TOWNSHIP OF BERLIN
135 Route 73 South
West Berlin, NJ 08091
Phone (856) 767-5052
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Stormwater Pollution Prevention Plan

Berlin Township

Camden County, New Jersey

NJDES # NJG0150339
PI ID # 168113

February 28, 2005
Revised: March 28, 2005
Revised: April 13, 2009
Revised May 13, 2009
Revised September 10, 2018
Revised April 29, 2021

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

4/29/21
Date

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

4/29/21
Date

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)		
Print/Type Name and Title	Charles J. Riebel Jr.	
Office Phone # and eMail	856-767-5052	municipalengineer@berlintwp.com
Signature/Date		
Individual(s) Responsible for Major Development Project Stormwater Management Review		
Print/Type Name and Title	Charles J. Riebel Jr., P.E., P.L.S., P.P., C.M.E. Township Engineer and Planning Board Engineer	
Other SPPP Team Members		
Print/Type Name and Title	Catherine Underwood, R.M.C., Township Clerk	
Print/Type Name and Title	Andrew D. Simone, C.P.W.M., Deputy Director, Public Works	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	2/28/2005		All	Update forms
2.	3/28/2005		All	Update forms
3.	4/13/2009		All	Update forms
4.	5/13/2009		All	Update forms
5.	9/10/2018		All	Compliance with 2018 permit requirements
6.	4/29/2021		All	Updated forms
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	https://berlintwp.com/wp-content/uploads/2020/12/Stormwater-Pollution-Prevention-Plan-1.pdf
2. Date of most current SPPP:	April 29, 2021
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://berlintwp.com/wp-content/uploads/2020/12/Stormwater-Management-Plan.pdf
4. Date of most current MSWMP:	September 10, 2018
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	Township Clerk's Office 135 Route 73 South West Berlin, New Jersey 08091
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	

For meetings when a public notice is required in the Open Public Meeting Act ("Sunshine Law", N.J.S.A. 10:4-6 et seq.), Berlin Township provides public notice in a manner that complies with the requirements of this Act. Also, in regards to the passage of ordinances, Berlin Township provides public notice in a manner that complies with the requirements of N.J.S.A. 10:49-1 et seq. In addition, for the municipal actions (e.g. adoption of the municipal stormwater management plan) subject to public notice requirements in the N.J. Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq). Berlin Township complies with those requirements.

The Township will certify, annually, that all applicable State and local public notice requirements were followed.

Copies of the Stormwater Pollution Prevention Plan (SPPP), the adopted Stormwater Management Plan and ordinance and community-wide ordinances (pet waste, litter, improper disposal of waste, wildlife feeding, containerized yard waste/ yard waste collection, illicit connections, refuse container/ dumpsters, private storm drain retrofitting) will be posted on the Township website for review by the public.

The Township will provide public notice to all public involvement projects, pertaining to stormwater education and outreach activities on the Township website, through a mailing, through newspaper advertisement or other similar means.

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.
The Township provides public notice involvement projects pertaining to stormwater education and outreach events on the Township website (www.berlintwp.com), through mass-mailing, Honeywell Instant Alert®, publication in the official newspaper or through other similar means of public notice. Educational materials are available on the stormwater page on the Township website and included in the annual calendar.
2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.
Educational materials are available on the stormwater page on the Township website.
3. Indicate where public education and outreach records are maintained.
The Public Education and outreach records are maintained by the Township Stormwater Coordinator and Township Clerk.

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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?

An individual development, as well as multiple developments that individually or collectively result in:

1. The disturbance of one or more acres of land since February 2, 2004;
2. The creation of one-quarter area or more of "regulated impervious surface, since February 2, 2004;
3. The creation of one-quarter acre or more of "regulated motor vehicle surface" since March 2, 2021; or
4. A combination of 2 and 3 above that total an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more. Also includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one or more of paragraphs.

1, 2, 3 or 4 above and projects, which are under taken by a governmental agency that otherwise meet the definition of "major development" but do not require approval under the N.J. Municipal Land Use Law.

2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?

No, the requirements are applicable to all major developments, which fall under the definition, above.

3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

All land use applications (subdivisions, site plans, use variances) for residential and non-residential developments are reviewed by the Township/ Planning Board Engineer to ensure compliance with the Governing Township ordinances.

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.

1. **The applications for subdivisions, site plans and use variances for residential and non-residential development are reviewed by the Planning Board Secretary and Township/Planning Board Engineer for completeness.**
2. **The requested variances and waivers are acknowledged.**
3. **Along with the complete review of the development application specific attention is given to the review for compliance with the N.J.D.E.P. Stormwater Management regulations and Township Stormwater Control Ordinance for water quality and quantity control, groundwater recharge, pollutant discharge reduction and implementation "green infrastructure".**

5. Does the Municipal Stormwater Management Plan include a mitigation plan?	**yes**
6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?	**Documentation for the approved land development applications and mitigation plans are located at the Planning and Zoning Office at the Township Municipal Building.**

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	3-14-05	Berlintwp.com/wp-content/uploads/2020/12/pet-waste-ordinance-1.pdf	yes	Township Property Maintenance Officer
2. Wildlife Feeding permit cite IV.B5.a.ii	3-14-05	Berlintwp.com/wp-content/uploads/2020/12/wildlife-feeding-ordinance.pdf	yes	Township Property Maintenance Officer
3. Litter Control permit cite IV.B5.a.iii		Berlintwp.com/wp-content/uploads/2020/08/Littering-Ordinance.pdf	no	Property Maintenance Officer and Police Department
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	3-14-05	Berlintwp.com/wp-content/uploads/2020/12/stormwaste-improper-disposal-ordinance.pdf	yes	Township Police Department
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	3-14-05	Ecode360.com/32322316	no	Township Property Maintenance
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	5-18-09	Ecode360.com/26819195#26819195	yes	Township Police Department and/or Stormwater Management Officer
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	12-18-06 Amended 4-12-21	Ecode360.com/BE0574/search?query=stormwater%control%20ordinance&scope=law&sortorder=relevance	yes	Stormwater Management Coordinator/Township Engineer
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	3-14-05	Berlintwp.com/wp-content/uploads/2020/12/stormwater-illicit-connections-ordinances.pdf	yes	Township Police Department
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	11-28-16	Ecode360.com/26838478	no	Township Code Enforcement Officer. Public Works Director, Health Officer and/or Police Chief

Indicate the location of records associated with ordinances and related enforcement actions:
Ordinances are maintained by the Township Clerk. Enforcement action records are kept by the respective Township enforcement officer.

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
The Township Public Works Department performs the mechanical sweeping of all municipal streets, at least, once per year. Typically, the streets are swept multiple times, annually.
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
The Township Public Works Department sweeps designated County Roads prior to a public event, which is held along the road. Otherwise, the County Sweeps their roads. The New Jersey Department of Transportation sweeps the state highway Route 73.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
No.
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
The street sweeping records are kept at the Township Public Works Department, 200 Edgewood Avenue, West Berlin N.J., which include a log of the streets swept throughout the year. Typically, 64 miles of municipal streets are swept, annually.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
The Township continues to conduct the annual catch basin inspection and cleaning program. All catch basins are inspected, at least, once per year. If, at the time of inspection, there is evidence of sediment, trash and/or debris, the catch basin is cleaned. If repairs are determined to be necessary, the repair is noted in the inspection log book and scheduled for repair. Catch basin grates are inspected, prior to a predicted major rainfall event and after rainfall events and debris is removed from the grates.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
The locations are low points in the streets at a) Mt. Vernon Avenue, near Lincoln Avenue, B) at the dead end of Boyer Avenue
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
They are inspected prior to rainfalls and after rainfall events. If debris is observed, the grates are cleaned by the crew.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
Placards have been installed on all storm inlets which do not have wording cast into the inlet head or grate. If a placard is missing, the crew installs a new one in its place.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.

The inspection, cleaning and repair log books are kept by the DPW Stormwater crew and are periodically reviewed by the Supervisor.

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
All Township-owned inlets have been retrofitted with steel plating which is mounted to the opening in the head to reduce the openings. The inlets are inspected and any loose or missing plates are tighted or replaced.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Inlets are inspected, at least, once per year to observe their condition. The Stormwater crew is performing drive-by inspections, daily. Any missing plates are replaced, immediately.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
Throughout the years, as initial or amended site plan and subdivision applications are submitted to the Township, the inlets are inspected to ensure compliance.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Inspections are performed by the Township Engineer's Office or the consulting inspector at the completion of the site improvements for new developments and redevelopment projects. The posted bonds are not released until all site improvements have been completed to the satisfaction of the Township.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.
Address of municipal yard or ancillary operation: Public Works Complex, 200 Edgewood Avenue West Berlin, NJ 08091
List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge: Raw materials – road salt is stored within the enclosed salt barn Dense graded aggregate (occasional storage) is stored in a bin with a concrete floor Intermediate products – Brush and logs are stored within 30 c.y. roll-off containers and picked up And taken to a lawful disposal facility Final products – composted leaves which are processed at the NJDEP and Camen County Inspected and approved leaf composting facility Waste materials – street sweeping and storm inlet material are stored within a bin with a concrete Floor, while being stored, prior to transport to a disposal facility, the material is covered with a Secured tarp. By-products – waste motor oils and fluids are stored within containers within the mechanic's Garage and removed and treated by a lawful firm. Machinery – loader and backhoes are used to turnover the leaf windrows, load the above-mention Materials. Fuel – unleaded gasoline and diesel fuel are stored within double-walled, aboveground storage Tank.

Lubricants – lubricants are stored within the mechanic's garage

Solvents – are contained in small containers or manufacturer's cans and stored inside the Mechanic's garage

Detergents related to municipal maintenance yard or ancillary operations – None.

Other –

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

Visual inspections are performed by the mechanic and supervisor, on a frequent basis. The Fueling system was, recently, replaced with a new system.

2. Vehicle Maintenance

Monthly inspections are performed to ensure the SOP is being met. Repairs are made, immediatel By the mechanic or a vehicle repair facility, when the need arises.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

Equipment and vehicle washing is not performed on any Township-owned property.
4. Discharge of Stormwater from Secondary Containment
Not applicable.
5. Salt and De-Icing Material Storage and Handling
Road salt is stored within the enclosed salt barn.
6. Aggregate Material and Construction Debris Storage
Dense graded aggregate is, occasionally, stored, when needed for any current DPW maintenance And repair project and is stored on pavement. Construction debris is not stored on the site.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
These materials are stored within a bin with a concrete floor and covered with a secured Tarp until they are transported to a lawful disposal facility.
8. Yard Trimmings and Wood Waste Management Sites

Brus and cut tree parts are stored within 30 c.y. roll-off containers and removed when full.
9. Roadside Vegetation Management
Grass trimmings and brush are collected once per week in the vegetation carts with automated Collection vehicles and transported to the respective recycling facility. Any brush that is dropped Off by residents is placed into 30 c.y. roll-off dumpsters and transported to a lawful facility.

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

A. **Municipal Employee Training:** Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	**Department of Public Works**
2. Stormwater Facility Maintenance	Every year	**Department of Public Works**
3. SPPP Training & Recordkeeping	Every year	**Stormwater Coordinator and Department of Public Works**
4. Yard Waste Collection Program	Every 2 years	**Department of Public Works**
5. Street Sweeping	Every 2 years	**Department of Public Works**
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	**Department of Public Works**
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	**Department of Public Works**
8. Waste Disposal Education	Every 2 years	**Department of Public Works**
9. Municipal Ordinances	Every 2 years	**Township Engineer, Zoning Officer**
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	**Stormwater Coordinator and Department of Public Works**

B. **Municipal Board and Governing Body Members Training:** Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.

Within 6 months of commencing duties, watch *Asking the Right Questions in Stormwater Review Training Tool*. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.

Records of training are maintained by the Stormwater Coordinator.

C. **Stormwater Management Design Reviewer Training:** All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer. The certificate is located at the Township Engineer's Office.

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

   Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

The outfall pipes have been prepared electronically, with the assistance of the NJDEP, and maintained At the Department of Public Works.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

The DPW Stormwater crew performs an inspection of outfalls, at least, once per year. The crew maintains the inspection logs and perform any necessary corrective and maintenance. The logs are, periodically, reviewed by the supervisor.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

The DPW Stormwater crew performs the scouring inspections while performing the outfall inspections. If scouring is observed, the crew performs the necessary corrective and maintenance work. The condition and work are recorded in the log book, which is maintained by the stormwater crew and periodically, reviewed by the supervisor. All work is performed in accordance with the standards of Soil Erosion and Control.

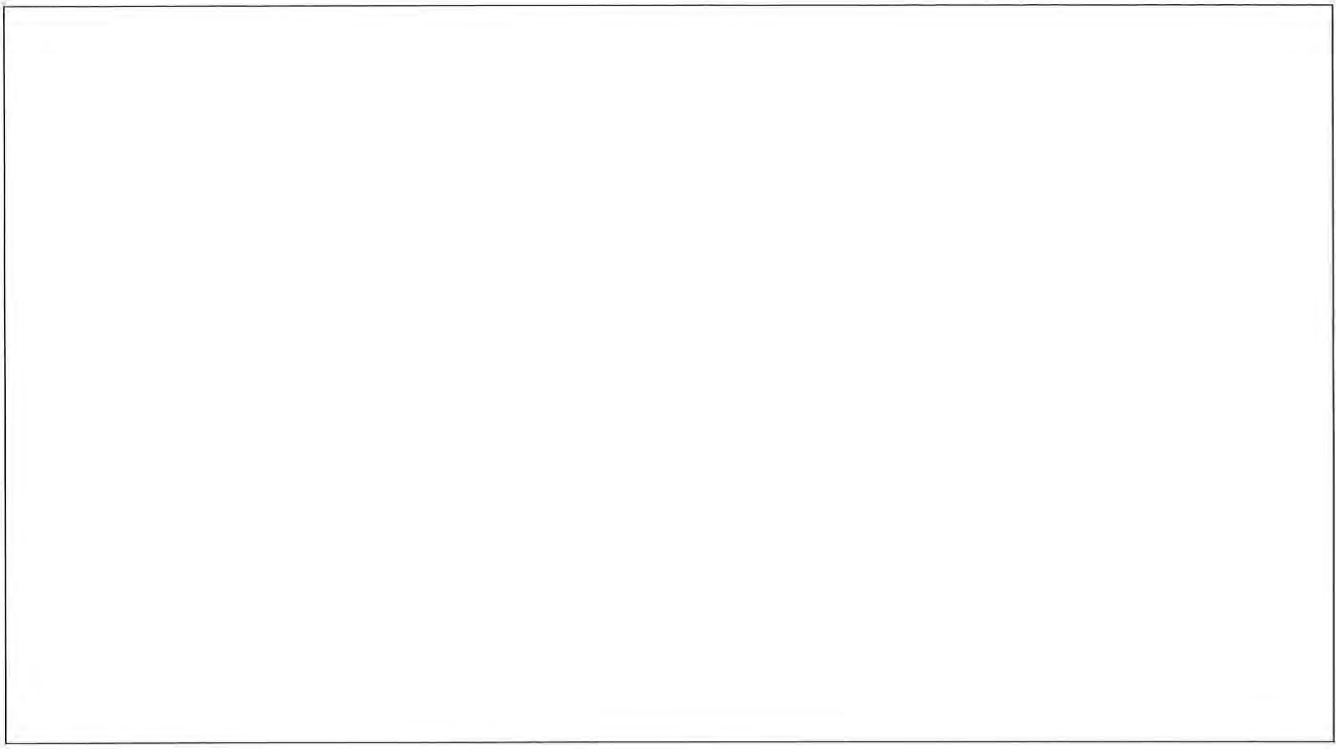
4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

   Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

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 are 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 856-783-4900. The County Dispatch operators then contact the Pubic 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 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.
The Department of Public Works inspects all Township-owned storm catch basins. Storm drains and stormwater management basins on a frequent basis and especially after large rainfall events. The Department of Public Works performs all lawn maintenance, restoration of any eroded or bare soil areas, removal of sediment and debris and cleaning and repair of the storm structures.
2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.
The Township provides the owners of all privately-owned stormwater management inspection and maintenance forms and directions. The Township requests that each owner submit the completed inspection and maintenance forms to the Township by February 1 of the year following the reporting year. The DPW also performs drive-by inspections of these facilities and when necessary corrective action and maintenance is required, the owner is notified.
3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.
The inspection and maintenance logs for Township-owned and the received logs for the stormwater facilities are kept by the Department of Public Works. The owner of the privately-owned facilities are kept by the respective property owners.

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see https://hydro.rutgers.edu. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

The NJDEP database has identified the TDL's for the streams located within the Township.

a. Big Timber Creek NB- Fecal Coliform, - Mercury, -Polychlorinated Biphenyls (PCBs)
b. Barton's Run -Polychlorinated Biphenyls (PCBs)
c. Kettle Run – Polychlorinated Biphenyls (PCBs)
d. Lake Coxtoxen- Fecal Coliform
e. New Brookyln Lake -Total Phosphorus
f. Sturbridge Lake – Fecal Coliform
g. Gret Egg Harbor River- A- Total Coliform
h. Mullica River, Middle-A- Total Coliform

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

The New Jersey Pollutant Discharge Eliminator System (NJDES) rules (N.J.A.C.7:14A-1.2) are addressed in the Illicit Connections Ordinance.

The SPPP addresses how new and existing developments need to minimize the pollutants in the stormwater.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.
The Stormwater Control Ordinance, as amended addresses this matter.
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?
Yes. The Ordinance was adopted on November 28, 2016

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
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.

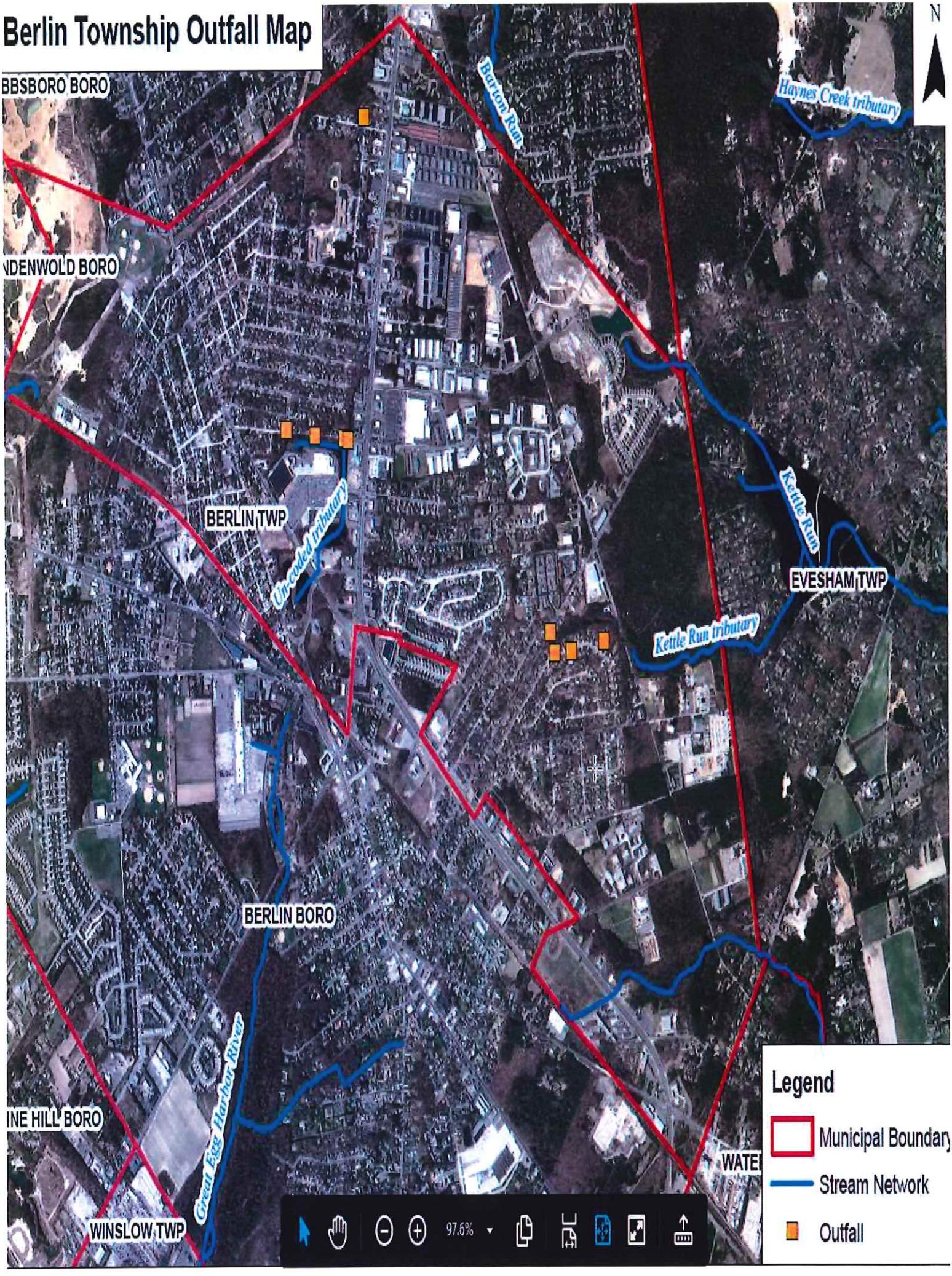
Maintenance and Inspection:

- 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.

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.

Berlin Township Outfall Map



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:
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 ○

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 ○

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 ○

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

Title: ______________________________ Date: ____________________

Illicit Connection Inspection Report Form

For additional information regarding illicit discharge investigations, refer to Chapter 3.6 of the Tier A Guidance Document.

If a dry weather flow or other evidence of an intermittent illicit discharge is observed, this form shall be used to document the illicit discharge investigation in accordance with the current MS4 NJPDES Permit. This completed form shall be uploaded with the permittee's Annual Report and Certification and be kept with the permittee's SPPP as per the recordkeeping requirements of the permit. Initial illicit connection inspections must be performed during dry weather, which is at least 72 hours after the end of the previous precipitation or snowmelt event.

It is required to attach photos of the investigation to this form.

Illicit discharges must be reported immediately to the NJDEP Hotline at 1-877-WARNDEP (1-877-927-6337).

SECTION 1: PERMITTEE INFORMATION

MS4 Permittee: Berlin Township NJPDES #: NJG0150339

SECTION 2: OUTFALL SUMMARY INFORMATION

If this outfall is newly identified, be sure to add it to your electronic outfall pipe map.

Outfall ID: _____ Outfall Location Description: _____

_____

Municipality: _____ County: _____

Receiving Waterbody: _____

Describe the type of conveyance(s) that delivers the stormwater to the receiving waterbody (concrete or corrugated pipe, concrete channel, etc.): _____

_____

_____

If the ultimate discharge into the receiving water **is from an enclosed pipe**, is the end of the pipe fully or partially submerged? ☐ NEVER ☐ SOMETIMES* ☐ ALWAYS*

*If 'Sometimes' or 'Always,' describe submerged condition at time of inspection:

_____

_____

_____

_____

If the ultimate discharge into the receiving water **is not from an enclosed pipe**, what is the approximate distance between the end of the last enclosed stormwater conveyance pipe to the receiving waterbody (ft.): _____

Do any other NJPDES permittees discharge through this MS4 outfall? ☐ YES* ☐ NO ☐ UNKNOWN

*If 'YES', list Permittee Name(s), NJPDES #(s), and Location of Connection:

_____

_____

_____

_____

If 'YES', please contact your MS4 Case Manager.

SECTION 3: OUTFALL INSPECTION

Date of current inspection: ____/____/_____

Latest precipitation/snowmelt event: _____/_____/_____ Amount of Precipitation (in.): _____

Date dry weather flow or other evidence of an intermittent illicit discharge was first discovered:___/___/___

List the date(s) of previous inspection(s) and describe the actions taken, if applicable: _____

_____

_____

_____

SECTION 4: PHYSICAL OBSERVATIONS

If the outfall is either partially or fully submerged, dry weather flow observations must be made at the next upstream point (e.g. manhole) above the influence of the receiving surface waterbody.

If applicable: *Manhole ID:* _____ *Approximate distance upstream from outfall (ft.):* _____

The permittee shall use the table below to describe 1) the observed dry weather flow and/or 2) when there are indications of intermittent illicit discharges present.

(Potential illicit discharge sources are listed in parentheses.)

Odor	☐ None ☐ Sewage (stale/septic sanitary wastewater) ☐ Petroleum/Gas (petroleum refineries, vehicle maintenance facilities, petroleum product storage) ☐ Rancid/Sour (food preparation facilities, e.g. restaurants, hotels, etc.) ☐ Sulfide (industries discharging sulfide compounds or organics, e.g. meat packers, canneries, dairies, etc.) ☐ Other: _____
Color	☐ Clear ☐ Brown (meat packers, printing plants, metal works, concrete or stone operations, fertilizer facilities, and petroleum refining facilities) ☐ Gray (dairies, sewage) ☐ Yellow (chemical plants, textile and tanning plants) ☐ Red (meat packers) ☐ Other: _____
Turbidity	☐ Clear ☐ Cloudy (sanitary wastewater, concrete or stone operations, fertilizer facilities, and automotive dealers) ☐ Opaque (food processors, lumber mills, metal works, pigment plants)
Floatable Matter (Does not include litter)	*Floatables of industrial origin may include animal fats, spoiled foods, solvents, sawdust, foams, packing materials, or fuel. Floatables in sanitary wastewater include fecal matter, toilet paper, sanitary napkins, and condoms.* ☐ None ☐ Sewage (toilet paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other: _____

Deposits and Stains within outfall	*Coatings, residues or fragments of material may be indicators of a potential intermittent non-stormwater discharge* ☐ None ☐ Grayish-Black (leather tanneries) ☐ White crystalline powder (Nitrogenous fertilizers) ☐ Excessive sediments (construction sites) ☐ Oily residues (petroleum refineries, storage facilities, vehicle service areas) ☐ Other:_____
Vegetation	*As compared to surrounding Riparian bank and/or stream vegetation* ☐ Normal ☐ Excessive growth and/or algal presence (Food processing plants) ☐ Inhibited Growth (Industrial operation effluent, CAFOs)

**If the Physical Observations have been conducted and it was determined there was no odor, no discoloration of the water or no deposits and stains left on the outfall, turbidity was clear, no floatable matter, and the vegetation surrounding outfall appears normal, then the dry weather discharge is likely from a groundwater source, but the "Field Monitoring" section below must still be completed for verification.*

*Prior to conducting the analyses in Sections 5 & 6, the source may be traced back upstream in the storm sewer to a more definitive location by various methods, such as opening manholes, using a camera and/or performing dye tests or smoke tests.**

SECTION 5: FIELD MONITORING

Field calibrate instruments in accordance with manufacturer's instructions prior to testing.

Estimated Dry Weather Flow Rate	The Tier A guidance document recommends taking the estimate flow rate during the physical observations. _____ GPM
Detergents Examples include surfactants and methylene blue active substances (MBAS)	Potential discharge types include sewage, washwater, industrial or commercial liquid waste Measurement: _____ mg/L
Temperature of dry weather discharge	Temperatures >70°F may indicate cooling water discharges depending on the season Measurement: _____ °F

Proceed to Section 6 in accordance with the Guidance Document recommendations.

SECTION 6: DRY WEATHER FLOW ANALYSIS - WATER QUALITY

** Based on the potential discharge types determined in the 'Physical Observation' and 'Field Monitoring' sections, further testing must be conducted using the appropriate subset of parameters below. The following parameters are recommended by the EPA for specific types of discharges as noted in the table below. For more information, refer to Chapter 12 of the EPA's Illicit Discharge Detection and Elimination guidance document* (https://www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf).

Indicate the location of your measurements (e.g. outfall, manhole number, etc.): _____

_____

_____

_____

Parameter	Potential Discharge Type (EPA Guidance)	Discharge Measurement
Ammonia	Sewage, washwater	mg/L
Potassium	Sewage, industrial or commercial liquid waste	mg/L
Boron	>0.35 mg/L likely indicates sewage or washwater	mg/L
Chlorine	Industrial or commercial liquid waste	mg/L
Conductivity	Sewage, washwater, and industrial or commercial liquid waste	S/m
E. coli (FW & PL waters)**	>12,000 Count/100 mL is likely Sanitary Wastewater	Count/100 mL
Enterococci (SC & SE1 waters)**	>5,000 Count/100 mL is likely Sanitary Wastewater	Count/100 mL
Fecal Coliform (SE2 & SE3 waters)**	Sewage	Count/100 mL
Fluoride	Distinguishes potable water from natural or irrigation water	mg/L
pH of Dry Weather Discharge	Washwater	SU

**The abbreviations FW, PL, SC, SE 1, SE2, and SE3 refer to the surface water quality classification of the receiving surface waterbody where the outfall discharges, as defined in N.J.A.C. 7:9B. FW=Freshwater, PL=Pinelands, SC=Saline Coastal, SE=Saline Estuary. Map coverage of these classifications is available on NJ-GeoWeb (https://njdep.maps.arcgis.com/apps/webappviewer/index.html?id=02251e521d97454aabadfd8cf168e44d) using the layer under 'Water' of 'Surface Water Quality Classification.'

SECTION 7: ILLICIT DISCHARGE INVESTIGATION

The investigation is not complete until the source of the dry weather flow is found, and any illicit discharge is eliminated.

Based on the latest results from the investigation, including the results in Sections 4, 5 and 6, is/was this dry weather flow from an illicit connection? ☐ YES ☐ NO ☐ INVESTIGATION IS ONGOING

If the investigation has been completed, what was the source of the dry weather flow or illicit connection?

_____

_____

_____

_____

_____

_____

_____

Describe the investigation, including the methods that were/will be used to identify the suspected source of the illegal discharge, or conclude there was no illicit discharge, along with the timeline of the steps of the investigation. Attach additional pages if necessary.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

SECTION 8: ILLICIT DISCHARGE ELIMINATION

If it was an illicit discharge, has the source been eliminated? ☐ YES ☐ NO

Describe the plan of action that was/will be followed to eliminate the illicit connection. This plan should detail who is/was responsible for the discharge, what methods were/will be used to fix it, how long it took/will take, and how removal was/will be confirmed and rechecked: _____

_____

_____

_____

_____

_____

_____

_____

SECTION 9: INSPECTOR INFORMATION

Inspector's Name: _____

Title: _____ Affiliation: _____

Signature: _____ Date: _____

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.

ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE

(Complete a separate form for each vehicle wash wastewater containment structure)

Permittee: _____ NJPDES Permit No: _____

Containment Structure Location: _____

The annual inspection of the above referenced vehicle wash wastewater containment structure was conducted on _____ (date). The containment structure and appurtenances have been inspected for:

1. The integrity of the structure including walls, floors, joints, seams, pumps and pipe connections
2. Leakage from the structure's piping, vacuum hose connections, etc.
2 Bursting potential of tank.
3. Transfer equipment
4. Venting
5. Overflow, spill control and maintenance.
6. Corrosion, splits, and perforations to tank, piping and vacuum hoses

The tank and appurtenances have been inspected for all of the above and have been determined to be:

Acceptable _____

Unacceptable _____

Conditionally Acceptable _____

List necessary repairs and other conditions: _____

_____

_____

_____

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (N.J.A.C. 7:14A-2.4(d)).

Name (print): _____ Seal:

Signature: _____

Date: _____

Underground Vehicle Wash Water Storage Tank Use Log

Name and Address of Facility _____

Facility Permit Number _____

Tank ID Number _____ Tank Location _____

Tank Volume _____ gallons Tank Height _____ inches

95% Volume _____ gallons 95% Volume _____ inches

Date and Time	Inspector	Height of Product Before Introducing Liquid (inches)	Is Tank Less Than 95% Full? (Y/N)	Visual Inspection Pass? (Y/N)	Comments

Notes: The volume of liquid in the tank should be measured **before** each use.

Liquid **should not be introduced** if the tank contains liquid at 95% of the capacity or greater.

A visual inspection of all exposed portions of the collection system should be performed before each use. Use the comments column to document the inspection and any repairs.

Underground Vehicle Wash Water Storage Tank Pump Out Log

Name and Address of Facility _____

Facility Permit Number _____

Tank ID Number _____ Tank Location _____

Tank Volume _____ gallons

Date and Time of Pump Out	Volume of Liquid Removed	Waste Hauler *	Destination of the Liquid Disposal *

*** The Permittee must maintain copies of all hauling and disposal records and make them available for inspection.**