

Stormwater Pollution Prevention Plan

MONTVILLE TOWNSHIP

MORRIS COUNTY

NJPDES: NJG0149403/ PI ID #:207623

DECEMBER 31, 2018

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Nicola Marucci, PE/ Township Engineer
Office Phone # and eMail	(973)331-3323/ nmarucci@montvillenj.org
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Nicola Marucci, PE/ Township Engineer
Print/Type Name and Title	Stanley T. Omland, PE/ Planning Boad & Zoning Board Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	John Perry, CPWM/ Director of Public Works
Print/Type Name and Title	Herb Ackerman/ Public Works Inspector
Print/Type Name and Title	
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.				
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	www.montvillenj.org/170/Stormwater-Management
2. Date of most current SPPP:	Dec 31, 2018
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	www.montvillenj.org/170/Stormwater-Management
4. Date of most current MSWMP:	
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings where public notice is required under the Open Public Meeting Act ("Sunshine Law, " NJSA 10:4-6 et seq.), Montville Township provides public notice in a manner that complies with the requirements of this Act. In regards to the passage of ordinances, Montville Township provides public notices in a manner that complies with the requirements of NJSA 40:49-1 et seq. In addition, for municipal actions subject to public notice requirements in the Municipal Land Use Law (NJSA 40:55D-1 et seq), Montville Township complies with those requirements.</p> <p>Copies of the Stormwater Pollution Prevention Plan (SPPP), the adopted Municipal Stormwater Management Plan and Ordinance, and the community wide ordinances (pet waste, wildlife feeding, litter control, improper disposal of waste, yard waste program, illicit connections, and private storm drain inlet retrofitting) have also been posted on the Township's website for review by the Public.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

The Township provides public notice of all public involvement projects pertaining to stormwater education and outreach activities either on the Township's website, through mass mailings or emailing, through an advertisement in the Montville Messenger or through similar means.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

Montville Township produces a mass distribution of an informational mailing each year from the Mayor detailing the hazards of illicit connections and improper disposal of waste. The mailing goes out to all residents in the Montville Messenger.

3. Indicate where public education and outreach records are maintained.

Public education and outreach records are located in the Municipal Building in the Administration Department and/ or Clerk's Office.

SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?

Major Development is defined as any development that provides for ultimately disturbing one or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/ or movement of soil or bedrock or clearing, cutting or removing vegetation.

2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?

Both residential and non-residential projects are subject to similar review processes.

The Township requires that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards (RSIS) for stormwater management (including the NJDEP Stormwater Management Rules, NJAC 7:8, referenced in those standards) are in compliance with those standards.

The Township has adopted a municipal stormwater management plan and municipal stormwater control ordinance similar to the model in the NJ Stormwater BMP Manual. The ordinance controls stormwater from non-residential development and redevelopment projects. This approved ordinance controls aspects of residential development and redevelopment projects that are not subject to the RSIS Standards.

Development of residential properties is also subject to the Township's Stormwater Management Ordinance.

3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

The Township's Planning and/ or Zoning Board of Adjustment reviews each application for compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.

All major development applications are review by an outside engineering consultant to the Planning Board and/ or Zoning Board of Adjustment. Any approvals granted by the Planning and/ or Zoning Board of Adjustment is conditional on satisfactory compliance with all requirements of the Township Stormwater Control Ordinance (Ordinance No. 2006-49) and the Residential Site Improvement Standards, if applicable.

<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>The Municipal Stormwater Management Plan does not include a mitigation plan.</p>
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<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>All approved applications for major development projects are located at the Montville Township Municipal Building, 195 Changebridge Road, Montville, NJ 07045.</p>
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SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	06/28/05		Yes	<small>Police/ employee designated by Twp Administrator</small>
2. Wildlife Feeding permit cite IV.B5.a.ii	06/28/05		Yes	<small>Police/ employee designated by Twp Administrator</small>
3. Litter Control permit cite IV.B5.a.iii	06/28/05		Yes	<small>Police/ employee designated by Twp Administrator</small>
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	06/28/05		Yes	Police/ employee designated by Twp Adminstrator
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	06/28/20 05		Yes	Police/ employee designated by Twp Adminstrator
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	06/09/200 9		Yes	Police/ employee designated by Twp Adminstrator
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	12/30/20 06		Yes	Not specified
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	06/28/20 05		Yes	Police/ employee designated by Twp Adminstrator
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	06/09/20 09		Yes	Police/ employee designated by Twp Adminstrator

Indicate the location of records associated with ordinances and related enforcement actions:

Montville Township Municipal Building
195 Changebridge Road
Montville, NJ 07045

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

Montville Township maintains a sweeping program which includes sweeping all Township owned and maintained roads regularly during spring, summer and fall months as needed.

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

Montville Township maintains a sweeping program which includes sweeping all Township owned and maintained roads regularly during spring, summer and fall months as needed.

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

The Township does not have a shared services agreement with other municipalities for street sweeping.

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

Street sweeping records are kept at the Public Works Building, 143 River Road, Montville, NJ 07045.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
Montville Township annually cleans catch basins to maintain functionality and efficiency. At the time of cleaning, the catch basins are also inspected for proper function and results of the inspection are noted with the maintenance scheduled for those catch basins in disrepair.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
All required storm drain labeling has been completed by the Township. During the annual catch basin cleaning program, the labels are checked and replaced as needed. All inlets adjacent to repaving projects are retrofit in accordance with NJDEP guidelines.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
All records concerning catch basin inspection and cleaning are located at the Public Works Building, 143 River Road, Montville, NJ 07045.

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
All inlets adjacent to repaving projects are retrofit in accordance with NJDEP guidelines. This requirement is included in the bid documents and specifications for projects completed by outside Contractors.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
The Township Public Works Inspector verifies that all inlets are appropriately retrofit during final project inspections, prior to project close-out.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
The Township Public Works Inspector verifies that all inlets are appropriately retrofit during final project inspections, prior to the issuance of a certificate of occupancy for any privately owned storm drain inlets.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
The Township Public Works Inspector verifies that all inlets are appropriately retrofit during final project inspections, prior to the issuance of a certificate of occupancy for any privately owned storm drain inlets.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>
Address of municipal yard or ancillary operation: 143 River Road, Montville, NJ 07045 (DPW Garage/ Diesel Fueling Station) 86 River Road, Montville, NJ 07045 (Unleaded Fueling Station/ Salt Dome Storage)
List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge: Raw materials – Intermediate products – Final products – Waste materials – By-products – Machinery – Fuel – Lubricants – Solvents – Detergents related to municipal maintenance yard or ancillary operations – Other –

<p>For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.</p> <p>Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.</p>	
1. Fueling Operations	
	The Township Public Works Supervisor or his designee is responsible for the inspection of fueling equipment on a bi-weekly basis.
2. Vehicle Maintenance	
	The Township Public Works Supervisor or his designee is responsible for the inspection of fueling equipment on a bi-weekly basis.
3. On-Site Equipment and Vehicle Washing	
	<i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i>
	The Township Public Works Supervisor or his designee is responsible for the inspection of fueling equipment on a bi-weekly basis.
4. Discharge of Stormwater from Secondary Containment	
N/A	

<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>De-icing material is currently stored at 86 River Road. The yard includes a dome structure for storage of salt material. The Township Public Works Supervisor or his designee is responsible for the inspection of the de-icing material storage and an area on a bi-weekly basis.</p>
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>Any aggregate material storage is temporary. All materials are staged outside, more than 50 feet away from any storm sewers. Bulk gravel and sand materials are to be covered with tarps. The Township Public Works Supervisor or his designee is responsible for inspection of the material storage and areas on a bi-weekly basis.</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>Any material storage is temporary, prior to final disposal at an off-site facility. All materials are staged outside, more than 50 feet away from any storm sewers. Bulk gravel and sand materials are to be covered with tarps. The Township Public Works Supervisor or his designee is responsible for inspection of the material storage and areas on a bi-weekly basis.</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>Any material storage is temporary, prior to final disposal at an off-site facility. All materials are staged outside, more than 50 feet away from any storm sewers. Bulk gravel and sand materials are to be covered with tarps. The Township Public Works Supervisor or his designee is responsible for inspection of the material storage and areas on a bi-weekly basis.</p>
<p>9. Roadside Vegetation Management</p>
<p>N/A</p>

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	John Perry, Director DPW
2. Stormwater Facility Maintenance	Every year	John Perry, Director DPW
3. SPPP Training & Recordkeeping	Every year	John Perry, Director DPW
4. Yard Waste Collection Program	Every 2 years	John Perry, Director DPW
5. Street Sweeping	Every 2 years	John Perry, Director DPW
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	John Perry, Director DPW
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	John Perry, Director DPW
8. Waste Disposal Education	Every 2 years	John Perry, Director DPW
9. Municipal Ordinances	Every 2 years	John Perry, Director DPW
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Nicola Marucci, Township Engineer
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p style="margin-left: 40px;">Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

As per NJDEP requirements, all outfall pipes owned or operated by the Township are inspected at least once every five years.

All inlet inspection records are located at the Montville Township Municipal Building, 195 Changebridge Road, Montville, NJ 07045.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

As per NJDEP requirements, all outfall pipes owned or operated by the Township are inspected at least once every five years. At the time of inspection, any stream scouring is noted with maintenance scheduled as necessary.

Inspection records related to stream scouring are located at the Montville Township Municipal Building, 195 Changebridge Road, Montville, NJ 07045.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

As per NJDEP requirements, all outfall pipes owned or operated by the Township are inspected at least once every five years. The DEP Illicit Connection Inspection Form will be utilized as appropriate during these inspections.

Outlets will continue to be inspected during dry weather conditions. Any outfall pipes that are found to have a dry weather flow other than groundwater (as determined by inspection or testing as deemed appropriate), or evidence of an intermittent non-stormwater flow, will be rechecked again to locate the illicit connection. If the Township is able to locate the illicit connection (and the connection is within Montville Township), the suspected responsible party will be notified to remove the illicit connection. If cooperative compliance is not forthcoming, the responsible party will be cited under applicable laws and legal action pursued. A record of the matter will be included in the Township's Annual Report and Certification. If after the appropriate amount of investigation, the Township is unable to locate the source of the illicit connection, a Closeout Investigation Form will be submitted with the Annual Inspection and re-certification.

If an illicit connection is found to originate from another public entity, the Township will report the illicit connection to the Department of Environmental Protection.

All illicit discharge records are located at the Municipal Building, 195 Changebridge Road, Montville, NJ 07045.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

Montville Township operates the following stormwater facilities;

catch basins
storm drains
detention basins

All are inspected annually to insure they are functioning properly with preventative maintenance performance as needed.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

Privately owned stormwater facilities are inspected on an as-needed basis by the Engineering Department. Any deficiencies are promptly reported to the owner and/ or operator of the facility. Failure to make necessary improvements will result in the issuance of summons for non-compliance.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

Inspection logs for Stormwater Facilities are located at the Municipal Building, 195 Changebridge Road, Montville, NJ 07045.

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

N/A

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Refuse Container/ Dumpster Ordinance was adopted on 06/09/2009.



Montville Township Standard Operating Procedures Vehicle and Equipment Fueling

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.

Maintenance Yards with Fueling Operations

Municipal Building – 195 Changebridge Road
DPW Garage – 143 River Road
Fuel Pumps/ Salt Dome – 86 River Road

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 the 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 Montville Township Police Department at (973) 257-4300.

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.



Montville Township Standard Operating Procedures Vehicle Maintenance

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 Montville Township. The purpose of this SOP is to provide a set of guidelines for Montville Township vehicle maintenance yards/ garage including maintenance at ancillary operations.

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within Montville Township.

Montville Township Maintenance Yard BMP Objectives

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

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 of 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 Montville Township Police Department at (973) 257-4300.

Maintenance and Inspection

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

Attachment E – Best Management Practices for Municipal Maintenance Yards and Other Ancillary Operations

The Tier A Municipality shall implement the following practices at municipal maintenance yards and other ancillary operations owned or operated by the municipality. Inventory of Materials and Machinery, and Inspections and Good Housekeeping shall be conducted at all municipal maintenance yards and other ancillary operations. All other Best Management Practices shall be conducted whenever activities described below occur. Ancillary operations include but are not limited to impound yards, permanent and mobile fueling locations, and yard trimmings and wood waste management sites.

Inventory of Materials and Machinery

The SPPP shall include a list of all materials and machinery located at municipal maintenance yards and ancillary operations which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials; intermediate products; final products; waste materials; by-products; machinery and fuels; and lubricants, solvents, and detergents that are related to the municipal maintenance yard operations and ancillary operations. Materials or machinery that are not exposed to stormwater at the municipal maintenance yard or related to its operations do not need to be included.

Inspections and Good Housekeeping

1. Inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible). Identify conditions that would contribute to stormwater contamination, illicit discharges or negative impacts to the Tier A Municipality's MS4. Maintain an inspection log detailing conditions requiring attention and remedial actions taken for all activities occurring at Municipal Maintenance Yards and Other Ancillary Operations. This log must contain, at a minimum, a record of inspections of all operations listed in Part IV.B.5.c. of this permit including dates and times of the inspections, and the name of the person conducting the inspection and relevant findings. This log must be kept on-site with the SPPP and made available to the Department upon request. See the Tier A Municipal Guidance document (www.nj.gov/dep/dwq/tier_a_guidance.htm) for additional information.
2. Conduct cleanups of spills of liquids or dry materials immediately after discovery. All spills shall be cleaned using dry cleaning methods only. Clean up spills with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and sweep the rest of the area. Dispose of collected waste properly. Store clean-up materials, spill kits and drip pans near all liquid transfer areas, protected from rainfall.
3. Properly label all containers. Labels shall be legible, clean and visible. Keep containers in good condition, protected from damage and spillage, and tightly closed when not in use. When practical, store containers indoors. If indoor storage is not practical, containers may be stored outside if covered and placed on spill platforms or clean pallets. An area that is graded and/or bermed to prevent run-through of stormwater may be used in place of spill platforms or clean pallets. Outdoor storage locations shall be regularly maintained.

Fueling Operations

1. Establish, maintain and implement standard operating procedures to address vehicle fueling; receipt of bulk fuel deliveries; and inspection and maintenance of storage tanks, including the associated piping and fuel pumps.
 - a. Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.
 - b. 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 or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily bermed or boomed area during the loading/unloading of bulk fuels. A trained employee shall be present to supervise the bulk transfer of fuel.
 - c. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment. Include all of the following:
 - “Topping off of vehicles, mobile fuel tanks, and storage tanks is strictly prohibited”
 - “Stay in view of fueling nozzle during dispensing”
 - Contact information for the person(s) responsible for spill response.
 - d. Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.

Discharge of Stormwater from Secondary Containment

The discharge pipe/outfall from a secondary containment area (e.g. fuel storage, de-icing solution storage, brine solution) shall have a valve and the valve shall remain closed at all times except as described below. A municipality may discharge stormwater accumulated in a secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not come in contact with the stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the municipality shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the municipality cannot make a determination with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater shall be hauled for proper disposal.

Vehicle Maintenance

1. Operate and maintain equipment to prevent the exposure of pollutants to stormwater.
2. Whenever possible, conduct vehicle and equipment maintenance activities indoors. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, and drip pans shall be used at all times. Use designated areas away from storm drains or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors.

On-Site Equipment and Vehicle Washing and Wash Wastewater Containment

1. Manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to waters of the State.
2. Tier A Municipalities which cannot discharge wash wastewater to a sanitary sewer or which cannot otherwise comply with 1, above, may temporarily contain wash wastewater prior to proper disposal under the following conditions:
 - a. Containment structures shall not leak. Any underground tanks and associated piping shall be tested for integrity every 3 years using appropriate methods determined by “*The List of Leak Detection Evaluations for Storage Tank Systems*” created by the National Work Group on Leak Detection Evaluations (NWGLDE) or as determined appropriate and certified by a professional engineer for the site specific containment structure(s).
 - b. For any cathodically protected containment system, provide a passing cathodic protection survey every three years.
 - c. Operate containment structures to prevent overflowing resulting from normal or abnormal operations, overflowing, malfunctions of equipment, and human error. Overfill prevention shall include manual sticking/gauging of the tank before each use unless system design prevents such measurement. Tank shall no longer accept wash wastewater when determined to be at 95% capacity. Record each measurement to the nearest ½ inch.
 - d. Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound, and to detect deterioration of the wash pad, catch basin, sump, tank, piping, risers, walls, floors, joints, seams, pumps and pipe connections or other containment devices. The wash pad, catch basin, sump and associated drains should be kept free of debris before each use. Log dates of inspection; inspector's name, and conditions. This inspection is not required if system design prevents such inspection.
 - e. Containment structures shall be emptied and taken out of service immediately upon detection of a leak. Complete all necessary repairs to ensure structural integrity prior to placing the containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the NJDEP Hotline (1-877-927-6337) followed by a site investigation in accordance with N.J.A.C. 7:26C and N.J.A.C 7:26E if the discharge is confirmed.
 - f. All equipment and vehicle wash wastewater placed into storage must be disposed of in a legally permitted manner (e.g. pumped out and delivered to a duly permitted and/or approved wastewater treatment facility).
 - g. Maintain a log of equipment and vehicle wash wastewater containment structure clean-outs including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See Underground Vehicle Wash Water Storage Tank Use Log at end of this attachment.
 - h. Containment structures shall be inspected annually by a NJ licensed professional engineer. The engineer shall certify the condition of all structures including: wash pad, catch basin, sump, tank, piping, risers to detect deterioration in the, walls, floors, joints, seams, pumps and pipe connections or other containment devices using the attached Engineer’s Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure. This

certification may be waived for self-contained systems on a case-by-case basis. Any such waiver would be issued in writing by the Department.

3. Maintain all logs, inspection records, and certifications on-site. Such records shall be made available to the Department upon request.

Salt and De-icing Material Storage and Handling

1. Store material in a permanent structure.
2. Perform regular inspections and maintenance of storage structure and surrounding area.
3. Minimize tracking of material from loading and unloading operations.
4. During loading and unloading:
 - a. Conduct during dry weather, if possible;
 - b. Prevent and/or minimize spillage; and
 - c. Minimize loader travel distance between storage area and spreading vehicle.
5. Sweep (or clean using other dry cleaning methods):
 - a. Storage areas on a regular basis;
 - b. Material tracked away from storage areas;
 - c. Immediately after loading and unloading is complete.
6. Reuse or properly discard materials collected during cleanup.
7. Temporary outdoor storage is permitted only under the following conditions:
 - a. A permanent structure is under construction, repair or replacement;
 - b. Stormwater run-on and de-icing material run-off is minimized;
 - c. Materials in temporary storage are tarped when not in use;
 - d. The requirements of 2 through 6, above are met; and
 - e. Temporary outdoor storage shall not exceed 30 days unless otherwise approved in writing by the Department;
8. Sand must be stored in accordance with Aggregate Material and Construction Debris Storage below.

Aggregate Material and Construction Debris Storage

1. Store materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt based roofing scrap and processed aggregate in such a manner as to minimize stormwater run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three sided storage bays. Where possible the open side of storage bays shall be situated on the upslope. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading.
2. Sand, top soil, road millings and processed aggregate may only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.
3. Road millings must be managed in conformance with the “Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance” (see www.nj.gov/dep/dshw/rntp/asphaltguidance.pdf) or properly disposed of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.
4. The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see www.nj.gov/dep/landuse/ for more information).

Street Sweepings, Catch Basin Clean Out, and Other Material Storage

1. For the purposes of this permit, this BMP is intended for road cleanup materials as well as other similar materials. Road cleanup materials may include but are not limited to street sweepings, storm sewer clean out materials, stormwater basin clean out materials and other similar materials that may be collected during road cleanup operations. These BMPs do not cover materials such as liquids, wastes which are removed from municipal sanitary sewer systems or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.
2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the “Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials” (www.nj.gov/dep/dshw/rntp/sweeping.htm).
3. Road cleanup materials placed into storage must be, at a minimum:
 - a. Stored in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter; and
 - b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

Yard Trimmings and Wood Waste Management Sites

1. These practices are applicable to any yard trimmings or wood waste management site:
 - a. Owned and operated by the Tier A Municipality;
 - i. For staging, storing, composting or otherwise managing yard trimmings, or
 - ii. For staging, storing or otherwise managing wood waste, and
 - b. Operated in compliance with the Recycling Rules found at N.J.A.C. 7:26A.
2. Yard trimmings or wood waste management sites must be operated in a manner that:
 - a. Diverts stormwater away from yard trimmings and wood waste management operations; and
 - b. Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater.
3. Yard trimmings and wood waste management site specific practices:
 - a. Construct windrows, staging and storage piles:
 - i. In such a manner that materials contained in the windrows, staging and storage piles (processed and unprocessed) do not enter waterways of the State;
 - ii. On ground which is not susceptible to seasonal flooding;
 - iii. In such a manner that prevents stormwater run-on and leachate run-off (e.g. use of covered areas, diversion swales, ditches or other designs to divert stormwater from contacting yard trimmings and wood waste).
 - b. Maintain perimeter controls such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks, to eliminate the discharge of stormwater runoff carrying leachate or litter from the site to storm sewer inlets or to surface waters of the State.
 - c. Prevent on-site storm drain inlets from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection.
 - d. Dry weather run-off that reaches a municipal stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the site operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site.
 - e. Remove trash from yard trimmings and wood waste upon receipt.
 - f. Monitor site for trash on a routine basis.
 - g. Store trash in leak-proof containers or on an impervious surface that is contained (e.g. bermed) to control leachate and litter;
 - h. Dispose of collected trash at a permitted solid waste facility.
 - i. Employ preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.

Roadside Vegetation Management

1. Tier A Municipalities shall restrict the application of herbicides along roadsides in order to prevent it from being washed by stormwater into the waters of the State and to prevent erosion caused by de-vegetation, as follows: Tier A Municipalities shall not apply herbicides on or adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders. Tier A Municipalities shall only apply herbicides within a 2 foot radius around structures where overgrowth presents a safety hazard and where it is unsafe to mow.

**ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT
AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE**

(Complete a separate form for each vehicle wash wastewater containment structure)

Permittee: _____ NJPDES Permit No: _____

Containment Structure Location: _____

The annual inspection of the above referenced vehicle wash wastewater containment structure was conducted on _____ (date). The containment structure and appurtenances have been inspected for:

1. The integrity of the structure including walls, floors, joints, seams, pumps and pipe connections
2. Leakage from the structure's piping, vacuum hose connections, etc.
2. Bursting potential of tank.
3. Transfer equipment
4. Venting
5. Overflow, spill control and maintenance.
6. Corrosion, splits, and perforations to tank, piping and vacuum hoses

The tank and appurtenances have been inspected for all of the above and have been determined to be:

Acceptable _____

Unacceptable _____

Conditionally Acceptable _____

List necessary repairs and other conditions: _____

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (N.J.A.C. 7:14A-2.4(d)).

Name (print): _____ Seal: _____

Signature: _____

Date: _____

Underground Vehicle Wash Water Storage Tank Use Log

Name and Address of Facility _____
 Facility Permit Number _____

Tank ID Number _____ Tank Location _____ inches
 Tank Volume _____ gallons Tank Height _____ inches
 95% Volume _____ gallons 95% Volume _____ inches

<u>Date and Time</u>	<u>Inspector</u>	<u>Height of Product Before Introducing Liquid (inches)</u>	<u>Is Tank Less Than 95% Full? (Y/N)</u>	<u>Visual Inspection Pass? (Y/N)</u>	<u>Comments</u>

Notes: The volume of liquid in the tank should be measured **before** each use.
 Liquid **should not be introduced** if the tank contains liquid at 95% of the capacity or greater.
 A visual inspection of all exposed portions of the collection system should be performed before each use. Use the comments column to document the inspection and any repairs.

Underground Vehicle Wash Water Storage Tank Pump Out Log

Name and Address of Facility _____
Facility Permit Number _____

Tank ID Number _____ Tank Location _____
Tank Volume _____ gallons

<u>Date and Time of Pump Out</u>	<u>Volume of Liquid Removed</u>	<u>Waste Hauler *</u>	<u>Destination of the Liquid Disposal *</u>

* The Permittee must maintain copies of all hauling and disposal records and make them available for inspection.
Tier A Municipal Stormwater General Permit – Attachment E