

**Appendix D to 109-012 – Trash Area Management Plan**

**BACKGROUND**

The City of Salem is required by state and federal law to prevent, to the maximum extent practicable, pollutants from being discharged into the stormwater system. Sources of pollutants in trash areas include waste material left on the ground, leaking garbage containers, and leachate caused by rainwater flowing through a container or accumulated trash.

A Trash Area Management Plan (TAMP) is an alternative to constructing a cover over a trash area. The TAMP is developed by the business or property owner and describes how a trash area will be managed to ensure pollutants are prevented from entering stormwater system or being discharged to the environment. A draft TAMP shall be submitted for review and approval by Public Works with the application for building permit. The TAMP may be revised or updated by the owner subject to approval by the Public Works Director. If provisions of the TAMP are not followed or do not prevent pollutants from impacting the storm sewer system or the environment, the Public Works Director can revoke the TAMP approval and require an approved trash area cover be constructed.

A TAMP is an agreement between the current property owner or owner/operator of the specified business/property and the City of Salem. Any new owner/operator is required to either submit a new TAMP application to the City of Salem or to construct an approved covered trash area.

**CONTENTS OF A TAMP**

At a minimum a TAMP must include:

1. Name of the facility/business or property owner (if different from the business owner).
2. Address of the site covered by the TAMP.
3. Name and/or title of the person having the responsibility and authority to implement the TAMP.
4. A facility map showing the location of the trash area, the location(s) of all storm drains that could receive runoff from the trash area, and a description of the area. If no storm drains are present, indicate the slope of the site and where runoff from the trash area would flow (e.g., to ground surfaces, open drainage ways, neighboring property, streets, etc.).
5. A written description of site management practices, including:
6. A copy of a form that will be used to record routine site inspections (e.g., a sheet documenting daily inspection of the area or more frequent inspection for sites with multiple shifts).
7. Nature of business and types of waste produced.
8. Procedure to train employees about TAMP requirements.
9. Procedure employees will follow if a potential problem is found (e.g., trash container lid open, trash on the ground, spills or leakage on the ground, rain water flowing from the area having color or sheen) to prevent runoff from entering the storm sewer system or otherwise leaving the site.
10. Procedure to report and document potential issues preventing the effectiveness of the TAMP.

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11. Procedure the business will follow to ensure potential violations of the provisions of the TAMP are corrected and prevented from recurring.
12. Procedure to immediately notify the City in the event any discharge has or may have occurred that has entered a storm drain, a public right-of-way, the environment, or otherwise been discharged from the property.
13. Acknowledgement the TAMP is binding to the property owner and/or business, and any change in business or property ownership will require the new owners or business to be notified of their requirement to provide and submit a new TAMP or construct an approved covered trash area.
14. The property owner and/or original business owner must acknowledge that the TAMP is binding. The TAMP must be signed by the original business owner or person having authority and responsibility to ensure compliance with requirements of the Plan.
15. The TAMP must be signed by the property owner, if different from the business owner.

**TRASH AREA MANAGEMENT PLAN APPLICATION BEGINS ON NEXT PAGE**

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**TRASH AREA MANAGEMENT PLAN APPLICATION**

This Trash Area Management Plan (TAMP) is being submitted in lieu of constructing a roof or covering over a trash collection area, It outlines action that will be taken to prevent trash area pollutants from entering the storm drain system or the environment.

**SECTION 1. BUSINESS/PROPERTY INFORMATION**

Business/Property Name	
Site Address	
Business/Property Owner	
Business Mailing Address	
Type of Business	NAICS Code(s)
Facility Operator Name	
Title	Phone No.
Name of Emergency Contact After Business Hours	
Title	Phone No.

Is the business/property operator identified above responsible for managing the site and implementing conditions of the Trash Area Management Plan?

**Yes** (If yes, skip below and continue at Section 2)       **No** (If no, fill out section below)

Provide the name, title, phone number, and address of the person responsible for managing the site and implementing the conditions of the Trash Area Management Plan.

Name of Responsible Person	
Title	Phone No.
Name of Emergency Contact After Business Hours	
Title	Phone No.

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**SECTION 2. SCHEMATIC FLOW DIAGRAM/BUILDING LAYOUT**

This application must include one or more separate sheets of paper with a facility site map indicating the location of the trash area(s). The map(s) should indicate the locations of all storm drains that could receive runoff from the trash area and a short description of the area. If no storm drains are present, the map(s) must include the slope of the site and indicate where runoff from the trash area(s) would flow, (e.g., to ground surface, open drainage ways, neighboring property, streets, etc.).

**SECTION 3. SITE MANAGEMENT PRACTICES**

Describe how the trash area will be managed to prevent pollutants from leaving the site and entering the environment or the storm drain system. Using the space below or on additional sheets of paper, please include the following:

a) Attach a sample of a form you will use to document routine inspection of the trash area. (Daily inspections are recommended for each work shift.)
b) Describe the nature of the business and types of wastes generated.
c) Describe how employees will be trained to be aware of and follow TAMP requirements.
d) Describe what employees will do if a trash area problem is found (e.g., leaky container, spills on ground, etc.).
e) Describe the procedure for reporting and documenting trash area issues within the company.
f) Describe the procedure the business or responsible party will follow to ensure problems are corrected and do not recur.
g) List the responsible person who must immediately notify the City 24-Hour Dispatch Communications Center at 503-588-6333 in the event a pollutant discharge from the site has or may have occurred, and has entered a storm drain, a public right-of-way, or the environment.

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**SECTION 4. SIGNATURE**

**I agree to follow and fully implement all conditions of this TAMP. I understand if provisions of this TAMP are not followed, or if this TAMP does not prevent pollutants from entering the stormwater system or the environment, the Public Works Director can revoke the TAMP and require construction of an approved cover over the trash area.**

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Signature of Current Business Owner/Operator

Printed Name

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Title

Date

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Signature of Property Owner  
(if other than the Business Owner/Operator)

Printed Name

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Title

Date

TO BE COMPLETED BY CITY STAFF

Date  
Received:

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Approved

Denied

Other (*see comments below*)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

City Comments:

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