

**Stormwater Pollution Prevention Plan  
(SWPPP) for:**

**The Cemetery Department  
and Gibson Cemetery**

**The Town of Pelham, New Hampshire**

EPA NPDES Permit Number NHR041025

# **Stormwater Pollution Prevention Plan for The Town of Pelham (Cemetery Department)**

Facility Name: The Cemetery Department and Gibson Cemetery

Facility Address: 45 Marsh Road, Pelham, New Hampshire

## **Section 1: Stormwater Pollution Prevention Plan Overview**

This Stormwater Pollution Prevention Plan (SWPPP) was developed for the Town of Pelham (the Town) Cemetery Department and Gibson Cemetery (the Facility) to:

- identify the SWPPP team by name and title;
- describe the Facility with information on location and activities, a site map, and a description of the on-site stormwater drainage management;
- identify potential stormwater contaminants at the Facility;
- describe stormwater management control and best management practices (BMPs) needed to reduce pollutants in stormwater discharges; and
- describe the Facility's stormwater inspection plan.

## **Section 2: Stormwater Pollution Prevention Team**

### **Pelham Stormwater Management Program Coordinator:**

Responsible for developing, maintaining, and revising the SWPPP and supervising team activities and training.

Position/Title:	Dena Hoffman Environmental Regulation Compliance Specialist 603-508-3000 ext. 3101 <a href="mailto:dhoffman@pelhamweb.com">dhoffman@pelhamweb.com</a>
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### **Facility SWPPP Team:**

Responsible for implementing SWPPP provisions, performing inspections, attending training sessions, reporting, and addressing corrective actions as needed.

Position/Title:	Sean Cunningham Facility SWMP Manager 603-635-6974 <a href="mailto:scunningham@pelhamweb.com">scunningham@pelhamweb.com</a>
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Position/Title: Wendi Devlin  
Secretary  
Alternate Facility SWMP Manager  
603-635-6974  
[cpinette@pelhamweb.com](mailto:cpinette@pelhamweb.com)

### Section 3: Site Description

The Facility is located at 45 Marsh Road in Pelham, New Hampshire. The Facility includes parking areas, asphalt paved roads, grass covered cemetery lots, a storage shed, a maintenance building, and an unused building. The Facility is open to the public.

A map of the Facility is included as Attachment 1 of this SWPPP. The map identifies key buildings and site features, 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**

<b>Activity #</b>	<b>Description</b>	<b>Potential Pollutants</b>
1	Maintenance Building Generator	Metal, Fuel Oil
2	Maintenance Building Outdoor Propane Tank	Metal
3	Storage Shed Generator	Metal, Fuel Oil
4	Storage Shed Outdoor Propane Tank	Metal
5	Retired / Vacant Office	None
6	Solid Waste Dumpster	Municipal waste
7	Mobile Trucks (i.e., Chevy Pickup Truck, Ford Dump Truck, Backhoe)	Metal, Residual Oil, and Total Suspended Solids
8	Lawn Equipment	Residual Oil
9	Asphalt Paved Roads and Parking Lot	Sand, Salt, Oil
10	5-gallon Gasoline Can	Gasoline
11	Vehicle Washing	Residual Oil and Total Suspended Solids

### 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 (the Permit). Unless otherwise stated, measures will be implemented to be consistent with the schedule required in the Permit, or not later than the end of Year 5 of the Permit.

#### **Section 4.1: Minimize or Prevent Exposure**

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

- equipment maintenance and repairs are performed off-site; and
- best management practices for spill prevention/response, stormwater runoff management, and other key topics are discussed later in this document.

#### **Section 4.2: Good Housekeeping**

The following list describes good housekeeping practices followed at the Facility:

- the impervious exterior areas of the Facility shall be swept at least annually, or more as needed, to minimize sediment and associated pollutants from entering stormwater drainage systems;
- spillage of chemicals will be promptly cleaned and reported as required;
- substances requiring secondary containment will be handled as such;
- the dumpster will remain covered when not in use;
- leaking vehicles needing repair will be stored indoors; and
- outdoor storage areas will be regularly swept and kept free of leaking or damaged containers.

#### **Section 4.3: Preventative Maintenance**

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

- drainage swales are kept maintained and clear of obstructions; and
- equipment and vehicles are kept in good repair to minimize leaks.

#### **Section 4.4: Spill Prevention and Response**

The following is a list of spill prevention and response procedures practiced at the Facility:

- the 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 catch basins or other stormwater intake structures;
- the Pelham Stormwater Management Program Coordinator will be advised immediately of hazardous or regulated material spills, regardless of quantity;
- spills will be evaluated to determine the necessary response;
- staff have been trained and 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 storage tank containment areas are checked regularly for leaks; and
- above ground storage tanks are inspected regularly for signs of corrosion or leaks.

#### **Section 4.5: Erosion and Sediment Control**

Potential areas for erosion were not identified at the Facility.

## **Section 4.6: Management of Stormwater Runoff**

The following management practices for stormwater runoff are used at the Facility:

- runoff from the site discharges to catch basins; and
- impervious areas are uncurbed where practical to encourage sheet flow runoff to vegetated areas.

## **Section 4.7: Employee Training**

Key staff will be trained annually on SWPPP related topics such as:

- spill response;
- good housekeeping;
- identification of drainage flow pathways;
- discussion of sensitive receptors;
- identification of material and associated management practices;
- pest control;
- SWPPP team individual responsibilities; and
- inspection/monitoring requirements.

Refer to the Town's Stormwater Management Plan (SWMP) for additional details on employee training.

The Town will retain records on employee training including:

- training date, title, and duration;
- municipal attendee list; and
- topics covered during training.

## **Section 4.8: Maintenance of Control Measures**

The following is a list of stormwater control measure maintenance procedures practiced at the Facility:

- control measures required by the 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; and
- the Town 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 will conduct quarterly inspections of the Facility that will cover areas exposed to stormwater and related stormwater control measures. At least one of the inspections will occur during a period of active stormwater discharge. Additional inspections will occur on an as-needed basis if significant activities are exposed to stormwater. The inspections will be recorded on the site inspection form in Attachment 2.

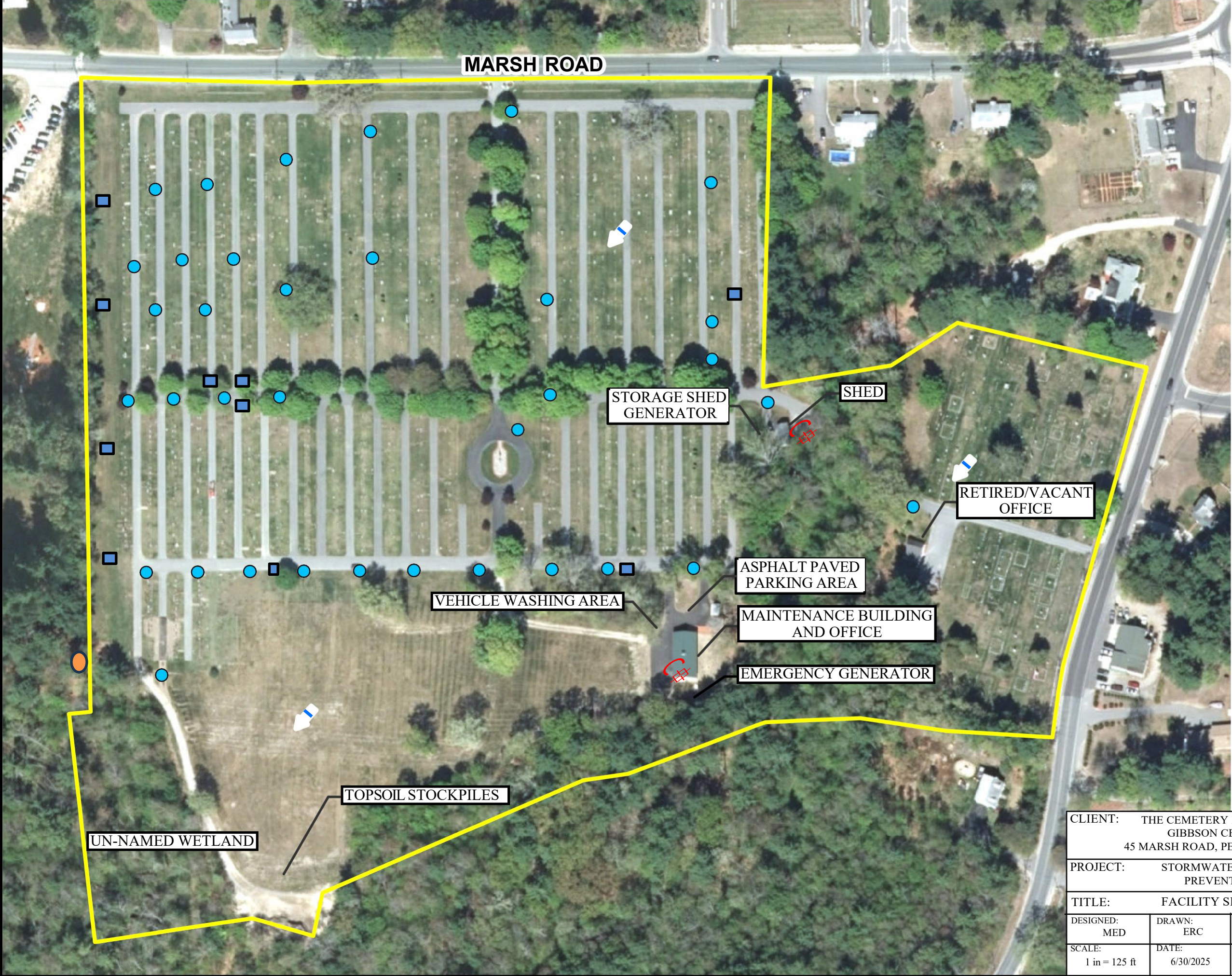
If control measures are discovered to need repair or be ineffective, whether as part of a routine inspection or otherwise, the Town will repair or replace them as soon as practicable, and preferably before the next storm event.

## **Section 5.2: Record Keeping**


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


**Attachment 1**








LEGEND


 Propane Tank

 Drainage Outfall

 Catch Basin

 Property Boundary

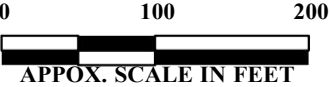
 Water Faucet


 Flow Path

SOURCE:

THIS MAP CONTAINS THE ESRI ARCGIS ONLINE WORLD IMAGERY MAP SERVICE, PUBLISHED DECEMBER 12, 2009 BY ESRI ARCMS SERVICES AND UPDATED OFTEN.

NOTES:  
1. THE LOCATION OF SITE AND SITE FEATURES SHOWN HERE ARE APPROXIMATE AND DO NOT REPRESENT EXACT LOCATIONS.



CLIENT: THE CEMETERY DEPARTMENT GIBBSON CEMETERY 45 MARSH ROAD, PELHAM, NEW HAMPSHIRE				
PROJECT: STORMWATER POLLUTION PREVENTION PLAN				
TITLE: FACILITY SITE PLAN				
DESIGNED: MED	DRAWN: ERC	CHECKED: MED	APPROVED: LM	
SCALE: 1 in = 125 ft	DATE: 6/30/2025	FILE NO: 9205-004_Fig_1	PROJECT NO: 9205-004	FIGURE NO: 1



**Attachment 2**

## Site Inspection Form

Facility Name: The Cemetery Department and Gibson Cemetery

Facility Address: 45 Marsh Road, Pelham, New Hampshire

Inspection Date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Weather: \_\_\_\_\_

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

Stormwater discharge notes, if any: \_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

(If yes, provide a copy of this inspection report to the Facility SWMP Manager with 3-days of this inspection.)

Are 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.

**Stormwater Pollution Prevention Plan  
(SWPPP) for:  
Highway Department  
The Town of Pelham, New Hampshire**

EPA NPDES Permit Number NHR041025

**Stormwater Pollution Prevention Plan  
for  
The Town of Pelham (Highway Department)**

Facility Name: Highway Department

Facility Address: 33 Newcomb Field Parkway, Pelham, NH 03076

## **Section 1: Stormwater Pollution Prevention Plan Overview**

This Stormwater Pollution Prevention Plan (SWPPP) was developed for the Town of Pelham (the Town) Highway Department (the Facility) to:

- identify the SWPPP team by name and title;
- describe the Facility with information on location and activities, a site map, and a description of the on-site stormwater drainage management;
- identify potential stormwater contaminants at the Facility;
- describe stormwater management control and best management practices (BMPs) needed to reduce pollutants in stormwater discharges; and
- describe the Facility's stormwater inspection plan.

## **Section 2: Stormwater Management Program Team**

### **Pelham Stormwater Management Program Coordinator:**

Responsible for developing, maintaining, and revising the SWPPP and supervising team activities and training.

Position/Title:	Dena Hoffman Environmental Regulation Compliance Specialist 603-508-3000 ext. 3101 <a href="mailto:dhoffman@pelhamweb.com">dhoffman@pelhamweb.com</a>
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### **Facility SWPPP Team:**

Responsible for implementing SWPPP provisions, performing inspections, attending training sessions, reporting, and addressing corrective actions as needed.

Position/Title:	Jim Hoffman Highway Director (603) 635-8526
Position/Title:	Rhonda Whittier Office Manager (Highway and Transfer Station) (603) 635-3964 <a href="mailto:rwhittier@pelhamweb.com">rwhittier@pelhamweb.com</a>



### Section 3: Site Description

The Facility is located at 33 Newcomb Field Parkway in Pelham, New Hampshire. The Facility consists of the Highway Department and Town vehicle storage. The Facility includes the Highway Department building, Town vehicles, and a sand and salt shed. Facility personnel are available Monday through Friday.

A map of the Facility is included as Attachment 1 of this SWPPP. The map identifies key buildings and site features, 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**

<b>Activity #</b>	<b>Description</b>	<b>Potential Pollutants</b>
1	Lawn Care/Landscaping (i.e., Chain Saws, Pole Saws, Weed Whackers, Blowers, Gas Compactors)	Fertilizer, Herbicides, Pesticide, Residual Oil
2	Mobile Vehicles (i.e., Dump Trucks with Plows & Sanders, Pickups with Plows, JCB Backhoes, Loader, Town Car, Compactor Roller)	Metal, Residual Oil, and Total Suspended Solids
3	Two 100-gallon Propane Tanks for Heaters	Metal
4	One Woodchipper	Woodchips, Metal, Residual Oil
5	Six 55 Gallon Open Oil Drums on Spill Pallets	Residual Oil, Metal
6	Asphalt Paved Roads and Parking Lot	Sand, Salt, Oil
7	Dirt Parking Lot	Oil, Total Suspended Solids
8	Salt Shed	Salt
9	Sand Pile	Sand
10	Vehicle Washing	Total Suspended Solids, Residual Oil
11	Antifreeze on Spill Pallets	Antifreeze
12	Equipment/Vehicle Maintenance	Residual Oil

### 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 (the Permit). Unless otherwise stated, measures will be implemented to be consistent with the schedule required in the Permit, or no later than the end of Year 5 of the Permit.

#### **Section 4.1: Minimize or Prevent Exposure**

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

- equipment maintenance and repairs are performed off-site; and
- best management practices for spill prevention/response, stormwater runoff management, and other key topics are discussed later in this document.

#### **Section 4.2: Good Housekeeping**

The following list describes good housekeeping practices followed at the Facility:

- oil stored in drums are kept closed except when actively in use and kept on spill containment pallets;
- the impervious exterior areas of the Facility shall be swept at least annually, or more as needed to minimize sediment and associated pollutants from entering stormwater drainage systems;
- drip pans are used when changing fluids, and spigots/funnels are used to minimize drips/leaks;
- spillage of chemicals will be promptly cleaned and reported as required;
- substances requiring secondary containment will be handled as such;
- lawn care materials will be stored indoors when not in use; and
- outdoor storage areas will be regularly swept and kept free of leaking or damaged containers.

#### **Section 4.3: Preventative Maintenance**

The following is a list of preventative maintenance procedures practiced at the Facility:

- drainage swales are kept maintained and clear of obstructions;
- hydraulic mechanical equipment is kept in good repair to minimize leaks;
- materials, drains, tanks, and containers are properly stored and labeled.

#### **Section 4.4: Spill Prevention and Response**

The following is a list of spill prevention and response procedures practiced at the Facility:

- 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 catch basins or other stormwater intake structures;
- the Pelham Stormwater Management Program Coordinator will be advised immediately of hazardous or regulated material spills, regardless of quantity;
- spills will be evaluated to determine the necessary response;
- staff have been trained and are aware of spill prevention and response procedures;
- spill response equipment is located at potential spill areas;
- outdoor storage tank containment areas are checked regularly for leaks; and
- above ground storage tanks are inspected regularly for signs of corrosion or leaks.

#### **Section 4.5: Erosion and Sediment Control**

Potential areas for erosion were not identified at the Facility.

## **Section 4.6: Management of Stormwater Runoff**

The following management practices for stormwater runoff are used at the Facility:

- runoff from the site discharges via sheet flow; and
- impervious areas are uncurbed where practical to encourage sheet flow runoff to vegetated areas.

## **Section 4.7: Employee Training**

Key staff will be trained annually on SWPPP related topics such as:

- spill response;
- good housekeeping;
- identification of drainage flow pathways;
- discussion of sensitive receptors;
- identification of material and associated management practices;
- pest control;
- SWPPP team individual responsibilities; and
- inspection/monitoring requirements.

Refer to the Town's Stormwater Management Plan (SWMP) for additional details on employee training.

The Town will retain records on employee training including:

- training date, title, and duration;
- municipal attendee list; and
- topics covered during training.

## **Section 4.8: Maintenance of Stormwater Control Measures**

The following is a list of stormwater control measure maintenance procedures practiced at the Facility:

- control measures required by the 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; and
- the Town 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 will conduct quarterly inspections of the Facility that will cover areas exposed to stormwater and related stormwater control measures. At least one of the inspections will occur during a period of active stormwater discharge. Additional inspections will occur on an as needed basis if significant activities are exposed to stormwater. The inspections will be recorded on the site inspection form in Attachment 2.

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

## **Section 5.2: Record Keeping**

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



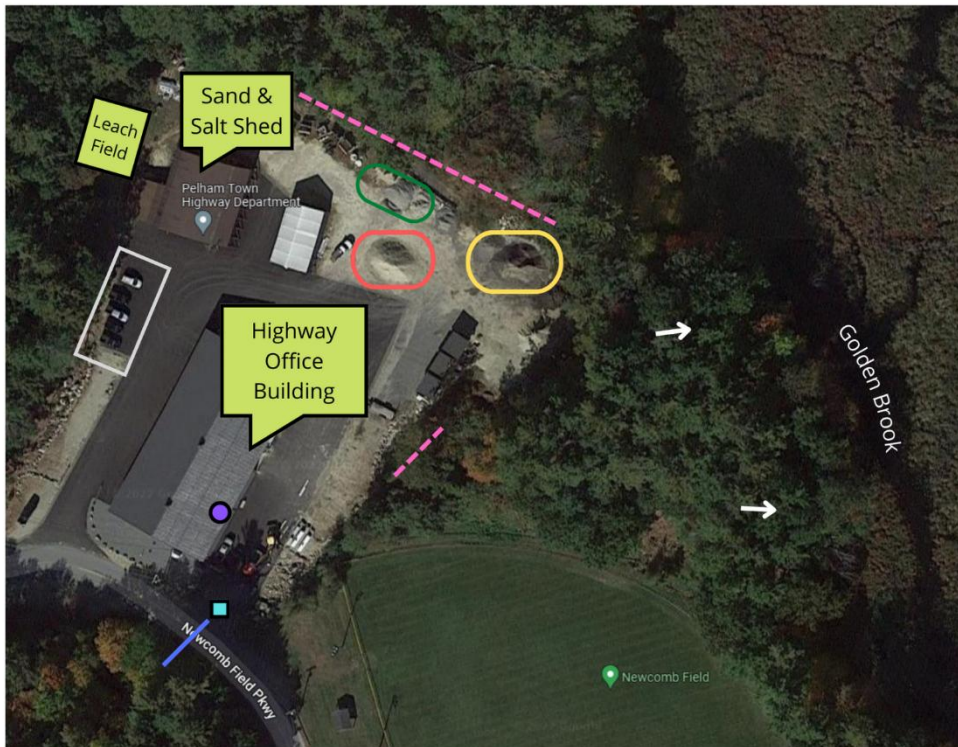
**Attachment 1**

# Town of Pelham, New Hampshire Highway Department Stormwater Pollution Prevention Plan



## Legend

- Parking Area
  - Catch Basin
  - Stormwater Pipeline
  - Drum Storage Area (motor and hydraulic oil)
  - Winter Sand Pile
  - 3/4 Gravel Pile
  - Stone Pile
  - Swale
  - Direction of Flow
- 1 inch equals approximately 50 feet



**Source:** 2022 MassGIS, Commonwealth of Massachusetts EOE, Maxar Technologies, USDA/FPAC/GEO

**Attachment 2**

## Site Inspection Form

Facility Name: Pelham Highway Department

Facility Address: 33 Newcomb Field Parkway, Pelham, NH 03076

Inspection Date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Weather: \_\_\_\_\_

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

Stormwater discharge notes, if any: \_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

(If yes, provide a copy of this inspection report to the Facility SWMP Manager with 3-days of this inspection.)

Are 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.



**Stormwater Pollution Prevention Plan  
(SWPPP) for:**  
**Pelham Transfer Station & Recycling Center  
the Town of Pelham, New Hampshire**

EPA NPDES Permit Number NHR041025

**Stormwater Pollution Prevention Plan  
for  
The Town of Pelham (Pelham Transfer Station & Recycling Center)**

Facility Name: Pelham Transfer Station & Recycling Center

Facility Address: 74 Newcomb Field Parkway, Pelham, NH 03076

## **Section 1: Stormwater Pollution Prevention Plan Overview**

This Stormwater Pollution Prevention Plan (SWPPP) was developed for the Town of Pelham (the Town) Pelham Transfer Station & Recycling Center (the Facility) to:

- identify the SWPPP team by name and title;
- describe the Facility with information on location and activities, a site map, and a description of the on-site stormwater drainage management;
- identify potential stormwater contaminants at the Facility;
- describe stormwater management control and best management practices (BMPs) needed to reduce pollutants in stormwater discharges; and
- describe the Facility's stormwater inspection plan.

## **Section 2: Stormwater Management Program Team**

### **Pelham Stormwater Management Program Coordinator:**

Responsible for developing, maintaining, and revising the SWPPP and supervising team activities and training.

Position/Title:	Dena Hoffman Environmental Regulation Compliance Specialist 603-508-3000 ext. 3101 dhoffman@pelhamweb.com
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### **Facility SWPPP Team:**

Responsible for implementing SWPPP provisions, performing inspections, attending training sessions, reporting, and addressing corrective actions as needed.

Position/Title:	Bob Long Supervisor (603) 635-3964
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Position/Title:

Rhonda Whittier  
Office Manager (Highway and Transfer Station)  
(603) 635-3964  
[rwhittier@pelhamweb.com](mailto:rwhittier@pelhamweb.com)

### Section 3: Site Description

The Facility is located at 74 Newcomb Field Parkway in Pelham, New Hampshire. The Facility consists of both the Transfer Station and Recycling Complex for Pelham. The Facility includes an office trailer, one single-stream recycling building, one storage garage, three-yard trash trailers, and the incinerator recycling building. The Facility is open to the public Tuesday through Saturday.

A map of the Facility is included as Attachment 1 of this SWPPP. The map identifies key buildings and site features, 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**

<b>Activity#</b>	<b>Description</b>	<b>Potential Pollutants</b>
1	Mobile Vehicles (i.e., Chevy Pickup Truck w/Plow, JCB Backhoe, Bobcat Skid Steer, JCB Skid Steer)	Metal, Residual Oil, and Total Suspended Solids
2	Two 75-yard Trash Trailers (Green)	Municipal waste
3	One 100-yard Trash Trailer (Black)	Municipal waste
4	Lawn Equipment (i.e., Push Lawn Mower, Weed Wacker, Gas Blower)	Residual Oil
5	1000-gallon Unleaded Gasoline Aboveground Storage Tank in a Cement Vault	Unleaded Gasoline
6	1000-gallon Diesel Aboveground Storage Tank Equipped with Pumps in a Cement Vault	Diesel
7	Two 275-gallon Used Oil Aboveground Storage Tanks in Spill Containment Sump and Covered by a Roof	Used Oil, Metal
8	Multiple 55-gallon Oil Drums on Spill Pallets	Oil, Metal
9	Two 100-gallon Propane Tanks for Heaters	Metal
10	Oil Filter Crusher	Oil, Metal
11	Two Electric Conveyors	Municipal Waste
12	Asphalt Paved Roads and Parking Lot	Sand, Salt, Oil
13	Equipment/Vehicle Maintenance	Residual Oil
14	Brush Pile	Organic Material
15	Scrap Metal Stored in Uncovered 40-yard Roll-Off Containers	Metal
16	Hazardous Material Storage Indoors on Oil Containment Pallets	Paint, Solvents, Cleaners, Antifreeze

## **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 (the Permit). Unless otherwise stated, measures will be implemented to be consistent with the schedule required in the Permit, or not later than the end of Year 5 of the Permit.

### **Section 4.1: Minimize or Prevent Exposure**

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

- equipment maintenance and repairs are performed off-site; and
- best management practices for spill prevention/response, stormwater runoff management, and other key topics are discussed later in this document.

### **Section 4.2: Good Housekeeping**

The following list describes good housekeeping practices followed at the Facility:

- used oil is stored within spill containment;
- drums are kept closed except when actively in use;
- the impervious exterior areas of the Facility shall be swept at least annually, or more as needed, to minimize sediment and associated pollutants from entering stormwater drainage systems;
- spillage of chemicals will be promptly cleaned and reported as required;
- drip pans are used when changing fluids, and spigots/funnels are used to minimize drips/leaks;
- substances requiring secondary containment will be handled as such;
- lawn care materials will be stored indoors when not in use; and
- outdoor storage areas will be regularly swept and kept free of leaking or damaged containers.

### **Section 4.3: Preventative Maintenance**

The following is a list of preventative maintenance procedures practiced at the Facility:

- drainage swales are kept maintained and clear of obstructions;
- hydraulic mechanical equipment is kept in good repair to minimize leaks;
- materials, drains, tanks, and containers are properly stored and labeled.

### **Section 4.4: Spill Prevention and Response**

The following is a list of spill prevention and response procedures practiced at the Facility:

- 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 catch basins or other stormwater intake structures;
- the Pelham Stormwater Management Program Coordinator will be advised immediately of hazardous or regulated material spills, regardless of quantity;
- spills will be evaluated to determine the necessary response;
- staff have been trained and are aware of spill prevention and response procedures;
- spill response equipment is located at potential spill areas;
- qualified Facility personnel observe delivery transfers from fuel tanks;
- outdoor storage tank containment areas are checked regularly for leaks;

- above ground storage tanks are inspected regularly for signs of corrosion or leaks; and
- underground storage tank filling areas are inspected regularly for signs of spills.

#### **Section 4.5: Erosion and Sediment Control**

Potential areas for erosion were not identified at the Facility.

#### **Section 4.6: Management of Stormwater Runoff**

The following management practices for stormwater runoff are used at the Facility:

- runoff from the site discharges to catch basins; and
- impervious areas are uncurbed where practical to encourage sheet flow runoff to vegetated areas.

#### **Section 4.7: Employee Training**

Key staff will be trained annually on SWPPP related topics such as:

- spill response;
- good housekeeping;
- identification of drainage flow pathways;
- discussion of sensitive receptors;
- identification of material and associated management practices;
- pest control;
- SWPPP team individual responsibilities; and
- inspection/monitoring requirements.

Refer to the Town's Stormwater Management Plan (SWMP) for additional details on employee training.

The Town will retain records on employee training including:

- training date, title, and duration;
- municipal attendee list; and
- topics covered during training.

#### **Section 4.8: Maintenance of Stormwater Control Measures**

The following is a list of stormwater control measure maintenance procedures practiced at the Facility:

- control measures required by the 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; and
- the Town 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 will conduct quarterly inspections of the Facility that will cover areas exposed to stormwater and related stormwater control measures. At least one of the inspections will occur during a period of active stormwater discharge. Additional inspections will occur on an as-needed basis if significant activities are exposed to stormwater. The inspections will be recorded on the site inspection form in Attachment 2.

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

### **Section 5.2: Record Keeping**

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

**Attachment 1**



# Town of Pelham, New Hampshire Transfer Station Stormwater Pollution Prevention Plan

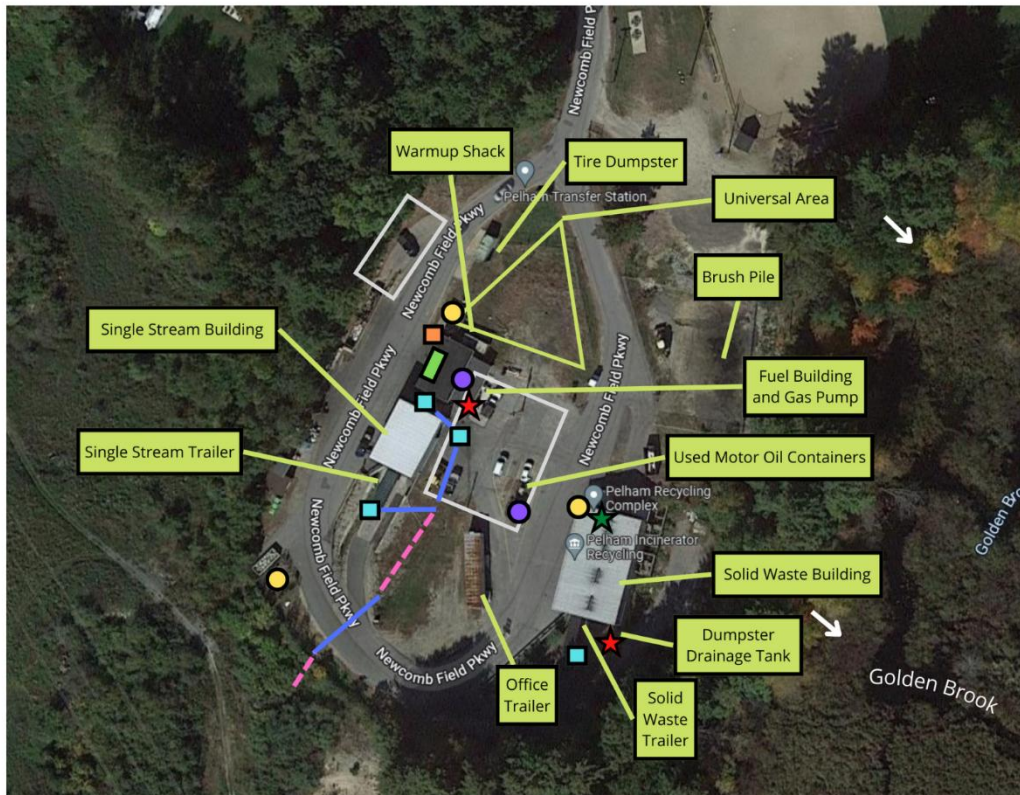


## Legend

- Parking Area
- Catch Basin
- Stormwater Pipeline
- Drum Storage Area (motor and hydraulic oil)
- Swale
- Dry Basin
- Propane Tank
- Antifreeze Storage Area
- Aboveground Storage Tank
- Recycling Storage
- Direction of Flow



1 inch equals approximately 50 feet



**Source:** 2022 MassGIS, Commonwealth of Massachusetts EOE, Maxar Technologies, USDA/FPAC/GEO

**Attachment 2**

## Site Inspection Form

Facility Name: Pelham Transfer Station & Recycling Center

Facility Address: 74 Newcomb Field Parkway, Pelham, NH 03076

Inspection Date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Weather: \_\_\_\_\_

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

Stormwater discharge notes, if any: \_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

(If yes, provide a copy of this inspection report to the Facility SWMP Manager with 3-days of this inspection.)

Are 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.