

**Stormwater Pollution Prevention Plan
(SWPPP) for: Wilton Police Department**

7 Burns Hill Rd, Wilton NH

EPA NPDES Permit Number NHR041000

Stormwater Pollution Prevention Plan for Wilton Police Department

Facility Name: Wilton Police Department

Facility Address: 7 Burns Hill Rd, Wilton NH

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

INSTRUCTIONS: This may look similar to the team identified in your SWMP, but may also include other site-specific contacts as applicable.

Stormwater Program Coordinator:

Position/Title: Eric Olesen
Chief of Police
eolesen@wiltonnhpd.com

SWMP Team:

Position/Title: Nick Germain
Town Administrator
603-654-3299
WiltonTA@wiltonnh.gov

Position/Title:

Section 3: Site Description

The Wilton Police Department includes an operations building, a parking lot for employees and visitors, a garage for police vehicles, a storage unit for evidence holding, and a fenced area for impounded cars. Within the garage is also a place for vehicle washing and a drain/grease trap. There are

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 Washing and Maintenance	Engine oil, gasoline, road salt
2	Salt Storage	Chloride leaking
3	Employee/Resident Parking	Potential fluid leaks from vehicles in public parking lot
4		
5		

Delete this upon completion. Items to note on the site map:

- Location of the engineered drainage system, including catch basins, ditches, drain manholes, and treatment BMPs
- Outfalls to a receiving water, and the name of the receiving water
- Direction of surface water flow
- Structural stormwater pollution control measures
- Location of floor drains
- Vehicle washing areas
- Vehicle fueling areas
- Aboveground storage tanks (indoors and outdoors)
- Underground storage tanks
- Chemical storage areas
- Pesticide and fertilizer storage areas
- Salt storage areas
- Materials stockpiles
- Waste disposal areas
- Emergency generators
- Parking areas
- Administrative/operations buildings

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 using a grate at the bottom of the indoor garage instead of entering the stormwater drainage system;
- Vehicle maintenance and fluid changing will occur in covered facilities;
- Ice melt mix used on walkway in the winter instead of salt mix to minimize chloride exposure;
- Grass clippings are disposed of at off-site recycling center;
- Leaves are gathered and disposed off at an off-site recycling center;
- 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:

- 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 and stored inside a covered garage;
- 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 and will be inspected as soon as possible
- 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;
- 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;

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.

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 practice(s) for runoff are used at this facility:

- Vehicle washing will be partially discharged to a grease trap which will be routinely cleaned and discarded of at safe off-site area

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.*

The facility keeps a stockpile of salt to maintain the opening to the vehicle garage. The salt is stored in a covered container in the inside garage.

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 Wilton's Stormwater Management Plan (SWMP) for additional details on employee training.

Wilton Police Department 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;
- Wilton 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

Wilton will conduct bi-annual 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, Wilton will repair or replace them as soon as practicable, and preferably before the next storm event.

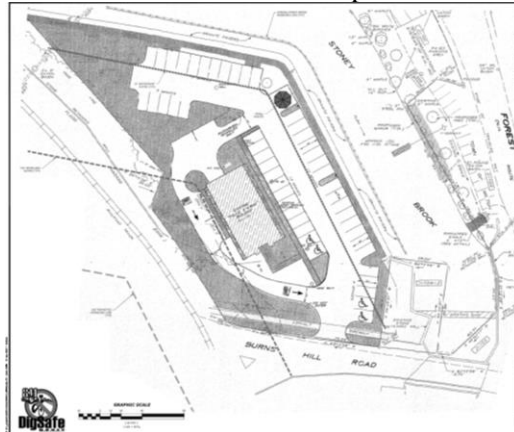
Section 5.2: Record Keeping

Wilton will maintain records of all maintenance, inspection, training, and other activities required by Section 2.3.7.2 of the MS4 permit. Records will be maintained for at least five (5) years, as required by Section 4.2.1 of the MS4 Permit.

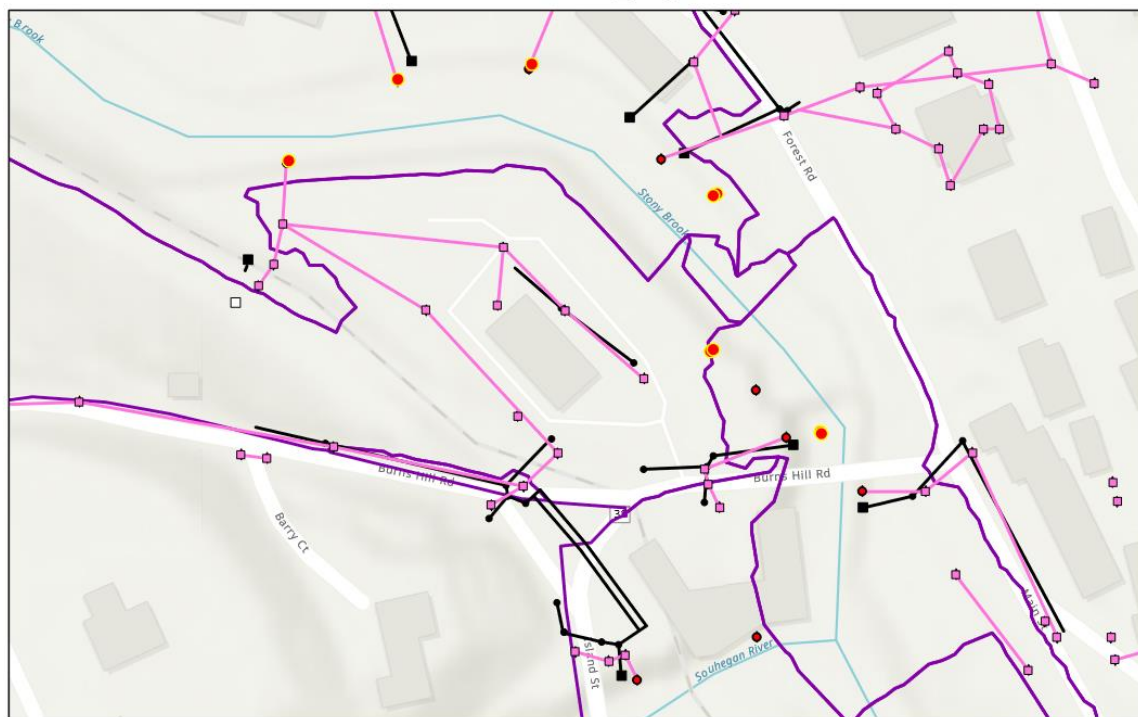
Attachment 1

Facility site maps identifying key buildings and sites, the location of all known floor drains that tie into the stormwater drainage system, stormwater outfalls, and their receiving waters.

Current Site Map



Stormwater_Map



9/20/2023

- | | | |
|-----------------------------|------------------------------------|----------------------------|
| ● Wilton Outfall Sampling | ■ Wilton SW InletOutlet Inventory | ◆ Wilton Outfall Photos |
| ● Wilton Outfall Inspection | ■ Wilton Stormwater Pipe Inventory | ■ SADES CCDS OUTLET Wilton |
| ● Wilton Outfall Inventory | ◆ Wilton SW InletOutlet Photos | □ SADES CCDS INLET Wilton |

1:1,493
0 0.01 0.01 0.03 mi
0 0.01 0.03 0.05 km
Esri Community Maps Contributors, MassGIS, VCGI, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc. METI/

Attachment 2: Example Facility Site Inspection Form

Facility Name: _____

Facility Address: _____

Inspection Date: _____ Inspection Time: _____

Inspector(s): _____

Weather: _____

Stormwater Discharge Description (if any, 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.