

# Edgartown Stop & Shop Expansion

235-237 Upper Main Street  
Edgartown, Massachusetts

PREPARED FOR

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WJG Realty Trust  
1385 Hancock Street  
Quincy, MA 02169

PREPARED BY

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1 Cedar Street, Suite 400  
Providence, RI 02903  
401.272.8100

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## Maintenance Checklists

## Device Location Map

## Product Literature



## Section A – Source Control

### A.1 Source Control

A comprehensive source control program will be implemented, which includes the following components:

- › Pavement sweeping in the parking areas and drive aisles.
- › Catch basin and water quality unit cleaning.
- › Clearing litter from the parking area, islands, and perimeter landscape areas.
- › Enclosure and regular maintenance of all dumpsters.
- › Spill Prevention training.



## Section B – Spill Prevention

### B.1 Spill Prevention

Spill prevention equipment and training will be provided by the property management company.

#### B.1.1 Initial Notification

In the event of a spill the facility and/or construction manager or supervisor will be notified immediately.

Facility Manager (name): Mary McEvoy

Facility Manager (phone): 508.627.9522

Construction Manager (name): To be determined

Construction Manager (phone): \_\_\_\_\_

The supervisor will first contact the Fire Department and then notify the Police Department, the Public Health Commission and the Conservation Commission. The Fire Department is ultimately responsible for matters of public health and safety and should be notified immediately.

### B.1.2 Further Notification

Based on the assessment from the Fire Chief, additional notification to a cleanup contractor may be made. The State Department of Environmental Protection (DEP)/Department of Environmental Services (DES) and the EPA may be notified depending upon the nature and severity of the spill. The Fire Chief will be responsible for determining the level of cleanup and notification required. The attached list of emergency phone numbers shall be posted in the main construction/facility office and readily accessible to all employees. A hazardous waste spill report shall be completed as necessary using the attached form.

#### Emergency Notification Phone Numbers

<p>1. FACILITY MANAGER  NAME: <u>To be determined</u></p> <p>ALTERNATE CONTACT:  NAME: _____</p>	<p>PHONE: _____  BEEPER/CELL: _____, _____  HOME PHONE: _____</p> <p>PHONE: _____  BEEPER/CELL: _____, _____  HOME PHONE: _____</p>
<p>2. FIRE &amp; POLICE DEPARTMENT</p>	<p>EMERGENCY: <b>911</b></p>
<p>3. CLEANUP CONTRACTOR:  <u>To be determined</u></p> <p>ADDRESS:  _____  _____</p>	<p>PHONE: _____</p>
<p>4. STATE DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP)/DEPARTMENT OF ENVIRONMENTAL SERVICES (DES)</p>	<p>EMERGENCY PHONE: (617) 556-1133</p>
<p>5. NATIONAL RESPONSE CENTER</p> <p>ALTERNATE: U.S. ENVIRONMENTAL PROTECTION AGENCY</p>	<p>PHONE: (800) 424-8802</p> <p>EMERGENCY: (617) 223-7265  BUSINESS: (617) 860-4300</p>
<p>6. MUNICIPAL HEALTH DEPARTMENT</p>	<p>PHONE: 508-627-6120</p>
<p>7. MUNICIPAL CONSERVATION COMMISSION</p>	<p>PHONE: 508-627-6165</p>

**Hazardous Waste / Oil Spill Report**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ AM / PM

Exact location \_\_\_\_\_

Type of equipment: \_\_\_\_\_ Make: \_\_\_\_\_ Size: \_\_\_\_\_

License or S/N: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_

On or near water  Yes If yes, name of body of water: \_\_\_\_\_

No

Type of chemical / oil spilled: \_\_\_\_\_

Amount of chemical / oil spilled: \_\_\_\_\_

Cause of spill: \_\_\_\_\_

\_\_\_\_\_

Measures taken to contain or clean up spill: \_\_\_\_\_

\_\_\_\_\_

Amount of chemical / oil recovered: \_\_\_\_\_ Method: \_\_\_\_\_

Material collected as a result of clean up

\_\_\_\_\_ drums containing: \_\_\_\_\_

\_\_\_\_\_ drums containing: \_\_\_\_\_

\_\_\_\_\_ drums containing: \_\_\_\_\_

Location and method of debris disposal: \_\_\_\_\_

Name and address of any person, firm, or corporation suffering damages: \_\_\_\_\_

\_\_\_\_\_

Procedures, method, and precautions instituted to prevent a similar occurrence from recurring: \_\_\_\_\_

\_\_\_\_\_

Spill reported to General Office by: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

Spill reported to DEP / National Response Center by: \_\_\_\_\_

DEP Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ AM / PM Inspector: \_\_\_\_\_

NRC Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ AM / PM Inspector: \_\_\_\_\_

Additional comments: \_\_\_\_\_

### B.1.3 Assessment – Initial Containment

The supervisor or manager will assess the incident and initiate containment control measures with the appropriate spill containment equipment included in the spill kit kept on-site. A list of recommended spill equipment to be kept on site is included on the following page.

**Fire / Police Department: 911**  
 Municipality Health Department 508-627-6120  
 Municipality Conservation Commission 508-627-6165

### B.1.4 Emergency Response Equipment

The following equipment and materials shall be maintained at all times and stored in a secure area for long-term emergency response need.

<b>Supplies</b>		<b>Recommended suppliers</b>
Sorbent Pillows/"Pigs"	2	<a href="http://www.newpig.com">http://www.newpig.com</a>
Sorbent Boom/Sock	25 FEET	Item # KIT276 — mobile container with two pigs, 26 feet of sock, 50 pads, and five pounds of absorbent (or equivalent)
Sorbent Pads	50	
Lite-Dri® Absorbent	5 POUNDS	<a href="http://www.forestry-suppliers.com">http://www.forestry-suppliers.com</a>
Shovel	1	Item # 43210 — Manhole cover pick (or equivalent)
Pry Bar	1	Item # 33934 — Shovel (or equivalent)
Goggles	1 PAIR	Item # 90926 — Gloves (or equivalent)
Gloves – Heavy	1 PAIR	Item # 23334 — Goggles (or equivalent)



## Section C – Snow Management

### C.1 Snow Management

- › Snow storage areas will be managed to prevent blockage of storm drain catch basins and landscape drains. Snow combined with sand and debris may block a storm drainage system, diminishing the infiltration capacity of the system and causing localized flooding.





## Section D – Maintenance of Stormwater Management Systems

### D.1 Owner/Operator Responsible for Operation and Maintenance

To be determined.

### D.2 Maintenance of Stormwater Systems

The following maintenance program shall ensure the continued effectiveness of the structural water quantity and quality controls shown on the project Site Plans prepared by VHB. Refer to the Operation and Maintenance Location Plan.

#### D.2.1 Pavement Systems

##### Asphalt Pavement

- › Sweep or vacuum standard asphalt pavement areas at least twice per year with a commercial cleaning unit and properly dispose of removed material.
- › More frequent sweeping of paved surfaces will result in less accumulation in catchment areas, less cleaning of subsurface structures, and less disposal costs.

## **D.2.2 Structural Stormwater Management Devices**

### **Deep Sump Hooded Catch Basins, Yard Drains, and Trench Drains**

- › Inspect the unit post construction, prior to being placed into service and ensure unit is clean and free of any structural damage.
- › Inspect quarterly for the first year to determine the oil and sediment accumulation rate.
- › Inspect and clean the catch basins at least 4 times per year or whenever the depth of sediment is greater than or equal to half the sump depth. Cleaning/inspection times must include at the end of fall foliage season and at the end of snow removal season.
- › Inspect the units immediately after an oil, fuel or chemical spill.
- › A licensed waste management company should remove oil and sediment and dispose per state and local regulations.

### **Roof Drain Leaders**

- › Perform routine roof inspections twice per year.
- › Keep roofs clean and free of debris.
- › Keep roof drainage systems clear.
- › Keep roof access limited to authorized personnel.
- › Clean inlets twice per year as necessary.

### **Water Quality Devices – Contech CDS**

The stormwater drainage system has two Contech CDS water quality devices which remove sediment and hydrocarbons from stormwater runoff.

- › Inspect devices monthly for the first three months after construction.
- › After initial three-month period, all water quality units are to be inspected at least four times per year and cleaned a minimum of at least once per year (when sediment reaches 8" in depth) and disposed of at an approved offsite facility in accordance with all applicable regulations.
- › Remove oil through 6" inspection/oil port.
- › Remove sediment through 24" outlet riser pipe.
- › Follow manufacturer instructions and contact manufacturer if system is malfunctioning.

### **Subsurface Infiltration Basin – Stormtech**

The subsurface infiltration basin is used to detain and infiltrate asphalt and rooftop runoff.

- › The subsurface infiltration system will be inspected at least once each year by removing the manhole/access port covers and determining the thickness of sediment that has accumulated.
- › If sediment is more than six inches deep, it must be suspended via flushing with clean water and removed using a vac-truck.
- › System will be observed after rainfalls to see if it is properly draining.

### **D.2.3 Vegetated Stormwater Management Devices**

#### **Vegetated Areas Maintenance**

Although not a structural component of the drainage system, the maintenance of vegetated areas may affect the functioning of stormwater management practices. This includes the health/density of vegetative cover and activities such as the application and disposal of lawn and garden care products, disposal of leaves and yard trimmings.

- › Inspect planted areas on a semi-annual basis and remove any litter.
- › Maintain planted areas adjacent to pavement to prevent soil washout.
- › Immediately clean any soil deposited on pavement.
- › Re-seed bare areas; install appropriate erosion control measures when native soil is exposed or erosion channels are forming.
- › Plant alternative mixture of grass species in the event of unsuccessful establishment.
- › The grass vegetation should be cut to a height between three and four inches.
- › Pesticide/Herbicide Usage – No pesticides are to be used unless a single spot treatment is required for a specific control application.
- › Fertilizer usage should be avoided. If deemed necessary, slow release fertilizer should be used. Fertilizer may be used to begin the establishment of vegetation in bare or damaged areas, but should not be applied on a regular basis unless necessary.

#### **Rain Garden**

##### Initial Post-Construction Inspection

- › During the initial period of vegetation establishment pruning and weeding are required twice in first year by contractor.
- › Any dead vegetation found after the first year must be replaced.
- › Proper mulching is mandatory and regular watering may be required initially to ensure proper establishment of new vegetation.

##### Long-Term Maintenance

- › Weeds and invasive plant species shall be removed by hand.
- › Leaf litter and other detritus shall be removed twice per year.
- › If needed to maintain aesthetic appearance, perennial plantings may be trimmed at the end of the growing season.
- › Trees and shrubs should be inspected twice per year to evaluate health and attended to as necessary.
- › Re-mulch rain gardens with well aged hardwood mulch to a depth of 3 inches each spring or whenever erosion is evident. The entire area may require mulch replacement once every two to three years. Mulch depth shall not exceed 3 inches and the depth of the depression shall not be compromised by the accumulation of vegetation or old mulch.
- › Seeded ground cover or grass areas shall not receive mulching.
- › Fertilizers should not be used in the rain garden as excessive nutrients in the rain garden may migrate to the underdrain and be discharged to adjacent surface waters.
- › Test pH of the soils in the planting bed annually. If the pH is below 5.2, limestone should be applied to increase it. If the pH is above 8.0, iron sulfate plus sulfur should be added to reduce it.
- › The rain garden and the tree filter may require watering during periods of extended drought.

#### Inspections and Cleaning

- › The rain garden and the tree filter shall be inspected twice during for the first year and annually thereafter for sediment buildup, erosion, vegetative conditions, etc. If sediment build-up is found, sediment removal and core aeration or cultivating of un-vegetated areas may be required to ensure adequate filtration.
- › The inflow location should be inspected annually for clogging. Sediment build up is a common problem where runoff leaves an impervious surface and enters a vegetative or earthen surface. Any built-up sediment should be removed to prevent runoff from bypassing the facility. Sources of sediment should be prevented.
- › The overflow structure and underdrain standpipes should be inspected annually to ensure that they are functioning.
- › Inspect the rain garden and the tree filter after a large storm event to ensure that proper drainage is occurring. Water that remains ponded on the after 48 hours of dry weather could indicate a problem with the subsurface drainage system or clogging of the underdrain. While the plants selected for the rain garden are tolerant of wet soils, they are not wetland species that can survive long periods of inundation. Immediate attention is required to prevent the loss of plant materials.

### **Stone Diaphragm**

- › The stone areas shall be inspected annually for missing or dislodged stones. Replace stone as necessary.
- › Deposited sediments shall be removed manually at least once per year.
- › Trash and debris shall be removed as necessary.



## Section E – Operations and Maintenance Summary

### E.1 Operations & Maintenance Plan Summary

This Operation and Maintenance Plan has been prepared in accordance with the Stormwater Management Policy developed by the DEP. It specifies operational practices and drainage system maintenance requirements for the Project. Requirements should be adjusted by the site manager as necessary to ensure successful functioning of system components.

#### E.1.1 Routine Maintenance Checklists

Routine required maintenance is described in Sections A – D. The following checklist is to be used by the property manager to implement and document the required maintenance and inspection tasks.

#### E.1.2 Reporting and Documentation

The site supervisor shall be responsible for ensuring that the scheduled tasks as described in this plan are appropriately completed and recorded in the Maintenance Log. Accurate records of all inspections, routine maintenance and repairs shall be documented and these records shall be available for inspection by the Town of Edgartown, upon request.

The Maintenance Log shall:

- › Document the completion of required maintenance tasks.
- › Identify the person responsible for the completion of tasks.
- › Identify any outstanding problems, malfunctions or inconsistencies identified during the course of routine maintenance.
- › Document specific repairs or replacements.

### **E.1.3 Maintenance Checklists and Device Location Maps**

Maintenance checklists and a device location map is included in this report. The checklists and device location map are provided for the maintenance crew to photocopy and use when conducting inspections and cleaning activities to the stormwater management systems.

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# Maintenance Checklist



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## Device Location Map

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## Product Literature

## **Water Quality Units**