

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: James A. Mott, PE, PP, PLS

Title: Township Engineer

Date: 5/2009

Municipality: Egg Harbor Township

County: Atlantic

NJPDES #: NJG0154342

PI ID #: 190631

Stormwater Program Coordinator: Peter Miller

Title: Township Administrator

Office Phone #: 609-926-4027

Emergency Phone #: _____

Public Notice Coordinator: James A. Mott, PE, PP, PLS

Title: Township Engineer

Office Phone #: 609-569-1551

Emergency Phone #: _____

Post-Construction Stormwater Management Coordinator: Al Simerson

Title: Director of Public Works

Office Phone #: 609-926-4525

Emergency Phone #: _____

Local Public Education Coordinator: James A. Mott, PE, PP, PLS

Title: Township Engineer

Office Phone #: 609-569-1551

Emergency Phone #: _____

Ordinance Coordinator: James A. Mott, PE, PP, PLS

Title: Township Engineer

Office Phone #: 609-569-1551

Emergency Phone #: _____

Public Works Coordinator: Al Simerson

Title: Director of Public Works

Office Phone #: 609-926-4525

Emergency Phone #: _____

Employee Training Coordinator: Al Simerson

Title: Director of Public Works

Office Phone #: 609-926-4525

Emergency Phone #: _____

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Egg Harbor Township

County: Atlantic

NJPDES # : NJGNJG0154342

PI ID #: 190631

Team Member/Title: James A. Mott, PE, PP, PLS

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/2/2006

Date of most recent update: 5/18/2009

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.

Egg Harbor Township provides public notice in compliance with the requirements of the Open Public Meeting Act (NJSA 10:4-6 et seq.). In regards to the passage of ordinances, Egg Harbor Township provides public notice in compliance with NJSA 40:49-1 et seq. For municipal actions subject to public notice, Egg Harbor Township complies with NJSA 40:55D-1 et seq.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Egg Harbor Township County: Atlantic
 NJPDES # : NJG0154342 PI ID #: 190631
 Team Member/Title: James A. Mott, PE, PP, PLS
 Effective Date of Permit Authorization (EDPA): 4/1/2004
 Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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.

All major developments shall submit an 'Inspection, Maintenance & Repair Plan' in accordance with the New Jersey BMP manual. The applicants are required to provide a maintenance guarantee to ensure that all storm water management measures will be maintained. Additionally, after the storm water facilities are installed, an as-built certification is required.

We have implemented these requirements into all new developments in the planning/permitting stages and continuing these standards into the construction stage. Each residential development will be in accordance with Residential Site Improvement Standards. All new storm inlets are properly labeled and in conformance with state regulations on all new development.

The Township is in the process of reviewing and implementing the private stormdrain inlet retrofitting and refuse container/dumster ordinance as required by the permit.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Egg Harbor Township County Atlantic

NJPDES # : NJG0154342 PI ID #: 190631

Team Member/Title: James A. Mott, PE, PP, PLS

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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.

DEP brochure and fact sheets shall be available at the Egg Harbor Township (EHT) municipal building and the EHT arboretum for public distribution. DEP brochures shall also be distributed at the EHT Environmental Commission's annual Earth Day Event at the Township Arboretum.

EHT maintains a stormwater related page on the municipal website and includes a link to www.cleanwaternj.org

EHT presents a stormwater related display and materials Earth Day and maintains a display at the municipal building

EHT distributes to the EHT schools items with a stormwater related message (the Clean Water Rangers Booklet and coloring books) and purchases a minimum number of the item equal to at least 10% of the municipal population.

EHT organizes poster contests with the local school district. Poster themes have appropriate storm water message and are displayed at buildings within the municipality such as at the town hall, library, and school.

EHT distributes a recycling schedule to every resident and business in the municipality.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Egg Harbor Township County Atlantic

NJPDES # : NJG0154342 PI ID #: 190631

Team Member/Title: James A. Mott, PE, PP, PLS

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/25/06 Date of most recent update: 5/18/09

Storm Drain Inlet Labeling

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

The Township Engineers office requires all new stormwater inlets to have environmental labels prestamped in the hood casting. All existing stormwater inlets have been labeled.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Egg Harbor Township County Atlantic

NJPDES # : NJG0154342 PI ID #: 190631

Team Member/Title: Al Simerson

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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.)?

All outfalls have been mapped on the Township's tax maps by public works. The Township's public works department is in the process of converting all this information into GIS/GPS technology.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Egg Harbor Township County Atlantic

NJPDES # : NJG0154342 PI ID #: 190631

Team Member/Title: Al Simerson

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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.

Physical inspection of all out outfall pipes will take place during routine inspections. We will use the DEP Illicit Connection Inspection Report Form to conduct these inspections.

SPPP Form 8 – Illicit Connection Records

Municipality Information	Municipality: <u>Egg Harbor Township</u> County <u>Atlantic</u> NJPDES # : <u>NJG0154342</u> PI ID #: <u>190631</u> Team Member/Title: <u>Al Simerson</u> Effective Date of Permit Authorization (EDPA): <u>4/1/2004</u> Date of Completion: <u>5/25/06</u> Date of most recent update: <u>5/18/09</u>
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? <u>0</u>	
Number of outfalls found to have a dry weather flow? <u>0</u>	
Number of outfalls found to have an illicit connection? <u>0</u>	
How many illicit connections were eliminated? <u>0</u>	
Of the illicit connections found, how many remain? <u>0</u>	
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? <u>0</u>	
Number of outfalls found to have a dry weather flow? <u>0</u>	
Number of outfalls found to have an illicit connection? <u>0</u>	
How many illicit connections were eliminated? <u>0</u>	
Of the illicit connections found, how many remain? <u>0</u>	
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? <u>6</u>	
Number of outfalls found to have a dry weather flow? <u>0</u>	
Number of outfalls found to have an illicit connection? <u>0</u>	
How many illicit connections were eliminated? <u>0</u>	
Of the illicit connections found, how many remain? <u>0</u>	
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? <u>13</u>	
Number of outfalls found to have a dry weather flow? <u>0</u>	
Number of outfalls found to have an illicit connection? <u>0</u>	
How many illicit connections were eliminated? <u>0</u>	
Of the illicit connections found, how many remain? <u>0</u>	

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: Egg Harbor Township County Atlantic

NJPDES # : NJG0154342 PI ID #: 190631

Team Member/Title: Al Simerson

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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.

Yard Waste is picked up curbside on a weekly basis using biodegradable paper bags.

Biannually, leaves are collected curbside using vacuuming equipment.

Notification is made via mailers, newspaper ads, local access television & neighborhood postings.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Egg Harbot Township County Atlantic County
NJPDES # : NJG0154342 PI ID #: 190631
Team Member/Title: James A. Mott, PE, PP, PLS
Effective Date of Permit Authorization (EDPA): 4/1/2004
Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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

Pet Waste 10/11/2006

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

Litter 9/9/1992

Improper Waste Disposal 10/11/2006

Wildlife Feeding 10/11/2006

Yard Waste 4/28/2004

Illicit Connections 10/11/2006

How will these ordinances be enforced?

Individual notification warnings, signs, and emails.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Egg Harbor Township County Atlantic
 NJPDES # : NJG0154342 PI ID #: 190631
 Team Member/Title: James A. Mott, PE, PP, PLS
 Effective Date of Permit Authorization (EDPA): 4/1/2004
 Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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

Type N

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
<i>Delaware Rd Reconstruction</i>	<i>July 2005</i>	<i>July 2005</i>	<i>September 2005</i>	<i>2</i>	
<i>Fernwood Ave Reconstruction</i>	<i>August 2005</i>	<i>July 2005</i>	<i>August 2005</i>	<i>4</i>	
<i>Leap Street Reconstruction</i>	<i>August 2005</i>	<i>July 2005</i>	<i>June 2006</i>	<i>12</i>	
<i>Laurel Street Reconstruction</i>	<i>September 2006</i>	<i>August 2006</i>	<i>November 2006</i>	<i>5</i>	
<i>Sycamore Ave Reconstruction</i>	<i>September 2006</i>	<i>August 2006</i>	<i>November 2006</i>	<i>1</i>	

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

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Egg Harbor Township County Atlantic
 NJPDES # : NJG0154342 PI ID #: 190631
 Team Member/Title: Jam es A. Mott, PE, PP, PLS
 Effective Date of Permit Authorization (EDPA): 4/1/2004
 Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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

Type N

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
<i>West Atlantic City Drainage Improvement</i>	<i>December 2007</i>	<i>Dec. 2007</i>	<i>July 2008</i>	<i>26</i>	
<i>Tremont Avenue Phase 1</i>	<i>April 2007</i>	<i>April 2007</i>	<i>July 2008</i>	<i>9</i>	
<i>Tremont Avenue Phase 2</i>	<i>September 2008</i>	<i>Sept. 2008</i>	<i>February 2009</i>	<i>10</i>	
<i>2007 Road Program</i>	<i>August 2007</i>	<i>Aug. 2007</i>	<i>February 2008</i>	<i>20</i>	
<i>Highschool Drive</i>	<i>January 2009</i>	<i>Jan. 2009</i>	<i>Present</i>	<i>8</i>	

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

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: Egg Harbor Township County: Atlantic

NJPDES # : NJG0154342 PI ID #: 190631

Team Member/Title: Al Simerson

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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.)

All streets are swept a minimum of two times per year. Some streets are swept more frequently as required. Street sweeping is conducted by public works from March to October. No street sweeping is performed in November to February because it is too cold for the dust control on the street sweeper. Please refer to the attached Street Sweeping Log.

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 terrain is relatively flat in Egg Harbor Township. Shoulder repair is done on a minimal "as needed" basis. Some erosion happens in West Atlantic City during heavy storm conditions. In the event of erosion, the area is replenished with rip rap fill material.

Illicit Connection Elimination and MS4 Outfall Pipe Mapping

Outfall Pipe Mapping

Number of sectors with MS4 outfall pipes mapped to date:

Date first sector completed: Date second sector completed:

Number of outfalls mapped to date:

Illicit Connection Elimination Program

Have you developed an Illicit Connection Elimination program?

Number of outfalls physically inspected between January 1, 2008 – December 31, 2008?

Number of outfalls found to have a dry weather flow during that period:

(For any outfalls found to have dry weather flows, a copy of the inspection report shall be submitted with this Annual Report and Certification.)

Number of outfalls found to have an illicit connection during that period:

Number of illicit connections eliminated during that period:

Street Sweeping Program

Have you developed a Street Sweeping Program?

Were all required streets swept?

What was the total number of miles swept? miles

If street sweeping was not completed for any of these following months, please explain:

Please list the total amount of materials collected for each month since May 2nd of previous year:

Month	Amount (tons/cubic yards)	Month	Amount (tons/cubic yards)	Month	Amount (tons/cubic yards)
January	0	May	50	September	55
February	0	June	40	October	30
March	17	July	28	November	0
April	0	August	34	December	0

Units: Total:

Storm Drain Inlet Retrofitting

Were all storm drain inlets in direct contact with repaving, repairing, reconstruction or alterations retrofitted or replaced to meet the standard?

How many storm drain inlets were retrofitted?

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Egg Harbor Township County: Atlantic

NJPDES # : NJG0154342 PI ID #: 190631

Team Member/Title: Al Simerson

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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

All catch basins are checked and cleaned annually. Some collectors are done as many as four times per year, as required. The Township has completed mapping all the inlets within the Township on the tax maps. All outfalls have been mapped on the Township tax maps. The Township is in the process of converting all this information into GIS/GPS technology.

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.)

Retention basins are mowed and maintained as required. Pipes and connectors are inspected and jetted as required. All facilities are inspected and serviced as needed. Please refer to the attached Stormwater Sewer Maintenance Reports for catch basin cleaning and pipe jetting.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Egg Harbor Township County: Atlantic

NJPDES #: NJG0154342 PI ID #: 190631

Team Member/Title: Al Simerson

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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.)

Since Egg Harbor Township has relatively flat terrain and no rapidly flowing streams, we have not observed any discernible scouring around any of the existing outfall pipe. The Township will implement any outfall pipe stream scouring detection, remediation, and maintenance program if necessary.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Egg Harbor Township County Atlantic

NJPDES # : NJG0154342 PI ID #: 190631

Team Member/Title: Al Simerson

Effective Date of Permit Authorization (EDPA): 4/1/2004

Date of Completion: 5/25/06 Date of most recent update: 5/18/09

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.

The de-icing material is stored in a 50' by 50' barn with solid sides and a roof. Sweeping and cleaning are conducted as needed when the materials are being loaded and transported.

SPPP Form 16 – Standard Operating Procedures

Municipality Information	Municipality: <u>Egg Harbor Township</u> County: <u>Atlantic</u>
	NJPDES #: <u>NJG0154342</u> PI ID #: <u>190631</u>
	Team Member/Title: <u>Al Simerson</u>
	Effective Date of Permit Authorization (EDPA): <u>4/1/2004</u>
	Date of Completion: <u>5/25/06</u> Date of most recent update: <u>5/18/09</u>

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	June 1992	Above ground tanks are inspected each time the vendor makes a delivery. The containment reservoir is emptied as needed after inspecting for contamination.
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	June 1992	All repairs are done within the confines of the vehicle maintenance building.
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	June 1992	De-icing materials are kept within the containment building at all times. Sweeping and cleaning are conducted as needed when the materials are being loaded.

Egg Harbor Township

Standard Operating Procedures

Vehicle and Equipment Fueling

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 a 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.

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 Elm Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging storm water through that valve, to ensure that fuel in that tank has not come into contact with the storm water to be discharged.

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 storm water 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.

Egg Harbor Township

Standard Operating Procedures

Vehicle Maintenance

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 Egg Harbor Township. The purpose of this SOP is to provide a set of guidelines for the Egg Harbor Township vehicle maintenance yards including maintenance activities at ancillary operations.

Scope

These SOP applies to all maintenance yards including maintenance activities at ancillary operations within Egg Harbor Township.

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 storm water 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.

Maintenance and Inspection

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

Egg Harbor Township

Standard Operating Procedures

Good Housekeeping

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

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.