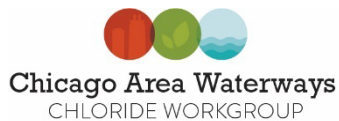


Chloride Pollutant Minimization Plan for the Village of Flossmoor

November 2022

Prepared by the Village of Flossmoor Public Works Department

*The Village of Flossmoor is a member of the
Chicago Area Waterways Chloride Workgroup*



1.0 Introduction to Chloride Issue in CAWS/LDPR

This Pollutant Minimization Plan (PMP) has been prepared by the Village of Flossmoor to reduce the environmental impacts from the organization's chloride related operations. The Village of Flossmoor is a discharger covered under the Time Limited Water Quality Standard for Chloride for the Chicago Area Waterways System and Lower Des Plaines River watersheds. This PMP has been prepared to meet the requirements laid out in the Time Limited Water Quality Standard (TLWQS) for Chloride. The term of this PMP covers the first 5-years of the TLWQS period and will be updated following the re-evaluations at Years 4 ½, 9 ½, and 14 ½.

Chloride is a permanent pollutant. It does not degrade over time and continues to accumulate in the environment. Proactive measures to reduce the amount of chloride discharged can help reduce the impacts from chloride on receiving waterways and the environment. Chloride impacts aquatic life, vegetation, and infrastructure. As the chloride concentrations increase and our waters become saltier, aquatic and plant biodiversity decreases and native species are overtaken by salt tolerant invasive species.

Chlorides are commonly found in road salt, fertilizers, water softeners, dust suppressants, and certain industrial processes. Chloride-based deicers, like rock salt, are used on parking lots, sidewalks, and roads to provide safe surfaces to the public during the winter months. These deicers are one of most common sources of chloride in the Chicago region.

The water quality standard for chloride for the Chicago Area Waterway System (CAWS) was updated as part of the rulemaking process related to changing the designated use of the CAWS. The chloride standard was updated from 1,500 mg/L during the winter and 500 mg/L during the summer to 500 mg/L all year round. The change in the chloride water quality standard took effect in 2018. Because portions of the CAWS were not going to meet this new standard due to the need to maintain public safety on roads, highways, sidewalks and parking lots during the winter months, a joint submittal and supporting individual petitions were submitted between 2015 and 2018 to the Illinois Pollution Control Board for a variance from the chloride standard. The joint petition laid out best management practices that can be achieved by the petitioners to reduce their chloride use while maintaining public safety during winter storms. In addition to the CAWS, portions of the Lower Des Plaines River watershed were included as it receives water from the CAWS.

On November 4, 2021, the IPCB issued an Opinion and Order for a Time Limited Water Quality Standard (TLWQS) for Chloride for portions of the CAWS and Lower Des Plaines River watersheds. The TLWQS for Chloride watersheds are defined in the Opinion and Order as the Des Plaines River watershed from the Kankakee River to the Will County Line (except for the DuPage River watershed) and the CAWS watershed (except the North Branch Chicago River watershed upstream of the North Shore Channel and those portions of the watershed located in Indiana). This is a watershed-based approach to reduce the chloride concentrations in the CAWS and Lower Des Plaines River. The TLWQS for Chloride requires all dischargers covered under the TLWQS for Chloride to create PMPs and implement specific best management practices based on their operations to reduce their chloride discharges.

2.0 Organization Info, Facilities' Specific Info

2.1 Facility overviews/descriptions

| | | |
|---|------------------------|----------------------------------|
| Agency Name: Village of Flossmoor | | |
| Facility Name: Public Works Service Center | | Permit Number: ILR40-0337 |
| Facility Address: 1700 Central Park Avenue | | |
| City: Flossmoor | State: Illinois | Zip Code: 60422 |

The Village of Flossmoor is a bedroom community in south Cook County, Illinois. Flossmoor has an area of 3.5 square miles. During winter snow maintenance operations, Flossmoor maintains 84 lane miles of public roadways, 7 municipal parking lots, and 2.7 miles of public sidewalks along certain school and commuter routes and around our municipal facilities. The Flossmoor Public Works Department also has a salt storage building at our Public Works Service Center that has an approximate capacity of 250 tons and a 5,000 gallon anti-icing liquid storage tank.

2.2 Chloride Sources

The known chloride sources in the Village of Flossmoor are from winter maintenance salt & chloride use on public and private roadways, parking lots, sidewalks, and driveways. The Village of Flossmoor uses road salt, rock salt, calcium chloride, and an anti-icing liquid in our winter maintenance program. Road salt is used with our anti-icing liquid in a prewet setup on our roadways and parking lots. The anti-icing liquid is also used prior to forecasted storm events to treat the pavement surface and help reduce the salt that is used to maintain ice control. Calcium chloride and rock salt is used on our sidewalks to maintain ice control. Our rock salt and calcium chloride bags are stored inside the Public Works Service Center on pallets, and our road salt is stored in a covered salt building behind the Public Works Service Center.

2.3 Level of Service for Winter Maintenance Activities

The Village of Flossmoor Public Works Department applies anti-icing liquid to our roadways and parking lots prior to all forecasted snowfall events that are anticipated to accumulate snowfall or produce icy pavement conditions. Snowplowing begins when snow accumulations reach 2" or more. Road salt is also applied using a prewet setup on roadways as needed to control ice development following snowplowing. Road salt is applied at a rate of 200 lbs/lane mile. Sidewalks are also plowed and salted when snowfall accumulations reach 2" or more.

The Village has been following a limited salting policy since 1987. In accordance with this policy, salting is only completed on primary streets, intersections, hills, curves, parking lots, and in the Central Business District. The exception to this policy is if ice forms on the pavement, then all roadways are salted or liquid is applied.

3.0 Chloride Monitoring Data

Chloride monitoring data will be collected for the CAWS and Lower Des Plaines River watersheds per the IPCB order. The data will be maintained by the workgroups. Chloride data for the CAWS will be collected by MWRD for the CAWS watershed and provided to the workgroups as part of the annual reporting as required by the IPCB order. The Lower Des Plaines Watershed Group also maintains a USGS monitoring station in the Des Plaines River at Channahon, IL that collects continuous conductivity data to estimate chloride concentrations.

4.0 Chloride Reduction BMPs for POTWs, MS4s, CSOs, Industrial Sources, IDOT/Tollway

As part of the Chloride TLWQS, specific BMPs were identified for POTWs, MS4s, CSOs, Industrial Sources, and IDOT/Tollway to reduce the chloride impact on the watershed. These BMPs will be implemented over the 15-year term and additional BMPs evaluated at 5-year intervals during the 15-year term. Further details about winter maintenance practices currently being implemented by the Village of Flossmoor are included in the Snow and Ice Control Policy, which is included as Appendix 1. The BMPs identified are outlined below:

Workgroup BMP

| Variance BMP | Currently Implementing | Will Implement (Target Year) | Agency Description of Current Implementation |
|--|------------------------|------------------------------|--|
| The permittee must participate in a Chlorides workgroup for the CAWS or LDPR, depending on the watershed within which the facility's discharge is located. | X | | The Village of Flossmoor has been a member of the Chicago Area Waterways Chloride Workgroup since 2022. Public Works staff had attended workgroup meeting and trainings. |

Salt Storage and Handling BMPs

| Variance BMP | Currently Implementing | Will Implement (Target Year) | Agency Description of Current Implementation |
|---|------------------------|------------------------------|---|
| Store all salt on an impermeable pad that must be constructed to ensure that minimal stormwater is coming into contact with salt unless the salt is stored in a container that ensures stormwater does not come into contact with the salt. | X | | All salt stored by the Village of Flossmoor is stored in a permanent salt storage building with concrete floor, with the front opening tarped to prevent contact with stormwater. |
| Cover salt piles at all times except when in active use, unless stored indoors. | X | | If excess salt is delivered and not stored in the salt storage building, it is stored on an asphalt surface and tarped. |
| For working areas, provide berms and or sufficient slope to allow snow melt and stormwater to drain away from the area. If snow melt and stormwater cannot be drained away from the working area, channeling water to a collection point such as a sump, holding tank or lined basin for collection, discharge at a later time, use for prewetting, and use for make-up water for brine must be considered. | X | | The working areas around the salt storage building are sloped away from the storage building concrete pad. |
| MS4/CSO Only - Use deicing material storage structures for all communities covered under General Permit ILR40 for MS4 communities. | X | | All deicing materials are stored in appropriate structures at the Public Works Service Center. |
| Good housekeeping practices must be implemented at the site, including: <ul style="list-style-type: none"> cleanup of salt at the end of each day or conclusion of a storm event; | X | | All good housekeeping practices are implemented as listed. |

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| <ul style="list-style-type: none"> • tarping of trucks for transportation of bulk chloride; • maintaining the pad and equipment; • good practices during loading and unloading; • cleanup of loading and spreading equipment after each snow/ice event; • a written inspection program for storage facility, structures and work area; • removing surplus materials from the site when winter activity finished where applicable; • annual inspection and repairs completed when practical; • evaluate the opportunity to reduce or reuse the wash water. | <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> | <p>2023</p> | <p>A written inspection program will be implemented in 2023.</p> |
|---|--|--------------------|--|

Winter Maintenance Operations BMPs

| Variance BMP | Currently Implementing | Will Implement (Target Year) | Agency Description of Current Implementation |
|---|------------------------|------------------------------|---|
| <p>Calibrate all salt spreading equipment at least annually before November 30th. Records of the calibration results must be maintained for each piece of spreading equipment.</p> | <p>X</p> | | <p>All salt spreading equipment is calibrated each year before November 30. Records of the calibration results are maintained at the Public Works Service Center.</p> |
| <p>Pre-wet road salt before use, either by applying liquids to the salt stockpile, or by applying liquids by way of the spreading equipment as the salt is deposited on the road.</p> | <p>X</p> | | <p>The Department's four large 5-yard dump trucks have pre-wet systems installed that pre-wets the salt at the spreader during application. The Departments three small 1-ton dump trucks do not have pre-wet systems for spreading salt on parking lots.</p> |
| <p>Use equipment to measure the pavement temperature unless such equipment has already been installed on road salt spreading vehicles.</p> | <p>X</p> | | <p>Two of the Department's large 5-yard dump trucks have pavement temperature sensors installed. We also have a temperature gun to check pavement temperatures at other locations as needed.</p> |
| <p>Develop and implement a protocol to vary the salt</p> | <p>X</p> | | <p>We currently vary the use of salt based on pavement temperature and weather</p> |

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| application rate based on pavement temperature, existing weather conditions, and forecasted weather conditions. | | | conditions. We also use anti-icing liquid in advance of storm events to limit the amount of salt needed during the events. |
| Track and record salt quantity used and storm conditions from each call-out. | X | 2023 | We currently record all salt and liquid usage on forms based on estimated truck load. We plan on purchasing a truck or loader scale in 2023 to better track the salt amounts used in each event. |
| Develop a written plan for implementation of anti-icing, with milestones. The plan should consider increased use of liquids (e.g., carbohydrate products) beginning with critical locations such as bridges over streams. | X | | We currently use anti-icing liquid application prior to all snow and ice events, if the weather conditions permit. The plan is included in the Snow and Ice Event Guidelines in Appendix 2. |
| Provide employees involved in winter maintenance operations with annual training before November 30th on best management practices in the use of road salt in operations, including the practice of plowing first and applying salt only after snow has been cleared. | X | | All employees attend winter operations training on an annual basis prior to November. |
| Be responsible for complying with all applicable BMPs even when deicing practices are contracted out and ensure that contractors are properly trained and comply with all applicable BMPs. | N/A | | The Village of Flossmoor does not contract out any of our winter maintenance work. |
| Complete an annual report, as required by paragraph 3(B) of this order, which is standardized in an electronic format and submitted to the IEPA's website and to the watershed group. | | 2023 | We plan on completing our first annual report following the 2022/2023 winter season and will continue to complete it and submit each year. |
| Obtain and put into place equipment necessary to implement all salt spreading/deicing measure specified in this BMP, such as any new or retrofitted salt spreading equipment necessary to allow for pre-wetting and proper rates of application. | X | | As truck equipment is replaced, all of the necessary salt and liquid application equipment is included in the buildout. Other salt measuring equipment (scale) is planned for implementation in 2023. |
| MS4/CSO/IDOT/TOLLWAY Only - Install equipment to measure the pavement temperature on the winter maintenance fleet for a sufficient number of vehicles to | X | | Temperature sensors have been installed on two of the Department's dump trucks and a hand held temperature gun is also used to cover other areas as needed. |

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| provide sufficient information to adjust application rates for the most efficient levels. Develop and complete a plan to equip the winter maintenance fleet before the first re-evaluation. | | | |
| MS4/CSO/IDOT/TOLLWAY Only - Before the first re-evaluation, develop a method for conducting a post-winter review to identify areas of success and areas in need of improvement. Items to be completed as part of the review must include, but are not limited to, an evaluation of each salt spreader's application rate, variations in application rates, and discussion of the variation compared to the recommended rates. Once developed, the review should occur annually in the spring/early summer following each winter season. | | 2023 | Each year following the winter season, Public Works will conduct a post-winter review of the winter operations to determine what is working and what needs improvement. This annual review will begin in 2023. |

Additional BMPs Identified for Agency/Facility

If your agency currently does any other BMPs for chlorides specific to your operations (for industrial members – this may include any BMPs related to chlorides in your processes), list them out in the table below and provide details about how you are currently implementing those BMPs. If you don't use any additional BMPs, feel free to delete this section.

| BMP | Currently Implementing | Agency Description of Current Implementation |
|------------------------|-------------------------------|---|
| Limited Salting Policy | X | The Village has been implementing a limited salting policy since 1987. This policy states that salt is only applied in the Central Business District, principle routes, intersections, hills, curves, and parking lots. Most of the neighborhood street straight sections are not salted, which greatly reduces the amount of salt used in winter operations. An exception to this policy is if an ice event occurs, then all pavement areas are treated with liquid or salt. |
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5.0 Chloride Reduction BMPs for Salt Storage Facilities

As part of the Chloride TLWQS, specific BMPs were identified for Salt Storage Facilities to reduce the chloride impact on the watershed. Implementing these BMPs over 15-year term and evaluating additional BMPs at 5-year intervals, will lead to reduced chloride concentrations in the watersheds. The BMPs identified are outlined below:

Workgroup BMP

| Variance BMP | Currently Implementing | Will Implement (Target Year) | Agency Description of Current Implementation |
|--|------------------------|------------------------------|--|
| The permittee must participate in a Chlorides workgroup for the CAWS or LDPR, depending on the watershed within which the facility's discharge is located. | X | | The Village of Flossmoor has been a member of the Chicago Area Waterways Chloride Workgroup since 2022. Public Works staff had attended workgroup meeting and trainings. |

Salt Storage and Handling BMPs

| Variance BMP | Currently Implementing | Will Implement (Target Year) | Agency Description of Current Implementation |
|---|------------------------|------------------------------|---|
| All salt will be stored on an impermeable pad constructed to ensure that minimal stormwater comes into contact with salt. | X | | All salt stored by the Village of Flossmoor is stored in a permanent salt storage building with concrete floor, with the front opening tarped to prevent contact with stormwater. |
| Pads will be constructed to direct stormwater away from the salt pile. The permittee must consider directing any drainage that enters the pad to a collection point where feasible. | X | | The working areas around the salt storage building are sloped away from the storage building concrete pad. |
| Outdoor salt piles not stored under permanent cover must be covered by well-secured tarps at all times except when in active use. While working on the pile, fixed or mobile berms must be incorporated around non-working face to minimize stormwater contact. The permittee must stage tarp when starting final lift and tarp over the edge of the berm/pad where possible. | X | | If excess salt is delivered and not stored in the salt storage building, it is stored on an asphalt surface and tarped. |
| Good housekeeping practices must be implemented at the site, including: <ul style="list-style-type: none"> • cleanup of salt at the end of each day or conclusion of a storm event; • tarping of trucks for transportation of bulk chloride; | X | | All good housekeeping practices are implemented as listed. |

| | | | |
|---|-------------------|--------------------|---|
| <ul style="list-style-type: none"> • maintaining the pad and equipment; • good practices during loading and unloading; • cleanup of loading and spreading equipment after each snow/ice event; • a written inspection program for storage facility, structures and work area; • removing surplus materials from the site when winter activity finished where applicable; • annual inspection and repairs completed when practical; • evaluate the opportunity to reduce or reuse the wash water. | | | |
| <p>Annual training must be conducted for employees responsible for loading/unloading/handling at docks and trucks at the facility.</p> | <p>X</p> | | <p>All employees attend winter operations training on an annual basis prior to November.</p> |
| <p>An Annual Report must be completed as required by paragraph 3(B) of this order. The report must be standardized in excel, and must be submitted to the IEPA and to the watershed group.</p> | | <p>2023</p> | <p>We plan on completing our first annual report following the 2022/2023 winter season and will continue to complete it and submit each year.</p> |
| <p>For working areas, provide berms and or sufficient slope to allow snow melt and stormwater to drain away from the area. If snow melt and stormwater cannot be drained away from the working area, channeling water to a collection point such as a sump, holding tank or lined basin for collection, discharge at a later time, use for prewetting, and use for make-up water for brine must be considered.</p> | <p>X</p> | | <p>The working areas around the salt storage building are sloped away from the storage building concrete pad.</p> |
| <p>The Permittee must make use of fixed and mobile berms where appropriate to redirect flow and tarp over the edge of the pad</p> | <p>N/A</p> | | |

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| where possible to minimize stormwater contact. | | | |
| The Permittee must consider retaining stormwater which contacts the salt from a 25-year/24-hour storm event where feasible. Such retention could be either within the berm or in a separate basin, or the impacted stormwater could be stored and used as pre-wetting brine. | N/A | | |

Additional BMPs Identified for Agency/Facility

If your agency currently does any other BMPs for chlorides specific to your operations, list them out in the table below and provide details about how you are currently implementing those BMPs. If you don't use any additional BMPs, delete this section.

| BMP | Currently Implementing | Agency Description of Current Implementation |
|------|------------------------|--|
| None | | |
| | | |
| | | |

6.0 Plan to Implement BMPs

The Village of Flossmoor will implement the following BMPs to take steps towards compliance with chloride standards for the watershed.

BMP: Track and record salt quantity used and storm conditions from each call-out.

Plan to Implement BMP: We currently record all salt and liquid usage on forms based on estimated truck load. We plan on budgeting for and purchasing a truck or loader scale in 2023 to better track the salt amounts used in each storm event.

Schedule for Implementation: Budget for the scale equipment in FY 2024 (May 1, 2023) and purchase the equipment and have in place for the 2023 winter season.

BMP: Complete an annual report, as required by paragraph 3(B) of this order, which is standardized in an electronic format and submitted to the IEPA's website and to the watershed group.

Plan to Implement BMP: We plan on completing our first annual report following the 2022/2023 winter season and will continue to complete it and submit each year.

Schedule for Implementation: Plan will be completed and submitted in 2023 following the 2022/2023 winter season and will continue each year moving forward.

BMP: MS4/CSO/IDOT/TOLLWAY Only - Before the first re-evaluation, develop a method for conducting a post-winter review to identify areas of success and areas in need of improvement. Items to be completed as part of the review must include, but are not limited to, an evaluation of each salt spreader’s application rate, variations in application rates, and discussion of the variation compared to the recommended rates. Once developed, the review should occur annually in the spring/early summer following each winter season.

Plan to Implement BMP: Each year following the winter season, Public Works will conduct a post-winter review of the winter operations to determine what is working and what needs improvement. This annual review will begin in 2023.

Schedule for Implementation: The post-winter review will be completed in the spring of 2023 following the 2022/2023 winter season and will continue each year moving forward.

7.0 Other Chloride TLWQS Required Milestones

The Village of Flossmoor will implement these specific milestones (not included in the above BMPs) as outlined by the Chloride TLWQS.

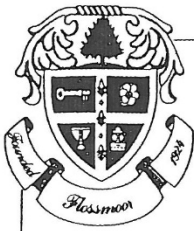
| Milestone | Agency Completion Date | Agency Completion Details |
|--|--|--|
| 6 MONTHS AFTER EFFECTIVE DATE: Petitioner establishes a mechanism for tracking of de-icing salt usage for each facility. | Anticipated in 2023 | We currently record all salt and liquid usage on forms based on estimated truck load. We plan on purchasing a truck or loader scale in 2023 to better track the salt amounts used in each event. |
| July 1st OF EVERY YEAR (BEGINNING WITH YEAR 2): Discharger must submit an Annual Report for the previous year beginning on May 1 and ending on April 30 of the following year to the Agency and the chlorides workgroup on. The report shall be on salt usage for deicing and steps taken to minimize salt use and makes the report publicly available. | By July 1 of each year, beginning in Year 2, 2023. | The Village of Flossmoor will submit an annual report to the workgroup and IEPA. |
| July 1st of YEAR 3, YEAR 8 and YEAR 13: The chlorides workgroup submits a Status Report to the IEPA which includes an analysis on the following: chlorides monitoring data; report on the chloride workgroup’s outreach strategy, which includes outreach efforts to expand coverage of the TLWQS, and outreach and training for nonpoint sources; identification of any new BMPs, treatment technology or salt alternatives; identification of the impediments and potential solutions of those impediments faced by dischargers and those granted coverage under the TLWQS that prevent them from completing the training and making all | By July 1 of year 3, 2024, the workgroups will submit a Status Report to the IEPA. | |

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| <p>capital purchases necessary to implement the required BMPs; and identification and description of any assistance (financial, technical, or otherwise) that the chloride workgroup may be able to provide.</p> | | |
| <p>July 1st OF YEAR 4 ½: Chlorides workgroup submits to the Board its first proposed re-evaluation pleading consistent with the Board’s order granting the TLWQS.</p> | <p>By July 1 of year 4 ½, 2025 the workgroups will submit a re-evaluation to the IEPA and IPCB.</p> | |

Appendices

Appendix 1 – Village of Flossmoor Snow and Ice Control Policy

Appendix 2 – Village of Flossmoor Snow and Ice Event Plan



Village of Flossmoor

2800 Flossmoor Road • Flossmoor, IL 60422-1186 • 708/798-2300 • FAX 708/798-4016

Mayor
Frank J. Maher, Jr.
Village Clerk
Jeanne M. Gummerson

Village Manager
Peggy A. Glassford

STATEMENT OF POLICY

Snow and Ice Control

Policy Established: March 1987

*Policy reaffirmed by Mayor and Board of Trustees: December, 1991
November, 1992*

POLICY STATEMENT

1. Salting of streets in the Central Business District (CBD), principle routes, key intersections, hills and curves shall be conducted whenever icy or slippery conditions develop. This activity is performed as needed when vehicular traffic conditions become hazardous.
2. As a policy, snow plowing commences when snow accumulation exceeds two inches. Plowing continues as long as required to maintain passable roadways, on or off normal work hours. Removal of accumulated snow, if necessary, is generally conducted only during normal work hours. The order of plowing priorities is as follows:
 - a. Central Business District;
 - b. Principle arterial streets;
 - c. Collector streets and parking lots;
 - d. Local through streets;
 - e. Cul-de-sacs, dead-end streets and alleys.
3. Accumulated snow in the CBD area shall be removed whenever significant accumulation impedes pedestrian traffic. This activity includes the removal of ice and accumulated snow which is then hauled by truck to a disposal site.

Trustees
Val D. Adams
John J. Armellino

Thomas W. Fleming
Jerry L. Lambert

Russell E. Langenderfer
Roger G. Molski



FLOSSMOOR

Welcoming. Beautiful. Connected.

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Mayor
Michelle I. Nelson

Trustees
Joni Bradley-Scott
Gary Daggett
Brian Driscoll
Rosalind Henderson Mustafa
George Lofton
James Mitros

Village Clerk
Gina LoGalbo

Village Manager
Bridget A. Wachtel

SNOW AND ICE EVENT PLAN

(updated November 1, 2022)

Pre-Storm Event Anti-icing Liquid Application

One or Two days prior to a forecasted snow or ice event, anti-icing liquid should be applied as follows:

- If the storm is forecasted to begin with moderate to heavy rain, changing to snow/ice, no anti-icing liquid should be applied to the roadways or parking lots.
- If the storm is forecasted to begin with snow/ice, apply anti-icing liquid in the Central Business District, principle routes, intersections, hills, curves, and parking lots.
- If an ice storm is forecasted, apply anti-icing liquid to all Village roadways and parking lots.

During Normal Business Hours

- Skip to "Team Leader Responsibilities" below.

After Hours Call-Out Procedures

- Police Shift Commander to make the initial call out and has Police Records Clerk call the Public Works Assigned Duty Person
- Public Works Duty Person calls crew to come in AND designates Team Leader after the last person is called in

Team Leader will be a Foreman. **If* Foreman is not on shift then it will be the most senior employee

Team Leader Responsibilities:

- Assess the storm
- Advise crews to salt after plowing if it is needed
- Assign miscellaneous tasks
- Roll call during middle/end of shift to check status of clean-up and see if help is needed in any areas
- Call in the next shift, if necessary, and assign Team Leader
- **Communicate to next shift what was accomplished and what is left to do**
- Call Police Dispatch at x5420 or 957-4500 option 2 to provide updates
- Verify all paperwork is completed

First Priority

1st person in responsibility (truck D-17):

- Plow Flossmoor Road and Downtown Central Business District
- Plow Route #1 West of Governors Hwy. (Hills and Highlands and Southwest Flossmoor neighborhoods)

2nd Person in responsibility (truck D-16 with rubber plow blade):

- Plow Route #2 (Heather Hill neighborhood)

3rd Person in responsibility (D-15):

- Plow Route #3 (Old Flossmoor and Braeburn-Brassie neighborhoods)

4th Person in responsibility (D-14):

- Plow Route #4 East of R.R. Tracks (Flossmoor Park and Southeast Flossmoor neighborhoods)

Second Priority

- Team Leader to call in additional crew (if needed) to plow municipal parking lots and salt if needed

Third Priority

- Crew to plow and salt sidewalks in the Central Business District, municipal facilities, and school walks as designated
- Crew to plow and salt sidewalks on Flossmoor Road between Hamlin Avenue and Kedzie Avenue and between Western Avenue and Dixie Highway

End of shift procedure

- Come in 30 minutes before ending shift
- Fill trucks with salt, de-icing liquid, and fuel
- Wash the spreaders
- Clean-up excess salt from salt storage loading area and push salt pile back into building
- If there is a salt pile outside the salt storage building, place tarp back on pile
- Make sure all paperwork is completed
- Make note of vehicle and/or equipment repairs