Highway Agency Stormwater Pollution Prevention Plan

ESSEX COUNTY

NJG0153397

07/12/2022

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SPPP Form 1 – SPPP Team Members

Stormwater Program Coordinator (SPC)	
Print Name and Title	David Antonio County Planner
Office Phone # and Email	973-390-0226 dantonio@essexcountynj.org
Signature and Date	
Individual Responsible for Major Development Project Stormwater Management Review Please see training requirements for stormwater management reviewers on Form 13.	
Print Name and Title/Affiliation	Sanjeev Varghese County Engineer
Print Name and Title/Affiliation	David Antonio County Planner
Print Name and Title/Affiliation	Luis Rodriguez Asst. County Engineer
Print Name and Title/Affiliation	Henry Chamesian Asst. County Engineer
Print Name and Title/Affiliation	
Other SPPP Team Members	
Print Name and Title/Affiliation	Ricardo Valderrama Principal Engineer
Print Name and Title/Affiliation	Gerald Grande Director of Roads & Bridges
Print Name and Title/Affiliation	Frank Pascucci Director of Buildings & Grounds
Print Name and Title/Affiliation	Frank Palma Facilities Manager

SPPP Form 2 – Revision History

Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision

SPPP Form 3 – Public Involvement and Participation Including Public Notice

Website where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	www.ecdpw.org/planning
Physical Location and/or website where records of public notices, meeting dates, minutes, etc. are kept:	Department of Public Works 900 Bloomfield Avenue Verona, NJ 07044

Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:

For any meetings where public notice is required under the Open Public Meetings Act (" Sunshine Law", NJSA 10:4-6 et seq.), the County provides public notice in a manner that complies with the requirements of that Act. The Board of County Commissioners prepares all public notices prepared for this program.

SPPP Form 4 – Public Education and Outreach

This is only required for Highway Agencies that own or operate rest areas and/or service areas.

5 Point System: Each year, Highway Agencies that own or operate rest areas and/or service areas must conduct activities related to educating the public on stormwater pollution prevention. Sample activities include posting stormwater information on their website or social media, running local ads, posting signs at green infrastructure sites, posting stormwater signs, billboards, or murals at rest/service areas, presenting a stormwater related display or materials at rest/service areas, and providing pet waste bags at rest/service areas.

Permittees must earn at least 5 points as described in Attachment B of the permit. Describe how you are meeting the minimum 5-point requirement.

The County of Essex does not own or operate any rest areas and/or services areas . The county has determined to provide public education information on Storm Drain Labeling, Pet Waste Control, Improper Waste Disposal Control, and Wildlife Feeding Control. The attached educational brochures called, "Solutions to Stormwater Pollution" and "Pet Waste Pollutes Our Waters", which can be downloaded from the NJDEP website, covers these topics. Therefore, in order to bring awareness of the regulations regarding above topics, Essex County has decided to take the following actions;

1. Make the attached brochure available for the public to view at public meetings and public places

2. Display the attached brochure in all parks and public facilities maintained and operated by Essex County.

The county shall implement an employee pollution prevention awareness program by:

• Providing stormwater management awareness training to all new hires as part of new employee indoctrination
• Developing informative brochures that will be distributed to employees during scheduled and ad hoc safety breaks. County supervisors will be provided with a “Supervisor’s Handbook” that provides back up information for the supervisor to share with the employees during safety breaks.
• Implementing a signage program whereas signs displaying the best management practices (BMPs) and the standard operating procedures (SOPs) that should be followed during refueling and maintenance activities will be installed on county maintenance yard and fueling station buildings. These signs shall be placed in conspicuous locations and shall be easy to read.

Records: Indicate where public education and outreach records are maintained.

Not Applicable

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

Major Development: How does the permittee define 'major development'?

"Major development" means any "development" that provides for ultimately disturbing one or more acres of land or increasing impervious surface by one-quarter acre or more. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation. Projects undertaken by any government agency which otherwise meet the definition of "major development" but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered "major development."

Approval Process: Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. Provide the location of the mitigation plan (if one exists) to allow for alternative locations or designs.

Any new development and redevelopment projects designed by the County or one of its consultants, will be in accordance with the permit requirements for such projects. The County's Annual Report will list these projects. The County standard is for the design of stormwater inlets that restrict the passage of solids and floatables per Appendix C of the Highway Agency permit. Compliance with these standards will ensure the adequate long-term operation and maintenance of the county's stormwater facilities.

The following projects are reviewed for potential regulation by N.J.A.C. 7:8:
- Roadway resurfacing and construction
- Walkway resurfacing or construction
- Building expansion and construction
- Athletic facilities expansion, restoration, or creation

Private development impacting County roadways and/or facilities must be approved by the Essex County Planning Board. Adherence to NJ Stormwater Management Rules (N.J.A.C. 7:8) is part of this Board's review .

Records: Indicate the location of approved applications for major development projects.

Essex County Planning Board
900 Bloomfield Avenue
Verona, NJ 07044

Attachment C - Design Standards for Storm Drain Inlets

Application of Design Standard

The below design standard applies to the following types of storm drain inlet installation or retrofit projects unless a more stringent standard is specified by the permittee in an adopted regulatory mechanism:

- Storm drain inlets installed as part of new development and redevelopment that disturb one acre or more;
- Storm drain inlets installed as part of new development and redevelopment that disturb less than one acre that are part of a larger common plan of development or sale (e.g. phased development project) that ultimately disturbs one acre or more;
- Permittee owned or operated storm drain inlets must be retrofitted where the storm drains are (1) in direct contact with any repaving, repairing (excluding individual pothole repair), or resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); or (2) in direct contact with any reconstruction or alteration of facilities.

Design Standard

Grates in pavement or other ground surfaces shall meet either of the following standards:

- The New Jersey Department of Transportation (NJDOT) bicycle safe grate standards described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (see www.nj.gov/transportation/publicat/pdf/BikeComp/introtofac.pdf); or
- A grate where each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is not greater than 0.5 inches across the smallest dimension. Note that the Residential Site Improvement Standards at N.J.A.C. 5:21include requirements for bicycle safe grates.

Examples of grates subject to this standard include grates in grate inlets; the grate portion (non-curb opening portion) of combination inlets; grates on storm sewer manholes; ditch grates; trench grates; and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads, (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors used to collect stormwater from the surface into a storm drain or surface water body.

For curb-openings inlets, including curb-opening inlets in combination inlets, the clear space in the curb opening, or each individual clear space if the curb opening has two or more clear spaces, shall have an area of no more than seven (7.0) square inches or be no greater than two (2.0) inches across the smallest dimension.

Exemptions from the Design Standard

- Where each individual clear space in the curb opening in existing curb-opening inlets does not have an area of more than nine (9.0) square inches;

- Where the review agency determines that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;

- Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:

  A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or

  A bar screen having a bar spacing of 0.5 inches;

  Note that these exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

- Where flows are conveyed through a trash rack that has parallel bars with one inch (1") spacing between the bars, to the elevation of the water quality design storm as specified in N.J.A.C. 7:8; or

- Where the Department determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet the standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

Attachment D – Major Development Stormwater Summary

General Information

1. Project Name:
2. Municipality: County: Block(s): Lot(s):
3. Site Location (State Plane Coordinates – NAD83): E: N:
4. Date of Final Approval for Construction by Municipality:
   Date of Certificate of Occupancy:
5. Project Type (check all that apply):
   Residential ☐ Commercial ☐ Industrial ☐ Other (please specify) _____
6. Soil Conservation District Project Number:
7. Did project require an NJDEP Land Use Permit? Yes ◯ No ◯ Land Use Permit #:
8. Did project require the use of any mitigation measures? Yes ◯ No ◯
   If yes, which standard was mitigated? _____

Site Design Specifications

1. Area of Disturbance (acres): Area of Proposed Impervious (acres):
2. List all Hydrologic Soil Groups:
3. Please Identify the Amount of Each Best Management Practices (BMPs) Utilized in Design Below:
   Bioretention Systems ___ Constructed Wetlands ___ Dry Wells ___ Extended Detention Basins ___
   Infiltration Basins ___ Combination Infiltration/Detention Basins ___ Manufactured Treatment Devices___
   Pervious Paving Systems ___ Sand Filters ___ Vegetative Filter Strips ___ Wet Ponds ___
   Grass Swales ___ Subsurface Gravel Wetlands ___ Other _____

Storm Event Information

Storm Event - Rainfall (inches and duration): 2 yr.: _____ 10 yr.: _____

100 yr.: _____ WQDS: _____

Runoff Computation Method:
NRCS: Dimensionless Unit Hydrograph ☐ NRCS: Delmarva Unit Hydrograph ☐ Rational ☐ Modified Rational ☐
Other: _____

Basin Specifications (answer all that apply)

If more than one basin, attach multiple sheets

1. Type of Basin: Surface/Subsurface (select one): Surface ◯ Subsurface ◯
2. Owner (select one):
   ◯ Public ◯ Private: If so, Name: Phone number:
3. Basin Construction Completion Date:
4. Drain Down Time (hr.):
5. Design Soil Permeability (in./hr.):
6. Seasonal High Water Table Depth from Bottom of Basin (ft.): Date Obtained:
7. Groundwater Recharge Methodology (select one): 2 Year Difference ◯ NJGRS ◯ Other ◯ NA ◯
8. Groundwater Mounding Analysis (select one): Yes ◯ No ◯ If, Yes Methodology Used:
9. Maintenance Plan Submitted: Yes ◯ No ◯ Is the Basin Deed Restricted: Yes ◯ No ◯

Comments:

Name of Person Filling Out This Form: _____ Signature: _____

Title: _____ Date: _____ 2/2/2018

Basin Specifications (answer all that apply) *If more than one basin, attach multiple sheets*
1. Type of Basin: Surface/Subsurface (select one): Surface ◯ Subsurface ◯
2. Owner (select one): ◯ Public ◯ Private: If so, Name: Phone number:
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5. Design Soil Permeability (in./hr.):
6. Seasonal High Water Table Depth from Bottom of Basin (ft.): Date Obtained:
7. Groundwater Recharge Methodology (select one): 2 Year Difference ◯ NJGRS ◯ Other ◯ NA ◯
8. Groundwater Mounding Analysis (select one): Yes ◯ No ◯ If, Yes Methodology Used:
9. Maintenance Plan Submitted: Yes ◯ No ◯ Is the Basin Deed Restricted: Yes ◯ No ◯

Name of Person Filling Out This Form: ________________________ Signature: ________________________

Title: ____ Date: ____________________________

SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website	Entity Responsible for Enforcement
1. Pet Waste Control Permit cite IV.B.5.a.i.			Municipality/ Local Police Departments
2. Wildlife Feeding Control Permit cite IV.B.5.a.ii.			Municipality/ Local Police Departments
3. Litter Control Permit cite IV.B.5.a.iii.			Municipality/ Local Police Departments
4. Improper Disposal of Waste Permit cite IV.B.5.a.iv.	10/24/2005		Essex County Office of the County Engineer
5. Illicit Connection Prohibition Permit cite IV.B.5.a.vii.	10/24/2005		Essex County Office of the County Engineer

Records: Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions.

Pet Waste Control, Wildlife Feeding Control & Litter Control:

The county does not own or operate any rest areas, service areas, or any other areas along its roadways which serve the needs of the general public. Therefore, the county does not have an enforcement enabling pet waste, wildlife feeding control or litter control ordinance.

Improper Disposal of Waste & Illicit Connections Records Available at:

County of Essex
Department of Public Works
900 Bloomfield Avenue
Verona, NJ 07044

SPPP Form 7 – Litter Pick-Up Program

Roadside Clean-up: Describe the program and schedule for roadside clean-up of trash and debris.

Essex County currently utilizes the Adopt-A-Highway program for roadside clean-ups. Clean-ups are performed twice a month by Adopt-A-Highway for roads that are adopted by Private Companies. The County roads covered by Adopt-A-Highwa are JFK Parkway, Eisenhower Parkway, Livingston Ave, Old Short Hills Road, Millburn and Bloomfield Avenue, all of Livingston and Bloomfield.

Bags of trash are then picked up by the Essex County Department of Public Works and brought to their Maintenance Yard where they are placed in roll-off containers. The records are kept on a daily work sheet, which include pick-up date and number of bags collected.

For the remainder of the County roads, Essex County utilizes assistance for clean-ups from 2nd Chance Crew from the Corrections Facilities, which is based on availability of the crew.
The New Jersey Clean Communities Program provides some funds to Essex County for litter pick-ups and supplies for the Maintenance Yard.

Essex County does not operate any rest or service areas nor do they own or operate any trash receptacles along County Roadways.

Rest/Service Area Trash/Recycling Collection: For Highway Agencies that own or operate rest/service areas, describe the program and schedule for regular collection of trash from litter and recycling receptacles at those locations.

Essex County does not operate any rest or service areas nor do they own or operate any trash receptacles along County Roadways.

Records: Indicate the location of records, including the dates and amount of materials collected from roadside clean-ups.

99 West Bradford Avenue
Cedar Grove, NJ 07009

SPPP Form 8 – Street Sweeping

Street Locations: Attach a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee.

a. Indicate which segments of limited-access roads have storm drain inlets or discharge directly to surface water.
b. Indicate which segments of non-limited-access roads have storm drain inlets or discharge directly to surface water.
c. Indicate which segments of roads do not have storm drain inlets or do not discharge directly to surface water.

A. The County does not operate any limited-access roadways.

B. All County roadway have drain inlets. See attached map.

C. All County roadway have drain inlets. See attached map.

Schedule: Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.

Essex County has determined which of its roads require monthly sweeping under the Highway Permit, and currently have an on-going sweeping program for these roads. All County roads are currently swept twice a month, year-round and weather permitting. Records of Street Sweeping are kept by the Division of Roads & Bridges and are available for review.

Records: Indicate the location of records, including sweeping dates, areas swept, number of miles swept, and total amount of materials collected each month.

Department of Public Works
900 Bloomfield Avenue
Verona,NJ 07044

SPPP Form 9 – Herbicide Application and Roadside Vegetative Waste Management

Herbicide Application Management: Describe the program for ensuring the proper application of herbicides. Include details about how the permittee ensures that herbicides are not washed into waters of the State and how they prevent erosion caused by de-vegetation.

In accordance with the Highway Permit, Essex County does not apply herbicides to areas unless they are impractical to mow around. In such areas where herbicides must be used, they will not be applied outside of the prescribed two-foot radius of any structure for which it is impractical to mow around.

For application of mulch Essex County will follow the guidelines recommended in the, "Standards for Soil Erosion and Sediment Control" in New Jersey, N.J.A.C. 2:90-1.

In regards 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 it.

Roadside Vegetative Waste Management: Describe the program for ensuring that wood waste and yard trimmings generated by the permittee are not blown or deposited into stormwater facilities, e.g., storm drain inlets and basins.

Wood waste and yard trimmings include the following: tree parts, brush, wood chips, leaves, untreated/unpainted lumber, and grass clippings.

Essex County uses its Roads & Bridges maintenance staff to maintain vegetation along county roads and any vegetative growth that may negatively affect other stormwater facilities such as detention facilities and outfalls. The personnel performing roadside vegetation management will be trained to properly so that the various wastes are not deposited into stormwater facilities.

SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

1. Address of maintenance yard or ancillary operation.

99 West Bradford Avenue, Cedar Grove, NJ

2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.

No materials are stored outside.

3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.

Snowplows, excavators, and county vehicles are all exposed to stormwater. All other machinery is kept indoors. See attached County vehicle list.

4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.

DPW staff is trained on how to properly clean up a spill if one were to occur. Absorbent material is placed at each facility close to the fuel facility in case of a spill. There is also a contact list put up at each facility in case of an emergency spill as requiered by NJDEP UST permit requirements.

Spill Response for Gasoline, Diesel Fuel and Other Hazardous Substances
• 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 PIG® Universal Mat Pads, PIG® Blue Socks, or a dry, absorbent material (e.g., kitty litter, sawdust, etc.). Absorbent materials shall be swept up.
• Collected waste is to be disposed of properly. Generated spill waste weighing less than 220 lbs must be sealed in chemical resistant containers and can be disposed at a regular waste land fill. Generated spill waste weighing 220 lbs or more must be disposed at a hazardous waste facility

5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.

a. Fueling Operations

Employee training, onsite signage and bi-weekly inspections. The County has implemented Standard Operating Procedures for fueling operations. Including all required practices listed in Attached E of the Permit. See the attached Documents for the Standard Operating Procedures of each service center. Monthly inspections will be held to ensure that the SOP is being met. See attached SOP's.

b. Discharge of Stormwater from Secondary Containment

All materials that are exposed to the secondary containment are property stored and sealed.

c. Vehicle Maintenance

The County has implemented Standard Operating Procedures for vehicle maintenance activities. Including all required practices listed in Attached D of the Permit. See the attached Documents for the Standard Operating Procedures of each service center. Monthly inspections will be held to ensure that theSOP is being met. See attached SOP's.

d. On-Site Equipment and Vehicle Washing/Wastewater Containment
See permit for certification and log forms for Underground Storage Tanks.

County does not wash vehicles on-site. Vehicles are washed by one of two private car wash businesses.

e. Salt and De-icing Material Storage and Handling

Essex County currently complies with the minimum standard for de-icing material storage of salt. The county has three (3) permanent, covered, asphalt floor, dome structures for de-icing material storage in the following locations:

1. Essex County Department of Public Works, 900 Bloomfield Ave, Verona, NJ;
2. Hendrick Field, Branch Brook Park, Belleville, NJ; and
3. South Mt. Yard; South Orange Ave. and Cherry Lane, Millburn, NJ

These facilities are regularly maintained and inspected annually by Essex County Department of Public Works.

Any other de-icing materials are only used when necessary and are closed and contained when not in use.

f. Aggregate Material and Construction Debris Storage
Aggregate materials and construction debris are usually stored with a tarp or under a roof to contain material especially in rainy conditions.
g. Street Sweepings, Catch Basin Clean Out, and Other Material Storage
Catch basin clean out debris is are stored with a tarp or under a roof to contain material especially in rainy conditions.
h. Yard Trimmings and Wood Waste Management
Yard trimmings, leafs and wood waste is directly taken to a privately operated compost facility .
Records: Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.
99 West Broadford Avenue Cedar Grove, NJ 07009

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/rrtp/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/rrtp/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.

SPPP Form 11 – Storm Drain Inlets

Storm drain inlets are the point of entry into the storm drain system.

Inspections: Describe the program and frequency of inspections, cleaning, and maintenance of storm drain inlets that are owned or operated by the permittee.

The county's inlet cleaning program requires that county owned inlets, catch basins and their surrounding infrastructures to be inspected annually, and cleaned if necessary. Regardless of whether an annual inspection is coming due or if a problem was reported a roads supervisor will issue a work order prior to any cleaning or repair work being performed. The process is as follows:

Upon receipt of notification that an inlet needs to be inspected and/or cleaned a roads supervisor issues an inspection work order for an inspector to inspect the inlets along a section of a county road. The work order lists all inlets for that section of the road. The roads inspector physically inspects and records on the work order the condition of each inlet and its surrounding infrastructure. If the inspector determines the inlets don't require cleaning the inspector will record this information on the work order. The completed work order is returned to the roads supervisor who will record the information so no further action will be taken. However, should some inlets require cleaning or repairs the roads supervisor will issue an updated work order to have the work done.

If an inspector determines that some inlets need cleaning only (i.e., no repairs are necessary) the condition of these inlets will be documented on the work order for the roads supervisor to record. The roads supervisor will issue an updated work order for a road crew to be dispatched to clean only those marked for cleaning. The completed work order will be returned to a roads supervisor who will record all the information and close the work order.

In those cases when an inspector determines that repairs are necessary the condition of the inlets will be documented on the work order for the roads supervisor to record. The roads supervisor will issue an updated work order for a road crew to be dispatched to repair only those marked for repairing. The completed work order will be returned to a roads supervisor who will record all the information and close the work order.

In all cases above, the dates of the inspections, the inlets cleaned and/or repaired, the actions taken by the repair crew, the quantities and types of materials used for any repairs, and the amount of debris removed are recorded.

Design and Retrofitting: Describe how the permittee ensures that the current design standards for storm drain inlets (specified in permit Attachment C) are incorporated in development projects. Also describe how the permittee ensures that retrofitting of storm drain inlets is completed when required.

For most projects, the county shall use a bicycle safe grate (Campbell Pattern No. 2618) and, if applicable, a curb opening with a clear space of no more than seven (7.0) square inches, or is no greater than point five (0.5) inches across the smallest dimension.

Curb backs may be modified with retrofit kits available from Campbell Foundry, or an approved equal. Refer to SPPP 5 for schematics of approved retrofit designs. Note that the county does not install water quality devices that could warrant an exemption from this program. Additionally, the county does not foresee any exemption based on an encroachment threatening a New Jersey Register-listed historic property.

Labeling: Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.

The county shall implement a program for drain labeling that utilizes county employees, contractors and volunteer organizations. All storm drains located on regulated properties shall be marked to indicate that discharges into the system enter New Jersey's streams and lakes.

The county will utilize its roads division staff for labeling the inlets, both along the county's roads and within its maintenance yards. The county also plans to involve volunteer organization (n the labeling program on a project basis if approached by the organizations. Volunteers would be assigned a low speed/low risk section of a county road due to safety concerns. Labeling will be completed either using stencils or purchased plastic or metal curb markers. The labels will display a fish logo and will have a message similar to "DUMP NO WASTE – DRAINS TO WATERWAYS". During road and bridge development and redevelopment the county will replace older type storm drain inlets and curb pieces with new pre-stamped ones, even in areas not required by the regulations. New storm drain inlets and curb pieces will be pre-stamped at the foundry with a permanent sign displaying a fish logo and will have a message similar to "DUMP NO WASTE – DRAINS TO WATER WAYS".

In regards to long-term maintenance, all of the labels will be rechecked in conjunction with the county's annual inlet inspection and cleaning program to ensure that they are still visible and in good condition. Note that markers that are in disrepair or are missing will be replaced within eight (8) weeks.

Records: Indicate the location of records that include storm drain inlet locations, inspection dates, observations, and maintenance/repairs performed, if applicable.

Department of Public Works
900 Bloomfield Avenue
Verona,NJ 07044

SPPP Form 12 – Catch Basins

Catch basins are the cistern, vault, chamber or well that is usually built along a street as part of the storm sewer system to capture sediment, debris and pollutants.

Inspections: Describe the program for inspections of catch basins that are owned or operated by the permittee.

The county's inlet cleaning program calls for all county owned inlets, catch basins and their surrounding infrastructures to be inspected annually, and cleaned if necessary. Regardless of whether an annual inspection is coming due or if a problem was reported a roads supervisor will issue a work order prior to any cleaning or repair work being performed.

Cleaning and Maintenance: Describe when a catch basin must be cleaned. The program must include procedures for cleaning, and shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State, to eliminate recurring problems and maintain proper function.

The roads inspector physically inspects and records on the work order the condition of each inlet and its surrounding infrastructure. If the inspector determines the inlets don't require cleaning the inspector will record this information on the work order. The completed work order is returned to the roads supervisor who will record the information so no further action will be taken. However, should some inlets require cleaning or repairs the roads supervisor will issue an updated work order to have the work done. If an inspector determines that some inlets need cleaning only the condition of these inlets will be documented on the work order for the roads supervisor to record. The roads supervisor will issue an updated work order for a road crew to be dispatched to clean only those marked for cleaning. The completed work order will be returned to a roads supervisor who will record all the information and close the work order.

In those cases when an inspector determines that repairs are necessary the condition of the inlets will be documented on the work order for the roads supervisor to record. The roads supervisor will issue an updated work order for a road crew to be dispatched to repair only those marked for repairing. The completed work order will be returned to a roads supervisor who will record all the information and close the work order.

Records: Indicate the location of records that include catch basin locations, inspection dates, observations, amount of materials collected in wet tons and maintenance/repairs performed, if applicable.

Department of Public Works
900 Bloomfield Avenue
Verona,NJ 07044

SPPP Form 13 – Employee Training

Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below.

Topic	Frequency	Office/Entity Responsible for Training
1. Maintenance Yard/Ancillary Operations	Yearly	Essex County DPW
2. Stormwater Facility Maintenance	Yearly	Essex County DPW
3. SPPP Training & Recordkeeping	Yearly	Essex County DPW
4. Street Sweeping	Yearly	Essex County DPW
5. Illicit Connections & Outfall Mapping	Yearly	Essex County DPW
6. Outfall Stream Scouring	Yearly	Essex County DPW
7. Waste Disposal Education	Yearly	Essex County DPW
8. Regulatory Mechanisms	Yearly	Essex County DPW
9. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Yearly	Essex County DPW

Records: Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic for employee training.

Department of Public Works 900 Bloomfield Avenue Verona,NJ 07044

Stormwater Management Reviewer Training: Indicate the names of all individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee. Indicate the dates on which these individuals attended the required NJDEP training course.

David Antonio 06/01/2020-06/02/2020
Sanjeev Varghese 06/01/2020-06/02/2020

SPPP Form 14 – Mapping Outfall Pipes and Stormwater Facilities

Visit https://www.nj.gov/dep/dwq/msrp_map_aid.htm for the NJ DEP free mapping application. Outfall pipe maps and stormwater facilities maps may be combined. Updates to these maps shall be submitted annually to include new or newly identified outfall pipes and stormwater facilities.

Mapping Outfall Pipes: Attach an image or provide a link to a map of the outfall pipes owned or operated by the permittee, showing the location of the end of all MS4 outfall pipes (in tidal and non-tidal receiving waters) owned or operated by the permittee which discharge to a surface water body. Include the location and name of all surface water bodies receiving discharges from those outfall pipes.
www.org/planning/stormwater/outfalls.shtml
Mapping Stormwater Facilities: Attach an image or provide a link to a map of the stormwater facilities owned or operated by the permittee. Include the property boundaries of the Highway Agency maintenance yards, ancillary operations, rest areas, and service areas as well as an annotated map of roadways and thoroughfares owned or operated by the permittee. The map shall include the location and type of each stormwater facility, e.g., outfalls, inlets (constructed after Jan 1, 2020), basins, subsurface infiltration/detention systems, MTDs, green infrastructure, etc.
www.org/planning/stormwater/outfalls.shtml

SPPP Form 15 – Outfall Pipe Inspections

Inspection Schedule: Describe the frequency and the program in place for inspecting outfall pipes owned or operated by the permittee.

he county inspects its outfalls for scour problems:
1) In conjunction with its annual inlet (a.k.a., catch basin) inspection and cleaning program,
2) In response to complaints that an outfall is in some state of disrepair.
3) If sedimentation of down stream water bodies is detected.
Regardless of why a problem is reported, a supervisor will issue an inspection work order.

Stream Scouring: Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes.

During the course of an annual inspection a scour problem is discovered or if a scour problem is reported through other means a work order will be issue by a supervisor to have the repairs made. The road crew will record their actions taken, and the types and amounts of materials used to make the repairs on the work order. The completed work order is returned to a supervisor who records the information and closes the work order as completed.

All stream scour repairs will be designed and constructed in accordance with the "Standards for Soil Erosion and Sediment Control in New Jersey" and will be designed by a New Jersey licensed professional engineer. A wetlands study and topographic survey of the outfalls will be completed prior to the designing.

Illicit Discharges: Describe the program in place for conducting visual dry weather inspections of outfall pipes that are owned or operated by the permittee.

Foul Odors / Suspicious Substances / Dry Weather Flows
When a foul order is detected, or a suspicious substance or dry weather flow is found the supervisor will inspect the outfall to determine if an illicit connection exists. Should an illicit connection be suspected the supervisor will schedule a dry weather survey of the outfall and/or the manhole. The presence of an odor, a suspicious substance, or water flow in a storm sewer or manhole during dry weather indicates a probable illicit discharge. To determine whether an illicit connection exists, the following strategies will be followed:
• A dry weather survey will be combined with outfall mapping and water sampling of the discharges
• The dry weather flow will be observed for odor, color, turbidity, and floatable matter
• If after 72 hours during a dry spell an odor, a suspicious substance or a water flow is still detected, the inspector will begin tracing it back to its source
Hot Spots
Inspections are also scheduled for outfalls considered to be "hot spots" as likely sources of illicit discharges. The list of potential "hot spots" includes:
• commercial and industrial sites
• older areas of the county
• areas when there have been repeated complaints and,
• locations identified through sampling of ambient water quality

Recording and reporting procedures are the same for "Dry Weather Flows".

Records: Indicate the location of all records related to outfall pipe inspection, including the location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

If scouring is observed, records of stream scouring must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

If illicit discharge is observed, record results of illicit discharge investigations and actions taken using NJDEP's form at https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf. Illicit Connection Inspection Report Forms shall be submitted to the Department as an attachment to the Annual Report and Certification.

99 West Broadford Avenue
Cedar Grove, NJ 07009

SPPP Form 16 – Stormwater Facilities Inspection and Maintenance

Inspections: Describe the program in place to inspect, clean, and maintain the stormwater facilities that are owned or operated by the permittee.

Annual Inlet Cleaning Program and Schedule

The county owns and maintains an estimated 8,400 inlets.

B) Annual Cleaning

The county's inlet cleaning program,alls for all county owned inlets, catch basins and their surrounding infrastructures to be inspected annually, and cleaned if necessary. Regardless of whether an annual inspection is coming due or if a problem was reported a roads supervisor will issue a work order prior to any cleaning or repair work being performed. The process is as follows:

Upon receipt of notification that an inlet needs to be inspected and/or cleaned a roads supervisor issues an inspection work order for an inspector to inspect the inlets along a section of a county road. The work order lists all inlets for that section of the road. The roads inspector physically inspects and records on the work order the condition of each inlet and its surrounding infrastructure. If the inspector determines the inlets don't require cleaning the inspector will record this information on the work order. The completed work order is returned to the roads supervisor who will record the information so no further action will be taken. However, should some inlets require cleaning or repairs the roads supervisor will issue an updated work order to have the work done.

If an inspector determines that some inlets need cleaning only (i.e., no repairs are necessary) the condition of these inlets will be documented on the work order for the roads supervisor to record. The roads supervisor will issue an updated work order for a road crew to be dispatched to clean only those marked for cleaning. The completed work order will be returned to a roads supervisor who will record all the information and close the work order.

In those cases when an inspector determines that repairs are necessary the condition of the inlets will be documented on the work order for the roads supervisor to record. The roads supervisor will issue an updated work order for a road crew to be dispatched to repair only those marked for repairing. The completed work order will be returned to a roads supervisor who will record all the information and close the work order.

In all cases above, the dates of the inspections, the inlets cleaned and/or repaired, the actions taken by the repair crew, the quantities and types of materials used for any repairs, and the amount of debris removed are recorded.

C) Scope – Disposal of Waste
The roads crew uses a Storm Drain Inlet Cleanout Form (see attached form) to record the amount of debris removed during inlet cleaning. The Storm Drain Inlet Cleanout Form was developed with the intent of standardizing inlet cleaning records.

Next, the debris is put through another screener to separate rocks and recyclables from the debris and garbage. Rocks and large stones may be saved and used have for future road projects. Garbage is disposed in a dumpster. A county environmental specialist tests remaining debris to determine which method of permanent disposal is permitted by NJDEP guidelines. The test results are documented and the debris is either reutilized, taken to a landfill, or placed in containment barrels for proper disposal by a certified disposal contractor. If take to a landfill the test results are given to the landfill operator.

In all cases above, the dates, the amounts of debris collected, and final disposition of what is done with the different types of debris is recorded.

D) Scope - Detention Basin Maintenance Program

Records: Indicate the location of records related to stormwater facilities that are owned or operated by the permittee. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

Also indicate the location of maintenance plans related to maintenance of stormwater facilities that are owned or operated by the permittee. NJDEP provides materials to assist with this requirement at https://www.nj.gov/dep/stormwater/maintenance_guidance.htm.

99 West Broadford Avenue
Cedar Grove, NJ 07009

SPPP Form 17 – Total Maximum Daily Load (TMDL) Information

Identification: List the names of the adopted TMDLs, parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering all maintenance yards, rest areas, service area properties, and new major development projects as defined by the permittee's stormwater program.

Refer to the list of TMDL reports provided at http://www.nj.gov/dep/wms/bears/tmdls.html. Utilize the TMDL look-up tool at https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm to identify impaired water bodies at locations described above.

N/A

Strategies: Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants. For guidance on TMDLs, visit https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf.

N/A

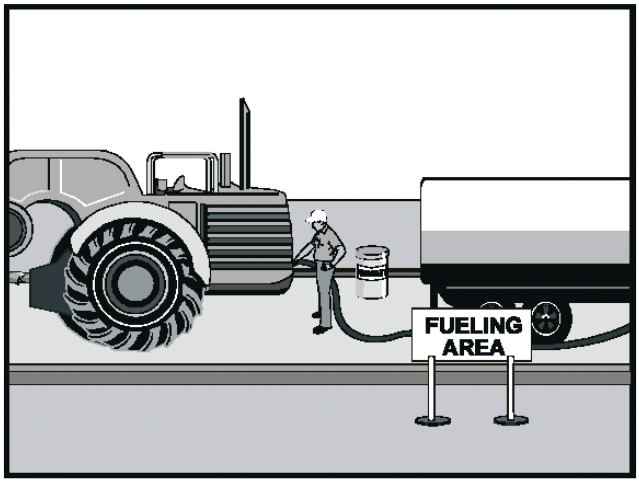
SPPP Form 18 – Additional Measures and Optional Measures

Additional Measures: Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee's stormwater program by a TMDL.
N/A
Optional Measures: Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the permit that prevents or reduces water pollution.
N/A

SPPP Form 19 – Shared or Contracted Services

Arrangements: List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on behalf of the permittee. Include the name of the responsible entity and describe the arrangements in place.
N/A
Records: The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification. Indicate the physical location of the written agreements and records.

Essex County Road Department
Standard Operating Procedures
Vehicle and Equipment Fueling



Essex County Road Department Fueling Facilities

Francis A.Byrne Golf Course (West Orange)
South Mountain Reservation (Millburn)
Hendricks Field Golf Course (Belleville)
Fleet Management (Cedar Grove)
Branch Brook Park (Newark)
County Hall of Records (Newark)
Weequahic Park (Newark)
Brookdale Park (Bloomfield)

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

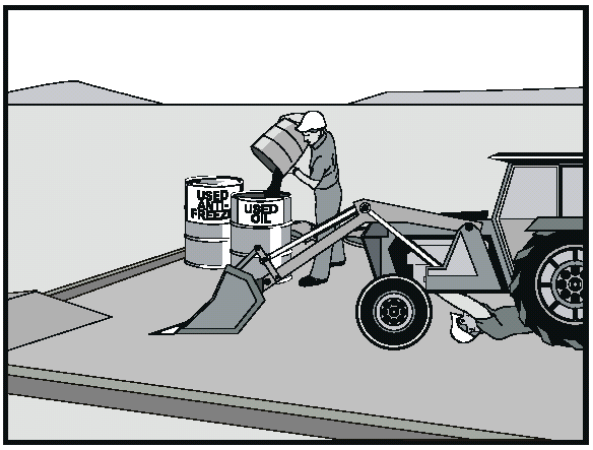
These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

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 Essex County Health Department Action Hotline at 877-927-6337.
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.

Essex County Road Department
Standard Operating Procedure
Vehicle Maintenance



Essex 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 Essex County Road Department. The purpose of this SOP is to provide a set of guidelines for the Essex 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 Essex 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 from feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

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

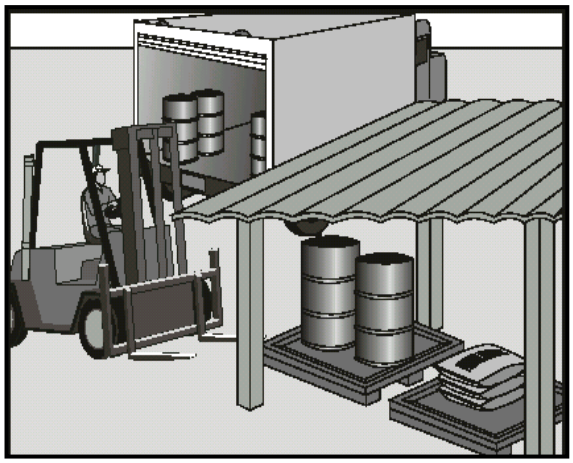
Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the Essex County Health Department Action Hotline at 877-927-6337.

Maintenance and Inspection

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

Essex County Road Department
Standard Operating Procedure
Good Housekeeping



Essex 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 Essex County Road Department. The purpose of this SOP is to provide a set of guidelines for the employees of Essex 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 Essex 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 Essex County Health Department Action Hotline at 877-927-6337.
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.