

**Stormwater Pollution Prevention Plan
(SWPPP) for: Public Works Department
Town of Seabrook, NH**

EPA NPDES Permit Number NHR041033

Stormwater Pollution Prevention Plan
for
Town of Seabrook Department of Public Works

Facility Name: Town of Seabrook Department of Public Works

Facility Address: 43 Railroad Avenue, Seabrook, NH 03874

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:	William M. Manzi, III Town Manager (603) 474-3252 wmanzi@seabrooknh.org
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SWMP Team:

Position/Title:	John Starkey DPW Director (603) 474-9771 dpw@seabrooknh.org
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Position/Title:	Christopher Raymond, P.E. DPW Consultant (TEC, Inc.) (603) 601-8154 craymond@theengineeringcorp.com
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Position/Title:	Douglas DeNatale DPW Consultant (978) 905-3141 Doug.denatale@aecom.com
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Section 3: Site Description

The Seabrook Department of Public Works (DPW) facility, located at 43 Railroad Avenue, serves as the primary operations center for the Town of Seabrook's public works activities. The facility supports the maintenance and operation of municipal roadways, drainage infrastructure, public facilities, and other municipal services, including winter maintenance operations, fleet management, and stormwater system maintenance.

Major components of the facility include the administrative and operations building, vehicle and equipment storage areas, municipal fleet parking areas, material storage areas, maintenance and service areas, and associated stormwater infrastructure. Activities conducted at the site may involve the storage and handling of fuels, lubricants, deicing materials, construction materials, and other products associated with municipal operations. Stormwater runoff from the facility is collected and conveyed through the municipal drainage system and is managed in accordance with the Town's Stormwater Management Program and applicable permit requirements.

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 that tie into the stormwater drainage system, stormwater outfalls, and their receiving waters.

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 Parking/Maintenance	Oil, grease, fuel, hydraulic fluid
2	Salt Storage	Chlorides
3	Trash/Recycling Collection	Leachate, litter
4	Material Storage	Sediment, debris
5	Fuel Storage Area	Gasoline, diesel fuel

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 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 using indoor facilities, and wash water shall be collected and discharged to the treatment system instead of entering the stormwater drainage system;
- Vehicle maintenance and fluid changing 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 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 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.

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:

- 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;
- Staff are aware of spill prevention and response procedures;
- Spill response equipment is located at potential spill areas;
- Qualified personnel observe delivery transfers to and from fuel tanks;
- Outdoor drum and storage tank containment areas are checked for leaks;
- Above ground storage tanks are inspected regularly for signs of corrosion or leaks;

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.*

There are no potential areas for erosion on this site (site is entirely paved).

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:

- Drainage outfalls discharge to riprap pads
- Runoff from the site goes to a [detention/retention basin, vegetated swale, infiltration basin, etc.]
- 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.

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 regularly trained 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 of Seabrook, NH's Stormwater Management Plan (SWMP) for additional details on employee training.

The Town of Seabrook, NH 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;
- This SWPPP will be supplemented by on-site documentation describing maintenance procedures and a schedule outlining preventative maintenance of all control measures;
- **The Town of Seabrook, NH** 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

The Town of Seabrook, NH 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, **the Town of Seabrook, NH** will repair or replace them as soon as practicable, and preferably before the next storm event.

Section 5.2: Record Keeping

The Town of Seabrook, NH 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.

This aerial map shows the Seabrook Public Works Department facility. The map includes several labeled areas and features:

- MATERIAL STOCKPILE AREA:** Indicated by a red rectangle in the upper left quadrant.
- CATCH BASIN (TYP):** Indicated by a red rectangle in the upper left quadrant, near the material stockpile area.
- DIRECTION OF SURFACE WATER FLOW:** Indicated by red arrows pointing towards the material stockpile area.
- SALT SHED:** Indicated by a red rectangle in the lower left quadrant.
- VEHICLE STORAGE/ MAINTENANCE GARAGES:** Indicated by a red rectangle in the lower left quadrant, adjacent to the salt shed.
- ADMINISTRATIVE/ OPERATIONS BUILDING:** Indicated by a red rectangle in the lower right quadrant.
- VEHICLE PARKING:** Indicated by a red rectangle in the lower right quadrant, adjacent to the administrative building.

The map also shows surrounding streets including Ocean Mist Dr, Seabrook Highway, Railroad Ave, and Dwight Ave. The Seabrook Public Works Department is labeled in the center of the map.

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.