

New Hampshire Department of Transportation
Bureau Of Highway Maintenance

Environmental Action Plans
EIP-5-Form 5a

Objective Aspect 3-11/Target 1-1: Improve wastewater handling and disposal - Reduce cost of wastewater disposal				
Action Item	Responsibilities	Schedule	Resources	Comments
Identify existing handling and disposal procedures in all HM Bureau Patrol Sheds	Team members	Mar 10	Team member time & administrative support	12/8/09 In progress, have data from districts. 3/10/10 matrix provided, filed on G drive 6/15/10 Complete
Evaluate most cost effective procedures.	Team members	Mar 10	Team member time & administrative support	12/8/09 In progress, have data from districts 6/15/10 Complete, will be an ongoing issue to track for improvement and cost savings.
Explore alternative procedures.	Team members	Mar 10	Team member time & administrative support	9/15/09 Buy a tank to haul with 10-wheeler, need CDL tank endorsement 12/8/09 Planning a meeting w/NHDES to determine any areas of concern. 3/10/10 draft submitted for review 6/15/10 Complete

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Objective Aspect 3-11/Target 1-1: Improve wastewater handling and disposal - Reduce cost of wastewater disposal				
Action Item	Responsibilities	Schedule	Resources	Comments
District assess proposed procedures based on findings	Team members	Jun 10	Team member time & administrative support	Based on compliance with known rules & regulations. 3/10/10 completed, see draft document. 6/15/10 Complete, will be an ongoing issue to track for improvement and cost effectiveness.
Develop BMP/work instruction	Team members	Sep 10	Team member time & administrative support	Communicate through trainings @ district day or safety day or through memo's 6/15/10 Draft prepared by District 3, provided to other Districts for review and comment on 9/14/10
Implement procedures	Team members	Sep 10	Team member time & administrative support	With Highway Maintenance Engineer approval. 6/15/10 District 3 plans to buy a tank for self-hauling with FY2011 EE funds. Requested EE funds, pending appropriation.

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Objective Aspect 3-11/Target 1-1: Improve wastewater handling and disposal - Reduce cost of wastewater disposal				
Action Item	Responsibilities	Schedule	Resources	Comments
Communicate / train employees on procedures	Team members	Start January 2011	Team member time & administrative support	Communicate through trainings @ district day or safety day or through memo's

12/8/09 Lane Evans working with Eric Paddleford, OSC, and District SECs on topics for guidelines for each type of floor drain system for various site conditions (i.e., no surface water, nearby surface water, high groundwater).

3/10/10 District 3 installed 14 holding tanks during fall of 2009 at a cost of over \$70,000. A number of tanks were filled during January/February 2010. Obtained samples from 3 sites and performed analytical testing. One test met AQS requirements and two did not meet AQS requirements. In one case of failure, determined that a mop bucket with bleach was dumped in floor drain that then reacted with tank contents. The other site failure was attributed to PVC glue used in piping to holding tank. District 3 contacted Franklin Wastewater Treatment Plant (FWWTP) to evaluate disposal option. FWWTP will accept all of District 3 holding tank water for disposal based on visual and olfactory observations. Analytical cost \$100/each. Disposal cost \$50/1000 gallons plus hauling fee. District 3 looking to buy a tank to be placed on a ten-wheel dump truck and self-haul. 2,000 gallon tank estimated cost is \$3,500. Based on average cost of \$450 per shed per disposal for all districts, tank will be recouped in about 1 year. Each District to evaluate idea of self-hauling. At the present time, only District 3 will pursue this option. It may possible to use state owned eductor or brine trucks to self-haul.

9/14/10 Distributed draft work instruction and summary table documents.

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Objective Aspect 3-11/Target 1-2: Improve wastewater handling and disposal - Develop Matrix				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish 6 person team (one from each District)	Team oversees implementation of this target	Meet monthly from July 2009 to January 2010	Team member time & administrative support	9/15/09 complete
Create Matrix format (excel spreadsheet)	Team Members	August 2009	Team member time	9/15/09 complete
Inventory types of wastewater systems in each HM Bureau patrol shed.	Team members	September 2009	Team member time	9/15/09 Awaiting response from D1 and D2. 12/8/09 complete

9/15/09 Lane Evans met with Eric Paddleford and Mark Ledgard to discuss preliminary work of 'blind sump' work instructions. D3 installing 2 part 2,500 gallon tanks. Testing required for every disposal event. Estimate 2,000 gallons per year to be generated. D4 spends \$167 to \$573 for 2,000 gallon disposal by private haulers. Test cost \$80 each. If disposal on ground surface per test results, expect significant savings.

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Objective Aspect 3-11/Target 1-2: Improve wastewater handling and disposal - 2 Develop Guidelines				
Action Item	Responsibilities	Schedule	Resources	Comments
Assess information from matrix	Team members	October 09	Team member time & administrative support	6/15/10 Complete
Develop guidelines for each type	Team members	Jun 10	Team member time	Ensuring compliance with known rules & regulations. With assistance from OSC
Develop training based on guidelines.	Team members	Sep 10	Team member time	Short training – based on guidelines 9/14/10 No formalized training planned. Communicate to patrol foreman at safety days and toolbox training. Plan to have EMS manuals for each patrol shed.
Communicate guideline requirements to patrol crews	Team members	Start January 2011	Team members	Through trainings @ district day or safety day or through memo's

9/15/09

Work Instructions:

- Wellhead protection areas, site maps
- Sampling and Testing, record keeping
- Point source discharge locations
- BMPs

6/15/10 Will not be going forward with the work instructions as surface disposal will not be performed.

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Objective Aspect 1-1/Target 2-1 and 2-2: Develop BMPs for Salt, Salt Brine and Liquid Calcium Chloride Storage & Handling				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish a working group	Group oversees the implementation of this target	Meet monthly from July 2009 to January 2010	Team member time, travel expenses	Bureau Administrator to select ET 12/8/09 complete
Develop best management practices document through interviews, literature and agency correspondence	Working Group	September 2009	Agency files, personnel, literature	Keep somewhat general, guidelines rather than directives and requirement. Keep to only a few pages. 3/10/10 draft BMP submitted. 6/15/10 Review Completed. All to provide comments to District 2.
Review draft document with Bureaus and Districts	Working Group	Mar 10	Team member time and travel expenses	3/10/10 review draft and submit comments to District 2.
Develop training documents for presenting document to NHDOT employees and interested parties	Working Group	Mar 10 3/10/10 Revised to June 2010	Team member time and travel expenses; administrative office support.	6/15/10 Department in process of developing salt management plan which will be part of future training. Training ongoing in fall at each District.

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Objective Aspect 1-1/Target 2-1 and 2-2: Develop BMPs for Salt, Salt Brine and Liquid Calcium Chloride Storage & Handling				
Action Item	Responsibilities	Schedule	Resources	Comments
Work with Bureau Administrator to implement specific recommendations	Working Group and other Bureau employees as appropriate	Mar 10 3/10/10 Revised to June 2010	Team member time.	This Environmental Action Plan will be updated to reflect the decisions resulting from the ET report 6/15/10 Ongoing and will include consideration of final version of salt management plan.
Train Highway Maintenance employees	SEC, Maintenance Supervisors	Apr 10 3/10/10 Revised to Fall 2010 2/4/11 Provided winter maintenance training to all appropriate Bureau staff during fall 2010		6/15/10 Annual refresher training continues.
Working Group reviews progress of this target with Bureau Administrator	Working group	At least monthly	Team member time; administrative office support.	Additional action items may be required to meet Target 2-1. 3/10/10 ongoing 6/15/10 Plan to include in annual management review.

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9/15/09

Schedule OK for now.

Many BMPs in place. Research and compile BMPS. Jon Johnson reviewed RSAs, winter maintenance policy and JHAs. Not a lot on storage requirements.

Environmental Action Plan

Item 1-1: Salt, salt brine & liquid calcium chloride, storage & handling

[I envision a format similar to the Departments erosion control manual and others, with a Purpose, Scope and subsections.]

All Department storages areas-

- Should be covered storage
- On impervious surface
- Stormwater runoff should be directed away from the loading, unloading and storage areas.
- Truck traffic in and out of area
- Dump inside as close to the pile as possible to avoid exposure to elements and segregation and crushing of material.
- Protect from direct precipitation
- Take prevailing winds into account when siting new storage buildings.
- Recommend covered loading areas.
- Recommend loading ramps for better visibility of spreader and control of product.
- Clean up spillage around loading area as soon after storm as possible.
- Clean loose material off outside of truck.
- Avoid placing personnel on top of spreaders. 9/15/09 safety issue (SAFETY REMINDER)
- Do not overload trucks or leave idling.

Liquid Brine & CaCl

- Protect storage tank from damage by equipment
- NHPA hazard communication placard
- Tank, piping and pump materials compatible with material stored
- Corrosion and weather-resistant wiring
- Monitor material transfer to prevent overflow of product

This listing would be further developed and expounded upon to provide additional information, recommendations and suggestions

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12/8/09 Since last EMS meeting, have determined that tanks for water collection systems for salt storage are not required to be registered with NHDES.

3/10/10 Draft Work Instruction submitted to team for review. See comments in table.

2/4/11 Work Instruction to be revised to include training attendance record.

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Objective Aspect 2-8/Target 3-1 and 3-3: Increase compliance relative to chemical storage/Develop Training and Guidance Document				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish 6 person team (one from each District)	Team oversees implementation of this target	Meet monthly from July 2009 to January 2010	Team member time and travel expenses	12/8/09 Complete.
Inventory chemicals in each District	Team members	September 2009	Team member time	Can use existing MSDS's on file 12/8/09 Complete, have all district data. 3/10/10 List provided to Mary Fox on 2/10/10. 6/15/10 Obtained chemical list from Mary Fox. File located in G:Drive/EMS/Highway Maintenance/current
Determine any special storage provisions for each chemical	Team members	November 2009	Team member time	Use MSDS, DES rules, BMP's, etc. 12/8/09 Complete.

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Objective Aspect 2-8/Target 3-1 and 3-3: Increase compliance relative to chemical storage/Develop Training and Guidance Document				
Action Item	Responsibilities	Schedule	Resources	Comments
Develop a guidance document for chemical storage	Team members	December 2009	Team member time	12/8/09 Draft by Jan 10 to be distributed to District SECs for review and comment. 3/10/10 Draft document on G:drive. Team members to review by 6/15/10 meeting, provide comments to Ryan Lavoie. 6/15/10 Review complete. District 4 to final.
Develop training based on guidance document	Team members	Mar 10 3/10/10 revised to Sept 2010	Team member time	Short training based on guidance document
Train Hwy. Maint. employees	TBD (S&E's, Maint. Supervisors)	Spring 10 3/10/10 revised to Fall 2010/Spring 2011 2/4/11 Training modules to be provided by OSC during 2011		Use toolbox trainings, Safety Days, etc. as vehicle for delivering training.

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Objective Aspect 2-8/Target 3-1 and 3-2: Increase compliance relative to chemical disposal/Develop Training and Guidance Document				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish 6 person team (one from each District)	Team oversees implementation of this target	Meet monthly from July 2009 to January 2010	Team member time and travel expenses	12/8/09 Complete
Inventory chemicals in each District	Team members	September 2009	Team member time	Can use existing MSDS's on file 12/8/09 Complete, have District data.
Determine any special disposal provisions for each chemical	Team members	November 2009	Team member time	Use MSDS, DES rules, BMP's, etc. 12/8/09 complete
Develop a guidance document for chemical disposal	Team members	December 2009	Team member time	12/8/09 Draft by Jan 10 to be distributed to District SECs for review and comment. 3/10/10 Draft on G:drive. Team members to review by 6/15/10 meeting. Provide comments to Ryan Lavoie. 6/15/10 Review complete, provide comments to Ryan Lavoie.
Develop training based on guidance document	Team members	Mar 10 3/10/10 revised to Sept 2010	Team member time	Short training based on guidance document
Train Hwy. Maint. employees	TBD (S&E's, Maint. Supervisors)	Spring 10 3/10/10 revised to Fall 2010/Spring 2011 2/4/11 OSC to provide training modules during 2011		Use toolbox trainings, Safety Days, etc. as vehicle for delivering training.

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Objective Aspect 3-12/Target 4-1 and 4-2: Improve Compliance of Hazardous and Special Waste Practices				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish working group	Overseas development and implementation	Ongoing	SECs, OSC	12/8/09 Team Established.
Review NHDOT Hazardous and Solid Waste Plan (HSWP)	Team,	Mar 10 3/10/10 revised to June 2010	Dan Fogg and Russ St Pierre	3/10/10 Electronic version of NHDOT HWSP has been located. Also obtained a copy of the State of Maine Greenbook. 6/15/10 Revision of HSWP will not be undertaken. The Maine Greenbook format has been selected as the document type to move forward with for revisions pertaining to NHDOT operations.
Review and Compile MECA violations		Mar 10 3/10/10 MECA Audits to be completed spring 2010	Dan Fogg, Arlene Allen	6/15/10 MECA reporting still in progress. OSC to provide violation summary when MECA process completed.
Paint waste testing study	OSC. BHM	Sep 10	OSC, BHM	12/8/09 Study complete, draft report submitted to NHDES, awaiting review comments. 3/10/10 NHDES to provide review comments by 4/15/10. 6/15/10 NHDOT in process of revising report to address NHDES comments.

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Objective Aspect 3-12/Target 4-1 and 4-2: Improve Compliance of Hazardous and Special Waste Practices				
Action Item	Responsibilities	Schedule	Resources	Comments
Prepare Draft of Revised Hazardous and Solid Waste plan for approval	BHM, OSC	Jun 10 6/15/10 Redraft "greenbook" by Dec. 2010.	Team	6/15/10 Not to be undertaken. Maine greenbook to be used as guide for NHDOT document preparation.
Train staff	BHM, OSC	Sep 10 6/15/10 Start training in 2011.	Team, SECs, staff	

3/10/10

Decision was made to use State of Maine Greenbook as the document to replace the NHDOT HSWP. A work group consisting of Dan Fogg, Ryan Lavoie, and Mark Ledgard. Meeting on May 20, 2010 in District 1 to start review.

9/15/09

To All-

I'm putting together a Guidance Document for Improved Compliance of Haz/Special Waste Practices per the Objective Aspect 3-12/Target 1 & 2, which I was assigned. In looking at all the documents and fact sheets available on the NHDES website, etc. related to haz & special waste, my thoughts are that perhaps this should be "guide" type document. Instead of trying to capture every related fact sheet (Universal Waste, Non-Haz parts washer solution, etc.) of which there are a pile, a better approach, particularly keeping in mind it is also a training program, may be a "Guide" that references specific rules, i.e., Env-Hw 502, NH Hazardous Waste Rules. This guide would provide the user a consolidated list of all related rules & standards and where they can access them if they are applicable. Thoughts??? I do not want to try & reinvent the wheel. The NHPPP Pitstop Workshop & our own Haz and Solid Waste Management Plan (9/15/09 Russ St.Pierre is updating this document) are good examples of existing references that I do not want to recreate. Thanks...Dan

2/4/11 Development of the NHDOT "Greenbook" to be re-evaluated during June 2011.

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Objective Aspect 1-9 and 2-4 /Target 5-1 and 5-2: Improve Compliance of Equipment Painting Operations				
Action Item	Responsibilities	Schedule	Resources	Comments
Work with Districts to establish inventory of maintained equipment.	D 1-6 S & E to collect data.	Meet October 2009 to assign	District Foremen	DE to review prior to submittal 12/8/09 Complete as part of paint study
Work with Districts to establish inventory of non-recurrent equipment.	D 1-6 S & E to collect data	Mar 10 3/10/10 revised to June 2010	District Foremen	DE to review prior to submittal 12/8/09 In progress 3/10/10 will be contacting districts for inventory 6/15/10 In process for paint waste study report.
Provide guidance document for work to be performed on non-recurrent equipment	OSC	June 2010 6/15/10 Dec 2010 target	OSC	Provide guidance to S & E Coordinators for future repairs. 3/10/10 Draft in progress. 6/15/10 Draft in progress
Establish disposal methods for non-recurrent equipment.	OSC, DE, Highway Maintenance	June 2010 6/15/10 Dec 2010 target	OSC, DES, DE	Provide list to Highway Maintenance of non-needed equipment.
Review current work instructions, BMP's for equipment chipping, grinding, paint chip clean up, brush painting, brush clean up, spray painting.	OSC to review and comment	Meet and review with S & E Coordinators in August 2010 6/15/10 August 2011 target	OSC	Review and consolidate to simplify. 12/8/09 Additional air monitoring program to be performed during Spring 10 to evaluate adding sandblasting and spray painting, and to reconsidered time limits on work.

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Objective Aspect 1-9 and 2-4/Target 5-1 and 5-2: Improve Compliance of Equipment Painting Operations				
Action Item	Responsibilities	Schedule	Resources	Comments
Conduct sampling for paint waste to determine disposal methods.	OSC & DES	December 2009 deadline	OSC	Provide Foremen and Staff current disposal methods. 9/15/09 complete
Provide updated paint waste sampling data to determine future disposal methods	OSC & DES	March 2009 deadline	OSC & DES	Provide Foremen and Staff current disposal methods. 9/15/09 complete 3/10/10 NHDES Paint Waste Study Report comments due by 4/15/10. 6/15/10 NHDOT revising report to address NHDES comments. Disposal awaiting approval of final report.
Establish a list of incidental repairs made to department equipment.	D 1-6 to provide information.	Meet January 2010 to assign	D 1-6 S & E, Foremen	DE to review prior to submittal. 12/8/09 Complete.
Review current work instructions, BMP's for repairs made to department owned equipment	OSC	Aug 10 6/15/10 Aug 2011 target	OSC	Provide Foremen and Staff with current work instructions.
Provide training to all Foremen & Supervisors on updated work instructions.	OSC	Aug 10 6/15/10 August 2011 target	OSC	DE to review training material prior to training date.

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3/10/10

NHDES committed to provide Paint Waste Study Report comments by 4/15/10. NHDES staff assigned to review report recently returned from extended leave. NHDOT BHM to undertake additional air monitoring program to evaluate personnel protection during regular maintenance of winter equipment. Consultant required to perform air monitoring and data evaluation to determine worker protection and re-evaluate limits on maintenance activities.

2/4/11 Work instruction finalization pending NHDES review of Paint Waste Report submitted during fall 2010.

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Objective Aspect 6-1 and 6-2/Target 6-1: Improve compliance of UST and AST programs –reduce IMP Past Due Notifications				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish Working Group	Working Group	July 2009	Team member time, travel	12/8/09 Complete.
Understand scope of the problem	OSC, Working Group	Monthly	Team member time, travel	Possible new IMP data base administrator 12/8/09 Complete.
Review current in-place protocols	OSC, Working Group	Monthly	Travel, team member time	12/8/09 Complete, use existing IMP protocols.
Make recommendations to current OSC UST document and IMP data base	OSC, Working Group, DE	Monthly	OSC Support, team member time	12/8/09 Ongoing.
Work with DE to develop and provide training to all on updated protocols	OSC, Working Group, DE, Maintenance Supervisor	Monthly	OSC Support, team member time	Not required, staff understand IMP notification timelines
Working Group review	OSC, Working Group		OSC Support, team member time	Complete

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Objective Aspect 6-1 and 6-2/Target 6-2: Improve compliance of UST and AST programs, evaluate and revise training program				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish working group	Working Group	Monthly beginning July 09	Time -travel	12/8/09 Complete
Review existing practices/training techniques	OSC—working group	Monthly	Time –travel--- training programs	
Evaluate field comments of training, rewrite presentations	OSC Working Group	Monthly	Training critiques	If available 12/8/09 Ongoing 3/10/10 Gary Bartlett has revised UST monthly inspection form and has started to distribute and train district staff. 6/15/10 Several DOT representatives have received Operator A and B training from NHDES. OSC developing Operator C training for NHDOT staff.
Work with OSC/DE to implement recommendations	Working Group	Monthly	Time -travel	12/8/09 Ongoing. 6/15/10 OSC developing Operator C training
Train all with working group review	OSC	As required	Time -travel	12/8/09 Ongoing 6/15/10 OSC to provide Operator C training

12/8/09 OSC providing Annual Leak Testing training to District 2 and District 6 staff on 12/16/09.

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Objective Aspect 6-1 and 6-2/Target 6-3: Improve compliance of UST and AST programs compile documents, BMP's, regulations				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish Working Group	Working Group	July 2009	Team member time, travel	
Understand scope of the problem	OSC, Working Group	Monthly	Team member time, travel	3/10/10 MECA audits to be completed Spring 2010. Use these results to evaluate scope. OSC to provide compiled list of violations. 6/15/10 MECA reporting still in progress. OSC to compile violations.
Review current in-place documents, BMP's, regulations	OSC, Working Group	Monthly	Travel, team member time	3/10/10 MECA to identify shortfalls. Utilize RCAs and CAPs. 6/15/10 ongoing
Make recommendations to current OSC UST document and IMP data base	OSC, Working Group, DE	Monthly	OSC Support, team member time	3/10/10 Monthly inspection form revised by OSC and being distributed to Districts. 6/15/10 OSC developing Operator C training program,
Work with DE to develop and provide training to all on updated documents, BMP's, regulations	OSC, Working Group, DE, Maintenance Supervisor	Monthly	OSC Support, team member time	3/10/10 NHDOT to participate in UST Operator training to be provided by NHDES during Spring/Summer 2010. 6/15/10 OSC to provide Operator C training.

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Objective Aspect 6-1 and 6-2/Target 6-3: Improve compliance of UST and AST programs compile documents, BMP's, regulations				
Action Item	Responsibilities	Schedule	Resources	Comments
Working Group review	OSC, working group		OSC Support, team member time	

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Objective Activity 2-2/Target 7-1: Register all Bureau vehicle washing sites with NHDES				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish Working Group	District SECs District Engineers EMS Coordinator	April 2012	Bureau EMS Staff	
Understand scope of the problem	District SECs, District Engineers, EMS Coordinator – review documentation including existing procedure, NHDES BMPs, and NHDES registration form	April 2012	Bureau EMS Staff	Meeting with NHDES on March 27, 2012. Registration information provided to Districts on April 9, 2012.
Develop Site Plans	District SECs – prepare site plans District Engineers – review and approve site plans EMS Coordinator – coordination Project Development – prepare vehicle washing site plans using existing site plans Review Draft Plans Districts obtain and provide additional information Final Site Plans	May - September 2012 Draft – October 2012 October 2012 November 2012 November 2012	Bureau EMS Staff District Engineers Project Development EMS Coordinator District EMS Staff EMS Coordinator and Project Development	complete

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Objective Activity 2-2/Target 7-1: Register all Bureau vehicle washing sites with NHDES				
Action Item	Action Item	Action Item	Action Item	Action Item
Complete Vehicle Washing Site Registrations and Submit to NHDES	EMS Coordinator – prepare registration packages OSC – review site registrations	June – November 2012 October – November 2012	EMS Coordinator OSC	complete
Receive Site Registrations from NHDES	NHDES		NHDES	Complete

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Objective Activity 2-2/Target 7-2: Develop vehicle washing work instruction				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish Working Group		April 2012	Bureau EMS Staff	
Understand scope of the problem	District SECs, District Engineers, EMS Coordinator – Review previous procedure, NHDES BMPs, Env-Wq-402	May 2012	Bureau EMS Staff	
Draft Work Instruction	EMS Coordinator	April 2012	EMS Coordinator	
Review Draft Work Instruction	District SECs District Engineers EMS Coordinator OSC – review final draft based on Bureau review	May – June 2012 June – July 2012	Bureau EMS Staff OSC	
Final Work Instruction	District SECs District Engineers EMS Coordinator	October 2012	EMS Coordinator	complete

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Objective Activity 2-2/Target 7-3: Train Bureau Employees				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish Working Group	District SECs District Engineers EMS Coordinator	April 2012	Bureau EMS Staff	
Understand scope of the problem	District SECs District Engineers EMS Coordinator	May 2012	Bureau EMS Staff	
Develop training program	District SECs District Engineers EMS Coordinator OSC	July – August 2012	Bureau EMS Staff	
		August – October 2012	OSC	
Provide training to Bureau staff.	District SECs District Engineers OSC	October 2012	Bureau Staff, OSC	OSC starting training at District 2 Day on October 16, 2012.

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Objective Activity 1-7/Target 8-1: Characterize Nature of Street Waste				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish Working Group	District SECs District Engineers EMS Coordinator	April 2013	Bureau EMS Staff	Complete
Compile Existing Analytical Test Results	District SECs District Engineers EMS Coordinator	June 2013	Bureau EMS Staff	Complete
Obtain New Catch Basin Waste solids samples	District SECs District Engineers EMS Coordinator OSC	July 2013	Bureau EMS Staff OSC	Complete
Perform Analytical Testing for RCMP standards	District SECs District Engineers OSC	August 2013	Bureau Staff, OSC	Complete

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Objective Activity 1-7/Target 8-2: Develop Work Instruction				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish Working Group	District SECs District Engineers EMS Coordinator	April 2013	Bureau EMS Staff	Complete
Draft Work Instruction	District SECs District Engineers EMS Coordinator	June 2013	Bureau EMS Staff	Complete
Meet with NHDES to present proposed street waste management program	EMS Coordinator BHM Administrator OSC Front office	August 2013	EMS Coordinator BHM Administrator OSC Front office	Complete
Submit proposed street waste management program to NHDES for review and approval	District SECs District Engineers OSC Front Office	September 2014	Bureau Staff, OSC	Complete
Meet with NHDES to review concerns and provide input	EMS Coordinator BHM Administrator OSC Front office	April 2014	EMS Coordinator BHM Administrator OSC Front office	Complete
Submit supplemental information to NHDES	District SECs District Engineers OSC Front Office	April 2014	District SECs District Engineers OSC Front Office	
Obtain concurrence from NHDES on proposed street waste management program	District SECs District Engineers OSC Front Office	May 2014	District SECs District Engineers OSC Front Office	

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Objective Activity 1-7/Target 8-3: Train Bureau Employees				
Action Item	Responsibilities	Schedule	Resources	Comments
Establish Working Group	District SECs District Engineers EMS Coordinator	April 2013	Bureau EMS Staff	Complete
Understand scope of the problem	District SECs District Engineers EMS Coordinator	May 2014	Bureau EMS Staff	
Develop training program	District SECs District Engineers EMS Coordinator OSC	June 2014	Bureau EMS Staff OSC	
Provide training to Bureau staff.	District SECs District Engineers OSC	June 2014	Bureau Staff, OSC	