

Stormwater Pollution Prevention Plan

Buena Vista Township

Atlantic County

NJ0141852

January 2022

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Lisa Tilton, Administrator/Clerk
Office Phone # and eMail	856-697-2100 ltilton@buenavistanj.com
Signature/Date	<i>Lisa Tilton 2/1/2022</i>
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	David Scheidegg PE, PP- Twp Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Brian Johnson, Director/Public Works
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	9/10/21	LT		updated SPPP and added SOP (form 16)
2.	1/31/22	LT		updated information
3.				
4.				
5.				
6.				
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19.				
20.				

SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	see township website
2. Date of most current SPPP:	Jan 31, 2022
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	see township website
4. Date of most current MSWMP:	Aug 10, 2008
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Township Clerk's Office
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings where public notice is required under the Open Public Meetings Act (" Sunshine Law," N.J.S.A. 10:4-6 et seq.) Township of Buena Vista provides public notice in a manner that complies with the requirements of that act. In regards to the passage of ordinances, Township of Buena Vista provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-2 et seq. Additionally, 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.) Township of Buena Vista complies with those requirements.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

<p>1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.</p>
<p>DEP brochures are mailed to residents and businesses with the annual tax bill. Extra copies of the brochure are available at the Municipal Building. Educational materials and giveaways with environmental messages related to BMP topics are provided at municipality special events by the Environmental Commission/Clean Communities.</p>
<p>2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.</p>
<p>The Municipality has a Environmental Commission/Clean Communities, mails DEP brochures to businesses and residents, and provides brochures which provide information regarding illicit connections and improper disposal of waste at Municipal celebrations.</p>
<p>3. Indicate where public education and outreach records are maintained.</p>
<p>Records are maintained in the clerks office at the Municipal Building (town hall)</p>

SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

<p>1. How does the municipality define 'major development'?</p>
<p>The ordinance defines Major Development as "an individual development as well as multiple developments that individually or collectively result in:</p> <ol style="list-style-type: none"> 1. The disturbance of one or more acres of land since February 2, 2004; 2. The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004; 3. The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021, or 4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more. <p>Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet anyone or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq are also considered major development.</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>Buena Vista approaches residential projects in a manner that complies with the requirements of the Residential Site Improvement Standards (RSIS) for stormwater management (N.J.A.C. 5:21-7) including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21. All non-residential development projects are approached in a manner that complies with the design, performance, safety, and maintenance standards set forth at N.J.A.C. 7:8.</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>Buena Vista reviews all submitted plans to ensure compliance with the established municipal code. Follow-up inspections are conducted to verify compliance.</p>

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p>	
<p>All applications for major development are reviewed by the Board Engineer to ensure compliance with Stormwater Management section of the Township's Land Use and Development Ordinance. The Township's ordinance is consistent with N.J.A.C. 7:8 Stormwater Management requirements for major development. Persons reviewing plans including major development have completed NJDEP's Stormwater Management Design Review Course.</p> <p>A Major Development Stormwater Summary Form as required under the Tier A MS4 NJPDES Permit is completed by the Board Engineer for each Major Development project. Copies of the completed forms are kept on file with the Stormwater Management Program documents at the Administrators office.</p> <p>Buena Vista approaches residential projects in a manner that complies with the requirements of the Residential Site Improvement Standards (RSIS) for stormwater management (N.J.A.C. 5:21-7) including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21. All non-residential development projects are approached in a manner that complies with the design, performance, safety, and maintenance standards set forth at N.J.A.C. 7:8.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>yes</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>A Major Development Stormwater Summary Form as required under the Tier A MS4 NJPDES Permit is completed by the Board Engineer for each Major Development project. Copies of the completed forms are kept on file with the Stormwater Management Program documents at the Administrators office.</p>

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	03/28/20	https://ecode360.com/16176045?highlight=waste%2	yes	code enforcement officer
2. Wildlife Feeding permit cite IV.B5.a.ii	03/28/20	https://ecode360.com/16176051?highlight=wildlife%2	yes	NJ State police
3. Litter Control permit cite IV.B5.a.iii	03/13/89	https://ecode360.com/16179979?highlight=littering&	yes	code enforcement officer
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	03/28/05	https://ecode360.com/16180299	no	zoning officer
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	05/24/20 10	https://ecode360.com/16180335	yes	zoning officer
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	05/24/20 0	https://ecode360.com/16180354	yes	enforcing agent
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	10/23/20 06	https://ecode360.com/16161382	no	zoning officer
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	03/28/20 05	https://ecode360.com/16180320	yes	NJ State police
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	05/24/20 10	https://ecode360.com/16180340?highlight=container,refuse%20container&searchId=7114471639120139#16180340	yes	zoning officer
Indicate the location of records associated with ordinances and related enforcement actions:				
Clerks Office at Municipal Building				

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
BVT has no roadways that meet the NJDEP requirement for street sweeping.
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
As a rural community most roadways in Buena Vista Township are not swept as they do not contain curbing or stormwater management.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
no
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
n/a

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>
<p>The catch basins and storm drain inlets are inspected annually. If at the time of inspection no sediment, trash or debris is observed, then the structure will not be cleaned. If maintenance of the structure is required, then the required repairs will be put on a maintenance schedule. The Public Works Department also responds immediately to resident complaints and corrects any issues.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>
<p>The Township immediately repairs or cleans structures in areas with observed flooding problems. The Public Works Department also responds immediately to resident complaints and corrects any issues. Accordingly, no areas of the Township have recurring problems.</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>
<p>Basins and Inlets are immediately inspected and cleaned upon notification. No reoccurring issues. The catch basins and storm drain inlets are inspected annually. If maintenance of the structure is required, then the required repairs will be put on a maintenance schedule. The Public Works Department also responds immediately to resident complaints and corrects any issues.</p>
<p>4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.</p>
<p>Storm drain inlet labels inspected annually. Repair/replacement completed at that time.</p>
<p>5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.</p>
<p>Public Works and administrators office</p>

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

<p>1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.</p>
<p>The engineering plans prepared for the repaving, repair, reconstruction or resurfacing of a municipal roadway requires the inclusion of retrofitted inlets designed to prevent the discharge of solids and floatables.</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>
<p>Addressed during annual inspection</p>
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>
<p>Chapter 243 Article IV Retrofitting of Storm Drain Inlets in the Buena Vista Township Code requires the retrofitting of existing storm drain inlets which are in direct contact with repaving, repairing, reconstruction or resurfacing or alterations of facilities on private property. Privately owned storm drains are required to be retrofitted upon any application for development</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>
<p>Inspections completed by the township engineers office during the development approval process</p>

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation:
430 Union Road

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials –

Intermediate products – stone, rip-rap, recycled concrete and asphalt

Final products –

Waste materials –

By-products –

Machinery –

Fuel –

Lubricants –

Solvents –

Detergents related to municipal maintenance yard or ancillary operations –

Other –

<p>For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.</p> <p>Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.</p>	
1. Fueling Operations	
<p>One fueling facility is owned and operated at the Public Works Yard. Monthly inspections are performed and records kept at the Public Works office. The Township has a SOP (SPPP Form 16) which is kept at the Public Works office detailing standards and specifications for vehicle and equipment fueling procedures and practices which are designed to minimize impact to surface or groundwater. An understanding of the procedures for delivering fuel into vehicles, mobile fuel tanks and storage tanks is critical and safety is a priority.</p>	
2. Vehicle Maintenance	
<p>The Buena Vista Township Public Works SOP (SPPP Form 16) contains the practices of vehicle maintenance to be implemented at the public works yard. The SOP provides a set of guidelines for maintenance activity and is kept at the public works facility.</p>	
3. On-Site Equipment and Vehicle Washing	
<p><i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i></p>	
<p>Equipment and Vehicle Washing is not conducted on-site. Vehicles are washed at an off-site commercial car wash.</p>	
4. Discharge of Stormwater from Secondary Containment	
n/a	

5. Salt and De-Icing Material Storage and Handling
Bulk road salt is stored inside of the salt shed
6. Aggregate Material and Construction Debris Storage
This material is stored outside in designated areas
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Collected debris is transported daily to the ACUA for disposal. It is not stored or staged at the Public Works Yard.
8. Yard Trimmings and Wood Waste Management Sites
stored in on-site dumpsters
9. Roadside Vegetation Management
grass clippings are mulched on-site

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Public Works
2. Stormwater Facility Maintenance	Every year	Public Works
3. SPPP Training & Recordkeeping	Every year	Public Works
4. Yard Waste Collection Program	Every 2 years	Public Works
5. Street Sweeping	Every 2 years	Public Works
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Public Works/twp engineer
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Public Works/twp engineer
8. Waste Disposal Education	Every 2 years	Clean Communities
9. Municipal Ordinances	Every 2 years	Clerk
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Township Engineer
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p style="margin-left: 40px;">Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwg/msrp_map_aid.htm.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

The Township inspects all outfalls on an annual basis by the Public Works Department. The "Outfall Inspection Log" manual is to be kept at the Public Works Department. The inspection data sheets include:

- Outfall number
- Street/Address and area location
- Sheet number on the Outfall Mapping
- Date/time of inspection
- Name of inspector

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

Annual Inspections-No instances of stream scouring have been noted in the past round.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

Illicit discharge connection inspections are performed annually during the stormwater outfall pipe inspections. The Illicit Connection Inspection Report Forms are completed and kept with the SPPP. No illicit connections have been noted in the Township.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

A maintenance and inspection program for Township owned stormwater basins has been implemented. All infiltration basin components expected to receive and trap debris and sediment are inspected for clogging and excessive debris and sediment accumulation at least four times a year, as well as after every storm exceeding one inch of rainfall. Such components may include bottoms, riprap or gabion aprons and inflow points. This applies to both surface and subsurface infiltration basins. Mowing of grass takes place once a month, inspections of vegetated areas are completed annually and inspections of bottom layers of infiltration basins is completed monthly or after a storm exceeding one inch of rainfall.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

The Township keeps a list of private owned basins. Periodic inspection by township staff are conducted.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

Public Works

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

<https://www.nj.gov/dep/dwq/tmdl/0105.html>

Total Maximum Daily Load(TMDL) Information for Buena Vista Township:
Applicable Stream TMDL(s)

Total Maximum Daily Loads for Fecal Coliform to Address 31 Streams in the Atlantic Water Region

Fecal Coliform - 2003 : Great Egg Harbor River : View the TMDL Document

Total Maximum Daily Load for Mercury Impairments Based on Concentration in Fish Tissue Caused Mainly by Air Deposition to Address 122 HUC 14s Statewide

Mercury - 2010 : Collings Lakes trib (Hospitality Branch) : View the TMDL Document

Total Maximum Daily Load for Polychlorinated Biphenyls (PCBs) for Zone 6 of the Delaware River

Polychlorinated Biphenyls (PCBs) - 2006 : Cedar Branch (Menantico Creek) : View the TMDL Document

Total Maximum Daily Load for Polychlorinated Biphenyls (PCBs) for Zone 6 of the Delaware River

Polychlorinated Biphenyls (PCBs) - 2006 : Manumuskin River (above/ind BigNealBr) : View the TMDL Document

Total Maximum Daily Load for Polychlorinated Biphenyls (PCBs) for Zone 6 of the Delaware River

Polychlorinated Biphenyls (PCBs) - 2006 : Panther Branch (Menantico Creek) : View the TMDL Document

Applicable Lake TMDL(s)

Total Maximum Daily Loads for Pathogens to Address 18 Lakes in the Atlantic Coastal Water Region

Fecal Coliform - 2007 : Braddock Lake : View the TMDL Document

Total Maximum Daily Loads for Pathogens to Address 18 Lakes in the Atlantic Coastal Water Region

Fecal Coliform - 2007 : Buena Vista Campground Lake : View the TMDL Document

Total Maximum Daily Loads for Pathogens to Address 18 Lakes in the Atlantic Coastal Water Region

Fecal Coliform - 2007 : Cushman Lake : View the TMDL Document

Total Maximum Daily Loads for Phosphorus To Address 13 Eutrophic Lakes in the Lower Delaware Water Region

Total Phosphorus - 2003 : Giampietro Lake : View the TMDL Document

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

TMDL's as listed for Buena Vista Township (polychlorinated Biphenyls and Fecal Coliform) are not used to prioritize stormwater facility maintenance projects at this time.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.
N/A
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
YES

SPPP Attachment D-Standard Operating Procedures: Vehicle and equipment fueling, Vehicle Maintenance, and Good housekeeping.

Vehicle and equipment fueling at the Public Works Facility, 430 Union Road

Introduction and purpose:

Vehicle and equipment fueling procedures and practices are designed to minimize impact to 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.
- Report any spills immediately to Police Dispatch at (609) 567-1800

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.

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 Buena Vista Township. The purpose of SOP is to provide a set of guidelines for the Township of Buena Vista vehicle maintenance yard including maintenance activities at ancillary operations.

Scope: This SOP applies to all maintenance yards including maintenance activities at ancillary operations within Buena Vista Township.

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 of drainage facilities and watercourses.
- Use portable tents or construct roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose of oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose of batteries, used oil, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose of 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.
- Report any spills immediately to Police Dispatch at (609) 567-1800.

Maintenance and Inspection

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

BUENA VISTA 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 Buena Vista Township. The purpose of this SOP is to provide a set of guidelines for the employees of Buena Vista 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 Buena Vista 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 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 of 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.
- Report any spills immediately to Police Dispatch at (609) 567-1800.

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.

SPP FORM 17-EMPLOYEE TRAINING

Municipality: Buena Vista Township
County: Atlantic
NPDES#:
PI ID#:

Team Member/Title: Brian Johnson, Public Works Director
Effective Date of Permit Authorization (EDPA): September 10, 2021
Date of Completion: September 10, 2021
Date of most recent update: Brian Johnson, Public Works Director, September 10, 2021

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:

Course:	Who will attend
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Waste Disposal Education:	Public Works employees
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Municipal Ordinances:	Code Enforcement, Public Works
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Yard Waste Collection Program:	Public Works employees
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Street Sweeping:	Public Works employees
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Stormwater Facility Maintenance:	Public Works employees
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Road Erosion Control:	Public Works employees
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Outfall pipe stream scouring remediation:	Public Works employees
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Construction Activity/Post Construction Stormwater Management in New Development and redevelopment (for municipally owned projects):	Public Works employees
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The following topics will be part computer training, and part practical field training:

Course:	who will attend
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Illicit Connection Elimination and outfall pipe mapping:	Public Works employees (field training will include procedures to properly conduct illicit detections, investigations, and eliminations)
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Maintenance Yard Operations (including Ancillary Operations):	Public Works employees, (field training will include the SOPS for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)
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Dates for the above training programs are yet to be determined.