### Stormwater Pollution Prevention Team Members

Number of team members may vary.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Title</th>
<th>Phone #</th>
<th>Emergency Phone #</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Completed by James Walker**

**Title:** Stormwater Program Coordinator  
**Date:** Nov. 17, 2014  
**Municipality:** National Park Borough  
**County:** Gloucester  
**NJPDES #:** NJG 0148938  
**PI ID #:** 223752
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.), National Park Borough provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, National Park Borough 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.), National Park Borough complies with those requirements.
Standard Operating Procedures
Vehicle and Equipment Fueling

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

Scope
These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.

Standards and Specifications (for vehicle and equipment fueling)
- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be "topped off".
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.
**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.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

**Spill Response**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned 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 Westville Borough Spill Response Team at 911.

**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.
Standard Operating Procedure
Vehicle Maintenance

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

Scope
This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Borough of Westville Borough.

Standards and Specifications
• Conduct vehicle maintenance operation only in designated areas.
• When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
• Always use drip pans.
• Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
• Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
• Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

Maintenance Yards BMP Objectives
• Waste Management
• Spill Prevention, Containment and Countermeasures
• Pollution Control
• 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 Westville Borough Spill Response Team at 911.

Maintenance and Inspection
• Periodically check for leaks and damaged equipment and make repairs as necessary.
Solutions to Stormwater Pollution

Easy Things You Can Do Every Day To Protect Our Water

A Guide to Healthy Habits for Cleaner Water

Pollution on streets, parking lots and lawns is washed by rain into storm drains, then directly to our drinking water supplies and the ocean and lakes our children play in. Fertilizer, oil, pesticides, detergents, pet waste, grass clippings. You name it and it ends up in our water.

Stormwater pollution is one of New Jersey’s greatest threats to clean and plentiful water, and that’s why we’re all doing something about it.

By sharing the responsibility and making small, easy changes in our daily lives, we can keep common pollutants out of stormwater. It all adds up to cleaner water, and it saves the high cost of cleaning up once it’s dirty.

Limit your use of fertilizers and pesticides

- Do a soil test to see if you need a fertilizer.
- Do not apply fertilizers if heavy rain is predicted.
- Look into alternatives for pesticides.
- Maintain a small lawn and keep the rest of your property or yard in a natural state with trees and other native vegetation that requires little or no fertilizer.
- If you use fertilizers and pesticides, follow the instructions on the label on how to correctly apply it.

As a resident, business, or other member of the New Jersey community, it is important to know these easy things you can do every day to protect our water.

Properly use and dispose of hazardous products

- Hazardous products include some household or commercial cleaning products, lawn and garden care products, motor oil, antifreeze, and paints.
- Do not pour any hazardous products down a storm drain because storm drains are usually connected to local waterbodies and the water is not treated.

Make sure you properly store or discard any unused portions.
If you have hazardous products in your home or workplace, make sure you store or dispose of them properly. Read the label for guidance.

- Use natural or less toxic alternatives when possible.
- Recycle used motor oil.
- Contact your municipality, county or facility management office for the locations of hazardous waste disposal facilities.

**Clean up after your pet**

- Many municipalities and public agencies must enact and enforce local pet-waste rules.
- An example is requiring pet owners or their keepers to pick up and properly dispose of pet waste dropped on public or other people’s property.
- Make sure you know your town’s or agency’s requirements and comply with them. It’s the law. And remember to:
  - Use newspaper, bags, or pooper-scoopers to pick up wastes.
  - Dispose of the wrapped pet waste in the trash or unwrapped in a toilet.
  - Never discard pet waste in a storm drain.

**Don’t feed wildlife**

- Do not feed wildlife, such as ducks and geese, in public areas.
- Many municipalities and other public agencies must enact and enforce a rule that prohibits wildlife feeding in these areas.

**Dispose of yard waste properly**

- Keep leaves and grass out of storm drains.
- If your municipality or agency has yard waste collection rules, follow them.
- Use leaves and grass clippings as a resource for compost.
- Use a mulching mower that recycles grass clippings into the lawn.

**Don’t litter**

- Place litter in trash receptacles.
- Participate in community cleanups.

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**Contact information**

For more information on stormwater related topics, visit www.njstormwater.org or www.nonpointsource.org

Additional information is also available at U.S. Environmental Protection Agency websites: www.epa.gov/npdes/stormwater or www.epa.gov/npd

New Jersey Department of Environmental Protection Division of Water Quality
Bureau of Nonpoint Pollution Control Municipal Stormwater Regulation Program
(609) 616-7021

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**Keep pollution out of storm drains**

- Municipalities and many other public agencies are required to mark certain storm drain inlets with messages reminding people that storm drains are connected to local waterbodies.
- Do not let sewage or other wastes flow into a stormwater system.
Pet Waste Pollutes Our Waters

What You Can Do To Help Protect Our Water

Clean and plentiful water is important to our families, our environment, our economy and our quality of life.

Did you know that animal waste from pets can pollute our waters? When left on the ground, pet waste is washed by rain and melting snow and ice into storm drains that carry it to our rivers, lakes, the ocean and drinking water.

Animal waste contains a high concentration of nutrients as well as bacteria and disease-causing microorganisms that can cause problems.

What you can do

Pet owners or anyone who takes your pet for walks must properly dispose of the waste by picking it up, wrapping it and either placing it in the trash or flushing it unwrapped down the toilet.

Your municipality is required to adopt and enforce local pet-waste laws. At a minimum, your community must require that pet owners or their keepers immediately and properly dispose of their pet’s solid waste deposited on any public or private property not owned or possessed by that person. People with assistance animals such as Seeing Eye dogs are exempt.

Make sure you know what your municipality requires – and follow it.

Thank you for doing your part to keep New Jersey’s waters clean.

For more information, please contact the following:

New Jersey Department of Environmental Protection
Division of Water Quality
Bureau of Nonpoint Pollution Control
Municipal Stormwater Regulation Program
(609) 633-7023

Visit www.njstormwater.org or www.nonpointsource.org

Additional information is also available at U.S. Environmental Protection Agency Web sites www.epa.gov/npdes/stormwater or www.epa.gov/nps
BOROUGH OF NATIONAL PARK
STORMWATER MANAGEMENT PROGRAM

SOLIDS AND FLOATABLE CONTROLS
STORMWATER FACILITY MAINTENANCE

Statewide Basic Requirement:

Stormwater Facility Maintenance - Tier A Municipalities shall develop and implement a stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the Tier A Municipality. Stormwater facilities include, but are not limited to: catch basins, detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses, and stormwater conveyances. The stormwater facility maintenance must be performed as required to ensure the proper function and operation of the stormwater facility. Tier A Municipalities shall also clean all catch basins annually to remove accumulated sediment, trash and debris.

Existing Stormwater Facilities:

The Borough currently maintains a few stormwater facilities in addition to their stormwater inlets and storm sewer pipe system.

Inspection Program:

As part of the Borough’s regular maintenance program, the Department of Public Works (DPW) shall inspect the Borough's stormwater facilities as follows:

- Detention basins and swales shall be inspected on a monthly basis during the Spring and Summer and on a bi-monthly basis during the Fall and Winter.
- Inlets shall be inspected twice yearly.
- Storm sewer pipes identified as problem areas shall be inspected after major storm events and on an as needed basis. Broken or collapsed storm sewer pipes shall be reported to the Borough Engineer.
- Outfalls shall be inspected on an as-needed basis upon completion of the Outfall Pipe Scouring Inspection Program. Evidence of additional scouring or erosion will be reported to the Borough Engineer.

**Maintenance Program:**
Based on field observations, the following routine maintenance will be performed as required:

- Mowing of areas around the stormwater facility to minimize excessive plant growth.
- Removal of trash or debris.
- Periodic cleaning of wet basins to minimize silt build-up.
- Removal of debris from stormwater inlets
- Re-stenciling of stormwater inlets as needed.
- Removal of blocked storm sewer pipes via jetting or hand-snaking.

The DPW will note all inspections and maintenance/repair calls for the stormwater facilities in their internal maintenance log.
BOROUGH OF NATIONAL PARK
STORMWATER MANAGEMENT PROGRAM

EMPLOYEE TRAINING PROGRAM

Statewide Basic Requirement:

Employee Training Program - Tier A Municipalities shall develop and conduct an annual employee training program for appropriate employees on appropriate topics. At a minimum, annual employee training will include the following topics:

- Waste Disposal Education
- Yard Waste Collection Program
- Municipal Ordinances
- Illicit Connection Elimination and Outfall Pipe Mapping
- Street Sweeping
- Stormwater Facility Maintenance
- Road Erosion Control and Outfall Pipe Stream Scouring Remediation
- Maintenance Yard Operations (including Ancillary Operations)
- Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment

Employee Training:

For each of the required training topics the Borough will conduct a tutorial outlining the benefits gained from each new program and any additional work activities that will be required with the implementation of this Stormwater Management Program. Field training will be given to those employees attending the training for illicit connection elimination and maintenance yard operations.

Training will be as follows:

<table>
<thead>
<tr>
<th>Required Attendees</th>
<th>Course Covered</th>
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<tbody>
<tr>
<td>Public Works Employees</td>
<td>Waste Disposal Education; Municipal Ordinances; Yard Waste Collection Program; illicit Connection Elimination; Outfall Pipe Mapping;</td>
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Street Sweeping;  
Stormwater Facility Maintenance;  
Road Erosion Control;  
Outfall Pipe Stream Scouring Remediation;  
Maintenance Yard Operations; and  
Construction Activity/ Post-Construction  
Stormwater Management in New  
Development and Redevelopment

Code Enforcement Officer  
Municipal Ordinances;  
Waste Disposal Education; and  
Construction Activity/ Post-Construction  
Stormwater Management in New  
Development and Redevelopment

Police Department Officers  
Municipal Ordinances

Other Appropriate Users  
Maintenance Yard Operations

Upon completion of the training sessions, the SPPP plan will be updated to include the date of the training program and a list of attendees.

Optional Measures:
Based on the effectiveness of the first training program, the Borough will evaluate if alternative training tools can be utilized to optimize the training program. Alternative training tools can include the use of informational CD's as provided by the Conservation Technology Information Center or formal training seminars as provided by the Watershed Ambassadors Program, the Watershed Institute, or the Center for Watershed Protection. Modifications to the Borough's annual training program will be included in the SPPP plan.