

**Storm Water Pollution Prevention Plan (SWPPP)
Municipal DPW Facility/Transfer Station
June 25, 2020**

Facility Name: Pembroke Public Works/Waste Transfer Facility

Facility Address: 8 Exchange Street

Pembroke, New Hampshire

1. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) OVERVIEW

This document serves as the Stormwater Pollution Prevention Plan (SWPPP) for the Pembroke Public Works Facility and includes a heavy equipment maintenance area, storage yard, a materials storage area and a solid waste transfer station. Heavy equipment maintenance and storage yards are defined as an uncovered area where any heavy equipment (mowing equipment, excavators, dump trucks, backhoes, etc.) are washed or maintained, or where at least five pieces of heavy equipment are stored. Material storage facilities are defined as an uncovered area where bulk materials (liquid, solid, granular, etc.) are stored in piles, barrels, tanks, bins, crates or other means.

The site is located to the south of Exchange Street and east of Pleasant Street. The parcels total 4.75 acres by Exchange Street and are identified on Assessor's Map VW as Lot 189 (4.35 acres) and 228 (0.40 acres). A tax map is attached below. The surrounding area is a Memorial Field (Town owned) to the south and residential in all other directions. Municipal water and sewer service are available.

2. PLANNING AND ORGANIZATION

2.1. SWPPP Team

Pembroke designates the individuals identified below that are responsible for the development and implementation of this Plan and will take the lead in any recommendations for revisions to the Plan. The following serves as the official roster for designated responsibilities implementing the Storm Water Pollution Prevention Plan.

Leader: V.J. Ranfos Office Phone: 603-485-4422

Title: DPW Director

Responsibilities: Coordinates all stages of plan development, inspections and implementation; coordinates employee training programs; keeps all records and ensures that reports are submitted; oversees sampling program.

Team Member: _____ Office Phone: 603-485-4422

Title: _____ Cell Phone/Beeper # 603-

Responsibilities: Implements the preventive maintenance program; oversees good housekeeping activities; serves as spill response coordinator.

Team Member: _____ Office Phone: 603-485 -4422

Title: _____

Responsibilities: Conducts/assists with inspections and training program; conducts sampling.

3. ASSESSMENT

3.1. Site Description

The facilities covered by this SWPP include operations and maintenance facilities that maintain and store heavy equipment and store materials. Located on site are an office trailer, metal garage, numerous dumpsters and a salt shed. There are also storage areas ranging from yard material (compost), wood chips that are removed after brief storage and some gravel/stones. Approximately 62% of the 4.75 site has impermeable surfaces such as buildings, parking areas, work areas and other access areas. There are also seven monitoring wells associated with this property (three groundwater and four methane).

Vehicles stored onsite include:

2017	Case	Backhoe Model 580L II
2013	Ford	F550 Dump/Plow/Sander
2017	Trackless	MT7 Sidewalk Machine
2006	International	7600 SFA 10-wheel Dump/Plow
2006	John Deere	624J Front End Loader
	International	
2007	(2006)	7400 6-wheel Dump/Plow
2008	Ford	F350 Service Truck
2008	Ford	Crown Victoria
2010	Peterbilt	320 10-Wheeler Recycle Truck
2010	Ford	Explorer (formerly PD)
2013	Ford	Taurus
2011	International	7400 SFA 6-wheel Dump/Plow
2013	International ('14?)	7400 SFA 6-wheel Dump/Plow
2015	Ford	F550 Dump/Plow/Sander
2016	Peterbilt	320 10-Wheeler Recycle Truck
2017	International	7400 6-wheel Dump/Plow
2020	International	HV507 6-Wheeler Dump/Plow

Other buildings and equipment onsite include:

Equipment

1988	Interstate American	18DT Trailer Flatbed
1988	Packmule	4 Ton Trailer
1988	Ford	Tractor Model 1920
1998	Peterbuilt	Packer
1990	Homemade	Can Recycling Trailer
1991	Brush Bandit	Chipper
1994	Boom	Flail Mower
2007	Falcon RME	P3D3RI 3-Ton Hot Patcher
	York Rake	Dirt Rod Rake

2012	Trackless	Snowblower Attachment Emblem printing on Carts
2018	Snow Push	Scoop Dog 10'
2018	Trackless	Snowblower Attachment 51''

There are other open storage areas that include brush pile, leaf pile and white metal recyclables.

Of special note is that there are no fueling stations and the salt storage shed is covered. Vehicle and equipment washing takes place outside with BMPs in place to keep wash water out of catch basins. Any heated buildings utilize gas systems. The garage has a floor drain with an oil-water separator tank including a 1,000-gallon holding tank.

3.2. Site Map Attachment 1 is a map of the facility, showing facilities and equipment described in section 3.1 and identifying any potential sources of pollution.

3.3. Significant Material Inventory

This inventory (See Attachment 2) includes any waste materials and materials used for operation and maintenance activities at the facility and potentially exposed to stormwater. This list includes the types of material stored, the method and storage location, any stormwater outfall locations, the control measures utilized to minimize exposure of the materials to stormwater.

3.4. Vehicle Wash Water and Wastewater

The discharge of wash water from vehicles to the storm drain regulated by the MS4 Regulations is not allowed. Vehicle washing takes place outdoors with any wash water runoff to a catch basin at the southwest corner of the DPW Yard. This catch basin discharges onto a stone slope and the wash water infiltrates into the ground.

3.5. Salt Storage

The Town of Pembroke has storage capacity for approximately 100 cubic yards pile of salt that is covered. The storage area is located near the sander racks. The storage pile is covered by waterproof canvas.

3.6 Spills and Leaks

There have been no significant spills or chronic leaks at this facility in the past 3 years.

3.7 Non-Storm Water Discharges

The Town will continue to visually inspect site on an annual basis to determine if any non-stormwater discharges occur on site. Written certification will be provided by Town officials that all discharges (e.g., outfalls) in the MS4 have been tested or evaluated for the presence of non-storm water discharges. As part of the certification, Pembroke will identify the following:

- The method used and results of any test/evaluation for identified non-storm water discharges.
- Locations of MS4 outfall or drainage points that were checked during the test/evaluation
- Prepare strategy to mitigate any identified issues.

3.8 Allowable Non-Storm Water Discharges

Pembroke has some allowable storm water discharges, such as fire hydrants, potable water, compressor condensate, irrigation drainage, landscape watering, pavement washing without detergents, dust control management when it is hot and dry, and exterior building washing without detergents and uncontaminated groundwater.

3.9. Existing Storm Water Monitoring Data

Pembroke will begin the storm water testing program as required by the MS4 Regulations.

3.10. Site Summary (Sources of pollution with a high risk of contaminating storm water)

There are no potential sources or activities that could lead to a risk of contamination that are stored and/or handled at the site that have the potential to be exposed to stormwater.

4. IMPLEMENTATION

This section describes practices that are in place or that will be implemented to control pollutants that have the potential to contaminate storm water.

4.1. Good Housekeeping

BMPs are the activities, prohibition of practices, maintenance procedures, and other management practices used to prevent or reduce the pollution of storm water discharge. BMPs also include treatment measures, operating procedures, and practices to control site runoff, spillage, leaks, sludge or waste disposal, or drainage from raw material storage. BMPs may include any type of pollution prevention and pollution control measure necessary to achieve compliance with the General Permit. The following describes the non-structural (preventative practices) and structural (preventative structures) BMPs utilized by Pembroke.

These prevention practices are utilized by Pembroke to minimize the possibility of pollution of storm water discharge. No hazardous waste is accepted at the facilities.

- All fluid products and wastes are kept indoors.
- Waste oil is collected and placed in a secondary containment tube in a small garage, eventually transferred to holding pods which are stored in a secondary containment area. All waste oil collected is used as fuel for the Highway Department's waste oil heater.
- Used antifreeze is kept in a sealed container.
- All changing of fluids is done indoors in the maintenance garage.
- Spillage occurring during addition or removal from salt storage piles or sand and salt pile mixing are promptly cleaned up.

- Backup generator is self-contained and located inside the building.
- Trash Bins are closed and secured when not in use.
- Parked vehicles and mobile equipment are checked periodically for drips or leaks; drip pans and/or pads are used as needed.
- Salt is stored in a contained area, away from offsite wetland area.

4.2. Preventive Maintenance

The Pembroke preventative maintenance program is designed to maintain the facility and equipment in good operating condition, which reduces the potential for pollutants to enter the storm water conveyance system. Employees are expected to follow all of Pembroke's preventive policies during any maintenance activities. Employees also receive training in good housekeeping practices and on the job training. There is an Operations Plan for operations at the transfer station facility that is readily available and visible for staff (see attachment).

The following is a list of preventive maintenance measures. Add measures that are appropriate for your facility and delete those that don't apply.

- This facility has a written spill prevention and response policy
- All staff are aware of spill prevention and response procedures
- Spill response equipment is located at all potential spill areas.
- All transfers to and from any tanks are observed by qualified personnel trained in spill response procedures.
- Catch basins and sediment chambers are checked and cleaned annually.
- Any drainage swales are kept clear.
- Settling basins are cleaned out as necessary.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Outdoor drum and storage tank containment areas are checked for leaks.
- Uncontaminated storm water in containment areas is kept to a minimum.

4.3. Best Management Practices (BMPs)

The following is a list of existing and planned Best Management Practices. When implemented, the BMPs will prevent or reduce the discharge of potential pollutants in storm water runoff for each area of concern listed in the Site Summary (Section 3.9).

Loading and unloading areas. To prevent or reduce the potential of storm water contamination in the loading and unloading areas, the following BMPs will be implemented. NHDES Permit number DES-SW-PN-09-002.

- Loading and unloading are done inside where possible.
- When drums are being handled, the storm sewer is covered to help contain potential spills.

Outdoor storage

- Scrap metal. All scrap metal is checked for hazardous materials and hazardous materials removed prior to storage on the scrap metal pile.
- Dumpster lid is closed except when in use.
- Household waste is deposited directly into trash collection trucks for removal.

4.4. Sediment and Erosion Control

There are no potential areas for erosion on this site.

4.5. Management of Storm Water Runoff

The following management practices for runoff are used at this facility.

- There is one catch basin at the west side of the site drains to the stone slope and infiltrates back into the ground (vehicle wash flows to this catch basin)
- There is another catch basin at the southern part of the site (near the dry storage area) that drains access and parking areas and the metal recycling container area that ultimately leads to the roadway drainage system. A catch basin hood will be added to this catch basin.
- There are several catch basins in the front of the site on Exchange Street that collect runoff from the roadway and access areas to the DPW Facility only (no working areas).
- Remaining areas of the site sheet flow to the stone slope or vegetated areas.

4.6. Spill Prevention and Response

Loading/unloading area:

- Spill response equipment is kept in a shed and includes cat litter, speedy dry, absorbent pads, elephant trunk and support from the Fire Department. All personnel are instructed in its location and use.
- The pollution prevention team leader or the spill coordinator will be advised immediately of all spills of hazardous materials or regulated materials, regardless of quantity.
- Spills will be evaluated to determine the necessary response. If there is a health hazard, fire or explosion potential, 911 will be called. If a spill is large or threatens surface waters, including storm drains, state or federal emergency response agencies will be called. NHDES reporting form (Attachment 5) will be submitted as needed.
- Spills will be contained as close to the source as possible with a dike of absorbent materials from the emergency spill kit. Additional dikes will be constructed to protect swales or other storm water conveyances of streams. A cover or dike will protect any other storm water structures such as catch basins.
- The following are contacts that may be notified during a spill response:
 - NHDES Spill Response (Monday through Friday, 8AM to 4 PM): (603)

- 271-3899
- NHDES Spill Response (Evenings and Weekends via State Police): (603) 223-4381
- Pembroke Fire Department: 911
- Pembroke Police Department: 911
- USEPA National Response Center: 1-800- 424-8802

4.7. Employee Training

All Pembroke employees receive training in good housekeeping practices and on the job training in a number of areas pertaining to their specific positions. Pembroke management periodically conducts safety meetings covering topics pertaining to safety, good housekeeping practices and overall facility operations. Staff have all state certifications.

Pollution prevention team members will meet at least twice a year to discuss the effectiveness of and improvements to the Plan.

5. EVALUATION

5.1. Quarterly Visual Monitoring

Instructions: Every quarter you must **visually** examine your site during daylight hours and within 30 minutes after storm water begins to run off. Document any observed contamination/problems with date and time. Determine the source of contamination and take action to eliminate it. A sample quarterly monitoring log is shown in Attachment 4.

5.2. Annual Site Inspections (Comprehensive Site Compliance Evaluation)

Pembroke prepares an annual facility report and it is attached to this SWPPP.

5.3. Recordkeeping and Reporting

Pembroke maintains records of all facility diagrams, SWPPP plan updates, and any other information at the administration building. All records are maintained for a period of not less than five years. These records will be made available to state or federal inspectors upon request. Additionally, employee training records shall also be maintained.

Stormwater issues that are documented include: housekeeping issues, necessary maintenance, follow-up action for spills, necessary BMP modifications and similar issues. The facility will maintain records of spills, leaks, inspections and maintenance activities for at least one year after the permit expires.

5.4. Plan Revisions

The plan will be amended if changes in a facility's layout or operations require changes in the Storm Water Pollution Prevention Plan or if this facility expands its operations or

changes any significant material handling or storage practices which could impact storm water, this SWPPP will be amended. The amended Plan will describe the new activities that contribute to increased pollution and planned control measures.

This Plan will also be amended if a state or federal inspector determines that it is not effective in controlling storm water pollutants discharged to waterways.

6. **ENDANGERED SPECIES**

In accordance with Section 1.9.1 of the MS4 Permit, endangered species are not threatened by the MS4 system. Research with New Hampshire natural Heritage Bureau was completed on June 11, 2020 (see attached). Although NHB Records were found, it was determined that listed endangered or threatened species, or critical habitat would be adversely affected.

7. **HISTORIC PLACES**

See attachment from the New Hampshire State Preservation Office indicating that there is no potential to cause any impacts on historic places.

Non-Storm Water Discharges

All storm water outfalls to surface waters at this facility have been evaluated and found to be free of non-storm water discharges.

Storm Water Pollution Prevention Plan

This Storm Water Pollution Prevention Plan has been prepared in accordance with good engineering practices. Qualified personnel properly gathered and evaluated information submitted for this Plan. The information in this Plan, to the best of my knowledge, is accurate and complete.


Name

Director
Title

9/23/2020
Date

ATTACHMENT 1 - MAP

**Attachment 2
SWPPP Material Inventory**

Material	Activity/ Use	Quantity stored (tank size if applicable: above or below ground)	Pollutant	Likelihood of contact with storm water? (Low, medium or high)	Comments
Used Batteries	Storage & removal	No more than 30, stored in containers	metal/acidic leachate	low	Temporarily stored, awaiting pickup
Vehicles/Equipment	Washing	n/a	salt, grease, oils, detergent	low	Catch basin discharges to a stone slope and not to regulated waters.
Vehicles/Equipment	Storage	n/a	engine oil hydraulic fluid	low - small leaks, drips	repair leaks; use absorbent pads
Waste Oils	Storage	450 gallons/4 tanks	oily sheen	low	Follow NH DES approved plan
Salt/Sand storage pile(s)	Storage	Max 100 CY	chlorides	low	Covered, follow DES approved guidelines
New Oil	Storage	600 gallons/3 tanks	oily sheen	low	Stored inside
Hydraulic Oil	Storage	55 gallons	oily sheen	low	Stored inside
Anti-Freeze	Storage	55 gallons	Anti-freeze	low	Stored inside
DEF	Storage	55 gallons	DEF	low	Stored inside

Attachment 2. SWPPP Material Inventory - page 2

Material	Activity/Use	Quantity stored (tank size if applicable: above or below ground)	Pollutant	Likelihood of contact with storm water? (Low, medium or high?)	Comments
Used tires	Temporary storage (30 days)	Max 50, then recycling contractor removes	Oils,	low	Stored on pallets and removed periodically
Sand pile(s)	Construction	60 yards	sediment	none	Covered
Leaf pile	Removed Weekly	100 yards	leachate	low	Follow approved DES guidelines
Dumpster	Solid waste disposal	2 – small dumpsters for municipal use	Trash, grease and other wastes.	low	Secured and covered
Scrap Metal	Temporary Storage	50 yards	Solvents, heavy metals, oil, etc.,	low	Uncovered in dumpster
Demolition Materials	Temporary Storage	2 - 30 yards	Wood, asphalt, etc.	low	Uncovered
Recycling	Temporary Storage	30 yards	Paper and plastic	low	Covered

Completed by:

Title:

Date:

Attachment 2a
Site Summary (Activities with a High Risk of Contaminating Storm Water)

Instructions: List activities with a high risk of contaminating storm water. Describe pollutants that may be associated with these activities. This attachment shows examples. List activities that have a high potential of contaminating storm water at your facility. Examples are shown below. Modify to show your activities, pollutants and current and future practices.

Activity	Pollutants	Current Practices	Future Practices

Completed by:
Title:
Date:

Attachment 3
List of Significant Spills (> 5 gallons) and Chronic Leaks (NONE)

Instructions: List significant (> 5 gallons) spills of oils, toxic or hazardous materials that have occurred in the last 3 years. Show these areas on the site map.

Date	Spill	Leak	Source	Description			Response Procedures	Measures Taken to Prevent Recurrence
	(check one)			Type of Material	Quantity	Reason		

Completed by:
 Title:
 Date:

Attachment 4
Sample Quarterly Visual Monitoring Inspection Log
for Storm Water Pollution

Date	Time	Description	Weather Conditions	Observations (contaminants observed/ erosion/sediment runoff)	Probable Source of Any Observed Contamination	Action Taken to Prevent in Future
7/05/03	10 am	02 03	rain rain	no storm water observed no storm water observed	n/a n/a	n/a n/a

Completed by:
 Title:
 Date:

Attachment 5
NHDES Spill Reporting Form

Attachment 6
Transfer Station Operating Plan

Attachment 7
Historic Request for Project Review Response

Attachment 8
NHB Review Response

Attachment 8
Assessor's Map

