

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Anthony Rossett

Title: Stormwater Program Coordinator

Date: March 23, 2018

Municipality: East Greenwich Township

County: Gloucester

NJPDES #: NJG 0154075

PI ID #: 190421

Stormwater Program Coordinator: Anthony Rossett

Title: East Greenwich Township Public Works Manager

Office Phone #: (856) 423-0655 ext. 405

Emergency Phone #: (609) 820-7619

Public Notice Coordinator: Susan Costill

Title: East Greenwich Township Municipal Clerk

Office Phone #: (856) 423-0654

Emergency Phone #: (856) 423-0654

Post-Construction Stormwater Management Coordinator: Anthony Rossett

Title: East Greenwich Township Public Works Manager

Office Phone #: (856) 423-0655 ext. 405

Emergency Phone #: (609) 820-7619

Local Public Education Coordinator: Anthony Rossett

Title: East Greenwich Township Public Works Manager

Office Phone #: (856) 423-0655 ext. 405

Emergency Phone #: (609) 820-7619

Ordinance Coordinator: Anthony Rossett

Title: East Greenwich Township Public Works Manager

Office Phone #: (856) 423-0655 ext. 405

Emergency Phone #: (609) 820-7619

Public Works Coordinator: Anthony Rossett

Title: East Greenwich Township Public Works Manager

Office Phone #: (856) 423-0655 ext. 405

Emergency Phone #: (609) 820-7619

Employee Training Coordinator: Anthony Rossett

Title: East Greenwich Township Public Works Manager

Office Phone #: (856) 423-0655 ext. 405

Emergency Phone #: (609) 820-7619

Other:

Title:

Office Phone #:

Emergency Phone #:

SPPP Form 2 - Public Notice

Municipality: East Greenwich Township	County: Gloucester
NJPDES #: NJG0154075	PI ID #: 190421
Team Member/Title: Susan Costill, Municipal Clerk	
Effective Date of Permit Authorization (EDPA): January 1, 2018	
Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018	

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

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

SPPP Form 3 – New Development and Redevelopment Program

Municipality: East Greenwich Township	County: Gloucester
NJPDES #: NJG 0154075	PI ID #: 190421
Team Member/Title: Anthony Rossett, Stormwater Program Coordinator	
Effective Date of Permit Authorization (EDPA): January 1, 2018	
Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018	

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

To control stormwater from new development and redevelopment projects throughout East Greenwich Township (including projects we operate) we will do the following:

We are ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

To control stormwater from new development and redevelopment projects throughout East Greenwich Township (including projects we operate), the Township has adopted, and is implementing, a Stormwater Management Plan (adopted April 18, 2006) and Stormwater Control Ordinance (adopted July 11, 2006) that complies with all requirements of N.J.A.C. 7:8 and the RSIS. The Land Use Board, municipal engineer, and code enforcement officer ensure compliance with the Ordinance through the site plan and subdivision review process prior to any approvals under the MLUL and through site inspections prior to CO.

East Greenwich Township will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. Site Developers are required to provide Stormwater maintenance and Operations Manual prior to Site plan or subdivision approval. For BMPs on private property that we do not own or operate, East Greenwich Township intends to do this by enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply.

East Greenwich Township will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets. East Greenwich Township expects that for most projects, such compliance will be achieved either by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension, or (for flows not passing through compliant storm drain inlets) by conveying flows through a trash rack as described in the "Alternative Device Exemptions

SPPP Form 4 - Local Public Education Program

Municipality: East Greenwich Township

County: Gloucester

NJPDES #: NJG 0154075

PI ID #: 190421

Team Member/Title: Anthony Rossett, Stormwater Program Coordinator

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

Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018

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.

1. On the East Greenwich Township website there is a stormwater page with links to the following:
 1. East Greenwich Township's SPPP
 2. All Stormwater ordinances
 3. NJDEP educational brochure
2. A biannually newsletter is mailed to all residents with our stormwater ordinances and educational information.
3. Annual source water protection presentation by New Jersey Water Association at East Greenwich schools.
4. Coloring books distributed to elementary schools annually.
5. Annual letter from the Mayor describing the benefits from our Stormwater ordinances.
6. Pet waste ordinance enclosed with dog license renewal

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality: East Greenwich Township

County: Gloucester

NJPDES #: NJG 0154075

PI ID #: 190421

Team Member/Title: Anthony Rossett, Stormwater Program Coordinator

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

Date of Completion: July 1, 2005 Date of most recent update: March 23, 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.

Under the NJPDES Stormwater Permit, storm drain inlet labeling is required in certain areas of the municipality:

1. along municipal streets with sidewalks; and
2. within plazas, parking areas and maintenance yards.

Currently all stormwater inlets in East Greenwich have been labeled with either a sticker or stainless label epoxied to the curb head piece. During road repaving projects all stormwater inlets will be upgraded to the latest NJDEP standards where the head piece has the label cast in.

During our annual catch basin inspection and cleaning program, we will be checking these labels to ensure that they are still visible, and if they are not, the labels will be replaced as soon as practicable.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality: East Greenwich Township

County: Gloucester

NJPDES #: NJG 0154075

PI ID #: 190421

Team Member/Title: Anthony Rossett, Stormwater Program Coordinator

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

Date of Completion: July 1, 2005 Date of most recent update: March 23, 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.)?

Gloucester County, through the Gloucester County Improvement Authority, developed a countywide stormwater management program, to assist the municipalities in the county with their stormwater permit responsibilities. As part of that countywide program, Gloucester County prepared the Stormwater outfall mapping required as part of the NJPDES Stormwater Permit.

Regional stormwater management planning efforts conducted by the SCS and Rowan University mapped stormwater outfalls in portions of the upper Maurice River, upper Mantua Creek and upper Raccoon Creek watersheds. The outfall information was obtained using a datalogger and GPS, and part of the municipal stormwater program.

The County, in consultation with East Greenwich Township's Stormwater Program Coordinator and Department of Public Works personnel, obtained the stormwater outfall data for East Greenwich Township and prepared the required outfall maps. A field crew logged the outfalls using a datalogger with GPS, following the DVRPC outfall logging protocol. The data generally includes: surface water body; outfall location, size, type, structural condition, and headwall arrangements; stream conditions (e.g. bank scour); and other hydraulic information (i.e. dry weather flow conditions including flow rates, staining, odors, colors, turbidity, floatable material, temperature, deposits, vegetation, and algae).

The maps developed display the outfall pipe locations, with alphanumeric identifiers, at a scale of 1 inch = 100 feet. All water bodies receiving outfall pipe discharges are identified on the maps. The maps divided East Greenwich Township into two sectors, sectors A and Sector B and used for the illicit connection elimination program and for the outfall pipe scour detection, remediation and maintenance program.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality: East Greenwich Township County: Gloucester
NJPDES #: NJG 0154075 PI ID #: 190421
Team Member/Title: Anthony Rossett, Stormwater Program Coordinator
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018

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.

East Greenwich uses the DEP Illicit Connection Inspection Report Form to conduct these inspections, and these forms are kept with East Greenwich Township's SPPP records. For the most part these inspections will take place during dry weather. If dry weather flow is evident during the inspection, the field crew will test outfalls for surfactants; if positive, the field crew will test for ammonia and potassium to determine if the source is potentially sanitary sewage. If surfactants are negative, the field crew will test for fluoride to determine if the source is potentially potable water.

East Greenwich will investigate non-stormwater discharges, investigating potential sanitary sewage discharges first, notifying the NJDEP of immediate threats, and proceeding upstream in the system, documenting the results. If possible, we will identify the responsible party and provide a citation requiring elimination of the illicit connection, if the illicit connection is within East Greenwich Township.

If, after the appropriate amount of investigation, we unable to locate the source of the illicit connection, a Closeout Investigation Form will be recorded with our annual recertification. If an illicit connection is found to originate from within another public entity, East Greenwich Township will report the illicit connection to the NJDEP.

East Greenwich Township uses the Public Works office phone (856) 423-0655 for reporting spills, illegal dumping and illicit connections.

SPPP Form 8 – Illicit Connection Records

Municipality: East Greenwich Township County: Gloucester
 NJPDES #: NJG 0154075 PI ID #: 190421
 Team Member/Title: Anthony Rossett, Stormwater Program Coordinator
 Effective Date of Permit Authorization (EDPA): January 1, 2018
 Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018

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? Inspections will begin between Apr 05 and Mar 06

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, 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?

Of the illicit connections found, how many remain?

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality: East Greenwich Township	County: Gloucester
NJPDES #: NJG 0154075	PI ID #: 190421
Team Member/Title: Joseph Schweigart, Public Works Director	
Effective Date of Permit Authorization (EDPA): January 1, 2018	
Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018	

Please describe your yard waste ordinance/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.

East Greenwich Township has a containerized curbside yard waste collection and disposal program. Our weekly curbside collection begins in April through the end of November. The Township is divided into 2 collection days, Monday and Tuesday. Residents can place yard waste in a 64 gallon cart, regular trash cans, and biodegradable paper bags. A Township trash truck is utilized to collect the yard waste.

East Greenwich Township has a brush collection program. We have a bi-monthly collection schedule from April through November. December through March we will perform collection but it is monthly and not scheduled. Residents can place cut up brush at the curb for collection by our chipper.

East Greenwich Township collects leaves curbside starting mid-October through the end of December. We utilize 2 25-yard trailer mounted leaf vacuums for collection. Residents are instructed to place leaves at curb and not in the street accordance with all Township codes and ordinances.

East Greenwich Township will also be adopting and enforcing a yard waste ordinance (see SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit 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 10 - Ordinances

Municipality: East Greenwich Township	County: Gloucester
NJPDES # : NJG 0154075	PI ID #: 190421
Team Member/Title: Anthony Rossett, Stormwater Program Coordinator	
Effective Date of Permit Authorization (EDPA): January 1, 2018	
Date of Completion: July 1, 2005 Date of most recent update:	

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

Pet Waste: October 25, 2005

Are information sheets regarding pet waste distributed with pet licenses? Y (X) N ()

Litter: October 25, 2005

Improper Waste Disposal: October 25, 2005

Wildlife Feeding: October 25, 2005

Yard Waste: October 25, 2005

Illicit Connections: October 25, 2005

Refuse Container/Dumpster: June 7, 2009

Private Storm drain retrofitting: June 7, 2009

How will these ordinances be enforced?

Our code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality: East Greenwich Township **County:** Gloucester
NJPDES # : NJG 0154075 **PI ID #:** 190421
Team Member/Title: Anthony Rossett, Public Works Director
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of Completion: July 1, 2005 **Date of most recent update:** March 23, 2018

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

For most projects East Greenwich Township will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

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
Jessup Mill Reconstruction	May 2005	- 5/05	7/2005	8	0
Heritage Rd repaving	12/2012	12/12	12/2012	0	0
Swedesboro Ave (Phase 1)	9/2015	9/15	10/2015	0	0
Swedesboro Ave (Phase 2)		11/2018	11/2018	2	0

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

East Greenwich 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 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality: East Greenwich Township	County: Gloucester
NJPDES #: NJG 0154075	PI ID #: 190421
Team Member/Title: Anthony Rossett, Public Works Manager	
Effective Date of Permit Authorization (EDPA): January 1, 2018	
Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018	

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, no. of miles swept and the total amount of materials collected.)

East Greenwich Township has evaluated all of its streets, and determined that there are no areas which need to be swept under the NJPDES Stormwater Permit criteria.

Because no street sweeping is required under the permit, there is no log attached.

Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

East Greenwich Township uses the Public Works Department to monitor all its roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to the Public Works Manager. Identified areas of erosion will be prioritized for repairs. Maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Maintenance personnel will maintain an inspection log, and the Public Works Manager will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality: East Greenwich Township County: Gloucester
NJPDES #: NJG 0154075 PI ID #: 190421
Team Member/Title: Anthony Rossett, Public Works Manager
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018

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

East Greenwich Township performs an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins are inspected once each 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 are inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins are also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.

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.)

East Greenwich Township has a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. East Greenwich Township operates the following:

- catch basins
- storm drains
- infiltration basins
- buffer strips
- swales

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.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality: East Greenwich Township

County: Gloucester

NJPDES # : NJG 0154075

PI ID #: 190421

Team Member/Title: Anthony Rossett, Stormwater Program Coordinator

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

Date of Completion: July 1, 2005 Date of most recent update: March 23,2018

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

East Greenwich Township utilizes our outfall mapping to perform our illicit connection and elimination program. As part of that program we will check all of our outfall pipes for signs of scouring. The data collected will include information on bank scour, which will be reported to our Stormwater Program Coordinator. Sites with stream scour will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.

We will follow each repair up with an annual inspection of the site to ensure that scouring has not resumed. Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.

SPPP Form 15 – De-icing Material and Sand Storage

Municipality: East Greenwich Township County: Gloucester
NJPDES #: NJG 0154075 PI ID #: 190421
Team Member/Title: Anthony Rossett, Public Works Manager
Effective Date of Permit Authorization (EDPA): January 1, 2018
Date of Completion: July 1, 2005 Date of most recent update:

De-icing Material and Sand Storage

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

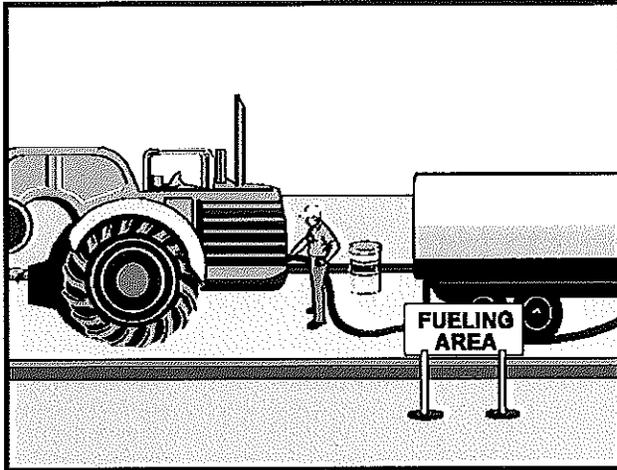
East Greenwich Township currently utilizes the Regional Gloucester County salt storage facility located in Mantua Township. A minimal amount of salt may be stored under tarps between December and February for emergency purposes.

SPPP Form 16 – Standard Operating Procedures

Municipality: East Greenwich Township County: Gloucester
 NJPDES #: NJG 0154075 PI ID #: 190421
 Team Member/Title: Anthony Rossett, Public Works Manager
 Effective Date of Permit Authorization (EDPA): January 1, 2018
 Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	July 1, 2005	We have one (1) fueling location located at 21 East Cohawkin Road, which will be inspected once a month. We will also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of all aboveground fuel storage tanks.
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	July 1, 2005	Most vehicle maintenance is performed by a vehicle repair facility. Any minor maintenance is performed inside the Public Works garage.
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	July 1, 2005	Monthly inspections of all municipal maintenance yards and ancillary operations will be held.

East Greenwich Township Standard Operating Procedures Vehicle and Equipment Fueling



East Greenwich Township Maintenance Yards With Fueling Operations

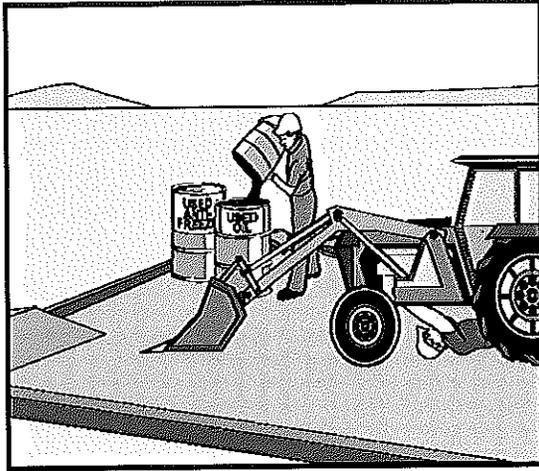
Introduction and Purpose Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

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

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

- Standards and Specifications (for bulk fueling)
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
 - Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
 - Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
 - A trained employee must always be present to supervise during bulk transfer.
- Spill Response
- Conduct cleanups of any fuel spills immediately after discovery.
 - Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
 - Collected waste is to be disposed of properly.
 - Contact the East Greenwich Township Spill Response Team at 856-423-0655.
- Maintenance and Inspection
- Fueling areas and storage tanks shall be inspected monthly.
 - Keep an ample supply of spill cleanup material on the site.
 - Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

East Greenwich Township Standard Operating Procedure Vehicle Maintenance



East Greenwich Township Maintenance Yards BMP Objectives

- Waste Management
- Spill Prevention, Containment and Countermeasures
- Pollution Control

Introduction and Purpose This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in East Greenwich Township. The purpose of this SOP is to provide a set of guidelines for the East Greenwich Township vehicle maintenance yards including maintenance activities at ancillary operations.

Scope This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of East Greenwich.

- Standards and Specifications**
- Conduct vehicle maintenance operation only in designated areas.
 - When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
 - Always use drip pans.
 - Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
 - Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
 - Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.

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

Spill Response
and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the East Greenwich Township Spill Response Team at 856-423-0655.

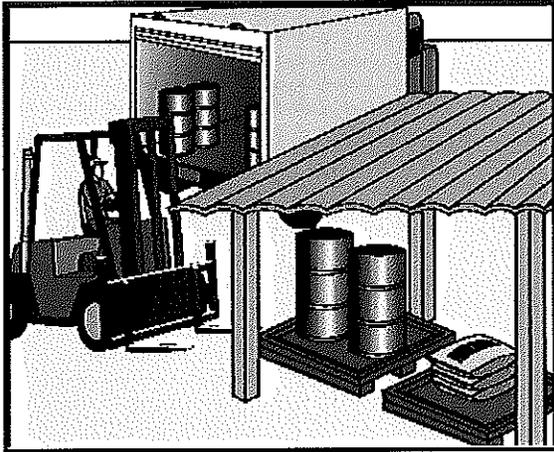
Maintenance
and Inspection

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

East Greenwich Township

Standard Operating Procedure

Good Housekeeping



East Greenwich Township Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

Introduction and Purpose This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in East Greenwich Township. The purpose of this SOP is to provide a set of guidelines for the employees of East Greenwich Township for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

Scope This SOP applies to all maintenance yards including maintenance activities at ancillary operations in East Greenwich Township.

- Standards and Specifications (General)**
- All containers should be properly labeled and marked, and the labels must remain clean and visible.
 - All containers must be kept in good condition and tightly closed when not in use.
 - When practical, chemicals, fluids and supplies should be kept indoors.
 - If containers are stored outside, they must be covered and placed on spill platforms.
 - Keep storage areas clean and well organized.
 - Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
 - Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
 - Place trash, dirt and other debris in the dumpster.
 - Collect waste fluids in properly labeled containers and dispose of them properly.
 - Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.

- Standards and Specifications (Salt and De-icing Material Handling)
- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
 - Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
 - Minimize the tracking of materials from storage and loading/unloading areas.
 - Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
 - Any materials that are stored outside must be tarped when not actively being used.
 - If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.
- Spill Response and Reporting
- Conduct clean up of any spill(s) immediately after discovery.
 - Spills are to be cleaned using dry cleaning methods only.
 - Contact the East Greenwich Township Spill Response Team at 856-423-0655.
- Maintenance and Inspection
- Periodically check for leaks and damaged equipment and make repairs as necessary.
 - Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

SPPP Form 17 – Employee Training

Municipality: East Greenwich Township

County: Gloucester

NJPDES #: NJG 0154075

PI ID #: 190421

Team Member/Title: Anthony Rossett, Stormwater Program Coordinator

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

Date of Completion: July 1, 2005 Date of most recent update: March 23, 2018

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.

East Greenwich Township utilizes the NJDEP videos, EJIF stormwater training video, and videos from NJstormwater.org.

The training programs will include:

- Waste disposal
- Yard waste
- Illicit connection elimination
- Stormwater facility maintenance
- Road erosion control
- Maintenance yard operations
- Construction activity
- Post construction stormwater management in new development

The training programs will be conducted on an annual basis. A sign in sheet will be used for record keeping.