

## Chapter 2 - Stormwater Pollution Prevention Plans and Example Forms

The Tier A Permit requires that each municipality develop, implement, and enforce a Stormwater Program. The stormwater program is described in the municipality's *written* Stormwater Pollution Prevention Plan (SPPP). In simpler terms, the SPPP describes how your municipality will implement each permit requirement and it provides a place for record keeping, documenting when you met the permit requirements. The purpose of this Chapter is to assist you in completing your SPPP.

The chart on the next page (Figure 1) shows how the Stormwater Program, SPPP, Statewide Basic Requirements (SBRs) and other permit requirements (Additional Measures and Optional Measures) all relate to one another. This chart gives a simple representation of what may seem to be a complicated program. The Department has tried to reduce the amount of paperwork, and make forms easy to complete. Your municipality should be able to quickly complete its SPPP on its own, leaving more time and money for implementing the actual SBRs and best management practices (BMPs).

Completed example forms are also contained in this Chapter. Blank forms are provided in Chapter 13 of this guidance manual. Electronic copies of the blank forms are also being provided on a compact disk or may be downloaded from our Web site at [www.state.nj.us/dep/dwq/municstw.html](http://www.state.nj.us/dep/dwq/municstw.html). The forms are available as both PDF files, which may be printed and completed by hand or as MS Word fill in form documents, which can be completed using MS Word and saved for later updates and changes. Tier A Municipalities do not have to use the Department's forms and may develop their own forms. However, it is important that the SPPP fully describe your municipality's stormwater program, **including items required by Attachment A of the permit** and specifics on implementation and record keeping.

When completing your SPPP, it is important to include as much detailed information about your municipality's stormwater program as possible. In addition, it is important to keep up with the record keeping requirements. The Department did not include forms for record keeping, since it is more efficient to use database software (e.g., Microsoft Excel or Access) for this purpose, which allows easy updates. After each update, the updated spreadsheet should be printed out and attached to your SPPP. Municipalities should handle all record keeping requirements in a similar fashion. It is also acceptable to keep handwritten records.

The more detailed information you include, the easier it will be to complete the Annual Report and Certification that must be submitted each year, ensure permit compliance, and work through personnel changes within the municipality. A well-written and detailed SPPP will also make the annual inspections conducted by the Department's Water Compliance and Enforcement easier for both the Department and the Tier A Municipality.

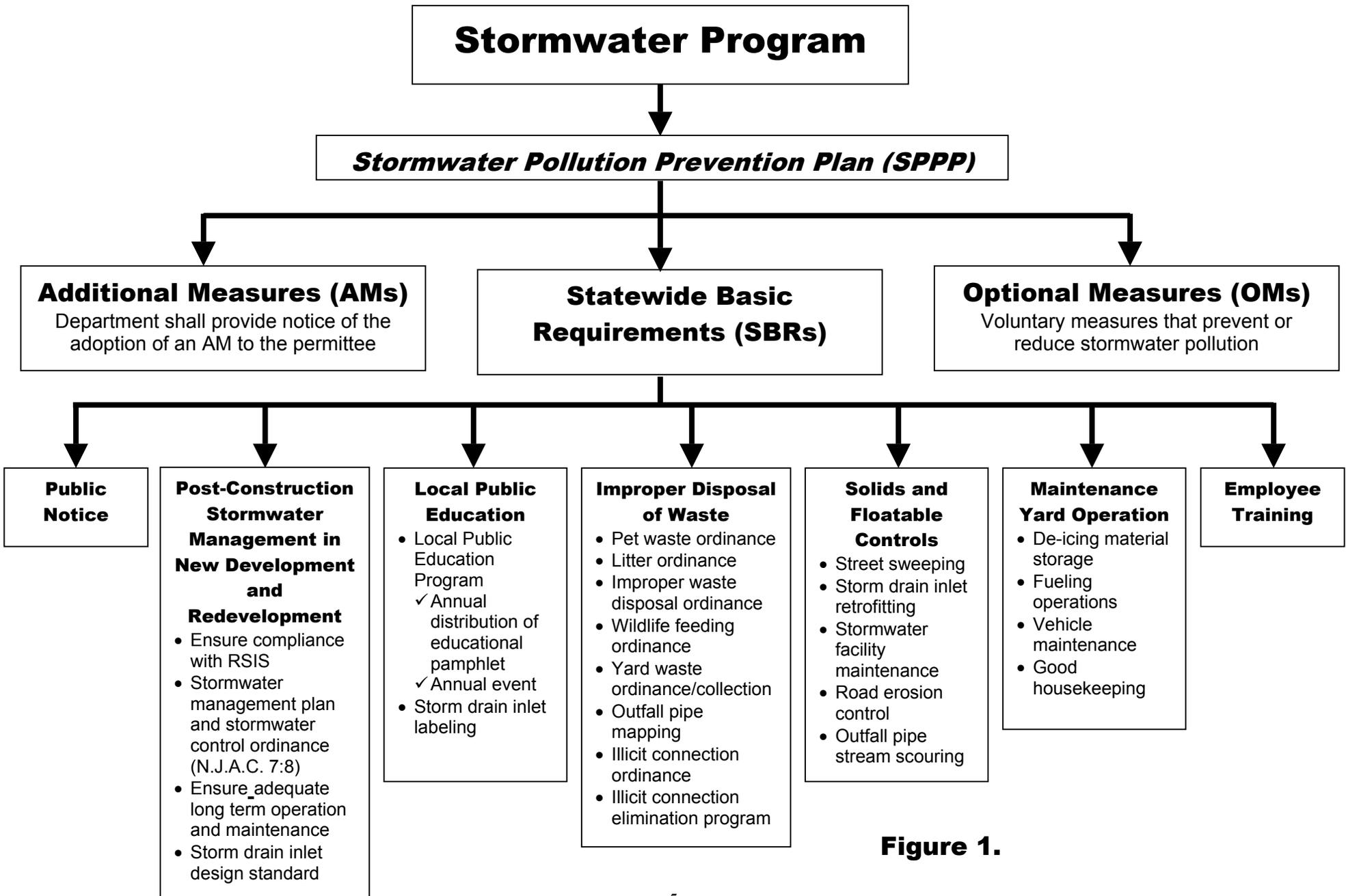


Figure 1.

Municipalities are not required to submit the SPPP to the Department. The Department will review the completed SPPP as part of regular compliance assistance inspections, so your Stormwater Program Coordinator should have access to the document at all times. In addition, the SPPP should be available for use by municipal employees it may affect. It may be a good idea to have copies made for each member of the Stormwater Pollution Prevention Team with one person responsible for making updates or compiling record keeping data. You must also make the SPPP available to the public at reasonable times during regular business hours.

The SPPP is a dynamic document that is never “completed.” It should not be filed away in a drawer. The SPPP needs to be continually updated and revised as people, tasks, and best management practices change. Each year, when you complete your Annual Report and Certification, is the perfect time to evaluate your Stormwater Program, SPPP, and make appropriate changes, revisions, and updates.

## Stormwater Pollution Prevention Plan Forms

### FORM 1 – STORMWATER POLLUTION PREVENTION TEAM

This team is made up of the individuals responsible for overseeing the implementation of the various permit requirements. These individuals should be selected for their knowledge in the subject area or as a result of their current responsibilities within the municipality. It is not possible for one individual within the municipality to implement a successful stormwater program. Due to the wide range of tasks required, a variety of municipal personnel must be involved in planning and implementing the stormwater program. They could include the municipal attorney, members of the governing body and planning and zoning boards, the municipal engineer, public works officials, code enforcement officers, members of the environmental commission, and the municipal clerk. Your team members are not limited to only municipal personnel. They could include local volunteers, members of the local watershed association or environmental groups and educational professionals.

It is recommended that the team meet on a regular basis to coordinate activities and discuss permit compliance issues. An individual needs to be named the Stormwater Program Coordinator (this coordinator was identified in the Request for Authorization previously submitted to the Department). This individual will be the primary contact for the Department and will be contacted when the Department schedules an inspection.

### FORM 2 – PUBLIC NOTICE

Tier A Municipalities must comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of the Tier A Municipality’s stormwater program. Municipalities should use this form to summarize notice procedures.

### FORM 3 – POST-CONSTRUCTION PROGRAM

This form is used to describe your overall post-construction stormwater management in new development and redevelopment program. This includes how your municipality will, among other things, ensure that any residential development and redevelopment projects subject to the Residential Site Improvement Standards (RSIS) comply with the RSIS, ensure long-term operation and maintenance of BMPs, implement (through ordinance) the new storm drain inlet design

standard required by the permit, and adopt a municipal stormwater management plan and ordinance(s).

#### **FORM 4 – LOCAL PUBLIC EDUCATION PROGRAM**

This form is provided for a municipality to describe its Local Public Education Program. This includes, at a minimum, how a municipality will distribute the annual mailing and specifics on how the municipality will conduct its annual event. The annual mailing of the educational brochure provided by the Department (see permit for details) may be done as a separate mailing, included with a mailing that the municipality already does, or may be hand delivered. The municipality also needs to provide details on the annual event including what type of event it will be (e.g., part of a pre-existing Earth Day, Arbor Day, or Fourth of July celebration, or its own “Stormwater Day” event), where it will be held, approximate date, and what kind of educational materials will be handed out at the event. A municipality must distribute the educational brochure, but should also consider handing out additional items such as coloring books, pencils, posters, T-shirts, or magnets with appropriate environmental messages to attract attention. The Department’s Division of Watershed Management’s Outreach and Education Bureau and/or local watershed groups can assist in putting together educational materials and scheduling the event. Their phone numbers are in the Important Names, Addresses and Contacts Chapter (Chapter 15) of this guidance document.

The municipality must also attach a separate sheet listing the dates of the annual mailing (or other means of distribution) and annual event. A municipality may provide additional information on this form regarding their education program including any plans for a Web site, supplemental information that may be provided to residents in addition to the Department’s educational brochure, and any programs that they may conduct in addition to the required annual events.

#### **FORM 5 - STORM DRAIN INLET LABELING**

This form is provided to describe how you will label storm drain inlets in accordance with the minimum standard (see permit or Chapter 5 of this guidance document for details). You should include specific information including your schedule, the type of label you will use (e.g., stencils, buttons, etc.), the contents of the label (e.g., logos, graphics, etc.), and whether you will be soliciting help from watershed groups or volunteer organizations or if municipal employees will perform the labeling. It is strongly encouraged, however, that the labeling be done with volunteers as part of a larger environmental education outreach program. The description of your Storm Drain Inlet Labeling Program should also include long term maintenance plans. Municipalities should track the progress of the storm drain inlet labeling to ensure that they meet the implementation schedule contained in the permit and so that they can report their progress in the Annual Report and Certification.

#### **FORM 6 – MS4 OUTFALL PIPE MAPPING**

Use this form to describe how you will prepare your outfall pipe map. Include the type of map you will use to identify your outfall pipes (e.g., a tax map or a different map drawn to an equal or more detailed scale, or, if your municipality is regulated under the Sewage Infrastructure Improvement Act (SIIA) regulations (N.J.A.C. 7:22A), a preliminary or final map prepared pursuant to those regulations). Also, identify who will prepare your map (e.g., municipal employees, a consultant, etc.)

**FORM 7 – ILLICIT CONNECTION ELIMINATION PROGRAM**

Use this form to describe your municipality’s ongoing program for detecting and eliminating illicit connections, including how you will perform your initial inspections, and how you will respond to complaints and/or reports of illicit connections (e.g., hotlines, etc.).

**FORM 8 – ILLICIT CONNECTION RECORDS**

Use these pages to keep track of the number of inspections you conduct annually, the number of dry weather flows and illicit connections you find, how many illicit connections you have eliminated that year, and how many still remain.

NOTE: Results from illicit connection inspections should be recorded on the Department’s Illicit Connection Inspection Report form (provided in Chapter 13 of this guidance manual). If a dry weather flow is found, the inspection report form for that outfall pipe must be included in your annual certification.

**FORM 9 – YARD WASTE COLLECTION PROGRAM**

On this form you should indicate whether you have chosen to adopt and enforce an ordinance that prohibits the placing of non-containerized yard wastes in the street, or if you have chosen to develop a yard waste collection program which includes the adoption and enforcement of an ordinance that prohibits all yard waste from being placed at the curb or along the street more than seven days prior to the scheduled collection and from being placed closer than 10 feet from any storm sewer inlet along the street unless they are bagged or otherwise containerized.

If you have chosen the first option, indicate that here, and go on to the next form. If you have chosen the second option, you should use the rest of this form to describe the details of your yard waste collection and disposal program. You should include specific information on collection schedules (e.g., the October, November, and December collections, the “spring clean-up,” and any other collections that were needed), and how you notified your residents of these collection schedules. If there are any areas within your municipality that do not have yard wastes, they are exempted from these collections, and should be listed here.

**FORM 10 – IMPROPER DISPOSAL OF WASTE – ORDINANCES**

Tier A Municipalities should use this form to list the dates that the ordinances required by the permit (e.g., pet waste ordinance, yard waste ordinance, litter ordinance, etc.) are adopted. For the pet waste ordinance you must also indicate whether you are giving out Pet Waste Information Sheets (see Chapter 13 for the information sheet) when issuing pet licenses. At the bottom of this form is a section where the municipality should discuss how they will enforce these ordinances, once adopted.

**FORM 11 – STORM DRAIN INLET RETROFITTING**

You should use this form to keep track of storm drain inlet retrofitting in your municipality. For each repaving, repairing, reconstruction or alteration project, you should include the name of the project, the projected start date of the project, its actual start date, and the date the project was/will be completed. The number of storm drain inlets that will be affected by the project should be listed here, along with the number of storm drains with hydraulic or other exemptions. The bottom of the form provides you with a space to explain if you have any alternative devices in your municipality

and/or if you are planning on having any installed in the future. You should include any locations, and what types of alternative devices you have or will use.

### **FORM 12 – STREET SWEEPING & ROAD EROSION CONTROL**

On the top portion of this form you should describe the street sweeping schedule you will maintain. You should also attach a street sweeping log that contains the date(s) and area(s) swept, the number of miles swept and the total amount of materials collected.

The bottom portion of this form should be used to describe your Road Erosion Control Maintenance Program, including how you will perform inspections, and the frequency of these inspections. A log containing the locations of road erosion, the repairs that were/will be made to fix the erosion, and the date of the repairs should be attached to your SPPP.

### **FORM 13 – STORMWATER FACILITY MAINTENANCE**

This form asks for two separate things. On the top of the form you should describe your annual catch basin cleaning program and schedule.

The bottom portion of the form should be used to describe the stormwater facility cleaning and maintenance program you will implement to ensure that the facilities are properly functioning and operating. (If you are unsure of the different types of stormwater facilities you may have, there are examples in the permit, and in Chapter 8 of this guidance document.) A maintenance log containing information on any repairs/maintenance performed on stormwater facilities should be attached to your SPPP.

### **FORM 14 – OUTFALL PIPE STREAM SCOURING REMEDIATION**

This form should be used to describe your stormwater outfall pipe stream scouring program and how you will detect and control active, localized stream and stream bank scouring around your stormwater outfall pipes. A prioritized list of all sites found to have such scouring should be attached to this form, and should include the anticipated date of the repair, the method of repair you will use, and the date the repair is completed.

### **FORM 15 – DE-ICING MATERIAL AND SAND STORAGE**

This form should be used to describe how you currently store your de-icing materials. If you do not currently meet the permit's requirements, explain here the steps you will take to meet these requirements. Include construction schedules and interim tarping procedures. If you will be sharing a storage structure, include the location of this structure and a list of all concerned public entities. Finally, if you store sand outdoors, describe how your sand storage sites meet the requirements of the permit.

### **FORM 16 – STANDARD OPERATING PROCEDURES**

For each of the BMPs (Fueling Operations BMP, Vehicle Maintenance BMP, and the Good Housekeeping BMP), indicate the date you developed and implemented required SOPs and attach a copy.

### **FORM 17 – EMPLOYEE TRAINING**

Use this form to give details on the required employee training program. A list or table should be attached to this form indicating the required topic name, the employees that will receive training on that topic, and the date the training will be held.

**Example Stormwater Pollution Prevention Plan**

Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Debra Elliot

Title: Daisy Township Municipal Engineer

Date: June 10, 2004

Municipality: Daisy Township

County: Maxwell County

NJPDES #: NJG0123456

PI ID #: 12345

Stormwater Program Coordinator: Debra Elliot

Title: Daisy Township Municipal Engineer

Office Phone #: 555-1450

Emergency Phone #: 555-1452

Public Notice Coordinator: Jennifer Decker

Title: Daisy Township Municipal Clerk

Office Phone #: 555-2104

Emergency Phone #: 555-6219

Post-Construction Stormwater Management Coordinator: James Conrad

Title: Planning Board Chairman

Office Phone #: 555-2468

Emergency Phone #: 555-9527

Local Public Education Coordinator: Kimberly Marshall

Title: Daisy Township Environmental Commission Chairperson

Office Phone #: 555-0304

Emergency Phone #: 555-1978

Ordinance Coordinator: Mary Jacobs

Title: Municipal Attorney

Office Phone #: 555-5694

Emergency Phone #: 555-2894

Public Works Coordinator: Michael Jefferson

Title: Public Works Supervisor

Office Phone #: 555-0116

Emergency Phone #: 555-1977

Employee Training Coordinator: Tim Barnette

Title: OSHA Training Representative

Office Phone #: 555-8457

Emergency Phone #: 555-4532

Other: Abby Murphy

Title: Code Enforcement Officer

Office Phone #: 555-2318

Emergency Phone #: 555-2323

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Jennifer Decker, Daisy Township Municipal Clerk

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: June 28, 2004      Date of most recent update:

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.), Daisy Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Daisy Township provides public notice in a manner that complies 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.), Daisy Township complies with those requirements.*

# SPPP Form 3 – New Development and Redevelopment Program

<b>Municipality Information</b>	Municipality: <u>Daisy Township</u>	County: <u>Maxwell County</u>
	NJPDES # : NJG <u>0123456</u>	PI ID #: <u>12345</u>
	Team Member/Title: <u>James Conrad, Planning Board Chairman</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>March 20, 2005</u> Date of most recent update:	

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 ordinance(s)) will be provided in your annual reports.

*To control stormwater from new development and redevelopment projects throughout Daisy Township (including projects we operate) we will do the following:*

*We are 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 preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.*

*Since the EDPA, Daisy Township has not constructed any new development or redevelopment projects on Township 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 planning board and municipal attorney have reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and have drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We have also met with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance will be adopted by our planning board and Township Council, 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 planning and zoning boards 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, Daisy Township 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, Daisy Township 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 Township can perform the maintenance and charge the private entity.*

*Daisy Township 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. Daisy Township 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: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Kimberly Marshall, Daisy Township Environmental Commission Chairperson

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: Sept. 12, 2004 Date of most recent update:

## 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.

*For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed in January with our township newsletter. Extra copies will be available at our county library and at our municipal building.*

*Our annual event will be held each year in coordination with our county Earth Day Celebration. We will make the DEP brochure and other educational materials available at our table. We will also distribute pencils, magnets, and keychains with environmental messages related to the required BMP topics.*

*In addition, we will invite our high school environmental club, local watershed group, and other environmental groups to set up their own booths during this event.*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Kimberly Marshall, Daisy Township Environmental Commission Chairperson

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: Sept. 12, 2004

Date of most recent update:

## 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.

*For our storm drain inlet labeling program we plan on coordinating with our local girl scout and boy scout groups and the high school environmental club.*

*Where it is practical, they will do the labeling for us. In areas where it is not safe for the volunteer groups, our Public Works department will be doing the labeling. We will label 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 Daisy Township.*

*Where the labeling is done by volunteer groups we will use stencils that will read "No dumping - Drains to Waterway" with a picture of a fish next to it. Where the labeling is done by the Public Works Department we will use plastic labels ordered from Binder Industries that will be applied using adhesive. We will be using these two different techniques because we feel that the volunteers who are doing the labeling will benefit the most from this program. The more opportunities they have to perform the storm drain labeling, the greater the benefit. However, we feel that having our Public Works Department constantly labeling and re-labeling the same areas will be more of a nuisance, so they will use the plastic labels that will only need to be applied once.*

*The attached map divides Daisy Township into two sectors. Sector A is the area north of Sunfish River, and Sector B is the area south of Sunfish River. Labeling of Sector A will be completed by April 2007, and Sector B will be completed by April 2009.*

*During our annual catch basin cleaning program, we will be checking these labels to ensure that they are still visible, and if they are not, we will ensure that the labels are replaced immediately.*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Michael Jefferson, Public Works Supervisor

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: March 15, 2005      Date of most recent update:

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.)?

*The Daisy Township Public Works Department will use a GPS Unit to map out the location of the end of all outfall pipes operated by Daisy Township. They will identify, GPS, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.*

*Daisy Township has been divided into two sectors: Sector A is the area north of Sunfish River, and Sector B is the area south of Sunfish River. Sector A will be mapped by April 2007, and Sector B will be mapped by April 2009. (See attached map.)*

*Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. Sunfish River and all other waterbodies receiving outfall pipe discharges will also be identified on the map.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Michael Jefferson, Public Works Supervisor

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: February 20, 2005 Date of most recent update:

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.

*We will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within Daisy Township) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Daisy Township will report the illicit connection to the Department.*

*Daisy Township has a hotline that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.*

# SPPP Form 8 – Illicit Connection Records

<b>Municipality Information</b>	Municipality: <u>Daisy Township</u>	County: <u>Maxwell County</u>
	NJPDES # : NJG <u>0123456</u>	PI ID #: <u>12345</u>
	Team Member/Title: <u>Michael Jefferson, Public Works Supervisor</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>March 24, 2005</u> Date of most recent update:	

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 implementation will begin by October 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?

Of the illicit connections found, how many remain?

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information

Municipality: Daisy Township County: Maxwell County  
NJPDES # : NJG 0123456 PI ID #: 12345  
Team Member/Title: Michael Jefferson, Public Works Supervisor  
Effective Date of Permit Authorization (EDPA): April 1, 2004  
Date of Completion: August 30, 2004 Date of most recent update:

Please describe your yard waste ordinance/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.

*We have considered the two options available, and have decided to developed a yard waste collection and disposal program instead of just adopting and enforcing an ordinance that prohibits placing non-containerized yard wastes in the street.*

*We will be conducting monthly collections of leaves and grass during the months of October, November, and December, plus one collection in the spring. During the remainder of the year, Daisy Township may hold additional yard waste collections, but no schedule has been determined for these. During the months when we are having collections, we will post our collection schedule and our ordinance requirements in our monthly newsletter, which will be mailed to all residents and businesses the first of each month.*

*To develop a collection schedule we will be dividing Daisy Twp. into two sectors, giving ourselves two weeks to do the collections in each sector. Sector A will be the area north of Sunfish River, and Sector B will be the area south of Sunfish River. (See attached map.)*

*Daisy Township will also be adopting and enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Mary Jacobs, Municipal Attorney & Abby Murphy, Code Enforcement Officer

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: October 20, 2004 Date of most recent update:

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

Pet Waste: March 28, 1989 (existing)

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

Litter: April 15, 1990 (existing)

Improper Waste Disposal: pending attorney review of the NJDEP model ordinance

Wildlife Feeding: pending attorney review of the NJDEP model ordinance

Yard Waste: pending attorney review of the NJDEP model ordinance

Illicit Connections: pending attorney review of the NJDEP model ordinance

How will these ordinances be enforced?

*Our 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 issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

<b>Municipality Information</b>	Municipality: <u>Daisy Township</u>	County: <u>Maxwell County</u>
	NJPDES # : <u>NJG 0123456</u>	PI ID #: <u>12345</u>
	Team Member/Title: <u>Michael Jefferson, Public Works Supervisor &amp; Debra Elliot, Municipal Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>March 4, 2005</u>	Date of most recent update:

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

*For most projects Daisy Township 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
<i>Poplar Street and Sassafras Court Repaving</i>	<i>7/19/05</i>	<i>-</i>	<i>-</i>	<i>6</i>	<i>0</i>
<i>Maple Street municipal building parking lot repair</i>	<i>9/15/05</i>	<i>-</i>	<i>-</i>	<i>3</i>	<i>1</i>
<i>Elm Street Bridge reconstruction</i>	<i>4/18/06</i>	<i>-</i>	<i>-</i>	<i>2</i>	<i>-</i>

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

*Daisy Township does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on claiming any historic place exemptions.*

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Michael Jefferson, Public Works Supervisor

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: March 25, 2005      Date of most recent update:

## 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.)*

*Daisy Twp. has evaluated all of its streets to determine which areas will need to be swept monthly. These areas have been grouped together in to four separate groups, and each group will be assigned a different week each month.*

*Daisy Township intends on maintaining its existing street sweeping program for all other streets (that are not required by the permit), which includes sweeping all streets once a year.*

*Our street sweeping log is attached.*

## 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)*

*Daisy Township will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Michael Jefferson, the Public Works Department Supervisor. During quarterly 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 Michael Jefferson will maintain a list of all repairs and the 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: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Michael Jefferson, Public Works Supervisor

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: January 29, 2005 Date of most recent update:

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

*Daisy Township 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, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the 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 will begin in April of 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.)

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

- catch basins
- storm drains
- infiltration basins
- buffer strips
- swales

*These stormwater facilities will be inspected annually to insure that 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: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Michael Jefferson, Public Works Supervisor & Debra Elliot, Municipal Engineer

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: February 20, 2005 Date of most recent update:

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.)

*When we are doing the illicit connection part of this program, we will be checking all of our outfall pipes for signs of scouring. 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 for those repairs may be done first.*

*We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed.*

*Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.*

# SPPP Form 15 – De-icing Material and Sand Storage

Municipality Information

Municipality: Daisy Township County: Maxwell County  
 NJPDES # : NJG 0123456 PI ID #: 12345  
 Team Member/Title: Michael Jefferson, Public Works Supervisor  
 Effective Date of Permit Authorization (EDPA): April 1, 2004  
 Date of Completion: November 3, 2004 Date of most recent update:

## De-icing Material and Sand 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.

*Daisy Township currently stores its de-icing salt in stockpiles at three of its five maintenance yards (Maple Street, Redwood Lane, and Sweetgum Trail). Daisy Township will implement the interim seasonal tarping procedures at these sites until a permanent structure is built. From October 15th through April 30th we will inspect each tarp weekly to ensure that it is covering the salt pile. In addition, at the completion of loading and unloading activities we shall inspect for spilled salt.*

*Daisy Township will begin site selection for a single storage structure to store de-icing materials. The following tentative schedule is set for the construction:*

*Site Selection.....12/04  
 Site Design.....3/05  
 Bid Construction Contract.....6/05  
 Apply for Required Permits.....9/05  
 Begin Construction.....3/06  
 Complete Construction.....9/06*

*A seven-month buffer is built into the tentative schedule for potential delays in bidding of the project, procuring permits or delays due to weather. However, the storage structure should be complete within 36 months of EDPA (4/07).*

*In addition, Daisy Township stores sand for use in our baseball fields, playgrounds etc. This sand is stored at the Elm Avenue municipal maintenance yard, which has a 125 foot setback from storm sewers, waterbodies, etc. At the completion of loading and unloading activities we shall inspect for spilled sand.*

# SPPP Form 16 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Daisy Township</u>	County: <u>Maxwell County</u>
	NJPDES # : NJG <u>0123456</u>	PI ID #: <u>12345</u>
	Team Member/Title: <u>Michael Jefferson, Public Works Supervisor</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>July 15, 2004</u>	Date of most recent update:

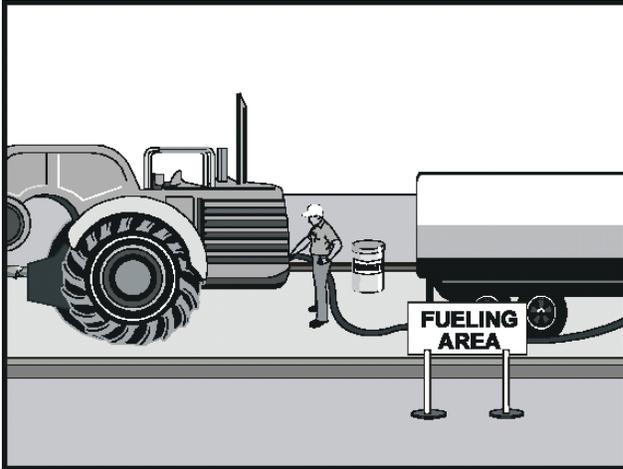
<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
<p><b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)</p>	<p><i>July 15, 2004</i></p>	<p><i>We have compiled a list of all fueling locations within our municipal maintenance yards, which will be inspected once a month.</i></p> <p><i>We will also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of the aboveground fuel storage tank in the Elm Avenue maintenance yard.</i></p>
<p><b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)</p>	<p><i>July 3, 2004</i></p>	<p><i>Monthly inspections will be held to ensure that the SOP is being met.</i></p>
<p><b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)</p> <p><b>Attach inventory list required by Attachment D of the permit.</b></p>	<p><i>May 20, 2004</i></p>	<p><i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i></p>

# Daisy Township

## Standard Operating Procedures

### Vehicle and Equipment Fueling

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#### Daisy Township. Maintenance Yards With Fueling Operations

Aspen Court Maintenance yard  
Elm Avenue Maintenance Yard  
Iris Street Maintenance Yard  
Maple Street Maintenance Yard  
Redwood Lane Maintenance Yard  
Sweetgum Trail Maintenance Yard

**Introduction and Purpose** Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

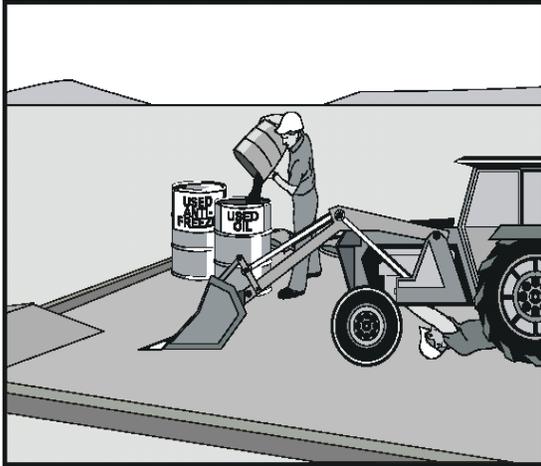
**Scope** These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.

**Standards and Specifications (for vehicle and equipment fueling)**

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and 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.
- Fuel tanks shall not be “topped off”.
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

- Standards and Specifications (for bulk fueling)
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
  - Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
  - Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
  - A trained employee must always be present to supervise during bulk transfer.
- Spill Response
- Conduct cleanups of any fuel spills immediately after discovery.
  - Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
  - Collected waste is to be disposed of properly.
  - Contact the Daisy Township Spill Response Team at 555-1515.
- Maintenance and Inspection
- Fueling areas and storage tanks shall be inspected monthly.
  - Keep an ample supply of spill cleanup material on the site.
  - Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
  - The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the Elm Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged.

# Daisy Township Standard Operating Procedure Vehicle Maintenance



## Daisy Twp. Maintenance Yards BMP Objectives

- Waste Management
- Spill Prevention,  
Containment and  
Countermeasures
- Pollution Control

**Introduction and Purpose** This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Daisy Township. The purpose of this SOP is to provide a set of guidelines for the Daisy Township vehicle maintenance yards including maintenance activities at ancillary operations.

**Scope** This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of Daisy.

- Standards and Specifications**
- Conduct vehicle maintenance operation only in designated areas.
  - When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
  - Always use drip pans.
  - 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 stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
  - Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

- Do not dump or dispose oils, grease, 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.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response  
and Reporting

- Provide spill containment dikes or 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 a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Daisy Township Spill Response Team at 555-1515.

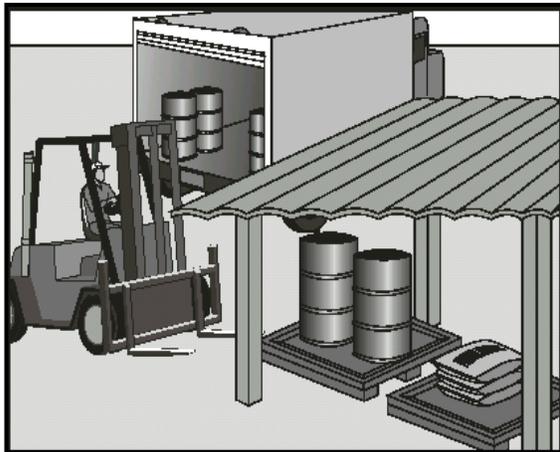
Maintenance  
and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.

# Daisy Township

## Standard Operating Procedure

### Good Housekeeping



#### Daisy Township Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

**Introduction and Purpose** This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Daisy Township. The purpose of this SOP is to provide a set of guidelines for the employees of Daisy Township for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

**Scope** This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Daisy Township.

#### **Standards and Specifications (General)**

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- 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.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.

Standards and Specifications (Salt and De-icing Material Handling)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Daisy Township Spill Response Team At 555-1515.

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: Daisy Township

County: Maxwell County

NJPDES # : NJG 0123456

PI ID #: 12345

Team Member/Title: Tim Barnette, OSHA Training Representative

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of Completion: March 19, 2005

Date of most recent update:

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.

*The following topics will be covered by a computer generated training program:*

Course:

Who will attend

*Waste Disposal Education*

*hotline operators and Environmental Commission members*

*Municipal Ordinances*

*code enforcement and local police departments, public works employees*

*Yard Waste Collection Program*

*public works employees*

*Street Sweeping*

*public works employees*

*Stormwater Facility Maintenance*

*public works employees*

*Road Erosion Control*

*public works employees*

*Outfall Pipe Stream Scouring Remediation*

*public works employees*

*Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)*

*public works employees*

*The following topics will be part computer training, and part practical field training:*

Course:

Who will attend

*Illicit Connection Elimination and Outfall Pipe Mapping*

*public works employees, hotline operator*

*(field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)*

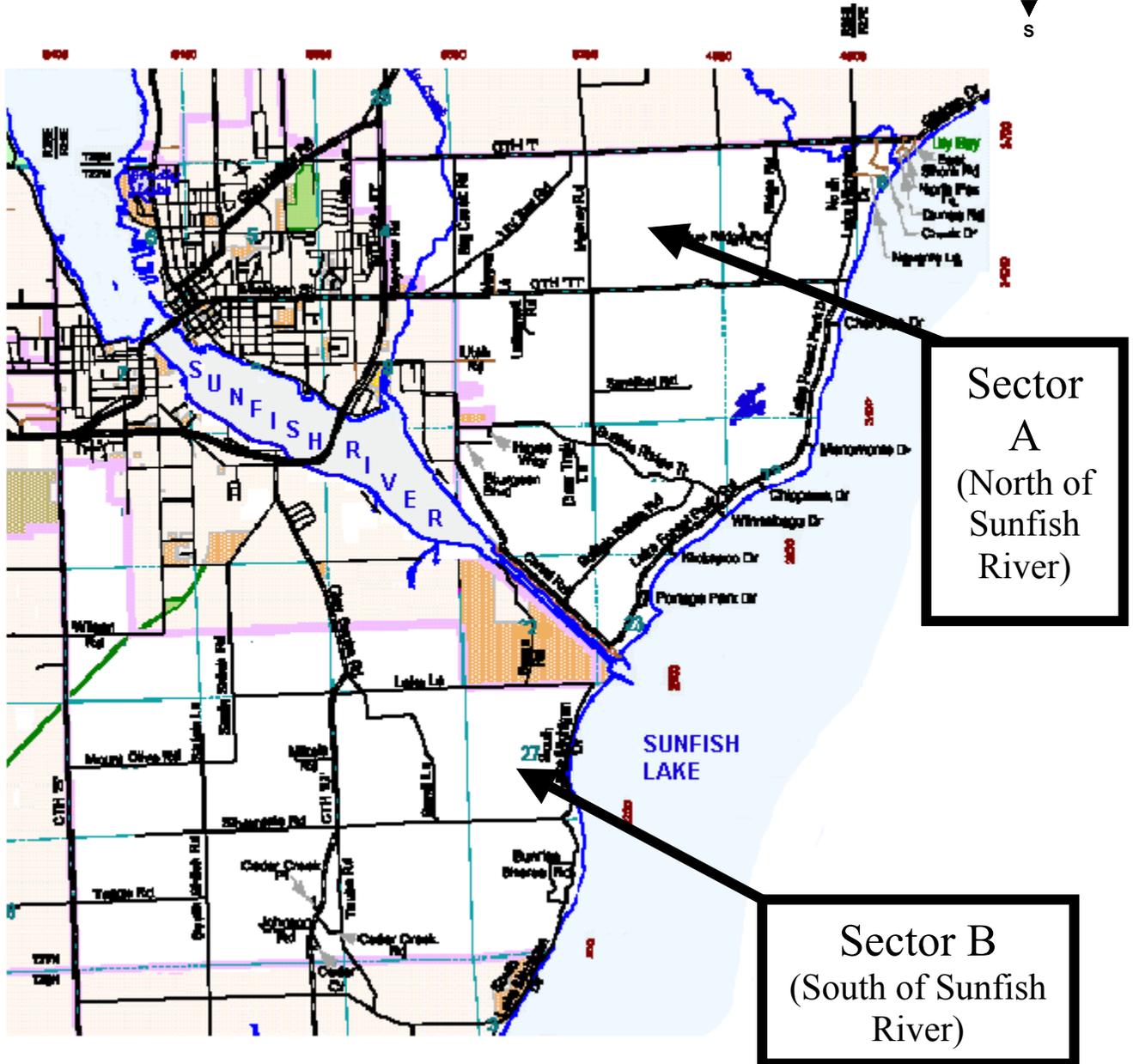
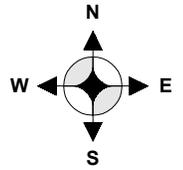
*Maintenance Yard Operations (including Ancillary Operations)*

*public works employees*

*(field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)*

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

# Daisy Township



Storm Drain Inlet Labeling  
MS4 Outfall Pipe Mapping  
Yard Waste Ordinance/Collection Program