

Borough
of
Lindenwold

Stormwater Pollution Prevention Plan

SWPPP

September 5, 2017

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

SPPP Signature Page

Municipality
Information

Municipality:Borough of Lindenwold County:Camden

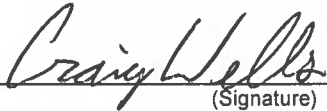
NJPDES # : NJG _____ PI ID #: _____

Team Member/Title:Craig Wells, Borough Stormwater Coordinator

Effective Date of Permit Authorization (EDPA):3/1/09

Date of Completion:4/1/05Date of most recent update: 9/5/17

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."



(Signature)

9/5/17
(Date)

Craig Wells
(Print Name)

Borough SW Coordinator
(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)

STORMWATER POLLUTION PREVENTION PLAN – TIER A MUNICIPALITY ANNUAL REPORTING REQUIREMENTS

- 1. LOCAL PUBLIC EDUCATION** - Borough is required to achieve 10 points of public education credits annually. Records of fulfillment of these requirements should be kept in your records. Points can be earned in the following ways:
 - School Presentations on stormwater topics (1 point per visit, max of 5 points per year).
 - Stormwater information published on Borough website (1 point)
 - Stormwater display (DEP stormwater posters or other stormwater material posted somewhere at Borough Hall, 2 points)
 - Stormwater information material giveaway (typically at a booth at a Borough event, like Lindenwold Day, per se, 2 points)
 - Citizen stormwater advisory committee (2 points)
 - Utilize DEP materials (posters, etc., 2 points each, max of 4 point per year)
 - Poster contest (2 points)
 - Stormwater training for elected officials (if you get in a pinch for points at end of year you could have Council members watch the DEP online training materials, 3 points)
 - Mural (3 points)
 - Mailing (a lot of towns send stormwater flyers with tax or sewer bills, 3 points)
 - Partnership agreement / local event (3 points)
 - Ordinance education (again, if you get in a pinch late in the year you could send something explaining local stormwater ordinances out with tax/sewer bill, 5 points)

- 2. REQUIREMENTS FOR INLETS**
 - Each inlet should be inspected for debris or need of repair and records should be kept. Amount of debris in cubic yards or tons removed (could do on a daily basis) should also be recorded and filed.
 - Each “Drains to Waterway” label on each inlet should be inspected each year and replaced as necessary. These should be inspected when you inspect the inlets for debris.

- 3. REQUIREMENTS FOR OUTFALLS**
 - Each outfall should be inspected for evidence of illicit sanitary sewer connection and need of repair (or scour) and records should be kept. Records of any repairs done should be kept. DEP outlines a procedure in your stormwater permit for further action should evidence of an illicit connection be observed.

4. REQUIREMENTS FOR STREET SWEEPING

- Each municipally owned road in a commercial zone with a speed limit of 35 mph or less must be swept monthly. The amount of sweepings (in cubic yards or tons) collected monthly should be recorded. Records of the length of street (in miles) swept each month should be kept. If streets are not swept in a given month, it should be recorded along with the reason why (typically equipment malfunction, snow on streets, leaf collection season, etc.)

5. REQUIREMENTS FOR INLET HEAD/GRATE RETROFITTING

- During pavement reconstruction, all inlet heads and grates must be retrofitted (by regulation) with bicycle safe grates and ECO heads, should they not already have them. Engineer should provide this number to you as it typically coincides with mill/pave projects. Also record any number of new inlets installed in the Borough.

6. REQUIREMENTS FOR PUBLIC WORKS TRAINING

- By regulation, your public works employees must receive stormwater training at least once annually. There are training videos on the DEP website that you can have your guys watch (you should watch them too) to fulfill the requirement. A dated sign in sheet with each employee's name should be kept in your records.

If you do all of these and keep good records on file of the activities, you shouldn't have any problems procedurally when you have your compliance inspections.

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Jeffrey Hanson, PE

Title: Stormwater Specialist

Date: 9/5/2017

Municipality: Lindenwold Borough

County: Camden

NJPDES #: NJG0148351

PI ID #: 203139

Stormwater Program Coordinator: Craig Wells

Title: Superintendent of Public Works

Office Phone #: (856) 783-1848

Emergency Phone #: 856-373-0079

Public Notice Coordinator: Debbie Jackson, RMC

Title: Borough Clerk

Office Phone #: (856) 783-2121, ext. 240

Emergency Phone #: (856) 784-4800

Post-Construction Stormwater Management Coordinator: Craig Wells

Title: Superintendent of Public Works

Office Phone #: (856) 783-1848

Emergency Phone #: 856-373-0079

Local Public Education Coordinator: Nancy DiDomenico

Title: Environmental Commission Secretary

Office Phone #: (856) 783-2121, ext 223

Emergency Phone #: (856) 784-4800

Ordinance Coordinator: Debbie Jackson, RMC

Title: Borough Clerk

Office Phone #: (856) 783-2121, ext. 240

Emergency Phone #: (856) 784-4800

Public Works Coordinator: Craig Wells

Title: Superintendent of Public Works

Office Phone #: (856) 783-1848

Emergency Phone #: 856-373-0079

Employee Training Coordinator: Craig Wells

Title: Superintendent of Public Works

Office Phone #: (856) 783-1848

Emergency Phone #: 856-373-0079

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Borough of Lindenwold

County: Camden

NJPDES # : NJG0148351

PI ID #: 203139

Team Member/Title: Debbie Jackson, RMC, Borough Clerk

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 2/14/05

Date of most recent update: 9/5/17

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.), the Borough of Lindenwold provides public notice in compliance with that regulation. Notice is provided in the two newspapers, the Courier Post and the Lindenwold Legend. In addition all public meetings are accessible to the public through the Borough website at www.lindenwoldnj.com.

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

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

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: <u>Borough of Lindenwold</u>	County: <u>Camden</u>
	NJPDES # : <u>NJG0148351</u>	PI ID #: <u>203139</u>
	Team Member/Title: <u>Craig Wells, Superintendent of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>3/1/09</u>	
	Date of Completion: <u>1/18/05</u>	Date of most recent update: <u>9/5/17</u>

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 the Borough of Lindenwold (including projects we operate) we do the following:

We ensure that all new residential development and redevelopment projects that are subject to the Residential Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our Joint Land Use Board ensures such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

All projects are required to provide storm drain inlets in conformance with Attachment C of the permit. We ensure adequate long-term operation and maintenance of BMPs for each project by requiring and maintenance plans for each BMP constructed. The maintenance plans meet the requirements of NJAC 7:8 and are recorded with the deeds

Our Joint Land Use Board and municipal attorney reviewed the Borough's Municipal Stormwater Management Plan for conformance to the sample in the BMP manual. It was submitted to and approved by the Camden County Planning Board. We also submitted the plan to the DRBC for conformance to the Delaware River Basin Commission Plan. The Municipal Stormwater Management Plan will be reviewed and revised (if necessary) as part of each of the Borough's Master Plan re-examination process.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Borough of Lindenwold County Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Craig Wells & Nancy DiDomenico

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 2/14/05 Date of most recent update: 9/5/17

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.

For our annual distribution the education material is sent to every Lindenwold resident with with the recycling information or sewer bill. Every resident that moves into the Borough also recieves this information. In the past, the education material has been distriduted through the Lindenwold Express. The Lindenwold Express is distributed to every household in the Borough quarterly throughout the year. Extra copies are available at the library and at our municipal building.

Our annual Lindenwold Day is held each yearon the last Saturday in September in coordination with Borough Council and the Lindenwold Environmental Commission. A brochure of the DEP stormwater material and other educational materials is made available to the public at the at Lindenwold Day. A photograph is taken at the annual event to document the distribution.

The Lindenwold Environmental Commission is encouraged to participate in interacting with the local public education process and to reach out to the schools, scouts and other environmental groups to educate the public and increase awareness in water quality issues.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Borough of Lindenwold County Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Craig Wells, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 2/14/05 Date of most recent update: 9/5/17

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 performed the initial storm drain inlet labeling program. All inlets located on Borough owned properties were labeled.

Labeling was done by the Public Works Department using stencils ordered from Earthwater Stencils, Ltd and metal storm drain labels ordered from Almetek Industries, Inc. that were applied using screws.

The attached map shows all the inlets in the Borough of Lindenwold and divides the Borough into two sectors. Sector A is the area west of the White Horse Pike. Sector A represents 50% of the municipality. Sector B is the area east of the White Horse Pike and represents the remaining 50%. All of the Inlet labeling has been completed in accordance with permit requirements and deadlines. A Storm Drain Map along with a list of all inlets by street is attached.

During our annual catch basin cleaning program, the label conditions are checked to ensure that they are still visible, and if they are not, the labels are replaced by the Public Works Department.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Borough of Lindenwold County Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Craig Wells, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 1/18/05 Date of most recent update: 9/5/17

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 Borough of Lindenwold used a GPS Unit to map out the location of the end of all outfall pipes operated by Lindenwold. They identified, GPS'd, mapped and investigated (see Illicit Connection Elimination Program and Outfall Pipe Stream Remediation Program) each outfall pipe that was located using the DVRPC protocol developed in conjunction with ESRI. A Trimble XT unit was used to locate each outfall.

Lindenwold has been divided into two sectors. The sectors have been mapped by Environmental Resolutions on the Storm Drain and Outfall map. The map is attached.

Sector A is the area west of White Horse Pike and was mapped prior to April 1, 2007. Sector 1 is approximately 50% of the municipality.

Sector 2 is the area west of White Horse Pike and outfalls were located within the sector by April 1, 2009. Sector 2 represent the final 50% of the municipality.

100% of the outfalls have been located and mapped as of October 16, 2006.

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: Borough of Lindenwold County Camden

NJPDES # :0148351 PI ID #: 203139

Team Member/Title: Craig Wells, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA):3/1/09

Date of Completion: 1/18/05 Date of most recent update: 9/5/17

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.

Lindenwold adopted ordinance 2 of the sample yard waste ordinances requireing leaf collection within one week and prohibiting leaf placement wihin ten feet of an inlet. Lindenwold uses leaf pick-up flyers, distributed to each resident, 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.

Lindenwold uses the public works employees to perform leaf collection by neighborhood. Leaf collection is performed within the one week time frame and each neighborhood is collected twice. .

The leaf collection log forms are attached herein.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Borough of Lindenwold County Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Debbie Jackson, Borough Clerk

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 1/18/05 Date of most recent update: 9/5/17

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

Pet Waste 4/26/06

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

Litter 4/26/06

Improper Waste Disposal 4/26/06

Wildlife Feeding 4/26/06

Yard Waste 4/26/06

Illicit Connections 4/26/06

How will these ordinances be enforced?

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

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of Lindenwold County Camden
 NJPDES # : 0148351 PI ID #: 203139
 Team Member/Title: Craig Wells, Superintendent of Public Works
 Effective Date of Permit Authorization (EDPA): 3/1/09
 Date of Completion: 1/18/05 Date of most recent update: 9/5/17

What type of storm drain inlet design will generally be used for retrofitting?
Campbell Type "J" or equivalent

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

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

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Borough of Lindenwold County: Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Craig Wells, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 1/18/05 Date of most recent update: 9/5/17

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.)

Lindenwold has evaluated all of its streets to determine which areas will need to be swept monthly. These streets are highlighted on the attached map..

Lindenwold maintains an existing street sweeping program for all other streets (that are not required by the permit) which includes sweeping all streets five times annually.

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)

Lindenwold uses the Public Works Department to monitor all their roads and streets for erosion problems during normal activities. All identified road erosion problems is reported to the Public Works Superintendent. 90% of roads are curbed. Minimal erosion. No roadside swales, no steep slopes.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Borough of Lindenwold County: Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Craig Wells, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 1/18/05 Date of most recent update: 9/5/17

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

Lindenwold has an annual catch basin cleaning program to maintain catch basin function and efficiency. Catch basin cleaning is done by a jet-vac truck, and this cleaning is performed annually as necessary, 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.

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.)

Lindenwold has a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. Lindenwold maintains the following:

- 3 basins at park, twice per year

These stormwater facilities are inspected annually to ensure that they are functioning properly. Preventative maintenance is performed on all stormwater facilities to ensure that they do not begin to fail.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Borough of Lindenwold County: Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Craig Wells, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 1/18/05 Date of most recent update: 9/5/17

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.)

During the outfall inspections we check all of our outfall pipes for signs of scouring. All sites requiring repair are prioritized 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 will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Borough of Lindenwold County Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Craig Wells, Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 1/18/15 Date of most recent update: 9/5/17

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.

Lindenwold currently stores all of its de-icing salt inside a permanent structure, thus meeting the permit requirement. Loading areas and adjacent outdoor areas are cleaned of any spilled de-icing salt once the de-icing operations are complete for each winter storm.

SPPP Form 67 – Standard Operating Procedures

Municipality Information	Municipality: <u>Borough of Lindenwold County Camden</u> NJPDES # : <u>0148351</u> PI ID #: <u>203139</u> Team Member/Title: <u>Craig Wells, Public Works Superintendent</u> Effective Date of Permit Authorization (EDPA): <u>3/1/09</u> Date of Completion: <u>1/18/15</u> Date of most recent update: <u>9/5/17</u>
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BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	1/18/05	<i>Fueling operations are performed in accordance with the Borough's SOPs (attached)</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	1/18/05	<i>Vehicles are inspected monthly to ensure SOPs (attached) are 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.	1/18/05	<i>"Right to know" Chemical Inventory is attached. Inspection will be performed monthly to ensure SOPs (attached) are being met.</i>

Lindenwold Borough

Standard Operating Procedures

Vehicle Maintenance

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

Scope

- This SOP applies to all maintenance yards including maintenance activities at ancillary operations within Lindenwold Borough.

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 Lindenwold Borough Spill Response Team at 856-784-7566.

Maintenance and Inspection

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

Lindenwold Borough

Standard Operating Procedures

Good Housekeeping

Lindenwold Borough 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 Lindenwold Borough. The purpose of this SOP is to provide a set of guidelines for the employees of Lindenwold Borough 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 Lindenwold Borough.

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 Lindenwold Borough Spill Response Team at 856-784-7566.

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.

Lindenwold Borough

Standard Operating Procedures

Vehicle and Equipment Fueling

Lindenwold Borough Maintenance Yards with Fueling Operations

- **Public Works Facility at 861 Gibbsboro Road**

Introduction and Purpose

- Vehicle and equipment fueling procedures and practices are designed to minimize impact to surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope

- These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

Standards and Specifications (for vehicle and equipment fueling)

- Shut the engine off
- Ensure that the fuel is the proper type of fuel
- Absorbent 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 Lindenwold Borough Spill Response Team at 856-784-7566.

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.

SPPP Form 17 – Employee Training

Municipality
Information

Municipality: Borough of Lindenwold County Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Craig Wells, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 1/18/05 Date of most recent update: 9/5/17

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.

Training sessions for all Public Works Department employees involved with activities related to the Borough's MS4 Permit are conducted at least once annually. Records kept include a list of topics covered, as well as a sign-in sheet from the training session.

Future training sessions wit all relevant personnel will be held in accordance with the Permit requirements.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Borough of Lindenwold County Camden

NJPDES # : 0148351 PI ID #: 203139

Team Member/Title: Craig Wells, Superintendent of Public Works

Effective Date of Permit Authorization (EDPA): 3/1/09

Date of Completion: 1/18/05 Date of most recent update: 9/5/17

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 was kept with our SPPP records. Outfall pipes that are 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 the Borough of Lindenwold) 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, Lindenwold will report the illicit connection to the Department.

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

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Borough of Lindenwold County Camden
 NJPDES # : 0148351 PI ID #: 203139
 Team Member/Title: Craig Wells, Superintendent of Public Works
 Effective Date of Permit Authorization (EDPA): 3/1/09
 Date of Completion: 1/18/05 Date of most recent update: 9/5/17

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? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

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? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

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? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

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? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

Illicit Connection Inspection Report Form

Municipality
Information

Municipality: _____ County _____
NJPDES #: _____ PI ID #: _____
Team Member: _____
Date _____ Effective Date of Permit Authorization (EDPA): _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

1. Is there a dry weather flow? Y () N ()
2. If "YES", what is the outfall flow estimate? _____ gpm
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y () N ()
4. If you answered "NO" to BOTH question #1 and #3, there is probably not an illicit connection and you can skip to question #7.
(NOTE: This form does not need to be submitted to the Department, but should be kept with your SPPP.)
If you answered "YES" to either question, please continue on to question #5.
(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. PHYSICAL OBSERVATIONS:

- (a) ODOR: none sewage sulfide oil gas rancid/sour other: _____
- (b) COLOR: none yellow brown green red gray other: _____
- (c) TURBIDITY: none cloudy opaque
- (d) FLOATABLES: none petroleum sheen sewage other: _____
- (e) DEPOSITS/STAINS: none sediment oily other: _____
- (f) VEGETATION CONDITIONS: normal excessive growth inhibited growth
- (g) DAMAGE TO OUTFALL STRUCTURES:
IDENTIFY STRUCTURE: _____
DAMAGE: none concrete spalling/cracking peeling paint
metal corrosion other damage _____

6. ANALYSES OF OUTFALL FLOW SAMPLE:

* field calibrate instruments in accordance with manufacturer's instructions prior to testing.

- (a) DETERGENTS: _____ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

(b) **AMMONIA (as N) TO POTASSIUM RATIO:** _____

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.06:1, then the pollutant is from another washwater source.)

(c) **FLUORIDE:** _____ mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and ground water infiltration, you will have to rely on temperature.)

(d) **TEMPERATURE:** _____ °F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y () N ()

If "YES", what is the suspected source? _____

If "NO", skip to signature block on the bottom of this form.

8. Has the investigation of suspected illicit connection been completed? Y () N ()

If "YES", proceed to question #9.

If "NO", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y () N ()

If "YES", identify the source: _____

What plan of action will follow to eliminate the illicit connection? _____

Resolution: _____

If "NO", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: _____
Title: _____
Signature: _____
Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

Closeout Investigation Form

Municipality
Information

Municipality: _____ County _____
NJPDES # : **NJG** _____ PI ID #: _____
Team Member / Title: _____

Outfall #: _____ Location: _____
Receiving Waterbody: _____

Basis for Submittal:

- () A non-stormwater discharge was found, but no source was located within six months.
- () An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary: _____

Inspector's Name: _____
Title: _____
Signature: _____
Date: _____

Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the annual certification.