

**CITY OF EGG HARBOR**

**STORMWATER POLLUTION PREVENTION PLAN**

Original - March 2005

Revised – March 2012 by Egg Harbor City Finance Office  
**Revised – April 2017 by Egg Harbor City Finance Office**

Prepared By:

Remington & Vernick Engineers, Inc.  
232 Kings Highway East  
Haddonfield, NJ 08033

## SPPP Form 2 - Public Notice

NJPDES # NJG  
Team Member/Title: Lillian DeBon, Clerk

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

Date of Completion: January, 2005 Date of most recent update: N/A

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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 ("Law," N.J. S.A. 10:4-6 et. seq.), Egg Harbor City provides public notice in a manner that complies with the requirements of That Act. Also, in regard to the passage of ordinances, Egg Harbor City provides public notice in a manner that complies with the requirements of NJSA 40:49-1 et. seq. In addition, municipal actions (e.g., adoption of the municipal stormwater management plan) subject to public notice requirements in the IC/Municipal Land Use Law (N.J., S.M. 40:55D-1 et seq.), the City complies with those requirements.*

# SPPP Form 3 -- New Development and Redevelopment Program

Municipality: City of Egg Harbor County: Atlantic

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

Date of Completion: January, 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 development and redevelopment projects throughout Egg Harbor City, (including projects we operate), we will do the following.'*

*We are already 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, NJAC 7:8, referenced in those standards) are in compliance with those standards. Our land use board ensures such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.*

*Once the ordinances become in effect (within 12 months of plan adoption), we will ensure adequate long-term operation and maintenance of BMP's for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standards for such inlets.*

*SPPP Form 3 (continued)*  
*New Development and Redevelopment Program*

*Prior to the April 1, 2005 filing deadline, our planning board and municipal attorney will review the Sample Municipal Storm water Management Plan and Model Storm water Control Ordinance in the NJ Storm water BMP Manual. The Planning Board will adopt the final plan for incorporation with the master plan, and then filed with the County. Per planning board review and recommendations, we will draft a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model, which will be adopted by Council.*

*Once approved, the ordinance, which will be administered by our planning and zoning boards and code enforcement officer, will control stormwater from all development and redevelopment projects*

*For any BMP that is installed with the requirements of our post-construction program, Egg Harbor City 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 City intends to do this by adoption and enforcement of provisions in the municipal control ordinances to provide necessary operations and maintenance, which will be incorporated into future planning board approvals, and memorialized by resolutions.*

*Egg Harbor City 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. Egg Harbor City expects that for most projects, 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 NJDEP bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across in dimension.*

Egg Harbor City Planning Board adopted the Stormwater Pollution Prevention Plan on 3-15-05 and revised the plan on 8-21-07.

Egg Harbor City Council adopted the Stormwater Control Ordinance #23-06 on 3-22-07.

# SPPP Form 4- Local Public Education Program

Municipality: Egg Harbor City,

Atlantic County *Atlantic* KIJPDES # :

PI ID #:

Team Member/Title: *Thomas Henshaw, Administrator*

Effective Date of Permit Authorization (EDPA):2004

Date of Completion: *January, 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 our annual distribution, we will mail the DEP brochure or a letter from the Mayor to our residents and businesses. The brochure will be distributed with our annual notice of taxes. Extra copies will be available at our municipal building.*

*Information is always available on our City bulletin board, City website, and on local cable channel 97.*

*An annual local event will be held each year at a time to be determined. We will make the DEP brochure and other educational materials available at our table at each annual event.*



# SPPP Form 5 - Storm Drain Inlet Labeling

Municipality  
Information

1— Municipality: City of Egg harbor, Atlantic\_County

NJPDES ID #: \_\_\_\_

Team Member/Title: *Jerry Gleason, Department Head, Public Works*

Effective Date of Permit Authorization (FDPA): 2004

Date of Completion: *January, 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 our storm drain inlet labeling program, the City will provide services to label inlets in accordance with the requirements and timetables within the Tier 2 permit.*

*We will label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the City of Egg Harbor.*

*We will use an appropriate method of labelling inlets that will read NO DUMPING - DRAINS TO WATERWAY" with a picture of a fish next to it.*

## SPPP Form 6 — IVIS 4 Outfall Pipe Mapping

Municipality: City of Egg Harbor County, Atlantic

NJPDES # : \_\_\_ PI ID #: \_\_\_

Team Member/Title: Jerry Gleason, Department Head, Public Works

Effective Date of Permit Authorization (EDPA): 1/1/2004

Date of Completion: January 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.)?

*Egg Harbor City will procure services to map out the location of the outfall pipes operated by the City. They identify, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe than is located.*

*The City intends to map all of its out falls by or before April, 2007 on lax mapping per M84 minimum standards. At the City's discretion (optional, outfalls may be located using GPS.*

*Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. All waterbodies receiving out/all pipe discharges will also be identified.*

# SPPP Form 7 - Illicit Connection Elimination Program

1

Municipality: *Egg Harbor City, Atlantic County*

NJPDES #            ID ft: \_\_\_\_

Team Member/Title: *Jerry Gleason, Department Head Public Works*

Effective Date of Permit Authorization (EDPA): *0/2oN1*

Date of Completion: *January 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 City will procure services to conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within Egg Harbor City), we will cite the responsible party for being in violation of the Illicit Connection Ordinance, and we will have the collection eliminated immediately. 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, Egg Harbor City will report the illicit connection to the Department.*

# SPPP For

# 8 - Illicit Connection Records

Municipality: *Egg Harbor City, Atlantic County*

NJPDES #: \_\_\_\_\_

PI ID #: \_\_\_\_\_

Team Member/Title: *Jerry Gleason, Department Head Public Works*

Effective Date of Permit Authorization (EDPA): 2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_\_

Prior to May 2, 2006

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

Total \_\_\_\_\_ number of inspections performed this year?

Number of outfalls found to have a dry weather flow? \_\_\_\_\_

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How many illicit connections were eliminated? \_\_\_\_\_

Of the illicit connections found, how many remain? \_\_\_\_\_

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May 2, 2006 — May 1, 2007

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

Total \_\_\_\_\_ number of inspections performed this year?

Number \_\_\_\_\_ of outfalls found to have a dry weather flow?

Number \_\_\_\_\_ of outfalls found to have an illicit connection?

How \_\_\_\_\_ many illicit connections were eliminated?

Of the illicit connections found, how many remain? \_\_\_\_\_

May 2, 2007 — May 1, 2008

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

Total \_\_\_\_\_ number of inspections performed this year?

Number \_\_\_\_\_ of outfalls found to have a dry weather flow?

Number \_\_\_\_\_ of outfalls found to have an illicit connection?

How \_\_\_\_\_ many illicit connections were eliminated?

Of the illicit connections found, how many remain? \_\_\_\_\_

May 2, 2008 — May 1, 2009

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

Total \_\_\_\_\_ number of inspections performed this year?

Number \_\_\_\_\_ of outfalls found to have a dry weather flow?

Number of outfalls found to have an illicit connection? \_\_\_\_\_

How \_\_\_\_\_ many illicit connections were eliminated?

Of the illicit connections found, how many remain? \_\_\_\_

# SPPP Form 9 — Yard Waste Ordinance/Collection Program

Municipality: Egg harbor City, Atlantic County

NJPDES # : PI ID #:

Team Member/Title: Solicitor

Effective Date of Permit Authorization (EDPA):2004

Date of Completion: January, 2005 Date of most recent update: \_\_\_\_

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

*There is an .14184 requirement, beginning October, 2005, to either pass an ordinance prohibiting (deliberately) placing non-containerized leaves or yard waste on street OR collect monthly October, November, December and once in the Spring.*

*The City will meet the monthly fall (October-December) collection standard, once mid-spring, or seek reduced frequency standard (reportedly) being considered by NIDEP.*

*Egg Harbor City 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 Ow, 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.*

*Updated yard waste, kraft bag, and pet waste ordinances in 2014.*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: City of Egg Harbor County Atlantic

NJPDES #1 PI ID #:

Team Member/Title: Solicitor

Effective Date of Permit Authorization (EDPA): 2004

Date of Completion: February 2005

Date of most recent update: \_\_\_\_\_

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

Are information sheets regarding pet waste distributed with pet licenses? Y

1. Pet Waste Ordinance: Yes
2. Date adopted: 12/04/2014
3. Litter Ordinance/State Litter Statute: Litter Ordinance
4. Date adopted: 06/23/1988
5. Improper Disposal of Waste Ordinance: Yes
6. Date adopted: 05/12/2005
7. Wildlife Feeding Ordinance: Yes
8. Date adopted: 05/12/2005
9. Containerized Yard Waste Ordinance / Yard Waste Collection Program Ordinance:  
Yard Waste Collection  
Date adopted: 12/04/2014
10. Illicit Connection Ordinance: Yes
11. Date adopted: 04/06/2005
12. Refuse Container/Dumpster Ordinance: Yes
13. Date adopted: 10/13/2011
14. Private Storm Drain Inlet Retrofitting Ordinance: Yes
15. Date adopted: 10/13/2011

How will these ordinances be enforced?

*Zoning Board, Engineering Department, code enforcement 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.*

Storm Drain Retrofitting

NJPDES #: PI ID #:

Team Member/Title: Jerry Gleason, Director Public Works

Effective Date of Permit Authorization (EDPA): 2004.

Date of Completion: January, 2005 Date of most recent update:

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

*For most projects, Egg Harbor City will use the NJDOT bicycle grate style and (if needed) a curb opening with a clear space no bigger than two (2) inches across the smallest dimension.*

Projected Start Date of	# of	# of storm	completion	storm	drains w/
Repaving, repairing, reconstruction or alteration project name	start date	date		drain inlets	hydraulic exemptions

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

*Egg Harbor City does not operate any alternative devices within the municipality at this time. We do not plan installing any such devices for repaving, repairing, reconstruction or alteration projects. We also do not plan on requesting historic place exemptions.*

# SPPP Form 12 — Street Sweeping and Road Erosion Control

Municipality  
Information

Municipality: City of Egg Harbor County: Atlantic

NJPDES #:      PI ID #: \_\_\_\_

Team Member/Title: Jerry Gleason, Director Public Works

Effective Date of Permit Authorization (FDPA):2004

Date of Completion:., 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, it of miles swept and the total amount of materials collected.)*

*Egg Harbor City will meet the street sweeping requirements of the Tier A regulations.*

# **SPPP Form 13 Stormwater Facility Maintenance**

Municipality: city of Egg Harbor County:

Atlantic NJPDES # : *PI ID #:*

.Team Member: Jerry Gleason, Director Public Works

Effective Date of Permit Authorization (EDPA):2004

Date of Completion: *January, 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.

*Beginning 2005, Egg Harbor City will implement an annual catch basin cleaning program to maintain catch basin fraction and efficiency. All catch basins will be inspected once each year and maintained, by DPW personnel. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected at least yearly, even if they were found to be "clean" the previous year.*

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 to ensure their proper function and operation.)

*The City will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the City function properly. Egg Harbor City operates the following:*

*-catch*

*basins*

*-storm*

*drains*

*swales*

*These stormwater facilities will be inspected annually using DPW personnel to insure 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.*

*At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in dis-repair. The annual catch basin cleaning program will begin in April, 2005.*

# SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality: City of Egg Harbor County: Atlantic

NJPDES # : \_\_ *PIID* #:

Team Member/Title: ferry Gleason, Director Public Works Effective Date of

Permit Authorization (EDPA):4/1/20(,)/

Date of Completion: January, 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 out fall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

*Beginning October, 2005, concurrent with illicit connection investigations, outfalls will be inspected for signs of stream erosion and scouring. Sites will be prioritized, and repairs will be scheduled and performed in accordance with County (SCD) and NIDEP standards.*

*We will plow-up each repair with an annual inspection of the site ii) ensure that scouring has not resumed.*

*Once inspections are underway, we will develop 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.*

Municipality  
Information

# SPPP Form 15 -- De-icing Material Storage

Municipality: City of Egg Harbor

County: Atlantic

NJPDES # :      PI ID #:    \_\_

E Team Member/Title: *Jerry Gleason, Director Public Works*

Effective Date of Permit Authorization (EDPA):2004

Date of Completion: *January 2005* Date of most recent update: \_\_\_\_\_

## De-icing Material 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.

*For salt storage between 2005 and April, 2007,, salt must he in enclosed structure with an impermeable floor, or use seasonal tarping of salt piles. All salt storage after April, 2007 must be in a fully-enclosed structure with an impermeable floor. The City will comply with all storage requirements.*

# SPPP Form 67 Standard Operating Procedures

Municipality :City of Egg Harbor County Atlantic

NJPDES #

PI ID#:

Team Member/Title: *Jerry Gleason, Director Public Works*

Effective Date of Permit Authorization (EDPA):

Date of Completion: *January, 2005* Date of most recent update: \_\_\_\_\_

BMP	Date SOP went into effect	Describe your inspection <b>schedule</b>
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>April 2005 -</i>	<i>Will be inspected monthly to ensure SOP are being met.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>April, 2005</i>	<i>Monthly inventory be held to ensure that the SOP is being</i>
Good Housekeeping Practices (including the required D of the permit)  <b>Attach inventory list</b>	<i>April, 2005</i>	<i>Monthly inspections of the DPW yards and ancillary operations will be held.</i>  practices listed in Attachment  <b>required by Attachment D of the permit.</b>

SAMPLE MAINTENANCE FORMS

**City of Egg Harbor**  
**Standard Operating Procedure Good**  
**Housekeeping**

**City of Egg Harbor**  
**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 the City of Egg Harbor. The purpose of this SOP is to provide a set of guidelines for the employees of Egg Harbor City 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 City of Egg Harbor.

**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 placing papers, cans, bottles and trash in designated bins.

### **Standards and Specifications (Salt and Deicing 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 15<sup>th</sup> through April 30<sup>th</sup>.

### **Spill Response and Reporting**

- Conduct cleanup of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the City Director of Public Works at (609) 965-0081.

### **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.

# CITY OF EGG HARBOR

## Standard Operating Procedures Vehicle and Equipment Fueling

City of Egg Harbor  
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 overflow.
- 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 Egg Harbor DPW at 609-965-4719.

### **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.

CITY EGG HARBOR  
Sample Street Sweeping Log  
(Draft)

Prepared By Date \_\_\_\_\_

Pylon (date) Area/R road(s) swept                      Miles swept. Materials Collected (CY)

April

May

June

July

August

September

October

November

December

January

February

March

# City of Egg 1-Harbor

## Standard Operating Procedure Vehicle

### Maintenance

City of Egg Harbor Public  
Works Facility 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 the City Garage. The purpose of this SOP is to provide a set of guidelines for the City of Egg Harbor vehicle maintenance yard. **Scope** This

SOP applies to all maintenance yards within the City of Egg Harbor. **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 roofin<sup>g</sup>.-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 City of Egg Harbor Director of Public Works.

**Maintenance  
and Inspection**

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

ANNUAL CERTIFICATION FORMS -TO BE SUBMITTED BY May XX, XXXX

## Chapter 15 - important Names, Addresses and Contacts

Listed below are names, addresses and contacts that may be helpful to the Tier: A Municipality when preparing and implementing its Stormwater Program.

### NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION CONTACT INFORMATION

Bureau of Nonpoint Pollution Control  
Division of Water Quality  
PC) Box 029  
Trenton, New Jersey 08625-0029  
Tele: (609) 633-7021

Home of the Municipal Stormwater Regulation Program (MSRP), which implements the Phase II Rules, issues permit authorizations under the MSRP, and provides outreach and compliance assistance. Also issues NJPDRS permits for industrial stormwater discharges and discharges to ground water.

Division of Watershed Management PO  
Box 418  
Trenton, New Jersey 08625-0418  
(609) 984-0058

For assistance with the Stormwater Management rules:

- Bureau of Northern Planning  
Ken Klipstein, Bureau Chief  
(609) 633-3812
- Bureau of Southern Planning  
Steve Jacobus or Bob Mancini  
(609) 984-6888

For assistance with technical questions regarding the Stormwater Management rules:

- Sandra Buick, Supervising Environmental Specialist  
(609) 633-1441

For assistance with education and outreach:

Bureau of Outreach and Education  
Kerry Kirk-Pflugh, Section Chief  
(609) 292-2113

For other sites related to watershed management (e.g., watershed associations) see:

<http://www.state.nj.us/dep/watershedrestoration/info.html>

Annual Report and Certification – completed through the MY New Jersey Portal  
– DEP Online Services