

Stormwater Pollution Prevention Plan

WILLINGBORO TOWNSHIP

BURLINGTON COUNTY

NJPDES #NJG0149845

APRIL 2019

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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	Richard Brevogel Director of Public Works
Office Phone # and eMail	609-877-2200 Ext 1105 rbrevogel@willingboronj.gov
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Douglas Johnson, PE , Remington and Vernick Engineers Municipal 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	Marvin Harris Assistant Superintendent of Public Works
Print/Type Name and Title	Larry Hardy Supervisor DPW
Print/Type Name and Title	Brian Wood Supervisor DPW
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.	April 2019		1-15	Utilize new format for SPPP
2.				
3.				
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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:	<p>www.willingboro nj.gov</p> <p>Under DPW Department</p>
2. Date of most current SPPP:	<p>April 2019</p>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	<p>www.willingboro nj.gov</p> <p>Under DPW Department</p> <p>https://rvearcgis.rve.com/portal/apps/webappviewer/index.html?id=e1017e0397f147af959691035dd3bbbd</p>
4. Date of most current MSWMP:	<p>November 2007</p>
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	<p>www.willingboro nj.gov</p> <p>Under Municipal Clerk Office/Agendas and Minutes</p>
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.), The Township of Willingboro provides public notice in a manner that complies with the requirements of that act. In regards to the passage of ordinances, the Township of Willingboro provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, the Township of Willingboro complies with the requirements of public notice in the Municipal Land Use Law (N.J.S.A. 40L55D-1 et seq) for subjected Municipal actions (e.g., adoption of the municipal stormwater management plan).</p>	
<p> </p>	

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.

To fulfill the annual distribution requirement of the local public education program, The Township of Willingboro will mail the educational brochure provided by the NJDEP with its Annual Recycling and Garbage Pick-Up flyer mailing in the March of each year. Extra copies will be made available at the Township Municipal Building.

Educational materials will also be made available at the annual Earth Day/Arbor Day Celebration an annual event usually held in June of each year.

A log of mailing dates and annual event information is attached.

In addition, the NJDEP Municipal Stormwater "Annual Education Brochure for Annual Distribution" handout will be posted on the Township Website

Mailings were completed on the following Dates:

2005: Jan/Feb, Mar/Apr, Sept/Oct, Nov/Dec

2006: Jan/Feb, Mar/April

2007: Mailing was not completed. Received NOV. Mailing was done for 2007 on August 26 2008.

2008: Next Mailing in with Recycling Brochures currently awaiting delayed flyers from Burlington County. Delayed due to budget issues. Annual event delayed due to budget issues. Earth Day held March 28th No OT for support of Event.

2010: Presented MS4 permit information to council. Newsletter article in November 2010 Community Newsletter. Posters placed in Complex

PET Waste Brochures/ Flyers Distributed at Dog registration and vaccinations:

2005: April 13, May 11

2006: April 12, May 17

2007: April 25,

2008: May 14

2009: May Clinic

2010: May Clinic

PET Waste Brochures are handed out at each clinic held the 2nd Wednesday in MAY of each year.

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.
The township will post on the township webpage a flyer titled "Pet Waste and Water Pollution" The township give residents a flyer titled "Pet Waste and Water Pollution" at our annual animal clinic in May.
3. Indicate where public education and outreach records are maintained.
DPW Administration 25 Industrial Drive Willingboro NJ Annual Storm Water Report Binder Township storm water information is also on the township website under the Department of Public Works.

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>Any development that provides for the ultimately disturbing one or more acres of land, or more than 10000 square feet of new impervious coverage. "Disturbance", for the purpose of this rule, is the placement of impervious surface or exposure and / or movement of soil or bedrock or clearing , cutting, or removing of vegetation. 324-2 Definitions Township Code</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p> <p style="text-align: center;">No.</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p> <p>The proposed development or construction is presented to the Zoning or Planning board. During that process the Stormwater requirements and regulations are considered with the application.</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>The planning and zoning boards ensure compliance before issuing preliminary or final site plan approvals under the Municipal Land Use Law. The applicant must show compliance with the Stormwater Control Ordinance (SCO) as part of their submission, which is then reviewed by the appropriate board engineer. All checklist requirements in that ordinance are reviewed for compliance. Once the checklist requirements are met the board engineer than reviews for SCO compliance.</p>

<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes. The mitigation plan is on pages 13-17 of the document</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>Municipal Clerks Office 1 Rev Dr. M.L King Jr Drive Willingboro, NJ 08046</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	March 2005	www.willingboro.nj.gov : ECODE	Yes	Willingboro PD Inspections Dept
2. Wildlife Feeding permit cite IV.B.5.a.ii	March 2005	www.willingboro.nj.gov : ECODE	Yes	Willingboro PD DPW
3. Litter Control permit cite IV.B.5.a.iii	March 2005	www.willingboro.nj.gov : ECODE	Yes	Willingboro PD Inspections,DPW
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	March 2005	www.willingboro.nj.gov : ECODE	Yes	Inspections DPW
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	March 2005	www.willingboro.nj.gov : ECODE	Yes	Inspections DPW
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	2010 Ord 2010-7	www.willingboro.nj.gov : ECODE	Yes	Inspections DPW
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii		www.willingboro.nj.gov : ECODE	Yes	Municipal Officials Engineer
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	March 2005	www.willingboro.nj.gov : ECODE	Yes	Inspections DPW
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	2010 Ord 2010-8	www.willingboro.nj.gov : ECODE	Yes	Inspections DPW
Indicate the location of records associated with ordinances and related enforcement actions:				
Clerks Office 1 Rev Dr. M.L. King Jr Drive Willingboro NJ 08046				

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.

The major commercial roads within the township are Campbell Drive, Millenium Drive, Ironside Court and Industrial Drive. They are swept, weather permitting, each month as part of the township wide sweeping schedule. No shared service agreements are established.

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.

The township has a schedule that encompasses all residential and commercial roads. No shared services agreements exist for this process.

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.

DPW Administration Building 25 Industrial Drive

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 Township of Willingboro DPW will begin to annually clean the Townships catch basins in order to maintain catch basin functionality and efficiency. All catch basins will be inspected once each year. If at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected annually, even if they were found to be “clean” the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. All repairs will be documented and submitted in the Annual report. 1286 Basins are inspected annually.</p> <p>Cleaning</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">2005</td> <td style="width: 30%;">2010</td> <td style="width: 30%;">2015</td> <td style="width: 10%;">127</td> </tr> <tr> <td>2006</td> <td>2011</td> <td>2016</td> <td>0</td> </tr> <tr> <td>2007</td> <td>2012</td> <td>2017</td> <td>No Insp Received NOV</td> </tr> <tr> <td>2008</td> <td>2013</td> <td>2018</td> <td>2</td> </tr> <tr> <td>2009</td> <td>2014</td> <td></td> <td>0</td> </tr> </table> <p>The Township of Willingboro will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. The Township of Willingboro operates the following:</p> <ul style="list-style-type: none"> • Catch Basins • Storm Drains <p>These stormwater facilities will be inspected annually to ensure that they are functioning properly. In high risk areas, preventive maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.</p> <p>In the annual report all maintenance activities will be documented</p>	2005	2010	2015	127	2006	2011	2016	0	2007	2012	2017	No Insp Received NOV	2008	2013	2018	2	2009	2014		0
2005	2010	2015	127																	
2006	2011	2016	0																	
2007	2012	2017	No Insp Received NOV																	
2008	2013	2018	2																	
2009	2014		0																	
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>																				
<p>See Capital List: Records are located 25 Industrial Drive Willingboro NJ 08046</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.
Storm Drain Inlets that are reoccurring issues are identified and when a storm or rain event is expected are cleaned prior to the event. Issues that involve hydraulic flow are identified and are included in the capital plan after discussion with the municipal engineer.
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.
During the annual catch basin cleaning program, the Township will be checking these labels to ensure that they are still visible. Labels that are missing or are not visible will be scheduled for replacement as soon a possible
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.
The records are stored at the Department of Public Works

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>During inspections all basins are inspected and required maintenance documented. Major repairs required are addressed first. During that repair the inlet is modified to the new inlet structure required.</p>
<p>2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.</p>
<p>Retrofits that are done as part of the road program are inspected by the municipal engineer and the DPW. Retrofits done by municipal personnel are documented and reported in the annual report.</p>
<p>3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.</p>
<p>The retrofitting of existing storm drain inlets is required by ordinance when private parking lots and roads are repaved, reconstructed, or resurfaced. Retrofitting inlets are made part of the conditional approval of any updated site plans. Engineering permits will not be closed until the retrofitting is completed.</p>
<p>4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.</p>
<p>The municipal engineer and DPW will ensure retrofits are completed.</p>

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: 25 Industrial Drive, Willingboro NJ 08046
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: SEE SOURCE MATERIAL INVENTORY LIST APPENDIX A
Raw materials –
Intermediate products –
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>
<p>1. Fueling Operations</p>
<p>SEE SOP APPENDIX:C</p>
<p>2. Vehicle Maintenance</p>
<p>SEE SOP APPENDIX: E</p>
<p>3. On-Site Equipment and Vehicle Washing <i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i></p>
<p>4. Discharge of Stormwater from Secondary Containment</p>
<p>The Township of Willingboro does not use any secondary containment structures or vessels.</p>
<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>All de-icing materials are house in an independent Salt storage structure. Capacity 1000 Tons. All material is loaded into equipment on an impervious paved area.</p>

Monthly inspections are held to ensure the BMP's in attachment E of the Permit are Being executed for Salt and De-Icing storage and Handling. Records are in the DPW

6. Aggregate Material and Construction Debris Storage

Aggregate materials such as sand, gravel, top soil, stone, waste concrete and any other aggregate are Stored in a manner that minimizes storm water run on and aggregate run off. Storage measurements Include storage containers and three sided storage bins. Storage bins are open at the top and are sloped And cleanup after loading and unloading. All materials are a minimum of 50 feet from any surface Water body, inlets, and any storm conveyance systems. Road millings are not stored on township Property.

Monthly Inspections are held to ensure that the BMP's in attachment E of the permit are being executed For Aggregate materials and construction debris storage. Logs are maintained at the DPW facility.

7. Street Sweepings, Catch Basin Clean Out and Other Material Storage

Street sweepings are stored on site on a concrete pad. The materials are then disposed of at the county landfill

8. Yard Trimmings and Wood Waste Management Sites

Wood waste is stored in the rear of the DPW facility as needed. Every attempt is made to remove and Dispose of materials in a quick manner in coordination with the Burlington County Eco Complex.

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	Director of Public Works/Assistant Supt DPW
2. Storm water Facility Maintenance	Every year	Director of Public Works/Assistant Supt DPW
3. SPPP Training & Recordkeeping	Every year	Director of Public Works/Assistant Supt DPW
4. Yard Waste Collection Program	Every 2 years	Director of Public Works/Assistant Supt DPW
5. Street Sweeping	Every 2 years	Director of Public Works/Assistant Supt DPW
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Director of Public Works/Assistant Supt DPW
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Director of Public Works/Assistant Supt DPW
8. Waste Disposal Education	Every 2 years	Director of Public Works/Assistant Supt DPW
9. Municipal Ordinances	Every 2 years	Director of Public Works/Assistant Supt DPW
10. Construction Activity/Post-Construction Storm water Management in New Development and Redevelopment	Every 2 years	Municipal 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>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Storm water Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Storm water Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		

The records for this training is in the Municipal Clerks office with the Planning and Zoning Board secretary (Deputy Municipal Clerk)

C. Storm water Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the storm water 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.

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.

The outfall map is on the township webpage and is updated annually by the township municipal Engineer.

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.

The Township of Willingboro will check all outfall pipes for signs of scouring when completing the illicit connection portion of this program. All sites will be placed on a prioritized list and repairs will 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 may be completed first.

Each repair will be monitored and be annually inspected to ensure the scouring has not resumed.

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.

**Illicit Discharge inspection records are located in the DPW administrative offices located
At 25 Industrial Drive, Willingboro NJ 08046**

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.

The Township of Willingboro will implement an annual catch basin cleaning program to Maintain catch basin function and efficiency. All basins are inspected once per year. If at the time of inspection no major sediment, trash or debris is observed in the basin then that basin is not cleaned. At the time of inspection the basin is visually inspected for any failure in the basin components. Maintenance is scheduled on priority basin based on the severity of the problem with that basin.

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 has an inventory of all non township owned storm water structures. The inventory is based on the provided DEP guideline documents. Each year the township requests inspection records from the owners of these structures.

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.

Storm water facilities inspections and maintenance logs are stored and maintained by the DPW.

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/dwg/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

The TMDL NJDEP look up tool was utilized to understand the issues facing the township impacts of the waterways in the township. PCB's is the only listed TMDL

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

No remedial actions are per the TMDL document provided in the look up tool

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.

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

YES

APPENDIX: A

Municipal Stormwater Regulation Program Willingboro Township Source Material Inventory		
Potential Source Material & Source Operations	Recommendation	Addressed in Which SOP?
Drums	<ul style="list-style-type: none"> • Properly label. • Dispose of empty/unused drums. • Correctly store drums, covered on spill platforms. 	Good Housekeeping
Dumpsters	<ul style="list-style-type: none"> • Construct/purchase cover for dumpsters. • Where appropriate, keep lids closed when not in use. 	Good Housekeeping
Lead Acid Batteries Used Tires	<ul style="list-style-type: none"> • Store indoors or construct a shed to keep materials covered. • Store tires in a container dedicated to scrap tire storage. 	Vehicle Maintenance; Good Housekeeping
Waste Oil & Cooking Oil Storage	<ul style="list-style-type: none"> • Practice good housekeeping and maintenance. 	Good Housekeeping; Vehicle Maintenance
Spare & Scrap Vehicle & Equipment Parts	<ul style="list-style-type: none"> • Whenever possible store all spare parts indoors. • Dispose of all unnecessary scrap parts properly. • If stored outdoors, all spare and scrap parts should be covered from precipitation. • Parts & scrap stored outdoors should also be stored on spill pallets. 	Good Housekeeping
Vehicle Fueling Area	<ul style="list-style-type: none"> • Keep spill kit nearby in case of spills during fuel delivery or fueling area. 	Vehicle & Equipment Fueling

Vehicle Washing	<ul style="list-style-type: none"> • Cease vehicle washing, install oil/water separator and associated grey water holding tank, install a wash water reclamation system, or construct a wash bay with drains discharging to the POTW. 	Good Housekeeping; Vehicle Maintenance
Sand Storage	<ul style="list-style-type: none"> • Store at least 50' from all storm drain inlets & water bodies. 	Good Housekeeping
De-icing Materials Storage	<ul style="list-style-type: none"> • Comply with BMP in permit. • Stored in Salt Storage Facility 	Good Housekeeping
Street Sweepings	<ul style="list-style-type: none"> • All sweeping material stored on-site should be covered from precipitation and kept on an impervious surface. 	Good Housekeeping
Catch Basin Cleaning Materials	<ul style="list-style-type: none"> • All sweeping material stored on-site should be covered from precipitation and kept on an impervious surface. • Waters resulting from catch basin cleaning materials should be managed as a waste water. This water should be disposed of into the sanitary sewer or through a licensed waste water disposal contractor. 	Good Housekeeping
Aboveground Storage Tanks (ASTs)	<ul style="list-style-type: none"> • Practice good housekeeping. • Regularly inspect for drips & spills. 	Good Housekeeping; Vehicle Fueling

APPENDIX : B

SPPP Form 11 – Storm Drain Inlet Retrofitting

Supplemental List

UPDATE: April 30, 2014

<u>Location</u>	<u>Start</u>	<u>End</u>	<u># of Storm Drains</u>
JFK Parking Lot	July 2007	Oct 2007	5
Pennypacker Bridge	March 2008	April 2008	2 (Doubles) PO18G& PO19G
Rockland Drive	March 2008	April 2008	3 (2 Double/1single) R023I&R035I
Bartlett Drive	April 2008	May 2008	3 (2double/2single) B069C,070C,043C
Eddington Lane	April 2009		1 Double EG096L
VanSciver Parkway			
Baldwin	March 2009	March 2009	1 Single VS011C
Merck	April 2009	April 2009	1 Single VS001A
Sunset Road	March 2009	March 2009	1 Double VS009C

Messenger Lane	April 2009	April 2009	3 Doubles	M067J M068J M059J
Eastgate Lane	July 2009	July 2009	1 Single	EG042L
Paddock Lane	June 2009	June 2009	2 singles	P068I, P069I
Twin Hills	May 2010	May 2010	1 single	T00560
Garfield				
	April 2010	April 2010	2 Singles	G0079K/ G0080K
Evergreen Drive	Sept 2010	Sept 2010	1 Double	GE028L

City Style Inlet Repairs Phase 1

Somerset	Buckingham
S0033B	B0035C
S0032B	B0034C
S0051B	B0028C
S0052B	B0027C
S0057B	B0024C
S0058B	B0025C
S0073A	
S0074A	
S0006B	
S0007B	
S0004B	
S0050A	
S0049A	
S0088A	
S0089A	
S0045A	

S0046A
 S0054A
 S0053A
 S0031A
 S0032A
 S0054A
 S0053B
 S0033A
 S0034A

2011

Van Sciver Road repaving 23 Units
 VS002A,003A,004A,005A,006A,007A,008C,010C,012C,013,014,015,016,017D,018D,019D,020D,021D,022D,023F,024F,025F,026F

Pennypacker Extension Nov 2011 2 Singles (P016G/P017G)
 Holyoke Nov 2011 2 Singles (H0013D/H0014D)
 Garfield Aug 2011 2 Singles (G0064K/G0065K)
 Crestview Dr Aug 2011 1 Single CC0028N
 South Sunset July 2011 6 singles
 SS001G,002G,005G,004G,009G,011G

Garfield Drive July 2011 8 Singles
 GD139L,138L,137L,087L,088L,005K,004K

Pennypacker Ext July 2011 2 singles P012G/P013G

City Style Inlet Repairs Phase 2

Somerset	Buckingham
S0060B	B0031B
S0061B	B00126C
S0018B	B00125C

2011 Continued

S0019B
S0027B
S0028B
S0060B
S0061B
S0003C
S0004C
S0020C
S0021C
S0038C
S0037C
S0032C

City Style Inlet Repairs Phase 3 2012

Somerset	Buckingham
S0016A	B006
S0037A	B007
S0038A	B0048C
S0023A	B0049C

S0087A	B0053
S001B	B0054
S0044B	B00119
S0047B	
S0048B	

Garfield North

GN 0078E
GN0079E

Country Club

CC0032N
CC0031N
CC0033N
CC0045M
CC0044M

Charleston Road

CR 0091C
CR0092C
CR0093C
2012 Continued

CR0116C
CR0117C
CR0015H

CR0016H

CR0019H

CR0020H

CR0091H

2014 DPW Retrofits

TW 710, TW700, TW 720

H0026F, H0027F, H0028F

GN 0087E

Country Club School Parking Lot Catch Basin

Retrofits Associated with Repaving Work

Garfield North

GN0037E,38E,47E,47E,51E,58E,61E,65E,91E,92E,94E,95E,96E,97E,98E

99E,100E,101E,105E, 106E,107E,11E,12E,16E,17E,20E,21E,25E

26E,23E,24E,32E,33E,3E,4E,5E,6E,7E,14E,15E

APPENDIX:C

DEPARTMENT OF PUBLIC WORKS
OPERATING PROCEDURE

VEHICLE AND EQUIPMENT
FUELING

JUNE 2005

Sept 2010 Rev 1

Willingboro Township
Department of Public Works

I. Purpose:

This procedure is being implemented to comply with the requirements of the Tier A Municipal Stormwater General Permit Section F. State Basic Requirements Item 8b.

The minimum standard calls for the development and implementation of an SOP for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations. The standard procedure shall incorporate the practices listed in Attachment D of the NJPDES Permit.

II. Scope:

This procedure is to be implemented at all maintenance yards with fueling. This includes the practice of “mobile” fueling operations.

III. Required Operator Responsibilities

Basic Standards

In all fueling operations following standards shall be followed:

1. Vehicle engine will be shut off
2. Ensure proper fuel type is being utilized
3. Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles. Any kits being utilized will be disposed off properly.
4. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut off to prevent overfilling of vehicles.
5. Fuel tanks should not be “topped off”.
6. Mobile Fueling operations should be minimized as much as possible. Whenever practical the vehicles and equipment should be transported to the fueling areas in the DPW yard.
7. Spill response emergency numbers are as follows:

- a. E-JIF ENVIRONMENTAL HOTLINE
 - i. 1-800-289-6681 or 1-800-879-6681
8. Drips pans and/or absorbent pads shall be used under all hose and pipe connections and other leak prone areas during bulk fueling.
9. Protect fueling areas with berms and/or dikes to prevent run on, runoff and to contain spills.
10. A trained employee must always be present for bulk transfers of fuel.

Spill Response

1. Conduct cleanups of any fuel spills immediately after discovery.
2. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with dry, absorbent material (eg. Kitty litter, sawdust, etc...) and absorbent materials then swept up.
3. Properly dispose of all collected waste.
4. Contact the E-JIF ENVIRONMENTAL HOTLINE:
 - a. **1-800-289-6681 or 1-800-879-6681**

Maintenance and Inspection

1. Fueling areas and storage tanks shall be inspected each month.
2. A proper amount of spill cleanup and response kits will be maintained on site and a minimum numbers of kits will be verified through the inspection process.
3. Any fueling equipment, tanks, pumps, and dispensing systems found to be leaking or in disrepair will be reported, documented and repaired or replaced as quickly as possible.
4. Fueling areas will be policed and cleaned each week as a part of the Recycling person's duties.

APPENDIX:D

WILLINGBORO TOWNSHIP
DEPARTMENT OF PUBLIC WORKS
OPERATING PROCEDURE

GOOD HOUSEKEEPING

JUNE 2005

Willingboro Township
Department of Public Works
Willingboro Township
Department of Public Works

I. Purpose:

This procedure is being implemented to comply with the requirements of the Tier A Municipal Stormwater General Permit Section F. State Basic Requirements Item 8d.

The minimum standard calls for the development and implementation of an SOP for Good Housekeeping for all materials or machinery. The standard procedure shall incorporate the practices listed in Attachment D of the NJPDES Permit.

II. Scope:

This procedure applies to all maintenance locations primarily the public works department yard and police department maintenance location at the Municipal complex.

III. Required Operator Responsibilities

Basic Standards

In all vehicle maintenance operations the following standards shall be followed:

1. All containers should be properly labeled and marked and the labels must remain clean and legible.
2. All containers must be kept in good condition and tightly closed and stored when not in use.

3. When practical, chemicals, fluids and supplies should be kept indoors.
4. IF containers are stored outside they must be covered and placed on spill platforms.
5. All storage areas must be kept clean and well organized.
6. Spills kits and drip pans must be kept near any fluid transfer areas and protected from rainfall.
7. Absorbent spill clean up materials must be available in maintenance areas and shall be disposed of properly after being used.
8. Utilize proper disposal techniques for all trash, dirt and debris.
9. Collect all waste fluids in properly labeled containers and dispose of them properly.
10. Ensure proper recycling bins are used for recycled materials.

Salt and De-Icing Material Handling

1. During the loading and unloading of salt and deicing materials take all precautions to minimize or prevents loss of materials.
2. Minimize the tracking of salt from loading areas to other areas throughout the yard.
3. Minimize the distance that the salt and deicing materials are transported during loading and unloading operations.
4. Any materials stored outside shall be tarped beginning April 1 2005.

Spill Response

5. Conduct cleanups of any fuel spills immediately after discovery.
6. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with dry, absorbent material (eg. Kitty litter, sawdust, etc...) and absorbent materials then swept up.
7. Contact the E-JIF ENVIRONMENTAL HOTLINE:
 - a. **1-800-289-6681 or 1-800-879-6681**

Maintenance and Inspection

5. Perform a monthly inspection of salt and de-icing material storage areas and remediate any deficiencies immediately.

APPENDIX:E

WILLINGBORO TOWNSHIP
DEPARTMENT OF PUBLIC WORKS
OPERATING PROCEDURE

VEHICLE MAINTENANCE

JUNE 2005

Willingboro Township

Department of Public Works

I. Purpose:

This procedure is being implemented to comply with the requirements of the Tier A Municipal Stormwater General Permit Section F. State Basic Requirements Item 8c.

The minimum standard calls for the development and implementation of an SOP for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations. The standard procedure shall incorporate the practices listed in Attachment D of the NJPDES Permit.

II. Scope:

This procedure applies to all maintenance locations primarily the public works department yard and police department maintenance location at the Municipal complex.

III. Required Operator Responsibilities

Basic Standards

In all vehicle maintenance operations the following standards shall be followed:

1. All vehicle maintenance operations shall be performed only in designated areas.
2. Whenever possible performance of vehicle and equipment maintenance shall be performed in an indoor facility with a paved or impervious surface.
3. Always use drip pans when performing maintenance.
4. Absorbent spill cleanup materials shall be available in maintenance areas and shall be disposed of properly after being used.
5. Maintenance areas shall be protected from stormwater run on and runoff and shall be located at least 50 feet away from downstream drainage facilities or water bodies.
6. The use of portable tents or construction of a roofing device will be required over long term maintenance areas and for projects that must be performed outdoors.

7. It will not be permitted to dump or dispose oils,grease,fluids, and lubricants on to the ground.
8. It will not be permitted to dump or dispose batteries, used oils, antifreeze, and other toxic fluids into storm drains or water bodies.
9. Tires will be properly stored for recycling and cannot be buried or burned.
10. All waste products will be properly collected, stored and labeled.

Spill Response

8. Conduct cleanups of any fuel spills immediately after discovery.
9. Provide spill containment dikes or secondary containment around stored oils and other fluid storage drums. (Hazardous Waste Storage Shed).
10. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with dry, absorbent material (eg. Kitty litter, sawdust, etc...) and absorbent materials then swept up.
11. Properly dispose of all collected waste.
12. Contact the E-JIF ENVIRONMENTAL HOTLINE:
 - a. **1-800-289-6681 or 1-800-879-6681**

Maintenance and Inspection

6. Any equipment found to be leaking or in disrepair should be reported, documented and repaired or replaced as quickly as possible.