

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Christopher P. Statile, P.E.

Title: Township Engineer

Date: April 2017

Municipality: Washington

County: Bergen

NJPDES #: NJG0152536

PI ID #: 167108

Stormwater Program Coordinator: Mary Anne Groh

Title: Township Administrator

Office Phone #: 201-664-4404

Emergency Phone #: _____

Public Notice Coordinator: Susan Witkowski

Title: Township Clerk

Office Phone #: 201-664-4425

Emergency Phone #: _____

Post-Construction Stormwater Management Coordinator: Christopher P. Statile, P.E.

Title: Township Engineer

Office Phone #: 201-337-7470

Emergency Phone #: _____

Local Public Education Coordinator: Mary Anne Groh

Title: Township Administrator

Office Phone #: 201-664-4404

Emergency Phone #: _____

Ordinance Coordinator: Kenneth Poller

Title: Township Attorney

Office Phone #: 201-712-1122

Emergency Phone #: _____

Public Works Coordinator: William Lawlor

Title: Superintendent of Municipal Facilities

Office Phone #: 201-664-3268

Emergency Phone #: _____

Employee Training Coordinator: William Lawlor

Title: Superintendent of Municipal Facilities

Office Phone #: 201-664-3268

Emergency Phone #: _____

Other: Gary Mazanec

Title: Code Enforcement Official

Office Phone #: 201-666-1463

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Township of Washington

County: Bergen

NJPDES # : NJG0152536

PI ID #: 167108

Team Member/Title: Susan Witkowski - Township Clerk

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05

Date of most recent update: 4/2017

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

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: <u>Township of Washington</u>	County: <u>Bergen</u>
	NJPDES # : <u>NJG0152536</u>	PI ID #: <u>167108</u>
	Team Member/Title: <u>Christopher P. Statile, P.E. - Township Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>04/01/04</u>	
	Date of Completion: <u>08/15/05</u>	Date of most recent update: <u>4/2017</u>

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 the Township of Washington (including projects that the Township operates) the Township will do the following:

The Township is 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, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, the Township has not constructed any new development or redevelopment projects on Township property. If the Township decides to construct such a project before the municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of 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 (NJPDES), included herein under Exhibit 1. 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 standard for such inlets.

SPPP Form 3 – New Development and Redevelopment Program (Continued)

The Township of Washington planning board and municipal attorney have adopted a municipal stormwater management plan and municipal stormwater control ordinance similar. The plan and ordinance has been approved by the Bergen County planning agency.

The ordinance, which will be administered by our planning and zoning boards and code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards. For any BMP that is installed in order to comply with the requirements of our post-construction program, the Township of Washington 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, Township of Washington has adopted and is enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.

Township of Washington 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. The Township of Washington expects that for most projects, such compliance will be achieved either by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension, or by conveying flows through a trash rack as described in the "Alternative Device Exemptions," (for flows not conveyed through such a trash rack).

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Township of Washington County Bergen

NJPDES # : NJG0152536 PI ID #: 167108

Team Member/Title: Mary Anne Groh- Administrator

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05 Date of most recent update: 4/2017

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 mail a township calendar with our recycling schedule to our residents in the beginning of the year.

Our annual event will be held each year in coordination with the Township's Town Day. We will make the DEP brochure and other educational materials available at the event. In addition, we will invite the interested volunteer organizations in the Township to participate in this event.

The DEP brochure information is available on the Township website.

A stormwater display (poster) is located at the Town Hall.

A large size poster utilizing DEP materials is on display at one of the Municipal recreation fields.

Stormwater training of elected officials is performed annually at a Council meeting.

Ordinance education in the form of a letter from the mayor will be distributed to residents.

Each year the Township's local public education program items will be reported to the NJDEP in the Stormwater Management Annual Report.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Township of Washington County Bergen

NJPDES #: NJG0152536 PI ID #: 167108

Team Member/Title: William Lawlor - Superintendent of Municipal Facilities

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05 Date of most recent update: 4/2017

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.

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 Township of Washington are be labeled. The Township used stencils that read "No dumping - Drains to Stream" with a picture of a fish next to it. The labels are plastic and will be applied using adhesive. The labeling was performed by the Department of Public Work.

Annually, during the course of road improvement programs, the bid documents will include bid items for replacing the existing open curb pieces with new curb pieces in accordance with the design standards in Permit Attachment C.

The "Sector Map" divides the Township of Washington into two sectors. Sector A includes the area to the West of Pascack Road and Sector B includes Pascack Road and the area to its east. Labeling of all of our storm drain inlets was complete by 2009 in accordance with our permit.

During our annual catch basin cleaning program, we will check labels to ensure that they are still visible, and if they are not, the labels will be replaced.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Township of Washington County Bergen

NJPDES # : NJG0152536 PI ID #: 167108

Team Member/Title: Christopher P. Statile, P.E. - Township Engineer

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05 Date of most recent update: 4/2017

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 Township of Washington Public Works Department conducted a field investigation to identify, classify, and investigate all outfall pipes operated by the Township. The Township identified, mapped and investigated each outfall pipe that was located. Initially each pipe was investigated for inclusion or exclusion in the Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program.

Township of Washington has been divided into two sectors: Sector A includes area to the west of Pascack Road, and Sector B includes Pascack Road and the area to its east. All mapping was completed by April 2009.

A map was developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1 inch = 100 feet. Musquapsink and Pine Brooks, Washington Lake, and all other waterways and waterbodies receiving outfall pipe discharges is identified on the map.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Township of Washington County Bergen

NJPDES #: NJG0152536 PI ID #: 167108

Team Member/Title: Christopher P. Statile, P.E. - Township Engineer

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05 Date of most recent update: 4/2017

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 Township of Washington conducted an initial physical inspection of all the municipal outfall pipes during the mapping process. We used the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-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 Township of Washington) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection 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, Township of Washington will report the illicit connection to the Department.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Township of Washington County Bergen
 NJPDES # : NJG0152536 PI ID #: 167108
 Team Member/Title: Christopher P. Statile, P.E. - Township Engineer
 Effective Date of Permit Authorization (EDPA): 04/01/04
 Date of Completion: 08/15/05 Date of most recent update: 4/2017

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? _____

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 8 – Illicit Connection Records

Municipality Information

Municipality: Township of Washington County Bergen
 NJPDES #: 0152536 PI ID #: 167108
 Team Member/Title: Christopher p. Statile, P.E., Township Engineer
 Effective Date of Permit Authorization (EDPA): 4/01/2004
 Date of Completion: 8/15/05 Date of most recent update: 4/2017

Jan. 1, 2014 - Dec 31, 2014

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? 25

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? N/A

Of the illicit connections found, how many remain? N/A

Jan. 1, 2014 - Dec 31, 2015

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? 30

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? N/A

Of the illicit connections found, how many remain? N/A

Jan. 1, 2016 - Dec 31, 2016

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? 30

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? N/A

Of the illicit connections found, how many remain? N/A

Jan. 1, 2017 - Dec 31, 2017

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? 0

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? N/A

Of the illicit connections found, how many remain? N/A

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality Information

Municipality: Township of Washington County Bergen

NJPDES # : NJG0152536 PI ID #: 167108

Team Member/Title: William Lawlor - Supt. of Municipal Facilities

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05 Date of most recent update: 4/2017

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.

The Township of Washington has a Debris/Yard Waste Collection program. The program follows Ordinance No.74-22, adopted 11-12-74, found under chapter 121 of the Township Codes. The ordinance requires all garden refuse to be stored in watertight plastic bags or disposable containers. It prohibits the placement of the refuse earlier than 6:00 pm of the date preceding the scheduled collection date.

The schedule and items allowed under each category can be accessed at the Township's website at <http://www.twpofwashington.us/D.M.F/dpw.htm>.

The Township is divided into five (5) zones for collection program. Household debris, grass and garden debris, branches and limbs are picked up at the curb. They are collected in accordance with the zone the property is located in. The current zoning table shows the pick-up days at the different zones, from April to end of October. There are no special pick up dates from November to March. The zoning table can be accessed at http://www.twpofwashington.org/D.M.F/Debris_pickup.htm, and the Zones can be viewed at http://www.twpofwashington.org/Township_Zones.htm. In addition, the Township mails the schedule and all related data to all the residents in the last week of March.

The Township also has a leaf pick-up program. The brochure is mailed in the third week of October, and pick-up program takes place from the last week of October to December. The pick-up schedule will be posted on the Township's website. The Township retains the services of a hauling company for disposal of leaves and yard wastes.

All eligible items for pickup can be dropped off at the Department of Municipal Facilities (D.M. F.) yard during the specific scheduled times.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Township of Washington County Bergen

NJPDES # : NJG0152536 PI ID #: 167108

Team Member/Title: Kenneth Poller- Township Attorney

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: _____ Date of most recent update: 4/2017

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

Pet Waste Adopted 7-21-1980 (Chapter 97, Ord.80-12, Dog)

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

Litter Adopted 1-24-76 (Chapter 140 Code of the Township)

Improper Waste Disposal Adopted 6-12-2006 (Chapter 179-50)

Wildlife Feeding Adopted 6-12-2006 (Chapter 179-70)

Yard Waste Adopted 11-12-74 (Chapter 121, Ord.74-22)

Illicit Connections Adopted 6-12-2006 (Chapter 179-60)

How will these ordinances be enforced?

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

The information sheets regarding pet waste are distributed with pet licenses.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Township of Washington County Bergen
 NJPDES #: NJG0152536 PI ID #: 167108
 Team Member/Title: Christopher P. Statile, P.E., Borough Engineer
 Effective Date of Permit Authorization (EDPA): 04/01/04
 Date of Completion: 08/15/05 Date of most recent update: 4/2017

What type of storm drain inlet design will generally be used for retrofitting?
For most projects, the Township of Washington will use the NJDOT bicycle safe grate style and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
<i>2014 Road Resurfacing</i>	<i>8/2014</i>	<i>8/2014</i>	<i>9/2014</i>	<i>28</i>	<i>0</i>
<i>2014 NJDOT Aid- Colonial Bl.</i>	<i>10/2014</i>	<i>4/2015</i>	<i>4/2015</i>	<i>10</i>	
<i>2015 Road Resurfacing</i>	<i>8/2015</i>	<i>8/2015</i>	<i>9/2015</i>	<i>22</i>	
<i>2016 Road Resurfacing</i>	<i>7/2016</i>	<i>7/2016</i>	<i>8/2015</i>	<i>19</i>	

Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:
Township of Washington does not operate any alternative devices within the municipality. At this time the Township does not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. The Township also has no plan on claiming any historic place exemptions.

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality Information

Municipality: Township of Washington County: Bergen

NJPDES #: NJG0152536 PI ID #: 167108

Team Member/Title: William Lawlor, Superintendent of Municipal Facilities

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05 Date of most recent update: 4/2017

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.)

Street sweeping is required to be performed monthly along municipality owned and operated curbed streets that are in predominantly commercial areas. The only area that could be classified as such, is located along Pascack Road, between Westgate Rd. and Pine Lake Drive. Pascack Road is a County roadway, owned and operated by Bergen County. Therefore, this requirement does not apply to the Township of Washington.

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 Township will use the Public Works Dept. to monitor all their roads for erosion problems during normal patrols. All identified road erosion problems will be reported to the DPWSupt. During SWPPP Team meetings, identified areas of erosion will be discussed and repairs prioritized. All maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel will maintain an inspection log, and the Supt. will maintain a list of all repairs and the dates completed. Areas requiring more extensive remedial work shall be reported to the Township Engineer for recommendation and/or inclusion in a road improvement program. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Township of Washington County: Bergen

NJPDES #: NJG0152536 PI ID #: 167108

Team Member/Title: William Lawlor, Superintendent of Municipal Facilities

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05 Date of most recent update: 4/2017

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

Township of Washington has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. 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 disrepair.

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

Township of Washington has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. The Township facilities include the following:

- catch basins/inlets and manholes
- storm drains (pipes)
- underground detention/infiltration facility at Julia Court

These stormwater facilities will be inspected annually 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. If minor repairs are required, the restoration will be performed by DPW. Major repairs will be referred to the Township Engineer for inclusion in the annual road improvement program.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Township of Washington County: Bergen

NJPDES #: NJG0152536 PI ID #: 167108

Team Member/Title: Christopher P. Statile, P.E., Township Engineer

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05 Date of most recent update: 4/2017

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.)

During the course of the stormwater outfall mapping and illicit connection evaluation of this program, the Township will check the outfall pipes for signs of scouring. All sites will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, remedial works that do not need NJDEP permits, may be done first.

The Township will follow up each repair with an annual inspection of the site to ensure that scouring has not resumed.

Future reports will list all sites with outfall pipe stream scouring, the anticipated date the Township is planning on repairing the scouring, and the method of repair that will be used. When repairs are completed, the Township will note the date of the repair on the form.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Township of Washington County Bergen

NJPDES # : NJG0152536 PI ID #: 167108

Team Member/Title: William Lawlor, Superintendent of Municipal Facilities

Effective Date of Permit Authorization (EDPA): 04/01/04

Date of Completion: 08/15/05 Date of most recent update: 4/2017

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 Township stores the de-icing salt at its maintenance yard. The De-icing salt is stored within an enclosed structure, which is anchored to a permanent foundation with an impermeable macadam floor. The structure is completely roofed and has walls at its three sides, with one side open to provide access. The Township maintains the structure, and stores salt during cold weather season only, generally between November and April. All salt is removed from the structure by the end of April. This existing arrangement meets the permit requirement. However, the Township is considering to construct a new structure for storage of de-icing materials, due to the age of the existing one and its excessive maintenance needs.

The yard is not used for storage of sand or stock piling of any kind of materials. The only item stored outside is oil. The oil is kept inside authorized containers under a roofed area, and is disposed of for recycling.

SPPP Form 67 – Standard Operating Procedures

Municipality Information	Municipality: <u>Township of Washington</u> County <u>Bergen</u> NJPDES # : <u>NJG0152536</u> PI ID #: <u>167108</u> Team Member/Title: <u>William Lawlor, Superintendent of Municipal Facilities</u> Effective Date of Permit Authorization (EDPA): <u>04/01/04</u> Date of Completion: <u>08/15/05</u> Date of most recent update: <u>4/2017</u>
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BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>N/A</i>	<i>There are no fueling operations in the Township's maintenance yard.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>08/15/05</i>	<i>Monthly inspections will be conducted to ensure that the SOP is met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	<i>08/15/05</i>	<i>Monthly inspections of the maintenance yard will be conducted to ensure that the SOP is met.</i> <i>See Attachment for the Maintenance Yard Inventory List.</i>

SPPP Form 17 – Employee Training

Municipality Information

Municipality: Township of Washington County Bergen
 NJPDES #: NJG0152536 PI ID #: 167108
 Team Member/Title: as noted below
 Effective Date of Permit Authorization (EDPA): 04/01/04
 Date of Completion: 08/15/05 Date of most recent update: 4/2017

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.

Training of municipal employees will occur periodically when regulations are enacted or as a refresher program.

The personnel training will be as follows:

Training by the Police Chief:

Enforcement of ordinances Police Officers, Code Enforcement Officer

Training by the Supt., Dept. of Public Works:

<u>Waste Disposal</u>	<u>DPW Personnel</u>
<u>Yard Waste Collection Program</u>	<u>DPW Personell</u>
<u>Street Sweeping</u>	<u>N/A</u>
<u>Stormwater Facility Maintenance</u>	<u>DPW Personnel</u>
<u>Road Erosion Control</u>	<u>DPW Personnel</u>
<u>Outfall Pipe Mapping</u>	<u>DPW Personnel</u>
<u>Outfall Pipe Stream Scouring Remediation</u>	<u>DPW Personnel</u>
<u>Illicit Connection Elimination</u>	<u>DPW Personnel</u>
<u>Vehicle Maintenance SOP</u>	<u>DPW Personnel</u>
<u>Good House Keeping SOP</u>	<u>DPW Personnel</u>

Township of Washington

Standard Operating Procedure

Good Housekeeping

Introduction and Purpose

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

Scope

This SOP applies to the maintenance yard including maintenance activities at ancillary operations within the Township of Washington.

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 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 15th through April 30th.

Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Township of Washington Fire department at 201-666-0750.

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.

Township of Washington

Standard Operating Procedure

Vehicle Maintenance

Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at the maintenance yard including maintenance activities at ancillary operations in Washington Township. The purpose of this SOP is to provide a set of guidelines for the Township vehicle maintenance yard including maintenance activities at ancillary operations.

Scope

This SOP applies to the maintenance yard including maintenance activities at ancillary operations within the Township of Washington.

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/or 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.
- Cleaning of vehicles and equipment outdoors will be performed only with clean water; use of detergents will not be permitted.
- Vehicle cleaning that requires more than clean water will only be performed in a contained area, where the unclean wash water can be captured and disposed of 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 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 Washington Township Volunteer Fire department at 201-666-0750.

Maintenance and Inspection

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

Township of Washington Road Erosion Control

Streets to be monitored (no curbs)

Beech Street	From Washington Ave. to Cross Street (both sides) From Cross Street to Willow Street (east side only)
Coolidge Ave.	From Edison Street to approx. 170' south of it. (west side only)
Cross Street	From Fern St. to Hickory St. (both sides)
Curtis Place	From Ridgewood Ave. N. to approx. 250' east of it (both sides)
Edison Street	From Ridgewood Blvd. N. to Hoover Ave. (both sides)
Hudson Ave.	From Wilson Ave. to Manhattan Ave. (both sides)
Manhattan Avenue	From Coolidge Ave. to Wilson Ave. (both sides)
Monroe Ave.	From Cross Street to Washington Ave. (both sides)
Park Place	Dead End
Walnut Street	From Willow St. to Cross St. (both sides) From Cross St. to approx. 200' north of it (east side only)
Willow Street	From Walnut Street. to Hickory Street (north side only)
Wilson Ave.	From Hudson Ave. to Manhattan Ave. (west side only)
Woodfield Road	From Ridgewood rd. to approx. 1750' north of it (except for stream crossing)

