

CHAPTER 12
BUILDINGS AND GROUNDS

TABLE OF CONTENTS

12.1 Introduction 12-1

12.2 Management Responsibilities 12-1

12.3 Procurement and Development 12-2

12.4 Facility Divestiture 12-5

12.5 Tanks 12-7

12.6 Escape Ramps 12-7

12.7 Stockpile Environmental Management 12-10

12.1 INTRODUCTION

PURPOSE

The purpose of this chapter is to provide guidance for the maintenance, repair, construction and operation of County Maintenance facilities. The term "facilities" includes all buildings and grounds used by County Maintenance personnel as offices, equipment repair or storage areas, crew assembly areas, roadside rest or picnic areas, truck escape ramp areas, scenic overlook areas or other lands owned or leased by the Department that are not considered part of the normal highway right-of-way.

POLICY

It is the policy of the Department of Transportation to provide sufficient facilities within the County Maintenance District for the purpose of conveniently and efficiently conducting the business of the Department, to maintain these facilities in a neat and tidy manner consistent with the surrounding community, to promote safety and mitigate potential health problems to employees and the public, to observe applicable Federal and State laws and PennDOT Policy in the operation of these facilities and to endeavor to be environmentally responsible.

12.2 MANAGEMENT RESPONSIBILITIES

MAINTENANCE

The responsibility for the Maintenance and Repair of buildings and grounds rests with the County Maintenance Managers (CMM). CMM's should assign and develop a schedule for periodic inspections and identify qualified individuals for the inspection of all county maintenance facilities.

An action plan should be developed for items needing repair or maintenance with a follow-up inspection within thirty (30) days to ensure required work was completed in a satisfactory manner.

Department personnel may be utilized to perform maintenance and repair activities. Generally, department force performed work will be routine maintenance or repair and should be performed by individuals sufficiently knowledgeable and proficient to perform the activity. However, trade work must be done in compliance with Labor and Industry codes, performed by a licensed or qualified tradesman and inspected as required by code enforcement.

Work authorized by the District/County and performed by contract shall be accomplished in accordance with the [DGS Field Procurement Handbook](#).

All expenditures for building and grounds shall be paid from County budgets unless a separate allocation has been established for specific projects.

All stockpiles, buildings, structures and tanks will be numbered utilizing an eight (8) digit code. The first three digits indicate the Engineering District, the fourth digit indicates the County, the fifth and sixth designate the stockpile number or letter designator, the seventh and eighth digits are either 00, indicating the grounds, or 01 thru 99, indicating the building number on that site.

SPECIAL PROJECTS

Annually, each County Maintenance Office shall submit to their District Facilities Administrator a list of requested projects as part of the Four (4) Year Facilities Plan. This list should be coordinated with the Assistant District Executive-Maintenance.

EMERGENCY FACILITIES REPAIRS

The District or County must consult with the District Facilities Administrator for all facility repairs. If an emergency repair is to be performed by a contractor, the policies and procedures related to emergencies listed in the [Pennsylvania Procurement Handbook](#), must be followed.

An emergency procurement may be appropriate when a threat to public health, welfare, or safety exists or the circumstances outside the control of the state agency create an urgency of need which does not permit the delay involved in more formal, competitive methods. **Situations caused by agency procrastination are not considered emergencies.**

While the [Department of General Services](#) has delegated authority to PennDOT to authorize use of the emergency purchasing process for services when one of the conditions listed above are met, all emergency purchases for facilities-related items must be pre-approved by the Director of Bureau of Office Services.

Work with your purchasing agent and District Facilities Administrator on all emergency repairs.

GROUNDS MAINTENANCE

The area around the County Maintenance Headquarters should be maintained in such a manner that the general appearance of the entire installation will be enhanced. Areas adjacent to the main building should be planted with appropriate vegetation. Driveways, walkways and vehicle parking areas should be surfaced. Designated parking for visitors and access to buildings for handicapped individuals will be provided. Areas utilized for the storage of equipment and materials should be screened from the highway by plantings and fenced to protect against theft and vandalism. Gates should be closed and locked during off duty hours.

The entire area around the County Maintenance Headquarters should be graded and maintained in such a manner as to assure proper drainage. Any area used for the storage and parking of motorized equipment should be surfaced and properly maintained. The remainder of the area for parking and storage should be well stabilized and kept in good condition.

BUILDING MAINTENANCE

District/County personnel should consult with the District Facilities Administrator for all repairs, alterations and new construction. Service Purchase Contracts for maintenance are recommended and shall be coordinated with the Facilities Administrator.

Boilers at County buildings will be inspected yearly. The Department of Labor and Industry is responsible for the periodic inspection of boilers. In the event the boiler facility at a maintenance building does not receive its annual inspection, a request for inspection should be sent to the District Facilities Administrator. Upon completion of inspection, and/or necessary repairs, a "Certificate of Inspection" will be issued which will be displayed in the boiler room at all times and should be protected to prevent damage.

PUBLIC ROADSIDE FACILITIES

Public roadside facilities such as safety rest areas, picnic areas, scenic overlooks, park and ride areas, or other such facilities established for the convenience and use of the general public may be authorized by the Secretary of Transportation.

The routine maintenance and upkeep of authorized public roadside facilities will be under the general supervision of the County Maintenance Manager. The Roadside Rest checklist should be completed and forwarded to the Facility Administrator as outlined in [The PennDOT Facilities Manual, Publication 284](#).

12.3 PROCUREMENT AND DEVELOPMENT

LAND PROCUREMENT

The Department's ultimate goal is to own or have under long term lease (20 years or more) permanent maintenance stocking areas. A permanent stocking area is defined as a stockpile site used year-round by maintenance forces for the storage of materials and/or the parking of equipment and/or assembling of personnel.

Each Maintenance District should develop a stockpile consolidation plan indicating the number and geographic location of all stockpiles. [Chapter 4, Section 2 of Publication 23](#) contains stockpile location guidelines. Rental stockpiles should be reduced in accordance with the Maintenance District stockpile consolidation plan and replaced with Department-owned sites. Purchases should proceed by priority with

rental sites having potential environmental problems or high rental fees avoided. Poorly located or undesirable rental sites should not be developed because of the high cost of major improvements.

Requests to purchase stockpile sites are to be submitted to the Facilities Management Division. Acquisition guidelines are discussed in [The PennDOT Facilities Manual, Publication 284](#).

The following information will be helpful in processing this request:

1. Acreage
2. Geographical Area Serviced
3. State Route (SR), Segment, Offset of Adjacent Route
4. Specific Address and/or Location
5. Township and County
6. Owners Full Name, Address, and Phone Number
7. Deed Book and Page Number
8. Distance to Nearest Town
9. Utilities Available
10. Other Pertinent Comments (Access, Easements, etc.)
11. Environment Statement
12. Phase I Environmental Assessment

STOCKPILE DEVELOPMENT

All Department owned or long-term leased stockpiles must be included in the approved Maintenance District stockpile location and site development plan. Development of the site should be in accordance with the relative importance of the stockpile.

All new facility construction, repairs and renovations including winter material storage buildings and other needs must be coordinated with the Bureau of Office Services (BOS), Facilities Management Division (FMD). Development is to include all items required to establish a proper maintenance facility with the following items considered:

1. Grading
2. Draining
3. Utilities
4. Water at Stockpiles
 - A. Public Water and POTW (Public Owned Treatment Works)
 - B. Well water and POTW
 - C. Well water and no POTW
5. Paving
6. Parking
7. Exterior Lighting
8. Interior Lighting

9. Buildings**10. Emergency Containment****11. Salt, Premix, and Treated Material Storage Building**

- A. Three (3) sided single-bay building with material storage tarp, minimum lease of five (5) years or department owned.**
- B. Three (3) sided multi-bay building, minimum lease of ten (10) years or department owned.**
- C. High-arch Gambrel or Husky building, minimum lease of twenty-five (25) years or department owned.**
- D. Composite salt storage building, minimum lease of twenty-five (25) years or department owned.**

12. Personnel Staging Buildings**13. Fleet Maintenance Buildings****14. Safety Stations****15. Equipment Wash Buildings****16. Landscaping****17. Fencing****18. Signing****19. Permits****20. Final Design Approval****21. Construction changes or modifications, from final design, must be approved by:**

- A. Federal (if applicable), State and Local authorities**
- B. County Maintenance Manager or designee**
- C. Facilities Maintenance Division (FMD)**

22. Final Inspection**23. Final Acceptance-contractor must provide the following to FMD**

- A. Operations, maintenance and training manuals**
- B. Warranties-Contractors and Manufacturers**
- C. All required permits**
- D. Telephone numbers for twenty-four (24) hour emergency contacts in case of building system failure during warranty period.**
- E. As-built drawings**
- F. All training to operate any facility system or component to PennDOT designated personnel.**

TEMPORARY IMPOUND LOTS

The Pennsylvania State Police (PSP) needs temporary impound lots to support law enforcement operations within the Commonwealth. PennDOT has assisted PSP in this effort, and currently has multiple impound lots at its stockpiles in specific Districts. Additional space is available at its stockpile facilities, and PennDOT is willing to develop this space as additional temporary impound lots as needed.

To that end PennDOT and PSP have entered into a Memorandum of Understanding (MOU) setting forth the parties' understanding regarding all existing and future PennDOT property across the Commonwealth where PSP wishes to place an impound lot.

A brief summary of the MOU follows:

OBJECTIVE:

To support the PSP through the commitment of space and resources in the creation and maintenance of existing and future temporary impoundment lots.

TERMS AND CONDITIONS OF THE MEMORANDUM OF UNDERSTANDING

1. PennDOT Responsibilities
 - A. PennDOT work
 - B. PennDOT Reimbursement
 - C. Final Report
2. PSP Responsibilities
 - A. Impounded Vehicle Care
 - B. Reimbursement
 - C. Environmental Requirements
 - D. Future Locations
 - E. Additional impound lots shall require an amendment of this MOU.

The complete Memorandum of Understanding is available in [PennDOT Facilities Manual, Publication 284](#).

NON-SALT STORAGE BUILDINGS

The Department has prioritized the construction of non-salt storage buildings based on a hierarchy of storage needs. Storage for non-salt items follows in order of priority:

1. Line Paint and Glass Beads
2. Bulk Materials (Masonry Sand, Limestone Dust, #9 Aggregate, etc.)
3. Crafcoc/Crack Sealing Materials
4. Cold Patch and Summer Construction Equipment (Line Painting Trucks, Bridge Inspection Cranes, Pavers, Oil Distributors, Milling Machines, Stone Chippers, etc.)

12.4 FACILITY DIVESTITURE

STOCKPILE DIVESTITURE

The authority to divest PennDOT facilities lies with the Bureau of Office Services. Upon the determination to divest leased or owned stockpiles by the County Maintenance Manager, approval must be obtained from the Assistant District Executive-Maintenance (ADE-M) and the District Facilities Administrator (DFA). Listed below are the process and timelines required to divest PennDOT facilities and are included in the

Facilities Manual Publication 284.

1. The Assistant District Executive-Maintenance submits a written request for the divestiture to the Director, Bureau of Maintenance and Operations, ninety (90) days prior to the termination of operations. Upon approval, the request will be forwarded to the Director, Bureau of Office Services for final approval. Written approval from the Director, Bureau of Office Services will be required prior to initiating further divestiture processes.
2. A Phase I Environmental Site Assessment (ESA) is required to be completed within two (2) months of termination of operations at any leased or owned facility.
3. The District Environmental Manager or designee conducts a phased Environmental Site Assessment (ESA) in accordance with the [Waste Site Evaluation Procedures Handbook, Publication 281](#). The results of the Phase I ESA will determine if additional site assessment will be required as outlined in [Publication 281](#).
4. The Environmental Quality Assurance Division, Bureau of Design, determines any necessary remedial actions to comply with the provisions of the [Pennsylvania Land Recycling Program \(Act 2\)](#) based upon the findings of the ESA, the future land use, funding and additional considerations.
5. At the completion of the Phase I ESA, when no additional site evaluations are indicated, divestiture of the property is to begin immediately and be completed within five (5) months unless constrained by contractual or legislative conditions. The Assistant District Executive-Maintenance submits a request for extension to the Director, Bureau of Maintenance and Operations and Bureau of Office Services, if extenuating circumstances prohibit the divestiture within five (5) months.
6. When additional environmental site assessment is indicated, a Notice to Proceed for the additional phases of the ESA is to be executed within four (4) months of the completion of the Phase I ESA.
7. The Assistant District Executive-Maintenance submits a status report to the Director, Bureau of Maintenance and Operations, at the completion of the ESA and at the final divestiture of the facility. The Bureau of Office Services will be copied on the correspondence.
8. The Bureau of Maintenance and Operations tracks the progress of the facility divestiture. The Bureau of Maintenance and Operations advises the Bureau of Office Services should any schedule deviations occur.
9. Department entities involved in the divestiture should include interaction with the following private entities during the process where and when appropriate:
 - A. Local officials and community organizations
 - B. Potential buyers
 - C. Property owner (if leased)
10. The Environmental Quality Assurance Division, Bureau of Design, and the District Environmental Unit remediate the facility as planned.
11. The Bureau of Office Services and the Office of Chief Council coordinate the [Act 2 Buyer-Seller Agreement](#) (if applicable).
12. The Environmental Quality Assurance Division, Bureau of Design, and the District Environmental Unit formally enter the [Act 2 Program](#) and attain the clean-up liability protection (if applicable).
13. The District Right of Way Administrator divests leased stockpiles.
14. The Bureau of Office Services divests property through [DGS Bureau of Real Estate](#), where applicable.

12.5 TANKS

STORAGE TANKS

All above ground storage tanks for bituminous materials shall be assigned an equipment number by the District Storage Tank Coordinator.

The management of all above ground and underground storage tanks, including installation, modification, operation or removal shall be in accordance with the policies and procedures provided in [Chapter 21 Storage Tank Management](#).

COMPRESSED GAS CYLINDERS

Portable compressed gas cylinders shall be stored in a well ventilated area, on a firm, level surface and shielded from prolonged exposure to the sun. All cylinders, full or empty, will be secured upright, with a manufactured binding of appropriate strength to keep cylinder(s) from being knocked over, (organic rope will not be permitted). Protective collars/cap shall also be in place and secure when not in use.

Full/empty cylinders are to be segregated in a properly signed and identified area. All other required signage and safety equipment will be in place.

Storage areas shall be a minimum of ten (10) feet from property lines, walkways or occupied buildings.

Propane gas is heavier than air, therefore escaping gas will collect at the lowest spot in a confined area. If stored inside, vents should be located at floor level.

Additional information may be secured by contacting the State Fire Marshall or Occupational Safety and Health Administration by referencing [CFR 29 1926.350 - Gas welding and cutting](#).

12.6 ESCAPE RAMPS

EMERGENCY TRUCK ESCAPE RAMPS

The County Maintenance District is responsible for the periodic inspection of emergency truck escape ramps located within the respective county.

Emergency truck escape ramps shall be composed of a short approach ramp and an arrestor bed. The arrestor bed is most commonly constructed with a loosely consolidated aggregate such as AASHTO No. 57 and may include deceleration mounds and/or impact attenuator barrels.

To maintain optimum conditions for successful truck capture, the arrestor bed should be reworked or fluffed after each use or at a minimum of twice each year (Spring and Fall) to ensure that the aggregate remains loosely consolidated.

A mechanical drag as shown in Figure 12-1 or similar device may be pulled back and forth over the arrestor bed to fluff the aggregate. Sufficient passes should be made to ensure that a minimum depth of twenty-four (24) inches is reworked.

To fluff beds containing deceleration mounds requires the removal of the mounds. After fluffing, the mounds are reconstructed at their original location and configuration. Figure 12-2 provides typical mound dimensions.

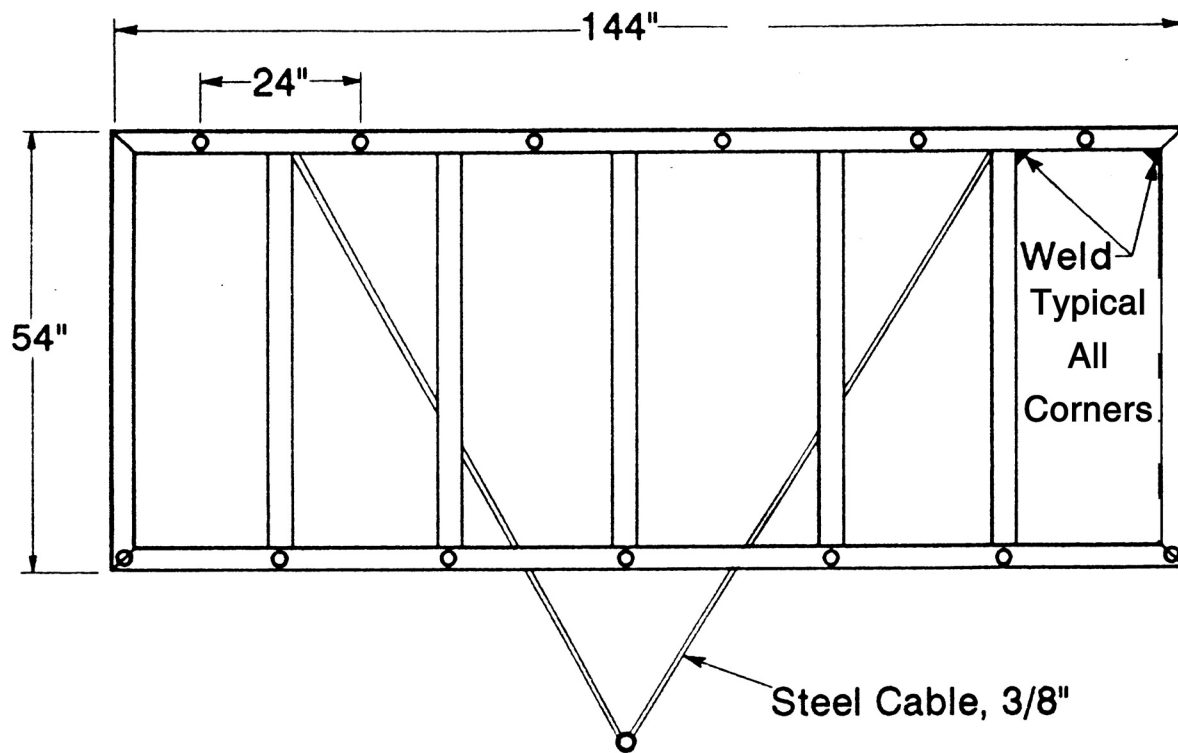
Winter snow coverings will not generally have an adverse effect on the beds' effectiveness. However, beds should be inspected for a frozen crust during periods of freezing rain or extreme freeze/thaw cycles and salt applied if a crust has formed.

Every escape ramp should also include an anchor block to which a tow vehicle can attach when pulling a vehicle from the gravel bed. The anchor block should be located seventy-four (74) feet from the front edge of the gravel bed; towing service vehicles are required to attach to the anchor to prevent damage to the pavement.

Periodic inspections must take note of the condition of the advance ramp signing, delineators, lighting, etc. and damaged fixtures shall be repaired or replaced as soon as feasible.

FIGURE 12-1
ESCAPE RAMPS
MECHANICAL DRAG

TOP VIEW



SIDE VIEW

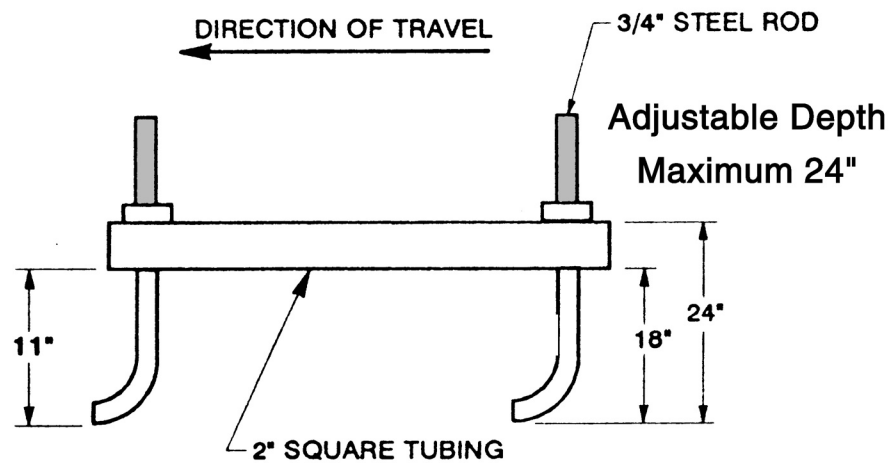
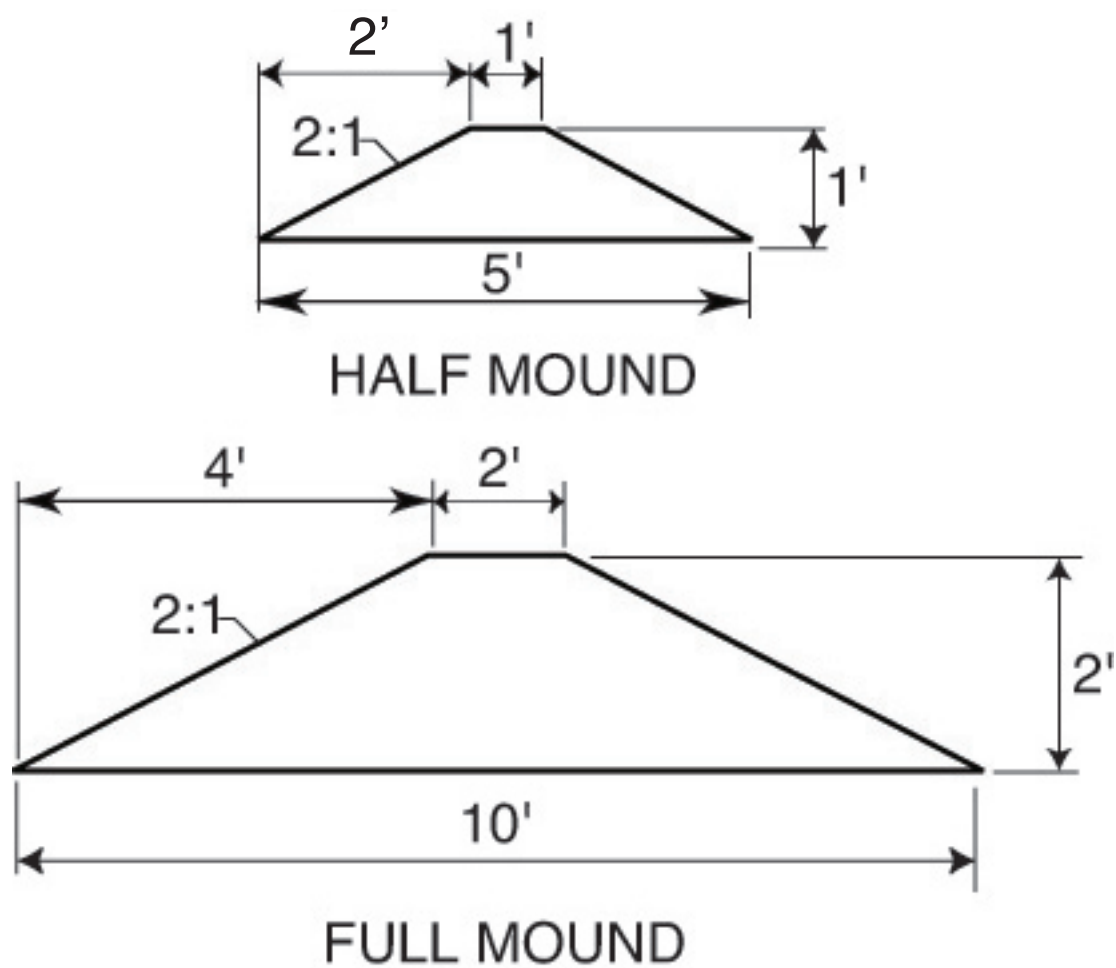


FIGURE 12-2
ESCAPE RAMPS



12.7 STOCKPILE ENVIRONMENTAL MANAGEMENT

Since 1992 PennDOT's Bureau of Maintenance and Operations (BOMO) has monitored the impact our field maintenance operations have had on the environment at our stockpiles.

The Stockpile Environmental Management Process was developed in 2004 through a joint effort of the Bureau of Maintenance and Operations (BOMO), the Facilities Management Division (FMD) and the Strategic Environmental Management Program (SEMP.) This process will not only add emphasis to the environmental quality of our maintenance stockpiles, but will prevent future environmental impacts and nurture environmentally sound stewardship.

QUALITY ASSURANCE REVIEWS

The Quality Assurance Review Form number [M-7003](#) as revised will be the source document for this review. This form, which must not be modified, will be used to monitor environmental considerations at all maintenance stockpiles.

The following policies shall apply:

1. BOMO's Maintenance Division will maintain a database of district contact persons for notification (minimum of two persons per district).
 - A. The districts are to notify the Director, BOMO, of changes to contact persons.
 - B. BOMO's Maintenance Division will provide updates to Penn State Facilities Engineering Institute (PSFEI) as necessary.
2. BOMO's Maintenance Division will maintain the County Maintenance Measurement Tool (CMMT) measure.
3. PSFEI shall be responsible for notifying the district designated contact person at least forty-eight (48) hours prior to conducting a review.
4. The frequency of the review(s) shall be a rotation that completes 100% of all 0-1 and non-01 stockpiles annually.
5. PennDOT's Facilities Management Advisory Group (FMAC) shall conduct random reviews of PSFEI results on a quarterly basis to ensure program quality.
6. A member of BOMO's Maintenance Division will accompany PSFEI while conducting reviews on a random basis.

FREQUENCY

All 01 stockpiles and all non 01 stockpiles will be reviewed annually by the Penn State Facilities Engineering Institute (PSFEI), with results forwarded to the respective District Executive and ADE-M after review by the BOMO Maintenance Programs Section.

Each District is to maintain with the BOMO Maintenance Programs Section a list of primary contacts who will be notified by PSFEI forty-eight (48) hours prior to conducting the assessment.

The Facilities Management Advisory Committee (FMAC) will perform quarterly field reviews to assess PSFEI's performance.

CONTINUOUS QUALITY IMPROVEMENT

For all Stockpile Environmental Q.A. Reviews that receive a final overall rating, of "Needs Improvement," "Unsatisfactory," or "Automatic Unsatisfactory," the following will be required:

1. An After Action Review (AAR) will be conducted with the individuals working out of and/or assigned to the stockpile. An Action Plan will be developed to correct the noted deficiencies.
2. Tentative completion date to rectify the deficiencies will be listed.
3. A letter shall be sent from the District Executive, outlining the Corrective Action Plan (CAP) to the Director, Bureau of Maintenance and Operations, attesting to the completion or scheduling of actions on deficiencies noted within thirty (30) days of written notification by BOMO.
4. The District Executive at their discretion may protest the overall scoring of the review. Protests must be submitted in writing to the Director, Bureau of Maintenance and Operations, within thirty (30) days of written notification of the review.

CLOSE-OUT

The Stockpile Environmental Quality Assurance Review closeout policy is as follows:

1. If the final overall rating is in the "Exceeds Expectations or "Satisfactory range, the PSFEI Reviewer will:
 - A. Immediately close-out with the PennDOT representative at the stockpile, if available.
 - B. Attempt to closeout with the County Manager, Assistant County Maintenance Manager or Equipment Manager in the case of an O-1 stockpile, in person if available at the completion of the assessment.
2. If the final overall rating is in the "Needs Improvement, Unsatisfactory or Automatic Unsatisfactory" range, the Quality Assurance Reviewer will:
 - A. Immediately conduct an AAR with the PennDOT representative at the stockpile, if available, at the completion of the assessment.
 - B. PSFEI will conduct a phone close-out with the County Maintenance Manager, or their designee, within twenty-four (24) hours of completion of an "Unsatisfactory" rated review if the District/County representative is not present.
 - C. A "Corrective Action Report" (CAR) shall be developed to correct the noted deficiencies. A copy of the CAR will be forwarded to the Director, BOMO, within thirty (30) days of written notification of the deficiencies

FOLLOW-UP

Individuals from the Maintenance Programs Section will monitor the corrective action plan until deficiencies are corrected.

FOREMAN'S CHECKLIST

Using form [M-900](#), the Quarterly Stockpile Checklist should be completed as part of the SEMP program. This checklist and directions for its application are included in the PennDOT Facilities Manual, [Publication 284](#). The Bureau of Maintenance and Operations will have no involvement with this completed checklist and it will not be forwarded to BOMO.

CRITERIA

The areas and criteria for each item listed will be reviewed for compliance as part of the Stockpile Environmental Q.A. Review.

While the following BOMO QA indicators address containment for large storage tanks, to be in regulatory compliance all containerized items, including smaller containers (e.g., less than 55 gallons), must be stored on containment capable of holding 110% of the largest container's rated capacity.

CATEGORY A INDICATORS:

WETLANDS – If wetlands are present at stockpile, no filling or encroachment is permitted; wetland boundaries must be identified/delineated in a visual manner with appropriate signage.

WINTER MATERIALS (SOLID) – All solid deicing chemicals, salt, mixed or treated material must be stored under roof, on an impervious pad, not above the structure fill line. Winter materials must be kept at least ten (10) feet away from the doorway unless the face of the material is completely tarpred. The ten (10) foot rule is not applicable between November 1 and March 31 to facilitate winter operations. Care should be used during the winter months to prevent winter materials closer than ten (10) feet from the doorway from being exposed to precipitation and to reduce salt laden runoff. Bagged deicing chemicals must be stored under roof and on pallets to allow for proper air circulation.

ASPHALT STORAGE TANK CONTAINMENT – All asphalt tanks shall have proper containment; containment shall be built on a pad which is impervious to the material being stored within the tank. Containment must be capable of holding 110% of the largest tank rated capacity; there shall be no major spillage outside the containment area or no spillage of stored product within containment as evidenced by greater than fifty (50%) percent surface area or approximately twenty (20) gallons of product; no standing liquid exceeding one (1%) percent of containment volume; containment release valves must be in the closed position and secured or locked at all times. Containment areas will be free from loose materials such as pails, tools, equipment, trash, or vegetation, etc.

HAZARDOUS WASTE DRUM STORAGE – All containers or drums containing hazardous waste shall be stored in an emergency containment area built as an impervious, monolithic structure capable of holding 110% of stored contents, free of standing water. A compliant fire extinguisher shall be located within fifty (50) feet of the storage area. All containers are to be properly labeled identifying contents, dates and risks, not to exceed ninety (90%) percent full. Drums will be identified with the date the hazardous material was introduced. DEP regulations mandate hazardous waste drums only be stored for 179 days from the start date. Storage drums are to be serviceable, no rust, dings or corrosion; drums should be stored on pallets to protect from standing water. Lids and /or bungs should be in place and tight. Adequate spill stabilization materials are to be stored close at hand and area identified. Drums are to be stored in a manner that allows for visual inspection and not stacked more than two (2) drums high. Hazardous waste areas are to be properly signed "Hazardous Waste," and only hazardous waste is to be stored in this area.

RESIDUAL WASTE DRUM STORAGE – All containers or drums containing residual waste shall be stored in an emergency containment area built as an impervious, monolithic structure capable of holding 110% of stored contents. A compliant fire extinguisher shall be located within fifty (50) feet of the storage area; all containers are to be properly labeled identifying the contents, date and risks and not to exceed ninety (90%) percent full. Storage containers are to be serviceable, no rust, dings or corrosion; drums should be stored on pallets to protect from standing water. Lids and / or bungs should be in place and tight. Adequate spill stabilization materials are to be stored close at hand and area identified; no barrel stored more than 365 days from the date of first residual waste generation. Petroleum products may be mixed in the same container with the exception of gasoline mixed with other petroleum waste. Anti-freeze must be separate from petroleum products. The area must be properly signed "Residual Waste." Only residual waste is to be stored in this area.

PRODUCT DRUM STORAGE – All containers or drums containing a product are to be properly labeled with contents identified; stored in properly constructed emergency containment capable of holding 110% of stored contents. A compliant fire extinguisher shall be located within fifty (50) feet if stored product is

flammable. Area is to be properly signed and only new product is to be stored in this area. Product must be grounded where required.

VEGETATIVE DAMAGE – Vegetation on or adjacent to the site shall be protected from damage due to contaminated run off containing salt or other pollutants from a PennDOT facility.

RUN OFF – All run off from a department facility must be maintained as sheet flow or directed to a sediment trap. Sediment traps or catch inlet basins that can directly receive contaminants from equipment operation or loading operations will be removed or protected from having raw material enter the system. There must be no evidence of pollutants adversely impacting adjacent lands.

GROUNDS AND HOUSEKEEPING - No excessive vegetative growth such as weeds or noxious plants, litter or trash; area generally neat, tidy and well maintained. Small quantities of fuels, oil, hydraulic fluids, etc. stored in original/approved containers; as a best management practice on containment capable of holding 110% of the largest container's capacity, no reuse of pesticide containers; contents properly identified. Stored on spill pallets. Usable metal, wood, concrete products stored in orderly manner and not commingled with non-usable (scrap) products. Whole tires stacked neatly by size (small, medium, large) in designated area and covered. Scrap tires/rubber stored in designated area.

COMBINED FACILITIES RESPONSE PLAN (CFRP) – District approved and signed stockpile specific CFRP plans shall be displayed unobstructed in staging buildings, with the most recent revision less than twelve (12) calendar months old. All employees assigned to the stockpile should be familiar with the plan contents.

CATEGORY B INDICATORS:

STOCKPILED FILL MATERIAL – All material stored at a stockpile and designated to be used as roadway fill shall not be commingled or contaminated with metal, wood, plastic or rubber products. Household refuse, general demolition waste or residual waste shall not be commingled with the fill material. Neither shall it be contaminated with fuels, lubricants, anti-freeze, sludge or other liquid residual or hazardous waste.

RECLAIMED ASPHALT PAVEMENT (RAP) – Reclaimed asphalt pavement (RAP) shall be stored in compliance with current PennDOT policy and due diligence. This material cannot be used as site fill. Required run off controls will be properly installed.

OIL FILTERS (WASTE / USED) – All purchased oil filters shall be non-terne or lead free. Upon removal from equipment, canisters will be punctured and drained before disposal. Drained oil is to be captured into a "waste oil container" and filters placed in a steel drum marked "used oil filters". Drained oil should be recycled.

BATTERIES, VEHICLE (USED) – All used batteries shall be stored in a designated area within a leak free container or on an impervious surface with emergency containment; the storage shall be properly identified and signed. If batteries are not stored in an enclosed area, they are to be protected from the intrusion of water. Storage areas shall be well ventilated.

FUEL DISPENSING AREA – Fuel dispensing areas should be neat and clean with no evident spillage, and all spills promptly cleaned. A spill kit or sorbent material must be available at fuel dispensing areas. All required regulatory signing must be in place and legible. A compliant fire extinguisher must be within fifty (50) feet and accessible.

HYDROCARBON AND RESIDUAL FLUID STAINING – Care shall be taken that spillage of Hydrocarbons or other residual waste fluids do not occur at stockpiles. However, spill areas greater than two square yards with a penetration greater than one-quarter(1/4") inch shall be cleaned up immediately with contaminated soil properly disposed of.

ASPHALT STORAGE TANK (OPERATION) – Any tank(s) used for asphalt product storage shall have its contents identified; the safe heating temperature and flash point for same will be conspicuously posted; a compliant fire extinguisher must be within fifty (50) feet and accessible. The tank(s) will be registered as

required with the certificate posted at the site. A "No Smoking / Open Flame" sign shall be permanently posted. A Labor and Industry permit shall be posted where required. Under no circumstances shall the stored material be heated above the safe heating temperature. When not in use, asphalt storage tanks will be visually identified with proper signage as "empty."

EROSION – All stockpile surface areas should be protected from erosion, bare earth areas or areas of vegetation damage should be seeded. Areas should be graded to direct and control water flow, with no evidence of erosion on embankment slopes. If necessary, appropriate erosion control measures will be put in place and properly maintained. All related best management practices (BMP's), [Pub. 464](#) will be followed.

STAINED SOIL WINTER MATERIALS – Care should be taken with the handling of winter materials at stockpiles. Spillage or tracking of salt or salt laden materials from salt handling or transport will be cleaned up within forty-eight (48) hours of the conclusion of winter storms to prevent leaching of salt into the ground. Salt staining in excess of five (5) square yards with a penetration equal or greater than one-quarter (1/4") inch shall be cleaned up immediately and contaminated soil properly disposed of.

CATEGORY C INDICATORS:

WINTER MATERIAL (LIQUID) – All liquid winter material storage shall be within an impervious, monolithic emergency containment structure. The emergency containment area shall be capable of holding 110% of the largest tank within the area. Tank contents must be identified on tanks and required signage in place. There must be no standing or stagnant water. Drain valves must be in the closed position and secured from accidental opening.

COMPRESSED GAS CYLINDERS – All compressed gas cylinders shall be stored in a designated, well ventilated area. Cylinders will have collar or in place caps to protect the valve assembly hand tight. All compressed gas cylinders will be secured by a manufactured binding of appropriate strength to keep cylinder(s) from being knocked over (organic rope will not be permitted).

BURNING – There shall be no open air burning of any substance or material at stockpiles, whether by PennDOT or other Commonwealth employees, contractors or others using our stockpiles.

SITE FILL – All site fill that is solid material and intended to expand the usable area of a stockpile, or material disposed of at a stockpile, shall be free of contaminants. Erosion and Sedimentation (E&S) controls shall be in place and maintained where required. Exposed fill areas will be seeded within thirty (30) days of closure. No slope area greater than 1000 square feet will be left unvegetated for more than thirty (30) days.

EMPTY DRUMS – All empty drums that contained non-hazardous materials will be stored in a signed, designated area. An empty drum is a drum containing less than one (1) inch of residual material. Lids and bungs will be in place and secured, with end drums blocked to prevent rolling, fill and vent plugs shall be in a plane parallel to the ground (horizontal plane); with no leakage of residual material evident; drum storage locations must not permit surface water to collect around drums or wash through area to drainage facilities. Drums stacked on their sides must not be more than three (3) high.

COLD MIX – Cold mix material shall be stored on an impervious pad and under roof or 100 % covered by tarp. Cold mix material must not be contaminated with foreign materials, thereby rendering the material unsuitable for use. Storage locations must not permit surface water to collect around or wash through the area.

STOCKPILE INLETS – All stockpile inlets will be cleaned semi-annually to prevent the accumulation of sediment and to allow for proper operation of the inlet. Properly maintained inlets prevent sediment from leaving PennDOT property and comply with the requirements of the [PennDOT NPDES Municipal Separate Storm Sewer System \(MS4\) permit](#).

TRUCK IDLING – No department equipment should be left idling when unattended. All Department equipment with automatic idle inhibitors shall have the automatic idle shutdown device enabled and set to five minutes maximum. Equipment returning to a stockpile will be shut down after the appropriate cool-down period with the keys in the possession of the operator as the vehicle is exited.