

Laurel Springs Borough

Stormwater Pollution Prevention (SPPP) Plan

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Stormwater Pollution Prevention (SPPP) Plan
Borough of Laurel Springs

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I. Executive Summary

Bennington & Vernick Engineers was authorized by Laurel Springs Borough to provide Year 1 services for the Borough's compliance with the New Jersey Municipal Separate Storm Sewer System (MS4) regulations.

As part of our services, we performed an audit of the facility, including site inspection and interviews with Borough personnel. Using this information, and data obtained from the facility, the enclosed Stormwater Pollution Prevention Plan (SPPP) was prepared (**Appendix A of report**). The SPPP plan was prepared using forms prepared by the NJDEP and contained in the NJDEP's "Tier A Stormwater Guidance Document", published April, 2004.

The SPPP Plan itself is comprised of seventeen (17) SPPP Forms, Sample maintenance and reporting logs, and Standard Operating Procedures (SOPs) as prepared for applicable Fueling Operations, Vehicle Maintenance and Good Housekeeping practices as performed by the Borough. These forms must be updated over time as the Borough achieves compliance with various MS4 obligations, and as operations and personnel change. The Borough will be provided an electronic copy of the forms for maintenance purposes.

Enclosed in **Appendix C** of this report is an annual certification and reporting form that must be completed by the Borough and sent to the NJDEP. The initial certification is due **May 2, 2005**. As indicated on the form, it is understood that most of the items listed will be not applicable, or incomplete with the initial certification. An electronic version of this certification is also available at the following address:

http://www.njstormwater.org/tier_A/forms.htm

Also enclosed (**Appendices D and E**) are copies of two (2) pamphlets that must be distributed and/or mailed to residents: the Public Education Pamphlet and the Pet Waste Pamphlet. Color and black-and-white copies of these materials are also available on-line at the following address:

http://www.njstormwater.org/tier_A/edu_fliers.htm

The following is a summary of Laurel Springs' MS4 permit obligations and associated timetables:

Table 1
MS4 Compliance Summary and Associated Timetables

Regulatory Timetables	Task	Refer to SPPP form(s)/other
4/1/2005-5/1/05	Adopt, File (draft) Stormwater Management Plan with the County.	SPPP Form 3
5/2/2005 (and annually)	File Initial Annual Certification and Reporting Form with the NJDEP	Appendix C
4/1/2005- 3/31/06	Initial employee training	SPPP Form 17
4/1/05-3/31/06 and annual	Mail initial, and annual, public education pamphlet by NJDEP. Make same materials available for distribution at one (1) annual municipal event.	SPPP Form 4, education pamphlet copy in Appendix D
4/1/2005 and ongoing	Begin monthly street sweeping, and monthly reporting, of Municipal streets meeting MS4 street sweeping requirements.	SPPP Form 12 and Sample Street Sweeping Log
4/1/2005 and ongoing	Begin annual inspection, reporting & repair (if necessary) of municipally-owned or operated stormwater facilities, including inlet cleaning	SPPP Form 13
4/1/2005 and ongoing	Implement applicable Fueling Facility, Vehicle Maintenance, and Maintenance Yard Good Housekeeping & SOP Procedures in accordance with the SPPP.	Form 16 and SOP Attachments
4/1/05 and ongoing	Rebuild inlet grates during repairs, reconstruction, also new construction.	SPPP Forms 3, 11, and Attachment C of MS4 Permit
10/1/2005 and ongoing	Adopt & enforce impinner disposal of waste ordinances (including pet waste handouts with pet licenses).	SPPP Form 10, pet waste pamphlet copy in Appendix E
10/1/05 and ongoing	Implement Yard Waste Collection Program.	SPPP Forms 9, 10
10/1/2005 and ongoing	Begin annual inspection, reporting and repair (if necessary) of municipally-owned roadside facilities	SPPP Form 12 and Sample Roadside Erosion Maintenance Log
10/1/2005-3/31/09	Complete outfall inspections for evidence of illicit connections.	SPPP Forms 7, 8, and Attachment B of MS4 Permit
4/1/06 -- 4/1/07	List 50% of inlets labeled (Sector 1 - West of Atlantic Avenue).	SPPP Form 5

Table 1
MS4 Compliance Summary and Associated
Timetables

Regulatory Timetables, continued	Task	Refer to SPPP form(s)/other
4/1/05 -- 4/1/07	Comply with interim debris storage standards (i.e., tarping)	SPPP Form 15
4/1/05 -- 4/1/07	Map outfalls discharging into waterways (Sector 1 -- West of Atlantic Avenue)	SPPP Form 6
4/1/07 and ongoing	Comply with permanent debris storage standards (enclosed structure, impermeable floor)	SPPP Form 15
4/1/07 -- 4/1/09	Remaining 50% of inlets labeled (Sector 2 -- East of Atlantic Avenue)	SPPP Form 5
4/1/07 -- 4/1/09	Map outfalls discharging into waterways (Sector 2 -- East of Atlantic Avenue)	SPPP Form 6

II. **Municipal Audit**

The following information was provided from a March 10, 2005 interview of Eric P. Warner, DPW Supervisor, and March 17, 2005 audit of the DPW facility:

A. **Storm Drain Inlet Labeling**

The Borough will label all inlets by April, 2009, 50% by April, 2007. The Borough will identify Sector 1 (work by April, 2007) as area West of Atlantic Avenue. Sector 2 (work by April, 2009) will be area East of Atlantic Avenue.

B. **Outfall Mapping**

The Borough will map all outfalls discharging into waterways per Sectors 1,2, timeframes (50% by 2007, 50% by 2009) identified for stormwater labeling above. Minimum requirement, per the MS4 regulations, is to show approximate location on tax maps/100 scale mapping. Laurel Springs borough will locate on tax maps and use an alphanumeric identifier.

C. **Illicit Connections**

All outfalls will have to be inspected, beginning October, 2005 (18 months from the Effective Date of Permit Authorization, H2PA) for evidence of illicit connections (i.e., for pipe discharges after dry weather events). Dry weather is defined as no significant rain for at least 3 days. Some discharges (sump pumps, street cleaning, residential car washing, etc.). Inspections must be completed by April, 2009. Illicit connections, if any, have to be reported and prioritized for elimination. **Refer to Attachment B of the Tier A permit for specific methodology.**

D. **Yard Waste Collection**

Beginning October, 2005, the Borough will collect leaves and brush per the MS4 minimum frequency of October-December and once in the Spring, as well as Borough's overall collection schedule.

There is an MS4 requirement, beginning 10/05, to either pass an ordinance prohibiting (deliberately) placing non-containerized leaves, yard waste on street, OR collect monthly October, November, December, and once in Spring.

The Borough currently has residents rake leaves into the street for pick up. The leaves are collected by the DPW and taken to Mimplich Recycling in October and to the Gloucester Township MUA in November, December, and April. Grass clippings and branches are containerized in trash cans and left at the curb for pickup by the DPW.

E. Street Sweeping

Beginning April, 2005, there is a requirement for monthly sweeping of select Borough Streets, weather and street surfaces permitting, which meet all of the following criteria:

- **Commercial (non residential) only.**
- **Borough owned and operated.**
- **Curbed streets roads and highways.**
- **Speed limit of 35 mph or less.**

According to the Laurel Springs Borough DPW staff, the only non residential, curbed, Borough owned or operated street with a posted speed limit of 35 MPH or less that requires sweeping under the MS4 regulations is **West Atlantic Avenue** between Tomlinson and Park Avenues.

F. Stormwater Facility Maintenance

Laurel Springs Borough maintains two (2) roadside swales at Glen and Beech Avenues. Borough will inspect and maintain annually.

Catch basins located at the bottom of Tomlinson, Maple, Park, and Elm Avenues are regularly inspected for debris buildup and cleaned up to three (3) times annually. There is an annual requirement to inspect and/or clean catch basins.

Beginning April, 2005, all facilities must be inspected, maintained and/or repaired as necessary (e.g., cleaned or repaired as necessary to maintain functioning of systems). The "System" **only** includes stormwater infrastructure **owned and maintained** by municipality.

The Borough has no retention or detention basins.

Laurel Springs will meet the minimum standard.

G. Outfall Pipe Remediation

The Borough will map and inspect all of its outfalls discharging into waterways per Sections 1,2, timetables (50% by 2007, 50% by 2009) identified for stormwater labeling above. Where repairs are necessary (e.g., for downstream erosion), the Borough will prioritize, schedule repairs.

H. De-icing material storage

For salt storage between 2003 and April, 2007, must be in a fully enclosed structure, impermeable floor or use seasonal tarping of salt piles. All salt storage **after April, 2007** must be in a fully enclosed structure with an impermeable floor.

The Borough uses a "salt and sand" mixture for deicing purposes, which is stored in an outside bin. The Borough receives the "salt and sand" mixture from the Camden County Public Works Department and currently stores up to 28 yards of the material. It will be tarped until April 2007 per interim standards. After April 2007, a fully enclosed facility with an impermeable floor will be used, or storage will cease on site.

No sand is stored at the DPW facility.

I. Standard Operating Procedures (SOPs)

1. Fuel tanks

Borough owned vehicles fuel at the Gloucester Township Public Works facility or privately at this time.

2. DPW Garage (vehicle maintenance, good housekeeping)

The existing DPW facility has a fully enclosed Public Works building (where limited vehicle maintenance is done) and a vehicle storage/supplies facility. All vehicle maintenance (fluid changes,

minor repairs) is outsourced. Spills, if any, are cleaned up using absorbent materials, and disposed legally.

All DPW vehicles (trucks, backhoes) are stored inside the facility, except for two (2) dump trucks that are stored outside. All landscaping equipment is stored inside the facility.

There is an outside 275-gallon oil recycling tank. A berm is constructed around the tank to contain minor spills.

The Borough will implement applicable SOP's beginning April, 2005.

3. Good Housekeeping

Applicable Good Housekeeping practices will be implemented April, 2005.

J. Employee Training Requirements

The Borough will conduct annual Employee Training on its MS4 obligations. The first annual training will occur between 4/1/05 and 4/1/06.