

CHRISTOPHER T. MORRIS
Council President



PHYLLIS MAGAZZU
Mayor

Council Members
MARION BODANZA
FRANK EPIFANIO
JEROME McINTOSH

CATHERINE UNDERWOOD
Township Clerk

TOWNSHIP OF BERLIN

MUNICIPAL BUILDING
135 Route 73 South
West Berlin, NJ 08091
Phone (856) 767-1854

**MUNICIPAL STORMWATER
POLLUTION PREVENTION PLAN**

**BERLIN TOWNSHIP
CAMDEN COUNTY, NEW JERSEY**

February 28, 2005

Revised March 28, 2005

Revised April 13, 2009

Revised May 13, 2009

Revised September 10, 2018

Charles J. Riebel, Jr., C.P.W.M.
Stormwater Program Coordinator

9/10/18
Date

Charles J. Riebel, Jr., P.E., P.P., P.L.S., C.M.E.
Township and Planning Board Engineer

9/10/18
Date

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary

Completed by: Charles J. Riebel Jr

Title: Township Engineer

Date: 09/10/2018

Municipality: Township of Berlin

County: Camden

NJPDES #: NJG0150339

PI ID #: 168113

Stormwater Program Coordinator: Charles J. Riebel Jr.

Title: C.P.W.M., Director of Public Works

Office Phone #: 856-767-1854 X 245

Emergency Phone #: 609-820-5779

Public Notice Coordinator: Catherine Underwood

Title: Township Clerk

Office Phone #: 856-767-1854 X 212

Emergency Phone #: _____

Post-Construction Stormwater Management Coordinator: Charles J. Riebel, Jr.

Title: Township Engineer

Office Phone #: 856-767-1854 X 245

Emergency Phone #: 609-820-5779

Local Public Education Coordinator: Charles J. Riebel, Jr.

Title: C.P.W.M., Director of Public Works

Office Phone #: 856-767-1854 X 245

Emergency Phone #: 609-820-5779

Ordinance Coordinator: Stuart A Platt, Esq.

Title: Township Solicitor

Office Phone #: 856-784-8500

Emergency Phone #: 609-238-5138

Public Works Coordinator: Charles J. Riebel, Jr.

Title: C.P.W.M., Director of Public Works

Office Phone #: 856-767-1854 X 245

Emergency Phone #: 609-820-5779

Employee Training Coordinator: Charles J. Riebel, Jr.

Title: C.P.W.M., Director of Public Works

Office Phone #: 856-767-1854 X 245

Emergency Phone #: 609-820-5779

Other: Michael DePalma

Title: Construction Code Official

Office Phone #: 856-767-1854 X 230

Emergency Phone #: _____

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: <u>Berlin Township</u>	County: <u>Camden</u>
	NJPDES # : NJG <u>0150339</u>	PI ID # : <u>168113</u>
	Team Member/Title: <u>Charles J. Riebel Jr., Township Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>2/20/05</u>	Date of most recent update: <u>September 10, 2010</u>

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management, ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install), and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

To prevent or minimize water quality impacts the Township has, and will continue to, enforce a program to address stormwater runoff from new development and redevelopment projects (including projects operated by the Township), which result in the disturbance of land of one acre or more, including projects less than one acre that are part of a larger common plan of development or sale, which discharge in the Township MS4.

The Township has adopted, and will re-examine, the Municipal Stormwater Management Plan and adopt amendments to the Stormwater Mangement Plan, in accordance with the N.J.A.C. 7:8-4.

The Township has adopted and is implementing the Stormwater Control Ordinance, in accordance with N.J.A.C. 7:8-4. The ordinance controls stormwater from non-residential development and redevelopment projects.

The Stormwater Management Plan (SMP) and Stormwater Control Ordinance (SCO) were reviewed and approved by the N.J. Pinelands Commission for the portion of the Township, which is located within the Pinelands Area.

The Stormwater Management Plan (MSWMP) and Stormwater Control Ordinance (SCO) have been completed and adopted in accordance within the NJDEP requirements and final copies have been reviewed and approved by the Camden County Planning Board. Copies of the MSWMP and SCO are included in Appendix I of this report and are also available for review on the Township website. The MSWMP will be updated as needed as part of the Master Plan Reexamination.

The Township is ensuring that any residential development and redevelopment projects, which are subject to the New Jersey Residential Site Improvement Standards for stormwater management (N.J.A.C. 5:21-7) complies with those standards (including any exception, waiver, or special area standard that was approved under N.J.A.C. 5:21-3). The Stormwater Control Ordinance, is administered by the Planning/Zoning Board and Code Enforcement Officer controlling stormwater for residential and non-residential development and redevelopment projects.

The Township is ensuring long-term operation and maintenance of BMP's on property owned and operated and property not owned and not operated by the Township.

The Township will comply with and enforce, through the Stormwater Control Ordinance(s) and other ordinances, compliance with the standards set forth in Attachment C of the Permit to control the passage of solid and floatable materials through storm drain inlets.

The post-construction programs requires the compliance with the applicable design and performance standards, established under N.J.A.C. 7:8 for major developments, unless those standards do not apply, due to the granting of a variance or exemption granted under N.J.A.C. 7:8 or alternate standards are applicable under an area wide or Statewide Water Quality Management Plan adopted in accordance with N.J.A.C. 7:15.

The Township will certify, annually, that they have developed, implemented, and are actively enforcing a program to address stormwater runoff new development and redevelopment projects that discharge in the Township MS4, in accordance with the minimum standards.

Additionally, starting January 1, 2019, the Township staff will complete, update, finalize and maintain a "Major Development Stormwater Summary" for applicable, proposed, structural and non-structural stormwater measures. A copy of the summary report is included in Appendix 2 of this report.

SPPP Form 4 - Local Public Education Program

Municipality Information

Municipality: Berlin Township County: Camden
NJPDES #: 0150339 PI ID #: 158113
Team Member/Title: Charles J. Riebel, Jr.
Effective Date of Permit Authorization (EDPA): April 9, 2004
Date of Completion: 2/28/05 Date of most recent update: See Checklist and Attachment A (Public Education and Outreach Program and Issues to Address)

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

The Township has implemented a Public Education and Outreach Program that focuses on educational and pollution prevention activities about impacts of stormwater discharge on surface water and ground water and to improve the public in reducing pollutants in stormwater and mitigating flow. The Township will conduct, annually, (January 1 through December 31) activities that total at least 12 points and include activities from, at least, three of the five categories as set forth in Attachment B (Point System for Public Education and Outreach Activities). At a minimum, at least, one of the activities shall involve educating businesses and general public of hazards associated with illicit connections and improper disposal of waste.

Based on the review of activities provided, the Township will conduct the following:

*TOWNSHIP WEBSITE - A stormwater related page will be maintained on the website, which will include information and links to the N.J. Clean Water website and the NJDEP Stormwater website (1 POINT)

*MAILING CAMPAIGN - The Township will continue to distribute the NJDEP provided brochure to all residents and businesses, which is, typically incorporated into the annual Township calendar. (2 POINTS)

* ORDINANCE EDUCATION - The Township will continue to distribute a letter from the Mayor to all residents and businesses along with one of the municipal mailings, highlighting the requirements and benefits of the adopted stormwater related and ordinances. (3 POINTS)

*STORMWATER DISPLAY - The Township will continue to set up a display at the annual winter holiday event, consisting of a table with the NJDEP and Clean Water posters, DEP Stormwater educational brochures and related publications. (1 POINT)

Additional activities will be evaluated and coordinated, as needed, throughout the year. For additional details on the Township Local Public Education Program, sample brochures and letters are to be distributed (See Appendix 3 of this report).

The Township encourages the administration of the local elementary school to provide stormwater related information to the youth of the Township.

Continued

The Township will certify, annually, that we have accumulated the number of points required to meet the Local Public Education Program minimum standard. Exact dates (e.g. month, day, year) and details of each educational activity (e.g. photos of the mural) shall be reported to the Department in the Annual Report.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality Information

Municipality: Berlin Township County: Camden
NJPDES # : 0150338 PI ID #: 188113
Team Member/Title: Charles J. Riebel, Jr. C.P.W.M., Director of Public Works
Effective Date of Permit Authorization (EDPA): April 4, 2004
Date of Completion: 3/28/05 Date of most recent update: September 18, 2018

Storm Drain Inlet Labeling

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

The Public Works Department has identified and assigned a number to each drainage inlet structure.

The Township has implemented and completed a labeling program, was performed by the staff of the Public Works Department. All storm drain inlets, which are along the Township streets and on municipally owned properties, have been labeled.

Plaques, were used which read "No-Dumping - Drains to Waterway" with a picture of a fish next to it or other statements and graphics, which are acceptable to the New Jersey Department of Environmental Protection.

During the cleaning of the catch basin, the Public Works Department observes the conditions of the labels, to ensure their existence and legibility, and, if not, those labels will be replaced immediately.

The Stormwater Management Coordinator certifies, annually, that a storm drain inlet labeling program has been developed, is implemented, and maintained by the Township.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality Information

Municipality: Berlin Township County: Camden
NJPDES # : 0150339 PI ID #: 188113
Team Member/Title: Charles J. Riebel, Jr., C.P.W.M., Director of Public Works
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: 2/28/05 Date of most recent update: September 10, 2018

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

The Township has identified and physically located (by manual field measurements or using GPS) the ends of outfalls pipes, which are operated by the Township. The locations have been placed on the "MS4 Outfall Pipe Map".

The Public Works Department continues to investigate, and report and take the necessary actions, under the Illicit Connection Elimination Program and Outfall Pipe Scouring Remediation Program, to address any unacceptable conditions, which are observed at any pipe outfall.

The "MS4 Outfall Pipe Map" has been prepared by the Township Engineer and depicts the locations of each pipe outfall. Each pipe outfall has an alphanumeric identifier. The names of the waterbodies, which are receiving the discharge from the pipe outfall are also identified on the map. A copy of the map has been attached to this report.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information	Municipality: <u>Berlin Township</u> County: <u>Camden</u>
	NJDEPS # <u>0160339</u> PID # <u>168113</u>
	Team Member/Title: <u>Charles J. Riebel, Jr., C.P.W.M., Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>
	Date of Completion: <u>2/28/05</u> Date of most recent update: <u>September 10, 2018</u>

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g. hotlines, etc.) Attach additional pages as necessary.

The Township completed the initial illicit connection inspection of each outfall, as required by the initial MS4 permit. The Township uses the NJDEP Illicit Connection Inspection Report Form and forms prepared by the Township Stormwater Coordinator to conduct these inspections. To date, no outfall pipes have been found to have a dry weather flow or an intermittent non-stormwater flow. If any illicit connections or located within the Township, in the future, the responsible party will be cited for being in violation of the Illicit Connection Ordinance and the party will be directed to eliminate the connection, immediately. If after three investigation attempts, the source of the illicit connection is not found, a Closeout Investigation Form will be prepared and submitted with the Annual Inspection and Recertification. Any illicit connections found to originate from another public entity will be reported by the Township to the other public entity and the NJDEP.

Residents and businesses are directed to contact the Berlin Township Police Department or the Berlin Township Public Works Department to report any spills or illegal dumping during the day. After business hours, the residents and businesses contact the County Central Dispatch at 856-783-4800. The County Dispatch operators then contact the Public Works Department and/or Police Department. The same phone numbers will be utilized to report illicit connections.

Ordinance No. 2005-6 was adopted on, March 14, 2005, which is now Article II (Illicit Connections) of Chapter 101, Stormwater Management, prohibiting illicit connections to the municipal stormwater system.

SPPP Form 8 – Illicit Connection Records

Municipality Information	Municipality: <u>Berlin Township</u> County: <u>Camden</u>
	NJPDES #: <u>0150039</u> PI ID #: <u>108112</u>
	Team Member/Title: <u>Charles J. Siebe, Jr. C.P.W.M., Director of Public Works</u>
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2010</u>
	Date of Completion: <u>2/28/05</u> Date of most recent update: <u>September 10, 2018</u>

Prior to May 2, 2006

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? ^a _____

Number of outfalls found to have an illicit connection? ^b _____

How many illicit connections were eliminated? ^b _____

Of the illicit connections found, how many remain? _____

May 2, 2006 – May 1, 2007

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2007 – May 1, 2008

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2008 – May 1, 2009

Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.

Total number of inspections performed this year? _____

Number of outfalls found to have a dry weather flow? _____

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

SPPP Form 9 – Yard Waste Collection/Ordinance Program

Municipality Information	Municipality: <u>Berlin Township</u> County: <u>Camden</u> N.JDEPS # <u>0150338</u> PI ID # <u>188113</u> Team Member/Title: <u>Charles J. Riebel, Jr., D.P.W.M., Director of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u> Date of Completion: <u>2/28/05</u> Date of most recent update: <u>September 10, 2018</u>
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Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

The Berlin Township Department of Public Works develops an annual schedule for the collection of yard waste. All residents are provided with the schedule as part of the annual Township calendar. The schedule is also posted on the Township website.

The Township conducts monthly collections of leaves and grass during the months of November and December, plus one collection, in the month of April, in the Spring. During the remainder of the year, Berlin Township may hold additional yard waste collections. During the months when we are having collection, we will post our collection schedule and our ordinance requirements on the Township website, in our newsletter, or other publications which are mailed to all residents and businesses.

A collection schedule is developed, dividing the Township into three sectors, providing two weeks to perform the collections in each sector.

The Yard Waste Ordinance (SP 10) was adopted, on March 14, 2005, and is now Article III (Yard Waste Containerization and Collection) Chapter 70. The Ordinance prohibits the placement of all yard waste, at the curb, or along the street, more than seven days prior to the scheduled collections, unless they are bagged or otherwise containerized. The ordinance also prohibits the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Berlin Township County: Camden
 NJPDES # / 0150339 PI ID #: 168113
 Team Member/Title: Charles J. Riebel, Jr., C.P.W.M., Director of Public Works
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of Completion: Date of most recent update: September 10, 2018

What type of storm drain inlet design will generally be used for retrofitting?
 Berlin Township will use the N.J.D.O.T. bicycle safe grate style and (if needed), a curb opening with a clear space (i.e. bigger than two inches across the smallest dimensions (TYPE "B" with Type N-ECO curb piece or equal).

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
Reconstruction of Collings Avenue			2/07	8	0
Resurfacing of Cushman Avenue			8/08	5	0
Partial Reconstruction, Resurfacing of Toomer Avenue			10/08	2	0
Improvements to Mt. Vernon Avenue			9/13	2	0

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

Berlin Township does not operate any alternative devices within the municipality. At this time, we do not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. We, also, do not plan on claiming any historic place exemptions.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality Information	Municipality: <u>Berlin Township</u>	County: <u>Camden</u>
	NJPDES #: <u>0150339</u>	PI ID #: <u>168113</u>
	Team Member/Title: <u>Charles J. Riebel, Jr., C.P.W.M., Director of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>2/28/05</u>	Date of most recent update: <u>September 10, 2018</u>

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

Berlin Township continues to conduct an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected, at least, once a year. 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, at least, yearly, even if they are 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.

Inspection and cleaning records are maintained by the Township Public Works Department and reported to the NJDEP as part of the Annual Inspection and Recertification Report.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

Berlin Township will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. Berlin Township operated the following:

- * catch basins
- * storm drains
- * infiltration basins

These stormwater facilities will be inspected, annually, to ensure that they are functioning properly. In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail.

The Township maintains records, which include that date(s) of inspection, maintenance and description of the repairs, which are performed. The information will be included in the Annual Report and Recertification.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>Berlin Township</u>	County: <u>Camden</u>
	NJPDES #: <u>0150339</u>	PI ID #: <u>168113</u>
	Team Member/Title: <u>Charles J. Riebel, Jr., C.P.W.M., Director of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>2/28/05</u>	Date of most recent update: <u>09/10/2018</u>

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	02/05	There is one fueling location at the Public Works Complex, which is inspected once a month. We also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of the above-ground fuel storage tank in the Public Works Complex.
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	02/05	Monthly inspections will be held to ensure SOP is being met.
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	02/05	Monthly inspections of the maintenance areas and ancillary operation in the Public Works Complex, will be performed.

Continued

BMP	Date SOP went into effect	Describe your inspection schedule
Equipment and Vehicle Washing	02/05	<p>The Township will not wash vehicles and equipment on any Township property to ensure that there are no unpermitted discharges of wash water to the surface or ground waters of the State.</p> <p>If vehicles and equipment are to be washed they will be taken to a private, lawful, washing facility or to another municipalities' lawful washing facility.</p> <p>The Stormwater Coordinator will maintain records of where and when vehicle and equipment washes occur.</p> <p>The Stormwater Coordinator will certify, annually that there were no unpermitted discharges from vehicle and equipment washing activities. The certification will describe the BMP's implemented at each washing facility. The Contract with another entity (private or public) for vehicle and equipment washing will contain conditions, stating that the other entity will conduct rinsing of chassis and engine of salt along with washing in compliance with governing NJDEP requirements under the General Permit.</p>

BERLIN TOWNSHIP PUBLIC WORKS

STANDARD OPERATING PROCEDURES

VEHICLE and EQUIPMENT FUELING

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

These procedures are to be implemented at the Public Works Facility when fueling. This includes mobile fueling operations.

Standards for vehicle and equipment fueling:

- Shut the engine off
- Enter the proper information into the fuel control system via the keyboard.
- Absorbent spill clean-up material and spill kit shall be available at the fueling area and on mobile fueling vehicles and shall be properly disposed of after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfilling.
- Fuel tanks shall not be "topped off".
- Mobile fueling shall be minimized. Whenever practical, vehicle and equipment shall be transported to the fueling area the Public Works Facility.
- Clearly post, in a prominent area of the facility, instructions for safe operation of all fueling equipment, and appropriate contact information for the person(s) response for the spill response:

Standards 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.
- Protect fueling area with berms and/or dikes to prevent run-on, run-off 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 West Berlin Fire Company, Berlin Township Police, Local E.M.C. and County Hazmat Team through Camden County Dispatch at 856-783-4900 or 9-1-1.

Maintenance and Inspection:

- Fueling area and storage tank area shall be inspected monthly.
- An ample supply of spill cleanup material shall be kept on site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair or replaced immediately.

BERLIN TOWNSHIP PUBLIC WORKS

STANDARD OPERATING PROCEDURES

GOOD HOUSEKEEPING

This SOP contains the basic practices of good housekeeping to be implemented at all Township owned buildings and facilities. The purpose of this SOP is to provide a set of guidelines for the employees of Berlin Township for good housekeeping practices.

This SOP applies to all Township owned buildings and facilities.

Standards for Good Housekeeping:

- 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, and 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 areas and/or bins.
- 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 material shall be either reused or properly disposed of.
- Sweeping shall be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading/mixing activities, when practical.
- Minimize the tracking of de-icing materials from the storage dome and loading/unloading mixing areas.
- Minimizing the distance that salt and de-icing materials are transported during loading/unloading/mixing activities.
- Any materials that are stored outside must be tarped when not actively being used.

BERLIN TOWNSHIP PUBLIC WORKS

STANDARD OPERATING PROCEDURES

VEHICLE MAINTENANCE

This SOP contains the basic practices of vehicle maintenance to be implemented at the Public Works Complex including maintenance activities at any other locations in or out of the Township. The purpose of this SOP is to provide a set of guidelines for use by the mechanics during any maintenance activities at any location.

This SOP applies to all locations where maintenance activities of any sort are conducted:

Standards and Specifications:

- Conduct vehicle maintenance operations only in designated areas.
- When possible, perform all vehicle and equipment maintenance inside in the repair bays.
- Outdoor maintenance activities shall be conducted on the asphalt area immediately adjacent to the Public Works Building.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance area and shall be disposed of properly.
- Maintenance areas shall be protected from run-on and run-off, and shall be located at least 50 feet downstream of drainage facilities and watercourses.
- Use portable tents or construct a roofing device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids and lubricants into the ground.
- Do not dump or dispose batteries, used oil, antifreeze or other toxic fluids into storm drains or watercourses.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose of them properly.

Spill Response and Reporting:

- Provide spill containments dikes or secondary containment around stored oils and other fluid storage drums.
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be clean 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 West Berlin Fire Company, Berlin Township Police, Local E.M.C. and County Hazmat Team at 856-783-4900 or 9-1-1.

Maintenance and Inspection:

- Periodically check for leaks and damaged equipment and make repairs as needed. If repairs cannot be fixed or are of a hazardous nature, notify the Director or Supervisor immediately.

SPPP Form 17 – Employee Training

Municipality Information

Municipality: Berlin Township County: Camden
NJPDES #: 0150339 PI ID #: 188113
Team Member/Title: Charles J. Riebel, Jr., C.P.W.M., Director of Public Works
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of Completion: 2/28/15 Date of most recent update: September 10, 2015

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

The Township's Employee Training Program will be broken down into four (4) phases. Phase 1 will include training to be undertaken by the members of the Planning Board and Governing Body. Phase 2 will include training requirements for Township representatives responsible for overseeing the reviews of development and redevelopment applications. Phase 3 will include topics that will be covered on an annual basis with applicable employees. Phase 4 will include those topics that will be covered every two (2) years with applicable employees. Records of all training sessions scheduled for Phase 2 and Phase 3 will be maintained by the Public Works Department. Training will be conducted either through webinars, video training and/or field training where necessary.

Attendance sheets for Phase 3 and 4 of the employee training program will be maintained by the Public Works Department for future reporting in the Annual Inspection and Recertification Report, where applicable.

Phase 1 - Municipal Board and Governing Body Members:

The Planning Board and the members of the Governing Body that review and approve applications for development and redevelopment projects have completed on of the NJDEP's "Training Tools" under their Post Construction Stormwater Management website. The confirmation of the completion of training by the Board and Governing Body members will be included in the Annual Inspection and Recertification Report where applicable.

Phase 2- Development/Redevelopment Application Reviewer Training:

The Township Engineer reviews the development and redevelopment projects for the Township and has completed the NJDEP approved training. The Township Engineer will provide confirmation that the training has been conducted for input in the Annual Inspection and Recertification Report, where applicable.

Continued

The following topics are covered by a training program:

<u>Course:</u>	<u>Who will attend:</u>
Waste Disposal Education	Telephone operations for Public Works Department and Police Department
Municipal Ordinances	Code Enforcement, Local Police Department and Public Works Employees
Yard Waste Collection Program	Public Works Employees
Street Sweeping	Public Works Employees
Stormwater Facility Maintenance	Public Works Employees
Road Erosion Control	Public Works Employees
Outfall Pipe Stream Scouring Remediation	Public Works Employees
Construction Activity/Post Construction	
Stormwater Management in New Development and Redevelopment (for municipally owned projects)	Public Works Employees

The following topics will be part computer training, and part practical field training:

<u>Course:</u>	<u>Who will attend:</u>
Illicit Connection Elimination and Outfall	
Pipe Mapping (field training will include procedures to properly conduct illicit connection detections, investigations and eliminations)	Public Works Employees
Maintenance Yard Operations (including Ancillary Operations) (field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping and good housekeeping for de-icing materials storage)	Public Works Employees

Dates for the above training programs are determined by the Stormwater Coordinator

BERLIN TOWNSHIP PLANNING BOARD

COMPELTION OF TRAINING SESSION

"ASKING THE RIGHT QUESTION IN STORMWATER REVIEW TRAINING TOOL"

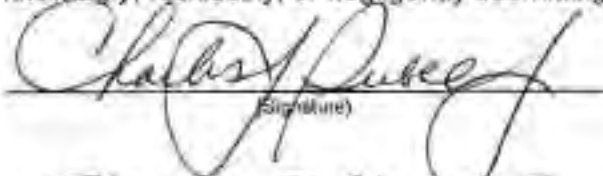
<u>Planning Board Member</u>	<u>Completion Date</u>
Phyllis Magazzu, Mayor	9/12/18
Christopher Morris, Council President	7/26/18
Craig DeGeorge, Chairman	9/12/18
Frank McHenry, Vice Chairman	6/30/18
Michael DePalma, Construction Official	
Joseph Partano	9/12/18
Betsy Simpson	6/27/18
Samuel Sykes	6/27/18

SPPP Signature Page

Municipality Information

Municipality: Berlin Township County: Camden
NJPDES #: NJG 0150339 PI ID #: 168113
Team Member/Title: Charles J. Riebel, Jr., C.P.W.M., Director of Public Works
Effective Date of Permit Authorization (EDPA): 04/01/2004
Date of Completion: 02/28/2005 Date of most recent update: 09/10/2018

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."



(Signature)

Charles J. Riebel Jr.

(Print Name)

9/10/18

(Date)

Township Engineer
Director Public Works

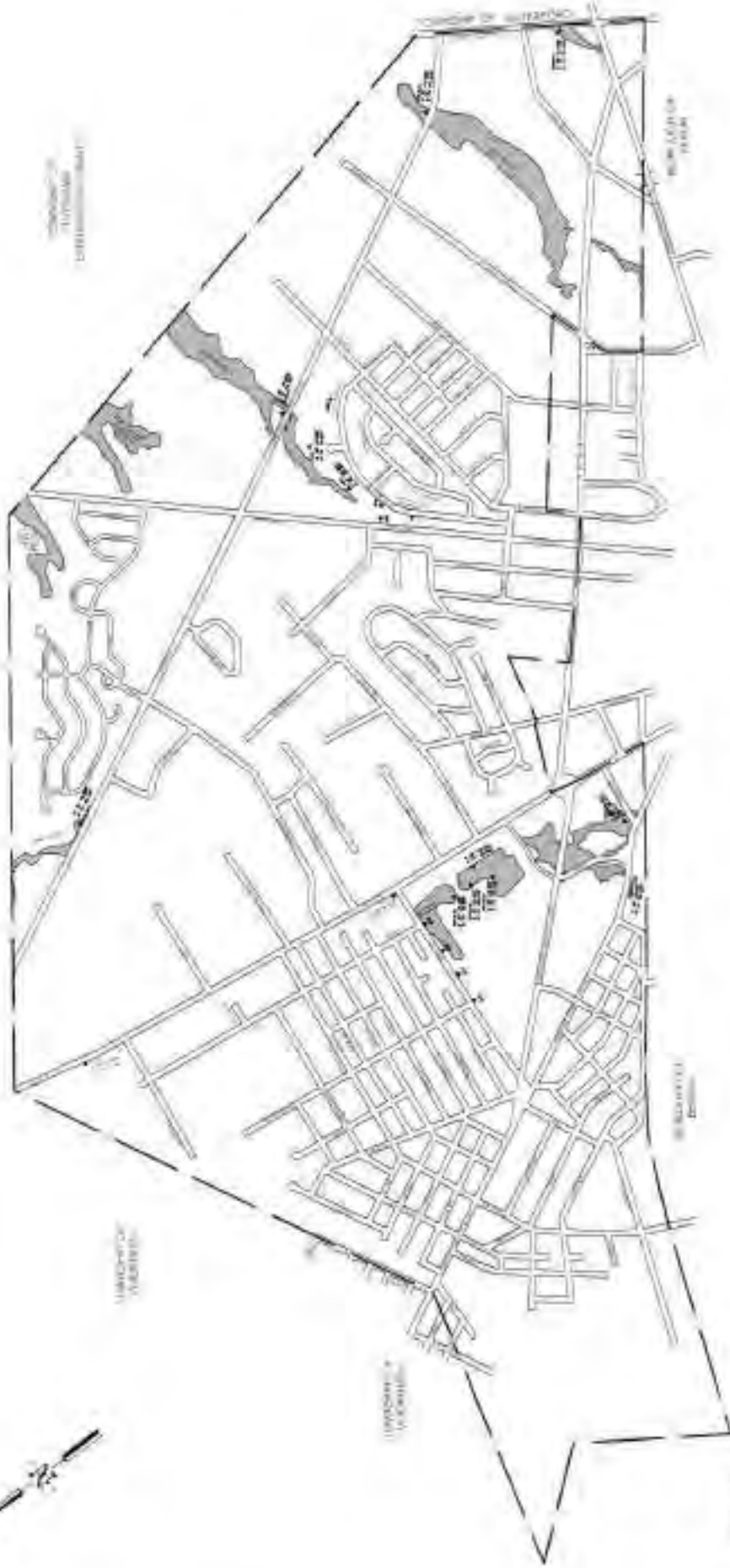
(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)



TOWNSHIP 20 NORTH

RANGE 10 WEST



SECTION 16

SECTION 17

SECTION 18

SECTION 19

Notes:
1. All lots shown on this plat are subject to the provisions of the plat.
2. All lots shown on this plat are subject to the provisions of the plat.
3. All lots shown on this plat are subject to the provisions of the plat.

Address:
1. 1000 N. 10th St.
2. 1000 N. 10th St.
3. 1000 N. 10th St.
4. 1000 N. 10th St.

1. **Scale:** 1" = 400'
2. **North Arrow:** True North
3. **Projection:** UTM
4. **Datum:** NAD 83
5. **Units:** Feet
6. **Accuracy:** ± 0.1 ft

THIS PLAN WAS PREPARED BY THE ENGINEER FOR THE CITY OF TOWN OF TOWN, MISSOURI.
CHARTERED AS A CITY OF THE STATE OF MISSOURI UNDER ACTS 1892-1893.
AS A CITY OF THE STATE OF MISSOURI.
CHARTERED AS A CITY OF THE STATE OF MISSOURI.
AS A CITY OF THE STATE OF MISSOURI.



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