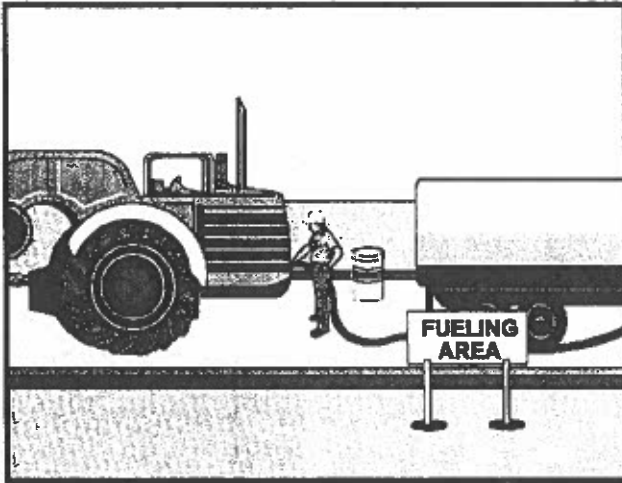


# Westville Borough Standard Operating Procedures Vehicle and Equipment Fueling



## Westville Borough Maintenance Yards With Fueling Operations

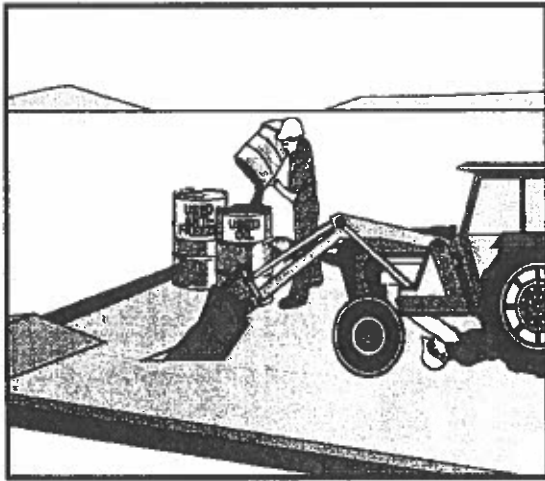
**Introduction and Purpose** Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

**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 the Westville Borough Spill Response Team at 911.
- 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.

# Westville Borough Standard Operating Procedure Vehicle Maintenance



## Westville Borough 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 Westville Borough. The purpose of this SOP is to provide a set of guidelines for the Westville Borough 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 Borough of Westville.

**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**

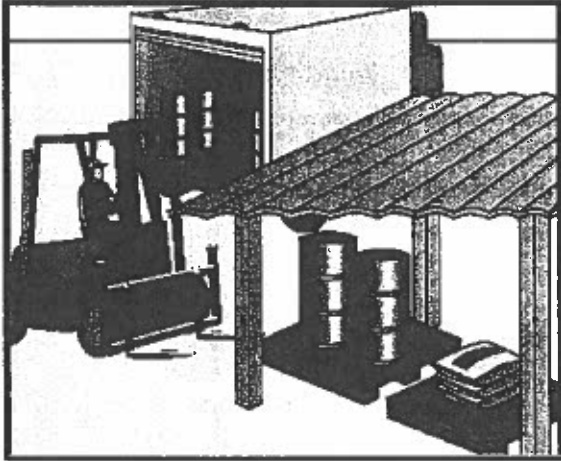
- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Westville Borough Spill Response Team at 911.

**Maintenance  
and Inspection**

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

# Westville Borough Standard Operating Procedure Good Housekeeping

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## Westville Borough 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 Westville Borough. The purpose of this SOP is to provide a set of guidelines for the employees of Westville Borough 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 Westville Borough.

- 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 Westville Borough Spill Response Team at 911.
- 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.

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: Westville Borough County Gloucester

NJPDES # : 0149543 PI ID #: 168149

Team Member/Title: Martin Froy

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: July 1, 2005 Date of most recent update: 6/1/2009

receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

*The following topics will be covered by a computer generated training program:*

Course:

Who will attend:

Waste Disposal Education

Telephone operators for Public Works

Department and Police Department

Municipal Ordinances

Code Enforcement, Local Police Department  
and Public Works Employees

Yard Waste Collection Program

Public Works Employees

Street Sweeping

Public Works Employees

Stormwater Facility Maintenance

Public Works Employees

Road Erosion Control

Public Works Employees

Outfall Pipe Stream Scouring Remediation

Public Works Employees

Construction Activity/Post Construction

Stormwater Management in New

Development and Redevelopment

(for municipally owned projects)

Public Works Employees

*The following topics will be part computer training, and part practical field training:*

Course:

Who will attend:

Illicit Connection Elimination and Outfall

Pipe Mapping (field training will include procedures

to properly conduct illicit connection detections,

investigations and eliminations)

Public Works Employees, Telephone Operators

Maintenance Yard Operations (including Ancillary Operations)

(field training will include the SOPs for fueling, vehicle and

equipment maintenance, general good housekeeping and good

housekeeping for de-icing materials storage)

Public Works Employees

Dates for the above training programs are yet to be determined.

**Attachment E**  
**Local Public Education Approved Activities and Point Totals**

**A. Tier A Municipalities shall conduct educational activities that total a minimum of 10 points annually. Each approved activity is listed below with an assigned point value.**

1. **School Presentations** - Present educational classes/assemblies to local elementary, middle, and/or high school classes. (1 point per visit / maximum of 5 points per year)
2. **Website** – Maintain a stormwater related page on the municipal website and include a link to . (1 point)
3. **Stormwater Display** – Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building (2 points)
4. **Giveaway** – Distribute an item with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). Municipality must purchase a minimum number of the item equal to 10% of the municipal population. (2 points)
5. **Citizen Stormwater Advisory Committee** – Establish a subcommittee to the Environmental Commission to identify, coordinate and implement stormwater related programs. (2 points)
6. **Utilize Department Materials** - Use Department created stormwater education materials, which can be found on to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outfield sign). (2 points each / maximum of 4 points per year)
7. **Poster Contest** – Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. (2 points)
8. **Stormwater Training for Elected Municipal Officials** – Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. (3 points)
9. **Mural** – Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. (3 points)
10. **Mailing** – Distribute any of the Department’s educational brochures, tip cards, or a municipally produced equivalent (e.g, calendar, recycling schedule), to every resident and business in the municipality. (3 points)
11. **Partnership Agreement / Local Event** - Identify and enter into a partnership



agreement with a local group such as a watershed organization, Riverkeeper, school, youth/faith based group and/or other nonprofit to carry out a minimum of two (2) watershed stewardship/education activities (e.g., litter march, stream/beach cleanup). (3 points)

**12. Ordinance Education** – Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website (if applicable) to which residents can go to read these ordinances. (5 points)

\* Posting these ordinances does not constitute the development of a website referenced above.