

## **Falmouth Fire-EMS Operating Guideline Operation and Maintenance at Fire Stations**

### **Objective:**

To provide guidelines for operation and maintenance procedures for the fire stations.

### General Information:

Falmouth Fire-EMS wants to be certain that procedures are followed in regards to fueling, washing, and maintenance of apparatus and other materials in and around the fire stations to limit the exposure to harmful runoff or spills. The EPA may audit the fire stations at any time to review our procedures and the department will work closely with the Director of Public Works who is the municipal storm water manager to ensure compliance with any regulations.

### **Guidelines:**

#### General Response:

Employees must follow the following guidelines for fueling, storing, and washing apparatus and other materials in and around the fire stations.

### **Vehicle & Equipment Fueling**

#### **Always:**

- Fuel carefully to minimize drips to the ground surface.
- When pouring fuel from a jerry can, use a funnel.
- Immediately clean up spills and properly dispose of contaminated soil and cleanup materials.
- Fuel vehicles at a central fueling station or in a designated area approved by storm water manager.

#### **Never:**

- Never "top off" fuel tanks (post signs to remind employees).
- Never hose down or bury a fuel spill.
- Never fuel vehicles near storm drains and waterbodies.

### **Vehicle & Equipment Storage**

#### **Always:**

- Inspect parking areas for stains/leaks on a regular basis.
- Use drip pans or absorbents for leaking vehicles.
- Address any known leaks or drips and maintain vehicles to prevent leaks.

#### **Whenever Possible:**

- Store vehicles inside where floor drains have been properly connected.
- Store vehicles on paved areas, and street sweep on a regular basis to remove drips/leaks/dirt and dispose of street sweepings properly.

**Never:**

- Never store leaking vehicles over a storm drain.

**Vehicle & Equipment Washing**

**Always:**

- Wash vehicles and equipment in an area approved by the municipal storm water manager.
  - All Fire and EMS Apparatus will be washed inside the fire stations, as the station drains are all tied into the sewer system.
  - Only soap provided by the Fire-EMS Department may be used to wash vehicles inside the stations.
- Discharge all wash water containing degreasers, acids, bases, and or metal brighteners to an on-site treatment facility, the sanitary sewer in accordance with the treatment plant standards, or an approved holding tank. If not available, discharge to a permeable area or vegetated buffer.

**Whenever Possible:**

- Use a biodegradable, phosphate free soap.
- Use a commercial car wash for light duty vehicles.
- Wash vehicles on grass, gravel, or other permeable surface.
- Obtain and use drain guards, (filter inserts) to catch sediments, petroleum products, etc. that might enter the storm drains as a result of vehicle washing.
- Minimize water and soap use when washing or rinsing vehicles.

**Never:**

- Never perform engine or undercarriage washing outside.
- Never wash vehicles over a dedicated storm drain or near drinking water wells.

**Inside Floor Drains**

**Always:**

- **Know where your floor drains discharge.**
- Keep a spill kit in the vicinity of the floor drains.
- Obtain and use drain mats, adsorbent booms or covers to keep larger spills out of drains.
- Use floor drains that are (1) connected to a holding tank or (2) connected to the sanitary sewer via an oil/water separator.
- Maintain a regular inspection and clean out procedure for floor drains and oil/water separators.
- Register floor drains that have regulated contaminants stored or used near them with the MDEP.
- Register holding tanks with the MDEP.

**Whenever Possible:**

- Minimize water use or run a dry shop.

**Never:**

- Never dump down the floor drains or store hazardous materials near floor drains.

**Spill Clean Up:** (crude oil, gasoline, heating oil, various fuel oils, lubricating oil, hydraulic oil, asphaltic residuals)

**Always:**

- Stop the source of the spill and contain any liquids, if possible to safely do so.
- Contact the MDEP to report **any size spill**.
  - **MDEP Petroleum Products Spill Response: 1-800-482-0777**
  - **MDEP Hazardous Material (non-oil spill): 1-800-452-4664**
- Report any discharge of hazardous waste immediately, (within one hour) to local emergency officials [fire department], then contact **MDEP Hazardous Material Department** (as described above).
  - Hazardous materials spills involve non-oil spills that pose a threat to human health or the environment, such as chemical releases.
- Cover the spill with absorbent material such as kitty litter, sawdust, or oil absorbent pads. Do not use straw or water.

**Deicing:****Always:**

- Clear snow as soon as possible after snow fall from driveways, sidewalks and pathways.

**Whenever Possible:**

- Use the minimum amount of salt and sand needed to get the job done.

**Dumpsters:****Always:**

- Keep lids closed.
- Only use dumpsters for disposal of non-liquids.

**Training:**

Falmouth Fire-EMS will train all employees annually on these procedures and will train all new members within 6 months of their hiring.

These guidelines may be changed or altered by the Fire Chief at any time.