

Stormwater Pollution Prevention Plan

Prepared for:
Southampton Township
5 Retreat Road
Southampton, New Jersey 08088-3591

April 1, 2005

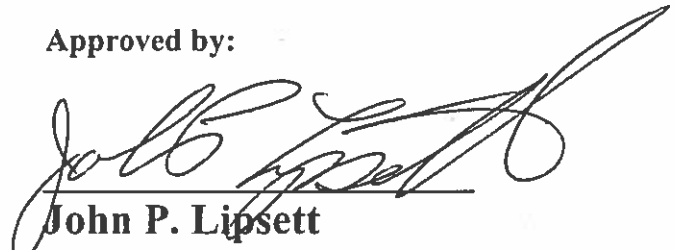
Prepared by:

Richard A. Alaimo Associates
200 High Street
Mount Holly, NJ 08060



Richard A. Alaimo, PE
Township Engineer

Approved by:



John P. Lipsett
Township Manager

Stormwater Pollution Prevention Plan

**Prepared for:
Southampton Township
5 Retreat Road
Southampton, New Jersey 08088-3591**

April 1, 2005

**Prepared by:
Alaimo Associates
200 High Street
Mount Holly, NJ 08060**

File No. C-580-072

Stormwater Pollution Prevention Plan

Table of Contents

SPPP Form 1	Stormwater Pollution Prevention Team Members
SPPP Form 2	Public Notice
SPPP Form 3	New Development and Redevelopment Program
SPPP Form 4	Local Public Education Program
SPPP Form 5	Storm Drain Inlet Labeling
SPPP Form 6	MS4 Outfall Pipe Mapping
SPPP Form 7	Illicit Connection Elimination Program
SPPP Form 8	Illicit Connection Records
SPPP Form 9	Yard Waste Ordinance/Collection Program
SPPP Form 10	Ordinances
SPPP Form 11	Storm Drain Inlet Retrofitting
SPPP Form 12	Street Sweeping and Road Erosion Control Maintenance
SPPP Form 12a	Street Sweeping Log
SPPP Form 13	Stormwater Facility Maintenance
SPPP Form 14	Outfall Pipe Stream Scouring Remediation
SPPP Form 14a	Outfall Pipe Stream Scouring Remediation
SPPP Form 15	De-icing Material Storage
SPPP Form 16	Standard Operating Procedures
SPPP Form 16a	Standard Operating Procedures – Vehicle and Equipment Fueling
SPPP Form 16b	Standard Operating Procedures – Vehicle Maintenance
SPPP Form 16c	Standard Operating Procedures – Good Housekeeping
SPPP Form 16d	Municipal Maintenance Yard Inventory List
SPPP Form 17	Employee Training
Attachment	Sector A / Sector B Map

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Alaimo Group

Title: Southampton Twp Municipal Engineer

Date: April 1, 2005

Municipality: Southampton Township

County: Burlington County

NJPDES #: NJG 0150843

PI ID #: 214799

Stormwater Program Coordinator: Chuck Oatman

Title: Director, Department of Public Works

Office Phone #: 609-859-2700

Emergency Phone #: 609-820-2002 (Cell)

Public Notice Coordinator: Jack Lipsett

Title: Evesham Township Municipal Clerk

Office Phone #: 609-859-2676

Emergency Phone #: 609-820-2004 (Cell)

Post-Construction Stormwater Management Coordinator: Jack Lipsett

Title: Administrative Officer

Office Phone #: 609-859-2676

Emergency Phone #: 609-820-2004

Local Public Education Coordinator: Chuck Oatman

Title: Director, Department of Public Works

Office Phone #: 609-859-2700

Emergency Phone #: 609-820-2002

Ordinance Coordinator: Jack Lipsett

Title: Evesham Township Municipal Clerk

Office Phone #: 609-859-2676

Emergency Phone #: 609-820-2004

Public Works Coordinator: Chuck Oatman

Title: Director, Department of Public Works

Office Phone #: 609-859-2700

Emergency Phone #: 609-820-2002

Employee Training Coordinator: Chuck Oatman

Title: Director, Department of Public Works

Office Phone #: 609-859-2700

Emergency Phone #: 609-820-2002

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Southampton Township

County: Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Jack Lipsett

Effective Date of Permit Authorization (EDPA): April 1, 2005

Date of Completion: April 1, 2005

Date of most recent update: _____

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," N.J.S.A. 10:4-6 et seq.), Southampton Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Southampton Township provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et. seq. In addition, for municipal actions (e.g. adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) Southampton Township complies with those requirements. Southampton Township will also publicly announce any associated activities through the Township website and bulletin boards located in the schools and Municipal Building.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Southampton Township County Burlington County
 NJPDES # : NJG0150843 PI ID #: 214799
 Team Member/Title: Jack Lipsett / Administrative Officer
 Effective Date of Permit Authorization (EDPA): 04/01/2004
 Date of Completion: April 1, 2005 Date of most recent update: _____

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 Southampton Township (including projects we operate) we will do the following:

We presently assure that all new residential development and redevelopment projects that are subject to the Residential Site Improvement 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 planning and zoning boards assure such compliance before issuing preliminary and final subdivision or site plan approvals under the Municipal Land Use Law.

The Alaimo Group has reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and is drafting a municipal stormwater management plan and municipal stormwater control ordinance similar to the sample and model. We will also meet with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance will be adopted by our Planning Board and Township Committee, respectively, by the deadlines specified in the permit, and will be submitted to the county planning agency for approval.

Once approved, the ordinance, which will be administered by our Planning and Zoning Boards and Code Enforcement Officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

For any BMP that is installed in order to comply with the requirements of our post-construction program, Southampton Township will assure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Southampton Township intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.

SPPP Form 3 – New Development and Redevelopment Program

Municipality
Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Jack Lipsett / Administrative Officer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update:

Southampton Township will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. Southampton Township expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternate Device Exemptions" or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed in January as a separate mailing. The brochure will be available at our municipal building, township library, public works facility and on our website.

Our annual event will be held each year in coordination with our Community Day in October. We will make the DEP brochure and other educational materials available at our table. We will also distribute pencils, magnets, and keychains with environmental messages related to the required BMP topics subject to availability of funds.

In addition, we will invite our Environmental Commission and other environmental groups to set up their own booths during this event.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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.

For our storm drain inlet labeling program, our Public Works Department will be doing the labeling. We will label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Southampton Township.

Our storm drain labeling program will be addressed through the use of storm drain markers that will read "No Dumping – Drains to Waterway" ordered from Almetek Industries, 2 Joy Drive, Hackettstown, NJ 07840. These labels will be applied using adhesive.

The attached map divides Southampton Township into two sectors. Sector A is the area north of U.S. Route 70, and Sector B is the area south of U.S. Route 70. Labeling of Sector A will be completed by April 2007, and Sector B will be completed by April 2009.

During our annual catch basin cleaning program, we will be checking these labels to assure that they are still visible. If they are not, we will assure that the labels are replaced in a timely fashion.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Alaimo Group / Township Engineer

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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 Alaimo Group, in coordination with the Department of Public Works, will map the location of the end of all outfall pipes operated by Southampton Township. They will identify, map and investigate (SPPP Form #7, Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.

Southampton Township has been divided into two sectors. Sector A is the area east of U.S. Route 206, and Sector B is the area west of U.S. Route 206. Sector A will be mapped by April 2007, and Sector B will be mapped by April 2009. (See attached map)

Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier on a scaled map. Major waterways and all other waterbodies receiving outfall pipe discharges will also be identified on the map.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843 PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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.

We will conduct an initial physical inspection of all of our outfall pipes during the outfall pipe mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be 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 Southampton Township) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after an 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, Southampton Township will report the illicit connection to the NJDEP.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Southampton Township County Burlington County
 NJPDES # : NJG0150843 PI ID #: 214799
 Team Member/Title: Chuck Oatman / Director, Department of Public Works
 Effective Date of Permit authorization (EDPA): 04/01/2004
 Date of Completion: April 1, 2005 Date of most recent update: _____

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? _____

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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.

Southampton Township has developed and implemented a yard waste collection and disposal program.

We will be conducting collections of leaves and grass during the months of November, December and January, plus one collection in the spring. During the remainder of the year, Southampton Township may hold additional yard waste collections, but no schedule has been determined for these. During the months when we are having collections, we will post our collection schedule and our ordinance requirements in our quarterly newsletter, on our Township website and will place a public notice in the official Township newspaper.

Southampton Township will also be adopting and enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

SPPP Form 10 – Ordinances

Municipality
Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Jack Lipsett / Southampton Township Municipal Clerk

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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

Pet Waste (with Township Attorney)

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

Litter (with Township Attorney)

Improper Waste Disposal (with Township Attorney)

Wildlife Feeding (with Township Attorney)

Yard Waste (with Township Attorney)

Illicit Connections (with Township Attorney)

How will these ordinances be enforced?

Our Construction Official and Public Works Department workers will enforce these ordinances. Any person who is found to be in violation of the provisions of these ordinances shall be subject to a fine of not less than \$50 nor more than \$1000.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Southampton Township County Burlington County
 NJPDES # : NJG0150843 PI ID #: 214799
 Team Member/Title: Chuck Oatman / Director, Department of Public Works & Alaimo Group / Township Engineer
 Effective Date of Permit authorization (EDPA): 04/01/2004
 Date of Completion: April 1, 2005 Date of most recent update: _____

What type of storm drain inlet design will generally be used for retrofitting?

For most projects Southampton Township will use the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

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:

Southampton Township does not claim any alternative device exemptions or historic place exemptions for the above projects.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843 PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works & Tom Kohl, Public Works Department Road Supervisor

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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.)

Southampton Township has evaluated all of its streets to determine which areas will need to be swept monthly, weather and street surface conditions permitting. The streets that are required to be swept are listed on the attached street sweeping log. Street sweeping is limited to Leisuretowne and Vincentown.

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

Our street sweeping log is attached.

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)

Southampton Township will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Chuck Oatman, the Public Works Department Road Supervisor. Identified areas of erosion will be evaluated and repairs prioritized. Maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and Chuck Oatman will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works & Tom Kohl, Public Works Department Road Supervisor

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: 4/1/05 Date of most recent update: _____

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.)

Southampton Township has evaluated all of its streets to determine which areas will need to be swept monthly, weather and street surface conditions permitting. The streets that are required to be swept are listed on the attached street sweeping log. Street sweeping is limited to Leisuretowne and Vincentown.

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

Our street sweeping log is attached.

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)

Southampton Township will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Chuck Oatman, the Public Works Department Road Supervisor. Identified areas of erosion will be evaluated and repairs prioritized. Maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and Chuck Oatman will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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

Southampton Township will implement an annual catch basin cleaning program to maintain catch basin function 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 yearly, even if they were found to be "clean" the previous year. If sediment, trash or debris is found, the catch basin will be cleaned. At the time of cleaning, the catch basins will also be inspected for condition. Maintenance will be scheduled for those catch basins that are found to be in disrepair. The annual catch basin cleaning program will begin in April of 2005.

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.)

Southampton Township will implement a stormwater facility maintenance program to assure that all stormwater facilities operated by the Township function properly. Southampton Township operates the following:

- catch basins
- storm drains
- infiltration basins
- swales
- detention basins
- retention basins

These stormwater facilities will be inspected annually to assure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities. If stormwater facilities are found to be improperly functioning and repairs are not made, a schedule for such repairs shall be included in the annual report and certification. The Township will inspect privately owned storm water management structures for proper maintenance and will advise the property owner of any deficiencies or non-conforming conditions.

SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works & Alaimo Group / Township Engineer

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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

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

When we are performing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. All sites with evidence of outfall pipe stream scouring 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 for those repairs may be performed first.

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

Attached is a form to list all sites with outfall pipe stream scouring. When a site is identified, we will insert the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed, we will note the date of that repair on this form.

SPPP Form 14a – Outfall Pipe Stream Scouring

Location	Date of Anticipated Repair	Method of Repair	Date of Completion

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works

Effective Date of Permit authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005 Date of most recent update: _____

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.

Southampton Township currently stores its de-icing material in a storage structure located at the old NJDOT storage facility at Route 70 East. From October 15th to April 30th supplemental de-icing material may be stored at the Public Works facility on Buddtown Road. At the completion of loading and unloading activities we shall inspect for spilled salt.

Southampton Township will implement a de-icing material ordering system that will utilize the capacity of our existing storage structure.

Southampton Township stores all de-icing materials indoors. Nothing is stored outside, or on exposed surfaces.

SPPP Form 16 – Standard Operating Procedures

Municipality Information

Municipality: Southampton Township County Burlington County
 NJPDES # : NJG0150843 PI ID #: 214799
 Team Member/Title: Chuck Oatman / Director, Department of Public Works
 Effective Date of Permit authorization (EDPA): 04/01/2004
 Date of Completion: April 1, 2005 Date of most recent update: _____

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	4/01/05	<i>We have listed the fueling location operated by Southampton Township, which will be inspected once a month. It is at 16 Buddtown Road.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	4/01/05	<i>Monthly inspections will be held to ensure that SOP are being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) An inventory list required by Attachment D of the permit is attached.	4/01/05	<i>Monthly inspections of the Public Works maintenance yard and all ancillary operations will be conducted.</i>

Southampton Township Standard Operating Procedures - Vehicle and Equipment Fueling SPPP Form 16a

Southampton Township Fueling Operation Locations

- **16 Buddtown Road**

Introduction and Purpose

Vehicle and equipment fueling procedures and practices are designed to minimize contamination of surface or ground waters. Fuel is stored above ground in a double wall enclosure. 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 Township owned facilities with fueling operations.

Standards and Specifications (for vehicle and equipment fueling)

- Shut the engine off.
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be "topped off".
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

Standards 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 storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- 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 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 Southampton Township Department of Public Works (Chuck Oatman, Director) at 609-859-2700 or 609-820-2002.

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.

Southampton Township

Standard Operating Procedures - Vehicle Maintenance

SPPP Form 16b

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

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of Southampton.

Standards and Specifications (for vehicle and equipment fueling)

- 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.
- For projects that must be performed outdoors that last more than one day, portable tents or tarps must be placed over exposed equipment or machinery when not being worked on.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Southampton Township Department of Public Works (Chuck Oatman, Director) at 609-859-2700 or 609-820-2002.

Maintenance and Inspection

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

Southampton Township

Standard Operating Procedures - Good Housekeeping

SPPP Form 16c

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

Scope

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

Standards and Specifications (General)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Collect waste fluids in properly labeled containers and dispose of them properly.

Standards and Specifications (Salt and De-icing Material Handling)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted regularly to get rid of dirt and other debris. Sweeping should also be conducted immediately following, as practicable, loading/unloading activities.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside will 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. No outside storage shall occur between May 1st and October 14th.

Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Southampton Township Department of Public Works (Chuck Oatman, Director) at 609-859-2700 or 609-820-2002.

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.

Southampton Township Municipal Maintenance Yard Inventory List SPPP Form 16d

Introduction and Purpose

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

<u>General Category</u>	<u>Item</u>
Machinery	1999 Ford F-250 4 x 4 Pickup
	1087 Ford F150
	1991 Ford F150
	1989 Rapid Trailer
	1989 Eager Beaver Trailer
	1989 Rapid Trailer
	1990 GMC Utility
	1995 GMC 2 yd. Dump Truck 4 x 4
	1995 GMC 2 yd. Dump Truck 4 x 4
	1997 Ford 5 yd. Dump Truck
	1997 Ford 5 yd. Dump Truck
	2002 Dodge 2 yd. Ram 3500 4 x 4
	2002 Dodge 2 yd. Ram 3500 4 x 4
	2004 Freightliner 5 yd. Truck
	1997 Peterbilt Trash Truck
	2002 Sterling Trash Truck
	1991 Ford Trash Truck
	1969 Caterpillar Grader
	1992 Massey-Ferguson Backhoe
	1979 John Deere Articulating Loader
	2004 Kubota Tractor/Loader
	1999 Massey-Ferguson Axe Mower/Tractor
	1989 Ford Tractor/Mower
	1988 Sullivan Air Compressor
	1998 John Deere Mower
	John Deere Diesel Tractor Mower
	General Aviation Speed Trailer
	2001 Vermeer 1230A Chipper
	1994 Woodchuck Chipper
Materials	None

SPPP Form 17 – Employee Training

Municipality Information

Municipality: Southampton Township County Burlington County

NJPDES # : NJG0150843

PI ID #: 214799

Team Member/Title: Chuck Oatman / Director, Department of Public Works

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: April 1, 2005

Date of most recent update: _____

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.

The following topics will be covered in our employee training program:

Course:

Who will attend:

Waste Disposal Education

Telephone Operators and Environmental Commission members

Municipal Ordinances

Code Enforcement and Local Police Department, Public Works Employees

Yard Waste Collection Program

Public Works Employees

Street Sweeping

Subbed to Mount Holly

Stormwater Facility Maintenance

Public Works Employees

Road Erosion Control

Public Works Employees

Outfall Pipe Stream Scouring Remediation

Public Works Employees

Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)

Public Works Employees

The following topics will be part of our employee training, and part practical field training:

Course:

Who will attend:

Illicit Connection Elimination and Outfall Pipe Mapping (field training will include procedures to properly conduct illicit connection detection's, investigations, and eliminations)

Public Works Employees and Telephone Operators

Maintenance Yard Operations (including Ancillary Operations) (field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)

Public Works Employees

Dates for the above training programs are yet to be determined.