



TOWN OF RYE, NEW HAMPSHIRE

DPW Garage, Transfer Station, and Recycling Facility

DECEMBER 2023

## Stormwater Pollution Prevention Plan (SWPPP)



# **Stormwater Pollution Prevention Plan (SWPPP)**

**Town of Rye, New Hampshire**

**October 2019**

**Revised December 2023**

**Prepared By:**

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# Stormwater Pollution Prevention Plan (SWPPP) Revisions

This SWPPP was originally prepared in October 2019. The following is a list of revisions.

Revision Date	Section	Description
December 2023	General	Updated SWPPP formatting, including the appendices, added a revision page, added a list of abbreviations
	Section 1.2 and 1.3	Updated facility contact information and pollution prevention team
	Section 1.6	Updated description of site drainage: <ul style="list-style-type: none"><li>• added cross culvert</li><li>• added drainage structures related to the salt shed</li></ul>
	Section 1.7	Updated office/maintenance bay heated with propane, updated description of storage/transfer of used oil for recycle, clarified stored materials, and updated equipment and vehicle list
	Figure 2	Updated aerial background, added new salt shed and stormwater structures, added cross culvert, updated storage locations
	Section 2	Updated salt storage
	Table 2-1	Significant material inventory – primarily updated: equipment maintenance, salt shed, sand, material storage
	Section 3	Updated various management practices for Stormwater Control Measures (Good Housekeeping, Spill Prevention and Response, Management of Stormwater Runoff, and Salt Storage Piles)
	Section 5	Updated SWPPP Certification
	Appendix C	Structural Control Measures – replaced “Other” with “Inlet/Outlets/Swale by Salt Shed”



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## List of Abbreviations

SWPPP	Stormwater Pollution Prevention Plan
USEPA	United States Environmental Protection Agency
NPDES	National Pollutant Discharge Elimination System
MS4	Municipal Separate Storm Sewer System
NH	New Hampshire
DPW	Department of Public Works
AST	Aboveground Storage Tank
SPCC	Spill Prevention, Control, and Countermeasure
SWMP	Stormwater Management Program



## Section 1 Facility Description & Contact Information

### 1.1 SWPPP Overview

This Stormwater Pollution Prevention Plan (SWPPP) has been developed by the Town of Rye to address the requirements of the United States Environmental Protection Agency's (USEPA's) 2017 National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in New Hampshire (2017 NH Small MS4 General Permit).

Minimum Control Measure 6 (Good Housekeeping and Pollution Prevention for Permittee-Owned Operations) of the NH Small MS4 General Permit requires the Town to develop and fully implement a SWPPP for Town-owned or operated facilities, including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater. Required elements of the SWPPP are described in part 2.3.7.2 of the 2017 NH Small MS4 General Permit.

The SWPPP includes the following elements:

- Facility contact information
- Pollution prevention team
- Description of facility, including buildings and activities
- Identification of potential pollutant sources
- Identification of stormwater controls
- Management practices, including: minimize or prevent exposure, good housekeeping, preventative maintenance, spill prevention and response, erosion and sediment control, management of runoff, salt storage piles or piles containing salt, employee training, and maintenance of control measures
- Site inspections
- Record keeping

### 1.2 Facility Contact Information

#### 1.2.1 Facility Operator and SWPPP Contact

Jason Rucker, Director  
 Department of Public Works  
 309 Grove Road  
 Rye, NH 03870  
 (603) 964-5300  
[jrucker@town.rye.nh.us](mailto:jrucker@town.rye.nh.us)

#### 1.2.2 Facility Owner

Town of Rye  
 10 Central Road  
 Rye, NH 03870  
 (603) 964-5523



### 1.3 Pollution Prevention Team

The Pollution Prevention Team for the Town of Rye Department of Public Works (DPW) Garage, Transfer Station, and Recycling Facility is made up of facility personnel who are responsible for developing, implementing, maintaining, and revising, as necessary, the SWPPP for the facility. The Pollution Prevention Team members and their respective responsibilities are summarized below:

<b>Coordinator:</b>	Jason Rucker	<b>Office Phone:</b>	(603) 964-5300
<b>Title:</b>	DPW Director	<b>Cell Phone:</b>	(603) 953-4349
<b>Responsibilities:</b> Coordinates all stages of plan development, inspections, and implementation. Coordinates employee training programs, oversees site inspections, ensures reports are maintained as part of the SWPPP. The Coordinator will also act as the Authorized Representative for any certifications related to the SWPPP.			

<b>Member:</b>	Dan Barron	<b>Office Phone:</b>	(603) 964-2511 Ext. 201
<b>Title:</b>	Highway Foreman	<b>Cell Phone:</b>	(603) 781-3677
<b>Responsibilities:</b> Implements preventative maintenance program, oversees good housekeeping activities, serves as spill response coordinator, conducts site inspections, assists with employee training program and record keeping.			

<b>Member:</b>	Jared Wile-Marble	<b>Office Phone:</b>	(603) 964-2511 Ext. 203
<b>Title:</b>	Mechanic	<b>Cell Phone:</b>	(603) 738-1394
<b>Responsibilities:</b> Assists in all components of the SWPPP, as needed. In particular, is responsible for general operation and maintenance of the fueling station.			

<b>Member:</b>	Josh Blaisdell	<b>Office Phone:</b>	(603) 964-2511
<b>Title:</b>	Building & Grounds Foreman	<b>Cell Phone:</b>	(603) 812-1563
<b>Responsibilities:</b> Assists in all components of the SWPPP, as needed.			

### 1.4 Facility Description

The Town of Rye owns and operates the DPW Garage, Transfer Station, and Recycling Facility (Facility) located at 309 Grove Road in Rye, NH as shown in Figure 1 (Site Location Map). The Facility serves both as a DPW facility including a maintenance garage, equipment storage, fueling station, salt shed, and material storage as well as a transfer station and recycling facility. The Facility is located on a parcel identified as map 11, lot 134 (011-134), which is 7.21 acres in size and abuts both Washington Road and Grove Road. The hours of operation for Public Works are Monday through Friday, 7:00 a.m. to 3:30 p.m., and the Transfer Station and Recycling Facility are opened to the public Tuesday through Saturday from 7:30 a.m. to 3:45 p.m. The DPW is responsible for activities at and maintenance of the Facility.

## **1.5 Site Map**

Figure 2 is a Site Layout Plan of the Facility. It includes drainage flow paths, potential sources of pollution, structural controls, and floor drains.

## **1.6 Site Drainage**

Drainage from the facility generally flows southerly toward Grove Road, where it ponds and infiltrates in the old gravel pit area located in the southeasterly corner of the site. There is one on-site catch basin with a 12-inch storm drain outlet that discharges toward the old gravel pit area as well as a series of three catch basins located on Grove Road that also discharge to the old gravel pit area, and a cross culvert in front of the wood chip pile and public sand/salt mix storage area to direct runoff and to prevent erosion in this area. There are two 15-inch inlets (one on either side of the salt shed) tied to a drain manhole with an 18-inch outlet to a treatment swale that discharges toward the old gravel pit area. The Facility is located in the Bailey Brook watershed; however, there are no direct discharges of stormwater from the site.

## **1.7 Buildings and Activities**

### **1.7.1 Public Works**

The primary buildings and activities associated with Public Works include:

- DPW Garage with one maintenance bay, three storage bays, two small offices, and kitchen area. The DPW Garage is equipped with floor drains (one located in the maintenance bay and one located in the adjacent storage bay) that are connected to an oil/water separator and holding tank (1,500 gallons). The DPW Garage is also served by a septic system located adjacent to the office. The DPW Garage is used for maintenance, metal fabrication, and storage of vehicles and equipment. DPW maintains all Town vehicles, including the Fire and Police fleet; however, no buses are maintained at Public Works. The Public Works office and maintenance bay are heated using a propane heater. The storage bays are heated using a waste-oil heater with a base tank. Used oil for recycle, to be burned in the waste-oil heater, is currently stored in 300-gallon (+/-) totes. The totes are scheduled to be replaced in 2024 with two, double-walled, 250-gallon tanks. During the winter months, all equipment and vehicles are stored within the DPW Garage; however, during the non-winter months, equipment and vehicles are also stored outside. In addition to the used oil for recycle, several 5-gallon buckets and 55-gallon drums of motor and hydraulic oil are stored on spill pallets in a room within the maintenance bay.
- Fueling station consisting of 1,500-gallon, gasoline aboveground storage tank (AST) and a 3,000-gallon diesel AST as well as two pump dispensers is located adjacent to the Recycling Facility. Both ASTs are single-walled, constructed of steel, and located within steel containment dikes (FEDCO Shelter Tanks) that sit on an 8-inch thick concrete slab and are equipped with a level gauge and alarm. The tank fill for each tank is located within the tank dike. The dikes are fully contained with no drain valves. The fueling station is used to fuel all Town vehicles.
- A salt shed and sand pile for winter road maintenance (refer to Section 2.1.3 for details).
- A sign shed constructed of wood is used to store signs, and a three-sided (open front) storage building, constructed of wood, is used for dry storage.
- Vehicle and equipment washing occurs on the ground in front of the maintenance garage. A dedicated wash bay is proposed in the feasibility study for the facility.
- There are several piles of material that are onsite, including: cold patch (under cover), stone and reclaimed asphalt (located in concrete-block, bermed areas), miscellaneous pipe, concrete structures, and castings, brush, and bark mulch (ground brush).



- Compost processing and storage area, which includes compostable materials in various stages, including windrows of leaves, material waiting to be screened, screened compost (loam), and screenings. Piles are periodically rotated, incorporated, or hauled off site.

### **1.7.2 Transfer Station and Recycling Facility**

The buildings and activities associated with the Transfer Station and Recycling Facility include:

- Compactor and three octagon box containers for municipal solid waste.
- Recycling building with containers for plastics, glass, paper, tin cans, corrugated cardboard, bulbs, and electronics located inside. There are also five bailers and a skid steer located within the Recycling building.
- A building that includes both a Swap Shop containing used items available to the public and bailed recycling storage. Adjacent to the back of the building are concrete-block, bermed areas used for storing freon-containing items and bailed aluminum, plastic, and carboard. Also attached to this building is enclosed wet-cell battery storage.
- A waste-oil shed that houses a 300-gallon waste-oil tank within secondary containment and an oil filter draining area and oil filter crusher. The used oil for recycle from the 300-gallon tank is pumped into totes for temporary storage before being burned in the waste-oil heater in the DPW garage. Totes will be used to transfer used oil for recycle from the 300-gallon waste-oil tank to the 250-gallon waste-oil tanks scheduled to be installed in the DPW Garage in 2024. The 250-gallon tanks will replace the 300-gallon (+/-) totes currently used to store the used oil for recycle in the DPW Garage.
- A shed for recycled tires and a covered pile of sand for public use.
- Open top roll-off containers located outside for scrap metal, wood waste, bulky waste/construction and demolition debris, and paper.
- Bermed areas for glass, brush, yard waste, and wood chips.

### **1.7.3 Equipment and Vehicles**

The inventory of vehicles and equipment varies as equipment reaches its service life; however, in general, the following equipment is stored at the facility:

- Bailers (5) and skid steer in Recycling building,
- sander bodies and plows,
- front-end loader (2),
- mower/tractor (2),
- chipper,
- backhoe (2),
- six wheel dump truck (4)
- one ton dump truck (2)
- one ton rack (2), and
- utility truck.

Equipment that is no longer in-use by the DPW is stored outside until it is auctioned off biannually.



ESRI USGS Base Mapping

Facility

**DPW Garage, Transfer Station,  
and Recycling Facility  
SWPPP Site Location Map**

Rye, New Hampshire

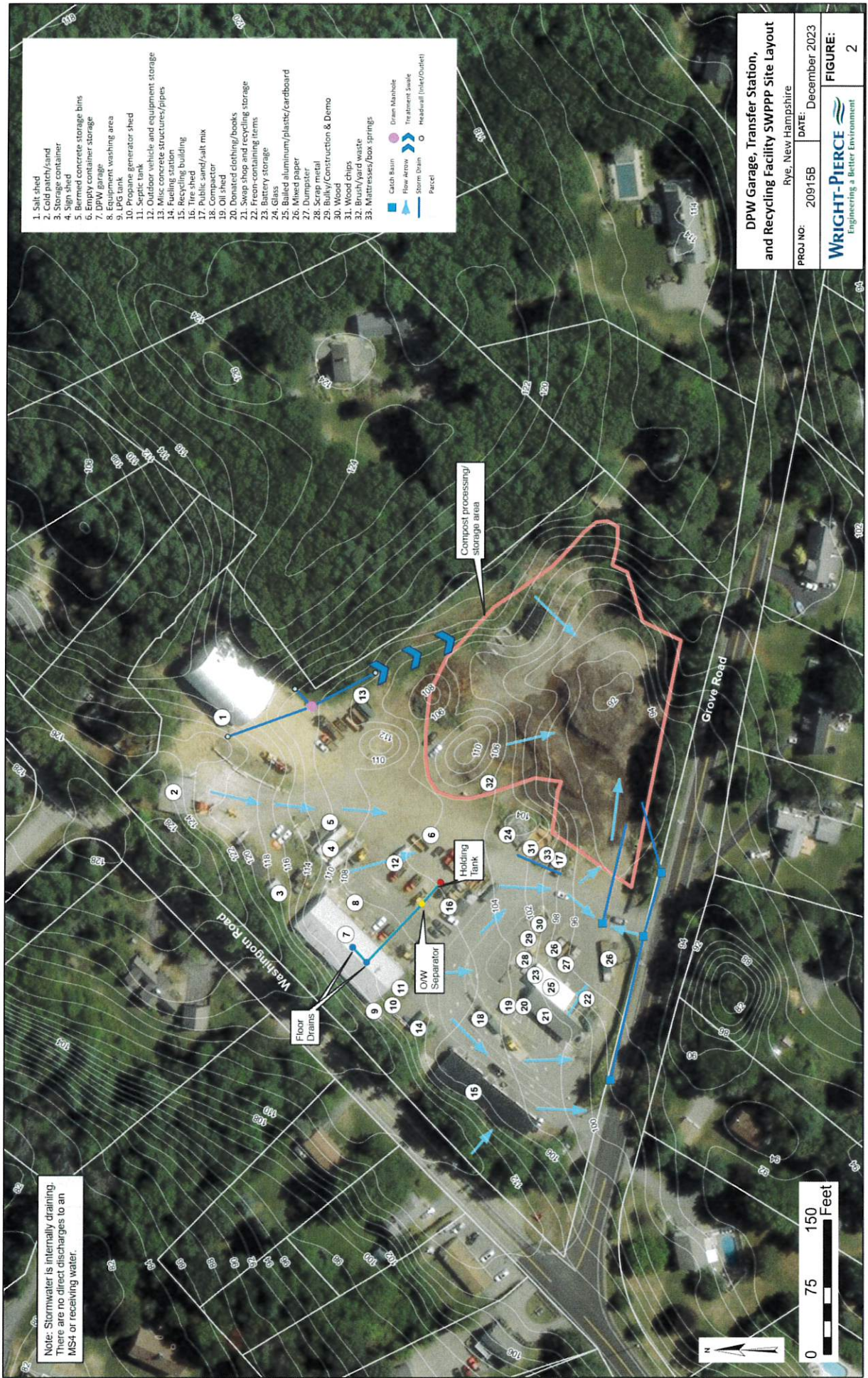
PROJ NO: 14259B

DATE: July 2019

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FIGURE:  
**1**





Note: Stormwater is internally draining. There are no direct discharges to an MS4 or receiving water.

1. Salt shed
2. Cold patch/sand storage container
3. Empty concrete storage bins
4. Empty container storage
5. DPW garage
6. Equipment washing area
7. LPG tank
8. Propane generator shed
9. Septic tank
10. Outdoor vehicle and equipment storage
11. Misc concrete structures/pipes
12. Recycling station
13. Recycling building
14. Tire shed
15. Public sand/salt mix
16. Compactor
17. Oil shed
18. Donated clothing/books
19. Swap shop and recycling storage
20. Freon-containing items
21. Battery storage
22. Glass
23. Baled aluminum/plastic/cardboard
24. Baled paper
25. Scrap metal
26. Bulky/Construction & Demo
27. Scrap metal
28. Wood chips
29. Brush/yard waste
30. Mattresses/box springs

- Catch Basin
- Drain Manhole
- Flow Arrow
- Treatment Sault
- Storm Drain
- Headwall (Inlet/Outlet)
- Parcel

**DPW Garage, Transfer Station, and Recycling Facility SWPPP Site Layout**

PROJ NO: 20915B

DATE: December 2023

Rye, New Hampshire

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**FIGURE:** 2



2

## Section 2 Potential Pollutant Sources

### 2.1 Potential Pollutants and Significant Materials

Since the site is internally draining and has no direct discharge to the municipal separate storm sewer system or a receiving water, the potential for stormwater pollution is limited. Potential pollutant sources are described in the following subsections.

#### 2.1.1 Significant Material Inventory

Materials used at this Facility and activities that are exposed to stormwater as well as their potential to pollute stormwater are summarized in the Significant Material Inventory in Table 2-1. In general, materials or activities that are located outside and uncovered, were assigned a “high” likelihood of contact with stormwater/rainfall. If materials or activities were located outside and uncovered, but enclosed, the risk of release from the storage area was considered low.

#### 2.1.2 Spills and Leaks

There have been no significant spills or chronic leaks at the Facility in the past three years. Spill Prevention and Response is discussed in Section 3.4 of this SWPPP. Spills or chronic leaks occurring at the Facility will be documented in Appendix A of this SWPPP.

#### 2.1.3 Allowable Non-Stormwater Discharges

A non-stormwater discharge is a discharge to a storm drain system that is not composed entirely of stormwater runoff. Certain sources of non-stormwater are allowable. Although, the Facility does not have a direct discharge of stormwater to an MS4 or receiving waterbody, the following allowable non-stormwater discharge has the potential to occur at the Facility:

- Uncontaminated groundwater infiltration from perforated storm drain pipe.

#### 2.1.4 Salt Storage

Salt used for winter road maintenance is stored in a prefabricated salt storage building with a fabric cover on a concrete-block foundation. The shed is used to store untreated and treated salt. The treated salt is pre-wetted upon delivery. Salt is delivered within the salt storage building (under cover) and pushed into the storage pile. Sand (not containing salt), which is used to treat roads where salt application is not permitted, is stored in a pile under a three sided (open front) shed constructed of wood on a concrete foundation.

Table 2-1 Significant Material Inventory, Department of Public Works, Rye, NH

Material, Significant Area, or Activity	Potential Stormwater Pollutant	Quantity Exposed (or Stored, if Under Cover), approx.	Likelihood of Contact with Stormwater or Rainfall	Risk of Release (from Storage Area)	Methods Used to Control Source
<b>Public Works</b>					
Equipment maintenance	Oil, grease, used oil for recycle, antifreeze, hydraulic fluid, solvents, gasoline, diesel, metal shavings	300-gallon waste-oil tank, (2) 250-gallon waste-oil tanks (for heater) to replace the 300-gallon (+/-) totes, (1-2) 300-gallon (+/-) totes will be used to transfer used oil for recycle from 300-gallon tank to 250-gallon tanks, (4) 55-gallon drums, and various 5-gallon buckets of motor/hydraulic oil. See Section 1.7.3 Equipment and Vehicles	Low	Low	Preventative maintenance completed, conducted inside, secondary containment
Equipment storage	Vehicle fluid leaks and drips, metals	See Section 1.7.3 Equipment and Vehicles	Low (winter), High (non-winter)	Low (winter), High (non-winter)	All vehicles and equipment are stored inside during winter months. Obsolete vehicles/equipment are auctioned off every other year
Fueling station	Gasoline, diesel	1,500 gallon (gasoline), 3,000 gallon (diesel)	High (relative to vehicle fueling)	High (relative to vehicle fueling)	Granular absorbent material located at fueling station
Salt shed	Chloride	300 ton (untreated) 200 ton (pre-treated)	Low	Low	Delivered, stored, and loaded under cover

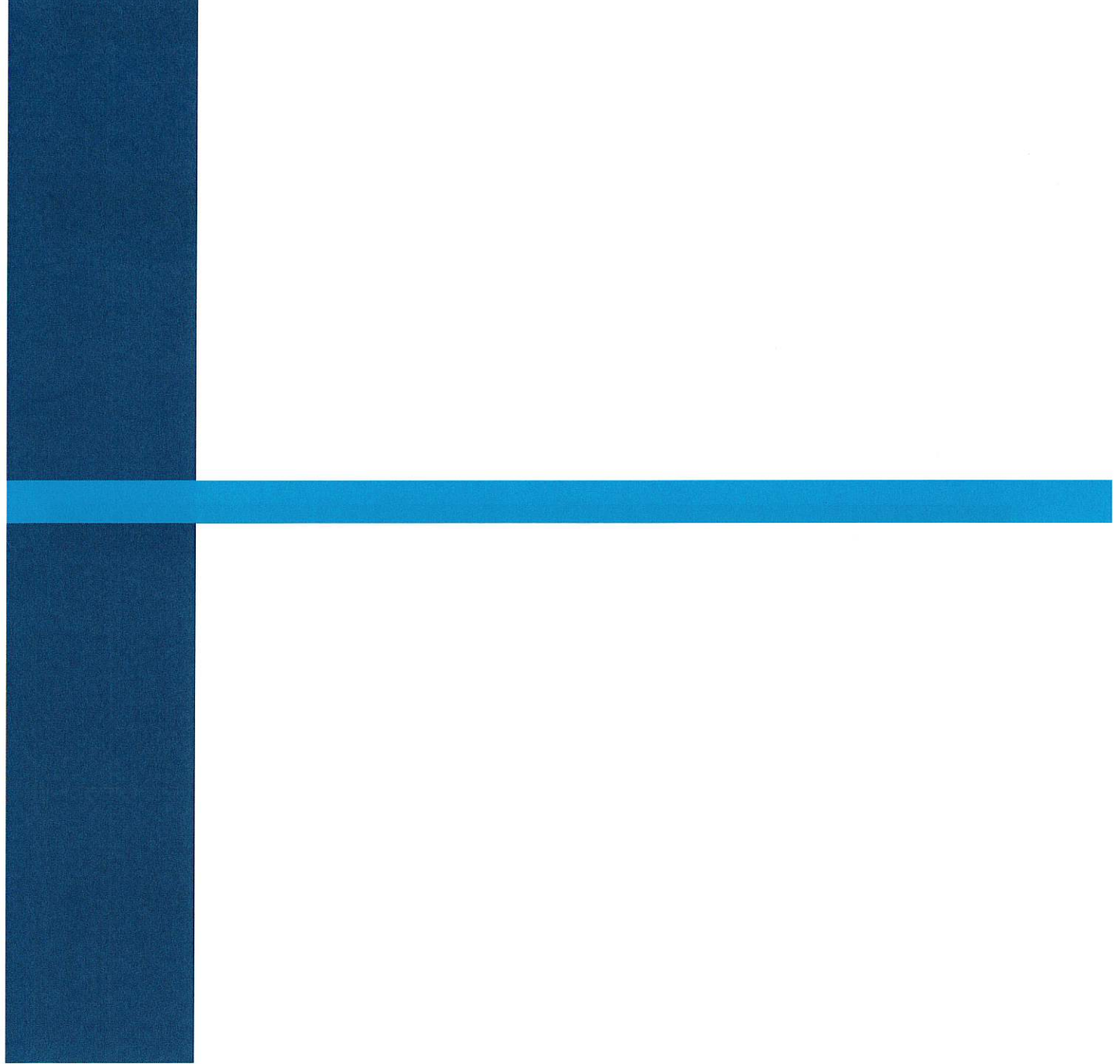


## 2 – Potential Pollutant Sources

Material, Significant Area, or Activity	Potential Stormwater Pollutant	Quantity Exposed (or Stored, if Under Cover), approx.	Likelihood of Contact with Stormwater or Rainfall	Risk of Release (from Storage Area)	Methods Used to Control Source
Sand	Sediment	10 cubic yards	Low	Low	Stored under cover, material pushed back into pile
Cold patch	Hydrocarbons	Varies	Low	Low	Stored under cover
Equipment washing area	Detergents/surfactants, heavy metals, paint chips, salt, sediment, oil and grease residue	Varies depending on the amount of washing	High	High	Use pressure washer (reduces water use)
Material storage (stone, reclaimed asphalt, pipe, concrete structures, castings)	Sediment, nutrients	Variable	Moderate-High	Low	Materials stored in segregated piles, within bermed areas, as applicable
Bark mulch (ground brush)	Nutrients, suspended solids	250 cubic yards	High	Low	Temporarily stored (less than a week); hauled off site
Compost processing/storage area (compost, loam)	Nutrients, sediment	1,200 cubic yards	High	Low	Stockpiles reshaped
Compost windrows	Compost leachate, nutrients, sediment	1,000 cubic yards	High	Low	Windrows reshaped
Transfer Station					
Compactor	Municipal solid waste	1 compactor, 3 storage containers	High	Moderate	Stored in closed containers

## 2 – Potential Pollutant Sources

Material, Significant Area, or Activity	Potential Stormwater Pollutant	Quantity Exposed (or Stored, if Under Cover), approx.	Likelihood of Contact with Stormwater or Rainfall	Risk of Release (from Storage Area)	Methods Used to Control Source
Recyclables (cardboard, paper, plastic, tin/aluminum cans) and electronics	Debris, solids	40 tons	Low	Low	Stored in segregated containers inside recycling building or covered/partially covered roll off containers
Ash bucket (in front of recycling building)	Calcium carbonate	50 pounds	Low	Low	Stored inside recycling building after hours
Swap shop/recycling storage	Debris, residuals from contents	1 ton	Low	Low	Stored inside building
Donated clothing/books	Debris	1 ton	Low	Low	Stored in closed container
Wet-cell battery storage	Lead, sulfuric acid	2 ton	Low	Low	Located inside in a dedicated shed
Waste-oil shed	Oil	300-gallon waste-oil tank	Low	Low	Located inside, oil filters drained and crushed, used oil for recycle in secondary containment
Tires	Heavy metals	300	Low	Low	Stored in a shed
Public sand/salt	Sediment, chlorides	50 tons	Low	Low	Stored under cover
Scrap metal (freon-containing items)	Refrigerants, metals	5 tons	High	Low	Stored in a dedicated area
Scrap metal (non-freon containing)	Metals	5 tons	High	Low	Stored in roll-off container



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### Materials or Activities Exposed to Stormwater

(Other)

☐ Yes ☐ No ☐ N/A

☐ Yes ☐ No

(Other)

☐ Yes ☐ No ☐ N/A

☐ Yes ☐ No

### Additional Control Measures

Describe additional control measures or changes to the SWPPP needed to comply with the permit requirements:

### Notes

Use this space for any additional notes or observations from the inspection:

**Signature of Authorized Official:** *"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

Name:

---

Title

---

Signature:

---

Date:

---



## Materials or Activities Exposed to Stormwater

Inspect areas/activities for signs of track-out, spills or leaks, and whether controls (i.e. good housekeeping, preventative maintenance, pollution prevention, and erosion and sediment control) are appropriate, effective, and operating.

Area/Activity	Inspected?	Controls Adequate	Corrective Action Needed and/or Taken (include date corrected)
Fueling station	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
DPW Garage (equipment operations and maintenance areas)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Outdoor vehicle and equipment storage areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicle and equipment washing area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Material stockpiles and concrete-bermed piles	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Compost processing area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Spill response materials	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Gravel yard	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Paved parking and circulation area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Salt shed loading area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cold patch / sand storage area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sand shed for public use	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Waste-oil shed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Compactor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Outdoor roll-off containers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wood chip pile	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Brush/yard waste pile	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	

# DPW Garage, Transfer Station, Recycling Facility

## SWPPP Site Inspection Report

### General Information

Facility Name	DPW Garage, Transfer Station, and Recycling Facility		
Date of Inspection		Start/End Time	
Inspector's Name(s)			
Inspector's Title(s)			

### Weather Information

Weather at time of this inspection?

☐ Clear
 ☐ Cloudy
 ☐ Rain
 ☐ Sleet
 ☐ Fog
 ☐ Snow
 ☐ High Winds  
☐ Other:
 Temperature:

Have any previously unidentified discharges of pollutants occurred since the last inspection?

☐ Yes ☐ No

If yes, describe:

Are there any discharges occurring at the time of inspection? ☐ Yes ☐ No

If yes, describe:

### Structural Control Measures

Structural Control Measure	Control Measure is Operating Effectively?	If No, Needs Maintenance, Repair, or Replacement?	Corrective Action Needed and/or Taken (include date corrected) (identify needed maintenance and repairs, or failed control measures that need replacement)
O/W Separator and Holding Tank for Floor Drains	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
Catch Basins	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
Inlets / Outlets / Swale by Salt Shed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	

The cover features a large, dark blue cross-like graphic. A thick vertical bar runs down the right side of the page, and a thick horizontal bar runs across the middle. The text 'Appendix C Inspection Report' is positioned in the upper right area, overlapping the vertical bar. The text is in a blue, sans-serif font, with 'Appendix C' on the top line and 'Inspection Report' on the bottom line.

## Appendix C Inspection Report

[illegible]





## Appendix B Training Log

# List of Significant Spills and Chronic Leaks

All spills or chronic leaks encountered are to be documented using this form. The spill response coordinator is to fill in this form. If more space is needed, attach additional sheets.

Date	Spill	Leak	Source/Location	Description			Response	Measures Taken to Prevent Recurrence
				Material	Quantity	Cause		



## **Appendix A**

### **Spills and Chronic Leaks**



## Section 5 SWPPP Certification

The Director of the Department of Public Works, Jason Rucker, has been delegated as an authorized representative for the NPDES 2017 New Hampshire Small Municipal Separate Storm Sewer System (MS4) General Permit, which grants him the ability to sign the SWPPP, inspection reports, and other supporting documentation. The designation of authority documentation is included in Appendix A of the Town's Stormwater Management Program (SWMP).

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Authorized Official: Jason Rucker

Title Director of Public Works

Signature:



Date:

1/9/24

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stormwater, the SWPPP will be amended. The amended SWPPP will describe the new activities that have a potential to contribute to increased stormwater pollution as well as the planned control measures to be implemented. The SWPPP will also be amended if a state or federal inspector determines that it is not effective in controlling and minimizing stormwater pollutants discharged from the Facility.



## Section 4 Plan Implementation

The following actions will be taken by the Pollution Prevention Team to implement the SWPPP at the Facility.

### 4.1 Employee Training

Regular employee training is required for all employees who work in areas where materials or activities are exposed to stormwater or are responsible for implementing the SWPPP, including all members of the Pollution Prevention Team. The DPW will conduct regularly training that covers the specific components and scope of the SWPPP, including control measures outlined in Section 3. The training will be documented using the training log in Appendix B, which includes the training date, title, duration; list of attendees, and topics covered during the training.

### 4.2 Maintenance of Control Measures

Control measures outlined in Section 3 will be maintained. Schedules and procedures for preventative maintenance of control measures and applicable back-up practices are developed through applicable DPW process; documentation of such is kept onsite.

### 4.3 Site Inspections

Site inspections of the Facility, including all areas that are exposed to stormwater and all stormwater control measures, are conducted quarterly during regular operating hours (when the Facility is in operation). At least one of the quarterly inspections shall be completed during a rain event resulting in stormwater runoff. The quarterly inspection will be documented using the inspection report in Appendix C, which includes:

- inspection date and time,
- name of the inspector,
- weather information and a description of any discharge occurring at the time of the inspection,
- identification of any previously unidentified discharges from the site,
- control measures needing maintenance or repair,
- failed control measures needing replacement,
- SWPPP changes required as a result of the inspection, and
- Signed certification statement.

Control measures that are identified as needing repair or are not operating effectively, will be repaired or replaced before the next anticipated storm event, if possible, and in the interim, back-up measures will be in place.

### 4.4 Record Keeping and Reporting

The Town of Rye will keep a written record (either hard copy and/or electronic) of all activities required by the SWPPP, including, but not limited to maintenance, inspections, and training for a period at least five years.

A summary of findings from the Site Inspections (described in Section 4.3) will be included in the Town of Rye's annual MS4 annual report.

### 4.5 SWPPP Revisions

The Pollution Prevention Team will regularly meet to discuss the effectiveness of and improvement to the SWPPP, and will also regularly review the SWPPP to determine if any updates or revisions are required. If the Facility expands its operations or changes any significant material handling or storage practices which could impact

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- Preventative measures are used to protect against spills. Secondary containment is provided for diesel and gasoline storage tanks and waste-oil collection tank; waste-oil storage tanks and 55-gallon drums of motor/hydraulic oil (on spill pallets) are located inside and away from the bay doors, and floor drains in the DPW Garage discharge to an oil/water separator and holding tank.
- Motor/hydraulic oil is transferred from 55-gallon drums using hand pumps or a compressed air system.
- All personnel are trained in spill prevention and response.

### **3.5 Erosion and Sediment Control**

Areas at the Facility that are prone to erosion include the gravel Public Works yard and the material storage stockpiles. The following practices are implemented at the Facility to reduce the potential for erosion and to control sediment:

- Periodically maintain stabilized gravel yard.
- Periodically reshape stockpiles in bermed concrete bins.

### **3.6 Management of Stormwater Runoff**

Stormwater at the Facility is primarily managed using overland flow to the old gravel pit area, where it naturally ponds and infiltrates. Storm drains on either side of the Salt Shed convey stormwater to a treatment swale, and stormwater from a portion of the site is collected in a single catch basin; both the swale and the catch basin direct flow to the old pit area. The swale is kept clear of vegetative growth with replacement of stone as needed. The catch basin is cleaned annually.

### **3.7 Salt Storage Piles or Piles Containing Salt**

Salt storage is discussed in Section 2.1.4. To minimize exposure of salt to stormwater resulting from adding to or removing salt from the pile, the DPW personnel implement good housekeeping measures, including:

- ordering salt only when there is sufficient capacity in the salt shed to receive it,
- having salt delivered inside the salt shed undercover,
- loading trucks with their spinners off, and
- pushing spilled salt back into the pile (and under cover) with the loader.

The Town of Rye does not have any sand piles containing salt for municipal winter-road maintenance; however, a small (covered) pile of sand/salt mix for public use is located adjacent to compost processing/storage area.



## Section 3 Stormwater Control Measures

The following management practices are implemented at the facility to control pollutants that have the potential to contaminate stormwater.

### 3.1 Minimize Exposure

Exposure of materials and activities to precipitation and stormwater runoff is minimized by conducting maintenance of equipment and vehicles inside and storing materials that have a high potential for stormwater pollution, such as used oil, salt, public sand, used batteries, and fueling station, under cover.

### 3.2 Good Housekeeping

The following practices are implemented at the Facility to keep areas that are exposed to stormwater clean in an effort to limit potential stormwater pollution:

- Vehicle and equipment maintenance is conducted inside the DPW Garage.
- The Facility, including work areas, equipment storage, and public drop-off areas at the Transfer Station and Recycling Facility, are kept orderly.
- DPW Garage floor is kept swept.
- Metal shavings from fabrication are swept up and thrown away.
- Parts needing cleaning are steam cleaned over the oil/water separator.
- Oil/water separator and holding tank are regularly maintained (pumped as needed).
- The brush pile is ground into bark mulch and hauled off site.

### 3.3 Preventative Maintenance

The following practices are implemented at the Facility to minimize the occurrence of stormwater pollution by addressing issues before they become a problem:

- Recycling drop-off area containers and sheds are well labeled with clear instructions.
- Vehicle and equipment are kept in good repair to prevent leaks.
- Hydraulic hoses of stored equipment are capped to prevent leaks.
- Quarterly inspections of the Facility, including vehicle and equipment maintenance, storage, and fueling areas and containers used to store oils and used oil for recycle are conducted.

### 3.4 Spill Prevention and Response

The following practices are implemented at the Facility to minimize the potential for leaks, spills, and other releases:

- The DPW has a Spill Prevention Control and Countermeasure (SPCC) Plan for the Diesel and Gasoline ASTs at the Facility, which includes spill response procedures, including who to notify, procedures for spill containment, and emergency phone numbers. Refer to the SPCC Plan for spill procedures and notifications and a contact list. The SPCC Plan should be reviewed and updated periodically.
- Spill response materials (i.e. granular absorbent, booms, and/or pads) are kept throughout the Facility, including at the Fueling Station, DPW Garage, Waste-oil Shed, and Recycling Building.
- Oil is transferred during vehicle and equipment maintenance using funnels.
- Used-oil is collected using an upright oil drain or oil drain pan.

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## 2 – Potential Pollutant Sources

Material, Significant Area, or Activity	Potential Stormwater Pollutant	Quantity Exposed (or Stored, if Under Cover), approx.	Likelihood of Contact with Stormwater or Rainfall	Risk of Release (from Storage Area)	Methods Used to Control Source
Wood waste (unpainted)	Suspended solids	10 tons max	High	Low	Stored in a roll-off container
Bulky waste (furniture, rugs, sheetrock, shingles) and construction debris/demo (including painted/pressure treated wood)	Suspended solids, metals, asphalt, paint chips, chemicals	15 tons max	High	Low	Stored in a roll-off container
Mattresses/box springs	Suspended solids, metals	1 ton max	High	Low	Stored in a roll-off container
Glass	Broken glass, residual contents of containers	90 tons	High	Low	Stored within bermed area
Brush	Nutrients, suspended solids	Variable	High	Low	Ground to produce bark mulch that is hauled off site
Yard waste	Nutrients, suspended solids	Variable	High	Low	Temporary stored until incorporated into compost windrows
Wood chips	Nutrients	120 cubic yards	High	Low	Stored within bermed area