

MCM 6

Pollution Prevention & Good Housekeeping



Daphne

**MCM 6 Pollution Prevention/Good House Keeping
3.6.1B Street Sweeping Log**

2015 Days Swept	Sediment Removed Per Day	2013-2014 Sediment Removed from Streets	Qty of 22yard Dump Trucks
203	~12.41	2519.23	114
An estimate of 12.41 yards (based) on previous years swept a day was used to calculate this years sweeper log.			



STREET SWEEPER REPORT

December 2015

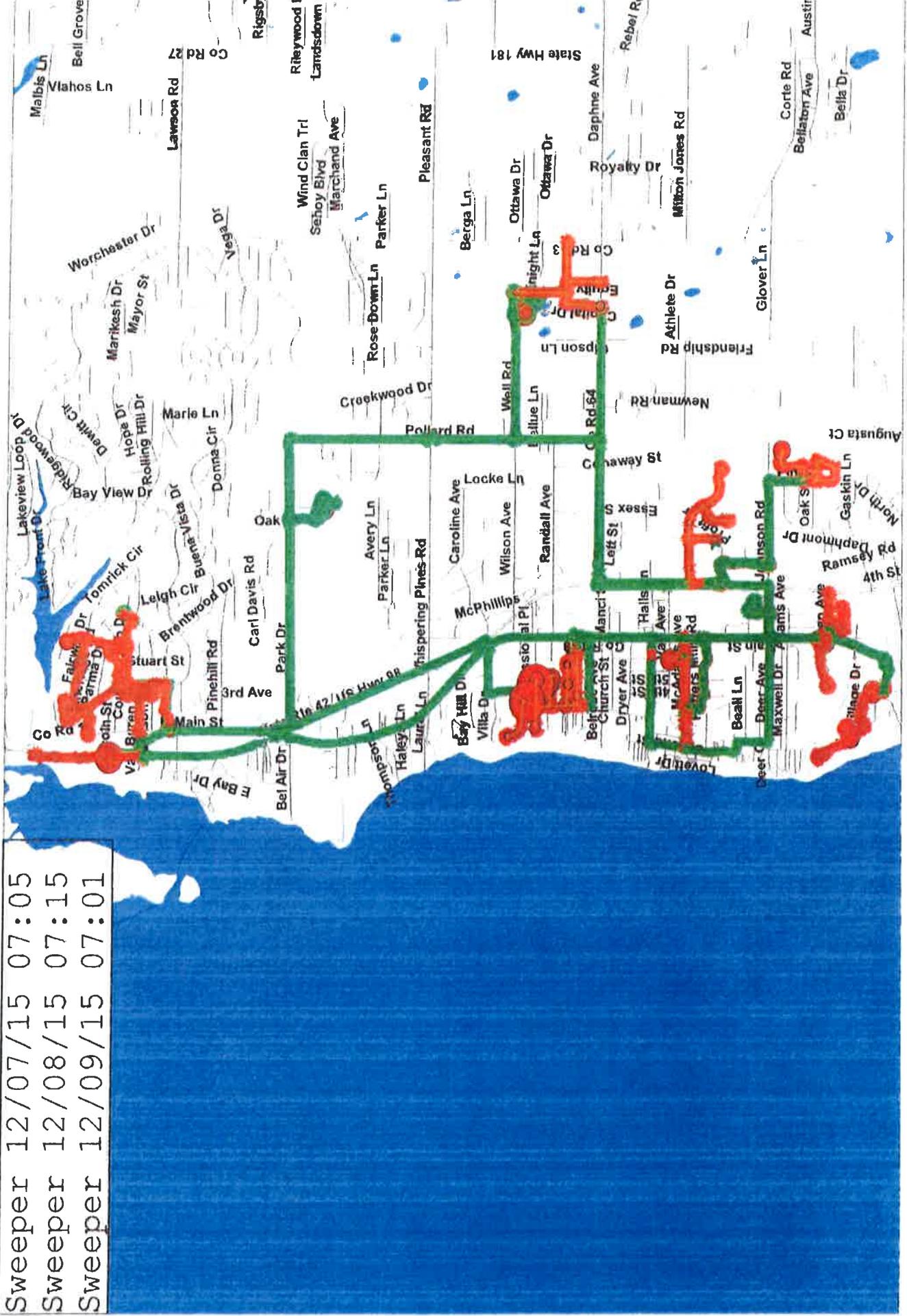
Miles Traveled: 93.67

Miles Swept: 32.48

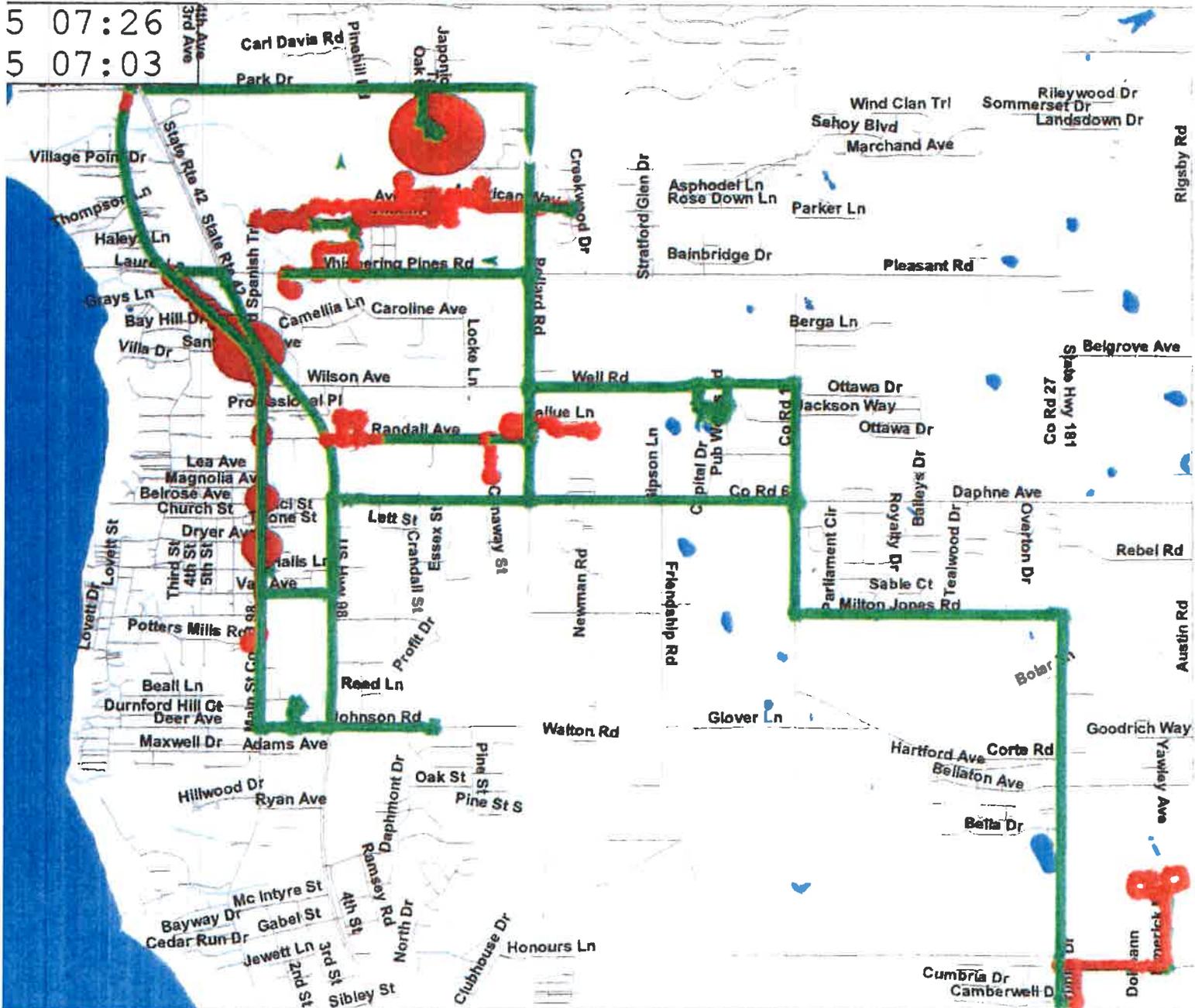
Work Orders: 2



Sweeper 12/07/15 07:05
Sweeper 12/08/15 07:15
Sweeper 12/09/15 07:01



5 07:26
5 07:03



Sweeper 12/18/15 06:58
Sweeper 12/29/15 07:08



MCM 6 Pollution Prevention/Good Housekeeping

3.6.1C City Wide Recycle Totals

2015 Recycle Product	Qty	Units
Aluminum	192.00	Pounds
Steel, Tin	30880.00	Pounds
Iron	2346.00	Pounds
Glass	246.51	Pounds
Kitchen Oil-Grease	26303.20	Pounds
Electronic	101.20	Tons
Co-Mingled	1720.85	Tons
Batteries Auto	644.00	Pounds
Motor Oil	3.63	Tons
Tires	3.22	Tons
Total Used Oil Gallons	1165.00	Gallons
Oil & Water	30.00	Gallons
Total Used Oil Filters Drums	5.00	Drums
Total Tires	266.00	Tires

MCM 6 Pollution Prevention/Good Housekeeping

3.6.1C Barn-Recycle Totals

Company	Date	Recycled Product	Qty
Noah Addison DBA AWTR	8/27/2015	Automobile Tires	256
Noah Addison DBA AWTR	8/27/2015	Automobile-Trucks/Bus Tires	10
Shoreline Environmental	6/22/2015	Oil & Water Gallons	10
Shoreline Environmental	4/21/2015	Oil & Water Gallons	10
Shoreline Environmental	7/9/2015	Oil & Water Gallons	15
Shoreline Environmental	7/14/2015	Used Oil Filters 55 gallon Drums	1
Shoreline Environmental	9/1/2015	Used Oil Filters 55 gallon Drums	2
Shoreline Environmental	3/17/2015	Used Oil Filters 55 gallon Drums	1
Shoreline Environmental	12/3/2015	Used Oil Filters Drums	1
Shoreline Environmental	12/15/2015	Used Oil Gallons	320
Shoreline Environmental	9/16/2015	Used Oil Gallons	395
Shoreline Environmental	6/22/2015	Used Oil Gallons	300
Shoreline Environmental	7/9/2015	Used Oil Gallons	150
2015PW Mechanic Barn Totals			
Total Used Oil Gallons	1165.00		
Oil & Water	30.00		
Total Used Oil Filters Drums	5.00		
Total Tires	266.00		

City of Daphne
Stormwater Drainage System
Management Plan
Phase II MS4



Daphne
ALABAMA

The Jubilee City

Creating a Clean Water Future.....

City of Daphne

Stormwater Drainage System Management Plan

A. Plan Objective

To inventory and manage the City of Daphne's storm drainage system in an effort to reduce by the maximum extent practical pollutants from the drainage system entering our local streams.

B. General Concepts

1. Stormwater Infrastructure Inventory

Knowledge of the location and condition of stormwater infrastructure is the key to proper stormwater drainage system management. The City has initiated its stormwater infrastructure inventory program. The City has purchased a GPS unit with capability through the unit of tracking inspection dates and specific inspection criteria with comments. The City is in the process of taking GPS coordinates for its drainage system infrastructure. The inventorying system has been broken down into stormwater inlets, outfalls, pipes, concrete paved ditches, etc. The inventory is a work in progress. The City will continue its efforts until all the stormwater infrastructure locations and inspection data has been collected. Once completed, the stormwater infrastructure inventory will be used to build a database to track the City stormwater inventory inspection program. The database will be a valuable tool in the management of the City stormwater drainage systems.

2. Stormwater Infrastructure Inspection & Maintenance

Routine observation of City right of ways (ROWs) and stormwater drainage systems is a key element to proper MS4 stormwater compliance. As part of City's routine work schedules, public works personnel are continuously observing City right of ways and its stormwater drainage system. The use of these crews to inventory stormwater infrastructure and determine MS4 compliance issues during routine job duties is a cost effective and efficient approach to stormwater drainage system management.

Employees receive basic MS4 training and are provided a Stormwater Drainage System Management Flow Chart (Chart 2, Page 6- Public Works Stormwater Drainage System Management Flow Chart) and a Glove Box Guide (Table 1, page 7- Glove Box Guide) with local, state, and federal contacts for reporting potential MS4 compliance issues.

The City utilizes certain Public Work's Departments: Street, Solid Waste/Recycling, and Mowing (see attached spreadsheet) to manage the City's stormwater drainage system while performing routine job duties. A potential MS4 compliance issue that is observed during routine duties is considered to be a field assessment.

City of Daphne

Stormwater Drainage System Management Plan

C. Public Works Departments Involved in Storm Drainage Systems Management

The City of Daphne manages its own Public Works Program with the following departments (Chart 1, page 5 Designated Public Works Personnel): Streets, Solid Waste/Recycling, Mechanical, Mowing, Building Maintenance and Grounds Departments. The following departments assist in stormwater drainage systems management:

1. Street Department

Drainage/Sidewalk-Dedicated City personnel repair drainage issues including erosion of city right of ways (ROWs), stormwater drainage system repair and maintenance. To minimize the potential for city drainage projects resulting in pollutants entering our storm system, City personnel follow the City's Standard Operating Guidance (SOGs) documents for each type of job (SOG-1, 2 & 4). Also, during routine job duties employees report Illicit discharges, trash, erosion issues and any other potential pollutant concerns to their direct supervisor who then, if warranted, forwards issues to the Environmental Programs Manager.

Sweeping-Dedicated City personnel sweep sediment and trash from City streets. The sweeper has mapping software that produces sweeping log reports. To minimize the potential for the City street sweeping program resulting in pollutants entering our storm system, City personnel follow the City's Standard Operating Guidance documents for street sweeping (SOG-5). Also, while performing routine sweeping duties, City personnel reports Illicit discharge, trash, erosion issues and any other pollutant concerns to their supervisor who in turns, if warranted, reports the issue to the Environmental Programs Manager.

2. Solid Waste/Recycling

The City manages its own solid waste and recycling programs. City personnel weekly pick up trash and recycle along its right of ways. To minimize the potential for city waste collections resulting in pollutants entering our storm system, City personnel follow the City's Standard Operating Guidance documents for waste collections (SOG-7). During routine job duties employees report Illicit discharge, trash, erosion issues and any other potential pollutant concerns to the their direct supervisor who then, if warranted, forwards issues to the Environmental Programs Manager.

3. Mowing Department

The City operates its own mowing program. City personnel mow City owned property and City right of way weekly during the growing season. Weather permitting; the City has dedicated personnel that pick up trash along City right of ways daily.

City of Daphne

Stormwater Drainage System Management Plan

Mowing Crew- To minimize the potential for city mowing resulting in pollutants entering our storm system, City personnel follow the City's Standard Operating Guidance documents for landscaping and mowing (SOG-6). During routine job duties employees report Illicit discharge, trash, erosion issues and any other potential pollutant concern to the their direct supervisor who then, if warranted, forwards issues to the Environmental Programs Manager.

Trash Pickup- During routine job duties employees report Illicit discharge, trash, erosion issues and any other potential pollutant concern to the their direct supervisor who then, if warranted, forwards issues to the Environmental Programs Manager.

4. Engineering Interns

The City frequently has part time engineering interns on staff. The interns are trained to assist the City in its stormwater infrastructure inventory and evaluation program.

D. Environmental Programs

The City's Environmental Programs Manager (EPM) manages the City's Phase II MS4 Stormwater Management Program. Part of the EPM's duties is to assist in implementation of all measures detailed in the City Stormwater Management Programs Plan (SWMPP). This includes inventory and management of the stormwater drainage system. The City's Site Containment Inspector also assists in the inventorying infrastructure and assists the Public Works interns as needed.

E. Current and Future Evaluation and Inspection Program

The following will detail the current and future efforts to evaluate and inspect the City's Stormwater Drainage System:

1. Future Evaluation and Inspection Program

Upon completion of the City's stormwater infrastructure inventory, the City will establish an inspection protocol for the drainage system based on infrastructure proximity to state waters, structure size, and structure condition. At that time, this Stormwater Drainage System Management Plan will be updated to reflect the inspection protocol.

2. Current Evaluation and Inspection Program

Currently, the City utilizes certain Public Work's Departments: Street, Solid Waste/Recycling, and Mowing to evaluate and inspect City ROWs and stormwater drainage structures while performing routine job duties.

a. Field Assessments

A potential MS4 compliance issue that is observed during routine duties is

City of Daphne

Stormwater Drainage System Management Plan

considered to be a field assessment. If a potential MS4 compliance issue is detected by City personnel during a field assessment, the employee will notify his or her supervisor who in turn notifies the City's Environmental Programs Manager.

b. Site Inspection and Reporting

Once the Environmental Programs Manager receives the notification of a potential MS4 compliance issue, EPM performs a Site Inspection to validate or dismiss the potential MS4 compliance issue. At that time, EPM ensures proper documentation and notification to other City Departments and/or environmental agencies.

c. Enforcement & Follow-up

If the report is validated, then EPM contacts the responsible City Departments and/or responsible private parties and take all necessary steps needed to resolve the MS4 compliance issue which may include enforcement action through the City's established right of way ordinance (Ord. No. 2004-23) or the IDDE Ordinance (Ord. No. 2014-09).

d. Documentation

All observations and actions will be tracked in the City's inspection database which is reported to ADEM in the City's Annual MS4 Phase II Report.

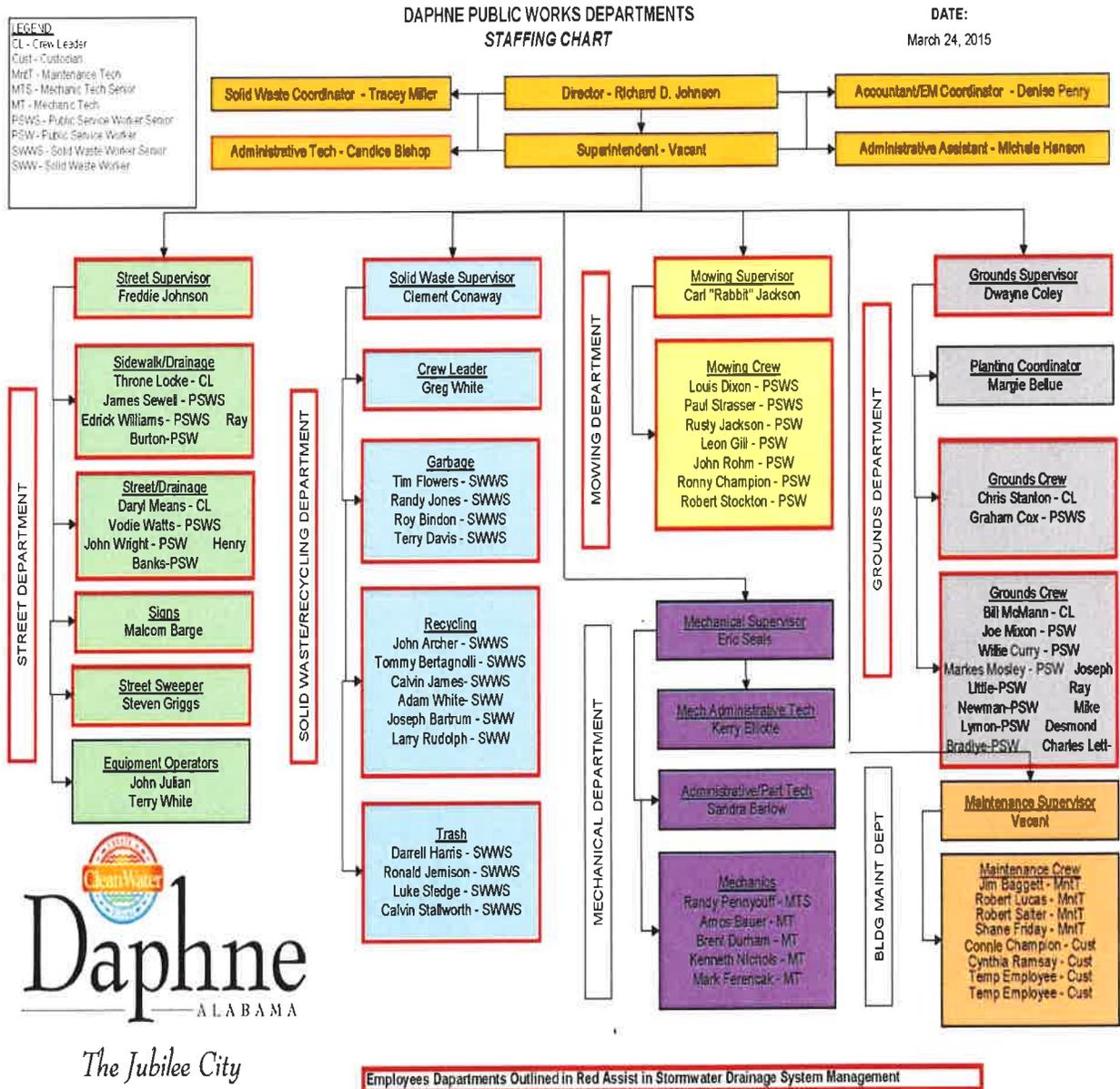
F. Stormwater Facilities Plan Objective

1. Public Stormwater Facilities-this goal will be addressed under the Good House Keeping City Owned Facilities Minimum Control Measure 3.6.2A (iii) *Stormwater Management Standard Operating Guidance (SOG)* by 2016.

2. Private Stormwater Facilities-This goal will be addressed under the Post Construction Stormwater Management in New and Re-development Sites Minimum Control Measure #3.5.2C *Perform Field Evaluations and Long-term Maintenance and Monitoring of Best Management Practices* by 2016.

City of Daphne Stormwater Drainage System Management Plan

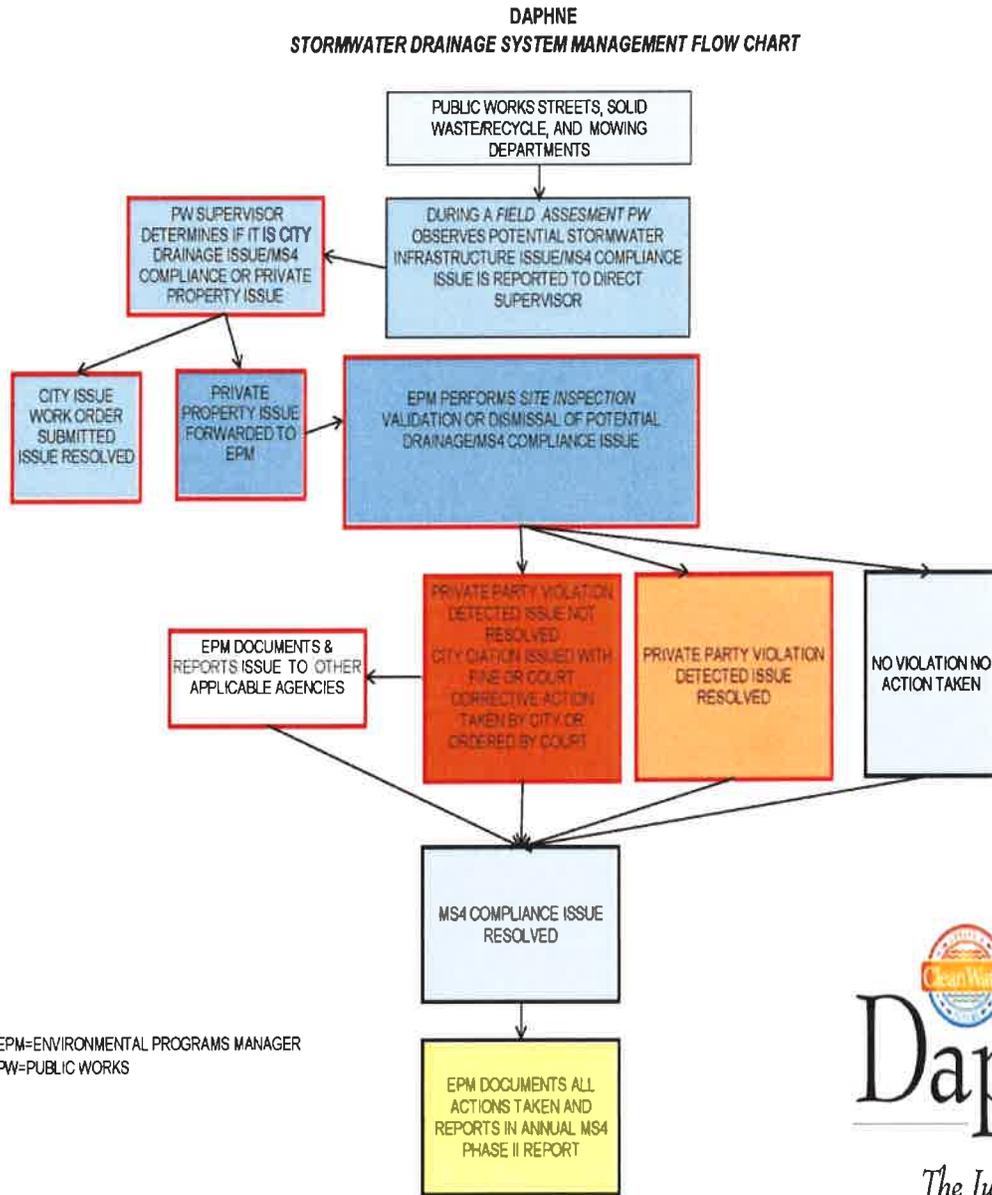
Chart 1-Designated Public Works Personnel Chart



The Jubilee City

City of Daphne Stormwater Drainage System Management Plan

Chart-2 Public Works Stormwater Drainage System Management Flow Chart



City of Daphne Stormwater Drainage System Management Plan

Table 1 -Glove Box Guide

Issue Seen	Federal	State	Local (<i>Call First</i>)
Hazardous Spills and other chemical spills that enter any waterway	National Response Center (NRC) 1 (800) 424-8802 Coast Guard (251) 441-6215	ADEM (251) 450-3400	City of Daphne Environmental Programs (EP) (251) 234-7122 (Phone or text) Fire Department 911
Navigable Waterways Impacts	National Response Center (NRC) 1 (800) 424-8802 Coast Guard (251)441-6215	ADEM (251) 450-3400	City of Daphne, EP (251) 234-7122 (Phone or text)
Pollutants entering stream, Dirt, Oil, Fuel, Chemical Drums/containers, trash	EPA 1 (800) 241-1754	ADEM (251) 450-3400	City of Daphne, EP (251) 234-7122 (Phone or text) or Fire Marshal (251) 621-2815
Sewage	EPA 1 (800)241-1754	ADEM (251) 450-3400	Daphne Utilities(251) 626-2628 or Daphne EP (251) 234-7122
Wetland Impacts	USCOE (251) 690-2505	NA	City of Daphne, EP (251) 234-7122

City of Daphne
Standard Operating Guidance
(SOGs)
For Storm Drain System
Management

Phase II MS4



Daphne
— A L A B A M A

The Jubilee City

Creating a Clean Water Future....

City of Daphne Standard Operating Guidance (SOGs) For Storm Drain System Management

The City of Daphne is located along the eastern shore of Mobile Bay. Storm water runoff from the City's MS4 flows to its main streams; D'Olive Creek, Tiawasee Creek, Joe's Branch, Yancey Branch, Fish River, Rock Creek, Red Gully and their tributaries. What we do Daphne has the ability to affect water quality downstream in Mobile and Weeks Bay. Many of the City's day to day operations have potential to pollute storm water. That is why it is important for us to observe some Standard Operating Guidance (SOGs) which help minimize to the maximum extent practical our impact on water quality. The purpose of this manual is to set out the standard operating guidance.

List of Standard Operating Guidance for Stormwater Management

SOG-1 Street, Curb, Gutter and Storm Drain Replacement and Construction

SOG-2 Street, Curb & Gutter Maintenance

SOG-3 Spill Prevention & Response

SOG-4 Catch Basin-Inlet & Outfall Maintenance

SOG-5 Street Sweeping

SOG-6 Landscaping & Mowing

SOG-7 Waste Collections

City of Daphne

Standard Operating Guidance for Storm Drain System Management

SOG-1 Street, Curb, Gutter and Storm Drain Replacement & Construction

Description

Construction of streets, curbs, and gutters has the potential to impact stormwater quality. The City of Daphne has an extensive amount of streets, curbs, gutters and storm drains. Replacement of these structures is normally contracted. Contractors, as well as City employees, must follow the standard operating guidance below in order to minimize to the maximum extent practical the potential for stormwater pollution.

General Guidance

- Obtain all applicable federal, state, and local permits for construction projects. The City's Environmental Programs will assist with obtaining permits.
 - The Alabama Department of Environmental Management's General permit applies to construction sites disturbing one acre or more, or less than one acre but part of a larger common plan of development. A larger common plan of development is defined as a contiguous area where multiple separate and distinct construction activities may be taking place at different time on different schedules under one plan.
 - A U.S. Army Corp of Engineers (USACE) Section 404 Permit may be needed if the work will be conducted in or impact water of the United States, including wetlands, washes, drainages, ditches, creeks, streams, and rivers.
 - Applicable sediment and erosion controls (Best Management Practices) shall be installed, such as inlet protection, silt fence, sediment traps, erosion control logs, check dams, and vehicle tracking control. Sediment and erosion controls will be installed and maintained in accordance with approved design criteria in the *Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas*.
 - When saw cutting, ensure that no slurry enters the storm drain. Let the slurry dry, sweep it up, and properly dispose of the sweepings or vacuum while saw cutting.
 - Do not perform concrete or asphalt paving work during wet conditions whenever possible.
 - Monitor construction equipment for leaks and use drip pans as necessary.
 - Leaking material containers should be properly discarded and replaced.
 - Store materials in containers under cover when not in use and away from any storm drain inlet.
 - Wash out mixers, delivery trucks, or other equipment in the designated concrete washout area only.
 - Locate concrete washout, portable toilets, and material storage away from storm drain inlets.
 - Material stockpiles will not be stored in stormwater flow lines. Temporary sediment control will be used during temporary, short-term placement while work is actively occurring.

City of Daphne

Standard Operating Guidance for Storm Drain System Management

SOG-1 Street, Curb, Gutter and Storm Drain Replacement & Construction

- Sweep or vacuum the roadway as needed, during construction and once construction is complete.
- Best management practices will be periodically inspected and maintained as necessary.
- Where practicable, non-structural controls will be used, such as phased construction, dust control, good housekeeping practices, and spill prevention and response guidance.

Concrete Work

- Ensure there is a concrete truck washout area available or require the contractor to wash out at the batch plant.
- Whenever possible, recycle concrete rubble; otherwise, dispose of it as solid waste.

Asphalt Work

- Control the placement of road base or asphalt used in embankments or shoulder backing; do not allow these materials to fall into any storm drain or watercourses.
- Whenever possible, recycle asphalt. If recycling is not possible, dispose of as solid waste.

Painting and Striping

- If possible, schedule painting and striping projects during dry weather.
- Use care to prevent splashing or spilling of any liquid material. Follow the Spill Prevention and Response guidance should a spill occur.

Emergency Repair and Replacement

Emergency Discharges are defined as situations in which it is not possible to implement all of the available BMPs due to the uncontrolled nature of the discharge. The primary focus during these events is to identify and discontinue the cause as soon as possible. Clean up of resulting sediment or other pollutants will be performed as soon as practicable following the emergency. Refer to the Spill Prevention and Response procedure for reporting requirements.

Sources

Colorado State University-Pueblo SOP: Stormwater

USEPA Menu of BMP: *Materials Management*,

cfpub.epa.gov/npdes/stormwater/menuofbmps/, accessed July 1, 2009.

City of Daphne

Standard Operating Guidance for Storm Drain System Management

SOG-2 Street, Curb and Gutter Maintenance

Description

Street, curb, and gutter activities including concrete and asphalt installation, maintenance, repair, replacement, striping, and painting. All of the above have the potential to impact stormwater quality. The following standard operating guidance can be used to minimize this potential hazard.

General Guidance

- Protect storm drain inlets and drains with curb socks, rock berms, inlet protection, or drain covers prior to any maintenance activity.
- When saw cutting ensure that no slurry enters the storm drain. Allow the slurry to dry and sweep it up.
- DO NOT perform asphalt or concrete patching in wet conditions.
- Leaking material containers should either be repaired or discarded properly.
- Store materials in containers under cover when not in use, and away from storm drains.
- Monitor equipment for leaks and use drip pans as necessary.
- Sweep or vacuum the roadway when maintenance activities are complete.

Concrete Maintenance

- Ensure there is a concrete truck washout area available or require the contractor to wash out at the batch plant.
- Whenever possible, recycle concrete rubble; otherwise, dispose of it as solid waste.

Asphalt Maintenance

- Sweep to minimize sand and gravel from new asphalt from getting into storm drains, streets, and creeks.
- Do not allow asphaltic concrete grindings, pieces, or chunks used in embankments or shoulder backing to enter any storm drain or watercourses. Apply temporary perimeter controls. Install silt fence until the structure is stabilized or permanent controls are in place.
- Whenever possible, recycle broken asphalt. If impossible, dispose of as solid waste.
- Drainage inlet structures shall be covered with inlet protection during application of seal coat, tack coat, slurry seal, and/or fog seal.

Painting and Striping

- If possible, schedule painting and striping projects during dry weather.

City of Daphne

Standard Operating Guidance for Storm Drain System Management

SOG-3 Spill Prevention & Response

Description

Due to the type of work and the materials involved, many activities carried out by the City of Daphne have the potential for accidental spills. The following standard operating guidance applies to spill prevention and response. **Contact the Fire Department at the City's police dispatch at (251)621-9100 and Environmental Programs at (251)621-3080, anytime a spill occurs**

General Guidance

Spill Prevention

- Keep work areas neat and well organized.
- Maintain Material Safety Data Sheet (MSDS) for each hazardous chemical.
- Provide tight fitting lids for all containers.
- Keep containers clearly labeled.
- Store containers, drums, and bags away from major traffic routes.
- Inspect storage containers regularly for signs of leaking or deterioration.
- IMMEDIATELY replace or repair leaking storage containers.
- Use care when transferring from one container to another.
- Use powered equipment or get assistance when moving materials to and from a storage area. Use care to prevent puncturing containers with the equipment.
- Do not wash down or hose down any outdoor work areas or trash/waste container storage areas except where wash water is captured and discharged into the sanitary sewer (if approved).
- Conduct periodic inspections to ensure that materials and equipment are being handled, disposed/recycled, and stored correctly.
- Provide adequate spill kits with sufficient equipment and supplies necessary for each work area where the potential for spills or leaks exists.
- Inspect each spill kit regularly and after each spill response. Replace any spent supplies or repair any equipment that is worn or not suitable for service.
- Stock adequate personal protective equipment.

Spill Response

In the event of a spill contact the Fire Department at (251) 621-9100 and Environmental Programs at (251) 621-3080, immediately.

Safety

Consider safety at all times. Anticipate and avoid all likely hazards. Never approach, contact, or sample an unknown substance. If a highly toxic or flammable substance is discovered, employees should leave the immediate area and contact the Fire Department. If there is any question about a substance, contact the appropriate identified response authority or other designated representative.

City of Daphne

Standard Operating Guidance for Storm Drain System Management

SOG-3 Spill Prevention & Response

General Guidance for Spill Response

- Identify the material and volume spilled. Contact the appropriate identified response authority or other designated representative if you cannot identify the material and its properties.
- Refer to the MSDS to determine appropriate personal protective equipment, such as gloves and safety glasses and appropriate cleanup methods.
- Stop the leading edge of the spill. Block or divert the spill to avoid discharge to the storm sewer system and to minimize the area requiring cleanup.
- Determine the source of the spill and stop the spill at its source by closing a valve, plugging a leak, or setting a container upright. Transfer material from a damaged container.
- Clean up spills immediately to prevent spreading of wastes by wind, rain, and vehicle traffic and potential safety hazards.
- Use sand absorbents, socks, pillows, or pads to quickly capture spilled liquid and properly dispose of all clean-up materials. Use dry clean-up methods only.
- Complete all necessary reports.

Spill Reporting

- A spill of any chemical, oil, petroleum product, or sewage that enters waters of the state (that include surface water, ground water, and dry gullies and storm sewers leading to surface water) must be reported immediately to the National Response Center (NRC) at 1-(800)-424-8802 and the Alabama Department of Environmental Management (ADEM) (251) 450-3400.
- Release of a substance into a storm drain, or onto a parking lot or roadway as part of a storm sewer leading to surface water, is reportable. However, if the material can be contained and cleaned within the storm sewer system to the degree that a subsequent flow in the storm sewer will not flush the substance to waters of the State, it may not need to be reported.
- Contact the Fire Department and/or Environmental Programs who will handle the reporting.

Sources

Colorado State University-Pueblo SOP: Stormwater

USEPA Menu of BMP: *Materials Management*,

cfpub.epa.gov/npdes/stormwater/menuofbmps/, accessed July 1, 2009.

City of Daphne

Standard Operating Guidance for Storm Drain System Management

SOG-4 Stormwater Catch Basin/Inlet and Outfall Maintenance

Description

The City of Daphne storm drainage system functions to collect and convey stormwater to receiving streams during storm events to prevent flooding. The system consists of improved and unimproved drainage channels, culverts, bridges, gutters, ditches, swales, storm drain inlets and outfalls. Maintenance of the system is necessary to ensure proper function. Daphne maintains its extensive stormwater conveyance (drainage) system. Many storm drain inlets and outfalls collect sediments and other debris transported by the stormwater system. These storm drain structures are cleaned on an as need basis. The City has a work order system which tracks the activities.

General Guidance

- Prioritize drainage structures for routine maintenance on a specified frequency based on need.
- Access the inlet or outfall and visually evaluate the condition.
- If the catch basin/inlet or outfall is not a permitted confined space proceed with cleaning debris using a shovel.
- Put all debris into a bag or truck bed and properly dispose of at Public Works facility. Trash will go to the landfill. Sediment will be stored at the Public Works Facility. Any potential hazardous waste will be handled in accordance with the Spill Prevention and Response SOG-3.
- Replace the storm drain lid and note any problems that need further maintenance.
- Report additional problems to supervisor.

City of Daphne

Standard Operating Guidance for Storm Drain System Management

SOG-5 Street Sweeping

Description

City streets and parking lots can be a significant source of stormwater pollutants. The City of Daphne has a full time street sweeping program. The street sweeper removes sediment, leaves and trash from City streets. If not handled properly, operation and maintenance of the street sweeping program can become a source of pollution. This SOG has best management practices intended to control sweeping, collection and disposal of street sweeping wastes and to help keep them out of stormwater.

General Guidance

- Operate sweeper according to manufactures' guidance.
- Use only clean and properly maintained equipment.
- Use minimal water before sweeping.
- Any spill should be immediate contained and treated. Refer to the Spill Prevention and Response SOG-3 for potential hazardous spills.
- Decanted liquid wastes with very little solids or oil sheen can be disposed of in the sanitary sewer.
- Solids can be transported to the Public Works Facility where they can be discharged in the proper location for waste to dry out and liquid to evaporate or infiltrate.

Description

City streets and properties can be a significant source of stormwater pollutants. The City of Daphne has full time mowing and landscaping personnel. If not handled properly, operation and maintenance of the mowing and landscaping departments can become a source of pollution. This SOG has best management practices intended to minimize potential for pollutants entering the storm drainage system from City mowing, and landscaping. The purpose of this SOG is to prevent contamination of stormwater by minimizing potential through our mowing and landscaping programs.

General Guidance

- Plant vegetation that needs minimal amounts of care (native species)
- Implement landscaping design and techniques that minimize water usage
- Water at a minimum to supplement rain fall
- If feasible, use drip irrigation
- Minimize fertilizers application, use slow release fertilizers
- Mow with blades set high, leave grass clipping on lawn
- Use compost or natural (organic) fertilizers

City of Daphne

Standard Operating Guidance for Storm Drain System Management

SOG-7 Waste Collections

Description

The City of Daphne performs waste collections for its residents. The City owns a fleet of trash and recycling trucks. If not handled properly, operation and maintenance of the waste collection department can become a source of pollution. This SOG has best management practices intended to minimize potential for pollutants entering the storm drainage system from City's waste collections program. The purpose of this SOG is to prevent contamination of stormwater by minimizing potential through our waste collection program.

- Municipal waste: all City facilities are required by ordinance to recycle all applicable waste; all facilities are provided with dumpsters and are emptied weekly.
- White goods are picked up or delivered to the City's Public Works Facility
- Electronics are not picked up by City personnel; drop off by citizens at Public Work's Main Facility only.
- Used motor or cooking oil not picked up by City personnel; motor oil dropped off at Public Works Barn during working hours and cooking oil dropped off at Public Works Main Facility or Daphne Utilities drop off stations.

General Guidance

Potential for stormwater pollution from waste collections is minimized through the following measures:

- Trash trucks should be cleaned, and maintained as needed. Wash water from trucks should be disposed of through the sanitary sewer system.
- During weekly trash pickup; proper care should be taken to ensure that trash does not blow from trash receptacles.
- No hazardous waste (paints, pesticides, herbicides, etc.) shall be collected at any time.
- No tires shall be collected at any time.
- Dropped-off electronic equipment and white goods should be stored inside a building.
- Recyclables should be kept in a building and picked up on an as need basis.
- Used motor oil storage tanks should be inspected and emptied regularly.

City of Daphne - Environmental Advisory Committee
Daphne City Hall – Executive Boardroom

Meeting Agenda

Monday, March 28, 2016
4:00 PM

- I. Call to Order
- II. Review and Approval of Previous Minutes (January 25, 2016)
- III. Updates on Old Business:
 - a. Water Quality Monitoring Memorandum of Agreement with Mobile Bay NEP and City of Daphne and Spanish Fort
 - b. Watershed Inspiration Splash Pad
 - c. ADEM 319 Grant Retention/Bio-retention at Whispering Pines
 - d. Williams Dirt Pit
 - e. Village Point Invasive Species Management
 - f. New No-Trespass Signage
 - g. Tiawasee Stream Restoration, Constructed Wetlands and Culvert Modification
 - h. NFWF Project Update
 - i. Bayfront Property Acquisition
- IV. Review of Resume: Bo Tucker- Biosystems Engineer, Timber Creek Resident-District 7
- V. Review of MS4 Report, Draft Storm Water Infrastructure Inventory, Inspection and Management Plan, Goals and Achievements
- VI. Other Business:

MCM 6 PP/GH

3.6.2B Barn Recycle Permit Compliance

Company	Date	Recycled Product	Qty
Noah Addison DBA AWTR	8/27/2015	Automobile Tires	256
Noah Addison DBA AWTR	8/27/2015	Automobile-Trucks/Bus Tires	10
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Shoreline Environmental	4/21/2015	Oil & Water Gallons	10
Shoreline Environmental	7/9/2015	Oil & Water Gallons	15
Shoreline Environmental	7/14/2015	Used Oil Filters 55 gallon Drums	1
Shoreline Environmental	9/1/2015	Used Oil Filters 55 gallon Drums	2
Shoreline Environmental	3/17/2015	Used Oil Filters 55 gallon Drums	1
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Total Used Oil Filters Drums	5.00		
Total Tires	266.00		

MCM 6 Pollution Prevention/Good Housekeeping
3.6.2B City ADEM Permit's Compliance

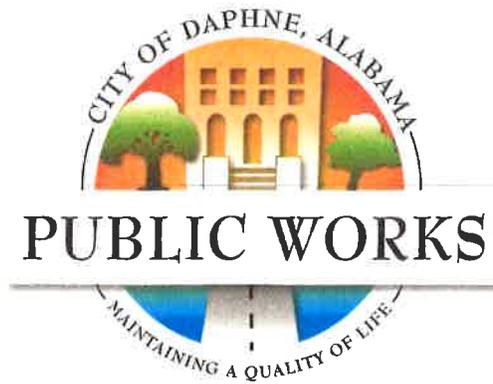
Year	Project Name	Permitting Agency	Permit Number	Expiration Date	Status	Cert/Training Required	Watershed
2015	May Day ADEM Dredge WQ Cert	ADEM WQ Cert	SAM-2007-1306-MBM/COE-08-019-JCR-E1	4/8/2018	Active	N/A	Mobile Bay
2015	Mayday Dredge US COE Letter of Permission	US COE Dredge Permit	SAM 2012-01587-GAC	3/2/2018	Active	N/A	Mobile Bay
2015	Pesticide Permit	ADEM WQ Cert	ALG870009	10/30/2016	Active	Yes	ALL
2015	Garage- Tire Recycle Program	ADEM	S0000003689			NA	Red Gully
2015	Garage - Underground Fuel Storage Tank	ADEM UST	#17334		Active	Yes	Red Gully
2015	Tallent Lane Solid Waste Facility	ADEM Mining	AL0067369	5/31/2017	Active	NA	Tiawasee Creek

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Mosquito Control Program
April 2015 Report

1. Ten work orders completed.
2. The first of two city-wide larvicide projects has been completed with 1,114 (Altosid 2.1% Methoprene) 150 day briquettes and 261 (Altosid 8.2% Methoprene) 30 day pellets. Larvicide was strategically placed in gutters, storm drains, ditches, flooded areas, and well known areas that tend to be ideal locations for adult mosquitoes to lay their eggs. 4.9 gallons of pupacide was sprayed on large marshes and swamp areas to deny pupae of oxygen needed for metamorphosis transition.
3. Total Gambusia a.k.a. "Mosquito Fish" stocked: 0. Stocking will begin in July.
4. Total Aqua-Reslin (adulticide/Permethrin) sprayed: 12,448.1 ounces or 97.25 gallons, 237.2 miles were sprayed, and 8,623.8 acres were treated for adult mosquitoes.

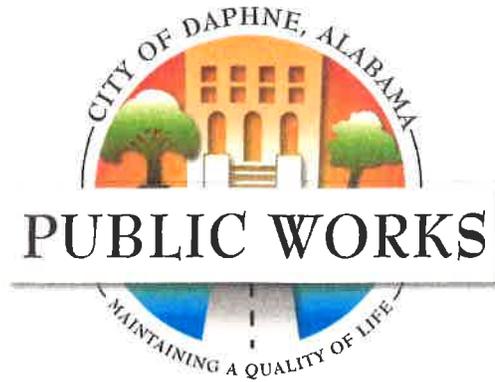
* See attached maps for specific times and dates of routes. Green indicates the street has been sprayed, and black indicates the street has merely been traveled on.

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Mosquito Control Program
May 2015 Report

1. Ten work orders completed.
2. Larvicide: 51 (Altosid 2.1% Methoprene) 150 day briquettes, and 90 (Altosid 8.2% Methoprene) 30 day pellets were strategically placed in gutters, storm drains, ditches, flooded areas, and well known areas that tend to be ideal locations for adult mosquitoes to lay their eggs. 1.6 gallons of pupicide was sprayed on large marshy and swampy areas to deny pupae of oxygen needed for metamorphosis.
3. Total Gambusia a.k.a. "Mosquito Fish" stocked: 0. Stocking will begin in July or August.
4. Total Aqua-Reslin (adulticide/Permethrin) sprayed: 20,126.1 ounces or 157 gallons, 537.2 miles were sprayed, and 13,745.5 acres were treated for adult mosquitoes.

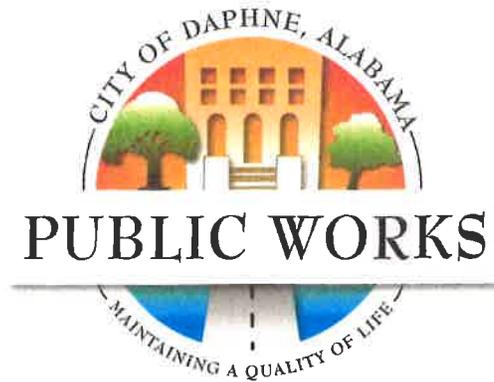
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Mosquito Control Program **June 2015 Report**

1. Thirteen work orders completed.
2. Larvicide: 113 (Altosid 2.1% Methoprene) 150 day briquettes, and 140 (Altosid 8.2% Methoprene) 30 day pellets were strategically placed in gutters, storm drains, ditches, flooded areas, and well known areas that tend to be ideal locations for adult mosquitoes to lay their eggs.
3. Total Gambusia a.k.a. "Mosquito Fish" stocked: 0. Stocking will begin in July or August.
4. Total Aqua-Reslin (adulticide/Permethrin) sprayed: 6,824.7 ounces or 53 gallons, 121.9 miles were sprayed, and 4,789.7 acres were treated for adult mosquitoes.

*Afternoon thunderstorms, unpredictable pop-up storms, and wind severely hindered our ability to spray designated areas for mosquitoes in the month of June.

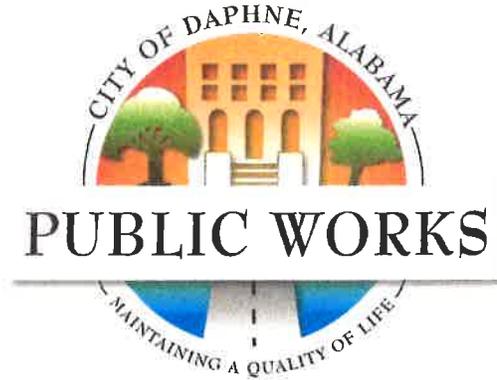
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Mosquito Control Program
July 2015 Report

1. Sixteen work orders completed.
2. Larvicide: 44 (Altosid 2.1% Methoprene) 150 day briquettes, and 51 (Altosid 8.2% Methoprene) 30 day pellets were strategically placed in gutters, storm drains, ditches, flooded areas, and well known areas that tend to be ideal locations for adult mosquitoes to lay their eggs.
3. Total Gambusia a.k.a. "Mosquito Fish" stocked: 10,000 fish have been ordered.
4. Total Aqua-Reslin (adulticide/Permethrin) sprayed: 12,291.5 ounces or 96 gallons, 227.7 miles were sprayed, and 7,823.9 acres were treated for adult mosquitoes.

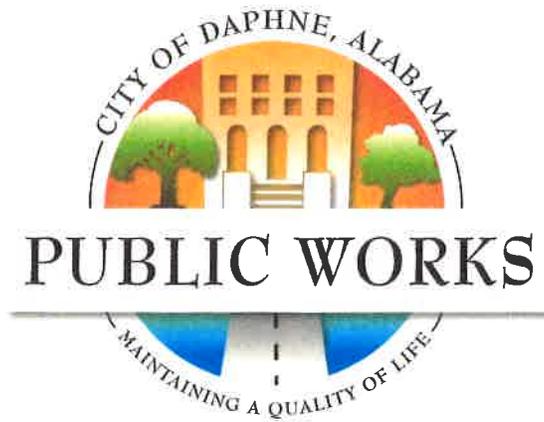
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Mosquito Control Program
August 2015 Report

1. Sixteen work orders completed.
2. Larvicide: 996 (Altosid 2.1% Methoprene) 150 day briquettes, and 161 (Altosid 8.2% Methoprene) 30 day pellets were strategically placed in gutters, storm drains, ditches, flooded areas, and areas that tend to be ideal locations for adult mosquitoes to lay their eggs. That completes "Round two" of this year's larvicide project.
3. Total Gambusia a.k.a. "Mosquito Fish" stocked: 6,000 of 10,000 fish have been placed in Daphne's waterways in August. The remaining 4,000 will be on next month's report.
4. Total Aqua-Reslin (adulticide/Permethrin) sprayed: 11,597.3 ounces or 90.6 gallons, 201.8 miles were sprayed, and 7,993 acres were treated for adult mosquitoes.

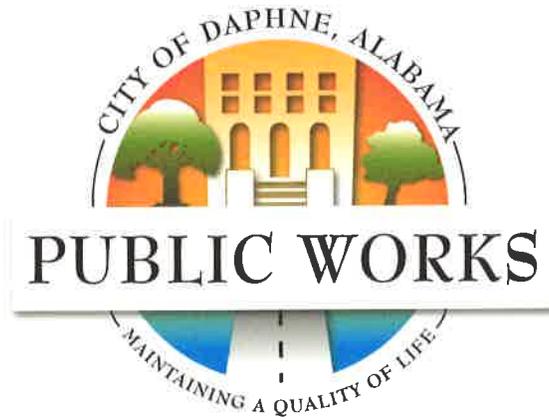
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Mosquito Control Program
September 2015 Report

1. One work order completed.
2. Larvicide: 12 (Altosid 2.1% Methoprene) 150 day briquettes, and 4 (Altosid 8.2% Methoprene) 30 day pellets were strategically placed in gutters, storm drains, ditches, flooded areas, and areas that tend to be ideal locations for adult mosquitoes to lay their eggs.
3. Total Gambusia a.k.a. "Mosquito Fish" stocked: 4,000
4. Total Aqua-Reslin (adulticide/Permethrin) sprayed: 6,664.1 ounces or 52.0 gallons, 119.9 miles were sprayed, and 4,358.4 acres were treated for adult mosquitoes.

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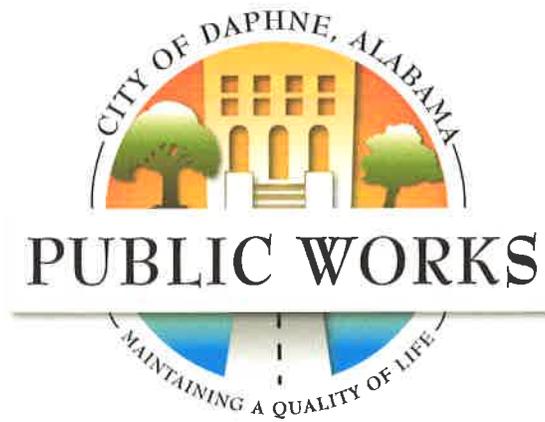
Mosquito Control
26435 Public Works Road
Daphne, Alabama 36526
251-621-3182 fax 251-621-3189

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Mosquito Control Program October 2015 Report

1. Zero work orders completed.
2. Larvicide: 9 (Altosid 2.1% Methoprene) 150 day briquettes, and 14 (Altosid 8.2% Methoprene) 30 day pellets were strategically placed in gutters, storm drains, ditches, flooded areas, and areas that tend to be ideal locations for adult mosquitoes to lay their eggs.
3. Total Gambusia a.k.a. "Mosquito Fish" stocked: 0.
4. Total Aqua-Reslin (adulticide/Permethrin) sprayed: 495.6 ounces, 9.3 miles were sprayed, and 338.4 acres were treated for adult mosquitoes.

*See attached maps for specific times and dates of routes. Green indicates the street has been sprayed, and black indicates the street has merely been traveled on.

Mosquito Control
26435 Public Works Road
Daphne, Alabama 36526
251-621-3182 fax 251-621-3189

MCM 6 Pollution Prevention and Good Housekeeping
3.6.2B ADEM UST Permit Training

Date	Employee Name	Department	Type of Training
	<i>Kerry Elliotte</i>	City Garage	
8/7/2012			UST-Certified A Operator
8/7/2012			UST- Certified B Operator
5/9/2012			UST -Certified C Operator
	Randy Pennycuff	City Garage	
6/3/2014			UST -Certified A Operator
1/6/2014			UST- Certified B Operator
1/3/2014			UST -Certified C Operator

Tennessee Tank Helper Certified Operator

Presented To:

RANDY PENNYCUFF

**Congratulations for completing the following
Certified Operator Training Modules**

Certified B Operator Modules:

General
Spill & Overfill
Corrosion & Cathodic Protection
Tank & Piping Release Detection
Automatic Tank Gauging
Manual Tank Gauging
Statistical Inventory Reconciliation
Pressurized Piping
Suction Piping

Module Completion Date:

*Jan 06, 2014
Jan 06, 2014
Jan 06, 2014*

*Jan 13, 2014
Jan 13, 2014
Jan 13, 2014
Jan 13, 2014
Jan 13, 2014*



Tennessee Tank Helper Certified Operator

Presented To:

RANDY PENNYCUFF

Congratulations for completing the following
Certified Operator Training Module

Certified A Operator

completed on: *Jan 03, 2014*



Tennessee Tank Helper Certified Operator

Presented To:

RANDY PENNYCUFF

Congratulations for completing the following
Certified Operator Training Module

C Operator Training
completed on: *Jan 03, 2014*



**MCM 6 Good HouseKeeping
3.6.3C New Employee Training**

Employee Name	New Employee	Department	Type of Training	Job Title
2015-2016 No New Training				
Sandra Barrow	Public Work	Rain Check MS4 Education	2/25/2015	New Hire
Joseph Barturm	Public Work	Rain Check MS4 Education	2/25/2015	New Hire
Dawne Biggs	Executive	Rain Check MS4 Education	2/25/2015	New Hire
Desmond Bradley	Public Work	Rain Check MS4 Education	2/25/2015	New Hire
Courtney Coleman	Finance	Rain Check MS4 Education	2/25/2015	New Hire
Douglas Blakely	Fire Dept	Rain Check MS4 Education	2/25/2015	New Hire
Ebony Dread	Police Dept	Rain Check MS4 Education	2/25/2015	New Hire
Kathryn Fierro	Police Dept	Rain Check MS4 Education	2/25/2015	New Hire
Kevin Godwin	Police Dept	Rain Check MS4 Education	2/25/2015	New Hire
Joseph Greer	Fire Dept	Rain Check MS4 Education	2/25/2015	New Hire
Ronald Harrison	Recreation	Rain Check MS4 Education	2/25/2015	New Hire
Hesper Montford	Library	Rain Check MS4 Education	2/25/2015	New Hire
Jacob Kayl	Police Dept	Rain Check MS4 Education	2/25/2015	New Hire
Michael Lymon	Public Work	Rain Check MS4 Education	2/25/2015	New Hire
Charles McNeil	Civic Center	Rain Check MS4 Education	2/25/2015	New Hire
Greg Miller	Library	Rain Check MS4 Education	2/25/2015	New Hire
Arnold Newman	Public Work	Rain Check MS4 Education	2/25/2015	New Hire
Clinton Riley	Police Dept	Rain Check MS4 Education	2/25/2015	New Hire
Jamie Smith	Finance	Rain Check MS4 Education	2/25/2015	New Hire
Jami Weekley	Library	Rain Check MS4 Education	2/25/2015	New Hire
Coley White	Civic Center	Rain Check MS4 Education	2/25/2015	New Hire
Denise Williams	Library	Rain Check MS4 Education	2/25/2015	New Hire
William Eringman	Public Work	Rain Check MS4 Education	2/25/2015	New Hire

MCM 6 Pollution Prevention/Good House Keeping
3.6.3D MS4 Employee Specific Training

Employee Name	New Employee	Department	Type of Training	Job Title
Ashley Campbell	No	Building	Ground Cover	Environmental Programs Manager
Ashley Campbell	No	Building	Grate Concern	Environmental Programs Manager
Ashley Campbell	No	Building	Rain Check	Environmental Programs Manager
Danny Dillard	No	Building	Ground Cover	Site Containment Inspector
Donnie Lambeth	No	Building	Ground Cover	Building Inspector
Kim Sparks	No	Building	Ground Cover	Permit Tech./Office Manager
Evan Reid	Yes	Building	Ground Cover	Site Containment Inspector
Evan Reid	Yes	Building	Grate Concern	Site Containment Inspector
Evan Reid	Yes	Building	Rain Check	Site Containment Inspector

MCM 6 Pollution Prevention and Good Housekeeping
3.6.3D Recreation-Pesticide Certification Training

Exp. Date	Employee Name	Permit Number	Categories	Department	Type of Training
8/28/2015	Chris Bradford	12584	OTPC	Recreation	Pesticide Application Permit
7/31/2018	David Anderson	71897072	Private Applicator	Recreation	Pesticide Application Permit
7/31/2018	Karl Johnson	71897071	Private Applicator	Recreation	Pesticide Application Permit

**MCM 6 Pollution Prevention and Good Housekeeping
3.6.3D Public Works Pesticide Certification and Training**

Exp. Date	Employee Name	Permit Number	Categories	Department	Type of Training
2/28/2016	<i>Margie Belue</i>	52690	GRND,OTPS, PH	Public Works	Pesticide Application Permit
	Training Title				
1/18/2012	Pesticide Session 2012		OTPC/OTPS		Pesticide Application Permit
2/2/2012	Landscape Pest Mng		OTPC/OTPS		Pesticide Application Permit
10/10/2012	Urban Forestry Pest Mng		OTPS		Pesticide Application Permit
2/21/2013	Aquatic Public Health				Pesticide Application Permit
Year 2014	Dept of Ag Licensed Certified Professional Landscape Training				Landscaping
10/28/2013	<i>Graham Cox</i>	13695	OTPC, GRD, PH	Public Works	Pesticide Application Permit
	Training Title				
1/18/2012	Pesticide Session 2012		OTPC		Pesticide Application Permit
2/2/2012	Landscape Pest Mng		OTPC		Pesticide Application Permit
10/10/2012	Urban Forestry Pest Mng				Pesticide Application Permit
2/21/2013	Aquatic Public Health				Pesticide Application Permit
Year 2014	Dept of Ag Licensed Certified Professional Landscape Training				Landscaping
Year 2015	Landscape Certification Program				
8/28/2011	<i>William McMann</i>			Public Works	Pesticide Application Permit
	Training Title				
1/18/2012	Pesticide Session 2012				Pesticide Application Permit
2/2/2012	Landscape Pest Mng				Pesticide Application Permit
10/10/2012	Urban Forestry Pest Mng				Pesticide Application Permit

**MCM 6 Pollution Prevention and Good Housekeeping
3.6.3D Public Works Pesticide Certification and Training**

Exp. Date	Employee Name	Permit Number	Categories	Department	Type of Training
Year 2014	Dept of Ag Licensed Certified Professional Landscape Training			Public Works	Landscaping
5/28/2014	<i>Chris Stanton</i>	52644	OTPC	Public Works	Pesticide Application Permit
	Training Title				
1/18/2012	Pesticide Session 2012		OTPC		Pesticide Application Permit
2/2/2012	Landscape Pest Mng		OTPC		Pesticide Application Permit
10/10/2012	Urban Forestry Pest Mng				Pesticide Application Permit
2/21/2013	Aquatic Public Health				Pesticide Application Permit
	<i>Markes Mosley</i>			Public Works	
	Training Title				
2/21/2013	Aquatic Public Health				Pesticide Application Permit
Year 2014	Dept of Ag Licensed Certified Professional Landscape Training				Landscaping
Year 2015	Landscape Certification Program				
	<i>Richard Johnson</i>			Public Works	
	Training Title				
Year 2015	Urban Forestry Certification				
	<i>Ray Newman</i>			Public Works	Public Works
	Training Title				
Year 2015	Landscape Certification Program				Landscaping

**MCM 6 Pollution Prevention and Good Housekeeping
3.6.3D Fire Hazardous Material Training**

Date of Training	Number Employees	Employee	Categories	Department
4/1/15 to 3/15/16	13	Fire Fighter	Hazardous Materials Overview	Fire
Shifts A, B, C	33	Fire Fighter	Hazmat Awareness and Operation	Fire
	56	Fire Fighter	Hazmat Refresher Course	Fire
	9	Fire Fighter	Hazmat Refresher Course-Gas Emergency Safety	Fire
	9	Fire Fighter	Hazmat Refresher Course- Combustible	Fire
	14	Fire Fighter	Hazmat Scene Management	Fire
	3	Fire Fighter	Hazmat Refresher Course- Equipment & Clothing Decotamination	Fire
	21	Fire Fighter	Other Hazmat Response	Fire

MCM Pollution Prevention-Good Housekeeping
3.6.3D Hazardous Materials SOG

Daphne Fire Department Document	Updated Date
Daphne Fire Department Operational Guidelines for Hazardous Materials Emergency Response	2/27/2012

Subject: Hazardous Materials Emergency Response

Purpose: To provide an organized response to any chemical emergency or terrorist incident located within the boundaries of the Daphne Fire Department response area or when requested by another agency within Baldwin County.

I. Introduction and Scope

- A. To minimize the danger to life, property and to prevent adverse impact on the environment.

- B. Daphne Fire Department will respond to such releases at the First Responder Awareness and Operations level to:
 - 1. Approach from upwind not rushing into the scene.
 - 2. Securing the scene from the public and all other personnel until the hazard has been evaluated.
 - 3. Assess the situation:
 - A. Is there a fire, spill, or leak?
 - B. Collect hazard information.
 - C. What are the weather conditions?
 - D. What is the terrain like?
 - E. Who/what is at risk: people, property, or the environment?
 - F. What actions should be taken: Is evacuation necessary? Is diking necessary? What resources (human and equipment) are required and are readily available?
 - G. What can be done immediately?
 - 4. Obtain assistance through dispatch.
 - 5. Decide on site entry. Any efforts made to rescue persons, protect property or the environment must be weighed against the possibility that you could become part of the problem. Enter the area only when wearing the appropriate protective gear.
 - 6. Respond in an appropriate manner. Establish a command post and lines of communication. Rescue casualties where possible and evacuate if necessary. Always maintain site control and continually reassess the situation and modify the response accordingly. Safety for yourself and others is the primary concern.

7. ABOVE ALL, do not walk into or touch spilled material. Avoid inhalation of fumes, smoke and vapors, even if no hazardous products are involved.
- C. Daphne Fire Department will respond to such releases at the Technician level to:
1. Competency to First Responder level.
 2. Analyze incident to determine the magnitude of incident.
 3. Identification of containers, classify unknown materials, detection of HAZMAT concentrations using monitoring equipment.
 4. Collect and interpret hazard and response information from printed sources, technical resources, databases, and monitoring equipment.
 5. Determine the extent of damage to containers.
 6. Predict the likely behavior of released materials and their containers when multiple materials are involved.
 7. Estimate the size of an endangered area using computer modeling, monitoring equipment, or specialist in the field.
 8. Plan a response within the capabilities of available personnel, personal protective equipment, and control equipment.
 9. Identify response objectives.
 10. Identify potential action options per response objectives.
 11. Select proper protective equipment.
 12. Select proper decontamination procedures.
 13. Develop an action plan, including safety considerations.
 14. Implement planned response to favorably change the outcome.
 15. Don, work in, and doff protective clothing.
 16. Perform the control functions identified in action plan.
 17. Evaluate the progress of the planned response.
 18. Terminate the incident including debrief, critique, and reports and documentation of the incident.

II. Notification

- A. Emergency all-page from Baldwin County Emergency Communication District Dispatch.
- B. Telephone.
- C. Upon notification of a Hazardous Materials Incident, Baldwin County Emergency Communication District Dispatch shall notify and request an ALS/BLS Transport Unit to respond to the incident.
- D. Once notification has been received, the initial response will be coordinated by the on duty Battalion Chief or Supervisor maintaining resources in service for other emergency calls (e.g. EMS, fire, etc.).

III. Response

- A. Initial response to all unplanned chemical releases or terrorist incidents in the Daphne Fire Department jurisdiction will be coordinated by the on duty Battalion Chief or highest ranking member on shift in the absence of the Chief Officer.
- B. Support responders will be notified as appropriate needs are dictated by the Incident Commander to satisfy the magnitude of the situation.
- C. Mutual aid response shall be in accordance with requesting agencies SOP's and other pre-existing agreements.
- D. All responding agencies and personnel shall report to station #2 or the designated staging area.
- E. Any response to an actual or suspected **TERRORIST INCIDENT** will follow the Job Aid entitled Emergency Response to Terrorism located on the Emergency Response Trailer, each on duty engine, Chief's car, and station #2.

IV. Policy on News Media/Press Statements

- A. The on-scene incident commander will appoint a PIO, if one has not been appointed by Fire Chief who will conduct all dissemination of information. All other on-site personnel are prohibited from responding directly to the media and will refer media to appointed PIO.

V. Policy on Liability

- A. Response and handling of a hazardous material incident will not transfer or negate any liability by the Owner, Shipper, Carrier or other Responsible Party for the damage created or costs incurred to control, dispose, monitor or otherwise mitigate the incident. Responding agencies shall be able to collect expenses incurred as a result of work involving the incident.

VI. Methodology of Response Effort

- A. Initial information gathering (could this be a terrorist event?).
- B. Approaching and evaluating incident site
 - 1. Approach upwind and uphill of incident site
 - 2. Use binoculars to evaluate from a safe distance

- I. First Response
 - 1. Evacuate all unnecessary people to a safe area and provide rescue if safe to do so.
 - 2. Evaluate the area and report back to command post.
- J. Handle the incident as situation dictates.
- K. Keep responders from all agencies updated with accurate information as the incident proceeds.

VII. Decontamination

- A. No personnel shall enter into the contaminated area without proper protective equipment and training at the Haz-mat Technician Level.
- B. All personnel that have directly contacted any chemicals or its vapors will be at minimum rinsed with water.
- C. A more elaborate or alternate decontamination method may be mandated by the safety officer.

VIII. Debriefing

- A. Be certain all responders have correct information before allowing them to discuss the incident with anyone.
- B. An incident debriefing and critique shall be conducted with all responders involved in the incident.

IX. Report

- A. File a fire report and any additional documented information.

By order of:

Fire Chief