

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Mary Madonna

Title: Borough Clerk

Date: February 22, 2005

Municipality: Surf City Borough

County: Ocean County

NJPDES #: NJG0149195

PI ID #: 214908

Stormwater Program Coordinator: Mary Madonna

Title: Borough Clerk

Office Phone #: 609-494-3064

Emergency Phone #: 609-494-8121

Public Notice Coordinator: Mary Madonna

Title: Borough Clerk

Office Phone #: 609-494-3064

Emergency Phone #: 609-494-8121

Post-Construction Stormwater Management Coordinator: Frank Little

Title: Borough Engineer

Office Phone #: 732-244-1090

Emergency Phone #: 609-494-8121

Local Public Education Coordinator: Mary Madonna

Title: Borough Clerk

Office Phone #: 609-494-3064

Emergency Phone #: 609-494-8121

Ordinance Coordinator: Mary Madonna

Title: Borough Clerk

Office Phone #: 609-494-3064

Emergency Phone #: 609-494-8121

Public Works Coordinator: Thomas Hudson

Title: Public Works Superintendent

Office Phone #: 609-494-6237

Emergency Phone #: 609-494-8121

Employee Training Coordinator: Thomas Hudson

Title: Public Works Superintendent

Office Phone #: 609-494-6237

Emergency Phone #: 609-494-8121

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Surf City Borough

County: Ocean County

NJPDES # : NJG0149195

PI ID #: 214908

Team Member/Title: Mary Madonna, Borough Clerk

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

Date of Completion: February 22, 2005

Date of most recent update: _____

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

Compliance with Public Notice Requirements:

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Surf City Borough provides public notice in a manner that complies with the requirements of that Act.

In regard to the passage of ordinances, Surf City Borough provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq.

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.), Surf City Borough complies with those requirements.

Public notices are typically advertised in the following publications:

- Asbury Park Press
- Ocean County Observer

SPPP Form 3 – New Development and Redevelopment Program

Municipality
Information

Municipality: Surf City Borough

County: Ocean County

NJPDES # : NJG0149195

PI ID #: 214908

Team Member/Title: Frank Little, Borough Engineer

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

Date of Completion: February 22, 2005

Date of most recent update: _____

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

To control stormwater from new development and redevelopment projects throughout Surf City Borough (including projects operated by the Borough) the following action items will be implemented:

Compliance with Residential Site Improvement Standards (RSIS):

Surf City 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. The Borough's planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under that Municipal Land Use Law.

Operation and Maintenance of Best Management Practices (BMPs):

Since the EDPA, Surf City Borough has not constructed any new development or redevelopment projects on Borough property. If the Borough decides to construct such a project before the municipal stormwater control ordinance takes effect, adequate long-term operation and maintenance of BMPs for that project will be ensured by requiring a project maintenance plan similar to the maintenance plan described in the draft of that ordinance.

For any BMP that is installed in order to comply with the requirements of the post-construction program, Surf City Borough will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs.

Storm Drain Inlet Design:

Any storm drain inlets installed will also be required to comply with the design standards in Attachment C of the Borough's General Stormwater Permit. Once the stormwater control ordinance

takes effect, Surf City will ensure such operation and maintenance for any new development or redevelopment projects on Borough property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets installed for such projects will comply with that ordinance's standards for such inlets.

Stormwater Management Plan and Stormwater Control Ordinance:

The municipal engineer and attorney are reviewing the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and will be drafting a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model.

Once approved, the ordinance, which will be administered by the Borough's code enforcement officer, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the 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.

Surf City Borough will also enforce, through the municipal stormwater control ordinance, compliance with the design standard in Attachment C of the permit to control passage of solid and floatable materials through storm drain inlets. Surf City Borough expects that for those projects without hydraulic exemptions, such compliance will be achieved 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.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Surf City Borough

County: Ocean County

NJPDES # : NJG0149195

PI ID #: 214908

Team Member/Title: Mary Madonna, Borough Clerk

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

Date of Completion: January 19, 2005

Date of most recent update: _____

Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

Annual Mailing Requirement:

To fulfill the annual distribution requirement of the local public education program, Surf City Borough will mail the NJDEP "Solutions to Stormwater Pollution" brochure to all residents and businesses with its spring "Mayor's Letter" in March/April. Additional copies will be made available at Surf City Borough's municipal building.

Annual Event Requirement:

The NJDEP brochure, as well as additional educational information, will be available during Long Beach Island's Chowderfest, held every October, which will be designated as the Borough's annual event in accordance with Surf City's General Stormwater Permit.

- ❖ Record keeping logs have been included.

Attachments:

- ❖ Attachment III – NJDEP "Solutions to Stormwater Pollution" Brochure
- ❖ Attachment IV – Optional Educational Materials
 - NJDEP "Pet Waste Pollutes Our Waters" Handout
 - NJDEP "Clean Water Raingers Coloring Book"
 - Rutgers Cooperative Extension Fact Sheets
 - Home Composting
 - Yard Trimmings Management Strategies
 - Using Leaf Compost
 - Minimizing Waste Disposal: Grass Clippings
 - Backyard Leaf Composting

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality Information	Municipality: <u>Surf City Borough</u>	County: <u>Ocean County</u>
	NJPDES #: <u>NJG0149195</u>	PI ID #: <u>214908</u>
	Team Member/Title: <u>Scott W. Budd, Public Works Superintendent</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>February 22, 2005</u>	Date of most recent update: _____

Storm Drain Inlet Labeling

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

Storm Drain Inlet Labeling Program and Schedule:

All storm drain inlets along municipal streets with sidewalks, and all drain inlets within plazas, parking areas or maintenance yards that are operated by Surf City Borough will be labeled. Storm drain inlet labeling will be completed by the Borough's Department of Public Works.

Sector 1, 9th Street and south, will be completed by the interim deadline of April 1, 2007. Sector 2, 10th Street and north, will be completed by April 1, 2009.

- A Borough map divided in two (2) sectors has been included.

Long-Term Maintenance:

During the annual catch basin cleaning program, the Borough will be checking these labels to ensure they are still visible. Labels that are not visible will be replaced immediately.

Description of Labels:

Plastic labels depicting fish, and reading "ONLY RAIN IN THE DRAIN – FLOWS TO BARNEGAT BAY" provided by the Barnegat Bay National Estuary Program will be utilized. Any areas where the application of the plastic label is not feasible will be labeled utilizing stencil and marking paint which will depict a similar statement.



Attachment:

- Attachment V – Storm Drain Labeling Guidelines

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality Information	Municipality: <u>Surf City Borough</u>	County: <u>Ocean County</u>
	NJPDES #: <u>NJG0149195</u>	PI ID #: <u>214908</u>
	Team Member/Title: <u>Frank Little, Borough Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>February 22, 2005</u>	Date of most recent update: _____

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

Current Outfall Maps:

Outfall mapping has been previously completed by Owen, Little & Associates under the Sewage Infrastructure Improvement Act (SIIA).

No additional outfalls have been constructed since the completion of the mapping.

Updating Outfall Maps:

The Borough will ensure that existing outfall maps are updated as new development or redevelopment changes the current storm sewer system through the creation of additional outfalls.

- Surf City Borough Outfall Map has been included.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information	Municipality: <u>Surf City Borough</u>	County: <u>Ocean County</u>
	NJPDES #: <u>NJG0149195</u>	PI ID #: <u>214908</u>
	Team Member/Title: <u>Scott W. Budd, Public Works Superintendent</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>February 22, 2005</u>	Date of most recent update: _____

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

Initial Physical Inspection:

Surf City Borough Public Works Department will conduct an initial physical inspection of all municipal outfall pipes. Inspections will be conducted using the DEP Illicit Connection Inspection Report Form. Each of these forms will be kept with Surf City Borough's SPPP records.

Illicit Connection Elimination Program:

Outfall pipes that are found to have dry weather flow or evidence of an intermittent non-stormwater flow will be investigated to locate the illicit connection. If the Borough is able to locate the illicit connection (and the connection is within Surf City) the responsible party will be notified immediately, and a citation will be issued if the connection is not corrected within six (6) months of discovery.

If, after the appropriate amount of investigation, Surf City is unable to locate the source of the illicit connection, the Closeout Investigation Form will be submitted with the Annual Inspection and Recertification.

If an illicit connection is found to originate from another public entity, Surf City Borough will report the illicit connection to the Department, and also notify the municipality from which it appears to originate.

The Borough will, at minimum, continue to inspect for illicit connections at least once per permit cycle (five years). In addition, the Borough will investigate possible illicit connections reported by residents. Inspections will also be conducted while completing investigations for the Outfall Pipe Stream Scouring Detection, Remediation and Maintenance Program (see Form 14), if the inspection is preceded by a 72 hour dry weather period.

Reporting Illicit Connections:

Residents can report illicit connections to the Borough by calling the local police department at 609-494-8121.

- The following NJDEP forms have been included:
 - Illicit Connection Inspection Report Form, to be completed for each municipal outfall
 - Closeout Investigation Form, to be completed and submitted when appropriate

If dry weather flow is encountered, the Illicit Connection Elimination Report Form and Closeout Investigation Form must be submitted to the NJDEP with the Annual Certification Report. Otherwise, the Illicit Connection Inspection Report Form should be kept with the SPPP for NJDEP review.

SPPP Form 8 – Illicit Connection Records

Municipality Information	Municipality: <u>Surf City Borough</u>	County: <u>Ocean County</u>
	NJPDES # : <u>NJG0149195</u>	PI ID #: <u>214908</u>
	Team Member/Title: <u>Scott W. Budd, Public Works Superintendent</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>February 22, 2005</u>	Date of most recent update: ____

Prior to May 2, 2006

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

Total number of inspections performed this year? Program will begin April 2005

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 9 – Yard Waste Ordinance/Collection Program

Municipality Information	Municipality: <u>Surf City Borough</u>	County: <u>Ocean County</u>
	NJPDES # : <u>NJG0149195</u>	PI ID #: <u>214908</u>
	Team Member/Title: <u>Scott W. Budd, Public Works Superintendent</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>February 22, 2005</u>	Date of most recent update: _____

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

Yard Waste Ordinance:

Surf City Borough has considered the two options available, and has decided to adopt and enforce an ordinance that prohibits non-containerized yard wastes in the streets, rather than implement a yard waste collection and disposal program.

Yard Waste Collection:

Large biodegradable leaf bags can be purchased from the Borough Clerk's office. The Borough will require that bags are tied or secured for pick-up, which will continue to follow the existing schedule:

South 3 rd Street to North 3 rd Street	Every Tuesday
North 4 th Street to North 9 th Street	Every Wednesday
North 10 th Street to North 16 th Street	Every Thursday
North 17 th Street to North 25 th Street	Every Friday

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Surf City Borough

County: Ocean County

NJPDES # :NJG0149195

PI ID #: 214908

Team Member/Title: Mary Madonna, Borough Clerk

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

Date of Completion: February 22, 2005

Date of most recent update: _____

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

Pet Waste: pending attorney review of the NJDEP model ordinance

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

Litter: adopted November 9, 1988 by Ord. No. 88-20 and October 11, 1989 by Ord. No. 89-16

Improper Waste Disposal: pending attorney review of the NJDEP model ordinance

Wildlife Feeding: pending attorney review of the NJDEP model ordinance

Yard Waste: pending attorney review of the NJDEP model ordinance

Illicit Connections: pending attorney review of the NJDEP model ordinance

How will these ordinances be enforced?

Enforcement of Ordinances:

Surf City Borough 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 penalized according to the consequence in that ordinance, which may include written warnings and fines.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information	Municipality: <u>Surf City Borough</u>	County: <u>Ocean County</u>
	NJPDES # : <u>NJG0149195</u>	PI ID #: <u>214908</u>
	Team Member/Title: <u>Frank Little, Borough Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>February 22, 2005</u>	Date of most recent update: _____

What type of storm drain inlet design will generally be used for retrofitting?
 For most projects Surf City Borough 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

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: Surf City Borough

County: Ocean County

NJPDES # :NJG0149195

PI ID #: 214908

Team Member/Title: Scott W. Budd, Public Works Superintendent

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

Date of Completion: February 22, 2005

Date of most recent update: _____

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

Street Sweeping Schedule:

Currently, the Borough of Surf City does not own or operate any streets that meet the criteria for monthly sweeping (i.e. predominantly commercial). The Borough will continue to sweep streets as needed.

- *A street sweeping log has been included.*

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)

Road Erosion Control Maintenance Program:

Surf City Borough will use the Public Works Department to monitor all municipal roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to the Superintendent of Public Works. 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. The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.

- A road erosion control maintenance log has been included.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Surf City Borough

County: Ocean County

NJPDES # :NJG0149195

PI ID #: 214908

Team Member/Title: Scott W. Budd, Public Works Superintendent

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

Date of Completion: February 22, 2005

Date of most recent update: _____

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

Catch Basin Cleaning Program:

Surf City Borough Department of Public Works will implement 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 annually, 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. The annual catch basin cleaning program will begin in April 2005.

- A catch basin cleaning log has been included.

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.)

Stormwater Facility Maintenance Program:

Surf City Borough will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Borough function properly. Surf City Borough operates the following:

- Catch basins
- Storm drains

These stormwater facilities will be inspected annually to ensure 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.

- A stormwater facility maintenance log has been included.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: Surf City Borough

County: Ocean County

NJPDES # :NJG0149195

PI ID #: 214908

Team Member/Title: Scott W. Budd, Public Works Superintendent

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

Date of Completion: February 22, 2005

Date of most recent update: _____

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

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

Outfall Pipe Stream Scouring Detection, Remediation and Maintenance Program:

Surf City Borough Department of Public Works will check outfalls pipes for signs of scouring when completing the illicit connection portion of this program. 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, repairs that do not need NJDEP permits may be completed first.

For these outfall pipes in which scouring had been detected and addressed in the past should be inspected annually thereafter to ensure the associated stabilization projects were successful. Once it is determined that the scouring repairs have adequately mitigated any subsequent scouring, those outfalls can again be inspected only once during each 5-year permit cycle.

- An outfall pipe stream and stream bank scouring maintenance log has been included.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Surf City Borough

County: Ocean County

NJPDES # : NJG0149195

PI ID #: 214908

Team Member/Title: Scott W. Budd, Public Works Superintendent

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

Date of Completion: February 22, 2005

Date of most recent update: _____

De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

De-icing Material Storage:

Surf City Borough currently stores its de-icing material in a stockpile at its Department of Public Works facility. The Borough will implement seasonal tarping of its de-icing material between October 15 and April 30. This area will be inspected every two weeks to ensure the material is maintained and stored properly.

- An inspection log has been included.

The following standard operating procedures for good housekeeping of salt and de-icing material handling will be implemented to ensure minimal environmental impact:

- Prevent and/or minimize the spillage of salt and de-icing materials during loading and unloading activities.
- At the completion of loading and unloading activities, spilled salt and de-icing materials shall be removed using dry cleaning methods and either reused or properly discarded.
- Sweeping by hand or mechanical means of storage and loading/unloading areas shall be done on a regular basis. More frequent sweeping is required following loading/unloading activities. Sweeping shall also be conducted immediately following, as practicable, loading/unloading activities.
- Tracking of materials from storage and loading/unloading areas shall be minimized.
- Minimize the distance salt and de-icing materials are transported during loading/unloading activities.

Surf City Borough will begin site selection for a single storage structure to store de-icing materials. The permanent structure will be built by April 1, 2007.

SPPP Form 16 – Standard Operating Procedures

Municipality
Information

Municipality: Surf City Borough

County: Ocean County

NJPDES # : NJG0149195

PI ID #: 214908

Team Member/Title: Scott W. Budd, Public Works Superintendent

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

Date of Completion: February 22, 2005

Date of most recent update: _____

BMP

**Date SOP
went into
effect**

Describe your inspection schedule

<p>Fueling Operations (including the required practices listed in Attachment D of the permit)</p>	<p>April 1, 2005</p>	<p>All fueling locations within the Borough's municipal maintenance yards will be inspected monthly.</p> <ul style="list-style-type: none"> ▪ Fueling SOPs have been included.
<p>Vehicle Maintenance (including the required practices listed in Attachment D of the permit)</p>	<p>April 1, 2005</p>	<p>Monthly inspections will be held to ensure that the SOP is being met.</p> <ul style="list-style-type: none"> ▪ Vehicle Maintenance SOPs have been included.
<p>Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)</p> <p>Attach inventory list required by Attachment D of the permit.</p>	<p>April 1, 2005</p>	<p>Monthly inspections of all municipal maintenance yards and ancillary operations will be held.</p> <p>The following items have been included:</p> <ul style="list-style-type: none"> ▪ Good Housekeeping SOPs ▪ Source Material Inventory

**Surf City Borough Department of Public Works
Maintenance Yard
Source Material Inventory**

Potential Source Material	Recommendation	Addressed in SOP:
Salt/De-icing Material	<ul style="list-style-type: none"> Implement seasonal tarping for first 36 months of permit. Construct permanent storage structure. 	Good Housekeeping
Sand	<ul style="list-style-type: none"> Keep 50-foot setback from stormwater collection 	Good Housekeeping
Dumpsters/ Roll-off Containers	<ul style="list-style-type: none"> Cover contents to prevent exposure to precipitation 	Good Housekeeping
Source Material Operations	Recommendation	Addressed in SOP:
Vehicle Washing	<ul style="list-style-type: none"> Cease outdoor vehicle washing and construct wash area where washwater can be properly collected or routed to the sanitary system. 	Vehicle Maintenance
Vehicle Fueling	<ul style="list-style-type: none"> Keep spill kits nearby in case of spills during fuel transfer 	Vehicle Fueling

SPPP Form 17 – Employee Training

Municipality Information	Municipality: <u>Surf City Borough</u>	County: <u>Ocean County</u>
	NJPDES # : <u>NJG0149195</u>	PI ID #: <u>214908</u>
	Team Member/Title: <u>Scott Budd, Public Works Superintendent</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>February 22, 2005</u>	Date of most recent update: _____

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

Employee Training:

Course Topic	Who will attend:
Waste Disposal Education	Public works employees
Municipal Ordinances	Code enforcement, local police, municipal clerk, public works employees
Illicit Connection Elimination and Outfall Pipe Mapping	Public works employees
Street Sweeping	Public works employees
Stormwater Facility Maintenance	Public works employees
Road Erosion Control and Outfall Pipe Stream Scouring Remediation	Public works employees
Maintenance Yard Operations	Public works employees
Construction Activity / Post-Construction Stormwater Management in New Development and Redevelopment	Public works employees

- Illicit Connection Elimination and Outfall Pipe Mapping field training will include procedures to properly conduct illicit connection detections, investigations and eliminations.
- Maintenance Yard Operations field training will include SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping fore de-icing materials storage.

Dates for the above training programs are yet to be determined.

The following items have been included:

- Employee Training logs
- Sign-in Sheets