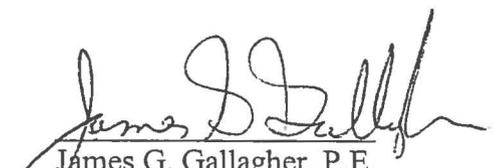


Township of Nutley

Stormwater Pollution Prevention Plan



Prepared by:
Pennoni Associates, Inc.
20 Commerce Drive
Cranford, NJ


James G. Gallagher, P.E.
Stormwater Program Coordinator

March 31, 2005

Table of Contents

Team Members	Form 1
Public Notice	Form 2
New Development and Redevelopment Program	Form 3
Local Public Education Program	Form 4
Storm Drain Inlet Labeling	Form 5
MS4 Outfall Pipe Mapping	Form 6
Illicit Connection Elimination Program	Form 7
Illicit Connection Records	Form 8
Yard Waste Ordinance/ Collection Program	Form 9
Ordinances	Form 10
Storm Drain Inlet Retrofitting	Form 11
Street Sweeping and Road Erosion Control Maintenance	Form 12
Stormwater Facility Maintenance	Form 13
Outfall Pipe Stream Scouring Remediation	Form 14
De-icing Material Storage	Form 15
Standard Operating Procedures	Form 16
Employee Training	Form 17

APPENDICIES

Standard Operating Procedures

Housekeeping Inspection Records

Street Sweeping Logs

Roadside Erosion Logs

Stormwater Facility Maintenance Logs

Outfall Scouring Logs

Illicit Connection Logs

Training Logs

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Jim Gallagher

Title: Stormwater Program Coordinatoor

Date: 3/21/05

Municipality: Nutley

County: Essex

NJPDES #: NJG0141852

PI ID #: 207207

Stormwater Program Coordinator: James G. Gallagher

Title: Township Engineer

Office Phone #: 908-653-0889

Emergency Phone #: 973-216-3119

Public Notice Coordinator: Evelyn Rosario-Garcia

Title: Township Clerk

Office Phone #: 973-284-4955

Emergency Phone #: N/A

Post-Construction Stormwater Management Coordinator: Bill Spezio

Title: Building Sub-Code Official

Office Phone #: 973-284-4957

Emergency Phone #: N/A

Local Public Education Coordinator: Evelyn Rosario-Garcia

Title: Township Clerk

Office Phone #: 973-284-4955

Emergency Phone #: N/A

Ordinance Coordinator: Kevin Harkins Esq.

Title: Twp Attorney

Office Phone #: 201-445-6722

Emergency Phone #: N/A

Public Works Coordinator: Mike Luzzi

Title: Public Works Superintendant

Office Phone #: 973-284-4984

Emergency Phone #: N/A

Employee Training Coordinator: Michael Henderson

Title: Project Engineer

Office Phone #: 908-653-0889

Emergency Phone #: 973-216-9336

Other: Tom Pandolfi/Jim Blanda

Title: Directors of Parks & Public Property/ Engineering

Office Phone #: 284-4966/284-4958

Emergency Phone #: (973) 418-7134/N/A

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Nutley

County: Essex

NJPDES # : NJG0149811

PI ID #: 207207

Team Member/Title: Evelyn Rosario-Garcia, Township Clerk

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

Date of Completion: 3/21/05

Date of most recent update: 3/21/05

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, N.J.S.A. 10:4-6, et seq., Nutley Township provides public notice in a manner that complies with the requirements of that Act. In regard to passage of the ordinances, Nutley Township provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. In addition, for municipal actions subject to public notice requirements in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., Nutley Township complies with those requirements. In all respects, those statutes require written notice of the activity to be taken by the Township be published in a newspaper of general circulation in the community.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: <u>Nutley</u>	County: <u>Essex</u>
	NJPDES # : <u>NJG0149811</u>	PI ID #: <u>207207</u>
	Team Member/Title: <u>Bill Spezio/Building Sub-Code Official</u>	
	Effective Date of Permit Authorization (EDPA): <u>4/1/2004</u>	
	Date of Completion: <u>3/21/05</u>	Date of most recent update: <u>3/21/05</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 Nutley Township (including municipal projects) the following steps are (will be) taken:

Nutley ensures 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, Nutley has not constructed any new development or redevelopment projects on Township property. If it is decided to construct such a project before the municipal stormwater control ordinance takes effect, Nutley will ensure adequate long-term operation and maintenance of BMPs for the project by requiring a project maintenance plan similar to the maintenance plan described in our draft of the ordinance, and by requiring and funding the implementation of that plan. Nutley will require any storm drain inlets that are install to comply with the design standard in Attachment C of the permit. Once that ordinance takes effect, Nutley will ensure such operation and maintenance for any new development/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.

The planning board has adopted a Municipal Stormwater Management Plan. The planning board and township attorney will also prepare a Model Stormwater Control Ordinance prior to April 2006. Once approved, the ordinance, which will be administered by the planning and zoning boards and code enforcement officer, will control stormwater from non-residential development and redevelopment projects.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: Nutley County Essex

NJPDES # : 0149811 PI ID #: 207207

Team Member/Title: Evelyn Rosario-Garcia, Township Clerk

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

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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.

Nutley Township will distribute the NJDEP brochure "Solutions to Stormwater Pollution" annually to all township residents and businesses. The brochure will be issued late March/early April in conjunction with the township recycling calender which will be distributed through mailings coordinated by the Department of Public Works to all township residents and businesses.

Nutley Township will provide the NJDEP brochure "Pet Waste Pollutes Our Waters" during issuance of pet licenses by the Clerk's Office.

An annual event will be held each year by the Township at which DEP brochures will be available. This event will be held in conjunction with Nutley's "Family Day", which occurs in May of each year.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Nutley County Essex

NJPDES # : 0141852 PI ID #: 207207

Team Member/Title: Mike Luzzi/Department of Public Works Superintendent

Effective Date of Permit Authorization (EDPA): 04/01/2004

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

Storm Drain Inlet Labeling

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

The storm drain inlet labeling program is being coordinated by the Department of Public Works. The inlets are being labeled by Nutley High School students during summertime periods.

The township contains approximately 1500 catchbasins. To date, approximately 30% of the catchbasins have been labeled. The label that is being utilized is constructed of white plastic with UV inhibitors and a layering of materials for flexibility and impact resistance. The printing is on the face of the material which is then covered with a layer of UV clearcoating for UV and abrasion resistance.

During the annual catch basin cleaning program, the labels are checked to ensure they are still intact and visible. Labels that have worn or have become dislodged are replaced.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Nutley County Essex

NJPDES # : 0149811 PI ID #: 207207

Team Member/Title: Mike Luzzi/Asst Director of Public Works

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

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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 Nutley Department of Public Works will utilize a GPS unit to locate all outfall pipes operated by the Township of Nutley. The location information will be imported into mapping software by the township who will prepare a location map at a scale of 1"=500'.

The mapping process will be conducted in 2 phases. Outfalls located along the Third River and Springer Brook will be mapped first, with an anticipated completion of April 2007. Outfalls located along the Passaic River will then be mapped, with an anticipated completion of April 2009.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Nutley County Essex

NJPDES # : 0141852 PI ID #: 207207

Team Member/Title: Mike Luzzi/Supt of Public Works and Bill Spezio/Code Enforcement Officer

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

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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.

Nutley Department of Public Works personnel will conduct an initial physical inspection of outfall pipes during the mapping process (see Form 6). The NJDEP Illicit Connection Inspection Report Form will be utilized during these inspections, and each of these forms will be kept with SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked for an illicit connection. If it is possible to locate the illicit connection as being within the Township, the responsible party will be cited for being in violation of the Illicit Connection Ordinance and have the connection eliminated immediately. If it is not possible to locate the source of the illicit connection after an investigation, a Closeout Investigation Form will be submitted with the Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Township will report the illicit connection to the appropriate entity.

There will be a phone number available, used for reporting spills and illegal dumping, to report any illicit connections. This phone number will be posted on the Township's website www.nutleynj.org. Personnel from the building, police and/or public works departments will investigate these reports and/or complaints.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Nutley County Essex
 NJPDES # : 0141852 PI ID #: 207207
 Team Member/Title: Mike Luzzi/Supt of Public Works
 Effective Date of Permit Authorization (EDPA): 4/01/2004
 Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: Nutley County Essex

NJPDES # : 0141852 PI ID #: 207207

Team Member/Title: Mike Luzzi/Supt of Public Works

Effective Date of Permit Authorization (EDPA): 4/01/2004

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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.

Nutley has adopted an ordinance that prohibits placing noncontainerized yard wastes in the street. The ordinance requires that the wastes be placed in a biodegradable paper bags which will be collected October 15th through December 15th of each year.

Residents and businesses will notified of the dates of collections by a schedule that will be posted on the township website.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: Nutley County Essex

NJPDES # : 0141852 PI ID #: 207207

Team Member/Title: Kevin Harkins, Esq/Township Attorney.

Effective Date of Permit Authorization (EDPA): 4/01/2004

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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

Pet Waste Pending Adoption

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

Litter Pending Adoption

Improper Waste Disposal Pending Adoption

Wildlife Feeding Pending Adoption

Yard Waste March 14, 2005

Illicit Connections Pending Adoption

How will these ordinances be enforced?

Personnel from the Public Works, Parks, and Code Enforcement Departments and local police officers will enforce these ordinances. First time offenders will be issued a written warning for an ordinance violation. Subsequent offenders will be issued penalties.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Nutley County Essex

NJPDES # :0149811 PI ID #: 207207

Team Member/Title: Mike Luzzi/ Supt. of Public Works

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

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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

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: Nutley County: Essex

NJPDES # :0141852 PI ID #: 207207

Team Member/Title: Mike Luzzi/Supt of Public Works

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

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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.)

Nutley Township sweeps all streets at least monthly, as permitted by weather and street conditions.

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)

Nutley uses its Public Works Department to monitor their roads for erosion problems during their normal patrols. All identified roadway erosion problems will be reported to the Public Works Superintendant. All identified problem areas are discussed and repairs are accordingly effected. The Public Works Superintendant will keep a log of identified problems and any corresponding repairs, including the dates of such repairs. Any repairs made will be in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: Nutley County: Essex

NJPDES # :0141852 PI ID #: 207207

Team Member/Title: Mike Luzzi/Supt of Public Works

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

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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

Nutley has an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once a year. The catch basins will not be cleaned if there is no evidence of debris or trash in the basin. If the basin is deemed "clean" it will not be cleaned, but will be checked the following year during the annual inspection. At the time of inspection, the catch basin will be inspected for proper function. Maintenance will be scheduled for those basins in need of repair. Additionally, the Township will respond to the complaints of catch basin "clogging" on a case-by-case basis and clean out debris where identified.

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 will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township are functioning properly. The applicable facilities operated by Nutley Township include; catch basins, storm drains, and swales. These facilities will be inspected annually for proper function. Preventative mainenance will be performed on stormwater facilities that are in high risk areas to ensure that they do not begin to fail.

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: Nutley County: Essex

NJPDES # : 0141852 PI ID #: 207207

Team Member/Title: Mike Luzzi/Supt of Public Works

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

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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.)

In conjunction with the illicit connection part of the SPPP, all of the outfall pipes will be checked for scouring. All sites identified for repairs will be placed on a list. Those repairs that do not need NJDEP permits for those repairs may be done first. Otherwise, repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey in the prioritized order. All repairs will be checked during an annual inspection of the sites to ensure that scouring has not resumed.

A log of all sites with outfall pipe scouring, as well as the dates and methods of corresponding repairs will be maintained.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: Nutley County Essex

NJPDES # : 0149811 PI ID #: 207207

Team Member/Title: Mike Luzzi/Supt of Public Works

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

Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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.

Nutley stores its de-icing materials indoors, in a dome, which fulfills the requirements of the standards. Sand is stored in locations at least 50 feet away from storm sewers and waterbodies.

De-icing material storage areas are inspected on a quarterly schedule in conjunction with other inspections required by the SPPP.

SPPP Form 16 - Standard Operating Procedures

Municipality Information

Municipality: Nutley Township County: Essex
 NJPDES #: NJG 0141852 PI ID#: 207207
 Team Member/ Title: Mike Luzzi, Department of Public Works
 Effective Date of Permit Authorization (EDPA): 4/1/2004
 Date of Completion: 3/21/05 Date of most recent update: 3/21/05

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	3/31/05	Quarterly for ASTs in accordance with SPCC Plan Monthly for USTs in accordance with NJDEP requirements
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	3/31/05	Quarterly
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	3/31/05	Quarterly At the time of this SPPP update, no materials representing a potential source of stormwater pollution are stored outside at the Tremont Garage Facility

SPPP Form 17 - Employee Training

Municipality Information

Municipality: Nutley County: Essex
 NJPDES #: NJG 0149811 PI ID#: 207207
 Team Member/ Title: Michael Henderson, Project Engineer
 Effective Date of Permit Authorization (EDPA): 4/1/2004
 Date of Completion: 3/21/05 Date of most recent update: 3/21/05

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

Nutley Township will hold annual employee training that will include the following topics. (Department receiving training is listed after each item)

1. Waste Disposal Education - including how employees should be responding to inquiries about waste disposal. (DPW-Recycling Division, Township Clerk, Police).
2. Municipal Ordinances - including an overview of all ordinances listed on SPPP Form 10, their requirements, enforcement policies, and hazards of non-compliance (DPW-Recycling/Sewer Divisions, Township Clerk, Police, Parks/Public Property)
3. Illicit Connection Elimination and Outfall Pipe Mapping - including information regarding the elimination program, investigation techniques, physical observations, field sampling and procedures for mapping (DPW - Sewer Division, Building Department)
4. Street Sweeping - including the sweeping schedule and record-keeping procedures (DPW - Street Sweepers)
5. Stormwater Facility Maintenance - including cleaning schedules and record-keeping procedures (DPW - Roads/Sewer Divisions)
6. Road Erosion Control and Outfall Pipe Stream Scouring Remediation - including identification of road erosion, outfall pipe scouring and repairs (DPW - Roads Division)
7. Maintenance Yard Operations - including procedures for de-icing material storage, fueling, vehicle maintenance, equipment washing and good housekeeping Standard Operating Procedures (DPW - All)
8. Construction Activity and Post-Construction Stormwater Management in New Development and Redevelopment - including information about the NJPDES construction activity permit and all stormwater related requirements for new development and redevelopment on projects disturbing areas of one acre or more (Building Department)

Training dates and training schedules have yet to be determined

PROCEDURE NAME: GOOD HOUSEKEEPING

POLICY: This Standard Operating Procedure (SOP) contains the basic practices of good housekeeping to be followed at Nutley's Department of Public Works Tremont Garage Facility

APPLICABILITY: This SOP applies to the Tremont Garage Facility, at which all maintenance activities conducted by the Township of Nutley are performed. Refer to the facility's Spill Prevention Control and Countermeasures Plan (SPCC) for additional requirements regarding the storage of oil.

PURPOSE: To provide a set of guidelines for the employees of the Tremont Garage Facility.

STANDARDS AND SPECIFICATIONS (GENERAL):

1. All containers must be properly labeled and marked, and the labels must remain clean and visible.
2. All containers must be kept in good condition and tightly closed when not in use.
3. When practical, chemicals, fluids and supplies should be kept indoors.
4. If containers are stored outside, they must be covered and placed on spill platforms.
5. Spill kits and drip pans must be kept near any liquid transfer areas and protected from rainfall.
6. Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
7. Collect waste fluids in properly labeled containers and dispose of them properly.

STANDARDS AND SPECIFICATIONS (SALT AND DEICING MATERIAL):

1. During loading and unloading of salt and deicing materials, prevent and/or minimize spills.
2. At the completion of loading and unloading activities, spilled salt and deicing materials shall be removed using dry cleaning methods and either reused or properly discarded.
3. Sweeping will be conducted regularly to get rid of dirt and other debris. Sweeping will also be conducted following loading/unloading activities, when practical.

SPILL RESPONSE AND REPORTING:

1. Conduct cleanup of spills immediately after discovery.
2. Spills are to be cleaned using dry cleaning methods only.
3. For spills involving oil or waste oil follow the requirements of the facility's SPCC Plan.

INVENTORY AND INSPECTIONS

1. An inspection will be conducted on a quarterly basis of all areas of the Tremont Garage to ensure requirements of this SOP are met. Documentation of these inspections will be maintained onsite within the Superintendent's Office.
2. Materials or machinery which could be a source of pollutants in a stormwater discharge are not normally stored outdoors at the Tremont Garage. Should storage of these items outdoors be required, an inventory will be established. This inventory will be updated during the quarterly inspections.

Michael Luzzi, Department of Public Works Superintendent

PROCEDURE NAME: Petroleum Product Delivery to Underground Storage Tanks

POLICY: This Standard Operating Procedure (SOP) describes the delivery and unloading of all petroleum products to the underground storage tanks (USTs) located at Nutley's Department of Public Works Tremont Garage Facility. The policy incorporates federal, state and local regulations. The Department of Public Works is responsible for compliance with this operating procedure. Refer to the facility's Spill, Prevention, Control and Countermeasures Plan for deliveries to the aboveground storage tank.

APPLICABILITY: This procedure incorporates the requirements set forth in 40 CFR 280 and 49 CFR 173, as well as the regulations of N.J.A.C. 7:14A and 7:14B. This policy applies to the delivery of gasoline or diesel to the Tremont Garage's UST's.

PURPOSE: To provide for the proper handling and unloading of petroleum in accordance with federal, state, and local requirements.

PROCEDURE:

1. DPW Personnel – Prior to ordering fuel, determine fuel level in the UST. Subtract this figure from the maximum holding capacity of the UST (Gasoline - 8100 gallons, Diesel – 4500 gallons). The result is the maximum amount of fuel that can be transferred into the UST during the delivery.
2. Purchasing Department – Verify with Fire Department (Thomas Nicolleti) amount of fuel to be ordered prior to issuing a purchase order.
3. DPW Personnel - Ensure that catch basin located south of UST is covered prior to unloading. The cover shall not be removed until unloading is completed and any spillage has been contained and removed.
4. DPW Personnel - Ensure spill bucket is free of liquid prior to arrival of fuel delivery vehicle.
5. Delivery Vehicle Driver - Set the parking brake of the fuel delivery vehicle and **remain with the vehicle** during the entire unloading period.
6. Delivery Vehicle Driver - independently determine the fuel level in the UST utilizing a gauging rod to confirm that sufficient space is available in the receiving storage tank to receive the contents of the tank truck, and document the tank measurements. Do not rely upon overfill prevention valves or high level alarms to determine when to secure flow of product.
7. Delivery Vehicle Driver - Prior to unloading (and again prior to departure of tank truck), the lowermost drain and all outlets of vehicle must be examined by the driver for leakage and if necessary tightened, adjusted or replaced to prevent leakage while off-loading (or while in transit).
8. Delivery Vehicle Driver - ensure all hoses are connected tight. **Fuel shall be delivered to the UST by gravity flow, no pressurized deliveries are permitted.**
9. Delivery Vehicle Driver - Once unloading has ceased, disconnect hoses such that any material in the lines will gravity drain into the tank. Any small dripping material shall be contained and removed.
10. Delivery Vehicle Driver - visually inspect the area for any releases inspection.
11. Delivery Vehicle Driver - If *any* spill occurs during the filling process, stop filling and immediately follow the requirements of the Release Response Plan.

Signature:

Fred Scalera, Deputy Fire Chief, Nutley Fire Department

PROCEDURE NAME: VEHICLE MAINTENANCE AND REPAIR

POLICY: This Standard Operating Procedure (SOP) contains the basic practices of vehicle maintenance relative to stormwater pollution prevention at Nutley’s Department of Public Works Tremont Garage Facility.

APPLICABILITY: This SOP applies to the Tremont Garage Facility, at which all vehicular maintenance activities conducted by the Township of Nutley are performed.

PURPOSE: To provide a set of guidelines for the employees of the Tremont Garage Facility to eliminate and/or minimize the amount of pollutants entering surface and ground water from vehicle maintenance activities.

STANDARDS

1. Perform all vehicle maintenance inside the building whenever possible.
2. For projects that must be performed outdoors that last more than one day, portable tents or covers must be placed over exposed machinery when not being worked on, and drip pans must be used.
3. Conduct clean up of any spill(s) immediately after discovery.

Michael Luzzi, Department of Public Works Superintendent

GOOD HOUSEKEEPING INSPECTION CHECKLIST

TREMONT GARAGE FACILITY

Instructions: This inspection record will be completed once per quarter and filed with the Stormwater Pollution Prevention Plan. Further description or comments shall be attached on a separate sheet of paper if necessary. Any "NO" answer requires immediate corrective action.

	<u>Circle one</u>	<u>Description/Commen</u>
INTERIOR AREAS		
Spill Kits in Mechanic Areas in place and stocked	YES NO	_____
Drums are labeled and closed	YES NO	_____
Drums are free of corrosion and damage	YES NO	_____
All spills are cleaned up	YES NO	_____
EXTERIOR AREAS		
Deicing material loading area swept	YES NO	_____
Spill Kit at Fuel Oil AST in place and stocked	YES NO	_____
Spill Kit at Dispenser Island in place and stocked	YES NO	_____
Exposed Machinery under tarps	YES NO N/A	_____
Drums are labeled and closed	YES NO N/A	_____
Drums are free of corrosion and damage	YES NO N/A	_____
All drums are located on spill pallets and are covered	YES NO N/A	_____
All materials and machinery which could be a source of pollutants in stormwater are inventoried	YES NO N/A	_____

Signature: _____

Date: _____

Township of Nutley Street Sweeping Log for 2005

Month	Number of Cycles	Miles Swept	Amount Collected
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Illicit Connection Inspection Report Form

Municipality
Information

Municipality: Nutley County Essex

NJPDES # : 0149811 PI ID #: 207207

Team Member: Michael Luzzi

Date 3/21/05 Effective Date of Permit Authorization (EDPA): 4/1/2004

Outfall #: _____ Location: _____

Receiving Waterbody: _____

1. Is there a dry weather flow? Y () N ()
2. If "YES", what is the outfall flow estimate? _____ gpm
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y () N ()
4. If you answered "NO" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.
(NOTE: This form **does not** need to be submitted to the Department, but should be kept with your SPPP.)
If you answered "YES" to either question, please continue on to question #5.
(NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)

5. PHYSICAL OBSERVATIONS:

- (a) ODOR: none _____
- (b) COLOR: none _____
- (c) TURBIDITY: none _____
- (d) FLOATABLES: none _____
- (e) DEPOSITS/STAINS: none _____
- (f) VEGETATION CONDITIONS: normal
- (g) DAMAGE TO OUTFALL STRUCTURES:
IDENTIFY STRUCTURE: _____
DAMAGE: none _____

6. ANALYSES OF OUTFALL FLOW SAMPLE:

* field calibrate instruments in accordance with manufacturer's instructions prior to testing.

- (a) DETERGENTS: _____ mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)

(b) **AMMONIA (as N) TO POTASSIUM RATIO:** _____

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1, then the pollutant is from another washwater source.)

(c) **FLUORIDE:** _____mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) **TEMPERATURE:** _____°F

(if the temperature of the sample is over 70°F, it is most likely cooling water)

(if the temperature of the sample is under 70°F, it is most likely from ground water infiltration)

7. Is there a suspected illicit connection? Y () N ()

If "YES", what is the suspected source? _____

If "NO", skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?

Y () N ()

If "YES", proceed to question #9.

If "NO", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y () N ()

If "YES", identify the source. _____

What plan of action will follow to eliminate the illicit connection?

Resolution:

If "NO", complete the Closeout Investigation Form and attach it to this Illicit Connection Inspection Report Form.

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification.

If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

Closeout Investigation Form

Municipality
Information

Municipality: Nutley County Essex

NJPDES # : **NJG**0149811 PI ID #: 207207

Team Member / Title: _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

Basis for Submittal:

- () A non-stormwater discharge was found, but no source was located within six months.
- () An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

Describe each phase of your investigation, including dates. Attach additional pages as necessary:

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

Complete and attach this form to the appropriate Illicit Connection Inspection Report Form and submit with the Annual Report and Certification.

NUTLEY STORMWATER TRAINING LOG FOR 200__

	MECHANICS	RECYCLING	ROAD	SEWER	DPW ADMIN	PARKS	POLICE	BUILDING DEPT	TOWNSHIP CLERK
Waste Disposal									
Municipal Ordinances									
Illicit Connection									
Street Sweeping									
Stormwater Facility Maintenance									
Road Erosion/Outfall Pipe Remediation									
Maintenance Yard Operations									
Construction/ Post Construction SW Management									