

MAYOR
Tom Reynolds

COUNCIL PRESIDENT
Gregory Wojyn

COUNCIL MEMBERS
Eric Mann
Cindy Robilotti
Lori Cooke
Maryanne Krawiec
Dan Marter



CHIEF FINANCIAL OFFICER
Laurie Finger, C.M.F.O.

MUNICIPAL CLERK
Peter Gorbatuk, R.M.C.

DEPUTY MUNICIPAL CLERK
Laurie Finger, Deputy M.C.

15 MAIN STREET-ENGLISHTOWN, N.J. 07726
(732) 446-9235
FAX (732) 446-4979

Stormwater Pollution Prevention Plan

For

Borough of Englishtown Monmouth County, New Jersey

**NJDES General Permit # NJG0152455
Program Interest ID# 190667**

Prepared by:

**Thomas J. Herits, PE, PP, PLS
Borough Engineer**

November 2005

Revised May 27, 2009

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Thomas Herits

Title: Borough Engineer

Date: 03/01/2005

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Stormwater Program Coordinator: Rick Guffanti CPWM

Title: Public Works Superintendent

Office Phone #: (732) 446-9235

Emergency Phone #: (908) 839-6772

Public Notice Coordinator: Peter Gorbatuk RMC

Title: Borough Clerk

Office Phone #: (732) 446-9235

Emergency Phone #: _____

Post-Construction Stormwater Management Coordinator: Rick Guffanti CPWM

Title: Public Works Superintendent

Office Phone #: (732) 446-9235

Emergency Phone #: (908) 839-6772

Local Public Education Coordinator: Rick Guffanti CPWM

Title: Public Works Superintendent

Office Phone #: (732) 446-9235

Emergency Phone #: (908) 839-6772

Ordinance Coordinator: Joseph D. Youssouf

Title: Borough Attorney

Office Phone #: (732) 972-3010

Emergency Phone #: (732) 216-1676

Public Works Coordinator: Rick Guffanti CPWM

Title: Public Works Superintendent

Office Phone #: (732) 446-9235

Emergency Phone #: (908) 839-6772

Employee Training Coordinator: Rick Guffanti CPWM

Title: Public Works Superintendent

Office Phone #: (732) 446-9235

Emergency Phone #: (908) 839-6772

Other: Thomas Herits PE, PP, PLS

Title: Borough Engineer

Office Phone #: (732) 383-1950

Emergency Phone #: (732) 261-7934

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES # : NJG0152455

PI ID #: 190667

Team Member/Title: Julie Martin RMC Borough Clerk

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005

Date of most recent update: 11/15/2005

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", N.J.S.A. 10:4-6 et seq.), the Borough of Englishtown will provide public notice in a manner that complies with the requirements of that Act. Also in regard to the passage of ordinances, the Borough of Englishtown wil provide public notice in a manner that compies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) the Borough will comply with those requirements.

SPPP Form 3 - New Development and Redevelopment Program

Municipality
Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005

Date of most recent update: 11/15/2005

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinances(s)) will be provided in your annual reports.

To control stormwater from new development and redevelopment projects throughout the Borough of Englishtown (including projects we operate) we will do the following:

The Borough is already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing a preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, the Borough of Englishtown has not constructed any new development or redevelopment projects on Borough property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.

Our joint board and municipal attorney will review the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and will draft a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We will also coordinate with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance will be adopted by our planning board and Governing Body, respectively, by the deadlines specified in the permit, and will be submitted to the county planning agency for approval.

Once approved, the ordinance, which will be administered by our joint board, municipal engineer and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.

For any BMP that is installed in order to comply with the requirements of our post-construction program, the Borough of Englishtown will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, the Borough of Englishtown intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Borough can perform the maintenance and charge the private entity.

The Borough of Englishtown will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. The Borough of Englishtown expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions", or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

SPPP Form 4- Local Public Education Program

Municipality Information	Municipality: <u>Borough of Englishtown</u>	County: <u>Monmouth County</u>
	NJPDES #: <u>NJG0152455</u>	PI ID #: <u>190667</u>
	Team Member/Title: <u>Thomas J. Herits PE PP PLS Borough Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>	
	Date of Completion: <u>03/01/2005</u> Date of most recent update: <u>05/27/2009</u>	

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

To fulfill the annual distribution requirement of the local public education program, Englishtown will mail the educational brochure provided by the NJDEP with its Newsletter and web site. Giveaways and display will be made available at the Borough's municipal building. The Borough utilizes DEP materials.

Educational materials will also be made available at the Borough's annual "Fall Festival".

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005

Date of most recent update: 05/27/2009

Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

The Borough's Department of Public Works will be implementing the storm drain labeling program. All storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas or maintenance yards that are operated by the Township will be labeled.

All inlets have been labeled.

During the annual catch basin cleaning program, the Borough will be checking these labels to ensure that they are still visible. Labels that are not visible will be replaced immediately.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005 Date of most recent update: 05/27/2009

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

Current Outfall Mapping:

Outfall mapping has been completed by the Borough Engineer.

Updating Outfall Mapping:

The Borough will ensure that existing outfall maps are updated as new development or redevelopment changes the current storm sewer system through the creation of additional outfalls.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005 Date of most recent update: 05/27/2009

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

Initial Physical Inspection:

The Borough Engineer, has conducted an initial physical inspection of all municipally owned outfall pipes. Inspections were conducted using the NJDEP Illicit Connection Inspection Report Form. Each of these forms will be kept with Borough's SPPP records.

Illicit Connection Elimination Program:

Outfall pipes that are found to have dry weather flow or evidence of intermittent non-stormwater flow will be investigated to locate the illicit connection. If the Borough is able to locate the illicit connection (and the connection is within the Borough of Englishtown) the responsible party will be notified immediately, and a citation will be issued if the connection is not corrected or removed within six (6) months of discovery.

If, after the appropriate amount of investigation, the Borough is unable to locate the source of the illicit connection, the Closeout Investigation Form will be submitted with the Annual Inspection and Recertification.

If an illicit connection is found to originate from another public entity, the Borough will report the connection to the Department, and also notify the municipality from which it appears to originate.

The Borough will at minimum, continue to inspect for illicit connections once per permit cycle (five years). In addition, the Borough will investigate possible illicit connections reported by residents. Inspections will also be conducted while completing the outfall pipe stream scouring detection, Remediation and Maintenance Program (See Form 14), if the inspection is preceded by a 72-hour dry weather period.

Reporting Illicit Connections:

Residents can report illicit connections to the Borough by contacting the local police department, or the NJDEP hotline at 1-877-WARNDEP.

If dry weather flow is encountered, the Illicit Connection Inspection Report and Closeout Investigation Forms must be submitted to the NJDEP with the Annual Certification Report. Otherwise, the Illicit Connection Inspection Report Form should be kept with the SPPP for NJDEP review.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005

Date of most recent update: 05/27/2009

Prior to May 2, 2006

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year? Program will begin by March 2005.

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2006 – May 1, 2007

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2007 – May 1, 2008

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

May 2, 2008 – May 1, 2009

Note: *Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.*

Total number of inspections performed this year?

Number of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005

Date of most recent update: 05/27/2009

Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

Yard Waste Ordinance:

The Borough of Englishtown's existing ordinances will be modified to include the prohibition of placing non-containerized waste in the cartway of the street.

Yard Waste Collection:

Yard waste is collected by the Borough's Department of Public Works from the first week in April until the last week in December.

The Yard Waste Collection schedule may be posted on the Borough's website in the future.

SPPP Form 10 - Ordinances

Municipality Information	Municipality: <u>Borough of Englishtown</u> County: <u>Monmouth County</u> NJPDES #: <u>NJG0152455</u> PI ID #: <u>190667</u> Team Member/Title: <u>Thomas J. Herits PE PP PLS Borough Engineer</u> Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u> Date of Completion: <u>03/01/2005</u> Date of most recent update: <u>05/27/2009</u>
-------------------------------------	--

For each ordinance, give the date of adoption. If not adopted, explain the development status:

Ordinances:

Pet Waste: 05/10/2006

Are information sheets regarding pet waste distributed with pet licenses? Y (X) N ()

Litter: 05/10/2006

Improper Waste Disposal: 05/10/2006

Wildlife Feeding: 05/10/2006

Yard Waste: 05/10/2006

Illicit Connections: 05/10/2006

Refuse Container/Dumpster: 05/27/2009

Private Storm Drain Inlet Retrofitting: 05/27/2009

How will these ordinances be enforced?

Enforcement of Ordinances:

The Borough of Englishtown code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be penalized according to the consequences outlined in that ordinance.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits, PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005 Date of most recent update: 05/27/2009

What type of storm drain inlet design will generally be used for retrofitting?

For the majority of projects, the Borough will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:

If so, please attach documentation indicating as such, signed by the Borough's Engineer.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005 Date of most recent update: 05/27/2009

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

Street Sweeping Schedule:

The Borough of Englishtown currently contracts the sweeping of all streets (except County) in the Borough on a regular basis.

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

Road Erosion Control Maintenance Program:

The Borough of Englishtown will use the Public Works Department to monitor all municipal roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to the Department of Public Works Director. During SPPP Team meetings, identified areas of erosion will be discussed and repairs prioritized. All maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and Department of Public Works Director will maintain a list of all repairs and dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information	Municipality: <u>Borough of Englishtown</u>	County: <u>Monmouth County</u>
	NJPDES #: <u>NJG0152455</u>	PI ID #: <u>190667</u>
	Team Member/Title: <u>Thomas J. Herits PE PP PLS Borough Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>	
	Date of Completion: <u>03/01/2005</u>	Date of most recent update: <u>05/27/2009</u>

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

Catch Basin Cleaning Program:

The Borough will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, that catch basin will not be cleaned. All catch basins will be inspected annually, even if they were found to be "clean" the previous year. At the time of the cleaning, catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.

The annual catch basin cleaning program has been ongoing prior to April 2005.

*Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.
(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)*

Stormwater Facility Maintenance Program:

The Borough will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. The Borough operates the following:

- ❖ *Catch basins*
- ❖ *Storm drains*
- ❖ *Detention Basins*

These stormwater facilities will be inspected annually to ensure they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information	Municipality: <u>Borough of Englishtown</u>	County: <u>Monmouth County</u>
	NJPDES #: <u>NJG0152455</u>	PI ID #: <u>190667</u>
	Team Member/Title: <u>Thomas J. Herits PE PP PLS Borough Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>	
	Date of Completion: <u>03/01/2005</u> Date of most recent update: <u>05/27/2009</u>	

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

Outfall Pipe Stream Scouring Detection, Remediation and Maintenance Program:

The Borough of Englishtown's Department of Public Works checks all the outfall pipes for signs of scouring when completing the illicit connection part of this program. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits may be completed first.

Those outfall pipes in which scouring had been detected and addressed in the past should be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, most outfalls can again be inspected only once during each five year permit cycle.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005

Date of most recent update: 11/15/2005

De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

De-icing Material Storage:

The Borough of Englishtown has a 200 ton salt storage facility at the Borough DPW. This area will be inspected monthly to ensure the material is maintained and stored properly.

The following standard operating procedures for good housekeeping of salt and de-icing material handling will be implemented to ensure minimal environmental impact:

- *Prevent and/or minimize the spillage of salt and de-icing materials during loading and unloading activities.*
- *At the completion of loading and unloading activities, spilled salt and de-icing materials shall be removed using dry cleaning methods and either reused or properly disposed of.*
- *Sweeping by hand or mechanical means of storage and loading/unloading areas shall be done on a regular basis. More frequent sweeping is required following loading/unloading activities. Sweeping shall also be conducted immediately following, as practicable, loading/unloading activities.*
- *Minimize the distance salt and de-icing materials are transported during loading/unloading activities.*

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>Borough of Englishtown</u> County: <u>Monmouth County</u>	
	NJPDES #: <u>NJG0152455</u> PI ID #: <u>190667</u>	
	Team Member/Title: <u>Thomas J. Herits PE PP PLS Borough Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>04/01/2004</u>	
	Date of Completion: <u>03/01/2005</u> Date of most recent update: <u>11/15/2005</u>	
BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)		N/A
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)		N/A
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)	August 1, 2005	Monthly inspections of all municipal maintenance yards and ancillary operations will be held.
Attach inventory list required by Attachment D of the permit.		<p>The following items have been included:</p> <ul style="list-style-type: none"> ❖ Good Housekeeping SOPs ❖ Source Material Inventory

SPPP Form 17 – Employee Training

Municipality Information

Municipality: Borough of Englishtown

County: Monmouth County

NJPDES #: NJG0152455

PI ID #: 190667

Team Member/Title: Thomas J. Herits PE PP PLS Borough Engineer

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 03/01/2005

Date of most recent update: 11/15/2005

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

Employee Training Program:

Course Topic	Who will attend:
Waste Disposal Education	Public works employees
Municipal Ordinances	Code enforcement and local police departments, public works employees
Illicit Connection Elimination and Outfall Pipe Mapping	Public works employees
Street Sweeping	Public works employees
Stormwater Facility Maintenance	Public works employees
Road Erosion Control and Outfall Pipe Stream Scouring Remediation	Public works employees
Maintenance Yard Operations	Public works employees
Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment	Public works employees

- *Illicit Connection Elimination and Outfall Pipe Mapping field training will include procedures to properly conduct illicit connection detections, investigations and eliminations.*
- *Maintenance Yard Operations field training will include SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping fore de-icing materials storage.*

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

Illicit Connection Inspection Report Form

Municipality
Information

Municipality: Borough of Englishtown County Monmouth County

NJPDES # : 0152455 PI ID #: 190667

Team Member: Thomas J. Herits PE PP PLS Borough Engineer

Date ____ Effective Date of Permit Authorization (EDPA): 04/01/2004

Outfall #: ____ Location: ____

Receiving Waterbody: ____

1. Is there a dry weather flow? Y (☐) N (☐)
2. If "YES", what is the outfall flow estimate? ____ gpm
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y (☐) N (☐)
4. If you answered "**NO**" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.
(NOTE: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)
If you answered "**YES**" to either question, please continue on to question #5.
(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. PHYSICAL OBSERVATIONS:

- (a) ODOR: none ____
- (b) COLOR: none ____
- (c) TURBIDITY: none
- (d) FLOATABLES: none ____
- (e) DEPOSITS/STAINS: none ____
- (f) VEGETATION CONDITIONS: normal
- (g) DAMAGE TO OUTFALL STRUCTURES:
IDENTIFY STRUCTURE: ____
DAMAGE: none ____

6. ANALYSES OF OUTFALL FLOW SAMPLE:

* field calibrate instruments in accordance with manufacturer's instructions prior to testing.-

- (a) DETERGENTS: ____ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

(b) **AMMONIA (as N) TO POTASSIUM RATIO:** _____

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) **FLUORIDE:** _____ mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) **TEMPERATURE:** _____ °F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y (☐) N (☐)

If "**YES**", what is the suspected source? _____

If "**NO**", skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?

Y (☐) N (☐)

If "**YES**", proceed to question #9.

If "**NO**", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y (☐) N (☐)

If "**YES**", identify the source. _____

What plan of action will follow to eliminate the illicit connection?

Resolution:

If "**NO**", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

Closeout Investigation Form

Municipality
Information

Municipality: Borough of Englishtown County Monmouth County

NJPDES # : **NJG**0152455PI ID #: 190667

Team Member / Title: Thomas J. Herits PE PP PLS Borough Engineer

Outfall #: _____ Location: _____

Receiving Waterbody: _____

Basis for Submittal:

- (☐) A non-stormwater discharge was found, but no source was located within six months.
- (☐) An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the Annual Report and Certification.

Borough of Englishtown-BMP 1

Public Works Department General Operating Guidelines: Bulk Fuel Transfer / Vehicle and Equipment Fueling

<u>Fueling Location</u>	<u>Tank Type</u>	<u>Capacity</u>	<u>Contents</u>
57 Mountain Blvd. @ Watchung Firehouse	underground	2000 gal.	Unl. Gas
	underground	2000 gal.	M-Diesel
880 Somerset St. @ Public Works Facility	above ground	275 gal.	M-Diesel

Introduction and Purpose:

This Guideline has been established to reduce the risk of contaminating surface or groundwater during refueling of vehicles and equipment as well as bulk tank storage. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope:

These procedures are to be implemented to Public Works personnel while re-fueling at 57 Mountain Boulevard and 880 Somerset Street re-fueling dispensers. This also includes fueling of ancillary equipment in the field.

Standards and Specifications: (for vehicle and equipment fueling)

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Approved absorbent spill clean-up materials and spill kits shall be available at both re-fueling sites.
- Contaminated absorbent materials shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill and a sign will be posted, "NO OVERFILLING".
- Fuel Tanks shall not be "topped off".
- In-the-Field fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated re-fueling area.
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Periodic observations of bulk delivery shall be conducted by trained personnel to ensure proper transfer.

Spill Response:

- Conduct cleanups of any fuel spills immediately after discovery.
- Spill incidents are to be reported to supervisor immediately.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with an approved dry, absorbent material (e.g. kitty litter, sawdust, etc.) absorbent materials shall be swept up and disposed of properly.
- Uncontrolled spills shall warrant dispatching of the Fire Dept. using radio com. or 911.

Maintenance and Inspection:

- Fueling areas and storage tanks shall be inspected monthly.
- An ample supply of spill cleanup material shall be kept at both refueling sites.
- Any equipment, tanks, pumps, piping, and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
- Periodic inspection, maintenance and cleaning shall be performed on the secondary containment area at the 880 Somerset St facility.
- The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage at the 880 Somerset Street location shall remain closed at all times except as described below. A visual observation shall be performed before purging storm water from the secondary containment area to ensure that fuel in that tank has not come into contact with stormwater to be discharged.
- Absorbent pads will be kept in all vehicles in the event of "In the field" spills.
- Portable refueling cans will be properly stored in an approved storage cabinet located in a specially designated fuel room at the Public Works facility.

Borough of Englishtown-BMP 2

Public Works Department General Operating Guidelines: Vehicle Maintenance

Introduction and Purpose:

This Guideline contains the basic practices of vehicle maintenance to be implemented during all maintenance activities and operations of Public Works equipment. This Guideline also outlines procedures, which meet statewide basic requirements in pollution control, waste management; spill prevention, containment and countermeasures.

Scope:

This Guideline applies to all Public Works personnel performing maintenance activities on vehicles and equipment within the Borough of Watchung.

Standards and Specifications:

- Personnel will conduct all vehicle and equipment maintenance at the 880 Somerset St. facility.
- Always use drip pans or approved absorbent material when the potential for hazardous fluids could be liberated from vehicles or equipment.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from storm run-on and run-off, and shall be located at least 50 feet from downstream drain facilities and watercourses.
- Do not dump or dispose oils, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Tires shall be staged on concrete grates, under tarping and shall be brought to the Somerset County Recycling Center the Friday before the first Saturday of the month after 20 have accumulated.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting:

- Provide spill containment dikes or other secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with dry, approved absorbent material (e.g., kitty litter, sawdust, etc.)
- Collected waste is to be disposed of properly.

Maintenance and Inspection:

- Supervisory staff will make periodic inspections for leaks and damaged equipment.
- Periodic inspection and maintenance will be performed and documented of underground grease trap/separator at the 880 Somerset St. facility.

Borough of Englishtown-BMP 3

Public Works Department General Operating Guidelines: Good Housekeeping

Introduction and Purpose:

This document contains general guidelines of good housekeeping to be implemented at the public works facility and any maintenance activities performed by the Department of Public Works.

Scope:

These operating guidelines apply to all Public Works personnel

Standards and Specifications:

- All containers should be properly identified, labeled and be legible.
- All containers must be kept in good condition and closed when not in use.
- When practical, fluids, chemicals, and supplies should be kept indoors.
- If containers are stored outside, they must be covered and on spill platforms.
- Keep storage areas clean and organized.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Dispose of papers, cans, bottles and trash in the designated bin. (Somerset County Recycling)
- A Haz Com station shall be up to date, maintained and easily accessible as required.

Salt and De-icing Material Handling:

- During loading and unloading of salt, a front end loader and operator will be on location to ensure proper storage.
- Sweeping after delivery as well as after snow/ice operations of de-icing materials into storage structure will ensure proper consolidation and storage of materials.
- Salt shall be completely covered at all times and only be uncovered during snow/ice control operations