

# **STORMWATER POLLUTION PREVENTION PLAN**

*Prepared for:*

**BOROUGH OF NATIONAL PARK  
GLOUCESTER COUNTY, NEW JERSEY**

*Pursuant to:*

**NEW JERSEY TIER A MUNICIPAL STORMWATER  
GENERAL PERMIT**

*Prepared by:*



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**MARCH 2005**

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Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Jason C. Hager

Title: Environmental Scientist

Date: March 2, 2005

Municipality: Borough of National Park

County: Gloucester

NJPDES #: NJG0148938

PI ID #: 223752

Stormwater Program Coordinator: Ed Steck

Title: Borough Engineer

Office Phone #: 856-722-6700

Emergency Phone #: \_\_\_\_\_

Public Notice Coordinator: Robert Dougherty

Title: Borough Administrator

Office Phone #: 856-845-3891

Emergency Phone #: \_\_\_\_\_

Post-Construction Stormwater Management Coordinator: Ed Steck

Title: Borough Engineer

Office Phone #: 856-722-6700

Emergency Phone #: \_\_\_\_\_

Local Public Education Coordinator: Robert Dougherty

Title: Borough Administrator

Office Phone #: 856-845-3891

Emergency Phone #: \_\_\_\_\_

Ordinance Coordinator: Robert Dougherty

Title: Borough Administrator

Office Phone #: 856-845-3891

Emergency Phone #: \_\_\_\_\_

Public Works Coordinator: James Walker

Title: Public Works Director

Office Phone #: 856-848-2363

Emergency Phone #: \_\_\_\_\_

Employee Training Coordinator: Robert Dougherty

Title: Borough Administrator

Office Phone #: 856-845-3891

Emergency Phone #: \_\_\_\_\_

Other: N/A

Title: N/A

Office Phone #:

Emergency Phone #: \_\_\_\_\_

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Borough of National Park

County: Gloucester

NJPDES # : NJG0148938

PI ID #: 223752

Team Member/Title: Robert Dougherty, Borough Administrator

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

Date of Completion: March 2005

Date of most recent update: N/A

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.

*The Borough provides public notice of meetings as required by the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.) and as required by N.J.S.A. 40:49-1 et. seq. for the passage of ordinances. The Borough will also provide public notice for municipal actions such as the adoption of the stormwater management plan as outlined by the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.).*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Borough of National Park County: Gloucester  
 NJPDES # : NJG0148938 PI ID #: 223752  
 Team Member/Title: Ed Steck, Borough Engineer  
 Effective Date of Permit Authorization (EDPA): April 1, 2004  
 Date of Completion: March 2005 Date of most recent update: June 1, 2005

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.

*The Borough's post-construction stormwater management in new development and redevelopment program is as follows:*

- 1. The Borough will ensure that plans for all new residential development and redevelopment projects, subject to the Residential Site Improvements Standards, are in compliance with the Stormwater Management Regulations prior to issuance of final subdivision or site plan approvals under the Municipal Land Use Law.*
- 2. The Borough will ensure continued compliance of all private developments with the approved subdivision plans and applicable ordinances, as well as, long term operation and maintenance of BMPs. The Superintendent of Public Works will be responsible for appropriate long term operation and maintenance of BMP's on Borough property.*
- 3. The Borough will ensure all plans for new development and redevelopment projects incorporate the new design of storm drain inlets. The Borough Engineer will ensure proper installation of said inlet and the Superintendent of Public Works will be responsible for proper maintenance/retrofit of existing and new inlets.*
- 4. On May 17, 2005, the Borough approved the Municipal Stormwater Management Plan. The plan will be submitted to the County Review Agency for approval. A draft stormwater control ordinance will be prepared within 12 months of this adoption date. The plan and ordinance will then be forwarded to the County Review Agency for formal approval.*
- 5. Upon approval of the stormwater control ordinance and plan, the Borough will ensure that all plans for new development and redevelopment projects are in compliance with the design and maintenance measures adopted.*

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Borough of National Park County Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: Robert Dougherty, Borough Administrator

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

Date of Completion: March 2005 Date of most recent update: N/A

## 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.

*ANNUAL BROCHURE DISTRIBUTION - The Borough will distribute the DEP provided brochure to all residents and businesses. Additional copies will be made available to the public at Borough Hall and the local library.*

*ANNUAL EVENT - The Borough will coordinate their annual educational event with the Borough's 4<sup>th</sup> of July Parade. Borough personnel will setup a table and distribute the DEP provided brochure and other educational materials provided by the DEP and the Borough.*

BOROUGH OF NATIONAL PARK  
STORMWATER MANAGEMENT PROGRAM

LOCAL PUBLIC EDUCATION  
LOCAL PUBLIC EDUCATION PROGRAM

Statewide Basic Requirement:

*Local Public Education Program - Tier A Municipality's shall describe how they will distribute educational information and specifics on how educational activities, including the educational event, will be conducted to satisfy this minimum standard. The following SBR and/or BMP topics shall be included in the Local Public Education Program:*

- *Stormwater/Nonpoint Source*
- *Storm Drain Inlet*
- *Fertilizer/Pesticide*
- *Waste Disposal*
- *Pet Waste*
- *Litter*
- *Improper Disposal of Waste Ordinance*
- *Wildlife Feeding Ordinance*
- *Yard Waste*

*Tier A Municipalities shall also provide for the duplication and annual mailing (or other means of delivery) to all residents and businesses within the municipality of the informational brochure provided by the Department. The informational brochure covers all the topics above. The Department may periodically provide the Tier A Municipality with an updated brochure for duplication and distribution.*

*As part of this program, Tier A Municipalities shall also conduct each year, at minimum, one education effort in the form of an "event." An event may be an activity established primarily to satisfy this requirement or may be part of a bigger existing event such as municipal festivals, county fairs, or an Earth Day, Arbor Day or 4th of July celebration. During this event, the informational brochure shall also be made available to the public.*

Annual Mailing:

The annual mailing will include the distribution of a one-page, double-sided NJDEP provided brochure entitled "Solutions to Stormwater Pollution". Enclosed is a copy of the brochure, a digital copy can be found at the NJDEP's Stormwater website ([http://www.njstormwater.org/tier\\_A/education.htm](http://www.njstormwater.org/tier_A/education.htm)). The brochure will be mailed to all Borough residents and businesses along with the Borough's water quality report. Additional copies will be made available to all residents at the Borough Hall and medical center.

Upon annual distribution of the brochure, the Stormwater Pollution Prevention Plan (SPPP) will be updated to include the date of the mailing.

Annual Event:

The Borough's annual event will be held during the 4<sup>th</sup> of July Parade. The public is invited to attend the event and activities held thereafter. During this event, the Borough will setup a booth at the site and distribute the following educational materials, which cover topics such as stormwater/nonpoint source pollution, storm drain inlet labeling, fertilizer/pesticide education, waste disposal, pet waste, litter, improper disposal of waste, wildlife feeding, and yard waste:

- How Does Urbanization Change a Watershed
- Alternatives to Pesticide
- Using Leaf Compost
- Yard Trimmings Management Strategies in New Jersey
- Home Composting
- Vermicomposting
- Minimizing Waste Disposal: Grass Clippings
- Backyard Leaf Composting
- What is Ground Water
- What is Nonpoint Source Pollution
- Storm Drain Labeling Guidelines for New Jersey
- What's a Watershed
- Clean Water Rainers Coloring Book

The NJDEP provided brochure will also be made available for distribution. In addition, upon adoption of any revised ordinance (to occur by October 1, 2005) relating to improper waste disposal, copies will be made available for distribution.



Hard copies of brochures are enclosed; digital copies are available at the NJDEP's stormwater website ([http://www.njstormwater.org/tier\\_A/education.htm](http://www.njstormwater.org/tier_A/education.htm)).

After the event, the Borough will prepare update the SPPP plan to include the date and location of the Borough's annual educational event.

Optional Measures:

Optional activities that the Borough may utilize at their discretion includes contacting the NJ Watershed Ambassadors Program to conduct free classroom workshops, and/or presentations at the local public schools or providing magnets, buttons, bookmarks, or pencils that portray the message of stormwater prevention at future annual educational events. Borough representatives will annually evaluate the effectiveness of the Borough's local public education program and include any of the optional measures as needed.

# NJDEP STORMWATER BROCHURE

## Solutions to Stormwater Pollution

## NJDEP EDUCATIONAL BROCHURES

How Does Urbanization Change a Watershed  
Alternatives to Pesticide  
Using Leaf Compost  
Yard Trimmings Management Strategies in New Jersey  
Home Composting  
Vermicomposting  
Minimizing Waste Disposal: Grass Clippings  
Backyard Leaf Composting  
What is Ground Water  
What is Nonpoint Source Pollution  
Storm Drain Labeling Guidelines for New Jersey  
What's a Watershed  
Clean Water Rangers Coloring Book

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Borough of National Park County: Gloucester

NJPDES # :NJG0148938 PI ID #: 223752

Team Member/Title: Ed Steck, Borough Engineer

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

Date of Completion: March 2005 Date of most recent update: N/A

## 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.

*The Borough will initiate a labeling program utilizing Borough DPW Personnel. The Borough plans to stencil stormwater inlets. The labeling process will be completed by April 1, 2007.*

*Periodic inspection and maintenance will be conducted by Borough personnel during the annual storm drain inlet cleaning program. Stencils will be checked to ensure that they are visible on the storm drain inlet. Re-stenciling will be done as needed.*

BOROUGH OF NATIONAL PARK  
STORMWATER MANAGEMENT PROGRAM

LOCAL PUBLIC EDUCATION  
STORM DRAIN INLET LABELING PROGRAM

Statewide Basic Requirement:

*Storm Drain Inlet Labeling Program - Tier A Municipality's shall establish a storm drain inlet labeling program and label all storm drain inlets along municipal streets with sidewalks, within plazas, parking areas or maintenance yards operated by the Municipality. The program shall establish a labeling schedule, develop a long-term maintenance plan, and when possible, coordinate efforts with watershed groups or volunteer organizations.*

Labeling Material Selection:

The Borough will stencil stormwater inlets using weather resistant spray paint. Each label will read, "No Dumping – Drains to River".

Labeling Program:

The Borough will initiate a labeling program utilizing Borough DPW Personnel. The Borough plans to stencil stormwater inlets. The labeling process will be completed by April 1, 2007.

Periodic inspection and maintenance will be conducted by Borough personnel during the annual stormwater inlet cleaning program. Stormwater inlet labeling will be checked for legibility and will be re-stenciled as needed.

Labeling Procedures:

- A wire brush or broom will be utilized to clear away any loose debris from the inlet prior to labeling. Vegetative growth around the inlet will be removed as needed.
- Collected debris will be properly disposed.

Maintenance Procedures:

The Borough will conduct periodic inspections of each inlet during their inlet inspection/cleaning program. Labels will be inspected to ensure legible. Labels will be re-stenciled as needed.

The SPPP plan will be updated annually to reflect the status of the stormwater inlet labeling program and the number of inlets labeled.

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Borough of National Park County: Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: James Walker, Public Works Director

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

Date of Completion: March 2005 Date of most recent update: N/A

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 Department of Public works identified each outfall that is owned and maintained by the Borough (see attached map). Some outfalls located within the Borough are owned and maintained by the County. Attached is a map that illustrates County-owned stormwater inlets and outfalls that will be managed by the County. Borough-owned outfalls will be inspected and, if necessary, investigated (pursuant to the Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program).*

*The Borough Engineer's office will provide a map that depicts the locations of all water bodies receiving outfall discharges, locations of outfalls identified (both existing and those found during the field inspection) and an alpha-numeric identifier for each outfall.*

**STORMWATER INLET  
AND  
OUTFALL MAPPING**

*(Borough Owned and Maintained)*



**STORMWATER INLET  
AND  
OUTFALL MAPPING**

*(Located within Borough;  
County Owned and Maintained)*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Borough of National Park County Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: James Walker, Public Works Director

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

Date of Completion: March 2005 Date of most recent update: N/A

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.

*Borough personnel will initiate the illicit connection inspection of each outfall during the MS4 Outfall mapping process. They will utilize the DEP provided Illicit Connection Inspection Report Form to conduct the inspections and file the forms with the SPPP plan accordingly. Outfalls that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be re-inspected. If an illicit connection is identified and located, the responsible party will be cited for violation of the Borough's Illicit Connection Ordinance and the connection will be eliminated. If, after three investigation attempts, the illicit connection is not found, a Closeout Investigation Form will be prepared and submitted along with the Borough's Annual Inspection and Recertification Report. Illicit connections found to originate from another public entity will be reported by the Borough to the affected entity.*

*Presently, residents may contact either the Public Works Department or Police Department to report any spills or leaks of hazardous materials. The Borough will finalize and institute a procedure for public reporting of suspected illicit connections by October 1, 2005.*

# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Borough of National Park County Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: James Walker, Public Works Director

Effective Date of Permit Authorization (EDPA): April 1, 2005

Date of Completion: March 2005 Date of most recent update: N/A

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? \_\_\_\_\_

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? \_\_\_\_\_

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality  
Information

Municipality: Borough of National Park County: Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: James Walker, Public Works Director

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

Date of Completion: March 2005 Date of most recent update: N/A

Please describe your yard waste 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.

*The Borough will continue its' current Yard Waste Collection Program. Leaves, clippings, and brush are presently placed curbside by residents. Collection occurs on a monthly basis and at a minimum between the months of October and December. A minimum of one (1) spring pickup is scheduled. An ordinance will be adopted that prohibits the placement of non-containerized yard waste seven (7) days prior to a scheduled collection and at least 10 feet from a stormwater inlet.*

*The Borough will distribute a letter to residents and businesses that describes the Borough's collection system, clean-up procedures, and collection schedule. A copy of the letter be posted at the Borough Hall.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Borough of National Park County Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: James Walker, Public Works Director

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

Date of Completion: March 2005 Date of most recent update: N/A

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

Pet Waste Existing ordinance to be reviewed and updated as needed.

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

Litter Pending Borough review of the DEP model ordinance.

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 Pending Borough review of the DEP model ordinance.

How will these ordinances be enforced?

*The Borough will enforce the referenced ordinances. A Notice of Violation will be issued at the Borough's discretion.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of National Park County Gloucester

NJPDES # : NJG0148938 PI ID #: 2623752

Team Member/Title: Ed Steck, Borough Engineer

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

Date of Completion: March 2005 Date of most recent update: N/A

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

*DEP approved storm drain inlets will be used unless a hydraulic performance exemption applies.*

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

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

*The Borough will evaluate alternative device exemptions, historic place exemptions, and/or hydraulic performance exemptions on a per project basis..*

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality  
Information

Municipality: Borough of National Park County: Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: James Walker, Public Works Director

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

Date of Completion: March 2005 Date of most recent update: N/A

## 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.)

*The Borough evaluated its streets and determined that no street sweeping program as defined by the State is required. Streets with commercial establishments that are 35 miles per hour (mph) or less are owned and operated by Gloucester County. County roads are swept periodically and on an as needed basis. The Borough will continue to rely on Gloucester County to street sweep County owned and operated roads that traverse the Borough of National Park.*

## 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)

*The Borough will perform their Road Erosion Control Maintenance Program on Borough owned roads. Road erosion problems will be reported to the Superintendent of Public Works. Identified areas will be prioritized and repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Borough will keep a log of these inspections and maintain a list of repairs and dates completed.*

BOROUGH OF NATIONAL PARK  
STORMWATER MANAGEMENT PROGRAM

SOLID AND FLOATABLE CONTROLS  
STREET SWEEPING PROGRAM

Statewide Basic Requirement:

*Street Sweeping - Tier A Municipalities shall sweep all municipally owned or operated curbed streets (including roads or highways) with storm drains that have a posted speed limit of 35 mph or less (excluding all entrance and exit ramps) in predominantly commercial areas at a minimum of once per month, weather and street surface conditions permitting.*

Street Sweeping:

The Borough evaluated its streets and determined that no street sweeping program as defined by the State is required. Streets with commercial establishments with a posted speed limit of 35 miles per hour (mph) or less are owned and operated by Gloucester County. County roads are swept periodically and on an as needed basis. The Borough will continue to rely on Gloucester County to sweep County owned and operated roads that traverse the Borough of National Park.



# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Borough of National Park County: Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: Ed Steck, Borough Engineer

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

Date of Completion: March 2005 Date of most recent update: N/A

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

*The Borough will continue their existing storm drain inlet inspection/ cleaning program which consists of twice yearly inspections of all storm drain inlets. A schedule and log will be maintained to record the number of inlets inspected and cleaned. At the time of inspection and/or cleaning, the Borough will also check to determine if the inlet is functioning properly. A maintenance schedule/record will be kept for those inlets that are in disrepair. The material that is collected from the cleaning process will be stored, stockpiled, and then disposed of at the County landfill.*

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.)

*The Borough will continue to maintain their existing stormwater system maintenance program to ensure systems are functioning properly.*

*These facilities are maintained on a regular basis throughout the year and on an as needed basis in high risk areas by the Borough's Department of Public Works to ensure they are functioning properly. A sample maintenance record log is provided behind this form.*

**BOROUGH OF NATIONAL PARK**  
**STORMWATER COMPLIANCE PROGRAM**  
**SOLIDS AND FLOTABLE CONTROLS**  
**STORMWATER FACILITY MAINTENANCE PROGRAM**

INSPECTION DATE	NAME OF FACILITY	MAINTENANCE REQUIRED	TYPE OF MAINTENANCE REQUIRED	DATE PERFORMED	DEBRIS REMOVED*	ADDITIONAL COMMENTS
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				
		Y / N				

\* DPW TO NOTE THE AMOUNT OF DEBRIS COLLECTED IF POSSIBLE.

BOROUGH OF NATIONAL PARK  
STORMWATER MANAGEMENT PROGRAM

SOLIDS AND FLOATABLE CONTROLS  
STORMWATER FACILITY MAINTENANCE

Statewide Basic Requirement:

*Stormwater Facility Maintenance - Tier A Municipalities shall develop and implement a stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the Tier A Municipality. Stormwater facilities include, but are not limited to: catch basins, detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances. The stormwater facility maintenance must be performed as required to ensure the proper function and operation of the stormwater facility. Tier A Municipalities shall also clean all catch basins annually to remove accumulated sediment, trash and debris.*

Existing Stormwater Facilities:

The Borough currently maintains a few stormwater facilities in addition to their stormwater inlets and storm sewer pipe system.

Inspection Program:

As part of the Borough's regular maintenance program, the Department of Public Works (DPW) shall inspect the Borough's stormwater facilities as follows:

- Detention basins and swales shall be inspected on a monthly basis during the Spring and Summer and on a bi-monthly basis during the Fall and Winter.
- Inlets shall be inspected twice yearly.
- Storm sewer pipes identified as problem areas shall be inspected after major storm events and on an as needed basis. Broken or collapsed storm sewer pipes shall be reported to the Borough Engineer.

- Outfalls shall be inspected on an as-needed basis upon completion of the Outfall Pipe Scouring Inspection Program. Evidence of additional scouring or erosion will be reported to the Borough Engineer.

Maintenance Program:

Based on field observations, the following routine maintenance will be performed as required:

- Mowing of areas around the stormwater facility to minimize excessive plant growth.
- Removal of trash or debris.
- Periodic cleaning of wet basins to minimize silt build-up.
- Removal of debris from stormwater inlets
- Re-stenciling of stormwater inlets as needed.
- Removal of blocked storm sewer pipes via jetting or hand-snaking.

The DPW will note all inspections and maintenance/repair calls for the stormwater facilities in their internal maintenance log.

# STORMWATER FACILITY LOCATION MAP

SAMPLE STORMWATER FACILITY MAINTENANCE LOG

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Borough of National Park County: Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: Ed Steck, Borough Engineer

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

Date of Completion: March 2005 Date of most recent update: N/A

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.)

*The Borough will conduct outfall pipe scouring detection during the illicit connection inspection. Outfall pipes showing signs of scouring will be reported to the Superintendent of Public Works, evaluated and prioritized for repairs in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All repairs will be followed with an annual inspection to ensure that the scouring has not re-occurred.*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Borough of National Park County Gloucester

NJPDES # : NJG0148938 PI ID #: 223752

Team Member/Title: Robert Dougherty, Borough Administrator

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

Date of Completion: March 2005 Date of most recent update: N/A

## De-icing Material 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 Borough currently stores rock salt indoors at their Department of Public Works facility. The storage area is inspected on a quarterly basis or more frequently during the winter months.*



# SPPP Form 16 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Borough of National Park</u> County <u>Gloucester</u> NJPDES # : <u>NJG0148938</u> PI ID #: <u>223752</u> Team Member/Title: <u>Robert Dougherty, Borough Administrator</u> Effective Date of Permit Authorization (EDPA): <u>April 1, 2005</u> Date of Completion: <u>March 2005</u> Date of most recent update: <u>N/A</u>	
<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	<i>SOP pending Borough review and approval</i>	<i>The fueling area, storage tanks and pumps located at the Borough's DPW facility will be inspected on a monthly basis</i>  <i>See Appendix 7 for copy of SOP.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)	<i>SOP pending Borough review and approval</i>	<i>Inspections will be conducted on a monthly basis to ensure adherence to standard operating procedures.</i>  <i>See Appendix 7 for copy of SOP.</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>SOP pending Borough review and approval</i>	<i>Indoor/outdoor storage areas, containers, and surrounding areas around the Borough's DPW will be inspected on a monthly basis.</i>  <i>See Appendix 7 for a copy of SOP.</i>

# BOROUGH OF NATIONAL PARK

## STANDARD OPERATING PROCEDURES

### Recycling Center

1. Sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
2. All trash, dirt, and other debris must be placed in the dumpster.
3. Waste fluids must be collected in properly labeled containers, and dispose of properly.

### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:  
Level 1: Contact the National Park Police Department at (856) 845-1187.  
Level 2: Contact NJDEP at (877) WARN DEP or (877) 927-6337

### Maintenance and Inspection

1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
3. Perform overall facility inspection and maintenance annually.

APPROVED BY	ISSUE DATE	PAGE NO. 2 of 2
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# BOROUGH OF NATIONAL PARK

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle and Equipment Fueling	000

### DESCRIPTION:

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

### PURPOSE:

This SOP provides a set of guidelines for the Borough of National Park's employees to implement procedures for delivering fuel into vehicles and equipment, storage tanks, and mobile fuel tanks safely while minimizing pollution to surface and ground waters.

### STANDARDS AND SPECIFICATIONS:

#### Vehicle and Equipment Fueling

1. There is to be no smoking in the fueling area.
2. Shut off engine.
3. Ensure the proper type of fuel is used for each vehicle or piece of equipment.
4. Absorbent spill clean-up materials shall be available in all fueling areas, including on mobile fueling vehicles. Clean-up material shall be disposed of properly.
5. Nozzles used in fueling vehicles and equipment shall be equipped with automatic shut-off to prevent overfilling of tanks.
6. Fuel tanks shall not be "topped off."
7. Mobile fueling shall be minimized. Fueling shall only occur in designated areas, whenever possible.
8. In a prominent area, clearly post the instructions for safe operation of all fueling equipment, and appropriate Spill Response contact information.

#### Bulk Fueling

1. Always use drip pans or absorbent pads under all hose and pipe connections and other leak prone areas.
2. Block storm drain inlets or contain tank trucks using temporary berms or absorbent booms. All hose connection points associated with bulk fueling must be contained within the berm during bulk loading/unloading if storm drain inlets are not blocked.
3. Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and contain spills.
4. A trained employee must be present to oversee bulk fuel transfer.

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# BOROUGH OF NATIONAL PARK

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

### DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic good housekeeping practices to be implemented at the Borough's maintenance yards including maintenance areas at ancillary operations.

### PURPOSE:

This SOP provides a set of guidelines for the Borough of National Park's employees to implement Good Housekeeping Practices for their maintenance yards and ancillary operations' maintenance areas.

### STANDARDS AND SPECIFICATIONS:

#### General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors, where practical.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Waste fluids must be collected in properly labeled containers, and dispose of properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

#### Salt and De-icing Material Handling

1. Prevent or minimize spills during material loading and unloading. If de-icing materials are spilled, remove the material using dry cleaning methods, and reuse or dispose of the material properly.
2. Inspect, sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
3. Minimize tracking material from the storage and loading/unloading areas.
4. Minimize the distance materials are transported during loading and unloading activities
5. Tarp any materials stored outside when they are not in use.
6. If interim seasonal tarping is used, de-icing materials may only be store outside between October 15<sup>th</sup> and April 30<sup>th</sup>.

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# BOROUGH OF NATIONAL PARK

## STANDARD OPERATING PROCEDURES

### Recycling Center

1. Sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
2. All trash, dirt, and other debris must be placed in the dumpster.
3. Waste fluids must be collected in properly labeled containers, and dispose of properly.

### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:  
Level 1: Contact the National Park Police Department at (856) 845-1187.  
Level 2: Contact NJDEP at (877) WARN DEP or (877) 927-6337

### Maintenance and Inspection

1. Check for leaks and damaged equipment, periodically. Make repairs as necessary.
2. Perform monthly inspections of all storage areas and containers, both in and outdoors.
3. Perform overall facility inspection and maintenance annually.

APPROVED BY	ISSUE DATE	PAGE NO. 2 of 2
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# BOROUGH OF NATIONAL PARK

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Vehicle and Equipment Fueling	000

### DESCRIPTION:

This Standard Operating Procedure (SOP) contains the procedures and practices designed to minimize pollution to surface and ground waters.

### PURPOSE:

This SOP provides a set of guidelines for the Borough of National Park's employees to implement procedures for delivering fuel into vehicles and equipment, storage tanks, and mobile fuel tanks safely while minimizing pollution to surface and ground waters.

### STANDARDS AND SPECIFICATIONS:

#### Vehicle and Equipment Fueling

1. There is to be no smoking in the fueling area.
2. Shut off engine.
3. Ensure the proper type of fuel is used for each vehicle or piece of equipment.
4. Absorbent spill clean-up materials shall be available in all fueling areas, including on mobile fueling vehicles. Clean-up material shall be disposed of properly.
5. Nozzles used in fueling vehicles and equipment shall be equipped with automatic shut-off to prevent overfilling of tanks.
6. Fuel tanks shall not be "topped off."
7. Mobile fueling shall be minimized. Fueling shall only occur in designated areas, whenever possible.
8. In a prominent area, clearly post the instructions for safe operation of all fueling equipment, and appropriate Spill Response contact information.

#### Bulk Fueling

1. Always use drip pans or absorbent pads under all hose and pipe connections and other leak prone areas.
2. Block storm drain inlets or contain tank trucks using temporary berms or absorbent booms. All hose connection points associated with bulk fueling must be contained within the berm during bulk loading/unloading if storm drain inlets are not blocked.
3. Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and contain spills.
4. A trained employee must be present to oversee bulk fuel transfer.

APPROVED BY	ISSUE DATE	PAGE NO.
		1 of 2

# BOROUGH OF NATIONAL PARK

## STANDARD OPERATING PROCEDURES

### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:  
Level 1: Contact the National Park Police Department at (856) 845-1187.  
Level 2: Contact NJDEP at (877) WARN DEP or (877) 927-6337

### Maintenance and Inspection

1. Inspect fueling area, storage tanks, and pumps monthly.
2. Keep an ample supply of spill clean-up material on the site.
3. Check for leaks and damaged equipment, periodically. Any tanks, pumps, piping, equipment, and fuel dispensing equipment found to be damaged or leaking shall be repaired immediately.

APPROVED BY	ISSUE DATE	PAGE NO. 2 of 2
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# BOROUGH OF NATIONAL PARK

## STANDARD OPERATING PROCEDURES

TITLE	REVISION NO.
Good Housekeeping Practices	000

### DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic good housekeeping practices to be implemented at the Borough's maintenance yards including maintenance areas at ancillary operations.

### PURPOSE:

This SOP provides a set of guidelines for the Borough of National Park's employees to implement Good Housekeeping Practices for their maintenance yards and ancillary operations' maintenance areas.

### STANDARDS AND SPECIFICATIONS:

#### General

1. All containers should be properly marked and labeled. Labels should be clean and legible.
2. Keep all containers in good condition and sealed tightly when they are not in use.
3. Keep all chemicals, fluids, and supplies indoors, where practical.
4. Containers stored outdoors must be covered and placed on spill containment platforms.
5. Keep storage areas clean and organized.
6. Keep spill kits and drip pans near any liquid transfer areas. Keep them protected from rain.
7. Absorbent spill clean-up materials must be available in maintenance areas and must be properly disposed of after spills.
8. All trash, dirt, and other debris must be placed in the dumpster.
9. Waste fluids must be collected in properly labeled containers, and dispose of properly.
10. Maintain the recycling program by disposing of bottles, cans, paper, and trash in their designated containers.
11. Sweep and clean garages and yard once per week.

#### Salt and De-icing Material Handling

1. Prevent or minimize spills during material loading and unloading. If de-icing materials are spilled, remove the material using dry cleaning methods, and reuse or dispose of the material properly.
2. Inspect, sweep and clean area once per week to remove dirt and debris. Sweep area immediately following loading and unloading operations, when practical.
3. Minimize tracking material from the storage and loading/unloading areas.
4. Minimize the distance materials are transported during loading and unloading activities
5. Tarp any materials stored outside when they are not in use.
6. If interim seasonal tarping is used, de-icing materials may only be store outside between October 15<sup>th</sup> and April 30<sup>th</sup>.

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# BOROUGH OF NATIONAL PARK

## STANDARD OPERATING PROCEDURES

TITLE Vehicle Maintenance	REVISION NO. 000
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### DESCRIPTION:

This Standard Operating Procedure (SOP) contains the basic vehicle maintenance practices to be implemented at the Borough's maintenance yards including maintenance areas at ancillary operations.

### PURPOSE:

This SOP provides a set of guidelines for the Borough of National Park's vehicle maintenance for their maintenance yards and ancillary operations' maintenance areas.

### STANDARDS AND SPECIFICATIONS:

#### Vehicle Maintenance

1. Conduct all vehicle maintenance only in designated areas.
2. When possible perform vehicle and equipment maintenance indoors and on a paved floor.
3. Always use drip pans.
4. Absorbent spill clean-up materials shall be available in all maintenance areas. Material shall be properly disposed of after use.
5. Protect maintenance areas from both stormwater runoff and stormwater run-on. Areas should be located 50 feet downstream of any drainage facility or watercourse.
6. Do not dump or dispose of oils, grease, fluids, and lubricants on the ground. Waste oil and waste antifreeze shall be collected in properly labeled containers and disposed of properly.
7. Do not dump or dispose batteries, used oils, antifreeze or other toxic fluids into a storm drain or watercourse.
8. Do not bury or burn tires.

#### Spill Response and Reporting

1. Conduct clean-up of and spill(s) immediately after discovery.
2. Spills are to be cleaned-up using dry cleaning methods only.
3. For Environmental Emergencies Hazardous Materials spills:
  - Level 1: Contact the National Park Police Department at (856) 845-1187.
  - Level 2: Contact NJDEP at (877) WARN DEP or (877) 927-6337

#### Maintenance and Inspection

1. Periodically check for leaks and damaged equipment and make necessary repairs.

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# SPPP Form 17 – Employee Training

Municipality Information

Municipality: Borough of National Park County Gloucester  
 NJPDES # : NJG0148938 PI ID #: 223752  
 Team Member/Title: Robert Dougherty, Borough Administrator  
 Effective Date of Permit Authorization (EDPA): April 1, 2004  
 Date of Completion: March 2005 Date of most recent update: N/A

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 in the Borough's annual employee training program:*

<i>Waste Disposal Education</i>	<i>Public Works employees</i>
<i>Municipal Ordinances</i>	<i>Public Works employees, Police Dept.</i>
<i>Yard Waste Collection Program</i>	<i>Public Works employees</i>
<i>Street Sweeping Program</i>	<i>Public Works employees</i>
<i>Stormwater Facility Maintenance Program</i>	<i>Public Works employees</i>
<i>Road Erosion Control Program</i>	<i>Public Works employees</i>
<i>Outfall Pipe Stream Scouring Remediation</i>	<i>Public Works employees</i>
<i>Illicit Connection Elimination and</i>	
<i>Outfall Pipe Mapping</i>	<i>Public Works employees</i>
<i>Maintenance Yard Operations</i>	<i>Public Works employees</i>
<i>Construction Activity/Post Construction</i>	
<i>Stormwater Management in New Development</i>	
<i>and Redevelopment</i>	<i>Public Works employees</i>

*The illicit connection elimination training will include field training on procedures to properly conduct outfall inspections for illicit connections, follow-up investigations, and procedures for elimination of the illicit connection. The maintenance yard operations training will include field training on the standard operating procedures for fueling, vehicle maintenance and good housekeeping practices.*

*Method of conducting the training and the dates for the above training programs are yet to be determined.*

BOROUGH OF NATIONAL PARK  
STORMWATER MANAGEMENT PROGRAM

EMPLOYEE TRAINING PROGRAM

Statewide Basic Requirement:

*Employee Training Program - Tier A Municipalities shall develop and conduct an annual employee training program for appropriate employees on appropriate topics. At a minimum, annual employee training will include the following topics:*

- *Waste Disposal Education*
- *Yard Waste Collection Program*
- *Municipal Ordinances*
- *Illicit Connection Elimination and Outfall Pipe Mapping*
- *Street Sweeping*
- *Stormwater Facility Maintenance*
- *Road Erosion Control and Outfall Pipe Stream Scouring Remediation*
- *Maintenance Yard Operations (including Ancillary Operations)*
- *Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment*

Employee Training:

For each of the required training topics the Borough will conduct a tutorial outlining the benefits gained from each new program and any additional work activities that will be required with the implementation of this Stormwater Management Program. Field training will be given to those employees attending the training for illicit connection elimination and maintenance yard operations.

Training will be as follows:

<u>Required Attendees</u>	<u>Course Covered</u>
Public Works Employees	Waste Disposal Education; Municipal Ordinances; Yard Waste Collection Program; illicit Connection Elimination; Outfall Pipe Mapping;

	Street Sweeping; Stormwater Facility Maintenance; Road Erosion Control; Outfall Pipe Stream Scouring Remediation; Maintenance Yard Operations; and Construction Activity/ Post-Construction Stormwater Management in New Development and Redevelopment
Code Enforcement Officer	Municipal Ordinances; Waste Disposal Education; and Construction Activity/ Post-Construction Stormwater Management in New Development and Redevelopment
Police Department Officers	Municipal Ordinances
Other Appropriate Users	Maintenance Yard Operations

Upon completion of the training sessions, the SPPP plan will be updated to include the date of the training program and a list of attendees.

Optional Measures:

Based on the effectiveness of the first training program, the Borough will evaluate if alternative training tools can be utilized to optimize the training program. Alternative training tools can include the use of informational CD's as provided by the Conservation Technology Information Center or formal training seminars as provided by the Watershed Ambassadors Program, the Watershed Institute, or the Center for Watershed Protection. Modifications to the Borough's annual training program will be included in the SPPP plan.

**STORMWATER POLLUTION PREVENTION PLAN  
INVENTORY**

**For**

**MUNICIPAL MAINTENANCE FACILITIES**

**STORMWATER PERMIT  
INFORMATION**

**STORMWATER GRANT  
INFORMATION**

*(To be provided by municipality)*