Stormwater Pollution Prevention Plan (SWPPP)

Fire Department, Public Works Garage, Highway Maintenance Garage, Transfer Station

TOWN OF GREENLAND, NH

EPA NPDES Permit Number NHR041000

Prepared By:
Rockingham Planning Commission
June 30, 2020

TOWN OF GREENLAND
STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
FOR FIRE DEPARTMENT, PUBLIC WORKS GARAGE, HIGHWAY MAINTENANCE GARAGE, TRANSFER STATION

Facility Name: Fire Department, Public Works Garage, Highway Maintenance Garage, Transfer Station

Facility Address: 11-13 Town Square and 44 Cemetery Lane, Greenland, NH

Section 1: Stormwater Pollution Prevention Plan Overview

This Stormwater Pollution Prevention Plan (SWPP) 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: Town Administrator
Name: Matt Scruton
Phone Number: (603) 431-7111 x-100
Email Address: mscruton@greenland-nh.com

SWMP Team:

Position/Title: Fire Chief
Name: Ralph Cresta
Phone Number: (603) 436-1188
Email Address: rcresta@nationalwrecker.com

Position/Title: Board Selectmen
Name: Steve Smith
Phone Number: (603) 431-7111 x-100
Email Address:

Position/Title: Town Administrator
Name: Matthew Scruton
Phone Number: (603) 431-7111 x-100
Email Address: mscruton@greenland-nh.com

Section 3: Site Description

The Greenland Fire Department, Public Works Garage, Highway Maintenance Garage and Transfer Station are located on the same property at 11-13 Town Square. The Fire Department includes bays that house all fire service vehicles, equipment, administrative offices and sleeping quarters for staff. The Public Works Garage functions as a staging area for the town's service contractor that conducts highway maintenance and snow removal and storage of equipment and materials. The Highway Maintenance Garage is used to store road salt and road sand, highway department services vehicles and amounts of materials used in servicing the highway department vehicles. The Transfer Station functions primarily as a composting site for brush and woody debris collected from residents.

A map of these facilities is included as **Attachment 1** of this SWPPP. The map identifies key buildings and sites, the location of all known floor drains that tie into the stormwater drainage system, stormwater collection and outfalls, and their discharge areas.

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

Table 3-1: Fire Department facility activity list and potential pollutants associated with each activity.

Activity #	Description	Potential Pollutants
1	Vehicle Washing and Light Maintenance	Outside washing and 2 floor drains in bays
2	Material Storage	~5 gallons of gasoline. Miscellaneous materials in secure locker.
3	Employee Parking	Use main parking area at Town Hall
4	Fire Fighting Foam	1-5 gallon bucket

Table 3-2 includes a list of activities that occur at the Highway Maintenance Garage facility and the potential pollutants that may be associated with each activity.

Table 3-2: Highway Maintenance Garage facility activity list and potential pollutants associated with each activity.

Activity #	Description	Potential Pollutants
1	Vehicle Storage	Heavy equipment, lawn mowers, truck
2	Employee Parking	Town Hall parking lot
3	Storage of materials and parts for vehicle servicing	Maintenance fluids, gasoline, diesel, road salt

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

Table 3-3: Public Works Garage facility activity list and potential pollutants associated with each activity.

Activity #	Description	Potential Pollutants
1	Vehicle Storage	~6 - dump trucks stored outside in winter months into spring. 1-ton truck, front-end loader stored inside year round.

2	Vehicle Maintenance (light)	Equipment parts, various fluids.
3	Road Salt	Bulk covered storage (next to garage)
4	Employee Parking	Town Hall parking area

Table 3-4 includes a list of activities that occur at the Transfer Station facility and the potential pollutants that may be associated with each activity.

Table 3-4: Transfer Station facility activity list and potential pollutants associated with each activity.

Activity #	Description	Potential Pollutants
1	Composted brush	Organic materials, nutrients, stormwater runoff
2	Temporary Trash Storage (collection 2 days/week; removed to offsite)	Organic materials, nutrients, stormwater runoff

Note: Greenland participates in Household Hazardous Waste Day (twice per year) at Portsmouth DPW. Residents are notified of the event(s) through the Town website and flyers around town, posted to a digital sign board in front of town hall, social media and posted at Transfer Station.

Section 4: Implementation

Section 4.1: Minimize or Prevent Exposure

Permit Requirement: *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:

- Where practicable vehicles will be washed using indoor facilities, and wash water shall be collected and discharged to the treatment system instead of entering the stormwater drainage system;
- Where practicable vehicle maintenance and fluid changing will occur in covered facilities;
- Best practices for salt and sand storage, spill prevention/response, runoff management, and other key topics will be discussed later in this document.

Section 4.2: Good Housekeeping

Permit Requirement: *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 outside are kept closed except when actively in use;

- The facility shall be swept at least annually, or more as-needed, to minimize sediment and associated pollutants from entering the stormwater drainage system;
- Used antifreeze is kept in a covered 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 Requirement: *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 Fire Department 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 stored and labeled.

The following is a list of preventative maintenance procedures practiced at Public Works Garage 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 stored and labeled.

The following is a list of preventative maintenance procedures practiced at Highway Maintenance Garage 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 stored and labeled.

The following is a list of preventative maintenance procedures practiced at Transfer Station facility:
- Drainage swales are kept clear;
- Composted materials are contained at all times;
- Stormwater drainage is conveyed off the site via open drainage swales.

SECTION 4.4: SPILL PREVENTION AND RESPONSE

Permit Requirement: *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 the Fire Department and Maintenance Garage facilities:
- 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 any catch basins or other stormwater intake structures;
- 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;
- Applicable staff are aware of spill prevention and response procedures;
- Spill response equipment is located at potential spill areas;
- Indoor secure lockers for storage and containment of small quantities of materials and these areas are routinely checked for leaks.

SECTION 4.5: EROSION AND SEDIMENT CONTROL

Permit Requirement: *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.*

The Fire Department, Public Works Garage, Highway Maintenance Garage and Transfer Station facilities have been deemed by the permittee to have no potential erosion areas]

SECTION 4.6: MANAGEMENT OF RUNOFF

Permit Requirement: *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.*

Stormwater runoff from the Fire Department, Maintenance Garage, Transfer Station, Town Hall and Police Department facilities are collected and conveyed through a series of open drainage swales, culverts, two detention basins and discharges to a wooded area on the north side of Route 33. This drainage system, being the lowest point in the immediate area, also accepts natural overland drainage from surrounding town properties including the Greenland Cemetery, Library and Central School.

The following management practices for runoff are used at the Fire Department, Public Works Garage, Highway Maintenance Garage, Transfer Station, Town Hall and Police Department facilities:
- Runoff from the site is collected via a series of catch basins, culverts, open drainage swales and two detention basins.
- Drainage outfalls, culverts and open drainage swales discharge to detention basins on the adjacent Town Hall property where it is treated before being discharged via a culverts under Portsmouth Avenue to a wooded area north of Route 33.
- Impervious areas are uncurbed where practical to encourage sheet flow runoff to vegetated areas.

SECTION 4.7: SALT STORAGE

Permit Requirement: *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.

The Public Works Garage facility stores and loads/unloads salt in a covered building to minimize the runoff exposure to any salt stockpiles.

SECTION 4.8: EMPLOYEE TRAINING

Permit Requirement: *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 regularly trained on stormwater related topics such as: [revise list as necessary] stormwater system maintenance practices, salt storage and handling procedures, spill response and cleanup procedures, and other key topics. Please refer to Town of Greenland's Stormwater Management Plan (SWMP) for additional details on employee training.

Town of Greenland 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 Requirement: *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;
- This SWPPP will be supplemented by on-site documentation describing maintenance procedures and a schedule outlining preventative maintenance of all control measures;
- Town of Greenland will work to develop backup procedures and practices in case a runoff event occurs while a control measure is offline.

Section 5.0: Inspection and Record Keeping

SECTION 5.1: SITE INSPECTIONS

Town of Greenland 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 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, Town of Greenland will repair or replace them as soon as practicable, and preferably before the next storm event.

SECTION 5.2: RECORD KEEPING

Town of Greenland 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 for Greenland Fire Department, Public Works Garage, Highway Maintenance Garage and Transfer Station.

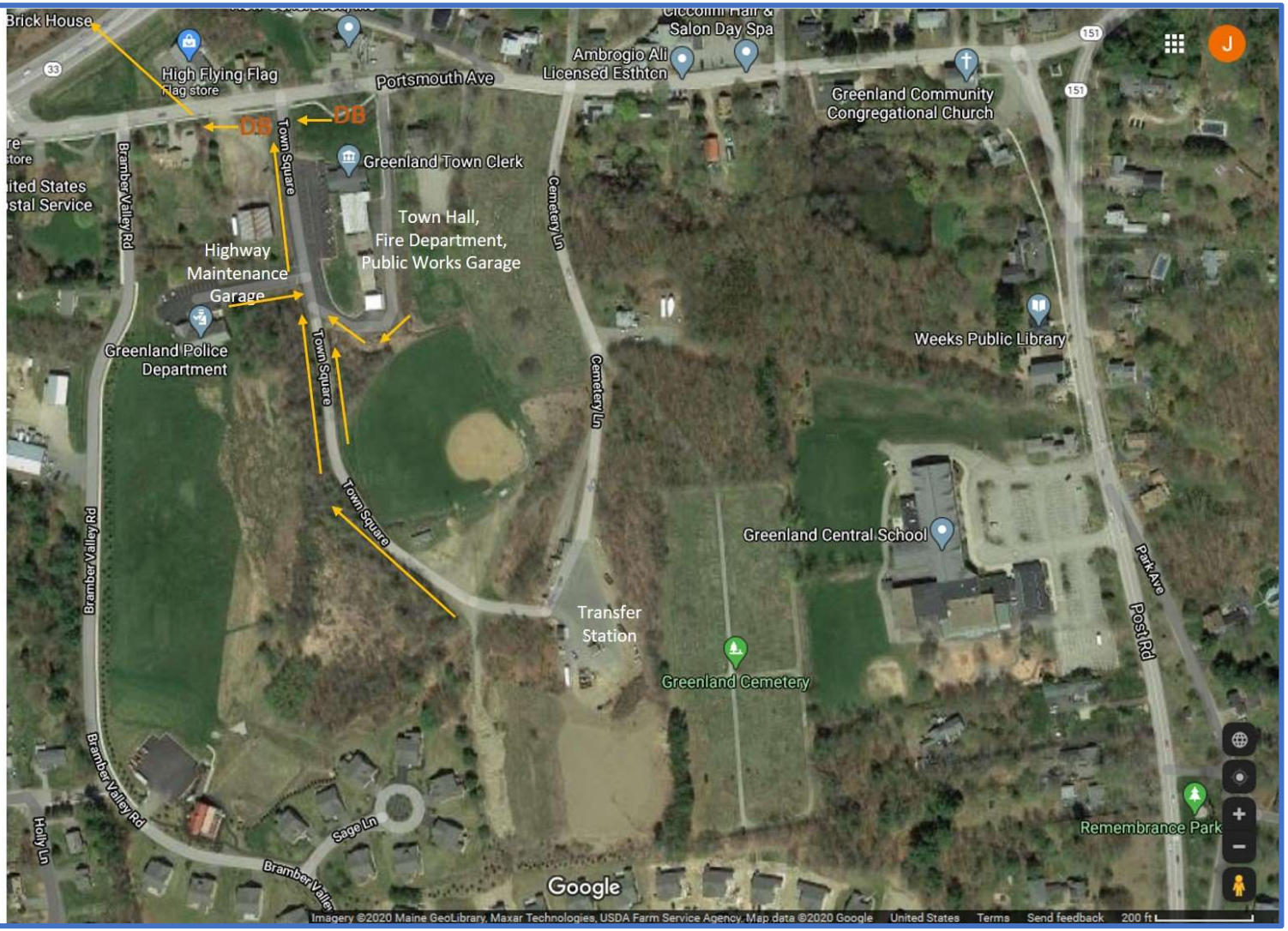
SWPPP
ATTACHMENT 1

Site map for Greenland, NH

Fire Department, Public Works Garage, Highway Maintenance Garage, Transfer Station

Legend

— Open Drainage
DB Detention basin



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.