

January, 2015

**Municipal Stormwater
Pollution Prevention
Plan
For**

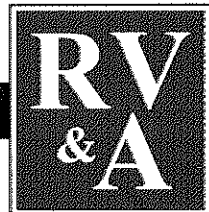
**Mansfield Township,
Burlington County**



Terence Vogt, PE

January 6, 2015

Prepared By



**REMINGTON
VERNICK
& ARANGO
ENGINEERS**

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Terence Vogt, PE

Title: Stormwater Specialist

Date: 12/31/14

Municipality: Mansfield

County: Burlington County

NJPDES #: NJG0154296

PI ID #: 203283

Stormwater Program Coordinator: Robert J. Higgins

Title: Mayor/Committeeman

Office Phone #: 609-298-0542 X-1011

Emergency Phone #: 609-298-4411

Public Notice Coordinator: Linda Semus

Title: Mansfield Township Municipal Clerk

Office Phone #: 609-298-0542x12

Emergency Phone #: 609-298-4411

Post-Construction Stormwater Management Coordinator: Scott Priedel

Title: Planning Board Chairman

Office Phone #: 609-298-0542x1025

Emergency Phone #: 609-298-4411

Local Public Education Coordinator: Dorothy Wirth

Title: Mansfield Township Environmental Commission Chair

Office Phone #: 609-298-6703

Emergency Phone #: 609-298-4411

Ordinance Coordinator: Michael Magee

Title: Township Solicitor

Office Phone #: 609-301-7846

Emergency Phone #: 609-298-4411

Public Works Coordinator: Jeffrey Jones

Title: Township Superintendent

Office Phone #: 609-298-0542x1020

Emergency Phone #: 609-298-4411

Employee Training Coordinator: Terence Vogt, PE

Title: Remington, Vernick & Vena Engineers

Office Phone #: 732-955-8000

Emergency Phone #: 856-795-9595

Other: Ronald Mulhall

Title: Chief of Police

Office Phone #: 609-298-4411

Emergency Phone #: 609-298-4411

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Mansfield Township

County: Burlington

NJPDES # : NJG0154296

PI ID #: 203283

Team Member/Title: Linda Semus, Mansfield Township Municipal Clerk

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/31/06

Date of most recent update: 12/31/14

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJAC 10:4-6 et seq.), Mansfield Township provides public notice in compliance with that regulation. Notice is provided in the Burlington County Times. In addition, all public meeting dates are provided in the posted on the municipal web site.

For the adoption of the Municipal Stormwater Management Plan and other municipal actions, Mansfield Township complies with the public notice requirements of the Municipal Land Use law (NJSA 40:55-1 et seq).

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

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Mansfield Township

County: Burlington

NJPDES # : NJG0154296

PI ID #: 203283

Team Member/Title: Scott Priedel, Planning Board Chairman

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/31/06

Date of most recent update: 12/31/14

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 Mansfield Township (including projects we operate) we do the following:

All residential development and redevelopment projects are subject to the Residential Standards for stormwater management which include the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in the RSIS. Both the Planning and Zoning Boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. Long term operation and maintenance plans are required for all development projects with stormwater management elements.

All non residential development projects are subject to the Mansfield Township stormwater ordinance which meets the NJDEP stormwater management rules of NJAC 7:8. Both the Planning and Zoning Boards ensure compliance to the stormwater ordinances and long term maintenance plans.

Under the Township Engineer, all capital projects have storm drain inlets in conformance with Attachment C of the permit. The Township ensures long term operation and maintenance for all stormwater elements such as inlets, basins and swales throughout the municipality.

The municipal stormwater management plan was adopted by the Planning Board as an element of the Master Plan. The ordinances was adopted by Township Council.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Mansfield Township County Burlington

NJPDES # : 0154296 PI ID #: 203283

Team Member/Title: Dorothy Wirth & Mike Fitzpatrick, Township Administrator

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 03/31/06 Date of most recent update: 12/31/14

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.

Mansfield Township meets or exceeds the current 10-point public education requirement of its current MS4 Permit.

For our annual distribution, we provide the DEP brochure through a bulk mailing to all residents in the municipality.

The Township Environmental Committee has a table at our annual Field Day, which is coordinated each year by the Special Events Committee and our Township Administrator. A brochure of the DEP stormwater material and other educational materials are made available to the public at Field Day.

Additionally, some or all of the following activities are annually performed:

- 1. Stormwater Information on Township Website;*
- 2. Citizen Stormwater Advisory Committee;*
- 3. Stormwater Training for Municipal Elected Officials; and*
- 4. Ordinance Education.*

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Mansfield Township County Burlington

NJPDES # : 0154296 PI ID #: 203283

Team Member/Title: Jeffrey Jones, Township Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/31/06 Date of most recent update: 12/31/14

Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

Our public works department performed the initial storm drain inlet labeling program. We labelled 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 Mansfeild Township.

Labeling was performed utilizing stencils that will read "No Dumping - Drains to Creek" with a picture of a fish next to it. Where labeling was done by the public works department we used stencils ordered from ALMETEK.

All Storm drains in original Sectors A and B were labelled prior to the initial (2009) MS4 permit deadline.

During our annual catch basin cleaning program, the label conditions are checked to ensure that they are still visible, and if they are not, the labels are corrected. Logs (attached) of annual drain cleaning are kept.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Mansfield Township County Burlington

NJPDES # : 0154296 PI ID #: 203283

Team Member/Title: Jeffrey Jones, Township Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 03/31/06 Date of most recent update: 12/31/14

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 Mansfield Township Public Works Department used a GPS Unit borrowed from Burlington County to map out the location of the end of all outfall pipes operated by Mansfield Township. They identified, GPS, mapped and investigated (see Illicit Connection Elimination Program and Outfall Pipe Stream Remediation Program) each outfall pipe that is located.

Mansfield Township has been divided into two sectors. The sectors have been mapped on the attached Storm Drain and Outfall map.

Sector A is the area east of US Route 206 and outfalls will be located by April 1, 2007. Sector A represents approximately 50% of the municipality and was completed by the April 1, 2007 milestone.

Sector B is the area west of US Route 206 and outfalls was located within the sector by April 1, 2009. Sector B represents the final 50% of the municipality so that 100% of the outfalls was mapped by April 1, 2009.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Mansfield Township County Burlington

NJPDES # :0154296 PI ID #: 203283

Team Member/Title: Jeffrey Jones, Township Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/31/06 Date of most recent update: 12/31/14

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

The initial physical inspection of all of the outfall pipes was performed during the outfall pipe mapping process. The initial inspection information collected with the Trimble unit was transferred to the DEP Illicit Connection Inspection Report Form, and each of these forms will be kept with our SPPP records. NO ILLICIT CONNECTIONS WERE FOUND DURING THE INITIAL OUTFALL INSPECTIONS.

Outfall pipes 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 Mansfield 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 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, Mansfield Township will report the illicit connection to the Department.

Mansfield Township uses the police and fire department for reporting spills and illegal dumping. The code enforcement officer will also be used for enforcing correction of illicit connections.

In addition all storm drainage lines are televised to identify any areas of disrepair prior to pavement milling and paving projects on township roadways. New developments are proposed to be televised prior to acceptance of the public right-of-way.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Mansfield Township County Burlington
 NJPDES # : 0154296 PI ID #: 203283
 Team Member/Title: Jeffrey Jones, Township Superintendent
 Effective Date of Permit Authorization (EDPA): 4/1/04
 Date of Completion: 3/31/06 Date of most recent update: 12/31/14

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? 0

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

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: Mansfield Township County Burlington

NJPDES # : 0154296 PI ID #: 203283

Team Member/Title: Jeffrey Jones, Township Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/31/06 Date of most recent update: 12/31/14

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.

Mansfield Township requires all leaves to be bagged for curb side pick up and provides biodegradable bags to residents for collection twice a year, in the fall season. Residents are notified through the newspaper advertisements and the Mansfield web page of collection dates. The leaf pick up is performed by Mansfield Township Sanitation Department and recycled at a local recycling facility

On the normal sanitation schedule, residents can bundle branches and other yard waste materials on a weekly basis.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Mansfield Township County Burlington

NJPDES # : 0154296 PI ID #: 203283

Team Member/Title: Michael Magee, Esq.

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/31/06 Date of most recent update: 12/31/14

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

Pet Waste April 26, 2006

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

Litter April 26, 2006

Improper Waste Disposal April 26, 2006

Wildlife Feeding April 26, 2006

Yard Waste April 26, 2006

Illicit Connections April 26, 2006

Refuse Cont/Dpstr, Prvte Inlet Ords - May 2010

How will these ordinances be enforced?

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

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Mansfield Township County Burlington
 NJPDES # :0154296 PI ID #: 203283
 Team Member/Title: Jeffrey Jones, Township Superintendent
 Effective Date of Permit Authorization (EDPA): 4/1/04
 Date of Completion: 3/31/06 Date of most recent update: 12/31/14

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

Campell Inlet Type "J"

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
<i>Mnsfield Rd. East</i>					0
<i>North Island</i>					
<i>Axe Factory Rd</i>					
<i>Lynmwod Farms Sewer/Road</i>					

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

Mansfield Township does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Mansfield Township County: Burlington

NJPDES # : 0154296 PI ID #: 203283

Team Member/Title: Jeffrey Jones, Township Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/31/06 Date of most recent update: 12/31/14

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.)

Mansfield Township has evaluated all of its streets and determined that there are no areas that meet the requirements of under 35 miles per hour, curbed with stormwater inlets and predominantly commercial.

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)
Mansfield Township uses the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems are reported to the Department of Public Works. All maintenance items will generate a road hazard report and will be repaired by public works employees in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All work orders will be maintained by the Township Superintendent. A total amount of road erosion work orders completed are included in the Annual Report and Recertification.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Mansfield Township County: Burlington

NJPDES #: 0154296 PI ID #: 203283

Team Member/Title: Jeffrey Jones, Township Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/31/06 Date of most recent update: 12/31/14

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

Mansfield Township implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins are 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 are inspected yearly, even if they were found to be "clear" the previous year. At the time of cleaning, the catch basins are also inspected for proper functioning. Maintenance is scheduled for those catch basins that are in disrepair.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

Mansfield Township implemented a stormwater facility maintenance program to ensure that all stormwater facilities owned by the Township function properly. Mansfield Township maintains the following:

- *catch basins*

- *detention basins*

- *These stormwater facilities are inspected annually to ensure that they are functioning properly. In high risk areas, preventative maintenance is performed on all stormwater facilities to ensure that they do not begin to fail.*

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Mansfield Township County: Burlington

NJPDES # : 0154296 PI ID #: 203283

Team Member/Title: Jeffrey Jones, Township Superintendent

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 3/31/06 Date of most recent update: 12/31/14

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 perform the illicit connections portion of this program, we inspect all of our outfall pipes for signs of scouring. All sites will be placed on a prioritized list and repairs shall be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

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

A list will be made of all sites with outfall pipe stream scouring, 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 15 – De-icing Material Storage

Municipality
Information

Municipality: *Mansfield Township* County *Burlington*

NJPDES # : *0154296* PI ID #: *203283*

Team Member/Title: *Jeffrey Jones, Township Superintendent*

Effective Date of Permit Authorization (EDPA): *4/1/04*

Date of Completion: *3/31/06* Date of most recent update: *12/31/14*

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.

Mansfield Township currently out sources the storage and spreading of salt and sand for de-icing purposes.

SPPP Form 67 – Standard Operating Procedures

Municipality Information	Municipality: <u>Mansfield Township</u> County <u>Burlington</u> NJPDES # : <u>0154296</u> PI ID #: <u>203283</u> Team Member/Title: <u>Jeffrey Jones, Township Superintendent</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: <u>3/31/06</u> Date of most recent update: <u>12/31/14</u>
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BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>1/1/05</i>	<i>1000 gallon above ground gasoline fuel tank with spill protect. The municipal fueling location at the Public Works Yard. 500 gallon deisel fuel and waste oil.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)		<i>Vehicle Maintenance outsourced.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	<i>1/1/05</i>	<i>No chemicals kept outside.</i>

SPPP Form 17 – Employee Training

Municipality: Mansfield Township
NJPDES #: NJ0154296

County: Burlington
PI ID #: 203283

Team Member/Title: Terence Vogt, PE, Consulting Engineer

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: 11/04

Date of most recent update: 12/31/14

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 are covered by NJDEP's Educational Video:

- | | |
|--------------------------------------------|-----------------------------------------------------------------------|
| • Waste Disposal Education | <u>Attendance:</u>
hotline operators and
Planning Board Members |
| • Municipal Ordinances | Code Enforcement, Police Div.
Public Works |
| • Yard Waste Collection Program | Public Works employees |
| • Street Sweeping | Public Works employees |
| • Storm water Facility Maintenance | Public Works employees |
| • Road Erosion Control | Public Works employees |
| • Outfall Pipe Stream Scouring Remediation | Public Works employees |

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

Township Engineer, Planning and
Zoning Board Engineers

The following topics are covered by part NJDEP educational video and part training:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| • <u>Illicit Connection Elimination and Outfall Pipe Mapping</u>
(field training includes procedures to properly
conduct illicit connection detections, investigations, and
eliminations) | <u>Attendance:</u>
Public Works |
| • <u>Maintenance Yard Operations</u>
(field training includes the SOPs for fueling, vehicle
and equipment maintenance, general good
housekeeping, and good housekeeping for de-icing
materials storage) | Public Works |

Mansfield Township

Standard Operating Procedures

Good Housekeeping

Mansfield Township Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

Introduction and Purpose

- This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Mansfield Township. The purpose of this SOP is to provide a set of guidelines for the employees of Mansfield Township for Good Housekeeping Practices at their maintenance yards, including maintenance activities at ancillary operations.

Scope

- This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Mansfield 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, and protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing papers, cans, bottles and trash in designated bins.

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

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either re-used or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.

- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.

Spill Response and Reporting

- Conduct cleanups of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Burlington County Spill Response Team.

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.

MANSFIELD TOWNSHIP

Standard Operating Procedures

Vehicle and Equipment Fueling

Mansfield Township

Maintenance Yard

With Fueling Operations - *1000 gallon above ground gasoline fuel tank with spill protect. The municipal fueling location at the Public Works Yard. 500 gallon diesel fuel and waste oil*

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 Burlington County Office of Emergency Management at (609) 261-3900.

**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.

**Mansfield Township
Sample Inventory Log**

Facility Name: Mansfield Township
Prepared By Terence Vogt
Date December 2014

Inventory Requirements for Maintenance Yard Operations (including maintenance activities at Ancillary Operations)

Tier A facilities shall include for maintenance yard operations an inventory that includes the following:

A list of general categories of all materials or machinery located at the maintenance yard, which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials; intermediate products; final products; waste materials; byproducts; machinery and fuels; and lubricants, solvents, and detergents that are related to the maintenance yard operations or ancillary operations. Materials or machinery that are not exposed to stormwater or that are not located at the maintenance yard or related to its operations do not need to be included.

The following materials are stored at Mansfield Township's Public Works Facility:

- Waste Oil – Yes – Stored in Waste Oil AST.
- Gasoline (if applicable) – Yes – Dispensed from Gasoline Above Ground Tank (AST).
- Lubricants – None
- Solvents – None.
- Detergent – None.
- Machinery (Type) – Trucks, chippers, landscaping, road, plows, DPW equipment.

