

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Highway Agency Information

Highway Agency Name: Essex County

NJPDES # :NJ 0141887 PI ID #: 50577

Team Member/Title: Jack Carr/ Essex County Road Department Director

Effective Date of Permit Authorization (EDPA):March 3, 2004

Date of Completion: January 11, 2005 Date of most recent update:

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

Capitol County has determined which of its roads require monthly sweeping under the Highway Permit, and will implement a monthly street sweeping program of those roads beginning in April 2005. For all other county roads, Capitol County intends to maintain its existing street sweeping schedule of sweeping once a year.

(See Form 13 for the road department's proper handling and disposal of debris program.)

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)

Capitol County will utilize Capitol County Road Department employees to identify existing roadside erosion, performing road erosion inspections twice a year. After eroding sites are identified, they will be prioritized, and then repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log that will include a list of all repairs and dates repairs were completed. Individual lists will be compiled by Eric Johnson/Environmental Manager – Operations Capitol County Road Department, and included in the Annual Report and Recertification. This program of inspections and repairs will begin in October 2005.

SPPP Form 13 – Stormwater Facility Maintenance

Highway Agency
Information

Highway Agency Name: Essex County

NJPDES # :NJ 0141887 PI ID #: 50577

Team Member/Title: Jack Carr/Essex County Road Department Director

Effective Date of Permit Authorization (EDPA):March 3, 2004

Date of Completion: November 18, 2004 Date of most recent update:

Please describe your annual catch basin cleaning program and schedule. Attach additional pages as necessary.

Capitol County will maintain its yearly catch basin cleaning schedule in compliance with the minimum standard set forth in the Highway Permit. 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 program is scheduled to begin April 2005.

Road clean up materials will remain staged on concrete pads for the appropriate staging time, as per the standards set in guidance provided by the NJDEP Division of Solid and Hazardous Waste. Once a month waste will be hauled to the Capitol County landfill for disposal. Permission has been granted by the Capitol County Sewage Authority to discharge water from catch basin cleaning into their sanitary sewers. Waste will be tested once a year for hazardous materials.

Litter will be sorted from clean up materials for recycling.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the Highway Agency. 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.)

Capitol County will develop and implement a stormwater facility maintenance program that ensures proper function and operation of all highway system stormwater facilities operated by the county. We have identified a number of stormwater facilities within the highway system, including: catch basins, storm sewer pipes, storm drains, swales, an infiltration basin, and an oil/water separator at the northern maintenance yard. The identified stormwater facilities will be regularly inspected, on an annual basis, and repairs will be prioritized.

Flooding commonly occurs along Admiral Byrd Boulevard and inspections have revealed that a section of storm sewer leading to Bluefish River is blocked with debris. Due to public safety issues caused by the flooding of the roadway, this maintenance and repair is scheduled to be completed as soon as possible.

SPPP Form 14 - Roadside Vegetation Management

Highway Agency
Information

Highway Agency Name: Essex County

NJPDES # :NJ 0141887 PI ID #: 50577

Team Member/Title: Jack Carr/Essex County Road Department Director

Effective Date of Permit Authorization (EDPA):March 3, 2004

Date of Completion: January 11, 2005 Date of most recent update:

Describe your roadside vegetation management program to limit the application of herbicides and mulch. Attach additional pages as necessary.

In accordance with the Highway Permit, Capitol County will no longer apply herbicides outside the prescribed two-foot radius of any structure for which it is impractical to mow around. Albert Fazekas, Maintenance Yard Manager, is looking into replacing the existing brand of herbicide with one that poses less of a water pollution risk (though this would not remove the restriction on herbicide use and application). The requirements of the permit have also prompted maintenance yard workers to look into planting low maintenance, native wild flowers along the roadsides in hopes of improving aesthetics and reducing the amount of labor that would go into taking care of plants along the roadside, including the mowing of "wet" areas and areas with steep slopes.

We hope to extend our volunteer Adopt-A-Highway program to include an Adopt-A-Highway Landscaping program where volunteers would "adopt" a section of highway for an amount of time (e.g., two years) and maintain the vegetation along that stretch of road. Tasks would include pulling weeds, planting flowers, and possibly even mowing the grass.

*In regard to applying mulch and herbicides, designated workers who perform roadside vegetation management will be trained on the specifications of the permit and how to properly apply these products.
(See SPPP Form 18)*

SPPP Form 15 - Outfall Pipe Stream Scouring Remediation

Highway Agency
Information

Highway Agency Name: Essex County

NJPDES # :NJ 0141887 PI ID #: 50577

Team Member/Title: Jack Carr/Essex County Road Department Director

Effective Date of Permit Authorization (EDPA):March 3, 2004

Date of Completion: January 11, 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 scouring, date of anticipated repair, method of repair and date of completion.)

Capitol County will develop and implement a stormwater outfall pipe stream scouring detection, remediation, and maintenance program to detect and control localized stream and stream bank scouring in the vicinity of the highway system outfall pipes operated by the County. We will coordinate the initial steps of this effort with the mapping and inspections of outfall pipes and prioritize the outfall pipes found to have scouring in the order in which they will need to be repaired. To help in prioritizing the outfall pipes, we will photograph the scouring found at each outfall site. A schedule will be established for repairs, beginning with the outfall pipes most in need of remediation or those with easy access. In addition, repairs that do not need any NJDEP permits or other local, State, or Federal permits may be done first. All repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.

SPPP Form 16 – De-icing Material Storage

Highway Agency
Information

Highway Agency Name: Essex County

NJPDES # :NJ 0141887 PI ID #: 50577

Team Member/Title: Jack Carr/Essex County Road Department Director

Effective Date of Permit Authorization (EDPA):March 3, 2004

Date of Completion: December 9, 2004 Date of most recent update:

De-icing Material Storage

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

Capitol County currently stores its de-icing material in stockpiles at its northern maintenance yard. Capitol County will implement the interim seasonal tarping procedures at this site until a permanent structure is built. From October 15th through April 30th we will inspect each tarp weekly to ensure that it is covering the salt pile. Inspections for spilled salt will be completed after loading and unloading activities.

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

Site Selection.....12/04

Site Design.....3/05

Bid Construction Contract.....6/05

Apply for Required Permits.....9/05

Begin Construction.....3/06

Complete Construction.....9/06

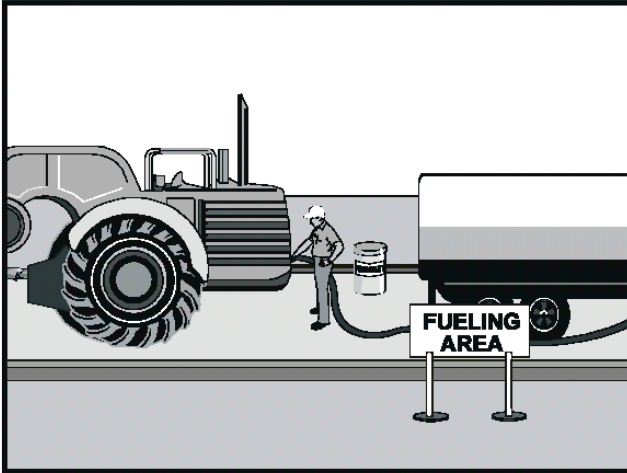
A seven-month buffer is built into the tentative schedule for potential delays in bidding of the project, procuring permits or delays due to weather. However, the storage structure should be complete within 36 months of EDPA (4/07).

SPPP Form 17 – Standard Operating Procedures

Highway Agency Information	Highway Agency Name: <u>Essex County</u> NJPDES # :NJ <u>0141887</u> PI ID #: <u>50577</u> Team Member/Title: <u>Jack Carr/Essex County Road Department Director</u> Effective Date of Permit Authorization (EDPA): <u>March 3, 2004</u> Date of Completion: <u>December 9, 2004</u> Date of most recent update:
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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)	<i>September 14, 2004</i>	<i>A list of fueling locations within our maintenance yards has been compiled and attached to this form. These locations will be inspected once a month.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>September 14, 2004</i>	<i>Monthly inspections will be held at vehicle maintenance sites 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	<i>August 30, 2004</i>	<i>Inspections will be conducted on a monthly basis to ensure that good housekeeping practices are in effect.</i>

Capitol County Road Department Standard Operating Procedures Vehicle and Equipment Fueling



Capitol County Road Department Maintenance Yards with Fueling Operations

Kings Court Maintenance
Yard

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

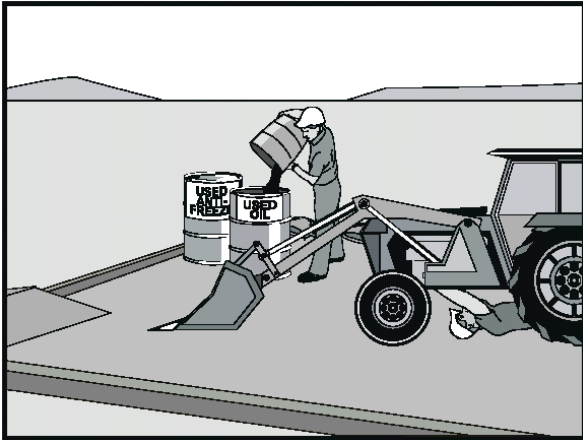
Scope These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

Standards and Specifications
(for vehicle and equipment fueling)

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

- Standards and Specifications (for bulk fueling)
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
 - Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
 - Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
 - A trained employee must always be present to supervise during bulk transfer.
- Spill Response
- Conduct cleanups of any fuel spills immediately after discovery.
 - Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
 - Collected waste is to be disposed of properly.
 - Contact the Capitol County Division of Environmental Health Services at 555-8989.
- 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.

Capitol County Road Department Standard Operating Procedure Vehicle Maintenance



Capitol County Road Department 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 for the Capitol County Road Department. The purpose of this SOP is to provide a set of guidelines for the Capitol County Road Department 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 Capitol County Road Department.

- Standards and Specifications**
- Conduct vehicle maintenance operation only in designated areas.
 - Whenever 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 from downstream drainage facilities and watercourses.
 - Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

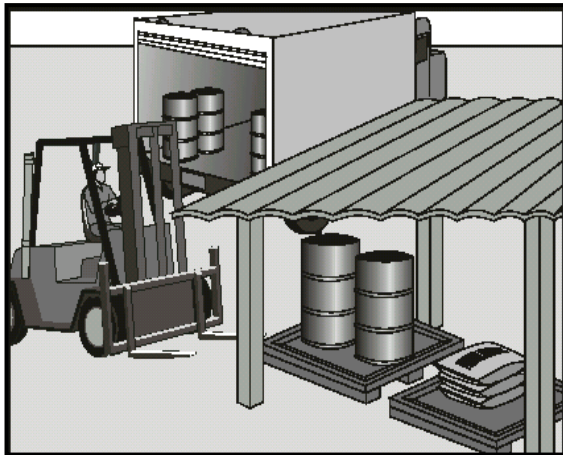
Spill Response
and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Capitol County Division of Environmental Health Services at 555-8989.

Maintenance
and Inspection

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

Capitol County Road Department Standard Operating Procedure Good Housekeeping



Capitol County Road Department 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 for the Capitol County Road Department. The purpose of this SOP is to provide a set of guidelines for the employees of Capitol County Road Department 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 Capitol County Road Department.

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 the Capitol County Division of Environmental Health Services at 555-8989.

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 18 – Employee Training

Highway Agency
Information

Highway Agency Name: Essex County

NJPDES # :NJ 0141887 PI ID #: 50577

Team Member/Title: Vera Wood / Employee Training Coordinator

Effective Date of Permit Authorization (EDPA):March 3, 2004

Date of Completion: November 30, 2004 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.

For our employee training program, we will group the required topics together based upon similarities in context. Any questions should be directed to the Employee Training Coordinator, Vera Wood, who can be reached at 609-555-4455. Although it was recommended that computer training be used, all training will occur in a seminar type fashion, with all sessions being held on the premises of the Capitol County Business Offices.

Waste Disposal Education which includes overviews of Pet Waste Control, Improper Waste Disposal Control, Wildlife Feeding Control, and Illicit Connection Prohibition will be conducted on April 20, 2005 by both Eric Johnson, Stormwater Program Coordinator, and Bernadette Jones, Counsel for Capitol County. Bernadette will be on hand to discuss the regulatory mechanisms associated with topics that will be covered. Appropriate legal personnel and employees of the road department will be required to attend.

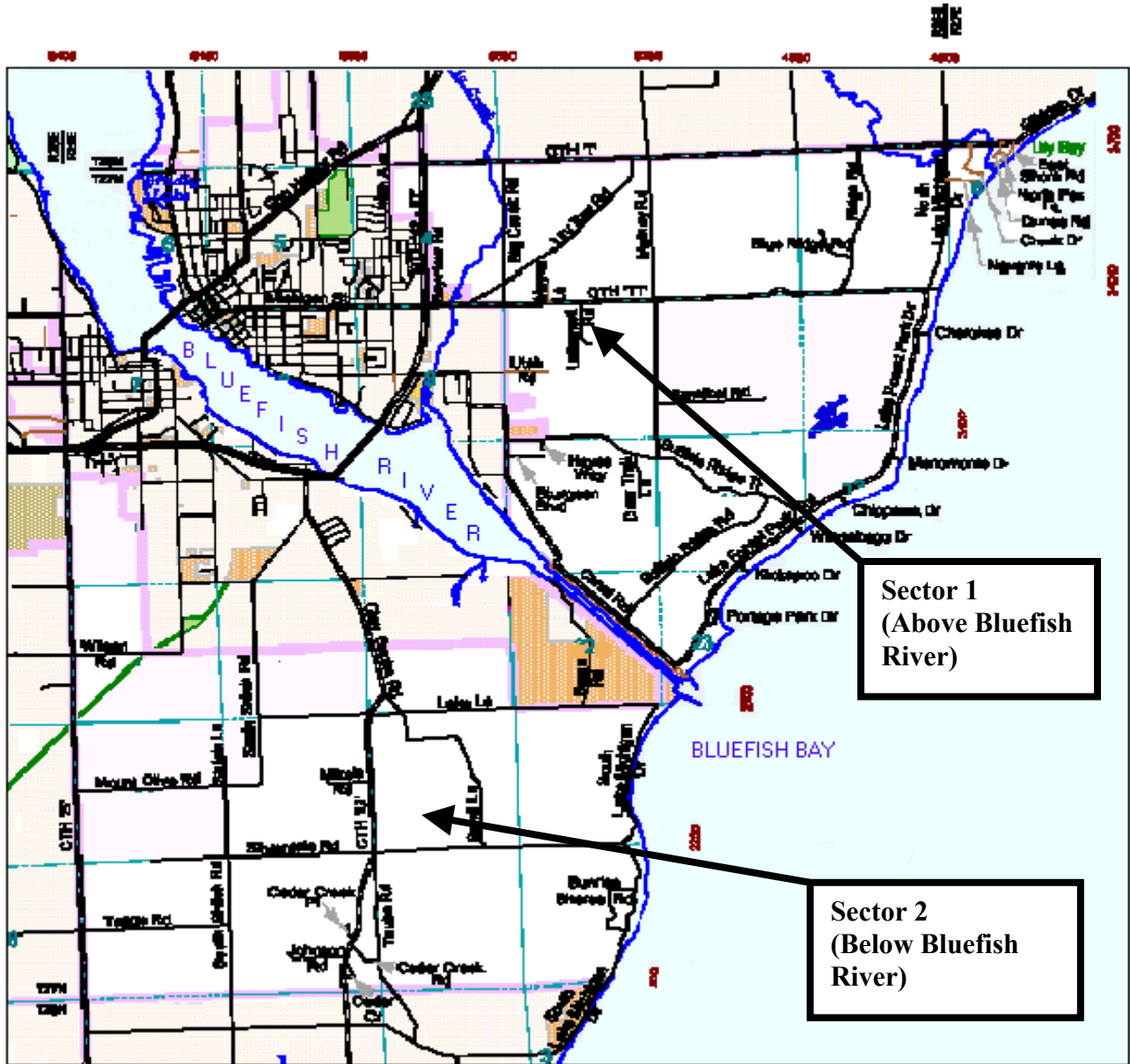
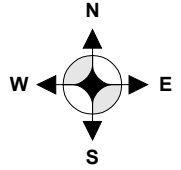
Roadside Vegetation Management, Street Sweeping, Stormwater Facility Maintenance, and Maintenance Yard Operations will be grouped into one training session that will more than likely be scheduled on May 11, 2005 as an all day event. Eric Johnson and Jack Carr, Physical Operations Coordinator, will be in charge of developing and conducting this seminar. Maintenance Yard and Highway Maintenance employees will be required to attend.

Illicit Connection Elimination and Outfall Pipe Mapping, as well as Road Erosion Control and Outfall Pipe Stream Scouring Remediation, will be covered as an all day training session on April 28, 2005 with Jack Carr and Peter Reimer, Post-Construction Stormwater Management Coordinator. We are in the process of developing a team specifically for dealing with illicit connections and outfall pipe mapping. Just those designated to this team will be required to attend this event.

Lastly, Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment will be covered by Peter Reimer on May 4, 2005 for highway engineering and maintenance personnel.

Dates for annual training programs after 2005 are yet to be determined.

Capitol County



Storm Drain Inlet Labeling
MS4 Outfall Pipe Mapping