



In the Center of Everything...
And away from it all.

Voorhees
Township

Stormwater Pollution Prevention Plan

SWPPP

June 15, 2016

Environmental Resolutions, Inc
815 East Gate Drive
Suite 103
Mt. Laurel, NJ 08054
856-354-7170

June 15, 2016

NJPDES Tier A MS4 Permit
Amended SPPP Certification

In accordance with the Tier A Municipal Stormwater General Permit (NJ0151653) the *Township of Voorhees* prepared the first Stormwater Pollution Prevention Plan by April 1, 2005, within twelve months of the effective date of the permit authorization.

Attached please find an amended Stormwater Pollution prevention plan dated June 15, 2016. In accordance with Section E.2.c of the Tier A Municipal Stormwater General Permit, each amended Stormwater Pollution Prevention Plan shall be signed, dated and retained by the Municipal Stormwater Program Coordinator. The previous SPPP dated June 8, 2011 is greater than five years old and will not be retained.

The Stormwater Pollution Prevention Plan for *Voorhees Township* contains all of the elements required under Section F, Statewide Basic Requirements and meets and exceeds the minimum requirements of the items identified in Attachment A of the NJPDES Permit NJ0151653.

Joseph Hale,
Municipal Stormwater Program Coordinator
Township of Voorhees

June 15, 2016

cc: SPPP - Certification - 06-15-16

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Joseph Hale

Title: Engineering Coordinator

Date: 6/15/16

Municipality: Voorhees Township

County: Camden

NJPDES #: NJG0151653

PI ID #: 167097

Stormwater Program Coordinator: Joseph Hale

Title: Engineering Coordinator

Office Phone #: 856-428-5914

Emergency Phone #: 609-820-5293

Public Notice Coordinator: Jeanette Schelberg

Title: Township Clerk

Office Phone #: 856-429-7757

Emergency Phone #: 856-428-5400

Post-Construction Stormwater Management Coordinator: Joseph Hale

Title: Engineering Coordinator

Office Phone #: 856-428-5914

Emergency Phone #: 609-820-5293

Local Public Education Coordinator: Jeanette Schelberg

Title: Township Clerk

Office Phone #: 856-429-7757

Emergency Phone #: 856-428-5400

Ordinance Coordinator: Howard Long, Esquire

Title: Municipal Attorney

Office Phone #: 856-346-2800

Emergency Phone #: 856-428-5400

Public Works Coordinator: Joseph Lovallo

Title: Public Works Superintendent

Office Phone #: 856-428-5499

Emergency Phone #: 856-428-5400

Employee Training Coordinator: Joseph Hale

Title: Engineering Coordinator

Office Phone #: 856-428-5914

Emergency Phone #: 609-820-5293

Other: Jeff Hanson, PE

Title: Stormwater Consultant

Office Phone #: 856-235-7170

Emergency Phone #: 856-235-7170

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Voorhees Township

County: Camden

NJPDES # : NJGNJ0151653

PI ID #: 167097

Team Member/Title: Jeanette Schelberg, Township Clerk

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05

Date of most recent update: 6/15/2016

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

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJAC 10:4-6 et seq.), Voorhees Township provides public notice in compliance with that regulation. Notice is provided in the two newspapers, the Courier Post and the Philadelphia Inquirer. In addition all public meetings are accessible to the public through the Voorhees Township website at www.voorheesnj.com.

For the adoption of the Municipal Stormwater Management Plan and other municipal actions, Voorhees Township complies with the public notice requirements of Municipal Law land use (NJS 40:55-1 et seq)

For the adoption of stormwater management ordinances and where ordinances must be read and adopted, Voorhees Township complies with the requirements of NJS 40:49-1 et seq.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Voorhees Township

County: Camden

NJPDES # : NJGNJ0151653

PI ID #: 167097

Team Member/Title: Joseph Hale, Engineering Coordinator

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05

Date of most recent update: 6/15/16

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

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

Under Ordinance 85-06 adopted by Voorhees Township on April 24, 2006, and Ordinance 154-09 passed October 12, 2009, Voorhees Township ensures that all types of development are required to install stormwater inlets meeting the Attachment C standards and Township stormwater management standards that follow the model ordinance developed by NJDEP for municipalities. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

For all projects, the Township will ensure adequate long-term operation and maintenance of BMPs for that project by maintenance plans and operation manuals during the review process, by requiring bonding of the BMP during construction and inspection of the construction for compliance to the development plan. The Township will ensure the operation and maintenance for any new development or redevelopment projects on our property by complying with the ownership and maintenance requirements in the ordinance. Maintenance plans are recorded by deed as a condition of approval for any project with BMP measure(s).

The Refuse Container / Dumpster Ordinance was passed by Township Council on 10/12/2009. The Private Storm Drain / Inlet Retrofitting Ordinance was passed by Township Council on 10/12/2009.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Voorhees Township County Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joseph Hale, Engineering Coordinator

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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.

In order to meet the ten point requirement Voorhees Township will continue with education efforts previously used and will use a variety of methods each year to meet the ten point requirement of the local public education program. By varying the methods of communication, the information will be better received by the community and will be more effective.

Voorhees will continue an annual mailing of NJDEP information to residents and businesses through the annual local sewer bill. Extra copies are available at our library and municipal building. Information will also be contained in the Township Calendar, through the Township website at www.voorhees-nj.com, and the Township TV Station on channel 19.

The Township Environmental Commission is very involved in obtaining funds and promoting sustainable activities within Voorhees, including stormwater activities. The Environmental Commission is committed to local public education with regard to stormwater and has two partnership agreements for educational activities.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Voorhees Township County Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joseph Lovallo, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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.

Our public works department completed the storm drain inlet labeling program. We labeled all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas or maintenance yards that are operated by Voorhees Township.

Labeling was completed utilizing metal stencils that read "Dump No Waste - Drains to Stream" by the Public Works Department. During our annual catch basin cleaning program, the label condition is checked to ensure that they are still visible, and if they are not, the labels are replaced on an as needed basis.

The attached map divides Voorhees Township into two sectors. Sector A is the area south and east of Centennial Boulevard. Sector A represents 50% of the municipality and inlet labeling was completed in Sector A by April 1, 2007 in conformance with the permit requirements. Sector B is the area north and west of Centennial Boulevard and represents the remaining 50% of Voorhees Township. Sector B labeling is also complete.

Beagle Club and Main Street were stenciled by the Boy Scouts. Three thousand (3000) labels were ordered and the entire municipality was completed by March 30, 2007.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Voorhees Township County Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joseph Lovallo, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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 Voorhees Township Public Works Department Employees used a GPS Unit to map out the location of the end of all outfall pipes operated by Voorhees Township. Public Works Department identified, GPS located, mapped and investigated (see Illicit Connection Elimination Program and Outfall Pipe Stream Remediation Program) each outfall pipe that is located using the DVRPC protocol developed in conjunction with ESRI. A Trimble XT unit was used to locate each outfall and storm drain.

Voorhees Township has been divided into two sectors. The sectors have been mapped by Environmental Resolutions on the Outfall Location map. The map is attached.

Sector 1A is west of Haddonfield-Berlin Road. Sector 1B is between Haddonfield-Berlin Road and Centennial Boulevard. Sector 1C is northwest of Kresson Gibbsboro Road and southeast of Centennial Boulevard. All of Sector One was completed by July 12, 2003.

Sector 2 is south of Kresson Gibbsboro Road and represents the final 100% of the outfalls. Sector 2 was completely mapped by January 7, 2008.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Voorhees Township County Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joseph Lovallo, Public Workse Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/8/11

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.

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

Each year after the initial mapping the outfalls will be inspected and the inspection results recorded on the illicit connection inspection report form.

Voorhees Township uses the police department for reporting spills and illegal dumping. The police department will also be used for reporting illicit connections.

In addition all storm drainage lines are televised to identify any areas of disrepair prior to pavement milling and paving projects on township roadways.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Voorhees Township County Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joe Hale, Engineering Coordinator

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/8/16

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? 0

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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? 55

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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? 21

Number of outfalls found to have a dry weather flow? 5

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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? 0

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information

Municipality: Voorhees Township County Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joseph Lovallo, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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.

Voorhees Township has adopted the yard waste ordinance requiring leaf collection within seven days or bagged within ten feet of an inlet. Voorhees Township uses leaf pick-up signs to notify the residents of leaf collection dates. In addition, the leaf collection dates are clearly displayed on the homepage of the municipal website by neighborhood, on Channel 19, and advertised in Trend magazine.

Voorhees Township uses the public works employees to perform leaf collection by neighborhood. Voorhees Township has 9 trucks that pick up yard waste throughout the season each Monday. Voorhees Township picks up leaves within 7 days in each neighborhood.

Annual Leaf collection logs are maintained by the Public Works Department.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Voorhees Township County Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Howard Long, Esq. & Jeanette Schelberg, Township Clerk

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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

Pet Waste 4/24/06

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

Litter 4/24/06

Improper Waste Disposal 4/24/06

Wildlife Feeding 4/24/06

Yard Waste 9/24/01

Illicit Connections 4/24/06

How will these ordinances be enforced?

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

The Refuse Container / Dumpster Ordinance was passed by Township Council on 10/12/2009. The Private Storm Drain / Inlet Retrofitting Ordinance was passed by Township Council on 10/12/2009.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Voorhees Township County Camden
 NJPDES # : NJ0151653 PI ID #: 167097
 Team Member/Title: Jospeh Hale, Engineering Coordinator
 Effective Date of Permit Authorization (EDPA): 4/1/04
 Date of Completion: 1/18/05 Date of most recent update: 6/15/16

What type of storm drain inlet design will generally be used for retrofitting?
Campell Inlet Type "J"

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
<i>Rural Ave</i>					

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

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

The Township Engineer maintains a list of road projects completed by the Township. Each project requires the replacement of inlet heads and grates to meet current DEP standards.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Voorhees Township County: Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joseph Lovallo, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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.)

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

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

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 entire Township of Voorhees is curbed. There is no roadside erosion.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Voorhees Township County: Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joseph Lovallo, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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

Voorhees Township implements an annual catch basin cleaning program to maintain all inlets. Catch basin cleaning is done by a jet-vac truck, and this cleaning is performed annually, following the final leaf collection of the year. At the time of cleaning, the catch basins are also inspected for proper function. Maintenance is scheduled for those catch basins that are in disrepair. Records of these activities are maintained by the Public Works Department. All catch basins are inspected in accordance with the permit and any catch basin found to be filled with debris or leaves is cleaned.

Material from the catch basin cleaning is landfilled and records are kept of tonnages.

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.)

Voorhees Township has a stormwater facility maintenance program to ensure proper operation of:

- *catch basins*
- *storm drains*
- *infiltration / detention basins*

The Parks Department regularly inspects and maintains facilities to ensure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail. Voorhees has stormwater basins that infiltrate, and maintenance is performed to the bottom of the basin to ensure proper performance.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: Voorhees Township County: Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joseph Lovallo, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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

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

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

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

The illicit connection inspection reports will be used to list the outfall condition from heavy erosion to non in order to create a priority list of work to be done. When repairs are completed, the condition will be revised in the data base by repeating the illicit inspection.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Voorhees Township County Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Jospeh Lovallo, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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.

Voorhees Township currently stores all of its de-icing salt indoors in permanent structures, located at the Sewer Plant, located on Rural Avenue and also at Connelly Park. The storage buildings are inspected monthly. Loading and unloading is done in close proximity to the storage buildings. In addition, at the completion of loading and unloading activities, we inspect for spilled salt. Any salt outside of the storage building is scraped and returned into to the permanent structures. No sand is used in Voorhees..

SPPP Form 67 – Standard Operating Procedures

Municipality Information	Municipality: <u>Voorhees Township County Camden</u> NJPDES # : <u>NJ0151653</u> PI ID #: <u>167097</u> Team Member/Title: <u>Jospeh Lovallo, Public Works Superintendent</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: <u>1/18/05</u> Date of most recent update: <u>6/15/16</u>	
BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>1/1/05</i>	<i>Fueling at Public Works Yard on American Way and at Sewer Plant on Rural Ave. (SOP attached)</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>1/1/05</i>	<i>Monthly inspections will be held to ensure that the SOP(attached) is being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	<i>1/1/05</i>	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held. "Right to Know" chemical inventory for Public Works Yard attached.</i>

Voorhees Township

Standard Operating Procedures

Good Housekeeping

Voorhees 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 Voorhees Township. The purpose of this SOP is to provide a set of guidelines for the employees of Voorhees Township for Good Housekeeping Practices at their maintenance yards, including maintenance activities at ancillary operations.

Scope

- This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Voorhees Township.

Standards and Specifications (General)

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

Standards and Specifications (Salt and De-icing Materials 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 re-used 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 cleanups of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Voorhees Township Spill Response Team at 609-654-7511.

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.

Voorhees Township

Standard Operating Procedures

Vehicle and Equipment Fueling

Voorhees Township Maintenance Yards with Fueling Operations

- Public Works Yard at Commonwealth Drive
- Storage Shed at South Street

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 fuel 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.

Standard 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 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 up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the Voorhees Township Spill Response Team at 609-654-7511

Maintenance and Inspection

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

Voorhees Township

Standard Operating Procedures

Vehicle Maintenance

Voorhees Township 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 Voorhees Township. The purpose of this SOP is to provide a set of guidelines for the Voorhees Township vehicle maintenance yards, including maintenance activities at ancillary operations.

Scope

- This SOP applies to all maintenance yards including maintenance activities at ancillary operations within Voorhees 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 from downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drums.
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g. kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Voorhees Township Spill Response Team at 609-654-7511.

Maintenance and Inspection

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

6/8/2011

Voorhees Township
SPPP Plan

Inventory List of Items stored outside

1. Used Oil Tank in concrete containment base with cover
2. Residential drop off of used fuel oil on a daily basis on raised skids
3. Fueling facility
4. Trucks and public works equipment

SPPP Form 17 – Employee Training

Municipality
Information

Municipality: Voorhees Township County Camden

NJPDES # : NJ0151653 PI ID #: 167097

Team Member/Title: Joseph Lovallo, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 1/18/05 Date of most recent update: 6/15/16

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.

Voorhees will continue to use the NJDEP video to train all employees involved in the different aspects of the stormwater program including all activities that are required by our Tier A Permit.