

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Susan D. Onorato

Title: Administrator/Clerk

Date: 04/16/2019

Municipality: Shamong Township

County: Burlington

NJPDES #: NJG0148296

PI ID #: 214237

Stormwater Program Coordinator: Susan D. Onorato

Title: Administrator

Office Phone #: 609-268-2377

Emergency Phone #: 301

Public Notice Coordinator: Joanne Robertson

Title: Deputy Clerk

Office Phone #: 609-268-2377

Emergency Phone #: 304

Post-Construction Stormwater Management Coordinator: Susan Onorato

Title: Joint Land Use Board Secretary

Office Phone #: 609-268-2377

Emergency Phone #: 301

Local Public Education Coordinator: Susan D. Onorato

Title: Administrator

Office Phone #: 609-268-2377

Emergency Phone #: 301

Ordinance Coordinator: Doug Heinold

Title: Township Solicitor

Office Phone #: 856-222-0100

Emergency Phone #: 609-268-2377

Public Works Coordinator: Norman Welsh

Title: Public Works Manager

Office Phone #: 609-268-2293

Emergency Phone #: 609-268-2377

Employee Training Coordinator: Susan D. Onorato

Title: Administrator

Office Phone #: 609-268-2377

Emergency Phone #: 301

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Shamong Township

County: Burlington

NJPDES # : NJG0148296

PI ID #: 214237

Team Member/Title: Joanne Robertson

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: October 4, 2005 Date of most recent update: April 16, 2019

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.), Shamong Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Shamong 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 the public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.), Shamong Township complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: <u>Shamong Township</u>	County: <u>Burlington County</u>
	NJPDES # NJG <u>0148296</u>	PI ID #: <u>214237</u>
	Team Member/Title: <u>Susan Onorato, Joint Land Use Board Secretary</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: April 1, 2015 Date of Most Recent Update:	

To control stormwater from new development and redevelopment projects throughout Shamong 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 Joint Land Use Boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, Shamong 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.

Joint Land Use Board and Township Committee have adopted the Municipal Stormwater Management Plan and Stormwater Control Ordinance as per the NJ Stormwater BMP Manual. The ordinance, will be administered by our Joint Land Use Board and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. The adopted 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, Shamong Township will ensure adequate long-term operation as well as preventive and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Shamong 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.

Shamong 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. Shamong 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: Shamong Township County Burlington

NJPDES # : 0148296 PI ID #: 214237

Team Member/Title: Susan D. Onorato, Administrator

Effective Date of Permit Authorization (EDPA): 4-1-04

Date of Completion: Nov. 15, 2005 Date of most recent update: 4/14/17

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.

DEP brochure "Solutions to Stormwater Pollution" mailed to residents and businesses in annual tax bills and is also available on the township website or upon requests.

Provide dog license applicants a copy of DEP notice on proper disposal of pet waste. Notice is also available on the Township website or upon request.

The DEP brochures are available on the Township website and upon request.

DEP Posters are posted within the Municipal Building.

Burlington County notice was e-mailed to residents for the shredding and electronic recycling events.

Indian Mills Memorial School 6th grade Science program covers environmental issues, including Stormwater management. importance of proper disposal of waste and recycling.

Backyard Leaf Composting information is available on the Township website.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: *Shamong Township* County *Burlington*

NJPDES # : *0148296* PI ID #: *214237*

Team Member/Title: *Norman Welsh*

Effective Date of Permit Authorization (EDPA): *4-1-04*

Date of Completion: *11/22/2005* Date of most recent update: *6/1/09*

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.

All township stormdrains have been labeled. Labels are preiodically inspected by the streets and roads crew as part of the Roads/Signs/Walkways program.

*Our Public Works Department has labeled all of the storm drain inlets within our township. *

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

Public Works Foreman notified Clerk's office that all storm drains have been labeled. A map of the labeled storm drains is available in the Public Works Department, the Muncipal Clerk's Office and the Township Engineer's office.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Shamong County Burlington

NJPDES # : NJG0148296 PI ID #: 214237

Team Member/Title: Norman Welsh Public Works Supervisor

Effective Date of Permit Authorization (EDPA): 4-01-04

Date of Completion: Nov. 22, 2005 Date of most recent update: 6/1/09

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.)?

Municipal Public Works Department will use the township map prepared by the Township Engineer and mark all outfalls when identified and labeled.

3/6/08 per Krista Bloomquist - Only need to be identified on map. No label necessary just state, "Drains to stormwater" & use fish stencil on them. 581 Township inlets, 66 Burlington County inlets.

Outfall piping completed with inlet per Norman Welsh. 105 outfalls have been mapped. Map is available at Public Works Department upon request

4/20/18 per N. Welsh, last inspections completed on October 31, 2017 with Eileen Kull.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Shamong County Burlington

NJPDES # : NJG0148296 PI ID #: 214237

Team Member/Title: Norman Welsh Public Works Supervisor

Effective Date of Permit Authorization (EDPA): 4-01-04

Date of Completion: November 22, 2005 Date of most recent update: November 22, 2005

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 have no grey water hook ups in our developments because we are all septic and well.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Shamong County Burlington
 NJPDES # : NJG0148296 PI ID #: 214237
 Team Member/Title: Norman Welsh Public Works Superintendent
 Effective Date of Permit Authorization (EDPA): 4-01-04
 Date of Completion: November 22, 2005 Date of most recent update: March 23, 2007

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? None

Number of outfalls found to have a dry weather flow? None

Number of outfalls found to have an illicit connection? None

How many illicit connections were eliminated? None

Of the illicit connections found, how many remain? None

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? None

Number of outfalls found to have a dry weather flow? None

Number of outfalls found to have an illicit connection? None

How many illicit connections were eliminated? None

Of the illicit connections found, how many remain? None

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? none

Number of outfalls found to have a dry weather flow? none

Number of outfalls found to have an illicit connection? none

How many illicit connections were eliminated? none

Of the illicit connections found, how many remain? none

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? none

Number of outfalls found to have a dry weather flow? none

Number of outfalls found to have an illicit connection? none

How many illicit connections were eliminated? none

Of the illicit connections found, how many remain? none

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: Shamong County Burlington

NJPDES # : NJG0148296 PI ID #: 214237

Team Member/Title: Norman Welsh Public Works Supervisor

Effective Date of Permit Authorization (EDPA): 4-01-04

Date of Completion: November 22, 2005 Date of most recent update: March 12, 2007

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

Shamong Township offers a brush collection two times a year. Residents are notified through our newsletter that is mailed to each residents home. Instructions are listed in the newsletter(copy attached).

Shamong Township has adopted all required ordinances related to: Pet Waste; Litter; Improper Waste Disposal; Wildlife Feeding; Yard Waste & Illicit Connections. Additionally, Shamong Township meets all NJ Pineland's stormwater management requirments.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Shamong County Burlington

NJPDES # : NJG0148296 PI ID #: 214237

Team Member/Title: Doug Heinold

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: 11-17-05 Date of most recent update: 10/7/09

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

Pet Waste 10/04/05

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

Litter 12/02/80

Improper Waste Disposal 10/04/05

Wildlife Feeding 10/04/05

Yard Waste 10/04/05

Illicit Connections 10/04/05

How will these ordinances be enforced?

These ordinances will be enforced by the State Police Department and/or other Municipal Officials of the Township of Shamong (copy attached)

Effective January 1, 2006, a copy of Pet Waste portion of Stormwater Management Ordinance will be distributed with dog licenses issued.

Refuse Containers/Dumbsters Ordinance was adopted as of 10/6/2009

Private Storm Drain Inlet Retrofitting Ordinance was adopted as of 10/6/2009.

SPPP FORM 11 – Storm Drain Inlet Retrofitting

Shamong Township

Burlington County

Norman Welsh, PW Supervisor & Team Member

Effective date of permit authorization 4/1/2004

Date of Completion: 11/22/2005

Most recent update: April 25, 2019

Repaving, repairing, reconstruction or alternation project name	Projected Start date	Start Date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
2015 Various Inlet Repair	10/08/2015	10/08/2015	10/20/2015	27	0
2016 Road Program	06/14/2016	06/14/2016	12/16/2016	32	0
2016 Inlet Repair Project	10/11/2016	10/11/2016	05/12/2017	80	0
2016 NJDOT Grant Project	03/07/2017	03/07/2017	12/15/2017	6	0
2018 Road Program	12/06/2018	12/06/2018	In Progress	1	0

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Shamong Township County Burlington

NJPDES # : NJG0148296 PI ID #: 214237

Team Member/Title: Norman Welsh Public Works Supervisor

Effective Date of Permit Authorization (EDPA): 4-01-04

Date of Completion: November 22, 2005 Date of most recent update: April 24, 2019

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

That required under the Stormwater Management Regulations

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>2015 Various Inlet Repairs</i>	<i>10/08/2015</i>	<i>10/08/2015</i>	<i>10/20/2015</i>	<i>27</i>	<i>N/A</i>
<i>2016 Road Program</i>	<i>06/14/2016</i>	<i>06/14/2016</i>	<i>12/16/2016</i>	<i>32</i>	
<i>2016 Inlet Repair Project</i>	<i>10/11/2016</i>	<i>10/11/2016</i>	<i>05/12/2017</i>	<i>80</i>	
<i>2016 NJDOT Grant Project</i>	<i>03/07/2017</i>	<i>03/07/2017</i>	<i>12/15/2017</i>	<i>6</i>	
<i>2018 Road Program</i>	<i>12/06/2018</i>	<i>12/06/2018</i>	<i>In Progress</i>	<i>12</i>	

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

No

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Shamong Township County: Burlington

NJPDES # : NJG0148296 PI ID #: 214237

Team Member/Title: Norman Welsh Public Works Supervisor Norman Welsh Public Works Supervisor

Effective Date of Permit Authorization (EDPA): 4-01-04

Date of Completion: November 22, 2005 Date of most recent update: March 23, 2007

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.)

No street sweeping done. The industrial park is inspected Monthly by Public Works Department and any trash is picked up at that time.

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)

Where road erosion is noted, the Public Works Department installs crushed stone to prevent further erosion. If erosion is sever, the Township Engineer inspects and makes recommendations for repairs.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Shamong Township County: Burlington

NJPDES # : NJG0148296 PI ID #: 214237

Team Member/Title: Norman Welsh Public Works Supervisor

Effective Date of Permit Authorization (EDPA): 4-01-04

Date of Completion: November 22, 2005 Date of most recent update: November 22, 2005

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

Twice a year all inlets are cleaned by the Public Works Department using a jet vac truck. All inlets are labeled on a map prepared by the Township Engineer & maintained by the Public Works Department.

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.)

We have no Stormwater facility to maintain.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: Shamong Township County: Burlington

NJPDES # : NJG0148296 PI ID #: 214237

Team Member/Title: Norman Welsh Public Works Supervisor

Effective Date of Permit Authorization (EDPA): 4-01-04

Date of Completion: November 22, 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.

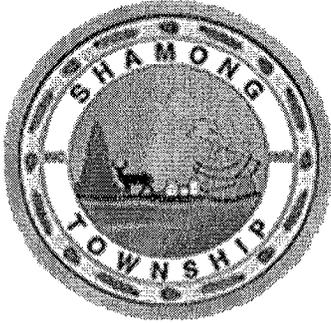
We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed. Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

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SPPP Form – Standard Operating Procedures

Municipality Information	Municipality: <u>Shamong Township</u> County <u>Burlington</u> NJPDES # : <u>NJG0148296</u> PI ID #: <u>214237</u> Team Member/Title: <u>Norman Welsh Public Works Supervisor</u> Effective Date of Permit Authorization (EDPA): <u>4-01-04</u> Date of Completion: <u>Nov. 22, 2005</u> Date of most recent update: <u>7/28/09</u>
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BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	1-1-06	<i>We have one fueling locations within our municipal maintenance yards, which will be inspected once a month. SOP for vehicle & equipt fueling are to be followed.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	11-1-05	<i>Monthly inspections will be held to ensure that the SOP is being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	11-1-05	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i>



SHAMONG TOWNSHIP

Burlington County, NJ

105 Willow Grove Rd.

Shamong, NJ 08088

www.shamong.net

E-mail

sonorato@shamong.net

Phone # (609) 268-2377 ext 301

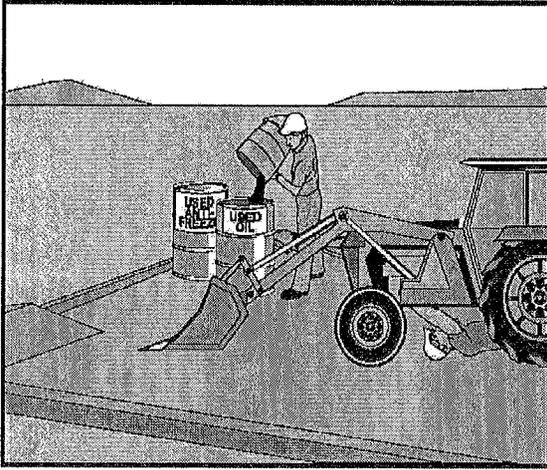
Fax # (609) 268-2701

SPPP FORM 16 – STANDARD OPERATING PROCEDURES ATTACHMENT D

Effective 7/28/2009 per Cindy Davie of DEP add the following inventory:

- Recycling Dumpsters
- Recycling buckets
- 5,000 gallon liquid calcium tank
- 500 gallon above ground fuel tank
- 500 gallon above ground waste oil tank

Shamong Township Standard Operating Procedure Vehicle Maintenance



Shamong 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 Shamong Township. The purpose of this SOP is to provide a set of guidelines for the Shamong 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 Shamong.

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 .5 mile 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 & 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 NJ – DEP.

Maintenance & Inspection:

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

**SHAMONG TOWNSHIP
STANDARD OPERATING PROCEDURE
GOOD HOUSEKEEPING**

Shamong 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 Shamong Township. The purpose of this SOP is to provide a set of guidelines for the employees of Shamong Township for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

Scope: This is SOP applies to all maintenance yards including maintenance activities at ancillary operations in Shamong 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. Do not store outside.
- Keep storage areas clean and well organized
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall. Do not store outside.
- 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 of papers, cans, bottles and trash in designated bins

Standards and Specifications (Salt and Deicing 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 15th through April 30th.

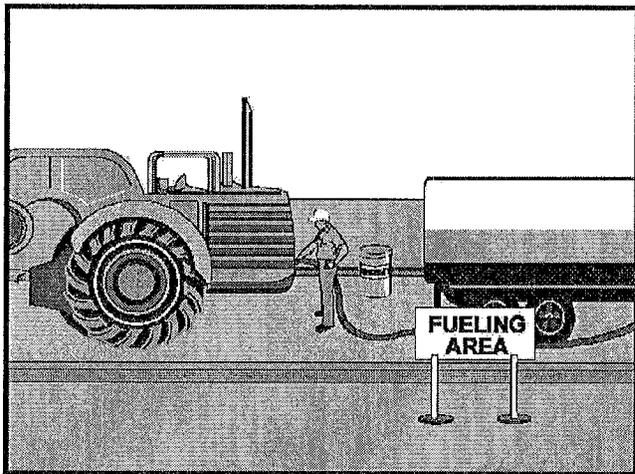
Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the New Jersey Department of Environmental Protection at 609-292-2943

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.

Shamong Township Standard Operating Procedures Vehicle and Equipment Fueling



Shamong Township Maintenance Yard Fueling Operations

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, 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 & Specifications (for vehicle & 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 shall be disposed of properly after use.
- Fuel tanks shall not be "topped off".

Standards & 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.
- Contain tank trucks used for bulk transfers with temporary berms or temporary absorbent booms during the transfer process. Insure all hose connection points associated with the transfer of fuel are within the temporary berms or absorbent booms during the loading/unloading of bulk fuels.

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 New Jersey Department of Environmental Protection at 609-292-2943 for large spills.

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.

SPPP Form 17 – Employee Training

Municipality Information	Municipality: <u>Daisy Township</u>	County: <u>Maxwell County</u>
	NJPDES # : NJG <u>0123456</u>	PI ID #: <u>12345</u>
	Team Member/Title: <u>Tim Barnette, OSHA Training Representative</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>March 19, 2005</u> 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:

<u>Course:</u>	<u>Who will attend</u>
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:

<u>Course:</u>	<u>Who will attend</u>
Illicit Connection Elimination and Outfall Pipe Mapping (field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)	public works employees, hotline operator
Maintenance Yard Operations (including Ancillary Operations) (field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)	public works employees

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