

# **STORMWATER OPERATION AND MAINTENANCE PLAN**

*Buildings 2 and 3  
UNIFIED Parkway  
Providence Road @ Boston Road  
Sutton, MA*

## **RESPONSIBLE PARTY DURING CONSTRUCTION:**

*UGPG RE Sutton LLC  
223 Worcester-Providence Turnpike  
Sutton, MA 01590*

## **RESPONSIBLE PARTY POST CONSTRUCTION:**

*UGPG RE Sutton LLC  
223 Worcester-Providence Turnpike  
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### **Construction Phase**

During the construction phase, all erosion control devices and measures shall be maintained in accordance with the final record plans, local/state approvals and conditions, the EPA Construction General Permit and the Stormwater Pollution Prevention Plan (SWPPP) if applicable. Additionally, the maintenance of all erosion / siltation control measures during construction shall be the responsibility of the general contractor. Contact information of the OWNER and CONTRACTOR shall be listed in the SWPPP for this site. The SWPPP also includes information regarding construction period allowable and illicit discharges, housekeeping and emergency response procedures. Upon proper notice to the property owner, the Town or its authorized designee shall be allowed to enter the property at a reasonable time and in a reasonable manner for the purposes of inspection.

### **Post Development Controls**

Once construction is completed, the post development stormwater controls are to be operated and maintained in compliance with the following permanent procedures (note that the continued implementation of these procedures shall be the responsibility of the Owner or its assignee). All Operation and Maintenance forms and reports included herein shall be filed with the Sutton Planning Board and the Wilkinsonville Water District within fourteen (14) days of completion:

1. Parking lots and access drives: Sweep at least two (2) times per year and on a more frequent basis depending on sanding operations. All resulting sweepings shall be collected and properly disposed of offsite in accordance with MADEP and other applicable requirements.
2. Catch basins, trench drains, manholes and piping: Preventative maintenance shall be performed after every major storm event during the first three (3) months of operation and at least twice per year thereafter. During preventative maintenance these features shall be inspected and cleaned a minimum of two (2) times per year or whenever the depth of deposits is greater than or equal to one half the depth from the bottom of the invert of the lowest pipe in the catch basin or underground system. Accumulated sediment and

hydrocarbons present must be removed and properly disposed of offsite in accordance with MADEP and other applicable requirements.

3. Surface Infiltration Basin: Preventative maintenance shall be performed after every major storm event during the first three (3) months of operation and at least twice per year thereafter. For the first three (3) months the structure and pretreatment BMP shall be inspected and maintained to ensure proper operation after every major storm event (generally equal or greater to 3.0 inches in 24 hours). Preventative maintenance shall include mowing the buffer area, side slopes and basin bottom if grassed floor, rake if stone or sand bottom, remove trash and debris, remove grass clippings and accumulated organic matter. Any sediment removed shall be disposed of in accordance with MADEP and other applicable requirements.
4. Forebays: The sediment forebay areas shall be inspected and maintained once per month to ensure they are operating as intended and that all components are stable and in working order. Inspections shall be by qualified personnel. During the growing season, the forebay shall be mowed at least twice, with additional cuttings performed as needed. All vegetation (i.e. tree saplings) will be removed from embankments and the forebay bottom. The inlet to the forebay shall be inspected for erosion and sedimentation, and rip-rap shall be promptly repaired as needed. Sediment forebays shall be cleaned quarterly and when sediment depth reaches half the height of the stone weir, or three to six feet, whichever is less. After sediment is removed, replace any vegetation damaged during the clean out by either reseeding or re-sodding. Any sediment removed shall be disposed of in accordance with MADEP and other applicable requirements.
5. Stormtech Underground Infiltration Basins: Preventative maintenance shall be performed after every major storm event during the first three (3) months of operation and at least twice per year thereafter. For the first three (3) months the structure and pretreatment BMP shall be inspected and maintained to ensure proper operation after every major storm event (generally equal or greater to 3.0 inches in 24 hours). Preventative maintenance shall include inspection of the basin outlet for erosion and sedimentation, and rip-rap shall be promptly repaired in the case of erosion. Sediment collecting in the bottom of the basin shall be inspected twice annually, and removal shall commence any time the sediment reaches a depth of six inches anywhere in the basin. Any sediment removed shall be disposed of in accordance with MADEP and other applicable requirements.
6. Geo-Storage Underground Infiltration Basins: Preventative maintenance shall be performed after every major storm event during the first three (3) months of operation and at least twice per year thereafter. For the first three (3) months the structure and pretreatment BMP shall be inspected and maintained to ensure proper operation after every major storm event (generally equal or greater to 3.0 inches in 24 hours). Preventative maintenance shall include inspection of the basin outlet for erosion and sedimentation, and rip-rap shall be promptly repaired in the case of erosion. Sediment collecting in the bottom of the basin shall be inspected at least twice per year thereafter, and removal shall commence any time the sediment reaches a depth of six inches anywhere in the basin. Any sediment removed shall be disposed of in accordance with MADEP and other applicable requirements. The geotextile fabric at the bottom of the system can also be removed and replaced as part of the maintenance should it be necessary.

All components of the stormwater system will be accessible by the owner or their assignee.

**STORMWATER MANAGEMENT SYSTEM**  
**POST-CONSTRUCTION INSPECTION REPORT**

**LOCATION:**

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NAME OF INSPECTOR:	INSPECTION DATE:
Note Condition of the Following (sediment depth, debris, standing water, damage, etc.):	
Catch Basins / Drain inlets:	
Discharge Points/ Flared End Sections / Rip Rap:	
Stormtech Underground Infiltration Basin:	

Geo-Storage Underground Infiltration Basin:

Surface Infiltration Basin:

Other:

Note Recommended Actions to be taken on the Following (sediment and/or debris removal, repairs, etc.):

Catch Basins:

Discharge Points / Flared End Sections / Rip Rap:

Underground Infiltration Basin:

Geo-Storage Underground Infiltration Basin:

Surface Infiltration Basin:

Other:

Comments:

**A copy of this report shall be filed with the Sutton Planning Board and the Wilkinsonville Water District within fourteen (14) days of completion.**

***Providence Road @ Boston Road – Sutton, MA***

**A copy of this form shall be filed with the Sutton Planning Board and the Wilkinsonville Water District within fourteen (14) days of completion.**

# **LONG-TERM POLLUTION PREVENTION PLAN**

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For this site, the Long-Term Pollution Prevention Plan will consist of the following:

- The property owner shall be responsible for “good housekeeping” including proper periodic maintenance of building and pavement areas, curbing, landscaping, etc.
- Sweeping of parking lots and access aisles a minimum of twice per year with a commercial cleaning unit. Any sediment removed shall be disposed of in accordance with applicable local and state requirements.
- Regular inspections and maintenance of Stormwater Management System as noted in the “O&M Plan”.
- Snow removal shall be the responsibility of the property owner. Snow shall not be plowed, dumped and/or placed in forebays, infiltration basins or similar stormwater controls.
- Reseed any bare areas as soon as they occur. Erosion control measures shall be installed in these areas to prevent deposits of sediment from entering the drainage system.
- Grass shall be maintained at a minimum blade height of two to three inches and only 1/3 of the plant height shall be removed at a time. Clippings shall not be disposed of within stormwater management areas or adjacent resource areas.
- Plants shall be pruned as necessary.
- Snow piles shall be located adjacent to or on pervious surfaces in upland areas. This will allow snow melt water to filter in to the soil, leaving behind sand and debris which can be removed in the springtime.

- In no case shall snow be disposed of or stored in resource areas (wetlands, floodplain, streams or other water bodies).
- In no case shall snow be disposed of or stored in the infiltration basins.
- If necessary, stockpiled snow will be removed from the Site and disposed of at an off-site location in accordance with all local, state and federal regulations.
- The amount of sand and deicing chemicals shall be kept at the minimum amount required to provide safe pedestrian and vehicle travel.
- Sand and deicing chemicals should be stockpiled under covered storage facilities that prevent precipitation and adjacent runoff from coming in contact with the deicing materials. Stockpile areas shall be located outside resource areas.
- No crystalized sodium chloride, crystalized calcium chloride or other crystalized salt shall be allowed to be applied within drainage areas tributary to or through stormwater basins located within the Zone II. Only liquid brine, sand, or sand treated with liquid brine shall be used as deicing agents within the Zone II areas. Other forms of deicing agents may be applied outside these resource areas. Refer to attached Alternative Deicing Restriction Areas Exhibit. Other forms of deicing agents may be applied outside these resource areas.



## **OPERATON AND MAINTENANCE TRAINING PROGRAM**

The Owner will coordinate an annual in-house training session to discuss the Operations and Maintenance Plan, the Long-Term Pollution Prevention Plan, and the Spill Prevention Plan and response procedures. Annual training will include the following:

Discuss the Operations and Maintenance Plan

- Explain the general operations of the stormwater management system and its BMPs
- Identify potential sources of stormwater pollution and measures / methods of reducing or eliminating that pollution
- Emphasize good housekeeping measures

Discuss the Spill Prevention and Response Procedures

- Explain the process in the event of a spill
- Identify potential sources of spills and procedures for cleanup and /or reporting and notification
- Complete a yearly inventory or Materials Safety Data sheets of all tenants and confirm that no potentially harmful chemicals are in use.

## **ILLICIT DISCHARGE STATEMENT**

Certain types of non-stormwater discharges are allowed under the U.S. Environmental Protection Agency Construction General Permit. These types of discharges will be allowed under the conditions that no pollutants will be allowed to come in contact with the water prior to or after its discharge. The control measures which have been outlined previously in this LTPPP will be strictly followed to ensure that no contamination of these non-storm water discharges takes place. Any existing illicit discharges, if discovered during the course of the work, will be reported to MassDEP and the local DPW, as applicable, to be addressed in accordance with their respective policies. No illicit discharges will be allowed in conjunction with the proposed improvements.

## **SPILL PREVENTION AND RESPONSE PROCEDURES**

### **(POST CONSTRUCTION)**

In order to prevent or minimize the potential for a spill of Hazardous Substances or Oil or come into contact with stormwater, the following steps will be implemented:

1. All Hazardous Substances or Oil (such as pesticides, petroleum products, fertilizers, detergents, acids, paints, paint solvents, cleaning solvents, etc.) will be stored in a secure location, with their lids on, preferably under cover, when not in use.
2. The minimum practical quantity of all such materials will be kept on site.
3. A spill control and containment kit (containing, for example, absorbent materials, acid neutralizing powder, brooms, dust pans, mops, rags, gloves, goggles, plastic and metal trash containers, etc.) will be provided on site.
4. Manufacturer's recommended methods for spill cleanup will be clearly posted and site personnel will be trained regarding these procedures and the location of the information and cleanup supplies.
5. It is the OWNER's responsibility to ensure that all Hazardous Waste on site is disposed of properly by a licensed hazardous material disposal company. The OWNER is responsible for not exceeding Hazardous Waste storage requirements mandated by the EPA or state and local authorities.

In the event of a spill of Hazardous Substances or Oil, the following procedures should be followed:

1. All measures should be taken to contain and abate the spill and to prevent the discharge of the Hazardous Substance or Oil to stormwater or off-site. (The spill area should be kept well ventilated and personnel should wear appropriate protective clothing to prevent injury from contact with the Hazardous Substances.)
2. For spills of less than five (5) gallons of material, proceed with source control and containment, clean-up with absorbent materials or other applicable means unless an imminent hazard or other circumstances dictate that the spill should be treated by a professional emergency response contractor.
3. For spills greater than five (5) gallons of material immediately contact the MADEP at the toll-free 24-hour statewide emergency number: **1-888-304-1133**, the local fire department (**9-1-1**) and an approved emergency response contractor. Provide information on the type of material spilled, the location of the spill, the quantity spilled, and the time of the spill to the emergency response contractor or coordinator, and proceed with prevention, containment and/or clean-up if so desired. (Use the form provided, or similar).
4. If there is a Reportable Quantity (RQ) release, then the National Response Center should be notified immediately at (800) 424-8802; within 14 days a report should be submitted to the EPA regional office describing the release, the date and circumstances of the release and the steps taken to prevent another release. This Pollution Prevention Plan should be updated to reflect any such steps or actions taken and measures to prevent the same from reoccurring.

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[illegible]

Cause of Spill: \_\_\_\_\_  
\_\_\_\_\_

Measures Taken to Clean up Spill: \_\_\_\_\_  
\_\_\_\_\_

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

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

Location and Method of Disposal \_\_\_\_\_  
\_\_\_\_\_

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

Additional Contact Numbers:

- DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) EMERGENCY  
PHONE: 1-888-304-1133
- NATIONAL RESPONSE CENTER PHONE: (800) 424-8802
- U.S. ENVIRONMENTAL PROTECTION AGENCY PHONE: (888) 372-7341