

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 May 29, 2009)

Municipality: Borough of Dunellen

NJPDES#: NJG0150649

PIID#: 201968

Stormwater Program Coordinator: Jerry Schaefer

Title: Director of Dept. of Public Works

Office Phone#: 732-968-5455

Emergency Phone#: 732-690-7220

Public Notice Coordinator: William Robins

Title: Borough Administrator

Office Phone#: 732-968-3033

Post-Construction Stormwater Management Coordinator: Jerry Schaefer

Title: Director of Dept. of Public Works

Office Phone#: 732-968-5455

Emergency Phone#: 732-690-7220

Local Public Education Coordinator: William Robins

Title: Borough Administrator

Office Phone#: 732-968-3033

Public Works Coordinator: Jim Bennett

Title: Dept. of Public Works Supervisor

Office Phone#: 732-968-5455

Ordinance Coordinator: Scott Luthman

Title: Ordinance Coordinator

Office Phone#: 732-968-3033

Employee Training Coordinator: Jerry Schaefer

Title: Director of Dept. of Public Works

Office Phone#: 732-968-5455

Emergency Phone#: 732-690-7220

## SPPP Form 2 – Public Notice

Municipality  
Information

Municipality: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: William Robins

Effective Date of Permit Authorization: April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 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.*

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 Dunellen provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Borough of Dunellen provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), Borough of Dunellen complies with those requirements (e.g., adoption of the municipal stormwater management plan).

# SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Jerry Schaefer

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

*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 Borough of Dunellen (including projects we operate) we will do the following:

The Borough of Dunellen is 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.

The Borough will operate and maintain all new or re-development projects on our property in compliance 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 SWC ordinance, is administered by the Borough and controls stormwater from non-residential and residential development projects. Where it is necessary to implement the SWMP, the approved SWC ordinance also controls 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, Borough of Dunellen 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, Borough of Dunellen 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 Dunellen 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 Dunellen 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 (if needed) a curb opening with a clear space no bigger 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: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: William Robins

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

### 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.*

The Borough will conduct educational activities that total a minimum of 10 points annually in accordance with Attachment E of the Borough's Tier A Municipal Stormwater General Permit.

For annual distribution to all residents and businesses within the Borough, Dunellen will mail the educational brochure provided by the NJDEP within the recycling brochure mailing. The educational brochure will also be available at the annual event, *the Borough of Dunellen Street Fair*. A booth will be setup, with either the merchants or the general information section where all necessary information will be made available to the public.

The Borough's unofficial website (<http://www.dunellen.com>) will provide the educational brochure and other supplemental educational information provided by the NJDEP ([http://www.njstormwater.org/tier\\_A/education.htm](http://www.njstormwater.org/tier_A/education.htm)).

## SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Jerry Schaefer, Director of DPW

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

### 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 of Dunellen will use a standardized plastic disc fastened by an adhesive to the inlet casting. The plastic disc will read "NO DUMPING – DRAINS TO WATERWAY."

All storm drain inlets along municipal streets with sidewalks and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by the Borough of Dunellen have been labeled.

To ensure long-term maintenance, inspections of all storm drain inlet labels will be conducted during the Borough's catch basin maintenance program; please see Form 13. Upon the completion of each catch basin inspection/cleaning, the storm drain inlet label will be inspected for wear and repaired, if necessary.

## SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Jerry Schaefer, Public Works Supervisor

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

*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 has located and mapped all known MS4 outfall pipes. An alphanumeric identifier has been assigned to all MS4 outfall pipe locations and all water bodies receiving MS4 outfall pipe discharges are also identified on this map.

All MS4 outfall pipes will be inspected six (6) times per year (once every two (2) months). During these inspections, the Borough will also inspect for illicit connection dry weather flows and scouring (see Form 7 and 14, respectively).

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Jerry Schaefer

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

*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 has conducted an initial physical inspection of all of MS4 outfall pipes and inspection for scouring (see Form 14). The Borough utilizes the NJDEP Illicit Connection Inspection Report Form to conduct these inspections and individual inspection forms prepared by the Borough Engineer's Office (see the attached inspection forms). Each of these forms will be kept with this section of the SPPP. The Borough will respond to complaints and reports of illicit connections and continue to investigate dry weather flows discovered during routine inspections and maintenance of the MS4.

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 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 the source of the illicit connection is located and verified (and the connection is within the Borough of Dunellen), we will cite the responsible party for being in violation of the Illicit Connection Ordinance. The Borough will order the responsible party to eliminate the illicit connection within six (6) months of its discovery. If, after the appropriate amount of investigation, the source of the illicit connection cannot be located, the Borough will submit the Closeout Investigation Form with the Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough of Dunellen will report the illicit connection to the Department.

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



# SPPP Form 8 – Illicit Connection Records

<b>Municipality Information</b>	Municipality: <u>Borough of Dunellen</u> County: <u>Middlesex</u> NJPDDES#: <u>NJG0150649</u> PIID#: <u>210968</u> Team Member / Title: <u>Jerry Schaefer</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: <u>May 29, 2009</u>	
<b>Prior to May 2, 2006</b> <i><b>Note:</b> 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>program implementation will begin by October 2005</u>		
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?		
<b>May 2, 2006 – May 1, 2007</b> <i><b>Note:</b> 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?		
<b>May 2, 2007 – May 1, 2008</b> <i><b>Note:</b> 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?		
<b>May 2, 2008 – May 1, 2009</b> <i><b>Note:</b> 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: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Jerry Schaefer

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

*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 has an established yard waste collection system with procedures that comply with the requirements of the Municipal Stormwater General Permit.

Leaves are collected weekly from October through December; then April through May. Leaves must be bagged in biodegradable, paper leaf bags that are provided by the Borough, and then place at curbside for collection. The Borough will not accept any other types of bags. Paper leaf bags are available at the Recycling Center located on Hall Street during normal business hours (8 a.m. – 2 p.m.).

Brush will be collected during the months of March, April, and September. Limbs should be no more than six (6) inches in diameter and should be in bundles no greater than four (4) feet in length. Limbs, logs, and roots can be dropped off at the Recycling Center. Roots must be free of dirt.

Clippings, yard waste, and grass must be brought to the Recycling Center located on Hall Street and must be bagged in paper or plastic bags. Residents are responsible for emptying the bags into the specific dumpsters at the Recycling Center.

The Borough of Dunellen has adopted 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: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Scott Luthman

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

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

**Pet Waste:** Adopted March 4, 1985

**Litter:** Adopted March 1, 1989

**Improper Waste Disposal:** Adopted March 1, 2006

**Wildlife Feeding:** Adopted March 1, 2006

**Yard Waste:** Adopted July 29, 1987

**Illicit Connections:** Adopted March 1, 2006

**Refuse Containers:** Model Ordinance adoption pending.

**Private Storm Drain Inlet Retrofitting:** Model Ordinance adoption pending.

*How will these ordinances be enforced?*

The code enforcement officer and the Borough of Dunellen 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; 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 of Dunellen Police Department.

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

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of Dunellen County: Middlesex  
 NJPDES#: NJG0150649 PIID#: 201968  
 Team Member / Title: Jerry Schaefer, Director of DPW  
 Effective Date of Permit Authorization (EDPA): April 1, 2004  
 Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

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

For both current and upcoming projects, Dunellen Borough 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
(see attached sheets)	----	----	----	----	----

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

Dunellen does not operate any alternative devices within the Borough. 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: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Jerry Schaefer, Director of DPW

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

## 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.)*

The Borough has evaluated all Borough owned and/or operated streets to determine which meet the street sweeping requirements stated within the General Permit. North Avenue is the only street within the Borough that will require street sweeping maintenance on a monthly basis; however, North Avenue falls under the jurisdiction of the NJDOT.

The Borough of Dunellen has an established street sweeping program, in which all Borough streets are swept four (4) times per year. The Borough will log all necessary information and will maintain current records of the same in this section of the SPPP. See the attached street sweeping log forms prepared by CME Associates.

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Jerry Schaefer, Director of DPW

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

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

The Borough of Dunellen has an established catch basin cleaning program. Catch Basin inspection/cleaning is divided into two zones within the Borough. Beginning in early spring and again in the fall, inlets are visually inspected for proper function and structural condition. If problems are observed, corrective actions are performed such as cleaning and structural repairs. Stencils and labels 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.)*

At this time, the Borough of Dunellen does not own or operate any stormwater management facilities.

## SPPP Form 14 – Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649

PIID#: 201968

Team Member / Title: Jerry Schaefer, Director of DPW

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

*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.)*

The Borough has inspected all MS4 outfall pipes for scouring and has logged all MS4 outfall pipes exhibiting scouring.

All MS4 outfall pipes will be inspected annually for scouring and illicit connections. Necessary repairs are placed on a prioritized list. 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 and method of repairs. The Director of the Department of Public Works 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: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Jerry Schaefer, Director of DPW

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

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

## 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 Dunellen is in compliance with the requirements concerning the storage of de-icing materials as set forth in the General Permit. The existing de-icing storage structure is approximately twenty-six (26) feet by twenty-six (26) feet. The structure is on an impermeable slab and can house approximately fifty (50) tons of salt.



# SPPP Form 16 – Standard Operating Procedures

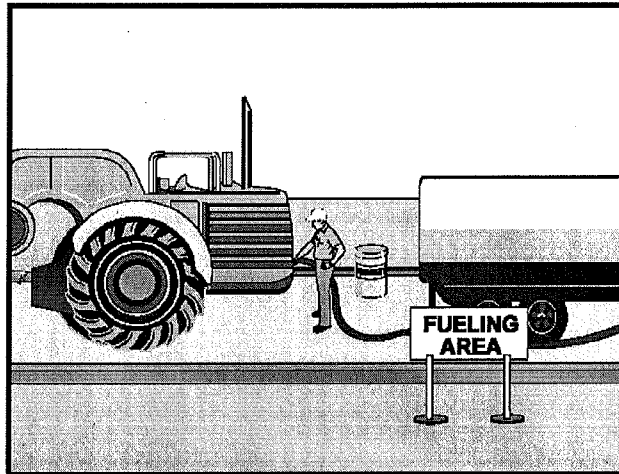
<b>Municipality Information</b>	Municipality: <u>Borough of Dunellen</u> County: <u>Middlesex</u> NJPDES#: <u>NJG0150649</u> PIID#: <u>NJ0141852</u> Team Member / Title: <u>Jerry Schaefer, Director of DPW</u> Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u> Date of completion: <u>April 1, 2005</u> Date of most recent update: <u>May 29, 2009</u>	
<b>BMP</b>	<b>Date SOP went into effect.</b>	<b>Describe your inspection schedule</b>
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)	April 1, 2005	<i>Fueling operations are carried out in conjunction with Middlesex Borough. All operations are carried out within Middlesex Borough DPW Yard.</i>
<b>Vehicle Maintenance</b> (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>
<b>Good Housekeeping Practices</b> (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>
<b>Equipment and Vehicle Washing</b>	February 28, 2009	<i>As of February 28, 2009, all equipment and vehicle washing shall be performed in the Borough of Middlesex utilizing their existing wash rack</i>

# **Borough of Dunellen**

## **Standard Operating Procedures**

### **Vehicle and Equipment Fueling**

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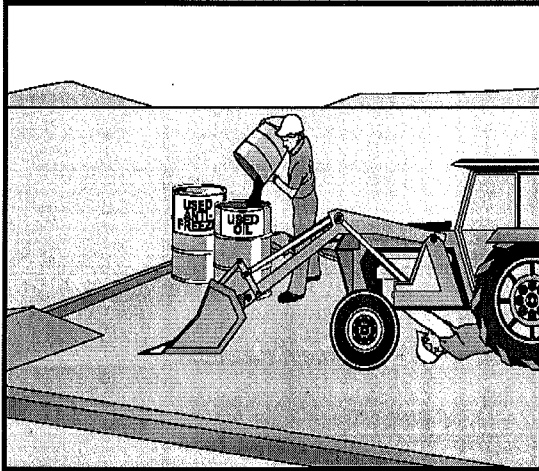
**Introduction and Purpose** Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

**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<br>(for bulk fueling) | <ul style="list-style-type: none"> <li>• Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.</li> <li>• 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.</li> <li>• Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.</li> <li>• A trained employee must always be present to supervise during bulk transfer.</li> </ul> |
| Spill Response                                     | <ul style="list-style-type: none"> <li>• Conduct cleanups of any fuel spills immediately after discovery.</li> <li>• 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.</li> <li>• Collected waste is to be disposed of properly.</li> <li>• Contact the Dunellen Borough Fire Department to report any spills.</li> </ul>   |
| Maintenance and Inspection                         | <ul style="list-style-type: none"> <li>• Fueling areas and storage tanks shall be inspected monthly.</li> <li>• Keep an ample supply of spill cleanup material on the site.</li> <li>• Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.</li> <li>• The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the DPW 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.</li> </ul>                               |

# **Borough of Dunellen Standard Operating Procedure Vehicle Maintenance**



## **Borough of Dunellen 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 Dunellen. The purpose of this SOP is to provide a set of guidelines for the Dunellen 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 Dunellen.

**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 Dunellen Borough Fire Department to report any spills.

#### Maintenance and Inspection

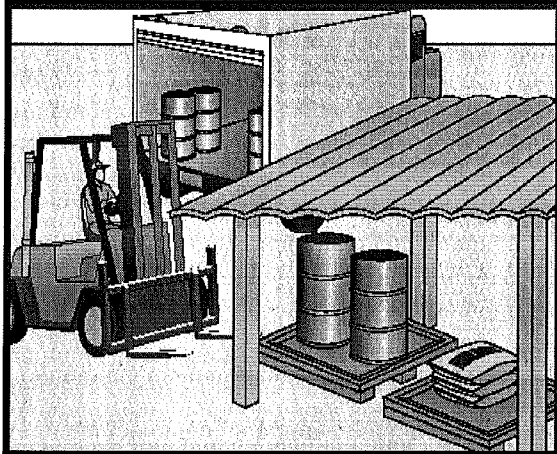
- Periodically check for leaks and damaged equipment and make repairs as necessary.

# **Borough of Dunellen**

## **Standard Operating Procedure**

### **Good Housekeeping**

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

#### **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 15<sup>th</sup> through April 30<sup>th</sup>.

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 Dunellen Borough Fire Department to report any 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: Borough of Dunellen

County: Middlesex

NJPDES#: NJG0150649 PIID#: 201968

Team Member / Title: Jerry Schaefer

Effective Date of Permit Authorization: April 1, 2004

Date of completion: April 1, 2005 Date of most recent update: May 29, 2009

*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 Dunellen involved in the implementation of the General Permit will be trained in all necessary areas as required by the General Permit. Training sessions will cover all topics listed in *Section F.9. Statewide Basic Requirements (SBR)* of the General Permit. A schedule and list of potential attendees will be provided upon completion of training.



**Attachment E**  
**Local Public Education Approved Activities and Point Totals**

**A. Tier A Municipalities shall conduct educational activities that total a minimum of 10 points annually. Each approved activity is listed below with an assigned point value.**

1. **School Presentations** - Present educational classes/assemblies to local elementary, middle, and/or high school classes. (1 point per visit / maximum of 5 points per year)
2. **Website** - Maintain a stormwater related page on the municipal website and include a link to [www.cleanwater.nj.org](http://www.cleanwater.nj.org). (1 point)
3. **Stormwater Display** - Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building (2 points)
4. **Giveaway** - Distribute an item with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). Municipality must purchase a minimum number of the item equal to 10% of the municipal population. (2 points)
5. **Citizen Stormwater Advisory Committee** - Establish a subcommittee to the Environmental Commission to identify, coordinate and implement stormwater related programs. (2 points)
6. **Utilize Department Materials** - Use Department created stormwater education materials, which can be found on [www.cleanwater.nj.org](http://www.cleanwater.nj.org) to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outfield sign). (2 points each / maximum of 4 points per year)
7. **Poster Contest** - Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. (2 points)
8. **Stormwater Training for Elected Municipal Officials** - Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. (3 points)
9. **Mural** - Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. (3 points)
10. **Mailing** - Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g, calendar, recycling schedule), to every resident and business in the municipality. (3 points)
11. **Partnership Agreement / Local Event** - Identify and enter into a partnership

agreement with a local group such as a watershed organization, Riverkeeper, school, youth/faith based group and/or other nonprofit to carry out a minimum of two (2) watershed stewardship/education activities (e.g., litter march, stream/beach cleanup). (3 points)

**12. Ordinance Education** – Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website (if applicable) to which residents can go to read these ordinances. (5 points)

\* Posting these ordinances does not constitute the development of a website referenced above.

**DUNELLEN CODE**  
**Article \_\_\_\_**  
**Refuse Containers / Dumpsters**

**§ \_\_ Purpose:**

An ordinance requiring dumpsters and other refuse containers that are outdoors or exposed to stormwater to be covered at all times and prohibits the spilling, dumping, leaking, or otherwise discharge of liquids, semi-liquids or solids from the containers to the municipal separate storm sewer system(s) operated by the Borough of Dunellen and/or the waters of the State so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

**§ \_\_ Definitions:**

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- a. Municipal separate storm sewer system (MS4) – a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by the Borough of Dunellen or other public body, and is designed and used for collecting and conveying stormwater.
- b. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
- c. Refuse container – any waste container that a person controls whether owned, leased, or operated, including dumpsters, trash cans, garbage pails, and plastic trash bags.
- d. Stormwater – means water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.
- e. Waters of the State – means the ocean and its estuaries, all springs, streams and bodies of surface or ground water, whether natural or artificial, within the boundaries of the State of New Jersey or subject to its jurisdiction.

**§ \_\_ Prohibited Conduct:**

Any person who controls, whether owned, leased, or operated, a refuse container or dumpster must ensure that such container or dumpster is covered at all times and shall prevent refuse from spilling out or overflowing.

Any person who owns, leases or otherwise uses a refuse container or dumpster must ensure that such container or dumpster does not leak or otherwise discharge liquids, semi-liquids or solids to the municipal separate storm sewer system(s) operated by the Borough of Dunellen.

**§ \_\_ Exceptions to Prohibition:**

- a. Permitted temporary demolition containers
- b. Litter receptacles (other than dumpsters or other bulk containers)
- c. Individual homeowner trash and recycling containers
- d. Refuse containers at facilities authorized to discharge stormwater under a valid NJPDES permit
- e. Large bulky items (e.g., furniture, bound carpet and padding, white goods placed curbside for pickup)

**§ \_\_ Enforcement:**

This ordinance shall be enforced by the **[Police Department and/or other Municipal Officials]** of the Borough of Dunellen.

**§ \_\_ Penalties:**

Any person(s) who is found to be in violation of the provisions of this ordinance shall be subject to a fine not to exceed **[insert amount]**.

**§ \_\_ Severability:**

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

**§ \_\_ Effective date:**

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

ALL OF WHICH IS ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 200\_, by

**DUNELLEN CODE**  
**Article \_\_\_\_**  
**Private Storm Drain Inlet Retrofitting Ordinance**

**§ \_\_\_\_ Purpose:**

An ordinance requiring the retrofitting of existing storm drain inlets which are in direct contact with repaving, repairing, reconstruction, or resurfacing or alterations of facilities on private property, to prevent the discharge of solids and floatables (such as plastic bottles, cans, food wrappers and other litter) to the municipal separate storm sewer system(s) operated by the Borough of Dunellen so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

**§ \_\_\_\_ Definitions:**

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- a. Municipal separate storm sewer system (MS4)– a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by the Borough of Dunellen or other public body, and is designed and used for collecting and conveying stormwater.
- b. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
- c. Storm drain inlet- an opening in a storm drain used to collect stormwater runoff and includes, but is not limited to, a grate inlet, curb-opening inlet, slotted inlet, and combination inlet.
- d. Waters of the State – means the ocean and its estuaries, all springs, streams and bodies of surface or ground water, whether natural or artificial, within the boundaries of the State of New Jersey or subject to its jurisdiction.

**§ \_\_\_\_ Prohibited Conduct:**

No person in control of private property (except a residential lot with one single family house) shall authorize the repaving, repairing (excluding the repair of individual potholes), resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen), reconstructing or altering any surface that is in direct contact with an existing storm drain inlet on that property unless the storm drain inlet either:

1. Already meets the design standard below to control passage of solid and floatable materials; or
2. Is retrofitted or replaced to meet the standard in § \_\_\_\_ below prior to the completion of the project.

**§ \_\_\_\_ Design Standard:**

Storm drain inlets identified in § \_\_\_\_ above shall comply with the following standard to control passage of solid and floatable materials through storm drain inlets. For purposes of this paragraph, "solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids. For exemptions to this standard see § \_\_\_\_ below.

1. Design engineers shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:

- a. The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996); or

- b. A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension.

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors.

2. Whenever design engineers use a curb-opening inlet, the clear space in that curb opening (or each individual clear space, if the curb opening has two or more clear spaces) shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

3. This standard does not apply:

- a. Where the municipal engineer agrees that this standard would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets that meet these standards;

- b. Where flows are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:

i. A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or

ii. A bar screen having a bar spacing of 0.5 inches.

c. Where flows are conveyed through a trash rack that has parallel bars with one-inch (1") spacing between the bars; or

d. Where the New Jersey Department of Environmental Protection determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

**§ \_\_\_\_ Enforcement:**

This ordinance shall be enforced by the **[Police Department and/or other Municipal Officials]** of the Borough of Dunellen.

**§ \_\_\_\_ Penalties:**

Any person(s) who is found to be in violation of the provisions of this ordinance shall be subject to a fine not to exceed **[insert amount]** for each storm drain inlet that is not retrofitted to meet the design standard.

**§ \_\_\_\_ Severability:**

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

**§ \_\_\_\_ Effective date:**

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

ALL OF WHICH IS ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 200\_, by