

## Tier A Municipal Stormwater Regulation Program

Completed by : Oliver Thies

Title: Public Works Director

Date: March 25, 2005

Municipality: Township of Hamilton

County: Atlantic

NJPDES# NJG0149225

PI ID# 198050

Updated by: Brett Noll, Public Works Director, April 26, 2018

**Stormwater Program Coordinator:** Brett A. Noll  
Title: Public Works Director  
Office Phone Number: (609) 625-1511 extension 200  
Emergency Phone Number: (609) 625-2700 Police Dispatch

**Public Notice Coordinator:** Rita Martino  
Title: Township Clerk  
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**Post-Construction Stormwater Management Coordinator:** Steven L. Filippone, P.E.  
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**Local Public Education Coordinator:** Ingrid Perez  
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**Ordinance Coordinator:** Rita Martino  
Title: Township Clerk  
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Emergency Phone Number: (609) 625-2700 Police Dispatch

**Public Works Coordinator:** Brett A. Noll  
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**Employee Training Coordinator:** Susan Giberson  
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Emergency Phone Number: (609) 625-2700 Police Dispatch

**Other:** Phil Sartorio  
Title: Community Development Director  
Office Phone Number: (609) 625-1511 extension 200  
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**SPPP FORM 2-PUBLIC NOTICE**

Municipality: Township of Hamilton  
County: Atlantic  
NJPDES # NJG0149225  
PI ID # 198050

Team Member/Title: Joan Anderson, Township Municipal Clerk  
Effective Date of Permit Authorization (EDPA): April 1, 2004  
Date of Completion: March 31, 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.*

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 Hamilton provides public notice in a manner that complies with the requirements of that act. Also, in regard to the passage of ordinances, Township of Hamilton 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. 40:55 D-1 et seq.) Township Of Hamilton complies with those requirements.

**SPPP FORM 3- NEW DEVELOPMENT AND REDEVELOPMENT PROGRAM**

Municipality: Township of Hamilton  
County: Atlantic  
NJPDES #: NJG0149225  
PI ID #: 198050

Team Member/Title: Phil Sartorio, Director of Community Planning and Economic Development  
Effective Date of Permit Authorization (EDPA): April 1, 2004  
Date of Completion: March 31 2005  
Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

*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 Twp. Of Hamilton (including projects we operate) we will do the following:

We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, 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, Township of Hamilton has not constructed any new development or redevelopment projects on Township property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project. This we will accomplish by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.

Our planning board and municipal attorney have reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the N J Stormwater BMP Manual, and have drafted a municipal stormwater management plan and municipal stormwater control ordinance similar to the sample and model. We have also met with County Planning Agency staff to discuss the draft plan and

ordinance. The plan and ordinance will be adopted by our planning board and Township Committee, respectively, by the deadlines specified in the permit, and will be submitted to the county planning agency for approval.

Once approved, 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, Township of Hamilton 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 Hamilton intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance. This provision will require 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 Hamilton 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. Township of Hamilton expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions", or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle grate. If needed, a curb opening will be constructed with a clear space no bigger than two inches across the smallest dimension.

**SPPP FORM 4-LOCAL PUBLIC EDUCATION PROGRAM**

Municipality: Township of Hamilton  
County: Atlantic  
NJPDES # NJG0149225  
PI ID # 198050

Team Member/Title: Brett Noll, Public Works Director  
Effective Date of Permit Authorization (EDPA) April 1, 2004  
Date of Completion: March 31, 2005  
Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

**Local Public Education Program**

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

For our annual distribution, we will mail the DEP brochure to our residents and businesses. The brochure will be distributed with the annual tax bill. Extra copies will be available at our county library and at our municipal building.

Our annual event will be held each in coordination with our county Earth Day Celebration. We will make the DEP brochure and other educational materials available at our table. We will also distribute giveaways with environmental messages related to the required BMP topics.

**SPPP FORM 5-STORM DRAIN INLET LABELING**

Municipality: Township of Hamilton  
County: Atlantic  
NJPDES # NJG0149225  
PI ID # 198050

Team Member/Title: Brett Noll, Public Works Director  
Effective Date of Permit Authorization (EDPA) April 1, 2004  
Date of Completion: March 31, 2005  
Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

**Storm Drain Inlet Labeling**

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

For our storm drain inlet labeling program we plan on coordinating with our local Girl Scout and Boy Scout groups the high school environmental club and other youth groups. Encouraging youth groups to participate will enhance the learning process.

Where it is practical, they will do the labeling for us. In areas where it is not safe for the volunteer groups, our Public Works Department will be doing the labeling. We will label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated Township of Hamilton.

Labeling will be done using plastic decals or stencils that will read "NO Dumping-Drains to Waterway" with a picture of a fish next to it.

The Attached map divides the Township of Hamilton into two sectors. Sector A is the area east of State Route 50, and Sector B is the area west of State Route 50. Labeling of Sector A will be completed by April 2007, and Sector B will be completed by April 2009.

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

**SPPP FORM 6-MS4 OUTFALL PIPE MAPPING**

Municipality: Township of Hamilton  
County: Atlantic  
NJPDES # NJG0149225  
PI ID # 198050

Team Member/Title: Bob Smith, Township Engineer (Churchill Associates)  
Effective Date of Permit Authorization (EDPA): April 1 2004  
Date of Completion: March 31, 2005  
Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

*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 Hamilton Engineer Bob Smith (or his designee from Churchill Associates) will use a GPS unit to map out the locations at the end of all outfall pipes operated by the Township of Hamilton. They will identify, GPS map, and investigate (see illicit connection elimination program and outfall pipe stream scouring remediation program) each outfall pipe that is located.

The Township of Hamilton has been divided into two sectors: Sector A is the area east of State Route 50, and Sector B is the area west of State Route 50. Sector A will be mapped by April 2007, and Sector B will be mapped by April 2009 (See Attached map.)

Once all outfall pipe locations are identified, a map will be developed displaying these outfall pipe locations, with an alphanumeric identifier at a scale of 1-inch equal's 100 feet.

**SPPP FORM 7- ILLICIT CONNECTION ELIMINATION PROGRAM**

Municipality: Township of Hamilton  
County: Atlantic  
NJPDES # NJG0149225  
PI ID # 198050

Team Member/Title: Brett Noll, Public Works Director  
Effective Date of Permit Authorization (EDPA) April 1, 2004  
Date of Completion: March 31, 2005  
Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

*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.*

We will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use the NJDEP 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 Hamilton) we will cite the responsible party for being in violation of our illicit connection ordinance, and we will have the collection eliminated immediately. If after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the closeout investigation form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Township of Hamilton will report the illicit connection to the NJDEP.

Twp. Of Hamilton has a hotline that is currently used for reporting spills and illegal dumping. This hotline will also be made available for reporting illicit connections.



**SPPP FORM 8-ILLICIT CONNECTION RECORDS**

Municipality: Township of Hamilton

County: Atlantic

NJPDES #: NJG0149225

PIDI # 198050

Team Member/Title: Brett Noll, Public Works Director

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

Date of Completion: March 31, 2005

Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

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 implementation will begin by October 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?

Of the illicit connections found, how many remain?

**SPPP FORM 9-YARD WASTE ORDINANCE/COLLECTION PROGRAM**

Municipality: Township of Hamilton

County: Atlantic

NJPDES#: NJG0149225

PI ID# 198050

Team Member/Title: Brett Noll, Public Works Director

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

Date of Completion: March 31, 2005

Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

*Please describe your yard waste ordinance/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.*

We have considered the two options available, and have decided to develop a yard waste collection and disposal program instead of just adopting and enforcing an ordinance that prohibits placing non-containerized yard wastes in the street.

The Township of Hamilton will conduct monthly bulk collection of leaves during the months of November, December, and January, plus one collection in the spring (April or May). Residents will receive notification through the local free newspapers. Copies of the schedule are also available at the offices of the Public Works Department and the Township Clerk.

The Township of Hamilton has contracted with the Atlantic County Utilities Authority to pick up bagged leaves and grass and bundled or containerized branches, (vegetative waste) on a scheduled basis, throughout the Township. The populated area of the Township (east of State Route 50 and Mays Landing) receive vegetative waste collection on a weekly basis, every Friday. The rural area of the Township, (west of State Route 50) receives vegetative waste collection one time per month, first Friday of each month.

The Township of Hamilton will also be adopting and enforcing a yard waste ordinance (See SPPP Form 10) that will prohibit all yard wastes from being placed at the curb or along the street more than seven days prior to our scheduled collections, unless they are bagged or otherwise containerized. The ordinance will also prohibit the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless they are bagged or otherwise containerized.

PPP FORM 10-ORDINANCES

Municipality: Township of Hamilton  
County: Atlantic  
NJPDES #: NJG0149225  
PI ID# 198050

Team Member/Title: Joan Anderson, Township Clerk  
Effective date of Permit Authorization (EDPA): April 1, 2004  
Date of completion: March 31, 2005  
Date of most recent update: Brett Noll, Public Works Director, August 15, 2011

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

1. Pet Waste: 3/20/2006  
Are information sheets regarding pet waste distributed with pet licenses? Yes  
or No.
2. Litter: Date? 12/20/1982
3. Improper Waste Disposal: 4/03/1989
4. Wildlife Feeding: 4/07/1997
5. Yard Waste: 4/03/1989
6. Illicit Connections: 5/19/2008
7. Refuse Container/Dumpster: 8/15/2011
8. Private Catch Basin Retrofitting: 8/15/2011

*How will these ordinances be enforced?*

Our 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.

**SPPP FORM 11-STORM DRAIN INLET RETROFITTING**

Municipality: Township of Hamilton  
 County: Atlantic  
 NJPDES#: NJG0149225  
 PI ID# 198050

Team Member/Title: Brett Noll, Public Works Director  
 Effective Date of Permit Authorization (EDPA) April 1, 2004  
 Date of Completion: March 31, 2005  
 Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

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

For most projects the Township of Hamilton 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.

Re-paving, repairing, reconstruction, or alteration project name	Project 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 for any of the above projects? Please explain:*

Township of Hamilton does not operate any alternative devices within the municipality. At this time we do not plan on installing any such devices for re-paving, repairing, 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: Township of Hamilton  
County: Atlantic  
NJPDES#: NJG0149225  
PI ID# 198050

Team Member/Title: Brett Noll, Public Works Director  
Effective Date of Permit Authorization (EDPA): April 1, 2004  
Date of Completion: March 25, 2005  
Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

**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, number of miles swept, and the total amount of materials collected)*

The Township of Hamilton has evaluated all of its streets to determine which areas will need to be swept monthly. All of the streets requiring monthly sweeping are owned by the State of New Jersey or the County of Atlantic.

The Township of Hamilton intends maintaining its existing street sweeping program for all other streets (that are not required by the permit), which includes sweeping all curbed streets, a minimum, of once per year.

Our street sweeping log is attached.

*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)*

Township of Hamilton will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Brett Noll, Public Works Director. During quarterly SPPP 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 Public Works records will maintain a list of all repairs and the dates completed. The status of the Road Erosion Control Maintenance Program will be included in the annual Report and Re-certification.

Township of Hamilton  
Street Sweeping Log

Date

Employee  
Name:

Total number of miles swept:

Amount of material collected (tonnage: attach disposal tickets)

Area swept (List streets):

Township of Hamilton  
Road Erosion Control Maintenance Log

Location:

Date observed:

Employee name:

Date repairs completed:

Repairs performed:

**SPPP FORM 13-STORMWATER FACILITY MAINTENANCE**

Municipality: Township of Hamilton

County: Atlantic

NPDES#: NJG0149225

PI ID# 198050

Team Member/Title: Brett Noll, Public Works Director

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

Date of Completion: March 31, 2005

Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

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

The Township of Hamilton 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 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. The annual catch basin cleaning program will begin in April of 2005.

*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)*

The Township of Hamilton will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. Township of Hamilton maintains the following:

Catch basins  
Storm drains  
Infiltration basins  
Buffer strips  
Swales

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.



Township of Hamilton  
Stormwater Facility Maintenance Log

Date:

Employee name:

Description of maintenance performed:

**SPPP FORM 14-OUTFALL PIPE STREAM SCOURING REMEDIATION**

Municipality: Township of Hamilton  
County: Atlantic  
NJPDES#: NJG0149225  
PI ID#: 198050

Team Member/Title: Brett Noll, Public Works Director  
Effective Date of Permit Authorization (EDPA): April 1, 2004  
Date of Completion: March 31, 2005  
Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

*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.)*

When we are doing the illicit connection part of this program, we will be checking all of our 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, repairs that do not need NJDEP permits for those repairs may be done first.

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

*Attached is a list of all sites with outfall pipe stream scouring, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.*

**SPPP FORM 15-DE-ICING MATERIAL AND SAND STORAGE**

Municipality: Township of Hamilton  
County: Atlantic  
NJPDES#: NJG0149225  
PI ID#: 198050

Team Member/Title: Brett Noll, Public Works Director  
Effective Date of Permit Authorization (EDPA): April 1, 2004  
Date of Completion: March 31, 2005  
Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

**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 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 of Hamilton currently stores its de-icing salt in a 40 foot by 80 foot galvanized quonset hut. The hut has overhead doors and concrete entry aprons. The interior floor, walls, and ceiling are epoxy coated to minimize the oxidation of the metal. At the completion of loading and unloading activities we inspect and clean up spilled salt.

**SPPP FORM 16-STANDARD OPERATING PROCEDURES**

Municipality: Township of Hamilton  
 County: Atlantic  
 NJPDES#: NG0149225  
 PI ID#: 198050

Team Member/Title: Brett Noll, Public Works Director  
 Effective Date of Permit Authorization (EDPA): April 1, 2004  
 Date of Completion: March 31, 2005  
 Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

BMP	Date SOP went into effect	Describe your inspection procedure
Fueling Operations (including the required practices listed in attachment D of the permit)	April 1, 2005	We have one fueling facility owned and operated by our Municipality. Monthly inspection will be performed.
Vehicle Maintenance	April 1, 2005	Monthly inspections will be held at the Public Works Facility to ensure the SOP is satisfied.
Good Housekeeping Practices (including the required practices listed in attachment D of the permit)	April 1, 2005	Monthly inspections will be held at the Public Works Facility to ensure the SOP is satisfied.

**SPPP Attachment D-Standard Operating Procedures: Vehicle and equipment fueling, Vehicle maintenance, and Good housekeeping.**

Vehicle and equipment fueling at the Public Works Facility, 5500 Atlantic Avenue

**Introduction and purpose:**

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

**Scope:** These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations

**Standards and specifications (for vehicle and equipment fueling)**

- Shut the engine off
- Ensure that the fuel is the proper type of fuel.
- Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Fuel tanks shall not be "topped off".
- Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

**Standards and specifications (for bulk fueling)**

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
- Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
- Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
- A trained employee must always be present to supervise during bulk transfer.

**Spill response**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g.: kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Report any spills immediately to Police Dispatch at (609)625-2700

**Maintenance and Inspection**

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on the site.

- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.

#### 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 Hamilton Township. The purpose of SOP is to provide a set of guidelines for the Hamilton Township vehicle maintenance yard including maintenance activities at ancillary operations.

Scope: This SOP applies to all maintenance yards including maintenance activities at ancillary operations within Hamilton Township.

#### Standards and Specifications

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream of drainage facilities and watercourses.
- Use portable tents or construct roofing -device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose of oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose of batteries, used oil, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do no bury tires.
- Collect waste fluids in properly labeled containers and dispose 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 a dry, absorbent material (e.g.: kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to dispose of properly.
- Report any spills immediately to Police Dispatch at (609) 625-2700.

#### Maintenance and Inspection

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

#### Hamilton TOWNSHIP 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 Hamilton Township. The purpose of this SOP is to provide a set of guidelines for the employees of Hamilton Township for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

#### Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Hamilton Township.

#### Standards and Specifications (General)

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing of 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.
- Report any spills immediately to Police Dispatch at (609) 625-2700.

#### 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.



SPP FORM 17-EMPLOYEE TRAINING

Municipality: Township of Hamilton  
County: Atlantic  
NPDES#: NJG0149225  
PI ID#: 198050

Team Member/Title: Susan Giberson Operations Manager  
Effective Date of Permit Authorization (EDPA): April 1, 2004  
Date of Completion: March 31, 2005  
Date of most recent update: Brett Noll, Public Works Director, January 8, 2016

*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.*

The following topics will be covered by a computer generated training program:  
Course: Who will attend

Waste Disposal Education: Public Works and Police employees

Municipal Ordinances: Code Enforcement, Public Works, and Police employees

Yard Waste Collection Program: Public Works employees

Street Sweeping: Public Works employees

Stormwater Facility Maintenance: Public Works employees

Road Erosion Control: Public Works employees

Outfall pipe stream scouring remediation: Public Works employees

Construction Activity/Post Construction Stormwater Management in New Development and redevelopment (for municipally owned projects): Public Works employees

The following topics will be part computer training, and part practical field training:

Course: who will attend

Illicit Connection Elimination and outfall pipe mapping: Public Works employees (field training will include procedures to properly conduct illicit detections, investigations, and eliminations)

Maintenance Yard Operations (including Ancillary Operations): Public Works Employees, (field training will include the SOPS for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)

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