

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Richard Leidy

Title: Stormwater Program Coordinator

Date: March 3, 2015

Municipality: Woodbury City

County: Gloucester

NJPDES #: NJG 0153699

PI ID #: 168358

Stormwater Program Coordinator: [Richard Leidy](#)  
Title: Woodbury City Stormwater Program Coordinator  
Office Phone #: (856) 853-0892 ext. 206  
Emergency Phone #: (609) 352-3248

Public Notice Coordinator: Daneen Fuss  
Title: Woodbury City Municipal Clerk  
Office Phone #: (856) 853-1300 ext. 125  
Emergency Phone #:

Post-Construction Stormwater Management Coordinator: Richard Leidy  
Title: Woodbury City Stormwater Program Coordinator  
Office Phone #: (856) 853-0892 ext. 206  
Emergency Phone #: (609) 352-3248

Local Public Education Coordinator: Richard Leidy  
Title: Woodbury City Stormwater Program Coordinator  
Office Phone #: (856) 853-0892 ext. 206  
Emergency Phone #: (609) 352-3248

Ordinance Coordinator: Richard Leidy  
Title: Woodbury City Stormwater Program Coordinator  
Office Phone #: (856) 853-0892 ext. 206  
Emergency Phone #: (609) 352-3248

Public Works Coordinator: Richard L. Leidy  
Title: Woodbury City Public Works Director  
Office Phone #: (856) 853-0892 ext. 202  
Emergency Phone #: (609) 352-3248

Employee Training Coordinator: Michael McCaughey  
Title: Woodbury City Stormwater Program Coordinator  
Office Phone #: (856) 853-0892 ext. 201  
Emergency Phone #: (856) 371-2037

Other:  
Title:  
Office Phone #:  
Emergency Phone #:

## SPPP Form 2 - Public Notice

Municipality: [Woodbury City](#)

County: [Gloucester](#)

NJPDES # : [NJG0153699](#)

PLiO#: [168358](#)

Team Member/Title: [Daneen Fuss, Municipal Clerk](#)

Effective Date of Permit Authorization (EDPA): [March 1, 2009](#)

Date of Completion: [January 31, 2012](#) Date of most recent update: [June 30, 2017](#)

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.), Woodbury City provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Woodbury City 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.), Woodbury City complies with those requirements.

# SPPP Form 3 – New Development and Redevelopment Program

Municipality: Woodbury City

County: Gloucester

NJPDES #: NJG 0153699

PI ID #: 168358

Team Member/Title: Richard Leidy, Stormwater Program Coordinator

Effective Date of Permit Authorization (EDPA): March 1, 2009

Date of Completion: January 31, 2012 Date of most recent update: January 31, 2012

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 Woodbury City (including projects we operate) we will do the following:

We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, Woodbury City has not constructed any new development or redevelopment projects on Township property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.

Gloucester County, through the Gloucester County Improvement Authority, is undertaking a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County is preparing the Woodbury City Municipal Stormwater Management Plan.

Our planning board and municipal attorney have reviewed the Municipal Stormwater Management Plan, and the Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and has prepared a municipal stormwater control ordinance. We have also met with the County planning agency staff and discussed the plan and the ordinance. The plan was adopted by our planning board on February 1, 2006 and the ordinance was adopted by our governing body on July 24, 2006, and will then be submitted to the county planning agency for approval.

Once approved, the ordinance, which will be administered by our planning and zoning boards and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

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

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

## SPPP Form 4 - Local Public Education Program

Municipality: Woodbury City

County: Gloucester

NJPDES # : NJG 0153699

PliO#: 168358

Team Member/Title: Richard Ledy, Stormwater Program Coordinator

Effective Date of Permit Authorization (EDPA): March 1, 2009

Date of Completion: January 31, 2012 Date of most recent update: January 31, 2012

### 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.

Woodbury is aware of the 10 point system and will select each year accordingly.

# SPPP Form 5- Storm Drain Inlet Labeling

Municipality: Woodbury City

County: Gloucester

NJPDES # : NJG 0153699

PI ID #: 168358

Team Member/Title: Richard Leidy, Stormwater Program Coordinator

Effective Date of Permit Authorization (EDPA): March 1, 2009

Date of Completion: January 31, 2012 Date of most recent update: January 31, 2012

## 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.

All storm drains have been labeled.

During our annual catch basin cleaning program, we will be checking these labels to ensure that they are still visible and if they are not, the labels will be replaced as soon as practicable.

## SPPP Form 6-MS4 Outfall Pipe Mapping

Municipality: Woodbury City

County: Gloucester

NJPDES # : NJG 0153699

PIID #: 168358

Team Member/Title: Richard L. Leidy, Stormwater Program Coordinator

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

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

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

Woodbury has 51 outfalls and all have been mapped.

The outfall mapping GIS will also be used for implementation of the illicit connection elimination program and for the outfall pipe scour detection, remediation and maintenance program.

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality: Woodbury City

County: Gloucester

NJPDES # : NJG 0153699

PliO#: 168358

Team Member/Title: Richard L. Leidy, Stormwater Program Coordinator

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

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

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

All outfalls are inspected each year for any illicit connections and none have been found.

Woodbury City has a hotline (856-853-0892) that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.

## SPPP Form 8 – Illicit Connection Records

Municipality: [Woodbury City](#)

County: [Gloucester](#)

NJPDES # : [NJG 0153699](#)

PI ID #: [168358](#)

Team Member/Title: [Richard Leidy, Stormwater Program Coordinator](#)

Effective Date of Permit Authorization (EDPA): [March 1, 2009](#)

Date of Completion: [January 31, 2012](#) Date of most recent update: [January 31, 2012](#)

Prior to May 2, 2006

*Note: Attach a copy of each illicit connection report form for outfall/s found to have a dry weather flow.*

Total number of inspections performed this year? [Inspections will begin between Apr 05 and Mar 06](#)

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2006 – May 1, 2007

*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2007 – May 1, 2008

*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2008 – May 1, 2009

*Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

Of the illicit connections found, how many remain?

## SPPP Form 9- Yard Waste Ordinance/Collection Program

Municipality: Woodbury City

County: Gloucester

NJPDES # : NJG 0153699

PI ID #: 168358

Team Member/Title: Richard Leidy, Public Works Director

Effective Date of Permit Authorization (EDPA): March 1,2009

Date of Completion: January 31,2012 Date of most recent update: January 31,2012

Please describe your yard waste ordinance/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.

Woodbury City has considered the two options available, and has decided to developed a yard waste collection and disposal program instead of just adopting and enforcing an ordinance that prohibits placing non-containerized yard wastes in the street.

We will be conducting weekly collections of leaves, grass and brush throughout the entire year. During the months of November, and December, we have additional weekly leaf collections. During the remainder of the year we may hold additional yard waste collections, but no schedule has been determined for these. We post our collection scheaule and our ordinance requirements in on our municipal web site and on the bulletin board in our municipal building.

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

## SPPP Form 10- Ordinances

Municipality: Woodbury City

County: Gloucester

NJPDES # : NJG 0153699

PI ID #: 168358

Team Member/Title: Richard Leidy, Stormwater Program Coordinator

Effective Date of Permit Authorization (EDPA): March 1, 2009

Date of Completion: January 31, 2012 Date of most recent update: January 31, 2012

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

Pet Waste: 3/28/2005

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

Litter: 3/28/2005

Improper Waste Disposal: 3/28/2005

Wildlife Feeding: 3/28/2005

Yard Waste: 3/28/2005

Illicit Connections: 3/28/2005

Refuse Containers/ Dumpsters: 6/27/2011

Private Storm Drain Retrofitting: 6/27/2011

How will these ordinances be enforced?

Our code enforcement officers and local police officers will 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: Woodbury City

County: Gloucester

NJPDES # : NJG 0153699

PI ID #: 168358

Team Member/Title: Richard Leidy, Public Works Director

Effective Date of Permit Authorization (EDPA): March 1, 2009

Date of Completion: January 31, 2012    Date of most recent update: January 31, 2012

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

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

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	#of storm drain inlets	#of storm drains w/ hydraulic exemptions

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

Woodbury City 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: Woodbury City

County: Gloucester

NJPDES # : NJG 0153699

PI ID #: 168358

Team Member/Title: Richard Leidy, Public Works Manager

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

Date of Completion: July 1, 2005 Date of most recent update: January 1, 2011

## 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, no. of miles swept and the total amount of materials collected.)

Woodbury City has evaluated all of its streets to determine which areas will need to be swept monthly; these are shown on the attached map.

Woodbury City intends on maintaining its existing street sweeping program for all other streets (i.e., those that are not required by the permit), which includes sweeping all streets once a year.

Our street sweeping log is attached.

## Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information:

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality: Woodbury City

County: Gloucester

NJPDES #: NJG 0153699

PI ID #: 168358

Team Member/Title: Richard Leidy, Public Works Manager

Effective Date of Permit Authorization (EDPA): March 1, 2009

Date of Completion: January 31, 2012 Date of most recent update: January 31, 2012

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

Woodbury City will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. 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. The annual catch basin cleaning program will begin in April of 2005.

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

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

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

- catch basins
- storm drains
- infiltration basins
- buffer strips
- swales

These stormwater facilities will be inspected annually to insure 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.

# SPPP Form 14- Outfall Pipe Stream Scouring Remediation

Municipality: Woodbury City

County: Gloucester

NJPDES #: NJG 0153699

PI ID #: 168358

Team Member/Title: Richard Leidy, Stormwater Program Coordinator

Effective Date of Permit Authorization (EDPA): March 1, 2012

Date of Completion: January 31, 2012 Date of most recent update: January 31, 2012

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.)

Gloucester County, through the Gloucester County Improvement Authority, is undertaking a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County is mapping the MS4 outfall pipes in Woodbury City (see SPPP Form 6). At the same time, the County will be inspecting the outfalls as part of our illicit connection elimination program (see SPPP Form 7).

Concurrently with the outfall mapping and illicit connection inspections, the County will be checking all of our outfall pipes for signs of scouring. The data that will be collected under the DVRPC outfall logging protocol will include information on bank scour, which will be reported to our Stormwater Program Coordinator. Sites with stream scour will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed. Attached is a list 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 and Sand Storage

Municipality: Woodbury Cty

County: Gloucester

NJPDES # : NJG 0153699

PI ID #: 168358

Team Member/Title: Richard Leidy, Public Works Director

Effective Date of Permit Authorization (EDPA): March 1, 2012

Date of Completion: January 31, 2012 Date of most recent update: January 31, 2012

## De-icing Material and Sand 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.

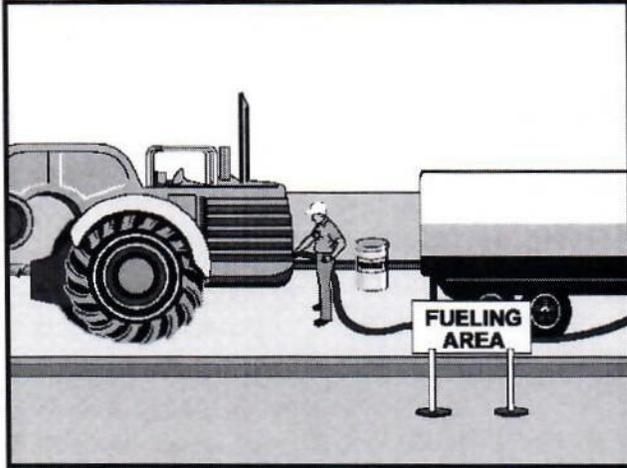
Gloucester County, through the Gloucester County improvement Authority, is undertaking a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County has locations for regional de-icing materials storage facilities. The County has constructed permanent de-icing materials storage facilities for the shared use of the municipalities in the County.

# SPPP Form 16- Standard Operating Procedures

Municipality: Woodbury City County: Gloucester  
 NJPDES # : NJG 0153699 PliO #: 168358  
 Team Member/Title: Richard Leidy, Public Works Director  
 Effective Date of Permit Authorization (EDPA): March 1, 2009  
 Date of Completion: January 31, 2012 Date of most recent update: January 31, 2012

BMP	Date SOP went into effect	Describe your inspection schedule
<p>Fueling Operations (including the required practices listed in Attachment D of the permit)</p>	<p>July 1, 2005</p>	<p>We one (1) fueling location at 651 S. Evert,reen, Block 135.02, Lots 1 and 2 within our municipal maintenance yard, which will be inspected once a month.</p> <p>We will also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of all aboveground fuel storage tanks.</p>
<p>Vehicle Maintenance (including the required practices listed in Attachment D of the permit)</p>	<p>July 1, 2005</p>	<p>Monthly inspections will be held to ensure that the SOP is being met.</p>
<p>Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)</p> <p>Attach inventory list required by Attachment D of the permit.</p>	<p>July 1, 2005</p>	<p>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</p>

# Woodbury City Standard Operating Procedures Vehicle and Equipment Fueling



**Woodbury City  
Maintenance Yards With  
Fueling Operations**

**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.

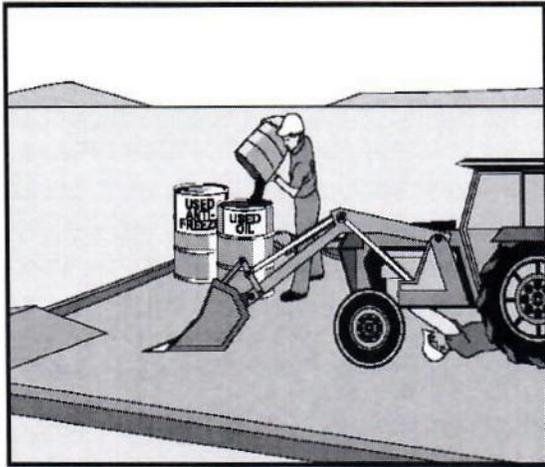
- Standards and Specifications (for vehicle and equipment fueling)**
- Shut the engine off
  - Ensure that the fuel is the proper type of fuel.
  - Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after 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 911 for Woodbury Fire Dept./Gloucester County Hazmat.

- 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.
  - The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the Elm Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged.

# Woodbury City Standard Operating Procedure Vehicle Maintenance



## Woodbury City Maintenance Yards BMP Objectives

- Waste Management
- Spill Prevention, Containment and Countermeasures
- Pollution Control

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

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

**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.

- 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 Woodbury City Spill Response Team at-----.

Maintenance and Inspection

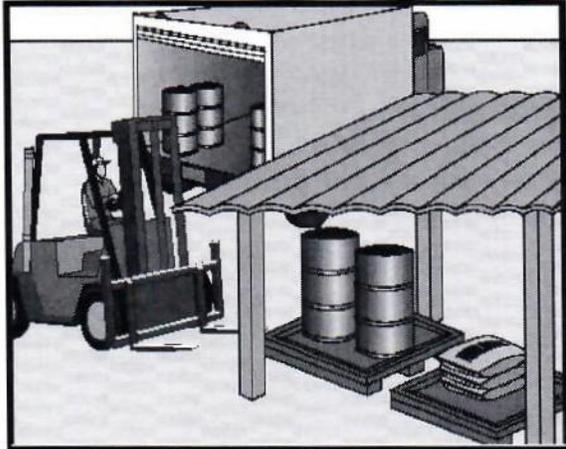
- Periodically check for leaks and damaged equipment and make repairs as necessary.

# Woodbury City

## Standard Operating Procedure

### Good Housekeeping

---



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

**Scope** This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Woodbury City.

- Standards and Specifications (General)**
- All containers should be properly labeled and marked, and the labels must remain clean and visible.
  - All containers must be kept in good condition and tightly closed when not in use.
  - When practical, chemicals, fluids and supplies should be kept indoors.
  - If containers are stored outside, they must be covered and placed on spill platforms.
  - Keep storage areas clean and well organized.
  - Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
  - Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
  - 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 Material Handling)
- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
  - Sweeping should be conducted 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 15<sup>th</sup> through April 30<sup>th</sup>.
- Spill Response and Reporting
- Conduct clean up of any spill(s) immediately after discovery.
  - Spills are to be cleaned using dry cleaning methods only.
  - Contact the Woodbury City Spill Response Team at-----.
- 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.