

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary

Completed by: CME Associates

Title: Borough Engineer

Date: April 1, 2005 - Revised August 1, 2017

Municipality: Borough of Sayreville

NJPDES#: NJ0141852

PIID#: 50577

Stormwater Program Coordinator: Bernard J. Bailey

Title: Director of Public Works

Office Phone#: (732) 390-7044

Emergency Phone#: (908) 420-2786

Public Notice Coordinator: Theresa Farbaniec

Title: Borough Clerk

Office Phone#: (732) 390-7025

Post-Construction Stormwater Management Coordinator: Bernard J. Bailey

Title: Director of Public Works

Office Phone#: (732) 390-7044

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Local Public Education Coordinator: Bernard J. Bailey

Title: Director of Public Works

Office Phone#: (732) 390-7043

Emergency Phone#: (908) 420-2786

Public Works Coordinator: Bernard J. Bailey

Title: Director of Public Works

Office Phone#: (732) 390-7043

Emergency Phone#: (908) 420-2786

Ordinance Coordinator: Theresa Farbaniec

Title: Borough Clerk

Office Phone#: (732) 390-7025

Employee Training Coordinator: Gary Aich

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SPPP Form 2 – Public Notice

Municipality
Information

Municipality: Borough of Sayreville

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Theresa Farbaniec

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005

Date of most recent update:

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.), The Borough of Sayreville provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, The Borough of Sayreville will provide 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.), The Borough of Sayreville will comply with those requirements (e.g. adoption of the Municipal Stormwater Management Plan).

SPPP Form 3 – New Development and Redevelopment Program

Municipality
Information

Municipality: The Borough of Sayreville County: Middlesex
 NJPDES#: NJ0141852 PIID#: 50577
 Team Member / Title: Bernard Bailey
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of completion: April 1, 2005 Date of most recent update:

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 and re-development projects throughout the Borough of Sayreville (including projects we operate) will do the following:

We are already ensuring that all development projects 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 said standards. Our planning and zoning boards are ensuring such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, the Borough of Sayreville has not constructed any new or re-development projects on Borough property. If we decide to construct such a project before our municipal stormwater control ordinance (SWC) takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of the SWC ordinance, and by requiring and funding the implementation of that plan. We will also require storm drain inlets installed to comply with the design standard in Attachment C of the General Permit. Once the SWC ordinance takes effect, we will ensure that operation and maintenance for new or re-development projects on our property will comply with the maintenance requirements in the SWC ordinance. In addition, any storm drain inlets we install for such projects will comply with the SWC ordinance standards for such inlets.

The Planning Board will adopt the Municipal Stormwater Management Plan (SWMP) to meet the

requirements of the General Permit. The SWMP will be adopted as an element of the Borough's Master Plan. The SWC ordinance will be adopted prior to April of 2006. Prior to enforcement of the SWMP and SWC ordinance, the County must review and approve the same. The Borough of Sayreville will submit to Middlesex County for review and approval of the SWMP and SWC Ordinance prior to the April 2006 deadline.

Once approved, the SWC ordinance, which will be administered by the Planning Department, will control stormwater from non-residential and residential development projects. Where it is necessary to implement the SWMP, the approved SWC ordinance will also control aspects of residential development projects that are not subject to the Residential Site Improvement Standards.

For all BMPs installed in order to comply with the requirements of our post-construction program, the Borough of Sayreville will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, the Borough of Sayreville intends to do this by adopting and enforcing a provision in the ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Borough can perform the maintenance and charge the private entity.

The Borough of Sayreville will also enforce, through the SWC ordinance, compliance with the design standard in Attachment C of the General Permit to control passage of solid and floatable materials through storm drain inlets. The Borough of Sayreville expects for most projects, that such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and a curb opening with a clear space no more than seven (7) square inches or no bigger than two (2) inches across the smallest dimension.

SPPP Form 4 – Local Public Education Program

Municipality
Information

Municipality: The Borough of Sayreville County: Middlesex
NJPDDES#: NJ0141852 PIID#: 50577
Team Member / Title: Bernard Bailey
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of completion: April 1, 2005 Date of most recent update:

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.

For annual distribution to all residents and businesses within the Borough of Sayreville, we will mail the educational brochure provided by the NJDEP within the Borough's tax bills. The educational brochure and other supplemental educational information provided by the NJDEP (http://www.njstormwater.org/tier_A/education/htm) will also be made available on the Borough's official website (<http://www.sayreville.com>).

Additional copies of the educational brochure will be made available at the Borough library. The Borough will also incorporate stormwater management education into its annual event, "Community Unity Day," which takes place during the fall. At this event, the Borough will provide the educational brochure.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: The Borough of Sayreville

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Bernard Bailey

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update:

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.

For the storm drain inlet labeling program, the Borough will use stencils that will read “NO DUMPING – DRAINS TO WATERWAY.” The Borough will contact volunteers from local community groups to aid in this task. Although, the storm drain inlet labeling tasks will be preformed primarily by the Public Work employees.

Storm drain inlet labeling will be performed in accordance with the General Permit requirements. All storm drain inlets along municipal streets with sidewalks, and those within plazas, parking areas, or maintenance yards operated by the Borough of Sayreville will be labeled.

To ensure long-term maintenance, inspection of storm drain inlet labels will be incorporated into the Borough’s catch basin maintenance program as described on Form 13. Upon completion of each catch basin inspection/cleaning, the storm drain inlet label will be inspected for wear, and the stencil will be refreshed/repared, where necessary. All labels will be inspected annually for wear.

All new storm drain inlets will be Campbell Foundry Company Type ‘N’ or Type ‘J’ curb pieces and NJDOT bicycle safe grates. The Borough Engineer will approve all curb piece nameplate messages (i.e. “NO DUMPING – DRAINS TO WATERWAY”).

As required, the Borough has been divided into two sectors to adequately meet the implementation requirements set forth in the General Permit. The Borough is divided along Ernston Road; please see the attached map. All storm drain inlets within Sector 1, the western sector, will be labeled by April 2007. All storm drain inlets within Sector 2, the eastern sector, will be labeled by April 2009.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: The Borough of Sayreville

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Bernard Bailey

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update:

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

The Borough of Sayreville, with the aid of consultants, will utilize GPS technology to map locations at the end of all MS4 outfall pipes operated by the Borough that discharge into a surface water body located within the Borough boundary. We will identify, locate, map, and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program, Forms 7 and 14, respectively) each MS4 outfall pipe meeting the requirements in the General Permit.

As required by the General Permit, the Borough has been divided into two sectors to adequately meet the implementation requirements set forth in the General Permit. Again, Ernston Road will act as the divider line between the two designated sectors (same as Form 5). All MS4 outfall pipes within Sector 1, the western sector, will be located and mapped by April 2007. All MS4 outfall pipes within Sector 2, the eastern sector, will be located and mapped by April 2009.

Once all MS4 outfall pipe locations are identified, an alphanumeric identifier will be assigned to each location and receiving water bodies. A map will be developed displaying the MS4 outfall pipe locations at a scale of 1 inch= 100 feet. All water bodies receiving MS4 outfall pipe discharges will also be identified on the map.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: The Borough of Sayreville

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Bernard Bailey

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update:

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

The Borough of Sayreville will conduct an initial physical inspection of all of MS4 outfall pipes, locate MS4 outfall pipe and inspect for scouring (see Forms 6 and 14, respectively). We will use the NJDEP Illicit Connection Inspection Report Form to conduct these inspections and individual inspection forms prepared by CME Associates (see the attached inspection forms). Each of these forms will be kept with this section of the SPPP. MS4 outfall pipes found to have dry weather flow (72 hours following a rainfall event) or evidence of an intermittent non-stormwater flow will be further inspected and, if necessary, re-inspected to locate the source of the illicit connection. The inspection and re-inspection process will be performed in strict compliance with the General Permit requirements. If we are able to locate the illicit connection (and the connection is within the Borough of Sayreville), we will cite the responsible party for being in violation of our Illicit Connection Ordinance (to be adopted prior to October 2005 enforcement deadline), and will order the responsible party to eliminate the illicit connection within six (6) months of its discovery. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough of Sayreville will report the illicit connection to the Department.

The Borough of Sayreville Police Department will be responsible for emergency contacts for reporting spills and illegal dumping.

SPPP Form 8 – Illicit Connection Records

Municipality Information	Municipality: <u>The Borough of Sayreville</u> County: <u>Middlesex</u> NJPDDES#: <u>NJ0141852</u> PIID#: <u>50577</u> Team Member / Title: <u>Bernard Bailey</u> Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u> Date of completion: <u>April 1, 2005</u> Date of most recent update:	
Prior to May 2, 2006 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>		
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, 2006 – May 1, 2007 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>		
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 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>		
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 <i>Note: Attach a copy of each illicit connection report form for outfalls found to have a dry weather flow.</i>		
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
Information

Municipality: The Borough of Sayreville County: Middlesex
NJPDDES#: NJ0141852 PIID#: 50577
Team Member / Title: Bernard Bailey
Effective Date of Permit Authorization (EDPA): April 1, 2004
Date of completion: April 1, 2005 Date of most recent update:

Please describe your yard waste ordinance/collection program. Be sure to include the collection schedule and how you will notify the residences and businesses of this schedule. Attach additional pages as necessary.

The Borough of Sayreville has an established yard waste collection system

Currently, leaves are collected in biodegradable paper bags. Leaves placed in plastic bags will not be collected. Aside from scheduled collection dates, leaves can be taken to Fort Grumpy in biodegradable bags on a seasonal basis. The Borough provides free leaf bags to all residents. All collection schedules will appear on the local cable television community board on Channel 22.

Grass is collected curbside from April 25 thru September 30, 2005, in clearly marked, 32-gallon containers that are covered, have two handles and do not exceed 30 lbs in weight. No plastic bags will be accepted. Grass can be recycled at Fort Grumpy in the designated container.

Brush is collected curbside on the first and third Fridays of the month from January thru October. Brush material must not be greater than 5 inches in diameter, must be tied in bundles and cannot exceed 4 feet in length with a weight limit of thirty (30) pounds per bundle.

The Borough yard waste collection schedule is attached to this document.

The Borough of Sayreville 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 (7) days prior to our scheduled collections, unless they are bagged or otherwise containerized. If placed curbside more than seven (7) days prior to the scheduled collection date, fines will be levied. The ordinance will also prohibit the placing of yard waste closer than ten (10) feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

SPPP Form 10 – Ordinances

Municipality Information

Municipality: The Borough of Sayreville County: Middlesex
 NJPDES#: NJ0141852 PIID#: 50577
 Team Member / Title: Theresa Farbaniec
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of completion: April 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: Existing: Chapter 9-8.8 (new ordinance). Pending review of the NJDEP model ordinance for Borough adoption eighteen (18) months from the EDPA, October 2005.

Litter: Existing: Chapter 13-4.7 (Ord #475-96), Chapter 13-4.10 (Ord #475-96), Chapter 13-4.11 (Ord #475-96). Pending review of the NJDEP model ordinance for Brought adoption eighteen (18) months from the EDPA, October 2005.

Improper Waste Disposal: Existing: Chapter 13-4.4 Prohibited Waste (Ord # 475-96). Pending review of the NJDEP model ordinance for Borough adoption eighteen (18) months from the EDPA, October 2005.

Wildlife Feeding: Pending review of the NJDEP model ordinance for Borough adoption eighteen (18) months from the EDPA, October 2005.

Yard Waste: Pending review of the NJDEP model ordinance for Borough adoption eighteen (18) months from the EDPA, October 2005.

Illicit Connections: Pending review of the NJDEP model ordinance for Borough adoption eighteen (18) months from the EDPA, October 2005.

How will these ordinances be enforced?

The code enforcement officers and the Borough of Sayreville Police Department will enforce these ordinances upon adoption. 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.

Any complaints received by the Department of Public Works with an apparent ordinance violation will be investigated and forwarded to the Borough's Police Department,

Informational sheets provided by the NJDEP regarding pet waste will be distributed with pet license.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: The Borough of Sayreville County: Middlesex
 NJPDES#: NJ0141852 PIID#: 50577
 Team Member / Title: Bernard Bailey
 Effective Date of Permit Authorization (EDPA): April 1, 2004
 Date of completion: April 1, 2005 Date of most recent update:

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

For both current and upcoming projects, the Borough of Sayreville will use the NJDEP compliant inlets and NJDOT bicycle safe grates.

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

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

The Borough of Sayreville does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for repaving, 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
Information

Municipality: The Borough of Sayreville

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Bernard Bailey

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update:

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

Borough of Sayreville has an existing street sweeping program, in which the entire borough is swept four (4) times a year. There are no streets meeting the sweeping requirements set forth in the General Permit; although, the Borough does have an active existing street sweeping program that exceeds the minimum requirements set forth in the General Permit.

The Borough will log all necessary information and maintain current records of the same within this section of the SPPP. See the attached street sweeping log form prepared by CME Associates.

Street sweeper operators will be responsible for identifying and reporting problem areas as described below.

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)

The Borough of Sayreville will utilize the street sweeping operator(s) to monitor streets for erosion problems while performing assigned street sweeping tasks. During normal patrols of the Borough, the Public Works Supervisors will also monitor streets for erosion problems. All identified road erosion problems will be reported to the Director of the Public Works Department. Identified areas of erosion will be discussed and repairs prioritized. Maintenance personnel will be assigned areas of concern and the identified erosion areas will be repaired in accordance with the New Jersey Standards for Soil Erosion and Sediment Control. All maintenance personnel will maintain inspection logs, and the Supervisor will maintain a list of all repairs and dates completed. The Borough will maintain records of the same in this section of the SPPP. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification. See the attached road erosion control maintenance log prepared by CME Associates.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: The Borough of Sayreville

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Bernard Bailey

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update:

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

The Borough of Sayreville will strive to be in compliance with the requirements set forth by the General Permit. The Borough will put forth a good faith effort to inspect/clean catch basins at least once annually or on an as-need basis. Inlet labeling will be incorporated into catch basin cleanings/inspections and stencils will be refreshed on an as-needed basis.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages necessary. (NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

The Borough of Sayreville has an established stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. The Borough has a grass-cutting and landscaping contract to ensure that the municipally owned basins are clean and are mowed bi-monthly.

SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: The Borough of Sayreville

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Bernard Bailey

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update:

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

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

As stated in Form 6, the Borough, with assistance from consultants, will investigate illicit connections, locate MS4 outfall pipes and inspect for localized stream and stream bank scouring in the vicinity of all MS4 outfall pipes, concurrently. All sites exhibiting scouring will be placed on a prioritized list and repairs will be made in accordance with the New Jersey Standards for Soil Erosion and Sediment Control.

A prioritized list of all sites exhibiting outfall scouring will be prepared; the dates of repair or anticipated repair will be noted along with method of repair. The Public Works Supervisor will contact the Borough Engineer to determine if NJDEP permits are required. If NJDEP permits are required, necessary steps will be taken to obtain the permit. MS4 outfall pipe repairs that do not require NJDEP permits will be considered first priority.

SPPP Form 15 – De-Icing Material and Sand Storage

Municipality
Information

Municipality: The Borough of Sayreville

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Bernard Bailey

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 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 materials 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.

The Borough of Sayreville is in compliance with the requirements for the storage of de-icing materials as set forth by the General Permit. Currently, the Borough is contract for shared-services with a salt-dome facility that is owned by Middlesex County and located on Jerness Mill Road.

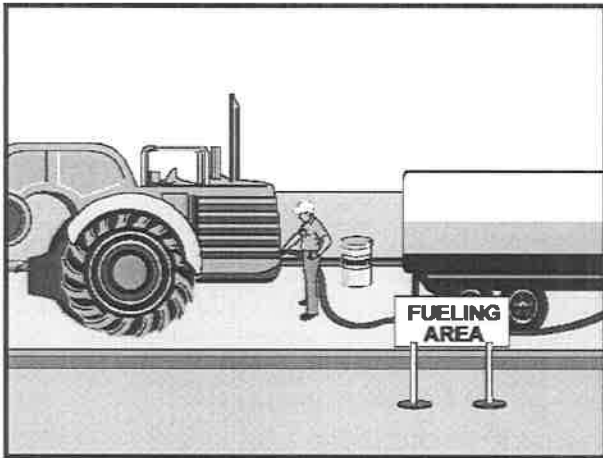
SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: Borough of Sayreville		County: Middlesex
	NJPDES: NJG0150649		PI ID #: NJ0141852
	Team Member/Title: Bernard Bailey		
	Effective Date of Permit Authorization (EDPA): April 1, 2004		
	Date of Completion: April 1, 2005		Date of most recent update:
	BMP	Date SOP went into effect	Describe your inspection schedule
	Fueling Operations (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>We have compiled a list of all fueling locations within our municipal maintenance yards, which will be inspected once a month.</i> <i>We will also perform visual inspections before discharging stormwater that has accumulated in the secondary containment area of the aboveground fuel storage tank in the maintenance yard.</i>
	Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>Monthly inspections will be held to ensure that the SOP is being met.</i>
	Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</i> <i>Attached is an inventory list per Attachment D of the General Permit</i>

Borough of Sayreville

Standard Operating Procedures

Vehicle and Equipment Fueling



Sayreville Borough 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.

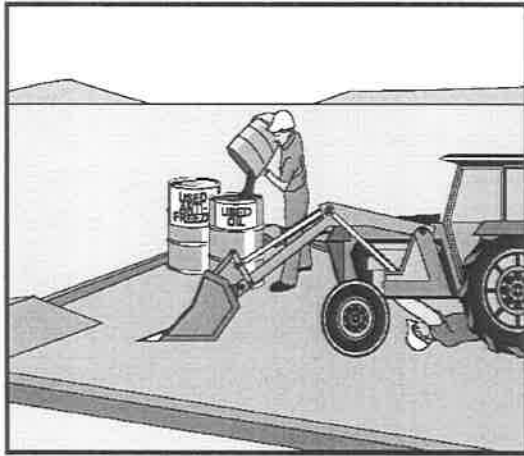
Scope These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.

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 Sayreville Fire Department to report large spills.
- 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.
 - The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the INSERT YARD NAME maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged.

Borough of Sayreville Standard Operating Procedure Vehicle Maintenance



Borough of Sayreville 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 the Borough of Sayreville. The purpose of this SOP is to provide a set of guidelines for the Sayreville 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 Borough of Sayreville.
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 Sayreville Fire Department to report large spills.

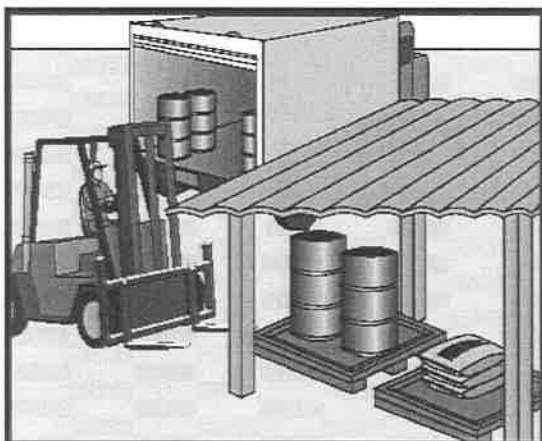
Maintenance
and Inspection

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

Borough of Sayreville

Standard Operating Procedure

Good Housekeeping



Sayreville Borough 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 Sayreville. The purpose of this SOP is to provide a set of guidelines for the employees of the Borough of Sayreville 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 the Borough of Sayreville.

- 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 Sayreville Fire Department to report large spills.
- 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
Information

Municipality: The Borough of Sayreville

County: Middlesex

NJPDES#: NJ0141852 PIID#: 50577

Team Member / Title: Bernard Bailey

Effective Date of Permit Authorization (EDPA): April 1, 2004

Date of completion: April 1, 2005 Date of most recent update:

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

All pertinent employees of the Borough of Sayreville who are involved in the implementation of the General Permit will be trained in all necessary areas of the NJDEP General Permit. This training will include all topics as listed in *Section F:9 Statewide Basic Requirements* of the General Permit, will be incorporated into the existing training program. A schedule and list of potential attendees will be provided.

As required by the guidelines set forth by the General Permit, the Borough is in process of developing a training program. Once this program is developed, this plan will be updated to show the same.