank is used for an emergency generator.
- The above ground tank is double-walled, comprised of steel, and located next to the garage on a paved area. This tank also has secondary containment measures.
- All tanks are equipped with an emergency power shut-off, leak detection and volume monitoring controls. The tanks are only filled on an as-needed basis.
- All bulk liquid tanker delivery vehicles will only be allowed on site if contact has been made with properly trained personnel and it has been confirmed that these personnel will be present at the delivery point.
- Properly trained personnel will be in attendance to monitor the entire transfer process. They are authorized to terminate or to order the driver to terminate the transfer and have the driver move the tanker in case of an emergency. Attending personnel will be alert, have an unobstructed view of the cargo tank connections and be within 25 feet of the cargo tank during transfer operations.
- Properly trained DPW or Parks Staff will direct the tanker for proper positioning, verify, and provide access to the correct fill port. Access to other fill ports or unlocking pipeline caps in anticipation of other delivery vehicles is strictly prohibited.
- Properly trained DPW or Parks Staff will ensure a potential spill or release cannot enter storm drains by placing a protective barrier on or around affected storm drains (i.e. spill blanket).
- Wheel chocks or other approved methods to prevent the tanker from moving during the transfer process or driving off without following proper disconnection practices.
- Inspection of the truck to ensure that there are no leaks will be conducted before and after the transfer operation.
- Connected hoses and connections will be reviewed and verified prior to the transfer.

- The available volume of the tank will be verified prior to transfer to prevent over-filling.
- During removal of the transfer lines, trained staff will ensure that excess material is drained into the appropriate receiving tank or receptor to prevent a release of materials to the environment.
- Trained staff will monitor the termination process and inspect the lower most tanker manifold for evidence of leaks or damage prior to the tanker's departure.
- A spill kit will be stationed next to the storage tanks at all times.

A fueling log is maintained to track and record the volume of fuel dispersed for City vehicles and equipment. Completion of these logs is mandatory and used as secondary control to track the volume of fuel stored in the tank.

All other vehicle fluids are stored in the parks maintenance building which has floor drains connected to the sanitary sewer.

SECTION E – VEHICLE WASHING AND MAINTENANCE

Vehicle maintenance activities for parks vehicles and equipment include, but are not limited to, oil changes and other vehicle fluids, brakes, tune ups, and general repair tasks. A maintenance log is maintained using to document all vehicle maintenance and repair activities. Vehicle maintenance activities take place inside of the parks maintenance building.

Vehicle washing activities are conducted in the parks maintenance building which has floor drains connected to the sanitary sewer.

SECTION F – WINTER OPERATIONS

The City's parks department staff applies rock salt as part of their deicing procedures during the winter months. The use of salt is limited to the Civic Center and parking lots. Bulk storage of salt is located at the parks maintenance facility.

F.1 Salt Storage and Loading

The City Civic Center has one (1) salt storage bin (50 ton capacity) consisting of precast concrete blocks that are positioned at rear and sides of the stockpile. The front is left open to provide access for loading, and the floor is comprised of an impervious cement pad. The loading area is swept regularly and maintained to be free of salt residue. When not in use, the stockpile is covered with a tarp to minimize erosion. The bin is not located within 50 feet of a lake shore, stream bank, or wetland, nor is it located in a 100-year floodplain.

Parks staff has been trained to minimize any track-out from loading operations.

SECTION G – STRUCTURAL STORMWATER CONTROLS

The following structural stormwater controls are in place at the Civic Center to prevent or minimize impacts to stormwater.

G.1 Materials Stockpiles

Designated stockpile areas are located at the parks maintenance facility. Stockpiled materials at this location include topsoil, sand, gravel, compost, and other earthen materials as needed. All stockpiles have perimeter controls in place to prevent erosion which are comprised of precast concrete blocks that are positioned at rear and sides of the stockpile. The front is left open to provide access for loading. When not in use, the stockpiles are covered with a tarp to minimize erosion.

G.2 Secondary Containment

The on-site AST is placed in a secondary containment to mitigate spills and leaks. Containment measures are comprised of a self-contained, steel tray that is not equipped with an outlet. Secondary containment measures are inspected over the course of daily operations by parks staff and during fueling operations. If parks staff observes that the secondary containment structure is nearing capacity (typically from precipitation), a licensed waste hauler is contracted to pump out the structure using a Vactor truck. Collected liquids are transported and disposed of at an appropriate wastewater treatment facility by the third party.

SECTION H – NON-STRUCTURAL CONTROLS

The City is committed to employing preventative maintenance practices through the use of several nonstructural controls to prevent stormwater pollution. These non-structural controls are everyday types of activities undertaken by employees at the facility. The non-structural controls implemented at the Civic Center are as follows:

H.1 Routine Inspections and Good Housekeeping Procedures

Preventive maintenance involves the regular inspection, testing, and cleaning of facility equipment, vehicles, and operational systems. Parks department field staff meets on a daily basis to discuss daily assignments and objectives. A routine inspection is conducted by facility staff during site walkthroughs during normal operations activities. The purpose of these inspections is to identify and prevent conditions that could lead to stormwater pollution. A log of corrective actions will be kept on file by the City. Walkthroughs will be conducted monthly during PIPP inspections.

Staff inspects all vehicles consistent with Commercial Drivers License Procedures, and performs detailed vehicle inspections every month. Completed vehicle maintenance records and fueling logs are kept on file at the parks maintenance facility.

Part 5 rules also require surveillance of polluting materials. The routine inspections will include this information for the salt storage and fueling areas.

H.2 Comprehensive Site Inspections

The comprehensive site inspection will include the areas and equipment identified in the preventive maintenance program, good housekeeping procedures, a review of the routine preventive maintenance reports, and any other paperwork associated with this

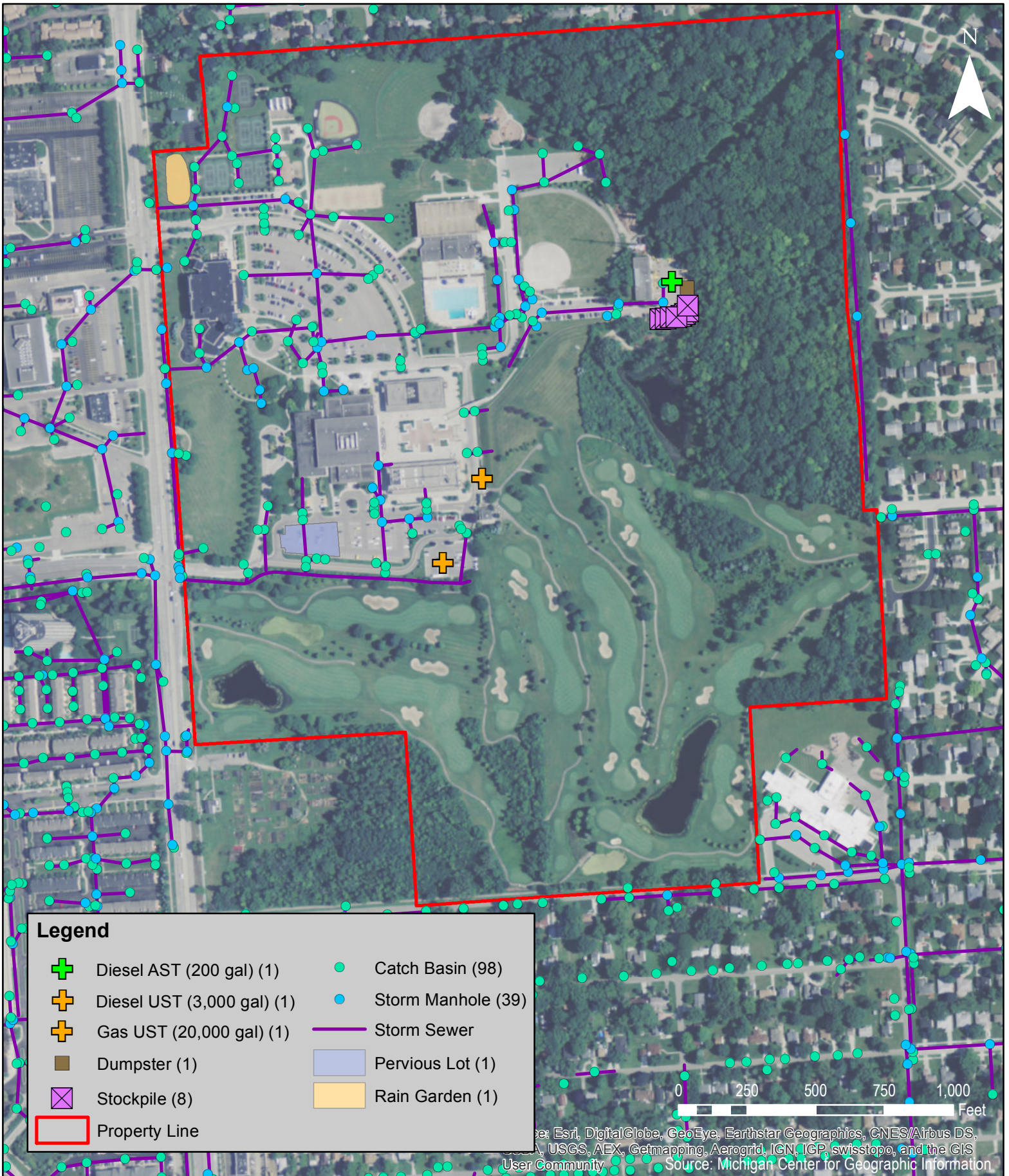
SOP. All parks maintenance related activities will be evaluated during the comprehensive inspection. In contrast to the routine inspections, comprehensive inspections will focus on areas that have a reasonable potential for significant materials to contaminate stormwater runoff. The comprehensive site inspection for parks department areas will be conducted every six (6) months which generally coincides with a planned cleaning of the entire facility. Documentation of the comprehensive site inspection results will be prepared and kept on file.

H.3 Employee Training Program

Employee training programs will be implemented to inform appropriate personnel at all levels of responsibility of safety, environmental impacts, and good housekeeping practices. The standard operating procedure for employee training can be found in the City's general Pollution Prevention and Good Housekeeping Standard Operating Procedure.

SECTION I – PROCESS FOR REVISION

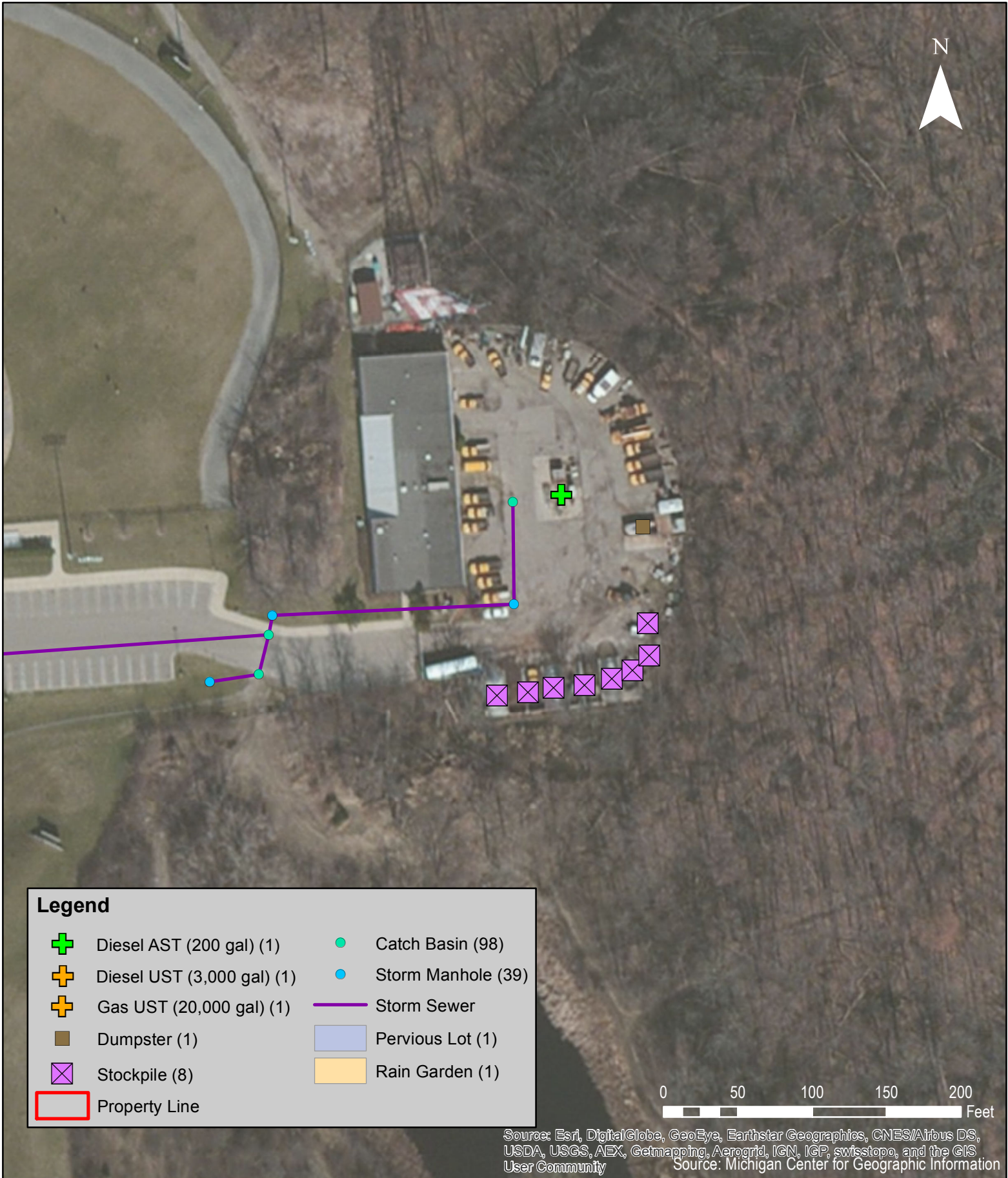
This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.



City of Southfield - Civic Center

26000 Evergreen Rd
Southfield, MI 48076

Southfield
the center of it all™



City of Southfield - Civic Center

26000 Evergreen Rd
 Southfield, MI 48076



STANDARD OPERATING PROCEDURE POLLUTION PREVENTION AND GOOD HOUSEKEEPING

FIRE STATIONS

PREPARED FOR:

THE CITY OF SOUTHFIELD
26000 EVERGREEN RD, SOUTHFIELD, MICHIGAN 48076



APRIL 2016

SECTION A – PURPOSE

The Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase II Stormwater Discharge Permit Application requires a description of current and proposed BMPs to meet the minimum control measure requirements for the Pollution Prevention and Good Housekeeping Program to the maximum extent practicable to prevent or reduce the discharge of pollutants from municipal facilities and operations. The following standard operating procedure is intended for the City of Southfield Fire Department Headquarters and Fire Stations #1, #2, #3 and #4, which have been deemed high priority based on the operations that are conducted at these sites.

SECTION B – FACILITY ASSESSMENT AND PRIORITIZATION

The MDEQ NPDES Phase II Stormwater Discharge Permit Application requires a standard operating procedure (SOP) for identifying the structural and non-structural stormwater controls implemented and maintained to prevent or reduce pollutant runoff at each facility with the high potential for pollutant runoff. The Fire Stations were assessed for their potential to discharge pollutants to the waters of the state and as deemed a high priority based on the following applicable criteria as outlined in the NPDES permit application:

- Amount of urban pollutants stored at the site (i.e. sediment, nutrients, metals, hydrocarbons, pesticides, fertilizers, herbicides, chlorides, trash, bacteria, or other site-specific pollutants)

Based on these criteria, these four Fire Stations have each been deemed high priority sites, which has prompted the need for a site specific standard operating procedure to prevent or minimize the potential for pollutants from entering surface waters of the state.

SECTION C – INVENTORY AND ASSESSMENT

The following is an inventory and assessment of stormwater controls (i.e. catch basins, detention basins, etc.) and facility operations that occur on site.

Fire Department Headquarters – 24477 Lahser Road

- Stormwater catch basins (7)
- Storm sewer manhole structures (3)
- Above ground storage tank (diesel) 1000 gallon(1)

Fire Station #1 - 18400 W. Nine Mile

- Above ground storage tank (diesel) 1000 gallon (1)

Fire Station #4 – 25120 W. 12 Mile

- Above ground storage tank (diesel) 1000 gallon (1)
- Storm sewer structures (7)

Fire Station #2 – 25753 W Nine Mile Road

- Stormwater catch basins (8)
- Above ground storage tank (diesel) 1000 gallon (1)
- Detention basin (1)

Fire Station #3 – 20135 W Twelve Mile Road

- Stormwater catch basins (2)
- Above ground storage tank (diesel)
1000 gallon (1)

C.1 Fire Stations Inventory and Description of Materials and Activities

The City's Fire Department Headquarters and Fire Stations #1, #4, and #3 each consist of a single building. Municipal activities that occur at the facility include the following:

- Fuel Storage and Fueling

SECTION D – FUEL STORAGE AND FUELING

The City's Fire Department Headquarters and Fire Stations #1, #4, and #3 all currently have a single above ground storage tank that is used to store diesel fuel. Part 5 Rules indicate that fuel storage areas "shall be designed, constructed, maintained, and operated to prevent the release of polluting materials through sewers, drains, or otherwise directly or indirectly into any public sewer system or to the surface or groundwater's of this state." The City has met this requirement through the proper storage and pollution prevention methods currently in place. These include the following:

- The above ground diesel fuel tanks are located outside in a paved area. They are equipped with an emergency power shut-off, leak detection and volume monitoring controls. The tanks are only filled on an as-needed basis.
- All bulk liquid tanker delivery vehicles will only be allowed on site if contact has been made with properly trained personnel and it has been confirmed that these personnel will be present at the delivery point.
- Properly trained personnel will be in attendance to monitor the entire transfer process. They are authorized to terminate or to order the driver to terminate the transfer and have the driver move the tanker in case of an emergency. Attending personnel will be alert, have an unobstructed view of the cargo tank connections and be within 25 feet of the cargo tank during transfer operations.
- Properly trained staff will direct the tanker for proper positioning, verify, and provide access to the correct fill port. Access to other fill ports or unlocking pipeline caps in anticipation of other delivery vehicles is strictly prohibited.
- Properly trained staff will ensure a potential spill or release cannot enter storm drains by placing a protective barrier on or around affected storm drains (i.e. spill blanket).
- Wheel chocks or other approved methods to prevent the tanker from moving during the transfer process or driving off without following proper disconnection practices.
- Inspection of the truck to ensure that there are no leaks will be conducted before and after the transfer operation.
- Connected hoses and connections will be reviewed and verified prior to the transfer.
- The available volume of the tank will be verified prior to transfer to prevent over-filling.

- During removal of the transfer lines, trained staff will ensure that excess material is drained into the appropriate receiving tank or receptor to prevent a release of materials to the environment.
- Trained staff will monitor the termination process and inspect the lower most tanker manifold for evidence of leaks or damage prior to the tanker's departure.
- A spill kit will be stationed next to the storage tanks at all times.

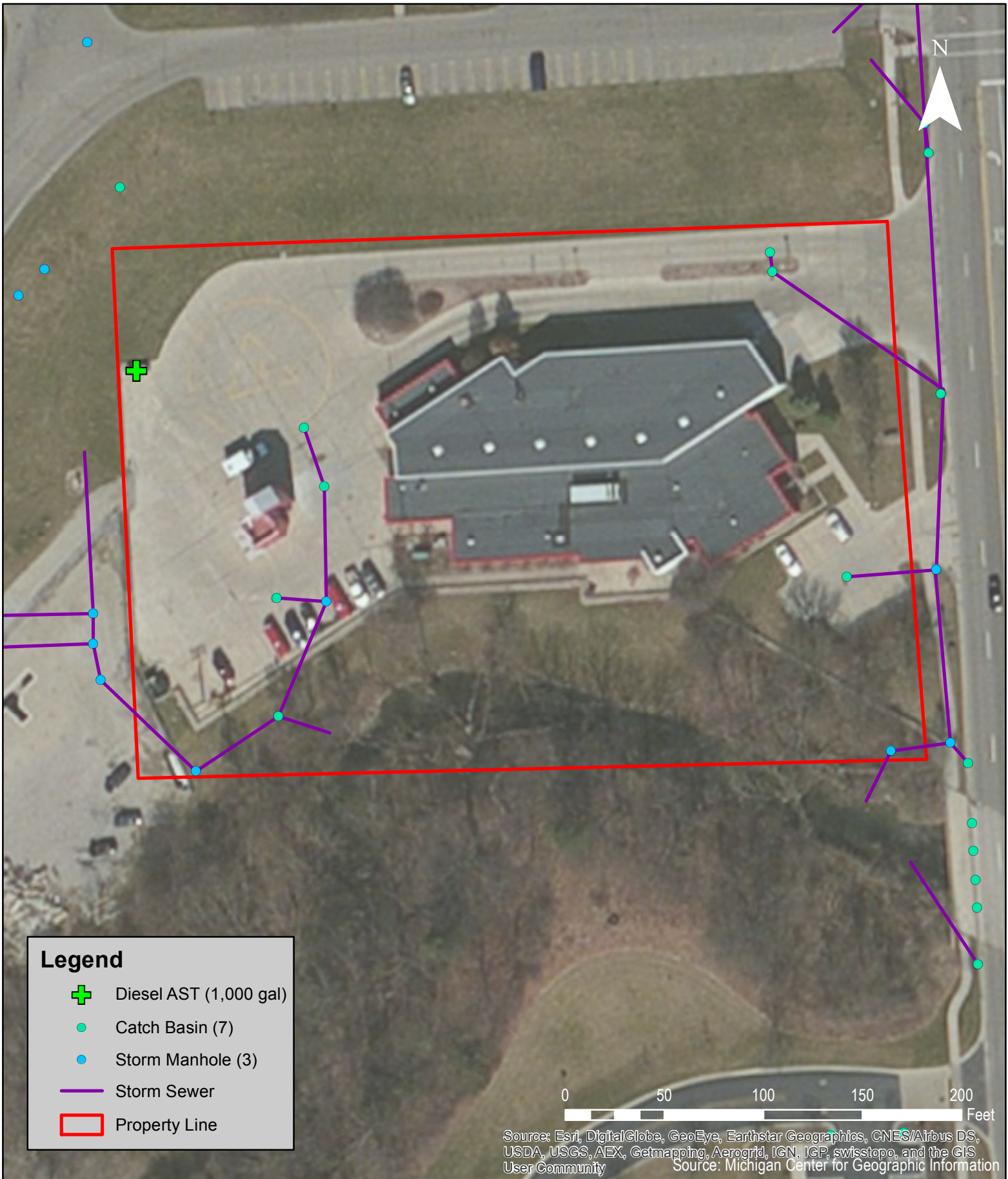
A fueling log is maintained to track and record the volume of fuel dispersed for department vehicles and equipment. Completion of these logs is mandatory and used as secondary control to track the volume of fuel stored in the tanks.

Fire stations subject to Part 5 rules will be inspected accordingly.

There are no other vehicle fluids are stored on site. Vehicle maintenance and washing activities for the fire department are conducted at the DPW facility.

SECTION E – PROCESS FOR REVISION

This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.



City of Southfield - Fire Department Headquarters

24477 Lahser Rd
 Southfield, MI 48033

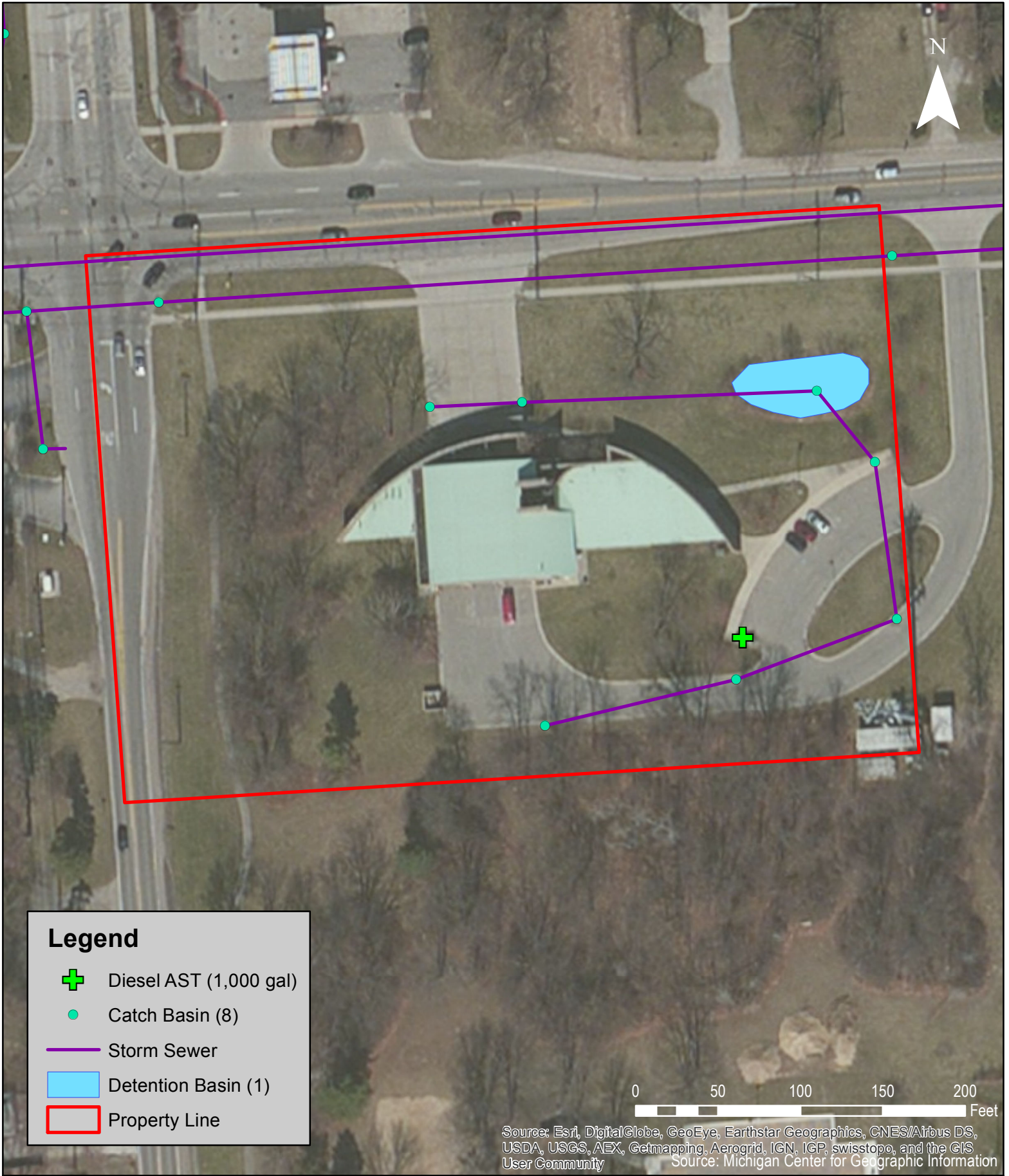




City of Southfield - Fire Station No. 1

18400 W Nine Mile Rd
 Southfield, MI 48075





City of Southfield - Fire Station No. 2

25753 W Nine Mile Rd
 Southfield, MI 48033





Legend

- + Diesel AST (1,000 gal)
- Catch Basin (2)
- Storm Manhole
- Storm Sewer
- Property Line

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
 Source: Michigan Center for Geographic Information

City of Southfield - Fire Station No. 3

20135 W Twelve Mile Rd
 Southfield, MI 48076



STANDARD OPERATING PROCEDURE POLLUTION PREVENTION AND GOOD HOUSEKEEPING

SPILL RESPONSE

PREPARED FOR:

THE CITY OF SOUTHFIELD
26000 EVERGREEN RD, SOUTHFIELD, MICHIGAN 48076



APRIL 2016

SECTION A – PERSONNEL

The following City of Southfield personnel have been identified as key staff in charge of spill response planning, implementation and maintenance of the Spill Response Plan.

Name	Phone
Southfield Police Dispatch – Spill Coordinator	(248) 796-5500
Alternate Fire Chief – Spill Coordinator	(248) 796-5650
Kevin Clarke – Spill Coordinator 1	(248) 796-4871
Justin Beck – Spill Coordinator 2	(248) 796-4862

A.1 Responsibilities

- The **Facility Responsible Person** has primary responsibility for coordinating the response to emergencies, including chemical spills
- **Supervisors** should ensure that employees are familiar with these procedures and receive the necessary training
- **All employees** should follow these procedures in the event of a chemical spill

A.2 Emergency Contact Numbers

The following telephone numbers should be posted near telephones and in other conspicuous locations:

Name	Affiliation	Phone
Southfield Police Dispatch – Spill Coordinator	Southfield Police Department	(248) 796-5500
Alternate Fire Chief – Spill Coordinator	Southfield Fire Department	(248) 796-5650
Kevin Clarke – Spill Coordinator 1	Southfield DPW	(248) 796-4871
Justin Beck – Spill Coordinator 2	Southfield DPW	(248) 796-4862
MDEQ 24-Hour Pollution Emergency Alerting System (PEAS)		1-800-292-4706
MDEQ Southeast Michigan District Office		(586) 753-3794
City of Detroit Wastewater Treatment Plant		(313) 297-9400
National Response Center		1-800-424-8802
	Environmental Contractor	

SECTION B – CLEAN-UP PROCEDURES

Spilled chemical should be effectively and quickly contained and cleaned up. Employees should clean up spills themselves **only if properly trained and protected**. Employees who are not trained in spill cleanup procedures should report the spill to the Responsible Person(s) listed above, warn other employees, and leave the area.

The following general guidelines should be followed for evacuation, spill control, notification of proper authorities, and general emergency procedures in the event of a chemical incident in which there is potential for a significant release of hazardous materials.

B.1 Evacuation

Persons in the immediate vicinity of a spill should *immediately evacuate* the premises (except for employees with training in spill response in circumstances described below). If the spill is of “medium” or “large” size, or if the spill seems hazardous, immediately notify emergency response personnel.

B.2 Spill Control Techniques

Once a spill has occurred, the employee needs to decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

NOTE: If you are cleaning up a spill yourself, make sure you are aware of the hazards associated with the materials spilled, have adequate ventilation, and proper personal protective equipment. Treat all residual chemical and cleanup materials as hazardous waste.

Spill control equipment should be located wherever significant quantities of hazardous materials are received or stored. Material Safety Data Sheets (SDSs), absorbents, over-pack containers, container patch kits, spill dams, shovels, floor dry, acid/base neutralizers, and “caution-keep out” signs are common spill response items.

B.3 Spill Response and Clean-up

Chemical spills are divided into three categories: Small, Medium, and Large. Response and cleanup procedures vary depending on the size of the spill.

Small Spills: Any spill where the major dimension is less than 18 inches in diameter. Small spills are generally handled by internal personnel and usually do not require an emergency response by police or fire department HAZMAT teams.

- Quickly control the spill by stopping or securing the spill source. This could be as simple as up-righting a container and using floor-dry or absorbent pads to soak up spilled material. Wear gloves and protective clothing, if necessary.

- Put spill material and absorbents in secure containers if any are available.
- Consult with the Facility Responsible Person and the SDS for spill and waste disposal procedures.
- Use Dry Cleanup Methods and **never** wash spills down the drain, onto a storm drain or onto the driveway or parking lot.
- Both the spilled material and the absorbent may be considered hazardous waste and must be disposed of in compliance with state and federal environmental regulations.

Medium Spills: Spills where the major dimension exceeds 18 inches, but are less than 6 feet. Outside emergency response personnel (police and fire department HAZMAT teams) may be called for medium spills. Common sense, however, will dictate when it is necessary to call them.

- Immediately try to help contain the spill at its source by simple measures only. This means quickly up-righting a container, or putting a lid on a container, if possible. Do not use absorbents unless they are immediately available. Once you have made a quick attempt to contain the spill, or once you have quickly determined you cannot take any brief containment measures, leave the area and alert Emergency Responders at 911. Closing doors behind you while leaving helps contain fumes from spills. Give police accurate information as to the location, chemical, and estimated amount of the spill.
- Evaluate the area outside the spill. Engines and electrical equipment near the spill area must be turned off. This eliminates various sources of ignition in the area. Advise Emergency Responders on how to turn off engines or electrical sources. Do not go back into the spill area once you have left. Help emergency responders by trying to determine how to shut off heating, air conditioning equipment, or air circulating equipment, if necessary.
- If emergency responders evacuate the spill area, follow their instructions in leaving the area.
- After emergency responders have contained the spill, be prepared to assist them with any other information that may be necessary, such as SDSs and questions about the facility. Emergency responders or trained personnel with proper personal protective equipment will then clean up the spill residue. Do not re-enter the area until the responder in charge gives the all clear. Be prepared to assist these persons from outside the spill area with SDSs, absorbents, and containers.
- Reports must be filed with proper authorities. It is the responsibility of the spiller to inform both his/her supervisor and the emergency responders as to what caused the spill. The response for large spills is similar to the procedures for medium spills, except that the exposure danger is greater.

Large Spills: Any spill involving flammable liquid where the major dimension exceeds 6 feet in diameter; and any “running” spill, where the source of the spill has not been contained or flow has not been stopped.

- Leave the area and notify Emergency Responders (911). Give the operator the spill location, chemical spilled, and approximate amount.
- From a safe area, attempt to get SDS information for the spilled chemical for the emergency responders to use. Also, be prepared to advise responders as to any ignition sources, engines, electrical power, or air conditioning/ventilation systems that may need to be shut off. Advise responders of any absorbents, containers, or spill control equipment that may be available. This may need to be done from a remote area, because an evacuation that would place the spiller far from the scene may be needed. Use radio or phone to assist from a distance, if necessary.
- Only emergency response personnel, in accordance with their own established procedures, should handle spills greater than 6 feet in any dimension or that are continuous. Remember, once the emergency responders or HAZMAT team is on the job cleaning up spills or putting out fires, the area is under their control and no one may re-enter the area until the responder in charge gives the all clear.
- Provide information for reports to supervisors and responders, just as in medium spills.

SECTION C – REPORTING SPILLS

All chemical spills, regardless of size, should be reported as soon as possible to the Facility Responsible Person. The Responsible Person will determine whether the spill has the potential to affect the environment outside of the facility and must be reported to local, state, or federal agencies. Examples of spills that could affect the outside environment include spills that are accompanied by fire or explosion and spills that could reach nearby waterbodies.

C.1 Reporting Thresholds

The spill coordinator will report spills to MDEQ PEAS for spills that involve the following:

- Salt spills over 50 pounds or 50 gallons of brine onto the ground or into water (required by Part 5 rules)
- Gasoline release of 32 gallons or more onto the ground (required by Part 201)
- Oil release of 50 pounds (approximately 7½ gallons) onto the ground (required by Part 5 rules)
- Any amount of oil or fuel that reaches surface water or shorelines, call MDEQ PEAS and the National Response Center (as required by the Clean Water Act and Part 31)
- Any spill that is in doubt about reporting

C.2 Reporting Requirements

Within ten (10) days of release, submit a written report for the reportable releases to the following:

- MDEQ Water Resources Division Field Operations Chief, PO Box 30273, Lansing, Michigan 48909-7773
- Oakland County Water Resources Commissioner, 1 Public Works Road, Waterford, Michigan 48328 (248) 858-0931

Note: the optional report form EPQ 3465 can be found at:

http://www.michigan.gov/deg/0,4561,7-135-3307_29894_5959-20341--,00.html

The MDEQ may request other follow-up reports depending on the situation.

SECTION D – SPILL KIT INVENTORY

The following is a list of spill response equipment that will be maintained by the designated spill response coordinators at all locations where fuel products are stored and dispensed.

D.1 Minimum Spill Response Equipment

- 20 pounds of floor dry
- 1 shovel
- 1 broom
- Caution tape
- 2 Absorbent booms
- 20 Absorbent Pads
- Container for clean-up (30 gallons)
- Sample bottles

SECTION E – PROCESS FOR REVISION

This procedure shall be reviewed once per permit cycle by the Stormwater Manager for any updates to streamline the requirements.

APPENDIX I
Total Maximum Daily Loads (TMDL)
Click [here](#) for link to Collaborative TMDL