

ATTACHMENT 4

Stormwater Management for Municipal Operations

Contents

BMP

- 6-2 2014 Inspection Forms for Shops and Maintenance Facilities**
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AGRICULTURAL FACILITY ANNUAL INSPECTION FORM

Inspector (Name/Title): *Ginger Parker, Safety Specialist, EH&S*

Contact Information: Ray Hamilton
Farm and Ranch Manager 646-4500

Date: 12/10/2014 Time: 9:00am Reviewed by: _____

Weather at time of inspection: Clear Cloudy Rain Sleet Snow High Winds
Other: Calm Temperature: 50°F

New Mexico State University has a permit from the EPA to operate its Municipal Separate Storm Sewer System (MS4). The MS4 permit requires NMSU to annually report on the implementation of Good Housekeeping Procedures for its municipal operations. The information requested on this form is to comply with this permit requirement.

The shop/facility must be inspected once each fiscal year. Please make a copy of this completed inspection form for your records, and submit the original to the Civil Engineer in OFS Project Development and Engineering by June 30th each year.

Summary of Findings (to be completed at the end of the inspection):

Is the majority of the good housekeeping procedures implemented and maintained? Yes No

Are corrective measures needed due to a pollutant release or the potential for a release? Yes No
If yes, please describe (Attach pages if more space is needed.):

Number of new employees: 0 Number of new employees trained within 3 months of hiring: 0
(Attach documentation of their good housekeeping procedures training.)

Total number of employees: 3 Total number trained in good housekeeping procedures: 3

Within (30) days of the receipt of the safety inspection report, a written response shall be made describing the corrective actions(s) that have been taken or the action plan to address the deficiencies. Send written response to:

Jack Kirby, Assistant Director (jf Kirby@ad.nmsu.edu)
&
Ginger Parker, Safety Specialist (parkerq1@nmsu.edu)

Please put in subject: "Inspection Response"

[1.6.4.2 New Mexico Administrative Code (NMAC), 7/1/2007]



AGRICULTURAL FACILITY ANNUAL INSPECTION FORM

Effectiveness of Good Housekeeping Procedures:

STORAGE OF PACKAGED MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are materials stored inside or in weatherproof storage units to the extent practical? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If stored outside are: Liquid containers closed, in good condition and on pallets? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Packaged materials covered and on pallets? Not Applicable			
Are storage areas free of leaks and spills? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage of packaged materials implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

USED EQUIPMENT AND PARTS STORAGE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are fluids drained from equipment and parts before storage? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are small equipment and parts in a covered bin that is placed on a pallet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are large equipment and parts placed on pallets and covered? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are equipment and parts stored in a designated area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for used equipment and parts storage implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



AGRICULTURAL FACILITY ANNUAL INSPECTION FORM

SCRAP MATERIALS AND WASTE STORAGE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the Agricultural Facility free of loose scrap materials and waste? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are scrap and waste from the Agricultural Facility placed in designated containers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are storage containers provided to sort materials by type? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for scrap materials and waste storage implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HAY STORAGE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is hay stored on pallets and under shelter or covered with tarps or plastic? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the ground around storage areas free of loose hay? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for hay storage implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
STORAGE OF ANIMAL WASTE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is animal waste stored only in designated areas? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are perimeter controls provided for waste piles? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage of animal waste implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VEHICLE AND EQUIPMENT FLUIDS CHANGE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are fluids changed inside or under shelter to the extent practical? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If done outside, are drip pans, absorbent pads or polyethylene sheets used? Not Applicable			
Are good housekeeping procedures for vehicle and equipment fluids change implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



AGRICULTURAL FACILITY ANNUAL INSPECTION FORM

VEHICLE AND EQUIPMENT REPAIRS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are repairs done inside or under shelter to the extent practical? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If done outside, are drip pans, absorbent pads or polyethylene sheets used? Not Applicable			
Is there no evidence of fluid spills or leaks on the ground at the Agricultural Facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is there no evidence of water discharged from tire repair? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for vehicle and equipment repairs implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
USED FLUIDS HANDLING AND STORAGE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are containers closed, labeled (including date), in good condition and placed on pallets? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for used fluids handling and storage implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SPILL RESPONSE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are Material Safety Data Sheets available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the spill kit(s) maintained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Has any spill/leak that occurred since last inspection been clean-up and disposed properly? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for spill response implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



AGRICULTURAL FACILITY ANNUAL INSPECTION FORM

VEHICLE AND EQUIPMENT OPERATIONS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are vehicles and equipment washed only <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No at a wash bay?			
Are the vehicle and equipment parking areas <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No free of spills and leaks?			
If the vehicles or equipment are leaking: Are drip pans placed under leaking vehicles or equipment? Not Applicable Are repairs scheduled? Not Applicable			
Are good housekeeping procedures for vehicle and equipment operations implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FUELING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Has secondary containment been provided for fuel tanks? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for fueling implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:

Make sure any scrap metal that will not be recycled for other projects is stored in designated containers in good shape and designed for scrap and waste. Label container(s) "Scrap metal, for disposal" and disposed of as soon as possible.

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ANNUAL MONITORING AND ASSESSMENT OF POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

MS4 Permit Number: NMR04L002 Permit Year: July 2014 – June 2015

Person Completing Form: Hope Hernandez Date: September 24, 2015

Monitoring and Assessment of BMP 6-1:

FACILITY NAME	ALL NEW EMPLOYEES TRAINED IN GHPs	NUMBER OF EMPLOYEES	NUMBER OF EMPLOYEES TRAINED	PERCENTAGE OF EMPLOYEES TRAINED
Agricultural Facility (Main Campus)	Not Applicable	3	3	100%
Central Utility Plant (CUP)	Not Applicable	11	11	100%
Fleet Maintenance Shop	Not Applicable	5	5	100%
Grounds Facility	Not Applicable	21	21	100%
Mechanical Shop	Not Applicable	15	15	100%
Recycling Facility	Not Applicable	5	5	100%
Structural Maintenance Shop	Not Applicable	17	17	100%
Warehouse	Not Applicable	10	10	100%
Total Number of Facilities That Trained All New Employees	NA	NA	NA	NA
Total Number of Facilities Where 100% of Employees Are Trained	NA	NA	NA	8

Summary of Findings:

1. Percentage of facilities that trained all new employees in GHPs within 3 months of being hired: 0.0 %
2. Percentage of facilities that trained all employees: 100 %

Monitoring and Assessment of BMP 6-2:

FACILITY NAME	GOOD HOUSEKEEPING PROCEDURES (GHPs) IMPLEMENTED	CORRECTIVE MEASURES NEEDED
Agricultural Facility (Main Campus)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Central Utility Plant (CUP)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Fleet Maintenance Shop	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grounds Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mechanical Shop	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Recycling Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Structural Maintenance Shop	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Warehouse	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total Number of Facilities That Implemented Good Housekeeping Procedures	8	NA
Total Number of Facilities That Need Corrective Measures	NA	2

Summary of Findings:

1. Percentage of facilities that implemented good housekeeping procedures: 100%
2. Percentage of facilities that need corrective measures: 25%

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MECHANICAL
HVAC SHOP
ANNUAL INSPECTION FORM

Inspector (Name/Title): Ginger Parker, Safety Specialist Contact Information: Fernando Ortega, Supervisor 6-4604

Signature: _____ Date: 9/30/2014 Time: 10:00 AM

Weather at time of inspection: Clear Cloudy Rain Sleet Snow High Winds
Other: _____ Temperature: 72 degrees

New Mexico State University has a permit from the EPA to operate its Municipal Separate Storm Sewer System (MS4). The MS4 permit requires NMSU to annually report on the implementation of Good Housekeeping Procedures for its municipal operations. The information requested on this form is to comply with this permit requirement.

The shop/facility must be inspected once each fiscal year. Please make a copy of this completed inspection form for your records, and submit the original to the Civil Engineer in OES Project Development and Engineering by June 30th each year.

Summary of Findings (to be completed at the end of the inspection):

Is the majority of the good housekeeping procedures implemented and maintained? Yes No

Are corrective measures needed due to a pollutant release or the potential for a release? Yes No
If yes, please describe (Attach pages if more space is needed):

Number of new employees: _____ Number of new employees trained within 3 months of hiring: _____
(Attach documentation of their good housekeeping procedures training.)

Total number of employees: _____ Total number trained in good housekeeping procedures: _____

Effectiveness of Good Housekeeping Procedures:

STORAGE AND DISPOSAL OF EQUIPMENT AND PARTS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is equipment to be serviced stored inside <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No or under shelter?			
Are purged parts stored inside or under shelter and on pallets? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage and disposal of equipment and parts implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
EXTRACTION OF FREON AND OIL	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are extraction activities done inside? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are used oil containers labeled (inc. date), in good condition and stored inside? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for extraction of Freon and oil implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



HVAC SHOP ANNUAL INSPECTION FORM

COIL CLEANING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Do crews determine where wash water will go before cleaning coils? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NU-CALGON Evaporator Cleaner No Rinse Coil Cleaner, Aerosol. If they do need to rinse the rinse water goes down the drain.		
Are the amount of cleaner and wash water used kept to minimum? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for vehicle operation implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SPILL RESPONSE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are Material Safety Data Sheets available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the spill kit(s) maintained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Has any spill/leak that occurred since last inspection been clean-up and disposed properly? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for spill response implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
YARD MAINTENANCE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the yard free of trash and debris from the HVAC Shop? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are scrap and waste from the HVAC Shop placed in designated waste and recycling containers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NMSU Recycling will pick up and dispose of the scrap and waste		
Are good housekeeping procedures for yard maintenance implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			



HVAC SHOP ANNUAL INSPECTION FORM

VEHICLE OPERATION	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the NMSU vehicle parking area free of spills and leaks? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If the vehicles are leaking: Are drip pans placed under leaking vehicles? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are repairs scheduled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for vehicle operation implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes: HVAC shop is now under "Mechanical Shop" which includes Plumbing also.

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Bldg 254

STRUCTURAL MAINTENANCE AND WELDING SHOP ANNUAL INSPECTION FORM

Inspector (Name/Title): GINGER PARKER Contact Information: ISSAC PAZ - Supervisor 575-202-2850 ext 646-7110

Signature: [Signature] Date: 9-29-2014 Time: 2:20 pm

Weather at time of inspection: Clear Cloudy Rain Sleet Snow High Winds

Other: Partly cloudy Temperature: 82°

New Mexico State University has a permit from the EPA to operate its Municipal Separate Storm Sewer System (MS4). The MS4 permit requires NMSU to annually report on the implementation of Good Housekeeping Procedures for its municipal operations. The information requested on this form is to comply with this permit requirement.

The shop/facility must be inspected once each fiscal year. Please make a copy of this completed inspection form for your records, and submit the original to the Civil Engineer in OFS Project Development and Engineering by June 30th each year.

Summary of Findings (to be completed at the end of the inspection):

Is the majority of the good housekeeping procedures implemented and maintained? Yes No

Are corrective measures needed due to a pollutant release or the potential for a release? Yes No

If yes, please describe (Attach pages if more space is needed.):

Number of new employees: _____ Number of new employees trained within 3 months of hiring: _____
(Attach documentation of their good housekeeping procedures training.)

Total number of employees: _____ Total number trained in good housekeeping procedures: _____

Effectiveness of Good Housekeeping Procedures:

STORAGE OF PACKAGED MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are materials purchased in limited quantities as required for a job? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are packages and containers labeled and placed on pallets? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If stored in the fenced area of the yard, are: Liquid containers closed, in good condition and in one area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Packaged materials covered? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage of packaged materials implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No



STRUCTURAL MAINTENANCE AND WELDING SHOP ANNUAL INSPECTION FORM

STORAGE OF BULK MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are materials purchased in limited quantities as required for a job? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are perimeter controls provided for bulk materials? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are bulk materials covered to the extent practical? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage of bulk materials implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No
CONCRETE, STUCCO AND MORTAR WASHOUT	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the washout pit lined and bermed or excavated to have one foot of free board? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are all washouts done within the pit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If there evidence that the pit overflowed, was it cleaned-up properly? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for concrete, stucco and mortar washout implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No
GRAFFITI REMOVAL AND POWER WASHING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the use of soap, solvent, temperature and/or pressure minimized? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are measures installed to prevent a discharge before start of work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for graffiti removal and power washing implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No



STRUCTURAL MAINTENANCE AND WELDING SHOP ANNUAL INSPECTION FORM

PAINTING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are drip pans and/or polyethylene sheets used while transferring and mixing of paints? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the washing of paint materials prohibited outside? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are routinely used paints and solvents stored under shelter and in drip pans? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are waste containers labeled (inc. date), securely closed and placed in containment area for pick-up by EHS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for painting implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No
WELDING OPERATIONS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the ground free of welding waste and scrap metal? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are scrap metals in a labeled bin or drum that is under shelter and on a pallet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for welding operations implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SPILL RESPONSE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are Material Safety Data Sheets available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Supervisor ISSAC PAZ will need to make available to employees</i>		<i>JK - not applicable</i>
Is the spill kit(s) maintained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Has any spill/leak that occurred since last inspection been clean-up and disposed properly? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Absorbent put on oil spill under counter/wall bench. Still needs to be scraped up and disposed of.</i>		
Are good housekeeping procedures for spill response implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



STRUCTURAL MAINTENANCE AND WELDING SHOP ANNUAL INSPECTION FORM

YARD MAINTENANCE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the yard free of trash and debris from the Structural Maintenance and Welding Shop? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are scrap and waste from the Structural Maintenance and Welding Shop placed in designated waste and recycling containers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for yard maintenance implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VEHICLE AND EQUIPMENT OPERATION	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are vehicles and equipment washed only at the Auto Service Shop? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are the vehicle and equipment parking areas free of spills and leaks? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If the vehicles or equipment are leaking: Are drip pans placed under leaking vehicles or equipment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are repairs scheduled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for vehicle and equipment operation implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:

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Vehicle Mechanics/Transportation

STRUCTURAL MAINTENANCE AND WELDING SHOP ANNUAL INSPECTION FORM



Inspector (Name/Title): GINGER PARKER Contact Information: Supervisor 505-496-1899

Signature: Ginger Parker Date: 9-29-14 Time: 10:30 AM

Weather at time of inspection: Clear Cloudy Rain Sleet Snow High Winds

Other: Partly Cloudy Temperature: 79°

New Mexico State University has a permit from the EPA to operate its Municipal Separate Storm Sewer System (MS4). The MS4 permit requires NMSU to annually report on the implementation of Good Housekeeping Procedures for its municipal operations. The information requested on this form is to comply with this permit requirement.

The shop/facility must be inspected once each fiscal year. Please make a copy of this completed inspection form for your records, and submit the original to the Civil Engineer in OFS Project Development and Engineering by June 30th each year.

Summary of Findings (to be completed at the end of the inspection):

Is the majority of the good housekeeping procedures implemented and maintained? Yes No

Are corrective measures needed due to a pollutant release or the potential for a release? Yes No

If yes, please describe (Attach pages if more space is needed.):

Number of new employees: _____ Number of new employees trained within 3 months of hiring: _____
(Attach documentation of their good housekeeping procedures training.)

Total number of employees: _____ Total number trained in good housekeeping procedures: _____

Effectiveness of Good Housekeeping Procedures:

STORAGE OF PACKAGED MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are materials purchased in limited quantities as required for a job? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are packages and containers labeled and placed on pallets? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If stored in the fenced area of the yard, are: Liquid containers closed, in good condition and in one area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Packaged materials covered? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage of packaged materials implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



STRUCTURAL MAINTENANCE AND WELDING SHOP ANNUAL INSPECTION FORM

STORAGE OF BULK MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are materials purchased in limited quantities as required for a job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are perimeter controls provided for bulk materials? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are bulk materials covered to the extent practical? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage of bulk materials implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No
CONCRETE, STUCCO AND MORTAR WASHOUT	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the washout pit lined and bermed or excavated to have one foot of free board? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are all washouts done within the pit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If there evidence that the pit overflowed, was it cleaned-up properly? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for concrete, stucco and mortar washout implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No
GRAFFITI REMOVAL AND POWER WASHING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the use of soap, solvent, temperature and/or pressure minimized? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are measures installed to prevent a discharge before start of work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for graffiti removal and power washing implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No



**STRUCTURAL MAINTENANCE AND WELDING SHOP
ANNUAL INSPECTION FORM**

PAINTING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are drip pans and/or polyethylene sheets used while transferring and mixing of paints? <input type="checkbox"/> Yes <input type="checkbox"/> No	N/A		
Is the washing of paint materials prohibited outside? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are routinely used paints and solvents stored under shelter and in drip pans? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are waste containers labeled (inc. date), securely closed and placed in containment area for pick-up by EHS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for painting implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No
WELDING OPERATIONS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the ground free of welding waste and scrap metal? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are scrap metals in a labeled bin or drum that is under shelter and on a pallet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for welding operations implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SPILL RESPONSE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are Material Safety Data Sheets available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the spill kit(s) maintained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Has any spill/leak that occurred since last inspection been clean-up and disposed properly? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for spill response implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



**STRUCTURAL MAINTENANCE AND WELDING SHOP
ANNUAL INSPECTION FORM**

YARD MAINTENANCE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the yard free of trash and debris from the Structural Maintenance and Welding Shop? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are scrap and waste from the Structural Maintenance and Welding Shop placed in designated waste and recycling containers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for yard maintenance implemented?			<input type="checkbox"/> Yes <input type="checkbox"/> No
VEHICLE AND EQUIPMENT OPERATION	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are vehicles and equipment washed only at the Auto Service Shop? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are the vehicle and equipment parking areas free of spills and leaks? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If the vehicles or equipment are leaking: Are drip pans placed under leaking vehicles or equipment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are repairs scheduled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for vehicle and equipment operation implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:



RECYCLING FACILITY ANNUAL INSPECTION FORM

536

Inspector (Name/Title): Ginger Parker, Safety Specialist EHS Contact Information: (575) 646-3327

Signature: Ginger Parker Date: October 22, 2014 Time: 10:00am

Weather at time of inspection: Clear Cloudy Rain Sleet Snow High Winds
Other: _____ Temperature: ~ 60°F

New Mexico State University has a permit from the EPA to operate its Municipal Separate Storm Sewer System (MS4). The MS4 permit requires NMSU to annually report on the implementation of Good Housekeeping Procedures for its municipal operations. The information requested on this form is to comply with this permit requirement.

The shop/facility must be inspected once each fiscal year. Please make a copy of this completed inspection form for your records, and submit the original to the Civil Engineer in OFS Project Development and Engineering by June 30th each year.

Summary of Findings (to be completed at the end of the inspection):

Is the majority of the good housekeeping procedures implemented and maintained? Yes No

Are corrective measures needed due to a pollutant release or the potential for a release? Yes No
If yes, please describe (Attach pages if more space is needed.):

Number of new employees: 0 Number of new employees trained within 3 months of hiring: 0
(Attach documentation of their good housekeeping procedures training.)

Total number of employees: 5 Total number trained in good housekeeping procedures: 5

Effectiveness of Good Housekeeping Procedures:

LOADING AND UNLOADING OF MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are materials to be baled unloaded inside to the extent practical? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If materials are unloaded outside, are they stored in covered containers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If bales are stored outside, are they placed on pallets? Not Applicable			
Are outside areas free of loose paper, cardboard and other recyclables? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If prohibited items are found in loads, are they stored inside and disposed-of properly as soon as practical? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for loading and unloading of materials implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



RECYCLING FACILITY ANNUAL INSPECTION FORM

METALS STORAGE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is one area designated for metals storage? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are containers or a containment structure used for metals storage? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for metals storage implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RECYCLING EQUIPMENT MAINTENANCE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is equipment maintained on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are maintenance fluids stored inside? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for recycling equipment maintenance implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SPILL RESPONSE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are Material Safety Data Sheets available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the spill kit maintained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Has any spill/leak that occurred since last inspection been clean-up and disposed properly? Not Applicable	No spill/leak has occurred since last inspection.		
Are good housekeeping procedures for spill response implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
COMPOSTING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the containment berm maintained on the downslope side and along Tortugas Arroyo? Not Applicable			
Are activities confined within the bermed area? Not Applicable			
Are areas designated (with signs) for receiving, storage and composting activities? Not Applicable			
Are good housekeeping procedures for composting implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



RECYCLING FACILITY ANNUAL INSPECTION FORM

VEHICLE AND FORKLIFT OPERATION	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the forklift parked inside overnight? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are vehicle and forklift parking areas free of spills and			
If the vehicles or forklift are leaking: Are drip pans placed under the leaking vehicles or forklift? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are repairs scheduled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for vehicle and forklift operation implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:

- 1) No materials are loaded or stored outside. All materials and bales are stored in a truck trailer and hauled off site for recycling. Good housekeeping procedures need to be updated to reflect the change in operations.
- 2) The composting facility is no longer in use. Good housekeeping procedures need to be updated with the removal of the composting activities section.
- 3) Microblaze is sprayed on leak substance to neutralize and vehicle or forklift is taken to Mechanical Shop for repair.

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GROUNDS FACILITY ANNUAL INSPECTION FORM

Inspector (Name/Title): Ginger Parker, Safety Specialist, EHS Contact Information: 646-3327

Date: December 8, 2014 Time: 9:00 am Reviewed by: _____

Weather at time of inspection: Clear Cloudy Rain Sleet Snow High Winds

Other: _____ Temperature: 49°F

New Mexico State University has a permit from the EPA to operate its Municipal Separate Storm Sewer System (MS4). The MS4 permit requires NMSU to annually report on the implementation of Good Housekeeping Procedures for its municipal operations. The information requested on this form is to comply with this permit requirement.

The shop/facility must be inspected once each fiscal year. Please make a copy of this completed inspection form for your records, and submit the original to the Civil Engineer in OFS Project Development and Engineering by June 30th each year.

Summary of Findings (to be completed at the end of the inspection):

Is the majority of the good housekeeping procedures implemented and maintained? Yes No

Are corrective measures needed due to a pollutant release or the potential for a release? Yes No
If yes, please describe (Attach pages if more space is needed.):

Excavate and properly dispose of soil contaminated with paint washout.

Number of new employees: 0 Number of new employees trained within 3 months of hiring: 0
(Attach documentation of their good housekeeping procedures training.)

Total number of employees: 21 Total numbers trained in good housekeeping procedures: 21

Within (30) days of the receipt of the safety inspection report, a written response shall be made describing the corrective actions(s) that have been taken or the action plan to address the deficiencies. Send written response to:

Jack Kirby, Assistant Director (jf Kirby@ad.nmsu.edu)
&
Ginger Parker, Safety Specialist (parkerg1@nmsu.edu)

Please put in subject: "Inspection Response"

[1.6.4.2 New Mexico Administrative Code (NMAC), 7/1/2007]



GROUNDS FACILITY ANNUAL INSPECTION FORM

Effectiveness of Good Housekeeping Procedures:

STORAGE OF PACKAGED MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are areas designated for storage of specific types of materials? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are materials stored inside or in weatherproof storage units to the extent practical? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If materials are stored under shelter, are they on pallets? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are storage areas free of leaks and spills? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage of packaged materials implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
STORAGE OF BULK MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are materials purchased in limited quantities as required for a job? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are perimeter controls provided for bulk materials? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are bulk materials covered to the extent practical? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage of bulk materials implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
STORAGE OF FLUIDS FOR EQUIPMENT MAINTENANCE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are maintenance fluids stored inside or in weatherproof storage units? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are storage areas free of leaks and spills? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for storage of fluids for equipment maintenance implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



GROUNDS FACILITY ANNUAL INSPECTION FORM

USED EQUIPMENT AND PARTS STORAGE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are fluids drained from equipment and parts before storage? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are small equipment and parts in a covered bin that is placed on a pallet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are large equipment and parts placed on pallets and covered? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are equipment and parts stored in a designated area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for used equipment and parts storage implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
TRANSFER AND MIXING OF MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is transfer and mixing of materials done inside to the extent practical? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are areas designated outside for transfer and mixing of materials that cannot be done inside? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are drip pans and/or polyethylene sheets used when transferring and mixing materials outside? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EHS recommends pouring a concrete slab to work on top of so if any material is spilled during transferring it will not drain into the ground. Reused containers must be re-labeled with content. <i>See Photo #1</i>		
Are good housekeeping procedures for transfer and mixing of materials implemented?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FERTILIZER, PESTICIDE AND HERBICIDE APPLICATION	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are applicators limited to employees with NMDA license or trained employees? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			



GROUNDS FACILITY ANNUAL INSPECTION FORM

FERTILIZER, PESTICIDE AND HERBICIDE APPLICATION	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are applicators limited to employees with NMDA license or trained employees? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are containers properly disposed of after use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>1) Pesticide area Containers need to be properly disposed of after use per the MSDS. See <i>Photo #1</i> <i>This is a repeat from last year.</i></p> <p>2) Used paint buckets setting on ground by east of Grounds Bldg. Lids open with paint/water mixture in buckets. See <i>Photo #2</i>.</p> <p>3) Safe Step, Freeze Guard Ice Melt on pallets. No secondary container. Bottom bags have tears in them or are wearing thin. Bags are in process of being disposed of. See <i>Photo #3</i>.</p>		
Are good housekeeping procedures for fertilizer, pesticide and herbicide application implemented? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
COMPOSTING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the containment berm maintained on the downslope side and along Tortugas Arroyo? Not Applicable			
Are activities confined within the bermed area? Not Applicable			
Are areas designated (with signs) for receiving, storage and composting activities? Not Applicable			
Are good housekeeping procedures for composting implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SPILL RESPONSE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are Material Safety Data Sheets available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are the spill kits maintained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			



GROUNDS FACILITY ANNUAL INSPECTION FORM

Has any spill/leak that occurred since last inspection been clean-up and disposed properly? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for spill response implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
YARD MAINTENANCE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the yard free of trash and debris from the Grounds Facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are scrap and waste from the Grounds Facility placed in designated waste and recycling containers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for yard maintenance implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
VEHICLE AND EQUIPMENT OPERATION	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are the vehicle and equipment parking areas free of spills and leaks? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If the vehicles or equipment are leaking Are drip pans placed under leaking vehicles or equipment? Not Applicable Are repairs scheduled? Not Applicable			
Are good housekeeping procedures for vehicle and equipment operation implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			



GROUNDS FACILITY ANNUAL INSPECTION FORM

EQUIPMENT CLEANING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is equipment cleaning limited to air cleaning at the Grounds Facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the area at Grounds Facility free of matter cleaned from the equipment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for equipment cleaning implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
EQUIPMENT MAINTENANCE AND REPAIR	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is equipment maintenance and repair limited to handheld equipment at the Grounds Facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are equipment maintenance and repair done inside to the extent practical? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If done outside, are drip pans, polyethylene sheets or absorbent pads used? Not Applicable			
Are waste fluid containers labeled (inc. date), in good condition and placed on pallets? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for equipment maintenance and repair implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
TIRE REPAIR	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is there no evidence of water discharged from tire repair? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for tire repair implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

GROUNDS FACILITY ANNUAL INSPECTION FORM

FUELING	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are gas cans transported in drip pans <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No with absorbent pads?			
Are vehicles that transport gas cans equipped with a spill kit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Campus Vehicles do not have spill kits on them.		
Are good housekeeping procedures for fueling implemented?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Additional Notes:

Good housekeeping procedures need to be revised to provide additional controls for mixing of paints under sports field marking activities.

Good housekeeping procedures need to be revised to reflect the implementation of safety spout fuel canisters instead of drip pans and pads when transporting fuel canisters under fueling activities.

The composting facility is no longer in use. Good housekeeping procedures need to be updated with the removal of the composting activities section.



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WAREHOUSE ANNUAL INSPECTION FORM

Inspector (Name/Title): Ginger Parker, Safety Specialist, EHS Contact Information: 575-646-3327

Signature: *Jack J. Kirby* Date: December 11, 2013 Time: 9:10 am

Weather at time of inspection: Clear Cloudy Rain Sleet Snow High Winds

Other: Calm Temperature: ~ 52°F

New Mexico State University has a permit from the EPA to operate its Municipal Separate Storm Sewer System (MS4). The MS4 permit requires NMSU to annually report on the implementation of Good Housekeeping Procedures for its municipal operations. The information requested on this form is to comply with this permit requirement.

The shop/facility must be inspected once each fiscal year. Please make a copy of this completed inspection form for your records, and submit the original to the Civil Engineer in OFS Project Development and Engineering by June 30th each year.

Summary of Findings (to be completed at the end of the inspection):

Is the majority of the good housekeeping procedures implemented and maintained? Yes No

Are corrective measures needed due to a pollutant release or the potential for a release? Yes No
If yes, please describe (Attach pages if more space is needed.):

Number of new employees: 0 Number of new employees trained within 3 months of hiring: 0
(Attach documentation of their good housekeeping procedures training.)

Total number of employees: 10 Total number trained in good housekeeping procedures: 10

Within (30) days of the receipt of the safety inspection report, a written response shall be made describing the corrective actions(s) that have been taken or the action plan to address the deficiencies. Send written response to:

Jack Kirby, Assistant Director (jf Kirby@ad.nmsu.edu)

&

Ginger Parker, Safety Specialist (parker g1@nmsu.edu)

Please put in subject: "Inspection Response"

[1.6.4.2 New Mexico Administrative Code (NMAC), 7/1/2007]



WAREHOUSE ANNUAL INSPECTION FORM

Effectiveness of Good Housekeeping Procedures:

OUTSIDE STORAGE OF MATERIALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are liquid and chemical containers stored, labeled, in good condition and placed on pallets? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No			
Are metals stored off the ground? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No			
Are storage areas free of loose trash, garbage, debris, etc.? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No			
Are good housekeeping procedures implemented for outside storage?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SPILL RESPONSE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are Material Safety Data Sheets available? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No			
Is the spill kit maintained? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No			
Has any spill/leak that occurred since last inspection been clean-up and disposed properly? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No			
Are good housekeeping procedures for spill response implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

VEHICLE OPERATION	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Is the NMSU vehicle parking area free of spills and leaks? <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No			
If the vehicles are leaking: Are drip pans placed under leaking vehicles? Not Applicable Are repairs scheduled? Not Applicable			
Are good housekeeping procedures for vehicle operation implemented?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



CENTRAL UTILITY PLANT ANNUAL INSPECTION FORM

Inspector (Name/Title): Ginger Parker, Safety Specialist, EHS

Contact Information: 575-646-3327

Signature: _____ Date: December 9, 2014 Time: 1:30 pm

Weather at time of inspection: Clear Cloudy Rain Sleet Snow High Winds
Other: Breezy Temperature: ~60°F

New Mexico State University has a permit from the EPA to operate its Municipal Separate Storm Sewer System (MS4). The MS4 permit requires NMSU to annually report on the implementation of Good Housekeeping Procedures for its municipal operations. The information requested on this form is to comply with this permit requirement.

The shop/facility must be inspected once each fiscal year. Please make a copy of this completed inspection form for your records, and submit the original to the Civil Engineer in OFS Project Development and Engineering by June 30th each year.

Summary of Findings (to be completed at the end of the inspection):

Is the majority of the good housekeeping procedures implemented and maintained? Yes No

Are corrective measures needed due to a pollutant release or the potential for a release? Yes No
If yes, please describe (Attach pages if more space is needed.):

Number of new employees: 0 Number of new employees trained within 3 months of hiring: 0
(Attach documentation of their good housekeeping procedures training.)

Total number of employees: 11 Total number trained in good housekeeping procedures: 11

Within (30) days of the receipt of the safety inspection report, a written response shall be made describing the corrective actions(s) that have been taken or the action plan to address the deficiencies. Send written response to:

Jack Kirby, Assistant Director (jfkirby@ad.nmsu.edu)
&
Ginger Parker, Safety Specialist (parkerg1@nmsu.edu)

Please put in subject: "Inspection Response"

[1.6.4.2 New Mexico Administrative Code (NMAC), 7/1/2007]



CENTRAL UTILITY PLANT ANNUAL INSPECTION FORM

Effectiveness of Good Housekeeping Procedures:

STORAGE AND HANDLING OF CHEMICALS	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
<p>Are chemical containers labeled, in good condition and placed inside to the extent practical?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>1) North fence area. Metal black drum, not labeled. Unknown chemical inside. Chemical needs to be identified and drum labeled. <i>See Photo #1</i></p> <p>2) Cooling Tower Area. Barrel not labeled (possibly bleach). <i>See Photo #2.</i></p>		
<p>If stored outside, are containers on pallets or in secondary containment areas, as appropriate?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>1) Cooling Tower Area. Barrel needs to be in secondary containment. <i>See Photo #2.</i></p> <p>2) Cooling Tower Area. Metal Blue drum. Hydraulic oil. Not in secondary containment. <i>See Photo #3.</i></p> <p>3) Location - Pool Pit Door. Old chemicals for cooling tower from a previous contractor need to be disposed of. These chemicals will not be used. Previous contractor should pick up or call EHS to pick up. <i>See Photo #4.</i></p> <p>4) White double wall container in Absorption room by drain has Bromide Biocide in an aqueous solution. A secondary container is needed or the drain should be sealed, so if container is compromised, fluid does not go down drain. <i>See Photo #5.</i></p> <p>5) West side of Absorption room, outside of Machinery room door. Bucket containing oil or some kind of lubricant mixed with water. Liquid needs to be disposed of properly. <i>See Photo #6.</i></p>		
<p>Are drip pans used beneath chemical connection points?</p> <p style="text-align: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>Are good housekeeping procedures for storage and handling of chemicals implemented?</p>			<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>



CENTRAL UTILITY PLANT ANNUAL INSPECTION FORM

COMPRESSOR OIL CHANGE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN COMPLETED
Are used oil containers labeled (inc. date), in good condition and placed on pallets? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are materials used to transfer waste oil stored inside? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for compressor oil change implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SCRAP EQUIPMENT AND PARTS STORAGE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN
Are fluids drained from equipment and parts before storage? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are small equipment and parts in a covered bin that is placed on a pallet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are large equipment and parts placed on pallets and covered? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are equipment and parts stored in a designated area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for scrap equipment and parts storage implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
PLANT MAINTENANCE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN
Has washing of equipments, tools, parts and chemical containers been prohibited outside? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is there no evidence of discharges other than stormwater (e.g. no staining)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are outside storage areas free of loose trash, garbage, debris, etc.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for plant maintenance implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

CENTRAL UTILITY PLANT ANNUAL INSPECTION FORM

SPILL RESPONSE	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN
Are Material Safety Data Sheets available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the spill kit maintained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Has any spill/leak that occurred since last inspection been clean-up and disposed properly? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are good housekeeping procedures for spill response implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
VEHICLE OPERATION	IF NO, DESCRIBE NEEDED ACTION(S)	DATE COMPLETED	INITIALS WHEN
Is the NMSU vehicle parking area free of spills and leaks? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If the vehicles are leaking: Are drip pans placed under leaking vehicles? Not Applicable Are repairs scheduled? Not Applicable			
Are good housekeeping procedures for vehicle operation implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			



**CENTRAL UTILITY PLANT
ANNUAL INSPECTION FORM**



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Attached is our schedule for yard clean up and representation at the Sustainability Council meeting. I separated out the combined shops to give others an opportunity to attend the event. I have attached the agenda for tomorrow's meeting to this email. If you have any questions please give me a call.

Operations Shop	Date
ACCESS CONTROL	Jan-15
CUSTODIAL	Feb-15
ELECTRIC	Mar-15
ENERGY MGMT	Apr-15
FACILITIES MAINTENANCE	May-15
GROUNDS	Jun-15
MECHANICAL	Jul-15
MOVING SERVICES	Aug-15
PAINT	Sep-15
PLANT OPERATIONS	Oct-15
PLUMBING	Nov-15
RECYCLING AND SOLID WASTE	Dec-15
SIGNS	Jan-16
STRUCTURAL MAINTENANCE	Feb-16
UTILITIES	Mar-16
VEHICLE MECHANICS	Apr-16

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Hello, ESTHER

[Logout](#) [About](#) [Help](#)**Phase**

Phase	STREET SWEEPING	Created By	FLJONES	Budget
		Date	Jan 06, 2015	Budget
		Created	04:05 PM	\$0.00
Description	ZONE 1 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>2.00</u>	<u>\$35.64</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$35.64</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$35.64	\$0.00	\$0.00	\$0.00	\$35.64



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Phase



Phase	STREET SWEEPING	Created By	FLJONES	Budget
		Date	Jan 06, 2015	Budget
		Created	04:05 PM	\$0.00
Description	ZONE 3 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>2.75</u>	<u>\$49.01</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$49.01</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$49.01	\$0.00	\$0.00	\$0.00	\$49.01



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Phase



Phase	STREET SWEEPING	Created By	FLJONES	Budget
		Date	Jan 06, 2015	Budget
		Created	04:05 PM	\$0.00
Description	ZONE 4 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>19.25</u>	<u>\$343.04</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$343.04</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$343.04	\$0.00	\$0.00	\$0.00	\$343.04



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Phase



Phase	STREET SWEEPING	Created By	FLJONES	Budget
		Date	Dec 01, 2014	Budget
		Created	02:59 PM	\$0.00
Description	ZONE 4 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>11.00</u>	<u>\$196.02</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$196.02</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$196.02	\$0.00	\$0.00	\$0.00	\$196.02



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Phase



Phase	STREET SWEEPING	Created By	FLJONES	Budget	
		Date	Sep 30, 2014	Budget	\$0.00
		Created	05:17 PM		
Description	ZONE 1 STREET SWEEPING			Enforce Budget	

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>3.00</u>	<u>\$53.46</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$53.46</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$53.46	\$0.00	\$0.00	\$0.00	\$53.46



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Phase



Phase	STREET SWEEPING	Created By	FLJONES	Budget
		Date	Sep 30, 2014	Budget
		Created	05:17 PM	\$0.00
Description	ZONE 3 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>1.00</u>	<u>\$17.82</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17.82</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$17.82	\$0.00	\$0.00	\$0.00	\$17.82



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Phase



Phase	STREET SWEEPING	Created By	FLJONES	Budget
		Date	Sep 30, 2014	Budget
		Created	05:17 PM	\$0.00
Description	ZONE 4 STREET SWEEPING			Enforce Budget

Cost Analysis

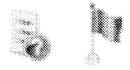
Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>2.00</u>	<u>\$35.64</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$35.64</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$35.64	\$0.00	\$0.00	\$0.00	\$35.64



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Phase



Phase	STREET SWEEPING	Created By	FLJONES	Budget
		Date	Aug 29, 2014	Budget
		Created	04:05 PM	\$0.00
Description	ZONE 1 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>1.00</u>	<u>\$17.82</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17.82</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$17.82	\$0.00	\$0.00	\$0.00	\$17.82



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Phase



Phase	STREET SWEEPING	Created By	FLJONES	Budget
		Date	Aug 29, 2014	Budget
		Created	04:05 PM	\$0.00
Description	ZONE 3 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>2.00</u>	<u>\$47.40</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$47.40</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$47.40	\$0.00	\$0.00	\$0.00	\$47.40



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Phase



Phase	STREET SWEEPING	Created By	FLJONES	Budget
		Date	Aug 29, 2014	Budget
		Created	04:05 PM	\$0.00
Description	ZONE 4 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>16.00</u>	<u>\$285.12</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$285.12</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$285.12	\$0.00	\$0.00	\$0.00	\$285.12



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Phase



Phase	STREET SWEEPING	Created By	KEBROOKS	Budget	
		Date Created	Aug 02, 2014 04:25 PM	Budget	\$0.00
Description	ZONE 3 STREET SWEEPING			Enforce Budget	

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>1.50</u>	<u>\$35.55</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$35.55</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$35.55	\$0.00	\$0.00	\$0.00	\$35.55



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Phase



Phase	STREET SWEEPING	Created By	KEBROOKS	Budget
		Date Created	Jul 01, 2014 08:44 AM	Budget
				\$0.00
Description	ZONE 4 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>16.50</u>	<u>\$294.03</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$294.03</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$294.03	\$0.00	\$0.00	\$0.00	\$294.03



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Phase



Phase	STREET SWEEPING	Created By	KEBROOKS	Budget
		Date Created	Jul 01, 2014 08:44 AM	Budget
				\$0.00
Description	ZONE 5 STREET SWEEPING			Enforce Budget

Cost Analysis

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost	Total Cost
Estimate	6.50	\$117.72	\$0.00	\$0.00	\$0.00	\$117.72
Actual	<u>4.00</u>	<u>\$71.28</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$71.28</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Billed		\$71.28	\$0.00	\$0.00	\$0.00	\$71.28

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MS4 Waste Disposal Procedures

GENERAL ADVISORY

These procedures were prepared in accordance with the National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (Small MS4) No. NMR040000. The Small MS4 General Permit requires procedures to properly dispose of waste removed from a small MS4. Disposal of waste removed from the NMSU MS4 will be in accordance with federal, state, and local requirements.

WARNING!

- **DO NOT** touch an unknown substance or container; the substance or container must be considered potentially hazardous.
- The contents of a container, regardless of labeling or packaging, are considered unknown and potentially hazardous.
- If any odor is present, retreat to a safe distance that is upwind of the container or substance.
- Immediately contact your supervisor. Your supervisor will contact EH&S personnel for handling procedures.
- Describe the container/substance, location, any markings or warnings on the container, and the contents of the container (if visible or leaking).
- **DO NOT** leave the container/substance unattended or attempt to dispose of the container/substance without authorization.
- EH&S personnel will provide proper handling and disposal procedures after assessment of the container/substance.

WASTE	DISPOSAL PROCEDURES
Tires	<ul style="list-style-type: none"> ▪ Handling and disposal of tires will be in accordance with New Mexico Administrative Code 20.9.20 on Recycling, Illegal Dumping, and Scrap Tire Management (http://www.nmenv.state.nm.us/swb/tires.htm). ▪ Tires found in the NMSU MS4 will be transported to the used tire storage area at Fleet Maintenance for temporary storage. ▪ Tires will be stored on pallets or otherwise off the ground and will not be stored for more than one year. ▪ Tires will be disposed of by a NMED registered scrap tire hauler.
Trash, Domestic Waste, and Floatable Debris	<ul style="list-style-type: none"> ▪ Trash, domestic waste, and floatable debris will be segregated from all "green waste." ▪ Trash, domestic waste, and debris will then be segregated as recyclables or solid waste. ▪ Recyclable materials include paper, plastic, cardboard, and metals. ▪ All recyclable materials will be disposed of at the NMSU recycling facility and not discarded as solid waste. ▪ Remaining trash and debris will be disposed of in solid waste dumpsters with lids. Dumpsters will be emptied by a commercial solid waste hauler at a regular interval that prevents overflowing.
Large Organic Debris <i>(shrubs, tree branches, etc...)</i>	<ul style="list-style-type: none"> ▪ Organic debris is considered "green waste" and will be disposed of at the NMSU composting facility, and not discarded as solid waste (NOTE – tree branches and trunks too large to be chipped will be discarded as solid waste). ▪ Ensure all trash and non-biodegradable items have been removed prior to disposal at the NMSU composting facility. ▪ Large organic debris may be trimmed to make it more manageable during transport. ▪ Small pieces resulting from trimming should be disposed of as "Small Organic Debris."

MS4 Waste Disposal Procedures

WASTE	DISPOSAL PROCEDURES
<p>Small Organic Debris</p> <p><i>(grass clippings, leaves, etc...)</i></p>	<ul style="list-style-type: none"> ▪ Small organic debris is considered “green waste.” ▪ “Green waste” will be disposed of at the NMSU composting facility and not discarded as solid waste. ▪ Ensure all trash and non-biodegradable items have been removed prior to disposal at the NMSU composting facility. ▪ Small organic debris will not be washed into a MS4 storm drain or sanitary sewer drain. ▪ Dry sweeping and raking will be implemented to collect small organic debris for transport to the NMSU composting facility. ▪ Small organic debris will be covered during transport to prevent spillage back into the MS4.
<p>Large Inert Debris</p> <p><i>(rocks, concrete, etc...)</i></p>	<ul style="list-style-type: none"> ▪ Structural Maintenance crew should be contacted for inert debris that is too large to be managed as trash. ▪ Large inert debris removed from the MS4 will be temporarily stored at the composting facility. ▪ Concrete will be separated and disposed of at the recycling facility. ▪ Large inert debris may be broken down to make it more manageable during transport. ▪ Small inert debris resulting from the breaking down of large organic debris will be disposed of as described below.
<p>Small Inert Debris</p> <p><i>(sediment, pebbles, street sweeping waste, etc...)</i></p>	<ul style="list-style-type: none"> ▪ Small inert debris will not be washed into a MS4 storm drain or sanitary sewer floor drain. ▪ Street sweeping vehicles will be implemented to remove small inert debris along accessible, improved areas of the NMSU MS4. ▪ Where street sweeping vehicles are not feasible, dry sweeping and shovels will be implemented to collect small inert debris. ▪ Manually collected small inert debris will be covered during transport to prevent spillage back into the MS4. ▪ Small inert debris will be utilized to fill pot-holes in un-improved parking areas around the NMSU campus at the time it is removed from the MS4.
<p>Manure and Animal Waste</p>	<ul style="list-style-type: none"> ▪ Manure and animal waste is not considered “green waste;” however, it will be disposed of at the NMSU composting facility. ▪ DO NOT touch manure and animal waste. ▪ Wear disposable latex (or similar) gloves at all times when removing manure and animal waste. ▪ Dry sweeping and shovels will be implemented to collect manure and animal waste for transport to the NMSU composting facility. ▪ Ensure all trash and non-biodegradable items have been removed prior to disposal at the NMSU composting facility.
<p>Dead Animals</p>	<ul style="list-style-type: none"> ▪ DO NOT touch the animal. ▪ Wear disposable latex (or similar) gloves at all times when handling the animal. ▪ Use a shovel or similar hand tool for handling the animal. ▪ Place the animal in a heavy duty trash bag of suitable size to accommodate the animal and double bag. ▪ If the animal is too large for a trash bag, use a heavy duty, disposal plastic liner and wrap the animal. ▪ If the animal is too large to be moved via hand tools, contact your supervisor. ▪ Your supervisor will contact the appropriate department to acquire heavy machinery to move the animal. ▪ Dead animals will be disposed of as solid waste.

Note: NMSU removes ~50 pounds of material from the MS4 after a storm event.
 Last year a total of ~200 pounds of material was removed.

