

# Stormwater Pollution Prevention Plan

Borough of Somerdale

Camden County

NJG 0154717

April 26, 2021

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## SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

<b>Stormwater Program Coordinator (SPC)</b>	
Print/Type Name and Title	Stormwater Program Coordinator/Public Works Coordinator/ Local Public Education Coordinator: Greg Ruggieri, C.P.W.M.
Office Phone # and eMail	856-783-6320 X-4100 / Emergency phone # : 856-207-9175
Signature/Date	
<b>Individual(s) Responsible for Major Development Project Stormwater Management Review</b>	
Print/Type Name and Title	Post-Construction Stormwater Management Coordinator: Charles J. Riebel, Jr., P.E. Title: Borough Engineer
Print/Type Name and Title	Ordinance Coordinator/Public Notice Coordinator: Michele Miller, R.M.C.
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
<b>Other SPPP Team Members</b>	
Print/Type Name and Title	Employee Training Coordinator: Dave Schiavo
Print/Type Name and Title	Other: M. Joseph Garufi: Title: Zoning Officer
Print/Type Name and Title	
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.	3-8-2005	GR	All	SPPP Created
2.	4-14-2005	GR	6	New Ordinance
3.	4-27-2005	GR	5	Stormwater Management Plan
4.	5-11-2006	GR	5	New Ordinance
5.	6-11-2009	GR	6	New Ordinances
6.	4-26-2021	GR	All	Full Update
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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:	This will be posted as soon as possible and updated.
2. Date of most current SPPP:	<b>Apr 26, 2021</b>
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	This will be posted as soon as possible and updated.
4. Date of most current MSWMP:	
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Somerdale Public Works Department: 320 E Crestwood Avenue Somerdale, NJ
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 when public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Somerdale Borough Provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Somerdale Borough provides public notice in a manners 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.), Somerdale Borough complies with those requirements.</p> <p>The Borough will certify, annually, that all applicable State and local public notice requirements were followed.</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.

We distribute the N.J.D.E.P. brochure, or similar educational materials, which are prepared by the Borough, to our residents and businesses. The documents will also be distributed in the Borough newsletter and placed on the Borough website. Extra copies will be available at the Borough Municipal Building and Elementary School library. We will also make the brochures and other educational materials available at our annual Borough events, which may be Somerdale Day, Fourth of July, or other events. We may, also, distribute other items, such as, pens, magnets, key chains or other similar items, which contain the environmental messages related to the required BMP topics.

We encourage the administration of the local elementary schools to provide information to our youth, regarding these practices. In addition, we will invite the local environmental clubs, watershed groups and other environmental groups to participate in the public education program.

The Borough will, annually, conduct educational activities that total a minimum of 12 points, based upon the activities from the five (5) categories, which are listed and have been assigned a point value in Attachment B of the permit.

The Borough will certify, annually, that we have accumulated the number of points required to meet the Local Public Education Program minimum standard. Exact dates (e.g., month, day, year) and details of each educational activity (e.g., photos of the mural) shall be reported to the Department in the Annual Report.

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 Borough has implemented a Local Public Education Program that focuses on providing the public with information on the impact of stormwater discharges to surface and ground waters of the State and steps that the public can take to reduce pollutants in stormwater runoff. The information covered includes, but is not limited to, local stormwater related municipal ordinances [Pet Waste Ordinance, Litter Ordinance, Improper Disposal of Waste Ordinance, Wildlife Feeding Ordinance, Illicit Connection Ordinance, Refuse Container/Dumpster Ordinance, and Private Storm Drain Inlet Retrofitting]; proper application, storage and disposal of fertilizer and pesticides; home composting and yard waste recycling; use of native or well-adapted vegetation; watershed education; and general non-point source education.

3. Indicate where public education and outreach records are maintained.

Somerdale Public Works Department: 320 E Crestwood Avenue Somerdale, NJ

## SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

1.	How does the municipality define 'major development'?
<p>"Major development" means an individual "development," as well as multiple developments that individually or collectively result in:</p> <ol style="list-style-type: none"> <li>1. The disturbance of one or more acres of land since February 2, 2004;</li> <li>2. The creation of one-quarter acre or more of "regulated impervious surface" since February 2, 2004;</li> <li>3. The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021</li> <li>4. A combination of 2 and 3 above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.</li> </ol> <p>Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs 1, 2, 3, or 4 above. Projects undertaken by any government agency that otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."</p>	
2.	Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?
<p>The Borough is ensuring that any residential development and redevelopment projects, which are subject to the New Jersey Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) complies with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3). The Stormwater Control Ordinance, is administered by the Planning/Zoning Board and Code Enforcement Officer controlling stormwater for residential and non- residential development and redevelopment projects.</p>	
3.	What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?
<p>To prevent or minimize water quality impacts the Borough has, and will continue to, enforce a program to address stormwater runoff from new development and redevelopment projects (including projects operated by the Borough), which result in the disturbance of land of one acre or more, including projects less than one acre that are part of a larger common plan of development or sale, which discharge into the Borough MS4.</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 Borough has adopted, and will re-examine, the Municipal Stormwater Management Plan and adopt amendments to the Stormwater Management Plan, in accordance with the N.J.A.C. 7:8-4.</p> <p>The Borough has adopted and is implementing the Stormwater Control Ordinance, in accordance with N.J.A.C. 7:8-4. The Ordinance controls stormwater from non-residential development and redevelopment projects.</p> <p>The Borough is ensuring long-term operation and maintenance of BMP's on property owned and operated and property not owned and not operated by the Borough.</p> <p>The Borough will comply with and enforce, through the Stormwater Control Ordinance(s) and other ordinances, compliance with the standards set forth in Attachment C of the Permit to control the passage of solid and floatable materials through storm drain inlets.</p> <p>The post-construction program requires the compliance with the applicable design and performance standards, established under N.J.A.C. 7:8 for major developments, unless those standards do not apply, due to the granting of a variance or exemption granted under N.J.A.C. 7:8 or alternate standards are applicable under an area wide or Statewide Water Quality Management Plan adopted in accordance with N.J.A.C. 7:15.</p> <p>The Borough will certify, annually, that they have developed, implemented, and are actively enforcing a program to address stormwater runoff from new development and redevelopment projects that discharge into the Borough MS4, in accordance with the minimum standards.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes</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>Somerdale Borough Hall: 105 Kennedy Blvd. Somerdale, NJ</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	04/14/09			
2. Wildlife Feeding permit cite IV.B.5.a.ii	04/14/09			
3. Litter Control permit cite IV.B.5.a.iii	04/14/09			
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	04/14/09			
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	04/14/20 09			
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	06/11/200 9			
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	05/11/20 06			
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	2006			
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	06/11/20 09			
Indicate the location of records associated with ordinances and related enforcement actions:				
Somerdale Borough Hall: 105 Kennedy Blvd. Somerdale, NJ				

## 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.

Somerdale Borough intends on maintaining its existing street sweeping program for all regulated streets, which includes sweeping all streets once a year. After the collection of debris from the roadway, the debris will be removed from the DPW yard within 30 days and disposed of at an authorized disposal facility. Primary disposal location is the Pennsauken Sanitary Landfill.

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.

All streets are swept.

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.

Somerdale Public Works Department:  
320 E Crestwood Avenue Somerdale, NJ

## SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1.	Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
	<p>Somerdale Borough has implemented 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 are 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.</p>
2.	List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
	<p>There are none with any recurring problems at the moment.</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.
	<p>Somerdale Borough has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. Somerdale Borough operates the following:</p> <p>catch basins storm drains</p> <p>These stormwater facilities will be inspected, annually, to ensure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.</p> <p>The Borough maintains records, which include the date(s) of inspection, maintenance, and description of repairs, which are performed. The information will be included in the Annual Report and Certification.</p>
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.
	<p>The Borough has implemented and completed a labeling program, was performed by the staff of the Public Works Department. All storm drain inlets, which are along the Borough streets and on municipally owned properties, have been labeled.</p> <p>During the cleaning of the catch basins, the Public Works Department observes the conditions of the labels, to ensure their existence and legibility, and, if not, those labels will be replaced immediately.</p> <p>The Stormwater Management Coordinator certifies, annually, that a storm drain inlet labeling program has been developed, is implemented, and maintained by the Borough.</p>
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.
	<p>Somerdale Public Works Department: 320 E Crestwood Avenue Somerdale, NJ</p>

## SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
Inlet castings are replaced every year during the roadway maintenance program when streets and roads are restored, reconstructed and/or overlay paved.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
The borough engineer verifies when new inlet castings are constructed. Annual records are kept for the annual inspections.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
During the site plan approval process, applicants who own inlets are advised to retrofit. Older privately owned sites receive annual letters from the borough indicating that all stormwater requirements must be met.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Borough Engineer Performs inspection.

**SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations**

All records must be available upon request by NJDEP.

*Complete separate forms for each municipal yard or ancillary operation location.*

Address of municipal yard or ancillary operation:  
Somerdale Public Works Department:  
320 E Crestwood Avenue Somerdale, NJ

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:

Raw materials – None

Intermediate products – None

Final products – None

Waste materials – None

By-products – None

Machinery – None

Fuel – None

Lubricants – None

Solvents – None

Detergents related to municipal maintenance yard or ancillary operations –	None
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Other — None

<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>	
1. Fueling Operations	
<p>There is one fueling location at the Public Works Complex, which is inspected once a month. We also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of the aboveground fuel storage tank in the Public Works Complex.</p>	
2. Vehicle Maintenance	
<p>Monthly inspections will be held to ensure the SOP is being met.</p>	
3. On-Site Equipment and Vehicle Washing	
<p><i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i></p> <p>The Borough will not wash vehicles and equipment on any Borough property to ensure that there are no unpermitted discharges of wash water to the surface or ground waters of the State.</p> <p>If vehicles and equipment are to be washed they will be taken to a private, lawful, washing facility or to another municipalities' lawful washing facility. The Stormwater Coordinator will maintain records of where and when vehicle and equipment washes occur.</p> <p>The Stormwater Program Coordinator will certify, annually, that there were no unpermitted discharges from vehicle and equipment washing activities. The certification will describe the BMP's implemented at each washing facility. The Contract with another entity (private or public) for vehicle and equipment washing will contain conditions, stating that the other entity will conduct the washing in compliance with governing N.J.D.E.P. requirements under the General Permit.</p>	
4. Discharge of Stormwater from Secondary Containment	
N/A	

5. Salt and De-Icing Material Storage and Handling	
<p>Somerdale has a permanent structure for the storage of bulk roadway salt on the public works site. It contains seventy-five (75) to one-hundred (100) ton of salt at maximum capacity.</p> <p>There is an area within the structure to hold bagged material on skids.</p> <p>Somerdale Borough purchases bagged rock salt and calcium. The salt/calcium is loaded, directly from the bag to the truck tailgate spreader. The salt is stored in the truck and utilized during the storm. Typically, there is no salt spilled, during loading. Any salt that is spilled will be collected, by shoveling, and placed back into the hopper or in the salt storage bin.</p> <p>No material is stored out in the open.</p>	
6. Aggregate Material and Construction Debris Storage	
<p>The preferred method to clean storm inlet boxes and catch basins is with the extension hose on the rear of the street sweeper. In the event the sewer jet/vac must be used to clean the deeper basins that cannot be reached with the street sweeper attachment, there must be no cross contamination, employees will be sure the jet/vac has had any debris removed and properly disposed before using the jet/vac for the purpose of cleaning storm catch basins.</p>	
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage	
N/A	
8. Yard Trimmings and Wood Waste Management Sites	
N/A	
9. Roadside Vegetation Management	
N/A	

## SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p><b>A. Municipal Employee Training:</b> 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	Employee Training Coordinator
2. Stormwater Facility Maintenance	Every year	Employee Training Coordinator
3. SPPP Training & Recordkeeping	Every year	Employee Training Coordinator
4. Yard Waste Collection Program	Every 2 years	Employee Training Coordinator
5. Street Sweeping	Every 2 years	Employee Training Coordinator
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Employee Training Coordinator
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Employee Training Coordinator
8. Waste Disposal Education	Every 2 years	Employee Training Coordinator
9. Municipal Ordinances	Every 2 years	Employee Training Coordinator
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Employee Training Coordinator
<p><b>B. Municipal Board and Governing Body Members Training:</b> 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 <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p><b>C. Stormwater Management Design Reviewer Training:</b> All design engineers, municipal engineers, and others who review the stormwater 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 <a href="http://www.nj.gov/dep/stormwater/training.htm">www.nj.gov/dep/stormwater/training.htm</a>. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

## 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.

*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](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 Borough has identified and physically located (by manual field measurements) the ends of outfall pipes, which are operated by the Borough. The locations have been depicted on the "MS4 Outfall Pipe Map".

The Public Works Department continues to investigate, and report and take the necessary actions, under the Illicit Connection Elimination Program and Outfall Pipe Scouring Remediation Program, to address any unacceptable conditions, which are observed at any pipe outfall.

The "MS4 Outfall Pipe Map" has been prepared by the Borough Engineer and depicts the locations of each pipe outfall. Each pipe outfall has been assigned an alphanumeric identifier, the names of the water bodies, which are receiving the discharge from the pipe outfall have been identified on the map.

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.

When we are performing the illicit connection part of this program, we check all of our outfall pipes for signs of scouring. To date, there is no scouring occurring at any pipe outfall. When scouring is observed at a pipe outfall, the site 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 N.J.D.E.P. permits, for those repairs, may be performed first.

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

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](http://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.*

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An initial physical inspection of all of our outfall pipes was performed. The Public Works Department staff performs inspections of Borough outfalls on a quarterly basis, each year. We use the DEP Illicit Connection Inspection Report Form and forms prepared by the Borough Stormwater Coordinator, to conduct these inspections, and each of these forms will be kept with our SPPP records. To date, no outfall pipes have been found to have a dry weather flow or evidence of an intermittent non-stormwater flow. If we are able to locate any illicit connection, in the future, (and the connection is within the Borough) 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, the Borough will report the illicit connection to the Department.

Residents and businesses are directed to contact the Somerdale Borough Police Department or the Borough Public Works Department to report any spills or illegal dumping during the day. After business hours, the residents and businesses contact the County Central Dispatch at 856-783-4900. The County Dispatch operators then contact the Public Works Department and/or Police Department. The same phone numbers will be utilized to report illicit connections.

Ordinance No. 2005-5 was adopted on, April 14, 2005, which is now Part II of Chapter 220, prohibiting illicit connections to the municipal stormwater system.

## SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

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1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

1. Annual Inspection by stormwater coordinator and/or engineer
2. Incur Lawn care and maintenance in annual public works budget
3. Outsource or bid sediment removal, erosion repair, and soil stabilization to area contractors on a regular basis

- 
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.

- 
1. Submit annual Somerdale stormwater regulation compliance reminder to all HOA's and businesses who own stormwater structures.
  2. Perform cursory inspection of privately owned stormwater basins and BMP's
  3. Notify owners of deficiencies observed
  4. Request O&M records from owners

- 
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.

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This information is located in the O&M manual for each privately owned stormwater facility. If an O&M document does not exist, a schedule developed by the Borough Engineer is utilized and emailed to the owner. The borough engineer and clerk will keep records.

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](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/](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](http://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.

Affected Body of Water, (TMDLs)

Big Timber Creek, (Fecal Coliform, Mercury Impairments, Polychlorinated Biphenyls)

Cooper River, (Fecal Coliform, Mercury Impairments, Polychlorinated Biphenyls, Total Phosphorous)

Evans Pond & Wallworth Lake (Total Phosphorous)

Kirkwood Lake (Total Phosphorous)

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

At this point in time, Somerdale Borough has not used its TMDL information.

## 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.

None

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

Yes



## **GOOD HOUSEKEEPING**

### **STANDARD OPERATING PROCEDURES**

#### **Good Housekeeping Goals**

- Pollution Prevention
- Proper Waste Disposal
- Proper Recycling

#### **Purpose**

- To implement the best practices of good housekeeping at the Borough of Somerdale DPW maintenance yard and all ancillary operations. Additionally, the purpose of the SOP is to provide a set of guidelines for the employees of the Borough of Somerdale for good housekeeping practices at the maintenance yard and all ancillary locations.

#### **Scope**

- This SOP applies to all maintenance areas including ancillary operations in the Borough of Somerdale

#### **Standards and Specifications - General**

- Keep storage areas clean and well organized
- Spill kits and drip pans must be kept near any liquid transfer areas and protected from rainfall
- All containers should be properly labeled and marked and the labels must remain clean, visible, and legible
- 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

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- If containers are stored outside, they must be covered and placed on spill platforms
- Absorbent material must be kept available to immediately clean-up any spilled material and disposed of properly after use.
- Place trash, dirt, and any other debris in the dumpster, keep all dumpster lids closed
- Collect waste fluids in properly labeled containers and dispose of properly
- Establish and maintain a recycling program by disposing paper, bottles, cans in designated bins.

#### Standards and Specifications – Salt Storage & Handling

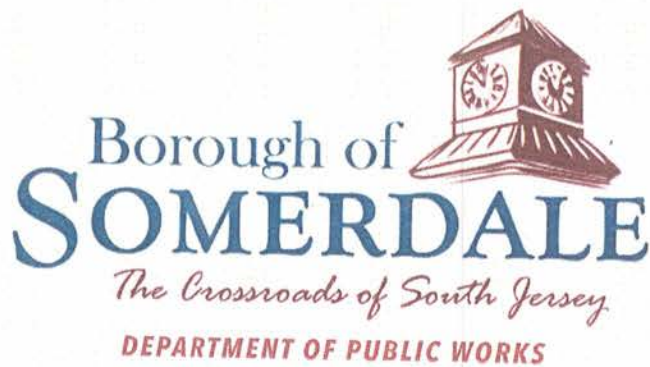
- During loading and unloading of salt, prevent and/or minimize spills. If salt is spilled it will be removed using dry cleaning methods. All collected material shall be either re-used or properly disposed
- Minimize the distance the salt is transported during the loading/unloading process
- Minimize the tracking of material from storage and loading/unloading areas
- Any materials that are stored outside must be tarped when not actively being used
- The salt storage area shall be cleaned immediately after the storm operations and once a week to remove any dirt or debris
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

#### Spill Response and Reporting

- Conduct cleanups of any spilled material immediately after discovery
- Spills are to be cleaned using dry cleaning methods only
- Contact the DPW 24-hour emergency response on-call phone number 856-924-0149

#### Maintenance and Inspections

- Perform monthly inspections of the DPW maintenance yard and facilities.
- Perform monthly inspections of the fueling island, pumps, and tanks.
- Perform periodic checks for leaks and damage to equipment and make repairs as necessary



## **STORM GRATE AND INLET/CATCH BASIN CLEANING & INSPECTIONS**

### **STANDARD OPERATING PROCEDURES**

#### **Goals**

- Minimize Flooding
- Pollution Prevention
- Proper Debris Disposal

#### **Purpose**

- To implement the best practices for Catch Basin and Inlet Cleaning and Inspections in the Borough of Somerdale

#### **Scope**

- The permittee shall establish and implement procedures for catch basin and inlet cleaning and inspections. Catch basins help minimize flooding and protect water quality by removing trash, sediment, decaying debris, and other solids from stormwater runoff. Catch basin cleaning reduces foul odors, prevents clogs in the storm system, and reduces the loading of suspected solids, nutrients, and bacteria to receiving waters.

#### **Standards and Specifications**

- Target cleaning for early spring
- Clean manually or with equipment (street sweeper vac hose, Jet/Vac for deep catch basins)
- Properly dewater and dispose of catch basin debris or store until removed to landfill
- Confirm no cross contamination will occur when using the jet/vac to hold catch basin debris, check the jet/vac has been properly cleaned and the debris was properly disposed of before using it for catch basin debris

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- Document needed repairs, or when possible, make the repair at the time of cleaning/inspection
- Report any illicit (illegal) discharges to the DPW Superintendent
- Operate all cleaning equipment according to the manufacture's recommended settings, standards, and procedures
- A log that includes the location of the catch basin cleaned, and the total cubic yards of debris collected. These totals will be kept in the public works office and reported in the annual report as required

#### Maintenance and Inspections

- In general, adhere to the following safety procedures when cleaning/inspecting catch basins:
  1. Implement appropriate traffic control safety procedures (cones, barricades) prior to and during the cleaning and inspection process
  2. Clean sediment and trash off the grate
  3. Visually inspect the outside of the grate
  4. Remove the grate and visually inspect the inside of the catch basin to determine cleaning needs
  5. Inspect the catch basin for structural integrity
  6. Determine the most appropriate equipment and method of cleaning the basin (manually, vac truck, high pressure wash hose)
  7. Adhere to all confined space requirements if entry is needed to remove any debris
- Inspections of all catch basins, grates, and inlets will be targeted for early spring after all winter activities have concluded.
- Catch basins, grates, or inlets that are in need of repair will be documented on an inspection form and the repairs will be scheduled and completed as soon as possible.

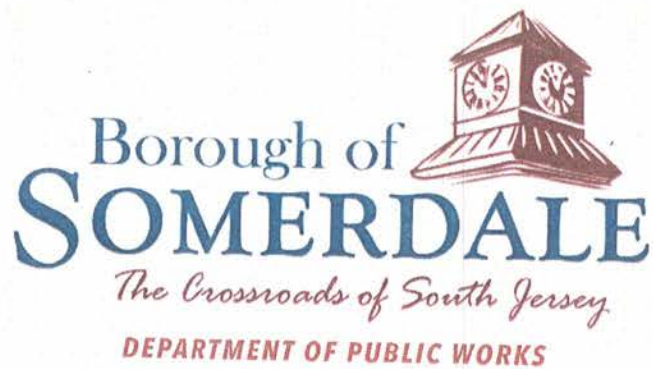
#### Cleaning Schedule

- Storm Grates – will be cleaned manually before expected storms, during the storm, periodically if it is a prolonged event, and within 48 hours after the storm has concluded
- Catch Basins and Inlets will be cleaned out and inspected a minimum once per year
- Prioritize inspections and maintenance for catch basins, grates, and inlets located near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment)

#### Storage and Disposal

- The debris is brought to the DPW complex and mixed in with street sweeping debris and disposed of at the same time

- Temporary storage of solid debris is on an impervious surface. The storage location is the Somerdale Public Works Complex located at 320 E. Crestwood Ave.
- Removed debris is brought to available landfills as capping/cover material where suitable for permanent disposal. Debris is permanently disposed of, at a minimum, twice per year.
- Weighing process: is determined by the scales at the available landfill



## **STREET SWEEPING**

### **STANDARD OPERATING PROCEDURES**

#### **Goals**

- Pollution Prevention
- Proper Waste Disposal
- Maintain safe vehicles and equipment

#### **Purpose**

- To implement the best practices for sweeping streets in the Borough of Somerdale

#### **Scope**

- The permittee shall establish and implement procedures for sweeping and/or cleaning streets, and permittee-owned parking lots. All streets with the exception of rural uncurbed roads with no catch basins or high speed limited access highways shall be swept and/or cleaned a minimum of once per year in the spring (following winter activities such as salting/sanding). The procedures shall also include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or TMDL waters or other relevant factors as determined by the permittee. The permittee shall report in each annual report the number of miles cleaned and/or the volume of material removed.

#### **Standards and Specifications**

- Operate all sweepers and equipment according to the manufacture's recommended settings, standards, and procedures

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- While sweeping, drive between the optimal sweeping speed limits, as recommended by the manufacturer
- Operator will keep a daily log that includes which roadways were swept, the miles swept, and the total cubic yards of debris collected. These totals will be kept in the public works office and reported in the annual report as required
- Sweeping will not take place during snow or rain.

#### Schedule

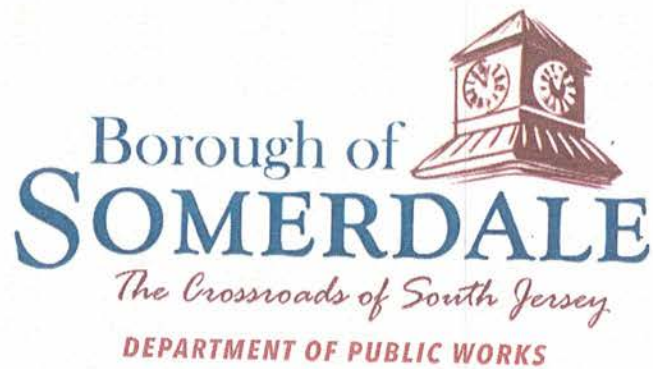
- Street sweeping will primarily take place between the months of April and November
- All streets with curbing and/or catch basins shall be swept a minimum of once per year in the spring, following winter activities such as salt/sanding.
- Events or town activities that require special sweeping or before/after major storm events

#### Storage and Disposal

- Temporary storage of solid street sweeping debris is on an impervious surface. The storage location is at the Somerdale Public Works Complex located at 320 E. Crestwood Ave.
- Solid sweeping debris is brought to available landfills as capping/cover material where suitable for permanent disposal. Debris is permanently disposed of, at a minimum, twice per year.
- Weighing process: is determined by the scales at the available landfill

#### Maintenance and Inspections

- Perform daily pre trip and post trip inspections on the street sweeper, document any issues with the vehicle/equipment and have it repaired or removed from service until proper repairs can be made
- Parts are replaced as needed. Brushes are replaced when bristle length is less than six (6) inches
- During sweeping operations, perform periodic checks for leaks and damage to equipment and make repairs as necessary or remove equipment from service until repairs are completed
- The left-over debris is scraped out from the hopper after daily debris dumps



## VEHICLE AND EQUIPMENT FUELING STANDARD OPERATING PROCEDURES

### Public Works Fueling Station

- 320 E. Crestwood Ave. in the public works maintenance yard

### Fueling Offsite with Mobile Fueling Containers

- Fueling equipment in the field with fuel cans or portable fueling containers

### 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, equipment, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

### Scope

- This SOP applies to all maintenance areas including ancillary operations in the Borough of Somerdale.

### Standards and Specifications – General Vehicle and Equipment Fueling

- Shut the engine off
- Ensure the proper fuel type is chosen for the vehicle or equipment
- Absorbent fuel clean-up materials and spill kits shall be available in the fueling area and on mobile fueling vehicles and shall be disposed of properly immediately 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"

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- Mobile fueling or off site 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

#### Standards and Specifications – Bulk Fueling

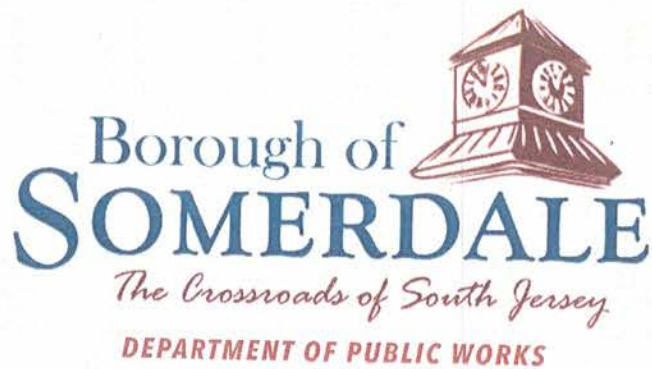
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling
- Protect fueling area with berms and/or dikes to prevent run-on, runoff and to contain spills
- Block storm sewer inlets, or, contain tank trucks used for bulk transfer with 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 unloading process of bulk fuel
- A trained employee must always be present to supervise during bulk transfer

#### Spill Response and Reporting

- Conduct cleanups of any spilled material immediately after discovery
- Spills are to be cleaned using dry cleaning methods only using absorbent materials. All used absorbent material shall be swept up and disposed of properly
- Contact the DPW 24-hour emergency response on-call phone number 856-924-0149

#### Maintenance and Inspections

- Perform monthly inspections of the fueling island, pumps, and tanks.
- Any equipment, tanks, pumps, piping, and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately
- Maintain an ample supply of spill cleanup material on site at all times



## VEHICLE MAINTENANCE

### STANDARD OPERATING PROCEDURES

#### Goals

- Maintain safe vehicles and equipment
- Pollution Prevention
- Proper Waste Disposal
- Proper Recycling

#### Purpose

- To implement the best practices of vehicle maintenance at the Borough of Somerdale DPW maintenance yard and all ancillary operations.
- All major maintenance is done by outside vendors, this SOP is to ensure any minor work done by Borough employees is conducted in a safe and proper manner.

#### Scope

- This SOP applies to all maintenance areas including ancillary operations in the Borough of Somerdale

#### Standards and Specifications

- Conduct vehicle maintenance operation in designated areas only
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor
- Always use drip pans
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least fifty (50) feet from downstream drainage facilities and watercourses
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground

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- Do not dump or dispose batteries, used oils, antifreeze/coolant and other toxic fluids into a storm drain or watercourse
- Keep storage areas clean and well organized
- Spill kits and drip pans must be kept near any liquid transfer areas and protected from rainfall
- All containers should be properly labeled and marked and the labels must remain clean, visible, and legible
- All containers must be kept in good condition and tightly closed when not in use
- Absorbent material must be kept available to immediately clean-up any spilled material and disposed of properly after use.
- Collect waste fluids in properly labeled containers and dispose of properly

#### Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drums
- Conduct cleanups of any spilled material immediately after discovery
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry absorbent material, kitty litter, oil dry, sawdust, Etc. and the area is to be swept and the material shall be disposed of properly
- Contact the DPW 24-hour emergency response on-call phone number 856-924-0149

#### Maintenance and Inspections

- Perform daily pre and post inspections on all vehicles and equipment being utilized, document any issues with the vehicle/equipment and have it repaired or removed from service until proper repairs can be made
- Perform monthly inspections of the DPW maintenance yard and facilities.
- Perform monthly inspections of the fueling island, pumps, and tanks.
- Perform periodic checks for leaks and damage to equipment and make repairs as necessary