


Stormwater Pollution Prevention Plan

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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	Susan E. Danson, Township Manager
Office Phone # and eMail	856-779-9610 x161
Signature/Date	 4/29/22
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Dennis McNulty, Remington & Vernick Engineers, Planning/Zoning Board 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	Andrea T. McVeigh, Township Clerk
Print/Type Name and Title	David Carothers, Director of Public Works
Print/Type Name and Title	James H. McKelvie, Alaimo Group, Municipal Engineer
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.				
2.				
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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:	
2. Date of most current SPPP:	
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	
4. Date of most current MSWMP:	
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	
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:	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.
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.
3. Indicate where public education and outreach records are maintained.

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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?
2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

<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>	
<div></div>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</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>	

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				
2. Wildlife Feeding permit cite IV.B5.a.ii				
3. Litter Control permit cite IV.B5.a.iii				
4. Improper Disposal of Waste permit cite IV.B.5.a.iv				
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v				
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi				
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii				
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d				
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2				
Indicate the location of records associated with ordinances and related enforcement actions:				

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.
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.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
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.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
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.
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.

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>
Address of municipal yard or ancillary operation:
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 – Final products – Waste materials – By-products – Machinery – Fuel – Lubricants – Solvents – Detergents related to municipal maintenance yard or ancillary operations – Other –

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.

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.

1. Fueling Operations

2. Vehicle Maintenance

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

4. Discharge of Stormwater from Secondary Containment

5. Salt and De-Icing Material Storage and Handling
6. Aggregate Material and Construction Debris Storage
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
8. Yard Trimmings and Wood Waste Management Sites
9. Roadside Vegetation Management

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	
2. Stormwater Facility Maintenance	Every year	
3. SPPP Training & Recordkeeping	Every year	
4. Yard Waste Collection Program	Every 2 years	
5. Street Sweeping	Every 2 years	
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	
8. Waste Disposal Education	Every 2 years	
9. Municipal Ordinances	Every 2 years	
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	
<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>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/dwq/msrp_map_aid.htm.

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

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.

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.

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.
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.
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.
<p>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).</p> <p><i>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/.</i></p>

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.

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

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.
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Maple Shade Township

Standard Operating Procedures – Vehicle and Equipment Fueling

SPPP Form 16a (Revised 04/29/2022)

Maple Shade Fueling Operation Location

- Public Works Facility
570 Cutler Avenue
Maple Shade, NJ 08052

Introduction and Purpose

Vehicle and equipment fueling procedures and practices are designed to minimize effects 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 municipal owned facilities with 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 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.”
- 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. Include all of the following:
 - “Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited”.
 - “Stay in view of fueling nozzle during dispensing”.
 - Contact information for the person(s) responsible for spill response.

Maple Shade Township

Standard Operating Procedures – Vehicle and Equipment Fueling

SPPP Form 16a (Revised 04/29/2022)

- Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.
- Prepare an inspection log to detail conditions requiring attention and remedial actions taken for all activities occurring at the fueling operation.

Standards and Specifications for Bulk Fueling

- Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.
- 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 or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels.
- A trained employee shall be present to supervise the bulk transfer of fuel.

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 David Carothers, Director of Public Works
Office: 856-779-9610 ext. 221
Cell: 609-352-3975

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.

Maple Shade Township

Standard Operating Procedures – Vehicle Maintenance

SPPP Form 16b (Revised 04/29/2022)

Introduction and Purpose

This Standard Operating Procedure (SOP) contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Maple Shade. The purpose of this SOP is to provide a set of guidelines for Township vehicle maintenance yards including maintenance activities at ancillary operations.

Scope

These procedures are to be implemented at all municipal owned facilities with fueling operations.

Standards and Specifications for Vehicle Maintenance

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicles 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.
- For projects that must be performed outdoors that last more than one day, portable tents or tarps must be placed over exposed equipment or machinery when not being worked on.
- 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.

Maple Shade Township
Standard Operating Procedures – Vehicle Maintenance
SPPP Form 16b (Revised 04/29/2022)

Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drums(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 David Carothers, Director of Public Works
Office: 856-779-9610 ext. 221
Cell: 609-352-3975

Maintenance and Inspection

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

Maple Shade Township

Standard Operating Procedures – Good Housekeeping

SPPP Form 16c (Revised 04/29/2022)

Introduction and Purpose

This Standard Operating Procedure (SOP) contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Maple Shade. The purpose of this SOP is to provide a set of guidelines for the employees of Maple Shade 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 Maple Shade.

Standards and Specifications for Good Housekeeping

- 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.
- Collect waste fluids in properly labeled containers and dispose of them properly.

Maple Shade Township

Standard Operating Procedures – Good Housekeeping

SPPP Form 16c (Revised 04/29/2022)

Standards and Specifications for Salt and Deicing 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 regularly to get rid of dirt and other debris. Sweeping should also be conducted immediately following, as practicable, loading/unloading activities.
- 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.

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 David Carothers, Director of Public Works
Office: 856-779-9610 ext. 221
Cell: 609-352-3975

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.

Maple Shade Township

Municipal Maintenance Yard Inventory List

SPPP Form 16d (Revised 04/29/2022)

Introduction and Purpose

The following is a list of general categories of all materials or machinery located at the municipal maintenance yard which could be a source of pollutants in a stormwater discharge. Materials or machinery that are not exposed to stormwater are not included on this list.

<u>General Category</u>	<u>Item</u>
Machinery	Tractor Van Dump Trucks Pick-up Trucks Leaf Loaders
Materials	Patch Quarry Blend

A

B

C

D

E

MAPLE SHADE TOWNSHIP STORMWATER MANAGEMENT PLAN OUTFALL PIPE MAP

N



1

2

3

4

5

6

CINNAMINSON
TOWNSHIP

NORTH BRANCH
PENNSAUKEN CREEK

MOORESTOWN
TOWNSHIP

NORTH BRANCH
PENNSAUKEN CREEK

PENNSAUKEN
TOWNSHIP

SOUTH BRANCH
PENNSAUKEN CREEK

MOORESTOWN
TOWNSHIP

CHERRY HILL
TOWNSHIP

CHERRY HILL
TOWNSHIP

SOUTH BRANCH
PENNSAUKEN CREEK

MOUNT LAUREL
TOWNSHIP

LEGEND

- OUTFALL PIPE
- CULVERT
- △ FLARED END SECTION
- ◇ HEADWALL

CURRENT AS OF : 12 / 31 / 2018

NOTES:

1. THIS MAP WAS DEVELOPED USING DIGITAL DATA FROM THE BURLINGTON COUNTY GEOGRAPHIC INFORMATION SYSTEM.
THIS MAP IS A SECONDARY PRODUCT AND HAS NOT BEEN VERIFIED BY THE COUNTY OF BURLINGTON. IT IS NOT
AUTHORIZED BY THE COUNTY

500 250 0 500 1,000 1,500 Feet

REVISIONS	DATE	BY
ADDED UNIQUE I.D.	3/11/18	MAC
ENLARGED TEXT	3/14/19	MAC

RICHARD A. ALAIMO
ASSOCIATION OF ENGINEERS
Consulting Engineers
200 High Street
2 Market Street
Mount Holly, N.J.
Palmer, N.J.

STORMWATER MANAGEMENT PLAN
OUTFALL PIPE MAP
SCALE: 1" = 500'

CLIENT MAPLE SHADE TOWNSHIP	DATE JAN. 2007	MAP 1
PROJECT LOCATION MAPLE SHADE TOWNSHIP BURLINGTON COUNTY NEW JERSEY	PROJECT NO. C-280-269-002	CREATED BY MAC
	CONTRACT NO.	CHECKED BY D.T.K.R.