



Good Housekeeping Plan Training

Training presentation on
Charles County's MS4 Permit
Requirements regarding Good
Housekeeping Plan

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Charles County
Government

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 EA Engineering,
Science, and
Technology, Inc., PBC

Agenda

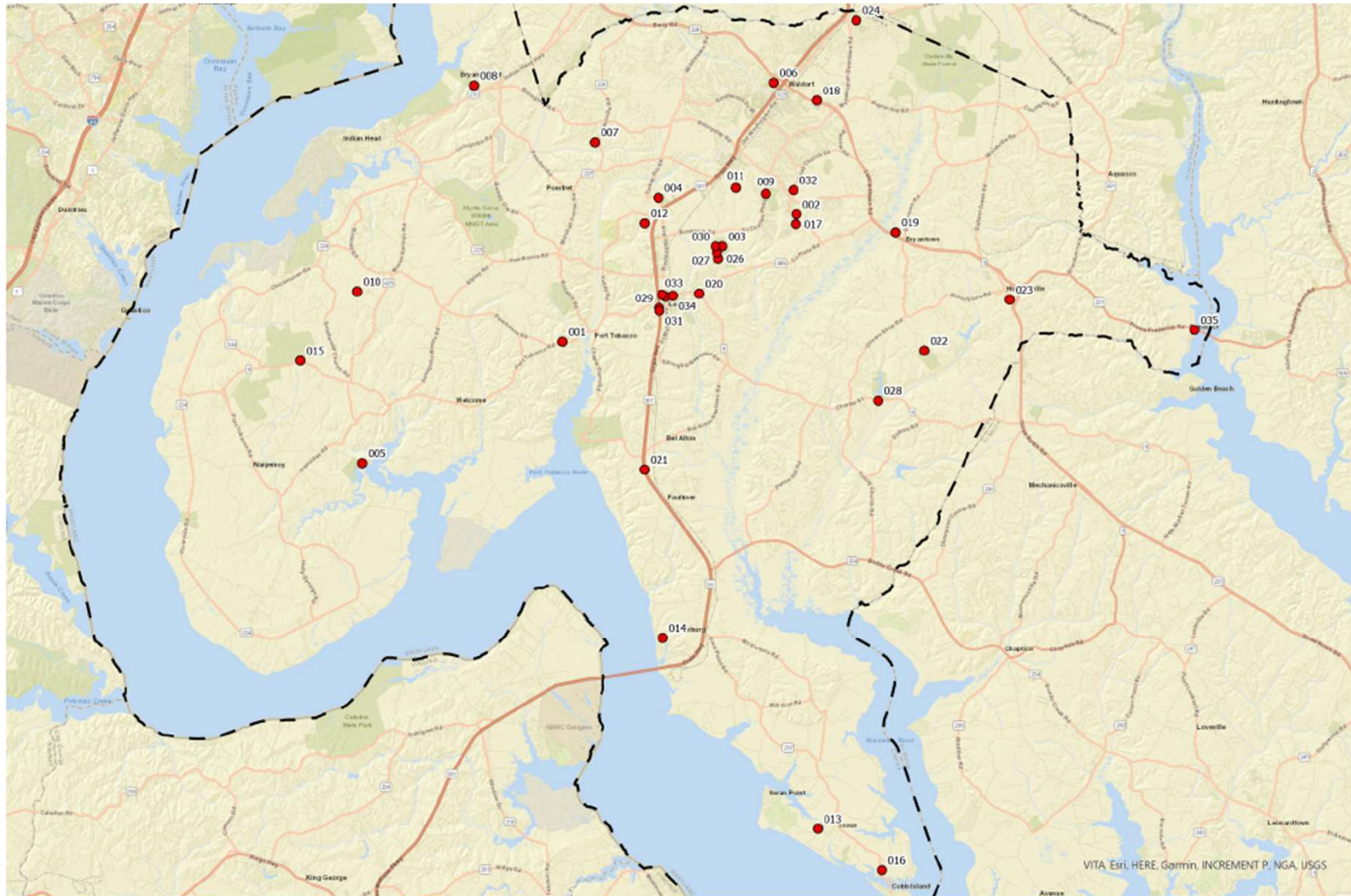
- Why – Regulatory Background and Pollution Prevention
- Who – Responsibilities and Involvement
- When and Where – Training Timeline and Document Storage
- What – Goals, Covered Activities, Good Housekeeping Plan (GHP) Requirements
- How – Best Management Practice (BMP) Fact Sheets and Spill Response
- Pop Quiz
- Questions

Why Are We Here?

- The Charles County Municipal Separate Storm Sewer System (MS4) Permit became effective on December 30th, 2022 and expires December 29th, 2027
- The MS4 Permit requires that Counties develop Good Housekeeping Plans (GHPs) for County facilities which are not required to be covered under Maryland Department of the Environment's (MDE) National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges of Stormwater Associated with Industrial Activity 20-SW but conduct any of the following activities:
 - Maintenance, washing, refueling, or storage of vehicles or equipment;
 - Storage of fertilizers, pesticides, landscaping materials, hazardous materials, or other materials that could pollute stormwater runoff.

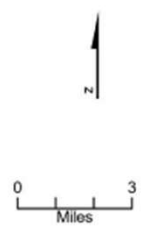
Why Are We Here?

- Counties are required to submit the GHPs in the 3rd year annual report of the MS4 Permit term (December 31st, 2025)
- Charles County GHP program methodology:
 - The County surveyed 151 facilities for GHP-applicable activities
 - The surveys identified 54 potentially-applicable facilities, which were visited and assessed
 - As of the first assessment of Charles County facilities, completed in October 2025, 35 facilities were determined to be GHP-applicable via facility assessment surveys and site visits



Legend
 ● GHP Applicable Facilities
 - Charles County Boundary

Map Date: 11/10/2025
 Source: ESRI Aerial 2016
 NOAA Navigation Channels



Appendix B
 Good Housekeeping Plan
 Applicable Facilities
 Charles County, Maryland

VITA, Esri, HERE, Garmin, INCREMENT P, NGA, USGS



Why Are We Here?

- The MS4 Permit requires GHPs to include the following:
 - A description of property management activities (Section 1.3);
 - A map of the locations of properties covered by the GHP (Appendix B);
 - A list of potential pollutants and their sources that result from facility activities (Section 1.5, Appendix A);
 - Written procedures designed to reduce the potential for stormwater pollution from property activities, including illicit discharges, dumping, and spills (Section 2.5, Appendix E);
 - Written procedures for annually assessing County properties in order to prevent the discharge of pollutants, spills, and leaks into its municipal separate storm sewer system (Section 2.4.1, Appendix C); and
 - Written procedures for performing stormwater conveyance system inspections for removing debris that may cause clogging, backups, and flooding (Section 2.4.2, Appendix D)

Why Does Good Housekeeping Matter?

- One gallon of oil can contaminate one million gallons of water
- Water is easy to contaminate but difficult and expensive to cleanup
- Oil isn't the only polluting substance – chemicals, aggregate or erodible materials, deicing materials, waste, metals, and more can contribute to environmental damage
- Water pollution can destroy animal habitats and cause irreparable damage to many ecosystems
- Good housekeeping = better safety and efficiencies in the workplace



Good Housekeeping Plan
Annual Training



What is the Goal?

- The intent of the GHP is to implement pollution prevention measures to reduce or eliminate:
 - The occurrence of spills and leaks;
 - The accidental dumping or release of materials;
 - The accumulation of waste, trash, debris, unused parts/equipment, etc.;
 - The exposure of hazardous materials to precipitation/run-off;
 - Stormwater run-off contamination by improperly stored materials; and
 - Illicit discharges to the storm drain system.

Who is Involved?

- You!
 - The MS4 Permit states that “all appropriate County staff and contractors” are required to receive annual GHP training
- The Charles County Department of Planning and Growth Management is responsible for implementation and maintenance of the GHP program
- Charles County departments and lessees which conduct GHP-applicable activities at a facility are responsible for administration and implementation of the GHP at that facility

When and Where?

- The MS4 Permit requires training annually which can be conducted virtually
- The GHPs will be maintained electronically on the Charles County website and distributed to the appropriate facility personnel
- Inspection documentation will be maintained within the OpenGov Enterprise Asset Management System (Cartegraph)
- Training documentation will be maintained electronically by the Department of Planning and Growth Management

Where Do Pollutants Come From?

- The GHP focuses on the following pollutants (Table 1-2):
 - Sediment
 - Hydrocarbons (petroleum compounds)
 - Metals
 - Toxic Chemicals
 - Chlorides
 - Trash/Debris
 - Nutrients (nitrogen and phosphorous)



What Activities are Covered?

- Some activities only trigger GHP-applicability if they are conducted outdoors:
 - Activities conducted within a “storm resistant shelter” would not be considered “exposed” to rain, snow, snowmelt, and/or runoff
- The GHP Applicability Certification (GHPAC) (Appendix A) contains a checklist of activity types covered by the GHP



What Activities are Covered?

- The following types of activities trigger GHP applicability:
 - Waste Management
 - Outdoor Vehicle and Equipment Storage
 - Outdoor Vehicle and Equipment Refueling
 - Outdoor Vehicle and Equipment Maintenance
 - Outdoor Vehicle and Equipment Washing
 - Outdoor Material Storage
 - Outdoor Aboveground Storage Tanks
 - Citizen Drop-Off Center
 - Outdoor Stockpiles
 - Deicing Materials

What Do You Need to Do?

- Monitor facility activities for changes which may trigger revision of the GHP Applicability Certification and GHP
- Participate in 5-year GHP updates and facility evaluations
- Conduct annual site and conveyance system inspections
- Attend annual training

Annual Site Inspection Checklist (Appendix C)

Annual Conveyance Inspection Checklist (Appendix D)

**GOOD HOUSEKEEPING PLAN (GHP)
SITE INSPECTION CHECKLIST**

Facility Name: _____ Inspection Date: _____
 Inspector Name: _____ Inspector Signature: _____

- The following form represents the inspection checklist conducted and maintained electronically within the OpenGov Enterprise Asset Management System.
- The intent of this inspection is to ensure that the site is being properly maintained and that there are no visible signs of pollutants entering the stormwater system.
- A shaded status box designates an item in a non-compliant status. Please provide an explanation for all non-compliant items and subsequently document all corrective actions performed.
- Retain the completed checklists for five (5) years.

Item	Status			CORRECTIVE ACTIONS/COMMENTS <small>(Items which cannot be corrected immediately must be reported to the StormWSE Program Manager)</small>
	Yes	No	N/A	
GENERAL HOUSEKEEPING				
1. Are exterior areas of the facility free of accumulated trash, debris, and unneeded materials?				
2. Are stormwater drains and inlets free from debris, sediment, and evidence of spills/leaks?				
3. Is the facility free from signs of erosion?				
4. Are paved surfaces free of accumulated sediment?				
5. Is spill response equipment available in maintenance areas, fueling areas, hazardous material storage areas, and/or other required areas?				
6. Are spill kits and absorbent materials clearly labeled and accessible (i.e., items are not piled on top of or in front of spill kits)?				
7. Are spill kits secured from being stolen or misused?				

Last Revision Date: October 2023

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**GOOD HOUSEKEEPING PLAN (GHP)
STORMWATER CONVEYANCE SYSTEM INSPECTION CHECKLIST**

Facility Name: _____ Inspection Date: _____
 Inspector Name: _____ Inspector Signature: _____

- The following form represents the inspection checklist conducted and maintained electronically within the OpenGov Enterprise Asset Management System.
- The intent of this inspection is to ensure the free flow of stormwater within on-site conveyance systems and prevent damage/flooding.
- If maintenance is needed, please provide an explanation, and document all corrective actions performed.
- Inspections shall include visually accessible infrastructure only; at no time shall inspection personnel enter a confined space.
- Retain the completed checklists for five (5) years.

Item	Item Checked (Y/N/A)	Maintenance Needed (Y/N)	CORRECTIVE ACTIONS/COMMENTS <small>(Items which cannot be corrected immediately must be reported to the StormWSE Program Manager)</small>
1. Look for debris and sediment blocking catch basin grates. If found, remove.			
2. Look for damage or cracks to the frame, grate, basin walls or bottom. If found, schedule repairs or replacement.			
3. Look for sediment and debris in the catch basin sump. If sediment fills 40% of the sump or comes within 1' of a pipe it should be scheduled for cleaning.			
4. If any type of filtering device is present, verify that the filter is not clogged, torn, or damaged; clean if clogged, replace if damaged.			
PIPES / COVERTS			
5. Look for evidence of clogged piping (e.g., visual obstructions, standing water within manholes/inlets/structures, etc.). If found, remove or schedule cleaning.			
6. Verify vegetation growth. If present, does not impede water flow. If it does, mow, cut back, or remove.			

Last Revision Date: October 2023

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What Else Do You Need to Do?

- Minimize the potential for stormwater pollutants by implementing the Best Management Practices (BMPs) described for each activity type in the GHP's BMP Fact Sheets (Section 3.0)



BMP Fact Sheet – Waste Management

- General pollution prevention measures:
 - Ensure containers have working covers which are kept closed, positioned away from storm drains, are compatible with the material stored, are undamaged, not overflowing, and inspected frequently



Sheriff Headquarters and Detention Center



Gilbert Run Park



Hughesville Park

BMP Fact Sheet – Outdoor Vehicle and Equipment Storage

- General pollution prevention measures:
 - Ensure leaking vehicles are stored inside or under cover, vehicles are stored in designated areas on impervious surfaces, truck beds are kept clean, all fluids are drained from wrecked vehicles, and spill response equipment is nearby



White Plains Park



Sheriff's Office Annex and Emergency Services



Turkey Hill Park

BMP Fact Sheet – Outdoor Vehicle and Equipment Refueling

- General pollution prevention measures:
 - Inspect refueling areas frequently, ensure operators remain outside vehicles and in attendance of fuel dispensers, do not top off the tank, wait before removing dispenser after fueling is complete to prevent drips, conduct refueling on impervious surfaces and away from storm drains, install oil booms in nearby storm drains, know the locations of “Emergency Fuel Shut Off” switches, have spill response equipment available, clean up spills immediately



Pisgah Park



Sheriff's Office District 1



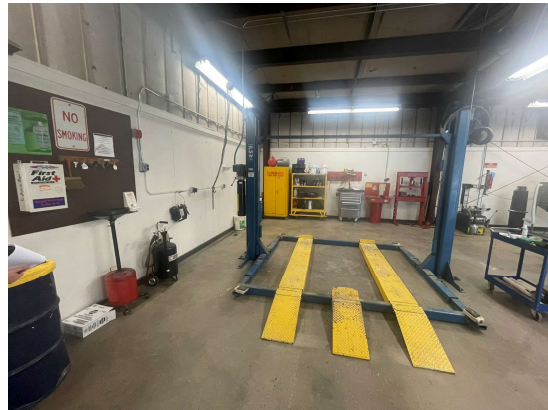
College of Southern MD Driving School

BMP Fact Sheet – Outdoor Vehicle and Equipment Maintenance

- General pollution prevention measures:
 - Inspect maintenance areas frequently, conduct vehicle and equipment maintenance indoors, move leaking vehicles/equipment indoors or under cover, avoid performing maintenance near doorways, garage doors, or floor drains, have spill response equipment available, practice good housekeeping, and promptly transfer used fluids to proper waste containers



White Plains Park



White Plains Park



White Plains Park

BMP Fact Sheet – Outdoor Vehicle and Equipment Washing

- General pollution prevention measures:
 - Conduct vehicle/equipment washing in designated indoor wash bays, recycle wash water or discharge to the sanitary sewer system under a wastewater discharge permit, use commercial car washes when vehicle/equipment washing cannot be performed onsite without causing impacts to stormwater, consider alternatives such as air to remove grass/debris or using wet rags



White Plains Park



Bensville Park

BMP Fact Sheet – Outdoor Material Storage

- General pollution prevention measures:
 - Inspect storage areas frequently, store containers indoors or under cover where possible, designate delivery areas appropriately, outdoor storage areas should be on impervious surfaces, provide secondary containment where possible, replace leaking containers, label containers with contents, have spill response equipment available, clean up spills immediately



Sheriff's Office Annex and Emergency Services



White Plains Park



Gilbert Run Park

BMP Fact Sheet – Outdoor Aboveground Storage Tanks

- General pollution prevention measures:
 - Ensure ASTs have secondary containment, equip ASTs with liquid-level detection and overfill prevention, protect ASTs from vehicle impact, install ASTs on solid foundations, label ASTs with contents and capacity, keep fill ports, gates, and AST areas secured, have spill response equipment available
 - Facilities with over 1,320 gallons of oil storage should prepare and maintain a Spill Prevention, Control, and Countermeasure Plan



Pisgah Park



Melwood Recycling Facility



Salt Barn Place

BMP Fact Sheet – Citizen Drop-off Centers

- General pollution prevention measures:
 - Inspect areas daily, clearly label and designate collection areas and containers, inspect waste material prior to disposal, position waste containers away from storm drains, cover receiving areas where possible



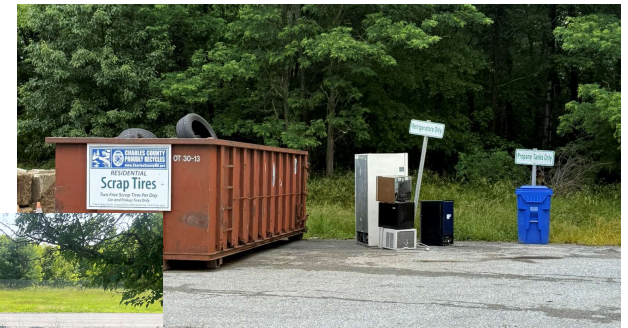
Piney Church Road Mulch Facility



Gilbert Run Park



Breeze Farm WWTP



Pisgah Park

BMP Fact Sheet – Outdoor Stockpiles

- General pollution prevention measures:
 - Inspect stockpiles frequently for migration, ensure stockpiles are situated on impervious surface, covered (by roof or tarp), or within roofed storage buildings/bins, position stockpiles away from storm drains, install barriers surrounding stockpiles, sweep areas regularly



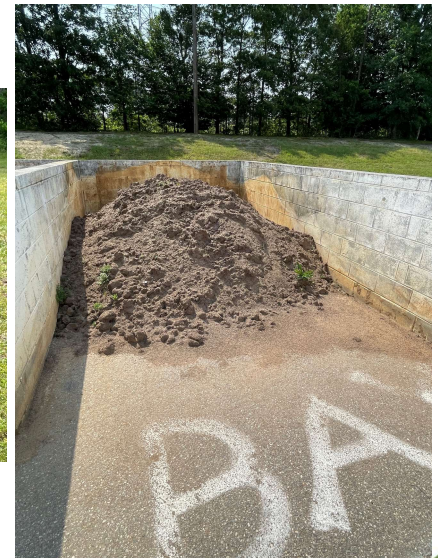
Piney Church Road Mulch Facility



Oak Ridge Park



Friendship Farm



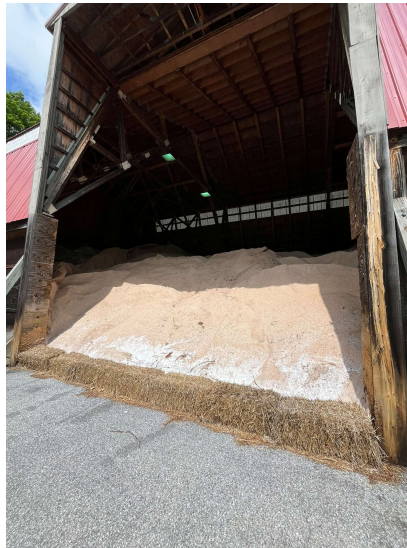
Charles County Stadium

BMP Fact Sheet – Deicing Materials

- General pollution prevention measures:
 - Bagged deicing chemicals should be stored indoors or covered, bulk deicing materials should be stored in a salt barn, shed, or dome, avoid overfilling bulk storage areas, place barriers at entrances of bulk storage areas, perform loading/unloading on impervious surface, sweep areas regularly



Pisgah Park



Salt Barn Place



White Plains Park

You Notice Pollution – Now What?

- Speak up!
 - Notify your supervisor
 - If safe to do so, take action to resolve the issue
- Spill response
 - A discharge of oil or chemicals to groundwater, surface water, or soil is prohibited by regulation
 - Immediate action must be taken to control, contain, and recover the discharged product
 - If safe to do so and properly trained, take action

How Do I Respond to a Spill?

- Refer to Appendix E for general spill response procedures
 - Remember that your safety comes before anything!
 1. Determine if the spill is minor or major
 2. Attempt to stop the spill at the source and contain spill to prevent from spreading
 3. Inform supervisors or those trained in spill response
 4. Estimate quantity spilled and consult Safety Data Sheet (SDS) for further information
 5. Don personal protective equipment (PPE) and apply spill response materials
 6. Recover or clean up spilled material
 7. Dispose of material
 8. Restock spill response equipment/materials
 9. Carry out proper notifications

How Do I Respond to a Spill?



Good Housekeeping Plan
Annual Training

Pop Quiz!

The GHP Applicability Certification (GHPAC) should be updated within _____ of substantial changes to the facility's operations.

- A. One year B. Two years C. Five years D. Immediately

Pop Quiz!

Indoor material storage is a GHP-triggering activity.

True

False

Pop Quiz!

Which of the following pollutants does the GHP aim to reduce or eliminate?

A. Sediment

B. Metals

C. Toxic Chemicals

D. All of the above



QUESTIONS

Reach out to Karen Wigger with the Department of Planning and Growth Management for future questions