

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: BELYNDA MOWER

Title: STORMWATER INSPECTOR

Date: MARCH 19, 2018

Municipality: WEST DEPTFORD TOWNSHIP

County: GLOUCESTER COUNTY

NJPDES #: NJG0149071

PI ID #: 213975

Stormwater Program Coordinator: BELYNDA MOWER

Title: STORMWATER INSPECTOR

Office Phone #: (856) 845-4004 EX. 138

Emergency Phone #: (856) 845-2300

Public Notice Coordinator: BELYNDA MOWER

Title: STORMWATER INSPECTOR

Office Phone #: (856) 845-4004 EX. 137

Emergency Phone #: (856) 845-2300

Post-Construction Stormwater Management Coordinator:

Title:

Office Phone #:

Emergency Phone #:

Local Public Education Coordinator: BELYNDA MOWER

Title: STORMWATER INSPECTOR

Office Phone #: (856) 845-4004 EX. 138

Emergency Phone #: (856) 845-2300

Ordinance Coordinator: TIM SCAFFIDI

Title: TOWNSHIP SOLICITOR

Office Phone #: Emergency Phone #:

Public Works Coordinator: KEITH LAMB

Title: PUBLIC WORKS MANAGER

Office Phone #: (856) 845-4004 EX. 137

Emergency Phone #: (609) 970-6325

Employee Training Coordinator: KEITH LAMB

Title: PUBLIC WORKS MANAGER

Office Phone #: (856) 845-4004 EX. 137

Emergency Phone #: (609) 970-6325

Other:

Title:

Office Phone #: Emergency Phone #:

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: WEST DEPTFORD TOWNSHIP

County: GLOUCESTER

NJPDES # : NJG

0149071

PI ID #: 213975

Team Member/Title: BELYNDA MOWER, STORMWATER INSPECTOR Effective Date of

Permit Authorization (EDPA): April 1, 2004 Date of Completion: MARCH 2005

Date of most recent update: MARCH 2018

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), West Deptford Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, West Deptford Township provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), West Deptford Township complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: WEST DEPTFORD TOWNSHIP

County: GLOUCESTER

NJPDES # : NJG 0149071

PI ID #: 213975

Team Member/Title: PHIL ZIMM, Planning Board Chairman

Effective Date of Permit Authorization (EDPA): April 1, 2004 Date of

Completion: March 20, 2005 Date of most recent update: MARCH 2018

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

To control stormwater from new development and redevelopment projects throughout West Deptford Township (including projects we operate) we will do the following:

We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, West Deptford Township has not constructed any new development or redevelopment projects on Township property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.

Our planning board and municipal attorney have reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and have drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We have also met with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance will be adopted by our planning board and Township Council, respectively, by the deadlines specified in the permit, and will be submitted to the county planning agency for approval.

Once approved, the ordinance, which will be administered by our planning and zoning boards and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

For any BMP that is installed in order to comply with the requirements of our post-construction program, West Deptford Township will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, West Deptford Township intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.

West Deptford Township will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. West Deptford Township expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

SPPP Form 4 - Local Public Education Program

Municipality
Information

Municipality: West Deptford Township

County: GLOUCESTER

NJPDES # : NJG0149071

PI ID #: 213975

Team Member/Title: BELYNDA MOWER, STORMWATER INSPECTOR

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: MARCH 2005 Date of most recent update: MARCH 2018

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed in January with our township newsletter. Extra copies will be available at our county library and at our municipal building.

Our annual event will be held each year in coordination with West Deptford Fun Day. We will make the DEP brochure and other educational materials available at our table. We will also distribute pencils, magnets, and keychains with environmental messages related to the required BMP topics.

See attached for Local Public Education literature.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: West Deptford Township

County: GLOUCESTER

NJPDES # : NJG0149071

PI ID #: 213975

Team Member/Title: BELYNDA MOWER, STORMWATER INSPECTOR

Effective Date of Permit Authorization (EDPA): April 1, 20004

Date of Completion: MARCH 2005 Date of most recent update: MARCH 2018

Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

Township personel will walk the Township's streams and other water bodies to identify each outfall owned and operated by the Township. Once identified, outfalls will be mapped, inspected, and if necessary, investigated (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program.)

The attahced map shows the township divided into two sectors: Sector A is the area North of Crown Point Road and Sector B is the area South of Crown Point Rd. Sector a will be mapped by April 1, 2020, and Sector b will be mapped by April 1, 20022 (See attached).

Where the labeling is done by volunteer groups we will plastic labels that will read "No Dumping - Drains to Stream" with a picture of a fish next to it. Where the labeling is done by the Public Works Department we will use plastic labels ordered from that will be applied using adhesive. However, we feel that having our Public Works Department constantly labeling and re-labeling the same areas will be more of a nuisance, so they will use the plastic labels that will only need to be applied once.

During our annual catch basin cleaning program, we will be checking these labels to ensure that they are still visible, and if they are not, we will ensure that the labels are replaced immediately.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: West Deptford

County: GLOUCESTER

Township NJPDES # : NJG 0149071

PI ID #: 213975

Team Member/Title: KEITH LAMB, PUBLIC WORKS MANAGER

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: March 15, 2005

Date of most recent update:

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

The West Deptford Township Public Works Department will use a GPS Unit to map out the location of the end of all outfall pipes operated by West Deptford Township. They will identify, GPS, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.

West Deptford Township has been divided into two sectors: Sector A is the area north of Sunfish River, and Sector B is the area south of Sunfish River. Sector A will be mapped by April 2007, and Sector B will be mapped by April 2009. (See attached map.)

Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. Sunfish River and all other waterbodies receiving outfall pipe discharges will also be identified on the map.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: WEST DEPTFORD TOWNSHIP County: GLOUCESTER
County NJPDES # : NJG149071 PI ID# 213975
Team Member/Title: KEITH LAMB, Public Works Supervisor
Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: February 20, 2005 Date of most recent update:

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

We will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within West Deptford Township) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, West Deptford Township will report the illicit connection to the Department.

West Deptford Township has a hotline that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.

SPPP Form 8 – Illicit Connection Records

Municipality Information	Municipality: <u>West Deptford</u>	County: <u>GLOUCESTER</u>
	Township NJPDES # : NJG <u>149071</u>	PI ID #: <u>213975</u>
	Team Member/Title: <u>KEITH LAMB, Public Works Supervisor</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>March 24, 2005</u>	Date of most recent update: <u>MARCH 2018</u>

Prior to May 2, 2006

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? program implementation will begin by MARCH 2005

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2006 – May 1, 2007

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2007 – May 1, 2008

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2008 – May 1, 2009

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

Of the illicit connections found, how many remain?

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information

Municipality: West Deptford Township County: GLOUCESTER
NJPDES # : NJG0149071 PI ID #: 213975
Team Member/Title: KEITH LAMB, PUBLIC WORKS MANAGER
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: MARCH 2005 Date of most recent update: MARCH 2018

Please describe your yard waste ordinance/collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

We have considered the two options available, and have decided to developed a yard waste collection and disposal program instead of just adopting and enforcing an ordinance that prohibits placing non-containerized yard wastes in the street.

We will be conducting monthly collections of leaves and grass during the months of October, November, and December, plus one collection in the spring. During the remainder of the year, West Deptford Township may hold additional yard waste collections, but no schedule has been determined for these. During the months when we are having collections, we will post our collection schedule and our ordinance requirements in our monthly newsletter, which will be mailed to all residents and businesses the first of each month.

To develop a collection schedule we will be dividing West Deptford Twp. into two sectors, giving ourselves two weeks to do the collections in each sector. Sector A will be the area north of Sunfish River, and Sector B will be the area south of Sunfish River. (See attached map.)

West Deptford Township will also be adopting and enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: West Deptford Township

County: GLOUCESTER

NJPDES # : NJG0149071

PI ID #: 213975

Team Member/Title: TIM SCAFFIDI, TOWNSHIP SOLICITOR

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: FEBRUARY 25, 2005 Date of most recent update: MARCH 2018

For each ordinance, give the date of adoption. If not yet adopted, explain the development status:

Pet Waste: EXISTING ORDINANCE TO BE REVIEWED AND UPDATED AS NEEDED. (existing)

Are information sheets regarding pet waste distributed with pet licenses? Y (X) N ()

Litter: EXISTING ORDINANCE TO BE REVIEWED AND UPDATED AS NEEDED

Improper Waste Disposal: EXISTING ORDINANCE TO BE REVIEWED AND UPDATED AS NEEDED

Wildlife Feeding: EXISTING ORDINANCE TO BE REVIEWED AND UPDATED AS NEEDED

Yard Waste: EXISTING ORDINANCE TO BE REVIEWED AND UPDATED AS NEEDED

Illicit Connections: EXISTING ORDINANCE TO BE REVIEWED AND UPDATED AS NEEDED

How will these ordinances be enforced?

Our code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: West Deptford Township County: GLOUCESTER
 NJPDES # : NJG 0149071 PI ID #: 213975 Team Member/Title: ED
STECK, TOWNSHIP ENGINEER
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of Completion: FEBRUARY 25, 2005 Most recent update: MARCH 2018

What type of storm drain inlet design will generally be used for retrofitting?

For most projects Daisy Township will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
<u>STERLING & LANCING</u>	<u>6/23/2016</u>	<u>JULY 6, 2016-</u> <u>OCTOBER 2016</u>		<u>4</u>	<u>0</u>
<u>OAKLAND, CHETWOOD, LANCING</u>	<u>2018</u>	<u>-</u>	<u>-</u>		<u>1</u>
<u>MEADOWCROFT RD.</u>	<u>4/01/2015</u>	<u>-4/01/2015-</u> <u>MAY 30, 2015</u>		<u>15</u>	<u>-</u>
<u>5TH AND 6TH AVE.</u>	<u>2016</u>				
<u>DUBOIS</u>	<u>MARCH</u> <u>2016</u>			<u>5</u>	

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:

West Deptford Township does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: West Deptford Township

County: GLOUCESTER

NJPDES # : NJG0149071

PI ID #: 213975

Team Member/Title: KEITH LAMB, Public Works Manager

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: March 25, 2005

Date of most recent update:

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

WEST DEPTFORD Twp. has evaluated all of its streets to determine which areas will need to be swept monthly. These areas have been grouped together in to four separate groups, and each group will be assigned a different week each month.

WEST DEPTFORD Township intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit), which includes sweeping all streets once a year.

Our street sweeping log is attached.

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

West Deptford Township will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Michael Jefferson, the Public Works Department Supervisor. During quarterly SPPP Team meetings, identified areas of erosion will be discussed and repairs prioritized. All maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and Michael Jefferson will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: West Deptford Township

County: GLOUCESTER

NJPDES # : NJG0149071

PI ID #: 213975

Team Member/Title: KEITH LAMB, Public Works Supervisor

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: FEBRUARY 25, 2005 Date of most recent update: MARCH 2018

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

West Deptford Township will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program will begin in April of 2005.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

West Deptford Township will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. West Deptford Township operates the following:

- *catch basins*
- *storm drains*
- *infiltration basins*
- *buffer strips*
- *swales*

These stormwater facilities will be inspected annually to insure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: West Deptford Township

County: GLOUCESTER

NJPDES # : NJG 0149071

PI ID #: 213975

Team Member/Title: KEITH LAMB, PUBLIC WORKS MANAGER

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: JANUARY 10, 2005 Date of most recent update: MARCH 2018

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

When we are doing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed.

Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

SPPP Form 15 – De-icing Material and Sand Storage

Municipality
Information

Municipality: West Deptford Township County: GLOUCESTER

NJPDES # : NJG0149071

PI ID #: 213975

Team Member/Title: KEITH LAMB, Public Works Supervisor

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: MARCH, 2005 Date of most recent update: MARCH 2018

De-icing Material and Sand Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

THE COUNTY OF GLOUCESTER CONSTRUCTED A REGIONAL SALT STORAGE FACILITY FOR WEST DEPTFORD TOWNSHIP IN 2007 LOCATED ON JOBSTOWN RD. IT IS SHARED BY WEST DEPTFORD AND THE SURROUNDING TOWNS, AS WELL AS GLOUCESTER COUNTY.

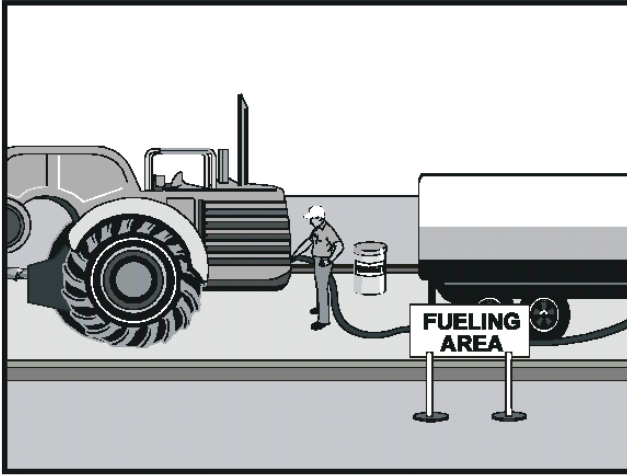
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SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>West Deptford Township</u>	County: <u>GLOUCESTER</u>
	NJPDES # : <u>NJG0149071</u>	PI ID #: <u>213975</u>
	Team Member/Title: <u>KEITH LAMB, PUBLIC WORKS MANAGER</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>FEBRUARY 25, 2005</u>	Date of most recent update: <u>MARCH 2018</u>

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>July 15, 2004</i>	<i>We have compiled a list of all fueling locations within our municipal maintenance yards, which will be inspected once a month.</i> <i>We will also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of the aboveground fuel storage tank in the Elm Avenue maintenance yard.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>July 3, 2004</i>	<i>Monthly inspections will be held to ensure that the SOP is being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	<i>May 20, 2004</i>	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i>

West Deptford Township Standard Operating Procedures Vehicle and Equipment Fueling



West Deptford Township.
Maintenance Yards
With Fueling Operations

West Deptford Township DPW
Maintenance Yard

Introduction and Purpose Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.

Standards and Specifications (for vehicle and equipment fueling)

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be “topped off”.
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

Standards and Specifications
(for bulk fueling)

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

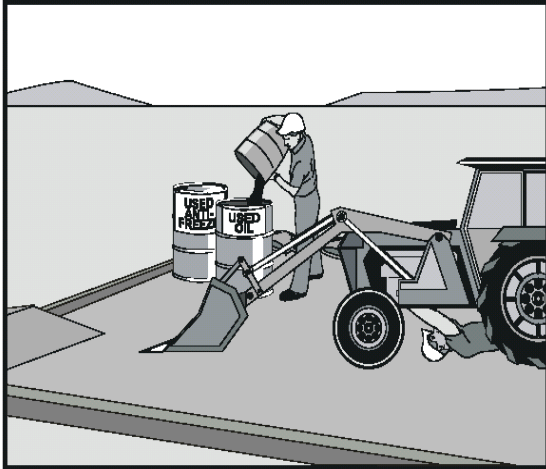
Spill Response

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the West Deptford Township Spill Response Team at 555-1515.

Maintenance and Inspection

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on the site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
- The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the Elm Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged.

West Deptford Township Standard Operating Procedure Vehicle Maintenance



West Deptford Twp. Maintenance Yards BMP Objectives

- Waste Management
- Spill Prevention,
Containment and
Countermeasures
- Pollution Control

- Introduction and Purpose This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in West Deptford Township. The purpose of this SOP is to provide a set of guidelines for the West Deptford Township vehicle maintenance yards including maintenance activities at ancillary operations.
- Scope This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of West Deptford.
- Standards and Specifications
- Conduct vehicle maintenance operation only in designated areas.
 - When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
 - Always use drip pans.
 - Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
 - Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
 - Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

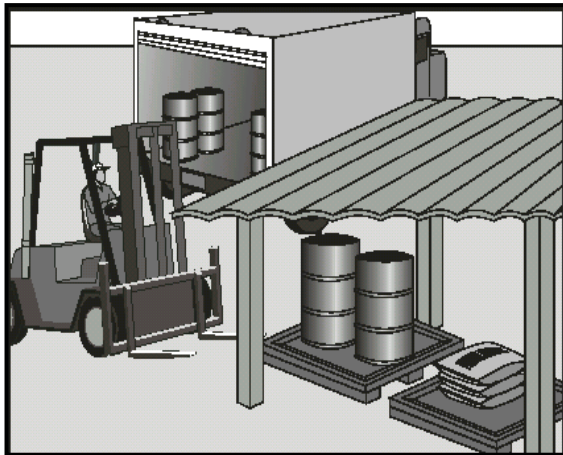
Spill Response
and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the West Deptford Township Spill Response Team at 555-1515.

Maintenance
and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.

West Deptford Township Standard Operating Procedure Good Housekeeping



West Deptford Township Good Housekeeping Goals

- Proper Recycling
- Proper Waste

- Disposal
- Pollution Prevention

Introduction and Purpose This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in West Deptford Township. The purpose of this SOP is to provide a set of guidelines for the employees of West Deptford Township for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

Scope This SOP applies to all maintenance yards including maintenance activities at ancillary operations in West Deptford Township.

Standards and Specifications (General)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.

Standards and Specifications (Salt and De-icing Material Handling)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.

Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the West Deptford Township Spill Response Team At 555-1515.

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

SPPP Form 17 – Employee Training

Municipality Information

Municipality: West Deptford Township County: GLOUCESTER
 NJPDES # : NJG 0149071 PI ID #: 213975
 Team Member/Title: KEITH LAMB, PUBLIC WORKS MANAGER
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of Completion: FEBRUARY 25, 2005 Date of most recent update: MARCH 2018

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

The following topics will be covered by a computer generated training program:

<u>Course:</u>	<u>Who will attend</u>
Waste Disposal Education	Code Enforcement & Public Works Employees
Municipal Ordinances	Code Enforcement and Local Police Departments, Public Works Employees
Yard Waste Collection Program	Public Works Employees
Street Sweeping	Public Works Employees
Stormwater Facility Maintenance	Public Works Employees
Road Erosion Control	Public Works Employees
Outfall Pipe Stream Scouring Remediation	Public Works Employees
Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)	Public Works Employees & Zoning/Code Enforcement Officer

The following topics will be part computer training, and part practical field training:

<u>Course:</u>	<u>Who will attend</u>
Illicit Connection Elimination and Outfall Pipe Mapping (field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)	public works employees, hotline operator
Maintenance Yard Operations (including Ancillary Operations) (field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)	public works employees

Dates for the above training programs are yet to be determined.