

## What is MS4?

MS4 is the acronym for "Municipal Separate Storm Sewer Systems," which are stormwater (only) conveyance systems on municipal property that discharge as concentrated flow directly or indirectly into "waters of the United States."



The Township's MS4 system of conveyances includes roads with drainage systems, municipal streets, catch basins, curbs, gutters, man-made channels, and storm drains.



## Hanover Township



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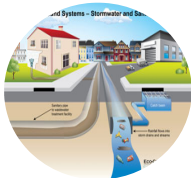
**Hanover Township**  
Northampton County, Pennsylvania

## *Preventing Polluted Stormwater: A Guide for Businesses*



**Hanover Township**  
**MS4 Program**

## Know the Important Difference Between Sewer and Storm Drains



Storm drains flow directly into streams without any treatment. Because of this direct connection, water and other wastes that flow into a storm drain can easily cause pollution. It is the responsibility of your business to ensure that only rainwater enters the storm drains near your operation.

- Do not pour anything into storm drains.
- Keep storm sewer drains clear of leaves, grass clippings, sticks, and litter.
- Repair any leaks and drips from your vehicle.
- Clean up spills and don't wash them into a drain.
- Use local county hazardous waste collection events to dispose of paints, solvents, cleaners, etc.
- Minimize the use of herbicides and pesticides.

## General Pollution Prevention

The best practices listed below are critical to protecting our water quality:

- Label/stencil each storm drain inlet on your property to remind workers and customers that dumping is prohibited.
- Routinely inspect and clean outdoor areas including but not limited to storm drain inlets (grates and sumps); loading docks and shipping/receiving areas; work areas; chemical storage areas; waste storage and recycling areas; and treatment devices for proper functioning.
- Keep surfaces clean by sweeping, vacuuming, or mopping. NEVER wash down surfaces to gutter, storm drain inlet, or waterway.
- For pressure washing of pavement or other surfaces, hire a cleaning contractor trained to use pollution prevention practices. Make sure all wash water is collected for proper disposal.
- Pick up litter and trash daily.
- Sweep parking areas and gutters at least monthly and before it rains.
- Prevent spills when transferring liquids by using drip pans, secondary containment, and absorbents.
- Clean up spills immediately with rags, absorbents, or wet/dry vacuum. Do not allow fluids to accumulate or run across surfaces. Never wash spills down or allow spills to flow into a storm or sanitary sewer drain inlet. Clean up absorbents immediately following their use and dispose of them properly.
- Mobile washing of some types of equipment, such as roof exhaust equipment or shopping carts, is acceptable if all wash water is contained, vacuumed up, and directed to the sanitary sewer.
- Wash equipment indoors, at a utility or mop sink, or location where wash water drains to the sanitary sewer.

### Five important things to remember:

1. Keep your business neat and clean – it saves time and money and prevents pollution.
2. Protect your storm drain inlets from pollution of any kind. Remember, only rain down the drain.
3. Be prepared! Keep spill cleanup materials easily accessible.
4. Use dry methods to clean up spills whenever possible. Never wash spills down the storm drain.
5. Train staff regularly on these practices.

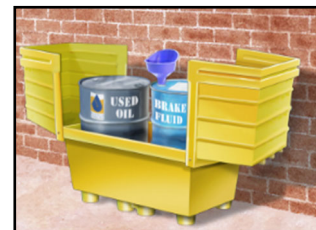
## How Your Business Can Prevent Stormwater Pollution

### Material Storage

- Store materials indoors if possible.
- If stored outdoors, store materials on a paved surface, in a fully enclosed container, and covered to prevent contact with rainfall, snowfall, and runoff.
- Keep containers out of pooled or standing water. Regularly inspect containers for cracks, corrosion, or leaky seams.
- Use secondary containment when storing fluids outside. Keep container lids, caps, and openings closed when not in use.
- Apply caution and control when transferring liquids to minimize spill potential.
- Have clean up materials easily accessible. Regularly train employees on spill clean up procedures.
- Store all items as far as possible from storm drain inlets.
- Use drip pans under outdoor work or storage areas where there is the potential for spills and leaks.

### If you MUST store materials outdoors:

1. Protect materials from rain, snow, and runoff.
2. Place primary containers of liquids within secondary containment.
3. Do NOT place near storm drain inlets.
4. Keep spill clean up materials in easily accessible areas.
5. Check with the Township for compliance with the fire and building codes.



### EDUCATION AND TRAINING

- Train new employees upon hiring to use these practices and have annual refresher trainings.
- Post signs to remind employees to properly store materials and clean spills.

**Helpful Tip**

## Outdoor Waste Storage and Recycling



- Inspect the garbage and recycling area daily for dropped wastes, overfilled or leaking dumpsters and trash compactors, and dumpsters with open lids.
- Pick up dropped wastes and sweep the dumpster area.
- Make sure dumpsters are not overfilled and lids are kept closed.
- Prevent and clean up any trash compactor leachate drippings.
- Replace or repair leaking dumpster.
- Use a licensed company to haul and recycle or dispose of wastes.
- Rinse waste containers in areas that drain to sanitary sewer.
- When available, keep dumpsters inside the enclosure at all times when not being service by the garbage company.
- Provide recycle and green waste dumpster whenever possible.

## Litter

Litter and trash are bad for business and harm the health of our streams.

- Provide enough trash and cigarette receptacles for customers and employees. All outdoor receptacles must be covered.
- Pick up litter daily. Maintain the sidewalk and parking lots in front of your business so they are free of litter and dirt. Don't wash into the street or storm drain.
- Encourage your customers to bring their own reusable bags instead of using polystyrene containers and plastic bags. These types of disposables are increasingly being banned because of the pollution they create.

## Landscaping and Safer Alternatives to Pesticides

- Know whether your landscaping is specifically designed to minimize and treat stormwater runoff, and, if it is, make sure it is maintained as designed.
- Use less toxic alternatives to pesticides.
- Do not overwater either by hand or mechanically. If using sprinklers, be sure they are maintained to avoid pavement watering.
- Clean up fallen leaves and remove prunings for composting or disposal with green wastes. Do not dispose of these materials in the street, storm drain, or stream.