

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Francis Guzik, PE

Title: West Windsor Township Engineer

Date: February, 2005, Revised June 1, 2009

Municipality: West Windsor Township

County: Mercer

NJPDES #: NJG0149977(Tier A)

PI ID #: 168169

Stormwater Program Coordinator: Francis Guzik, PE

Title: Township Engineer

Office Phone #: 609-799-9396

Emergency Phone #: 609-799-9396

Francis Guzik
6-1-09

Public Notice Coordinator: Sharon Young

Title: Township Clerk

Office Phone #: 609-799-2400

Emergency Phone #: 609-799-2400

Post-Construction Stormwater Management Coordinator: Brian Aronson

Title: Township Engineering Technician

Office Phone #: 609-799-9396

Emergency Phone #: 609-799-9396

Local Public Education Coordinator: Dan Dobromilsky

Title: Township Liaison, Environmental Commission

Office Phone #: 609-799-9396

Emergency Phone #: 609-799-9396

Ordinance Coordinator: Francis Guzik, P.E.

Title: Township Engineer

Office Phone #: 609-799-9396

Emergency Phone #: 609-799-9396

Public Works Coordinator: Alex Drummond

Title: Director of Public Works

Office Phone #: 609-799-8370

Emergency Phone #: 609-799-8370

Employee Training Coordinator: Alex Drummond

Title: Director of Public Works

Office Phone #: 609-799-8370

Emergency Phone #: 609-799-8370

Other: Terence Vogt, PE

Title: Consulting Engineer

Office Phone #: 856-216-1890

Emergency Phone #: 856-795-9595

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: West Windsor Township

County: Mercer

NJPDES # : NJG0149977(Tier A)

PI ID #: 168169

Team Member/Title: Sharon Young, Township Clerk

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

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

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), West Windsor Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, West Windsor 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 (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.), West Windsor Township complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information	Municipality: <u>West Windsor Township</u>	County: <u>Mercer County</u>
	NJPDES # : <u>NJG0149977(Tier A)</u>	PI ID #: <u>168169</u>
	Team Member/Title: <u>Brian Aronson, Township Engineering Technician</u>	
	Effective Date of Permit Authorization (EDPA): <u>April 1, 2004</u>	
	Date of Completion: <u>February, 2005</u> Date of most recent update: <u>May, 2009</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 West Windsor Township, (including projects we operate), we will do the following:

West Windsor Township is already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, NJAC 7:8, referenced in those standards) are in compliance with those standards. Township planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Now that the ordinances are in effect, The Township will ensure adequate long-term operation and maintenance of BMP's for that project by requiring a project maintenance plan similar to the maintenance plan described in its draft of that ordinance, and by requiring and funding the implementation of that plan. The Township will also require any storm drain inlets installed to comply with the design standard in Attachment C of its permit. The Township will also ensure such operation and maintenance for any new development or redevelopment projects 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.

SPPP Form 3 (continued)
New Development and Redevelopment Program

The adopted Stormwater Control Ordinance is administered by our planning and zoning boards. The Code Enforcement Officer will control stormwater from all development and redevelopment projects.

For any BMP that is installed with the requirements of our post-construction program, West Windsor Township will ensure adequate long-term operation, as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that is not Township owned or operated, West Windsor Township intends to do this by adoption and enforcement of provisions in the municipal control ordinances to provide necessary operations and maintenance, which will be incorporated into future planning board approvals, and memorialized by resolutions.

West Windsor Township 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. West Windsor Township 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 NJDEP bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across in dimension.

SPPP Form 4- Local Public Education Program

Municipality
Information

Municipality: West Windsor Township County Mercer

NJPDES # : 0149977 (Tier A) PI ID #: 168169

Team Member/Title: Dan Dobromilsky, Township Liaison, Environmental Commission

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

Local Public Education Program

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

The Township Environmental Commission has developed and distributed a pamphlet that promotes Integrated Pest Management (IPM) practices for home landscape care. Reduced use of fertilizers, herbicides and pesticides in favor of proper non-chemical horticultural practices are discussed in the pamphlet. Suggestions for hiring contractors that practice IPM practices are included. The pamphlet also reviews the benefits of IPM practices.

The Environmental Commission printed and distributed approximately 2,500 copies of this pamphlet at various community events (e.g., Heritage Day, Community Festival, Bikefest and Arbor Day) in 2004. In 2005, another printing with distribution to elementary school children is scheduled.

In the future this pamphlet may be amended to include additional clean water / runoff initiatives. The potential to include this pamphlet with a Township wide mailing (e.g., with tax bills) is being explored.

West Windsor Township will also conduct and document educational activities that total a minimum of 10 points annually as outlined in "Attachement E" of our permit. Individual activities have not been chosen to date.

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: West Windsor Township County Mercer County

NJPDES # : 0149977 PI ID #: 168169

Team Member/Title: Alex Drummond, Director of Public Works

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

Storm Drain Inlet Labeling

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

For the storm drain inlet labeling program, the Township will provide services to label inlets in accordance with the requirements and timetables within its MS4 permit..

The Township 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 by West Windsor Township.

The Township will use an appropriate method of labelling inlets that will read "NO DUMPING - DRAINS TO WATERWAY" with a picture of a fish next to it. At the Township's discretion, alpha-numeric labels may be included.

The attached map divides West Windsor Township into two sectors. Beginning on or before April, 2005, 50% of eligible municipal inlets in Sector A will be labeled on or before April, 2007. For schedule purposes, Sector A includes all eligible inlets WEST of the following roadways within the Township. 100% of eligible municipal inlets in both Sectors A and B will be labeled on or before April, 2009.

During the Township's annual catch basin cleaning program, these labels will be checked to ensure that they are still visible, and if not, the labels will be replaced immediately.

Finally, if adequate resources are available, West Windsor Township may as-built said inlets using GPS equipment, and map said inlets.

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: West Windsor Township County Mercer

NJPDES # : NJG 0149977 (TierA) PI ID #: 168169

Team Member/Title: Francis Guzik, Township Engineer

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

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

West Windsor Township will procure services to map out the location of all outfall pipes operated by West Windsor Township. It will identify, map and investigate (see Illicit Connection Elimination Program and Outfall Pipe Stream Scouring Remediation Program) each outfall pipe that is located.

Although not required, if resources are available, the Township all also use GPS to locate its outfalls.

West Windsor Township has been divided into two sectors (refer to SPP Form5).

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 = 1000 feet. All waterbodies receiving outfall pipe discharges will also be identified.

West Windsor Township has completed this task and mapped all outfalls located on public and private lands within the municipality.

SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: West Windsor Township County Mercer

NJPDES # : NJG 0149977 (Tier A) PI ID #: 168169

Team Member/Title: Alex Drummond, Director of Public Works

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

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

The Township will procure services to conduct an initial physical inspection of all outfall pipes during the mapping process. It will use the NJDEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with its 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 the illicit connection can be located (and the connection is within West Windsor Township), the responsible party will be cited for being in violation of an Illicit Connection Ordinance, and the connection will be eliminated immediately. If, after the appropriate amount of investigation, the source of the illicit connection cannot be located, the Closeout Investigation Form will be submitted with an Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, West Windsor Township will report the illicit connection to the New Jersey Department of Environmental Protection. Investigations of outfalls will begin on or before October, 2005.

West Windsor Township has a hotline that is currently used for reporting spills and illegal dumping. The hotline will also be made available for reporting illicit connections.

SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: West Windsor Township County Mercer

NJPDES # : NJG0149977 (Tier A) PI ID #: 168169

Team Member/Title: Alex Drummond, Director of Public Works

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

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: West Windsor Township County Mercer

NJPDES # : NJG0149977 (Tier A) PI ID #: 168169

Team Member/Title: Alex Drummond, Director of Public Works

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

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.

West Windsor has an existing yard waste collection and disposal program that complies with MS4 requirements.

West Windsor Township will be collecting leaves and brush (not grass) in accordance with the minimum MS4 monthly collection requirements of October, November, and December, plus one collection in the Spring. In addition to the above, West Windsor Township collects brush on an as-needed basis throughout the year.

During the minimum collection months stipulated in the MS4 permit, West Windsor Township will post its collection schedule and ordinance requirements on the Township web site.

West Windsor Township 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.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: West Windsor Township County Mercer

NJPDES # : NJG0149977 (Tier A) PI ID #: 168169

Team Member/Title: Francis Guzik, Township Engineer

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

Date of Completion: March 31, 2005 Date of most recent update: May, 2009

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

Pet Waste Ordinance 2006-01 adopted on January 17, 2006

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

Litter Ordinance 2006-01 adopted on January 17, 2006

Improper Waste Disposal Ordinance 2006-01 adopted on January 17, 2006

Wildlife Feeding Ordinance 2006-01 adopted on January 17, 2006

Yard Waste Ordinance 2006-01 adopted on January 17, 2006

Illicit Connections Ordinance 2006-01 adopted on January 17, 2006

How will these ordinances be enforced?

Our Health Department, Zoning Board, Engineering Department 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

West Windsor Township will also be adopting and enforcing a Refuse Container Ordinance and Private Catch Basin Retrofitting Ordinance meeting the standards set forth in Attachment "C" of the permit on or before September 1, 2010.

SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: West Windsor Township

I County Mercer

NJPDES # NJG 0149977 (Tier A) PI ID #: 168169

Team Member/Title: Francis Guzik, Township Engineer

Effective Date of Permit Authorization (EDPA): _____

Date of Completion: February, 2005 Date of most recent update: May, 2009

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

For most projects, West Windsor Township will use the NJDOT bicycle safe grates and (if needed) a curb opening with a clear space no bigger than two (2) 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
(SEE ATTACHED SHEET)					

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

West Windsor Township does not operate any alternative devices within the municipality. At this time, it does not plan on installing any such devices for repaving, repairing, reconstruction or alteration projects. The Township also does not plan on claiming any historic place exemptions.

SPPP Form 11 – Storm Drain Inlet Retrofitting
(continuation)

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
North Mill Road Reconstruction	11-1-2004	11-8-2004	11-30-2004	6	0
Conover Road Reconstruction	4-4-2005	4-11-2005	6-10-2005	28	0
Southfield Road Bikelanes	8-1-2006	8-24-2006	10-18-2007	37	0
Millstone Road Reconstruction	6-1-2007	7-1-2007	10-14-2008	10	0
South Lane Repaving	6-1-2007	7-1-2007	10-14-2008	6	0
2006 Annual Road Improvement Program	6-1-2007	7-1-2007	10-14-2008	16	0
2007 Annual Road improvement Program	10-1-2008	10-13-2008	1-20-2009	24	0
2008 Annual Road improvement Program	10-1-2008	10-13-2008	1-20-2009	18	0

SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality
Information

Municipality: West Windsor Township County: Mercer

NJPDES # NJG 014997 (Tier A) PI ID #: 168169

Team Member/Title: Alex Drummond, Director of Public Works

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

West Windsor Township has evaluated all of its streets to determine which areas will need to be swept monthly.

(See Following Sheet)

Also attached is a sample street sweeping log for use by Township personnel.

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 (DPW) -- Beginning October, 2005 Public Works (DPW) personnel will monitor all non-curbed municipal streets for erosion problems during 'normal patrols.' Erosion problems will be reported to the DPW Supervisor (George Spille), and prioritized for repairs in accordance with SCD and NJDEP standards, as applicable. An inspection log will be kept with repairs and dates, with a repair status kept in the Annual Report and Recertification. The inspection will be maintained by Alex Drummond.

SPPP Form 12 - (continued)
Street Sweeping and Road Erosion Control Maintenance
West Windsor Township

Street Sweeping

West Windsor Township intends on maintaining its existing street sweeping program for all other streets (that are not required by permit), which includes sweeping all streets once a year.

Beginning April, 2005, the following municipally-owned and operated streets only will be swept at least monthly, weather and street surfaces permitting. Said streets will meet all of the following conditions:

- Posted speeds less than or equal to 35 miles per hour, excluding entrance/exit ramps.
- Curbed streets.
- Non-residential area streets.

As such, only the following streets must be swept monthly and are as follows:

Roszel Road	Meadow Road (portion)	Emmons Drive
Farber Road	Alexander Road (portion)	Wallace Circle
Canal Pointe Boulevard	Wheeler Way	Carnegie Boulevard West

(See attached map)

A street sweeping log (**sample attached**) will be kept, including dates and areas swept, number of miles swept, and the total amount of materials collected.

**Sample Street Sweeping Log
West Windsor Township**

Prepared by _____
Title _____
Date _____

Month (Dates)	Areas swept	Miles swept	Total amount of materials collected
----------------------	--------------------	--------------------	--

April

May

June

July

August

September

October

November

December

January

February

March

**West Windsor Township
Sample Road Erosion Repair Log
May, 2009**

Year _____
 Prepared By _____
 Date _____

Month (date) Road Erosion Location/length Repairs

January			
February			
March			
April			
May			
June			
July			
August			

**West Windsor Township
Sample Road Erosion Repair Log
May, 2009**

Year _____
Prepared By _____
Date _____

Month **(date)** **Road Erosion Location/length** **Repairs**

September			
October			
November			
December			

SPPP Form 13 – Stormwater Facility Maintenance

Municipality
Information

Municipality: West Windsor Township County: Mercer

NJPDES # : NJG0149977 (Tier A) PI ID #: 168169

Team Member/Title: Alex Drummond, Director of public Works

Effective Date of Permit Authorization (EDPA): _____

Date of Completion: February, 2005 Date of most recent update: May, 2009

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

West Windsor Township has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year and maintained, if necessary, by DPW personnel and/pr procured services. 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 are also inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.

Attached is an example of the Storm Drain Log

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.)

West Windsor Township will implement a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. West Windsor Township operates the following:

- catch basins*
- storm drains*
- infiltration (detention and retention) basins*
- buffer strips (if/when installed)*
- swales*

These stormwater facilities will be inspected annually by DPW personnel and/or procured services 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.

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.

**West Windsor Township
Stormwater Facility Maintenance Log
May, 2009**

Year _____
Prepared By _____
Date _____

Month (date) Stormwater Facility Repairs

January			
February			
March			
April			
May			
June			
July			
August			

**West Windsor Township
Stormwater Facility Maintenance Log
May, 2009**

Year _____
 Prepared By _____
 Date _____

Month (date) Stormwater Facility Repairs

September			
October			
November			
December			

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality
Information

Municipality: West Windsor Township County: Mercer

NJPDES # : NJG0149977 (Tier A) PI ID #: 168169

Team Member/Title: Alex Drummond, Director of Public Works, Francis Guzik, Twp. Engineer

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

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

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

Beginning October, 2005, concurrent with illicit connection investigations, outfalls will be inspected for signs of stream erosion and scouring. Sites will be prioritized, and repairs will be scheduled and performed in accordance with Mercer County (SCD) and NJDEP standards.

Each repair will be followed up with an annual inspection of the site to ensure that scouring has not resumed.

Once inspections are underway, a list will be developed of all sites with outfall pipe stream scouring, the date repairing the scouring is planned, and the method of repair to be used. When repairs are completed, the date of that repair will be noted on this form.

SPPP Form 15 – De-icing Material Storage

Municipality
Information

Municipality: West Windsor County Mercer

NJPDES # : NJG01499772 (Tier A) PI ID #: 168169

Team Member/Title: Alex Drummond, Director of Public Works

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

Date of Completion: February, 2005 Date of most recent update: May, 2009

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.

West Windsor Township stores its de-icing salt in a covered dome structure at its maintenance facility, located on Southfield Road.

In addition, West Windsor Township stores sand for use in baseball fields, playgrounds, etc. This sand is stored at the Southfield Road maintenance yard and is covered year round with tarps until a permanent structure is built. At the completion of loading and unloading activities, an inspection will be made for spilled sand. No sand will be stored within 50 feet of a municipal inlet.

SPPP Form 67 – Standard Operating Procedures

Municipality Information	Municipality: <u>West Windsor Township County Mercer</u> NJPDES # : <u>NJG0149977 (Tier A)</u> PI ID #: <u>168169</u> Team Member/Title: <u>Alex Drummond, Director of Public Works</u> Effective Date of Permit Authorization (EDPA): _____ Date of Completion: <u>February, 2005</u> Date of most recent update: <u>May, 2009</u>
---------------------------------	---

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>April, 2005</i>	<i>Fueling facilities at Public Works (Southfield Road), the Police Station, the Volunteer Fire Company and Emergency Medical Services (EMS) facility -- monthly.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>April, 2005</i>	<i>Monthly inspections will be held to ensure that the SOP is being met.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment D of the permit.	<i>April, 2005</i>	<i>Monthly inspections of all municipal maintenance yards and ancillary operations will be held. WWT will maintain proper records for vehicle & equipment washing.</i>

West Windsor Township Standard Operating Procedures Vehicle and Equipment Fueling

West Windsor Township Maintenance Yards with Fueling Operations:

Public Works (Southfield Road)
Police Station (Everett Drive)
Volunteer Fire Companies (Clarksville Road and South Mill Road)
Emergency Medical Services (Everett Drive)

Introduction and Purpose

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

Scope

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

Standards and Specifications (for vehicle and equipment fueling)

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

Standards and Specifications (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.
- Contact the West Windsor Township Spill Response Team at **(609) 799-1222**

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.

West Windsor Township Standard Operating Procedure Vehicle Maintenance

West Windsor Township Public Works Facility, Southfield Road 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 West Windsor Township. The purpose of this SOP is to provide a set of guidelines for the West Windsor Township vehicle maintenance yards including maintenance activities at ancillary operations.

Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of West Windsor.

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 a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Contact the West Windsor Township Spill Response Team at **(609) 799-1222**

Maintenance and Inspection

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

West Windsor Township Standard Operating Procedure Good Housekeeping

West Windsor 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 West Windsor Township. The purpose of this SOP is to provide a set of guidelines for the employees of West Windsor 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 West Windsor 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, papers, cans, bottles and trash in designated bins.

Standards and Specifications

(Salt and Deicing Material Handling)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
- Minimize the tracking of materials from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.

Spill Response and Reporting

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the West Windsor Township Spill Response Team at **(609) 799-1222**

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.

Equipment and Vehicle Washing

West Windsor Township will maintain a record of where and when equipment and vehicle washing occurs to document proper management of wash water discharge.

Inventory List
West Windsor Township Public Works Facility

Inventory Requirements for Municipal Maintenance Yard Operations (including Ancillary Operations)

Tier "A" Municipalities shall include for municipal maintenance yard operations an inventory that includes the following:

A list to be made part of the SPPP of general categories of all materials or machinery located at the municipal maintenance yard, which could be a source of pollutants in a stormwater discharge. The materials in question include, but are not limited to: raw materials; intermediate products; final products; waste materials; by-products; machinery and fuels; and lubricants, solvents, and detergents that are related to the municipal maintenance yard operations or ancillary operations. Materials or machinery that are not exposed to stormwater or that are not located at the municipal maintenance yard or related to its operations do not need to be included.

- **Waste materials or by-products**

- **Machinery and fuels**

- **Lubricants**

- **Solvents**

- **Detergents**

**West Windsor Township Public Works
Equipment Listing**

<u>Equipment No.</u>	<u>Year</u>	<u>Vehicle Description</u>
1	1999	Dodge 3500 Dump
2	1999	Dodge 3500 Dump
3	1985	Dodge 318 pickup
4	1987	Ford Dump F700
5	1989	Ford L800 Dump
6	1991	Chevy TV Van
7	1992	Ford Dump F800
8	1987	Dodge 4x4 Pickup
9	1985	Dodge 350 Dump
10	2001	Sterling Compactor
11	1985	Dodge 350 Dump
12	1987	Dodge 150 Pickup
14	1993	Ford C6 F350XL Dump
15	1999	Dodge 3500 Dump
16	2001	Sterling
17	1993	Ford F150XL Pickup
18	1978	Ford 800 LNT
19	1991	Ford F800 4x4 Jetter Truck
20	1988	Dodge D350 Dump
21	1989	Ford F350 Utility Truck
22	1989	GMC, Vac-All
22A		Pony Motor For Vac-All
23	1989	Dodge Pickup
24		Ford F550 Dump
26	1990	Ford F600 Truck
27	1991	Ford L8000 Dump
28	2002	Ford F550 Dump
29	1992	Ford F350 Dump
30	1992	Ford F350 Dump
31	1993	Elgin
32	1989	Dodge Pickup
34	1995	Ford F800 Dump

**West Windsor Township Public Works
Equipment Listing**

<u>Equipment No.</u>	<u>Year</u>	<u>Vehicle Description</u>
35	1995	Ford F800 Dump
36	1995	Chevy CK 1500 Pickup
37	1995	Chevy Ck 1500 Pickup
38	1995	Ford L8000 Compactor
39	1997	Ford F800 Dump
40	1998	Dodge Ram 3500 Dump
41	1998	Chevy 4x4 Pickup
42	1998	Chevy 4x4 Pickup
43	2003	Ford F250 Pickup
44	2003	Ford F250 Pickup
E-01		Chain Saw
E-02		Chain Saw
E-03		Chain Saw
E-04		Small Chain Saw
E-05		Pole Saw
E-06		Pole Saw
E-07		Pole Saw
E-08		Weed Eater
E-09 Mule		2510 Kawasaki Mule
E-10		Weed Eater
E-11	1983	Ford 5610 Boom Mower
E-12		John Deere 420 Mower
E-13		Weed Eater
E-14		Weed Eater
E-15		Extendajet
E-16		Small Roller
E-17		Piston Pump
E-19		544E John Deere Loader
E-20		Pump
E-21		Pump
E-22		Push Mower
E-23	1988	Ford 340B Tractor

**West Windsor Township Public Works
Equipment Listing**

<u>Equipment No.</u>	<u>Year</u>	<u>Vehicle Description</u>
E-24		3HP Generator
E-25		3x3 Trash Pump
E-26		Chain Saw
E-29		Sullair Compressor
E-30	1992	Brush Chipper
E-32		Vibra-Plate
E-35	1986	580E Case Backhoe
E-36	2000	621C XR Case Loader
E-37		575E New Holland Backhoe
E-38		621D Case Loader
E-40		Stone Vibratory Plate
E-41		Bomag Vibratory Tamper
ES-6500		Honda ES6500 Portable Gen Set
EV-6010		Honda EV6100 Van Gen Set
P-01		Stihl FS-76 Weed Trimmer
P-02		Stihl FS-76 Weed Trimmer
P-03		Stihl FS-80 Weed Trimmer
P-04		Stihl FS-80 Weed Trimmer
P-05		Stihl Weed Trimmer
P-06		Stihl Weed Trimmer
P-07		Stihl FH-75 Stick Edger
P-08		Tanaka TLE-550 Walk Behind Edger
P-09		Stihl HT-75 pole Saw
P-10		Red Max EB-431 Back Pack Blower
P-11		Back Pack Blower
P-12		Back Pack Blower
P-13		Blower/Vac
P-14		Push Blower
P-15		Push Blower
P-16		Stihl FS-80 Weed Trimmer
P-17		Push Mower
P-18		Push Mower

**West Windsor Township Public Works
Equipment Listing**

<u>Equipment No.</u>	<u>Year</u>	<u>Vehicle Description</u>
P-19		Ransome Walk Behind Mower
P-20		Ransome Mower
P-21		Ransome Walk Behind Mower
P-22		Ransome Walk Behind Mower
P-23		Ransome Walk Behind Mower
P-25		Scag 61 Zero Turn Mower
P-26		Scag 61 Zero Turn Mower
P-28		Toro 72 Mower
P-29		Toro 72 Mower
P-30		Toro 322D Groundmaster Mower
P-31		Toro Groundmaster Mower
P-32		Toro Groundmaster Mower
P-33		Toro Groundmaster Mower
P-35		Toro Groundmaster Mower
P-37		Dew Eze Hill Mower
P-38		Toro Sand Pro 5000
P-39		Toro Workman Utility Truck
P-39A		Toro Power Washer
P-40		Ford New Holland T-L-B 1920
P-41		International Tractor
P-42		Club Cart Lining Machine
P-43		Club Car - Stripper
P-44		Aera-Vator Aerator
P-45		Ryan - Slice Seeder
P-46		Ryan - Sodcutter
P-47		Billy Goat
P-48		Landpride Brush-Hog Mower Deck
P-49		Trenchmaster Bed Edger
P-50		Auger, Earthquake
P-51		Mantis tiller
P-52		Hedge Trimmer
P-53		Lawn Cyclor

**West Windsor Township Public Works
Equipment Listing**

<u>Equipment No.</u>	<u>Year</u>	<u>Vehicle Description</u>
P-54		Back Pack Blower
P-55		Back Pack Blower
P-56		Hedge Trimmer
P-57		18" Chain Saw
P-58		Stihl Stick Edger
P-59		Stihl Stick Edger
P-60		Stihl String Trimmer
P-61		Stihl String Trimmer
P-62		Red Max Back Pack Blower
PS #1 Gen Set		Breamar Gen Set
PS #2 Gen Set		Duck Pond Gen Set
PS #3 Gen Set		South Post Gen set
PS #4 Gen Set		Southfield Gen Set
PS #5 Gen Set		Hunters Run Gen Set
PS #6 Gen Set		Bear Creek Gen Set
S-01		Target Road Saw
T-1	1996	Haulmark Box Trailer
T-2	2003	Box Trailer
T-3	1994	Custom Trailer
T-4	1986	Car-Mate Trailer
T-5	1986	Reid's Trailer
T-6	1989	Car-Mate Trailer
T-7	1996	D&D Trailer
T-8	1994	Cross Country Trailer

**West Windsor Township Public Works
Lubricant/Solvent/Detergent Inventory Listing**

<u>Product Description</u>	<u>Location</u>
1001 Concentrate	PW Garage
1001 Spotette	PW Garage
RM110 Scale Inhibitor	PW Garage
Emulsitron-3 Power Pak	PW Garage
NAPA Air Brake Antifreeze	PW Garage
Amerseal	PW Garage
Acetone	PW Garage
MD-400 Construction Adhesive	PW Garage
3M General Trim Adhesive	PW Garage
Antifreeze Coolant	PW Garage
Misty Anti-Seize Compound	PW Garage
Air-Brake Conditioner	PW Garage
001 Anti-Spatter	PW Garage
Bars Leaks Cooling Sys. Leak	PW Garage
Brakleen Aerosol	PW Garage
Westleys Bleche-White	PW Garage
CAM2 DOT Brake Fluid	PW Garage
Siloo Battery Terminal Protect	PW Garage
NAPA Liquid Buffer & Cleaner	PW Garage
Rub R Flux Buffing Solution	PW Garage
Hercules ABS Cement	PW Garage
RH-66 Vinyl Cement	PW Garage
Case TCH Fluid	PW Garage
Solvent Cement	PW Garage
Hercules Multi-Purpose Cement	PW Garage
Hercules PVC Fast Set Cement	PW Garage
Chlorox Bleach	PW Garage
Chemical Activator Cement	PW Garage
Citra Grit Hand Cleaner	PW Garage
Clean R Carb	PW Garage
4000 Cooling System Treatment	PW Garage
Latex Concrete Sealant	PW Garage

**West Windsor Township Public Works
Lubricant/Solvent/Detergent Inventory Listing**

<u>Product Description</u>	<u>Location</u>
Contact Cleaner 2000	PW Garage
S-C Super Concentrate Degreaser	PW Garage
Dawn Dishwashing Detergent	PW Garage
Jet Co Deicer J400	PW Garage
De-Squeak #60A	PW Garage
Valvoline Deron 111/Mercon	PW Garage
Industrial Red Dye Tablet	PW Garage
Acrylic Enamel Reducer	PW Garage
Alkyd Gloss Enamel	PW Garage
En-Solv	PW Garage
Super Floor & Trim Enamel	PW Garage
Caterpillar Yellow Aerosol Enamel	PW Garage
Red A/d F/G Acrylic Enamel	PW Garage
Urethane Alkyd Gloss Enamel	PW Garage
Engine Brite Heavy Duty Engine Cleaner	PW Garage
Hammerite Hammered Enamels	PW Garage
Easy Color High Heat Spray	PW Garage
Truck & Van Color Acrylic Enamel Paint	PW Garage
Acrylic Enamel System	PW Garage
Quick Dry Enamel Flat Black	PW Garage
Impervo Alkyd High Gloss Enamel	PW Garage
Floor & Deck Enamel	PW Garage
Martin Senior Acrylic Laquer Black	PW Garage
Martin Senior Enamel Primers	PW Garage
Martin Senior Epoxy Primer Hardener	PW Garage
Rustoleum Alkyd Resin	PW Garage
Performance Epoxy Mastic Activator	PW Garage
Rustoleum Epoxy Resin	PW Garage
Ethylene Glycol Antifreeze Soutlion	PW Garage
Evergreen	PW Garage
Glyclean Domestic Extender	PW Garage
Fantastik All Purpose Cleaner	PW Garage

**West Windsor Township Public Works
Lubricant/Solvent/Detergent Inventory Listing**

<u>Product Description</u>	<u>Location</u>
Filter Service FM-1400	PW Garage
NAPA Fuel Stabilizer	PW Garage
4MA Gasket Remover	PW Garage
High Performance Gear Lube	PW Garage
Permagear EP220 Lubricant	PW Garage
Valvoline HP Gear 85-140	PW Garage
Sunoco Ultra GL5 80-90w Gear Lube	PW Garage
White Grease TM 2001	PW Garage

SPPP Form 17 – Employee Training

Municipality
Information

Municipality: West Windsor Township County Mercer

NJPDES # : NJG 0149977 PI ID #: 168169

Team Member/Title: Alex Drummond, Director of Public Works

Effective Date of Permit Authorization (EDPA): 4/1/04

Date of Completion: February, 2005 Date of most recent update: May, 2009

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

(See continuation sheet)

SPPP Form 17 – Employee Training
(continuation)

The following topics will be covered by an NJDEP-acceptable training program:

<u>Course:</u>	<u>Who will attend:</u>
Waste Disposal Education	hotline operators and Environmental Commission Members
Municipal Ordinances	code enforcement and local police departments, public works 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 office training and part practical field training:

<u>Course:</u>	<u>Who will attend:</u>
Illicit Connection Elimination and Outfall Pipe Mapping	public works employees, hotline operator

(field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)

<i>Maintenance Yard Operations</i> (including Ancillary Operations)	111 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.