

Stormwater Pollution Prevention Plan (SWPPP) for: Public Works Facility Town of North Hampton

Prepared by:

FB Environmental Associates

Adapted from Seacoast Stormwater Coalition template

Prepared for:

The Town of North Hampton

Department of Public Works

Document Date: July 2021

EPA NPDES Permit Number NHR041000

Stormwater Pollution Prevention Plan
for
10 Airport Road (Public Works Facility)

Facility Name: Public Works Facility_____

Facility Address: 10 Airport Road, North Hampton, NH, 03862_____

Section 1: Stormwater Pollution Prevention Plan Overview

This Stormwater Pollution Prevention Plan (SWPPP) does the following:

- Identifies the SWPPP team, by name and title;
- Describes the facility, with information on location and activities, a site map, and a description of the stormwater drainage system;
- Identifies potential stormwater contaminants;
- Describes stormwater management control and best management practices (BMPs) needed to reduce pollutants in stormwater discharges; and
- Describes the facility's monitoring plan;

Section 2: Stormwater Management Program Team

Stormwater Program Coordinator:

Position/Title:	Michael Tully Town Administrator (603) 964-8087 mtully@northhampton-nh.gov
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SWPPP Team:

Position/Title:	John Hubbard Director of Public Works (603) 964-6442 jhubbard@northhampton-nh.gov
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Position/Title:	Jeffrey Barnes Foreman (603) 964-6442 jbarnes@northhampton-nh.gov
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Position/Title:	Scott Buchanan Heavy Equipment Operator (603) 964-6442 sbuchanan@northhampton-nh.gov
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Position/Title:	Jon Hoxie Heavy Equipment Operator (603) 964-6442 jhoxie@northhampton-nh.gov
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Section 3: Site Description

The Town of North Hampton Public Works Facility is located at 10 Airport Road on a 1.17-acre parcel identified as map 3, lot 83 (003-083). The facility includes an operations/maintenance building where Town vehicles are stored, a salt/sand barn, an equipment storage area, and an employee parking area. The facility serves as the Town Public Works Department offices and is open to the public Monday – Friday from 7:00 am to 3:30 pm. The Public Works Department is responsible for activities conducted at and the maintenance of the facility.

Drainage from the facility flows to four separate leaching basins located at each of the four corners of the parcel, where water enters the leaching basin sump before infiltrating into the soil via the perforations in the basins. Vegetated swales are located at the northeast and northwest corners of the site, where they convey runoff to the two respective leaching basins. All runoff is treated on site and there are no direct discharges.

A map of the facility is included as Attachment 1 of this SWPPP. The map identifies key buildings and sites, the location of all known floor drains, vehicle storage and washing areas, drainage flow directions, structural controls, and potential pollution sources.

Table 3-1 includes a list of activities that occur at the facility and the potential pollutants that may be associated with each activity.

Table 3-1: Facility activity list and potential pollutants associated with each activity.

Activity #	Description	Potential Pollutants
1	Vehicle washing	Detergents/surfactants, heavy metals, sediment, oil, grease
2	Salt storage	Chloride
3	Sand storage	Sediment
4	Employee parking	Oil, grease, heavy metals, hydrocarbons
5	Chemical storage	Oil, waste oil, hydraulic fluid, solvents, gasoline, antifreeze
6	Cold patch storage	Sediment, nutrients

Section 4: Implementation

This section describes practices that are in place or that will be implemented to control pollutants that have the potential to contaminate stormwater. The following sub-sections describe the relevant management practices that will be implemented as identified in Section 2.3.7.2 (iv) in the MS4 permit. Unless otherwise stated, all measures will be implemented to be consistent with the schedule required in the MS4 permit, or no later than the end of year five (5) of the permit if not otherwise described.

Section 4.1: Minimize or Prevent Exposure

Permit Language: *The permittee shall to the extent practicable either locate materials and activities inside, or protect them with storm-resistant coverings in order to prevent exposure to rain, snow, snowmelt and runoff (although significant enlargement of impervious surface area is not recommended). Materials do not need to be enclosed or covered if stormwater runoff from affected areas will not be discharged directly or indirectly to surface waters or to the MS4 or if discharges are authorized under*

another NPDES permit.

The site-specific practices will be implemented to minimize or prevent exposure of pollutants to stormwater runoff:

- Vehicles will be washed outside on an impermeable surface that discharges directly to a vegetated swale and leaching basin treatment system;
- Vehicles are serviced off site. Any vehicle maintenance and fluid changing that takes place on site will occur in covered facilities;
- Best practices for salt storage, spill prevention/response, runoff management, and other key topics will be discussed later in this document.

Section 4.2: Good Housekeeping

Permit Language: *The permittee shall keep clean all exposed areas that are potential sources of pollutants, using such measures as sweeping at regular intervals. Ensure that trash containers are closed when not in use, keep storage areas well swept and free from leaking or damaged containers; and store leaking vehicles needing repair indoors.*

The following list describes good housekeeping practices followed at this facility:

- Waste oil stored in drums are kept closed except when actively in use;
- The facility shall be swept annually, at a minimum. The facility is recommended to be swept quarterly, to minimize sediment and associated pollutants from entering the stormwater drainage system;
- Used antifreeze is kept in a covered and labeled container;
- Spillage of chemicals or sewage will be promptly cleaned and reported as required;
- Drip pans are used when changing fluids, and spigots/funnels are used to minimize drips/leaks;
- All substances requiring secondary containment will be handled as such;
- Leaking vehicles needing repair will be stored indoors;
- Outdoor storage areas will be regularly swept and kept free of leaking or damaged containers.

Section 4.3: Preventative Maintenance

Permit Language: *The permittee shall regularly inspect, test, maintain, and repair all equipment and systems to avoid situations that may result in leaks, spills, and other releases of pollutants in stormwater to receiving waters. Inspections shall occur at a minimum once per quarter.*

The following is a list of preventative maintenance procedures practiced at this facility:

- Drainage swales are kept clear;
- Hydraulic equipment is kept in good repair to minimize leaks;
- All materials, waste storage areas, drains, tanks, and cans are properly labeled;
- Inspections of all equipment and systems will be conducted once per quarter.

Section 4.4: Spill Prevention and Response

Permit Language: *The permittee shall minimize the potential for leaks, spills, and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. See Section 2.3.7.2 (iv) in the MS4 permit for additional details.*

The following is a list of spill prevention and response procedures practiced at this facility:

- The Town will check that this facility has a written spill prevention and response policy that is

- consistent with the MS4 requirements described in Section 2.3.7.2 (iv);
- Spills will be contained as close to the source as possible with a dike of absorbent materials from the emergency spill kit, and a cover or dike will protect all drains and leaching basins;
- The assigned spill response team leader will be advised immediately of all hazardous or regulated material spills, regardless of quantity;
- All spills will be evaluated to determine the necessary response;
- Staff are aware of spill prevention and response procedures;
- Spill response equipment is located at potential spill areas (salt storage building and operations/maintenance building);
- Qualified personnel observe delivery transfers to and from fuel tanks;
- There are no above ground storage tanks on the site. If above ground storage tanks are ever installed, they will be inspected regularly for signs of corrosion or leaks;
- Underground storage tank filling areas are inspected regularly for signs of spills.

Section 4.5: Erosion and Sediment Control

Permit Language: *The permittee shall use structural and non-structural control measures at the facility to stabilize and contain runoff from exposed areas and to minimize or eliminate onsite erosion and sedimentation. Efforts to achieve this may include the use of flow velocity dissipation devices at discharge locations and within outfall channels where necessary to reduce erosion.*

Table 4-1: Potential site erosion areas and measures that will be implemented.

Location #	Description	Erosion Control Measures
1	Uncovered sand pile	Cover pile/move to indoor area and store on impervious surface

At the time of the creation of this document, a pile of sand for recreational field use (i.e. in-field mix) is temporarily being stored outside of the salt storage building on a permeable surface. Runoff from the sand pile flows directly to a leaching basin. The sand pile was re-located on the ballfields where it was covered.

Section 4.6: Management of Runoff

Permit Language: *The permittee shall manage stormwater runoff from the facility to prevent or reduce the discharge of pollutants. This may include management practices which divert runoff from areas that are potential sources of pollutants, contain runoff in such areas, or reuse, infiltrate or treat stormwater to reduce the discharge of pollutants.*

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

- Runoff from the site is diverted to vegetated swales (2) and leaching basins (4);
- Impervious areas are uncurbed where practical to encourage sheet flow runoff to vegetated areas.

Section 4.7: Salt Storage Piles

Permit Language: *For storage piles of salt or piles containing salt used for deicing or other purposes (including maintenance of paved surfaces) for which the discharge during precipitation events discharges to the permittee's MS4, any other MS4 or to a Water of the United States, the permittee shall prevent exposure of the storage pile to precipitation by enclosing or covering the storage piles. Such piles shall be enclosed or covered within two (2) years of the permit effective date. The permittee shall implement*

appropriate measures (e.g., good housekeeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile. The permittee is encouraged to store piles in such a manner as not to impact surface water resources, ground water resources, recharge areas, and wells.

This facility stores and loads/unloads salt in a covered facility to minimize the runoff exposure to any salt stockpiles. The salt storage building is graded toward the back wall to prevent the migration of material out of the building. There are no floor drains in the building.

Section 4.8: Employee Training

Permit Language: The permittee shall regularly train employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP (e.g., inspectors, maintenance personnel), including all members of the Pollution Prevention Team. Training shall cover both the specific components and scope of the SWPPP and the control measures required under this Part, including spill response, good housekeeping, material management practices, any best management practice operation and maintenance, etc. EPA recommends annual training.

Key staff will be trained annually on stormwater related topics such as: stormwater system maintenance practices, salt storage and handling procedures, spill response and cleanup procedures, and other key topics. Please refer to the Town North Hampton Stormwater Management Plan (SWMP) for additional details on employee training. Training covering this SWPPP will be included with other SWMP training events.

The Town of North Hampton will retain records on employee training including:

- The training date, title, and duration;
- Municipal attendee list;
- Subjects covered during training.

Section 4.9: Maintenance of Control Measures

Permit Language: The permittee shall maintain all control measures, required by this permit in effective operating condition. The permittee shall keep documentation onsite that describes procedures and a regular schedule for preventative maintenance of all control measures and discussions of back-up practices in place should a runoff event occur while a control measure is off-line. Nonstructural control measures shall also be diligently maintained (e.g., spill response supplies available, personnel trained).

The following is a list of stormwater control measure maintenance procedures practiced at this facility:

- All control measures required by this permit will be maintained in effective operating condition;
- Leaching basin sumps are dredged of sediment build-up annually;
- The underground storage tank is pumped annually and the floor drain located in the operations/maintenance building is inspected and cleared of any sediment build-up;
- Vegetated swales are checked regularly for the buildup of sediment and debris and are kept clear;
- The Town of North Hampton will work to develop backup procedures and practices in case a runoff event occurs while a control measure is offline.
- This SWPPP will be supplemented by on-site documentation describing maintenance procedures and a schedule outlining preventative maintenance of all control measures;

Section 5.0: Inspection and Record Keeping

Section 5.1: Site Inspections

Permit Language: *Inspect all areas that are exposed to stormwater and all stormwater control measures. Inspections shall be conducted at least once each calendar quarter. More frequent inspections may be required if significant activities are exposed to stormwater. Inspections shall be performed when the facility is in operation. At least one of the quarterly inspections shall occur during a period when a stormwater discharge is occurring.*

The Town of North Hampton will conduct quarterly (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) inspections of the facility that will cover all areas exposed to stormwater, and all stormwater control measures. At least one of the inspections will occur during a period when stormwater discharge is occurring. Additional inspections will occur on an as-needed basis if significant activities are exposed to stormwater. The inspections will contain the information included in Attachment 2, an example site inspection form.

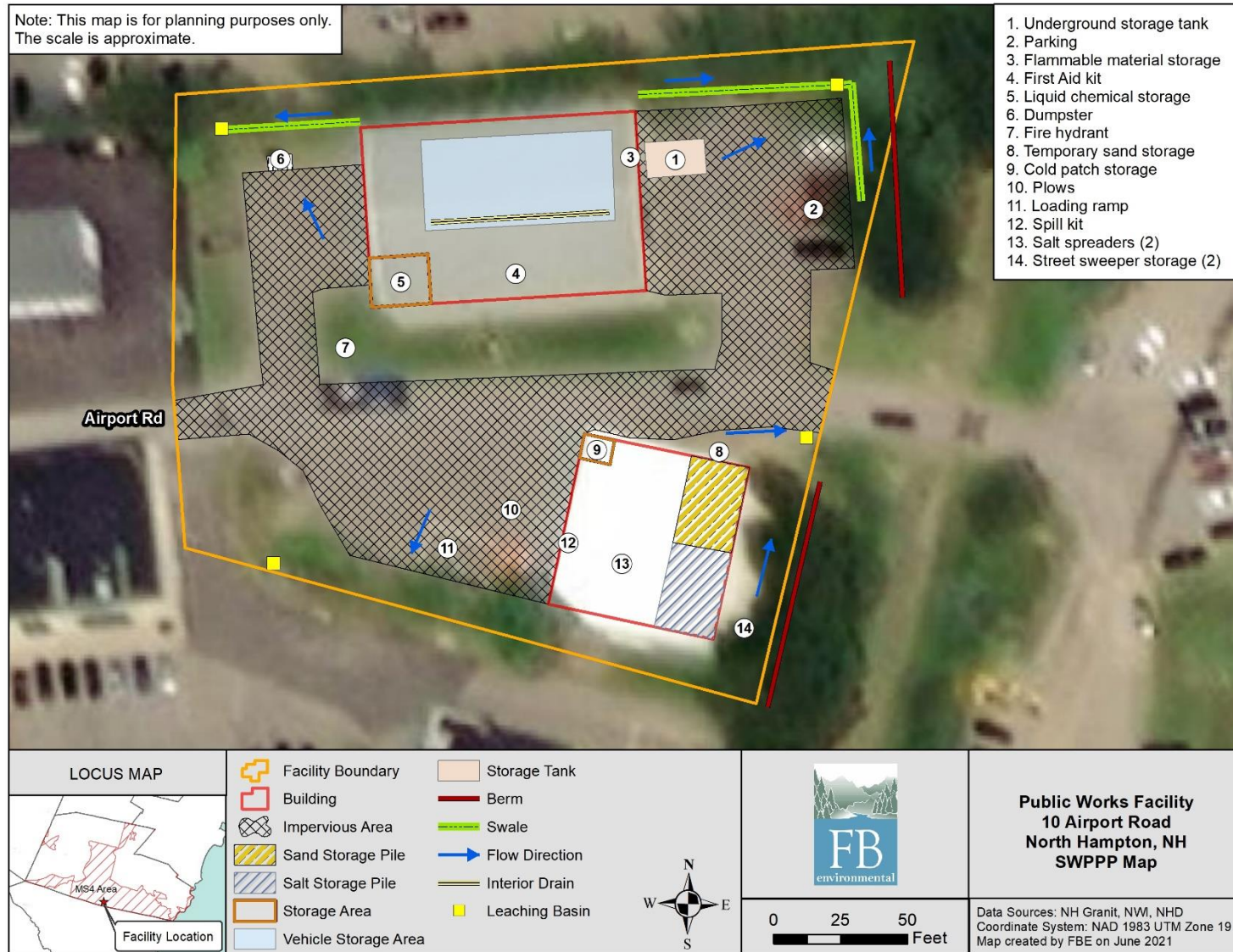
If control measures are discovered to need repair or be ineffective, whether as part of a routine inspection or otherwise, The Town of North Hampton will repair or replace them as soon as practicable, and preferably before the next storm event.

Findings from site inspections will be reported in the annual report.

Section 5.2: Record Keeping

The Town of North Hampton will maintain records of all maintenance, inspection, training, and other activities required by Section 2.3.7.2 of the MS4 permit. Records will be maintained for at least five (5) years, as required by Section 4.2.1 of the MS4 Permit.

Attachment 1: Facility site map identifying key buildings and sites, the location of all known floor drains, vehicle storage and washing areas, drainage flow directions, structural controls, and potential pollution sources.



Attachment 2: Example Facility Site Inspection Form

Facility Name:_____

Facility Address:_____

Inspection Date:_____ Inspection Time:_____

Inspector(s):_____

Weather:_____

Stormwater Discharge Description (circle one): None Light Moderate Heavy

Stormwater discharge notes, if any:_____

Have any previously unidentified discharges been identified as part of this inspection? Yes / No

If yes, describe:_____

Are any control measures in need of maintenance or repair? Yes / No

If yes, describe:_____

Did you identify any failed control measures that need replacement as part of this inspection? Yes / No

If yes, describe:_____

Are any changes to the SWPPP needed based on this inspection? Yes / No

If yes, describe:_____

Please scan and save a copy of this inspection file and keep the hard copy on-site at least five (5) years after the inspection date.