

Township of Manalapan
Stormwater Pollution Prevention
Plan



New Jersey Pollutant Discharge Elimination Program
Tier A Municipality
Stormwater General Permit No. NJG0150886
PI ID No. 203260

Alan Spector
Director of Public Works
Stormwater Program Coordinator

Date

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary

Completed by: CME Associates

Title: Township Engineer

Date: April 23, 2019

Municipality: Township of Manalapan

County: Monmouth County

NJPDES#: NJG0150886

PIID#: 203260

Stormwater Program Coordinator: Alan Spector

Title: Director of Public Works

Office Phone#: (732) 446-8404

Emergency Phone#: (732)-522-1674 (Cell)

Public Notice Coordinator: Regina Preteroti

Title: Township Clerk

Office Phone#: (732) 446-8314

Emergency Phone#: --

Post-Construction Stormwater Management Coordinator: Gregory R. Valesi - CME Associates

Title: Township Engineer's Office

Office Phone#: (732) 462-7400

Emergency Phone#: --

Local Public Education Coordinator: Tara Lovrich

Title: Township Administrator

Office Phone#: (732) 446-8305

Emergency Phone#: --

Public Works Coordinator: Alan Spector

Title: Director of Public Works

Office Phone#: (732) 446-8404

Emergency Phone#: (732)-522-1674 (Cell)

Ordinance Coordinator: Roger J. McLaughlin

Title: Township Attorney

Office Phone#: (732) 919-1155

Emergency Phone#: --

Employee Training Coordinator: Alan Spector

Title: Director of Public Works

Office Phone#: (732) 446-8404

Emergency Phone#: (732)-522-1674 (Cell)

SPPP Form 2 – Public Notice

Municipality
Information

Municipality: Township of Manalapan County: Monmouth
NJPDES#: NJG0150886 PIID#: 203260
Team Member / Title: Regina Preteroti/Township Clerk
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of completion: March 31, 2005 Date of most recent update: April 23, 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.), the Township of Manalapan provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Township of Manalapan 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 subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the Township of Manalapan complies with those requirements (e.g., adoption of the municipal stormwater management plan).

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Township of Manalapan County: Monmouth
 NJPDES#: NJG0150886 PIID#: 203260
 Team Member / Title: Alan Spector/ Stormwater Program Coordinator
 Effective Date of Permit Authorization (EDPA): January 1, 2018
 Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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 and re-development projects throughout the Township of Manalapan (including projects we operate), the Township will do the following:

We are already ensuring that all new and re-development residential projects 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 said standards. Our Planning and Zoning Boards are ensuring such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

The Township, with assistance from CME Associates, has drafted and adopted a Stormwater Management Plan (SWMP). The SWMP was revised, presented, and adopted by the Planning Board on June 22, 2006. The SWMP has been adopted as an element of the Township's Master Plan. The SWC Ordinance was presented to the Township Committee on June 28, 2006 and subsequently adopted. Copies of the SWMP and SCO can be found on the Township official website.

The SWC Ordinance is administered by our Planning Board, Zoning Board, and the Code Enforcement Officer. In doing so, stormwater will be controlled from both non-residential and residential development projects. Where it is necessary to implement the SWMP, the approved SWC Ordinance will also control aspects of residential development projects that are not subject to the Residential Site Improvement Standards.

For all BMPs installed, in order to comply with the requirements of our post-construction program, the Township of Manalapan will ensure adequate long-term operation, as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, the Township of Manalapan intends to do this by adopting and enforcing a provision in the SWC 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.

The Township of Manalapan will also enforce, through the SWC Ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. The Township of Manalapan expects for most projects, that 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 a curb opening with a clear space no more than seven square inches or no bigger than two inches across the smallest dimension, specifically, Type 'N' eco-safe curb inlet castings.

Dear Residents and Business Owners:

In accordance with the Township's Tier A Municipal Stormwater General Permit, the Governing Body has adopted various Ordinances to regulate the impact of stormwater and pollutants on the environment. As part of our required Local Public Education Program, we are sending this letter to you annually to highlight the requirements and environmental benefits of these Ordinances. The following describes the Ordinances in our Municipal Code:

1. **Pet Waste**: This Ordinance requires all pet owners to pick up and properly dispose of pet waste dropped on public or private property. This requirement prevents fecal contamination from impacting our local waterways.
2. **Litter**: This Ordinance states that it is unlawful to throw, drop, discard or otherwise place litter of any nature on any public or private property, other than a litter receptacle. This requirement has been adopted to prevent all types of litter from cluttering public streets and private property and prevents litter from impacting our waterways.
3. **Improper Disposal of Waste**: This Ordinance states that it is illegal to dispose of waste in any place other than a proper solid waste storage container. The purpose of this Ordinance is to prevent unsanitary conditions and groundwater pollution.
4. **Wildlife Feeding**: Feeding of waterfowl on municipal park land or property is prohibited by Ordinance. The purpose of this Ordinance is to reduce waterfowl population in response to health concerns regarding bacteria from fecal matter which is harmful to humans' and fish populations.
5. **Yard Waste**: This Ordinance has been created to establish a system for the placement and collection of leaves, brush, and other yard wastes. The purpose of the Ordinance is to keep leaves, grass and other yard waste out of the stormwater inlets and piping, and ultimately out of our waterways.
6. **Illicit Connections**: It is unlawful to connect any pipe or discharge to the municipal storm sewer system that is intended to discard, spill or dump any substance other than stormwater or groundwater (via sump discharge) into the system. The purpose of this Ordinance is to prevent contamination of our streams and waterways which receive discharge from our storm sewers.
7. **Private Storm Drain inlet Retrofitting Ordinance**: The retrofitting of existing storm drain inlets which are in direct contact with repaving, repairing, reconstruction, or resurfacing or alterations of facilities on private property, to prevent the discharge of solids and floatables (such as plastic bottles, cans, food wrappers and other litter) to the municipal separate storm sewer system(s)

The transport of pollutants into local streams and water bodies can result in the destruction of fish, wildlife, and habitats; threats to public health and the loss of recreational and aesthetic value.

The Governing Body has enacted the above listed Ordinances to protect our environment, and to keep pollutants that are commonly conveyed by stormwater from adversely impacting our waterways and groundwater supplies. These ordinances can be found in the above noted Chapters of the Municipal Code of the Township of Manalapan or on the official Township website, www.mtnj.org. All information regarding the New Jersey's Stormwater program requirements can be found at www.cleanwaternj.org.

Together we can make a difference!
Susan Cohen, Mayor

SPPP Form 4 – Local Public Education Program

Municipality
Information

Municipality: Township of Manalapan

County: Monmouth

NJPDES#: NJG0150886 PIID#: 203260

Team Member / Title: Tara Lovrich/Local Public Education Coordinator

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

Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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.

The Township has developed a local public education program in accordance with the Stormwater Master General Permit, Renewal January 1, 2018 and associated Attachment B of same. The Township shall conduct educational activities totaling a minimum of 12 points each calendar year. The Township has expressed interest in performing the following tasks:

Category 1

- **Website** – Maintain a stormwater related page on the municipal website and include a link to www.cleanwaternj.org. (1 point) http://mtnj.org/government/storm_water_management/
- **Stormwater Billboard** – A stormwater related Billboard is on display at multiple locations at Manalapan Recreation Center. (2 points)
- **TV Video** – A reoccurring video regarding rain gardens and proper stormwater management airs on MTTN, Manalapan Township's local television network. (1 point)

Category 2

- **Ordinance Education** – A letter from the mayor is distributed to every resident and business in the municipality via the tax bill highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste and Illicit Connection Ordinances. This letter also references the page on the municipal website to which residents can go to read these ordinances. (3 points)
- **Emailing Campaign** – department created educational brochures are distributed via facebook, twitter and Township email blast accounts. (2 points)

Category 3

- **Clean-up** – Events held by local green team, scout troop and/or youth groups are held throughout the year to clean-up various parks, open space and stream corridors within the Township (3 points)

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Township of Manalapan

County: Monmouth

NJPDES#: NJG0150886 PIID#: 203260

Team Member / Title: Alan Spector/Director of Public Works

Effective Date of Permit Authorization (EDPA): January 1, 2018

Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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.

As of January 2008, the Township of Manalapan has labeled 100% of the Township's storm drain inlets, as required by the Permit. All storm drain inlets along Municipal streets with sidewalks, and those within plazas, parking areas, or maintenance yards operated by the Township of Manalapan are labeled. Though the southern part of town is without curb and sidewalk in its majority, the Township has exceeded the General Permit requirement and labeled these areas as well.

To ensure long-term maintenance, inspection of storm drain inlet labels will be incorporated into the Township's Catch Basin Program as described on Form 13. Upon completion of each catch basin inspection/cleaning, the storm drain inlet label will be inspected for wear and repaired if necessary. All labels will be inspected annually for wear.

As required, the Township has been divided into seven (7) sectors to adequately meet the implementation requirements set forth in our permit. The sectors are as follows:

- Section I: *East of Route 9*
- Section II: *North of Union Hill Road
Streets South of and Intersecting with Union Hill Road*
- Section III: *North of Pine Brook Road
North of Gordons Corner Road*
- Section IV: *South of Gordons Corner Road
North of Taylors Mills Road*
- Section V: *South of Taylors Mills Road
North of Route 522*
- Section VI: *South of Route 33
North of Smithburg Road*
- Section VII: *West of Mount Vernon*
- Section VIII: *South of Route 522
North of Route 33*

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Township of Manalapan

County: Monmouth

NJPDES#: NJG0150886 PIID#: 203260

Team Member / Title: Gregory R. Valesi, PE

Effective Date of Permit Authorization (EDPA): January 1, 2018

Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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.)?

Manalapan Township has completed the MS4 Outfall Pipe Mapping & Inventory. The mapping is available at the township offices.

Outside Parks

1. Comack & Taylors Mills
2. Gordons Corner & Pease
3. Holiday Lake/Park
4. New Beginnings/Basin/Park
5. Pease Road & Taylors
6. Pension Road
7. Pinewood Park
8. Bucks Head Park
9. Balmar Woods Park
10. Short Oaks Park
11. Tennent Road
12. Kelso Place
13. Pension Hill Park
14. Gettysburg Drive
15. Tennent Manor
16. Westbrook Way
17. Symmes & Craig
18. Washingtons Advance
19. Locust Grove Park
20. Manor Drive Park
21. Scenery Hill
22. Scenery Hill Ext.

23. Ryan Road
24. Forman Lane Walkway
25. Tracy Drive
26. Timber Lane
27. 19-21 Holiday Road

Bus Shelters

1. Ryan Road bus shelter
2. Taylors Mills bus shelter
3. Symmes Road bus shelter/front lot
4. Dartmoor & Robertsville
5. Taylors Mills (Blue Jay to Conmack)

Retention Basins

1. Alyssa Lane
2. Beverly Court
3. Blair Lane
4. Blue Jay Court
5. Church Lane
6. Dogwood Court
7. Emily & Connor
8. Glendale
9. Iris

10. Jordyn & Derek
11. Martin Court
12. Molly Pitcher
13. Rockingham Court
14. Sunnywoods
15. Sutton Dr. Easement
16. Wildflower Court
17. Sutton & Winfield
18. Bryce Court
19. Donna Court
20. Elkridge Way
21. Gordons Corner Easement
22. Hawkins Woods
23. Kipling Way
24. Monticello Court
25. Nickolas Farms
26. Tennent Basin
27. Union Hill Road
28. Union Hill Road Roadside
29. Vail Valley/Beaver Creek
30. Westbrook Easement
31. Eastwood
32. Baileys Court

33. Shilling
34. Winners Circle
35. Ronald Court
36. Pine Brook Road by Synagogue
37. Jared
38. Oxford
39. Burr Court
40. Autumn Drive
41. Beagle
42. Beechwood
43. Candido
44. Cannonero
45. Carole Court
46. Crest Fruit
47. Crystal Court
48. Dancer Lane
49. Deerbrook Run
50. Elton Point
51. Fallswood Lane
52. Hidden Pond Court
53. Hidden Pond Trail
54. Judge Lane/Cozy Drive
55. Marigold

56. Michael Lane
57. Nature's Trail
58. Pine Valley II
59. Rifkin Court
60. Quail Court
61. Summer Drive
62. Tallwoods Basin
63. Thompson Grove
64. Turtle Hollow
65. Lambs Lane
66. Monmouth Day
67. Thompson Grove Park

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: Township of Manalapan County: Monmouth
NJPDES#: NJG0150886 PIID#: 203260
Team Member / Title: Alan Spector / Director of DPW & Nancy Defalco/Zoning Officer
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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.

The Township of Manalapan with the assistance of consultants have conducted initial physical inspections of all MS4 outfall pipes while verifying MS4 outfall pipe locations and identifying outfall pipe scouring (see Form 6 and 14, respectively). We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections and individual inspection forms prepared by CME Associates (see the attached inspection forms). An excel spreadsheet prepared in accordance with these forms will be kept with our SPPP records. MS4 outfall pipes found to have dry weather flow (72-hours following a rainfall event) or evidence of an intermittent non-stormwater flow will be inspected and if necessary re-inspected to locate the source of the illicit connection. The inspection and re-inspection process will be performed as required.

If we are able to locate the illicit connection (and the connection is within the Township of Manalapan), Nancy Defalco, the Township Code Enforcement Officer, will be notified and a citation will be issued to the responsible party for being in violation of our Illicit Connection Ordinance, and will order the responsible party to eliminate the illicit connection within six (6) months of its discovery. 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, the Township of Manalapan will report the illicit connection to the Department. The "Illicit Connection" Ordinance, Ordinance No. 2006-06, will give authority to impose fines for such offenses.

Individuals may contact the Municipal building, the Department of Public Works, or the Township Police Department to report spills, illegal dumping and illicit connections.

There are three sections of Manalapan that are not serviced by a municipal sewer system. These residential properties are on septic systems. The Township will identify any residence that is currently discharging gray water into the street or overland, ultimately entering the stormwater sewer system. These discharges will be required to connect into the individual septic systems.

SPPP Form 8 – Illicit Connection Records

Municipality
Information

Municipality: Township of Manalapan County: Monmouth
NJPDES#: NJG0150886 PIID#: 203260
Team Member / Title: Alan Spector/Director of Public Works
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

January 1, 2018 – December 31, 2018

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? 10

Number of outfalls found to have a dry weather flow? n/a

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? n/a

Of the illicit connections found, how many remain? n/a

Of the illicit connections found, how many remain? n/a

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: Township of Manalapan County: Monmouth
NJPDES#: NJG0150886 PIID#: 203260
Team Member / Title: Alan Spector/Director of Public Works
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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

The Township of Manalapan adopted a yard waste ordinance that meets the standards of the model ordinance on February 28, 2007(Ordinance No. 2006-04) amended from Ord. No. 2006-07. A copy of this ordinance has been enclosed.

Bi-annual Spring and Fall Residence Guides that are mailed town-wide for use by the residents and have also been enclosed.

SPPP Form 10 – Ordinances

Municipality
Information

Municipality: Township of Manalapan County: Monmouth
NJPDES#: NJG0150886 PIID#: 203260
Team Member / Title: Roger McLaughlin, Esq.
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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

Pet Waste: The Pet Waste Ordinance is covered under Ordinance Chapter 243-12 & 13.

Litter: The Ordinance under Chapter 139-1 through 139-9 satisfies the model ordinance requirements

Improper Waste Disposal: Ordinance under Chapter 201-30 through 201-36 has been adopted to satisfy the requirement of the NJDEP model ordinance.

Wildlife Feeding: Ordinance under Chapter 163-18 through 163-23 has been adopted to satisfy the requirement of the NJDEP model ordinance.

Yard Waste: A "Containerized Yard Waste" Ordinance has been adopted under Section 198-18 through 198-20.

Illicit Connections: An Illicit Connection Ordinance has been adopted under Section 201.24 through 201.29.

Refuse Container / Dumpster Ordinance: A Refuse Container / Dumpster Ordinance has been adopted as Ordinance No. 2009-25.

Private Storm Drain Inlet Retrofitting Ordinance: A Private Storm Drain Inlet Retrofitting Ordinance was adopted October 13, 2010.

How will these ordinances be enforced?

The Township's Code Enforcement Officers and the Manalapan Township Police Department 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.

Any complaints received by the DPW with an apparent Ordinance violation will be investigated and forwarded to the Manalapan Township Police Department.

The Township Clerk will distribute informational sheets provided by the NJDEP regarding pet waste at the time of pet license issuance. Information sheets are being distributed to each new licensee.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Township of Manalapan County: Monmouth
 NJPDES#: NJG0150886 PIID#: 203260
 Team Member / Title: Alan Spector/Director of Public Works
 Effective Date of Permit Authorization (EDPA): January 1, 2018
 Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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

For both current and upcoming projects, the Township of Manalapan will use the NJDEP compliant inlets and NJDOT bicycle safe grates.

<i>Repaving, repairing, reconstruction or alteration project name</i>	<i>Projected start date</i>	<i>Start date</i>	<i>Date of completion</i>	<i># of storm drain inlets</i>	<i># of storm drains w/ hydraulic exemptions</i>
Monmouth Heights Phase 7	Summer 2019				
Gordons Corner Road	Summer 2019				

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

Manalapan Township does not operate any alternative devices within the Municipality. At this time, we do not plan on installing any such devices for repaving, 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: Township of Manalapan County: Monmouth
NJPDES#: NJG0150886 PIID#: 203260
Team Member / Title: Alan Spector / Director of Public Works
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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.)

The Township of Manalapan does not have any commercial districts. All districts will be swept. A contract has been awarded and an outside contractor sweeps the town twice a year (Spring and Fall). The Public Works Department has a back-up sweeper that is available whenever needed.

All municipal roads are swept twice a year.

The Township will log all necessary information and will maintain current records of the same in this section.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Township of Manalapan

County: Monmouth

NJPDES#: NJG0150886 PIID#: 203260

Team Member / Title: Alan Spector/Director of Public Works

Effective Date of Permit Authorization (EDPA): January 1, 2018

Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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

The Township of Manalapan has implemented an Annual Catch Basin Cleaning Program as of June 27, 2006 to maintain catch basin function and efficiency. All catch basins will be inspected once each year. All retention basins will be visually inspected, including trash racks and low flow channels. 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 Township Engineer's office has an ongoing effort inspecting detention basins under developer's bonds for maintenance/sediment control issues.

The following are catch basin cleaning sectors:

- Section I: East of Route 9
- Section II: North of Union Hill Road
Streets South of and Intersecting with Union Hill Road
- Section III: North of Pine Brook Road
North of Gordon's Corner Road
- Section IV: South of Gordon's Corner Road
North of Taylors Mills Road
- Section V: South of Taylors Mills Road
North of Route 522
- Section VI: South of Route 33; North of Smithburg Road
- Section VII: West of Mount Vernon

A recordkeeping spreadsheet has been developed for the Township Department of Public Works' use that will allow for efficient recordkeeping of all parameters listed by the NJDEP in the General Master Permit. A sample log has been attached.

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

Manalapan Township will implement a Stormwater Facility Maintenance Program to ensure that all Township owned stormwater facilities function properly. All cleaning and maintenance will be performed by the Department of Public Works. Inlets will be logged into a digital spreadsheet and field forms maintained by the Township DPW. All basins will be inspected and logged accordingly.

SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Township of Manalapan County: Monmouth
NJPDES#: NJG0150886 PIID#: 203260
Team Member / Title: Alan Spector/Director of Public Works
Effective Date of Permit Authorization (EDPA): January 01, 2018
Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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.)

The Department of Public Works and Township Engineer's office inspects outfalls for localized stream and stream bank scouring in the vicinity of MS4 outfall pipes. All sites exhibiting scour will be placed on a prioritized list and repairs will be made in accordance with the New Jersey Standards for Soil Erosion and Sediment Control.

A prioritized list of all sites exhibiting outfall scouring has been prepared; the dates of repair or anticipated repair have been noted along with method of repair. The Public Works Supervisor will coordinate with the Township Engineer to determine if NJDEP permits are required. If NJDEP permits are required, necessary steps will be taken to obtain the permit. MS4 outfall pipe repairs that do not require NJDEP permits will be considered first priority.

SPPP Form 15 – De-Icing Material and Sand Storage

Municipality
Information

Municipality: Township of Manalapan County: Monmouth
NJPDES#: NJG0150886 PIID#: 203260
Team Member / Title: Alan Spector/Director of Public Works
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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 materials 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.

The Township of Manalapan currently stores its de-icing salt in a dome building at its maintenance yard. At the completion of loading and unloading activities, the DPW inspects for spilled salt. Clean sand is currently stored on asphalt in the rear of the Public Works facility. This structure is constructed on a permanent foundation. The dome structure is in compliance with all de-icing storage area requirements set forth by the General Permit.

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 overfilling resulting from normal or abnormal operations, overfilling, 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/rtrtp/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/rtrtp/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 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.

SPPP Form 16 – Standard Operating Procedures

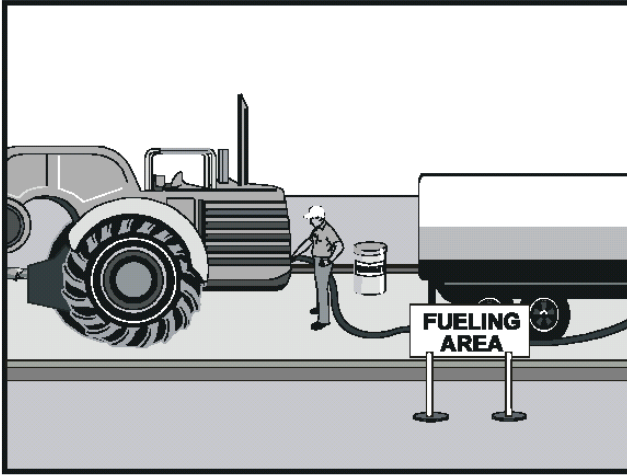
Municipality Information	Municipality: <u>Manalapan</u>	County: <u>Monmouth</u>
	NJPDES: <u>NJG0150649</u>	PI ID #: <u>203260</u>
	Team Member/Title: <u>John L. Lewis/Director of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>April 1, 2005</u>	Date of most recent update: n/a

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>We have compiled a list of all fueling locations within our municipal maintenance yards, which will be inspected once a month.</i> <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 maintenance yard.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	April 1, 2005	<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)	April 1, 2005	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i> <i>Attached is an inventory list per Attachment D of the General Permit</i>

Township of Manalapan

Standard Operating Procedures

Vehicle and Equipment Fueling



Manalapan Twp. Maintenance
Yards
With 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, 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)

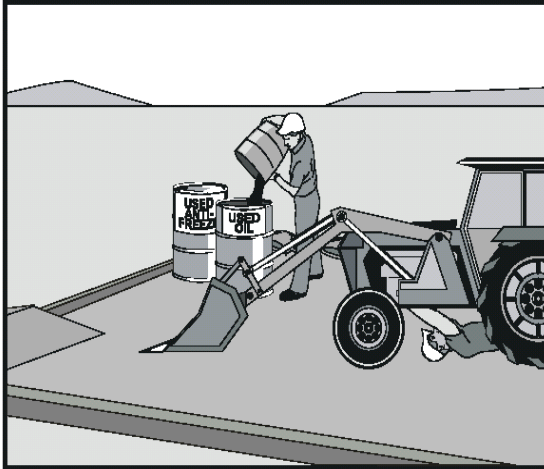
- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped 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 Gordons Corner, Millhurst, or Englishtown Fire company or to report any 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.
 - The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the DPW 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.

Township of Manalapan

Standard Operating Procedure

Vehicle Maintenance



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

- 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 Gordons Corner, Millhurst, or Englishtown Fire company or to report any spills.

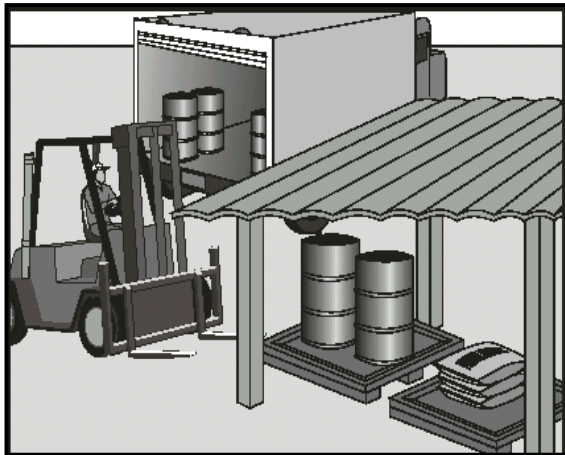
Maintenance
and Inspection

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

Township of Manalapan

Standard Operating Procedure

Good Housekeeping



Manalapan Twp. 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 Manalapan. The purpose of this SOP is to provide a set of guidelines for the employees of Manalapan 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 Manalapan 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 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 Gordons Corner, Millhurst, or Englishtown Fire company or to report any spills.

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: Township of Manalapan County: Monmouth
NJPDES#: NJG0150886 PIID#: 203260
Team Member / Title: Alan Spector/Director of Public Works
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of completion: March 31, 2005 Date of most recent update: April 23, 2019

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.

All pertinent employees of the Township involved in the implementation of the General Permit will be trained in all necessary areas of the General Permit respective to their job description and their involvement implementing the NJPDES General Permit. Training sessions will cover all topics listed in Section F.9. of the General Permit.

The Employee Training program will be conducted by Alan Spector the Assistant Public Works Director. All Public Works employees will receive a minimum of one-hour seminar training for Standard Operating Procedures at the DPW yard. Standard operating procedures for vehicle fueling will be posted on all fueling stations. All union laborers will also be responsible to attend this seminar and will receive a copy of the Standard Operating Procedure. New employees of the DPW will also be trained with regards to the Standard Operating Procedures. All seminars will be conducted in-house and on premises at the Public Works yard.