

**TOWNSHIP OF GALLOWAY
ATLANTIC COUNTY, NEW JERSEY**



**STORMWATER POLLUTION PREVENTION
(SPPP) PLAN**

NJPDES #: NJG0152447

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Updated: May 15, 2009

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Prepared by:



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Matt Ayers
Galloway Township Director of Public Works

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	Matt Ayers - Director of Public Works
Office Phone # and eMail	(609) 652-3700 - mayers@gtnj.org
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	Kurt Otto - Township Engineer
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	Tim McKenna - Superintendent of Utilities
Print/Type Name and Title	Code Enforcement Officer
Print/Type Name and Title	Melinda Ade - Public Works Office Manager
Print/Type Name and Title	Rei Guerra - Public Works Foreman

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	4/1/05			Initial SPPP
2.	5/15/09			Updated SPPP
3.	6/1/21			Updated SPPP
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	http://www.gtnj.org/index.php/departments/public-works/stormwater/stormwater-documents?own=0
2. Date of most current SPPP:	June 1, 2021
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	http://www.gtnj.org/index.php/departments/public-works/stormwater/stormwater-documents?own=0
4. Date of most current MSWMP:	January 11, 2007
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	http://www.gtnj.org
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings where public notice is required under the Open Public Meetings Act "Sunshine Law" NJSA 10:4-6 et seq. Galloway Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of the ordinances, Galloway Township provides public notice in a manner that complies with the requirements of the NJSA 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 (NJSA 40:55D-1 et seq.), Galloway Township complies with those requirements.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

1. Describe how public education and outreach events are advertised. Include specific websites and/or physical locations where materials are available.

Galloway Township currently airs a public information advertisement for community education on stormwater pollution control on its public access channel, GTV. Our annual event will be held each year in coordination with Galloway Township's Night Out held in August. The customized brochure and other educational materials will be available to the public at our table. Other related material such as pencils, magnets and keychains with environmental messages related to the required BMP topics will be distributed at this event as available.

In addition, the Galloway Township Environmental Commission, the Greater Egg Harbor Watershed Commission and any other environmental groups are invited to set up their own booths during this event.

See Appendix A for more information.

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

The Township is going to implement a Local Public Education Program to meet the point system requirements Tier A General Permit requirements. A list of the 12 activities is provided below:

1. School Presentations
2. Website
3. Stormwater Display
4. Giveaway
5. Utilize Department Materials for newspaper/tv/radio advertisements
6. Poster Contest
7. Stormwater Training for Elected Municipal Officials
8. Mural
9. Mailing
10. Partnership Agreement I Local Event for education activities
11. Ordinance Education

3. Indicate where public education and outreach records are maintained.

Additional information is be made available on the Township website.

SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

All records must be available upon request by NJDEP.

<p>1. How does the municipality define ‘major development’?</p>
<p>Major development includes all developments that are part of a common plan of development or sale (for example, phased residential development) that collectively or individually meet any one of the following paragraphs;</p> <p>(a) The disturbance of 1/4 or more acres of land since February 2, 2004;</p> <p>(b) The creation of one-quarter acre or more of “regulated impervious surface” since February 2, 2004;</p> <p>(c) The creation of one-quarter acre or more of “regulated motor vehicle surface” since March 2, 2021;</p> <p>(d) A combination of (b) and (c) above that totals an area of one-quarter acre or more. The same surface shall not be counted twice when determining if the combination area equals one-quarter acre or more.</p> <p>Projects undertaken by any government agency that otherwise meet the definition of “major development” but which do not require approval under the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are also considered “major development.”</p>
<p>2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?</p>
<p>All residential projects and non-residential projects are required to comply with the NJDEP BMP Manual.</p> <p>All residential projects are required to comply with the provisions of NJAC 5:21 (RSIS) Subchapter 7, Stormwater Management.</p> <p>All residential and non-residential projects must comply with the provisions of NJAC 7:8 Stormwater management and the provisions of the Galloway Township Stormwater Control Ordinances.</p> <p>All projects within the Pinelands shall comply with the requirements of the Pinelands Comprehensive Management Plan NJAC 7:50-1.1.</p>
<p>3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?</p>
<p>Municipal projects meet the same standards as commercial development, see No. 2 above.</p>

<p>4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.</p> <p>Applications to the Planning or Zoning Board are reviewed by the Board engineer, and technical reports are generated. Projects are reviewed for compliances with Township Stormwater Control Ordinance, RSIS, NJDEP BMP manual, the Galloway Master Plan, and other applicable stormwater regulations.</p> <p>Projects by governmental agencies that do not require submission to the Planning Board are reviewed as well, and comments provided at the Board courtesy review meeting.</p>	
<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>No</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>Office of Planning and Zoning Board Secretary</p>

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	12/13/2005	https://www.ecode360.com/GA0362	Yes	Police and Code Enforcement Officer
2. Wildlife Feeding permit cite IV.B.5.a.ii	12/13/2005	https://www.ecode360.com/GA0362	Yes	Police and Code Enforcement Officer
3. Litter Control permit cite IV.B.5.a.iii	03/11/1986	https://www.ecode360.com/GA0362	Yes	Police and Code Enforcement Officer
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	12/13/2005	https://www.ecode360.com/GA0362	Yes	Police and Code Enforcement Officer
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	12/13/2005	https://www.ecode360.com/GA0362	Yes	Police and Code Enforcement Officer
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	12/13/2005	https://www.ecode360.com/GA0362	Yes	Police and Code Enforcement Officer
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	04/08/2008	https://www.ecode360.com/GA0362	No	Code Enforcement Officer
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	12/13/2005	https://www.ecode360.com/GA0362	Yes	Police and Code Enforcement Officer
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	05/29/2009	https://www.ecode360.com/GA0362	Yes	Police and Code Enforcement Officer
<p>Indicate the location of records associated with ordinances and related enforcement actions:</p> <p>Galloway Township Code Enforcement Officers and local police officers will enforce these ordinances. If someone is found to be in Violation of an ordinance, Code Enforcement Officer will issue a "Notice of Violation" warning for the first-time offense and penalties will issued for subsequent offenses.</p>				

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
Galloway Township currently has no curbed streets in commercial districts with speed limits of less than 35 m.p.h. The Township currently utilizes one street sweeper for sediment control. Municipal streets are divided into four sectors that are cleaned in accordance with the attached calendar/schedule. See Appendix B.
2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.
County roads are swept four times a year. State roads are swept two times a year. See Appendix B for map.
3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.
No
4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.
Municipal streets are divided into four sectors that are cleaned in accordance with the attached calendar/schedule. See Appendix B.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

<p>1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.</p>	<p>Galloway Township has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. Stormwater facilities are inspected annually to insure that they are functioning properly. If at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin is not cleaned. All catch basins are inspected yearly, even if they were found to be "clean" the previous year. Debris is disposed of at the ACUA landfill. See Appendix C for inspection log.</p>
<p>2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.</p>	<p>In high risk areas, preventative maintenance will be performed on all stormwater facilities to ensure that they do not begin to fail. Galloway Township has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. At the time of cleaning, the catch basins is also inspected/or proper function. Maintenance is scheduled/or those catch basins that are in disrepair.</p>
<p>3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.</p>	<p>Checked Quarterly and after heavy storm events. Inspected during regular sanitation schedule. Work prioritized by necessity and issues corrected.</p>
<p>4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.</p>	<p>The storm drain inlet labeling program is coordinated through the Galloway Township Department of Public Works under the guidance of the Stormwater Facilities Coordinator. Inlet labeling will occur for storm drains located along municipal streets with sidewalks and all storm drain inlets within plazas, parking areas or maintenance yards operated by Galloway Township. Steel plates reading "Only Rain Down the Drain" (or other appropriate language) have been attached to all existing stormwater inlets to satisfy this requirement. As new stormwater inlets are constructed the steel plate will be installed. The attached map identifies the division of Galloway Township into sectors with all sectors of the Township have been labeled. Inspection of installed labels occurs as part of the annual catch basin inspection and cleaning program to ensure that the integrity of the labels are maintained. Any labels that are damaged or missing are replaced. See Appendix D for inspection log.</p>
<p>5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.</p>	<p>Office of the Stormwater Coordinator</p>

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.
Galloway Township will utilize NJDOT bicycle safe grate with the "J-ECO" curb casting which provides a clear opening of no greater than two inches across the smallest dimension.
2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.
Inspections are done by the Township, with the exception of the Township Engineer on roadway projects.
3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.
Plans are reviewed and approved by the Township Engineer's office to ensure that privately owned storm drain inlets are retrofitted.
4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.
Bonds are put in place for inspection to ensure that privately owned storm drains are retrofitted appropriately.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

Complete separate forms for each municipal yard or ancillary operation location.

Address of municipal yard or ancillary operation:
319 South Carton Avenue, Egg Harbor city, NJ 08215

List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:

Raw materials – Salt/Stone/Wood Chips/Millings

Intermediate products –

Final products –

Waste materials –

By-products –

Machinery – See Appendix E

Fuel – 10,000 gallon gasoline and 10,000 gallon diesel tanks

Lubricants –

Solvents –

Detergents related to municipal maintenance yard or ancillary operations –

Other –
5,000 gallon Salt Brine Tank

For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.

Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

1. Fueling Operations

See Appendix F for fueling operations.

2. Vehicle Maintenance

Monthly inspections to be held to ensure SOP compliance. See Appendix F for vehicle maintenance.

3. On-Site Equipment and Vehicle Washing

See permit attachment E for certification and log forms for Underground Storage Tanks.

No underground storage tanks. The Township has a washbay that drains to sewer. Everything is connected to the sanitary sewer system.

4. Discharge of Stormwater from Secondary Containment

No

5. Salt and De-Icing Material Storage and Handling
Galloway Township presently utilizes a 1200 ton capacity salt storage building/or the storage of salt at the Township's Carton Avenue maintenance yard. Additionally, Galloway Township also maintains storage of salt stockpile of 500 ton capacity at the Galloway Road Landfill. The storage stockpile is stored on a sealed asphalt pad and covered with a impermeable structure so that the stockpile is not exposed to rainfall or stormwater runoff. Haybails are used to contain any runoff inside the building.
6. Aggregate Material and Construction Debris Storage
Stone, Mulch, Millings, DGA, follow NJBMP.
7. Street Sweepings, Catch Basin Clean Out and Other Material Storage
Township hauls directly to ACUA
8. Yard Trimmings and Wood Waste Management Sites
570 Galloway Road, Compost Site, Class B DEP site
9. Roadside Vegetation Management
Cut shoulder once a month throughout mowing season. Boom mow drainage ditches as needed.

SPPP Form 11 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard Operations (including Ancillary Operations)	Every year	Matt Ayers
2. Stormwater Facility Maintenance	Every year	Matt Ayers
3. SPPP Training & Recordkeeping	Every year	Matt Ayers
4. Yard Waste Collection Program	Biannual	Matt Ayers
5. Street Sweeping	Every 2 years	Matt Ayers
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Matt Ayers
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Matt Ayers
8. Waste Disposal Education	Every 2 years	Matt Ayers & Muni. Code Enforcement
9. Municipal Ordinances	Every 2 years	Matt Ayers, Code Enforcement, & Police
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Matt Ayers
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p> <p>Kurt J. Otto, PE, CME, CFM - July 31st and August 1st 2018 in Hamilton, NJ</p>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

See Appendix G for map.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

Periodic Inspections are performed on outfall pipes. Complaint Driven.

Corrective measures will be made by the Township. Records maintained at the office of the SPC.

See Appendix G for inspection log.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

Municipal outfall pipes are inspected for scouring during the illicit connection inspections performed as part of this program. Repairs are made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.

Stormwater outfall inspections occur as part of the annual inspection program to be instituted by the Public Works Department as part of this program. Inspection logs of the stormwater outfalls and information regarding the repair is made part of this SPPP.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

The Galloway Township Department of Public Works conducted initial physical inspections of all of the municipal outfall pipes during the mapping process. The DEP Illicit Connection Inspection Report Form (attached hereto) will be used to conduct these inspections. Copies of the inspection reports will be kept with the SPPP records. Outfall pipes that are found to have dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked to locate the illicit connection. If the illicit connection is able to be located (and the connection is within Galloway Township) the responsible party will be cited for being in violation of the Township's Illicit Connection Ordinance and the collection will be eliminated immediately. If, after the appropriate amount of investigation, the source of the illicit connection is unable to be located, a Closeout Investigation Form will be prepared and submitted with the Township's Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Galloway Township will report the illicit connection to the Department and that public entity. See Appendix H for Illicit Connection Inspection Form.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

Galloway Township has implemented an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins are 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 is not cleaned. All catch basins are 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 is scheduled for those catch basins that are in disrepair. The annual catch basin cleaning program began in March of 2005. See Appendix I for maintenance logs.

2. Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

Stormwater management facilities are required to submit Operation and Maintenance (O&M) Manual in compliance with the NJDEP BMP Manual. Stormwater facilities are deed restricted for maintenance with a Homeowners Association (HOA) or owner of property. HOA and/or property owners are required to submit inspection reports as indicated in the O&M Manual.

HOA and /or owner of property are required to submit inspection reports as indicated in the O&M Manual.

Code Enforcement gives "Notice of Violation" when stormwater facilities fail or need maintenance.

See Appendix I for maintenance logs and letter.

3. Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

Inspection and Maintenance logs are located at the office of the SPC.

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

Per NJDEP website, there are:

Six TMDL's for coliform to address shellfish-impaired waters in Watershed Management Area 15 including, Absecon Bay, Absecon Creek, Cordery Creek, Reeds Bay, Great Egg Harbor River and Great Egg Harbor.

Five TMDL's for coliform to address shellfish-impaired waters in Watershed Management Area 14 including, Nacote Creek, Mott Creek, Tibb Great Bay and Mullica River.

2. Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants.

Application to follow stormwater control ordinance and NJBMP.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

Township has not done anything beyond the requirements.

2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes

APPENDIX A

**LOCAL PUBLIC EDUCATION
PROGRAM POINT SYSTEM**

Local Public Education Approved Activities and Point Totals

A. Tier A Municipalities shall conduct educational activities that total a minimum of 10 points annually. Each approved activity is listed below with an assigned point value.

- 1. School Presentations** - Present educational classes/assemblies to local elementary, middle, and/or high school classes. (1 point per visit / maximum of 5 points per year)
- 2. Website** - Maintain a stormwater related page on the municipal website and include a link to www.cleanwaternj.org. (1 point)
- 3. Stormwater Display** - Present a stormwater related display and materials at any municipal event (e.g., Earth Day, town picnic) or maintain a display at the municipal building (2 points)
- 4. Giveaway** - Distribute an item with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, bookmarks, coloring books, and pens or pencils). Municipality must purchase a minimum number of the item equal to 10% of the municipal population. (2 points)
- 5. Utilize Department Materials** - Use Department created stormwater education materials, which can be found on www.cleanwaternj.org to publish an ad in a newspaper that serves the municipality; broadcast a radio or television commercial on a local radio or municipal public service channel; produce a billboard or sign which can be displayed on a bus, bus stop shelter, or at a recreation field (outfield sign). (2 points each / maximum of 4 points per year)
- 6. Poster Contest** - Organize a poster contest with a local school district. Poster themes shall have an appropriate stormwater message. Posters are to be displayed at buildings within the municipality such as at the town hall, library, or school. (2 points)
- 7. Stormwater Training for Elected Municipal Officials** - Conduct a program for all elected municipal officials which educates them on the Stormwater Management Rules (N.J.A.C. 7:8), Tier A Permit and what steps the municipality has already taken to minimize stormwater pollution. (3 points)
- 8. Mural** - Facilitate the planning and painting of a stormwater pollution themed mural at a local downtown/commercial area. (3 points)
- 9. Mailing** - Distribute any of the Department's educational brochures, tip cards, or a municipally produced equivalent (e.g, calendar, recycling schedule), to every resident and business in the municipality. (3 points)
- 10. Partnership Agreement / Local Event** - Identify and enter into a partnership

agreement with a local group such as a watershed organization, Riverkeeper, school, youth/faith based group and/or other nonprofit to carry out a minimum of two (2) watershed stewardship/education activities (e.g., litter march, stream/beach cleanup). (3 points)

12. Ordinance Education – Distribute a letter from the mayor to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. This letter/article must also reference a page on the municipal website (if applicable) to which residents can go to read these ordinances. (5 points)

* Posting these ordinances does not constitute the development of a website referenced above.

APPENDIX B

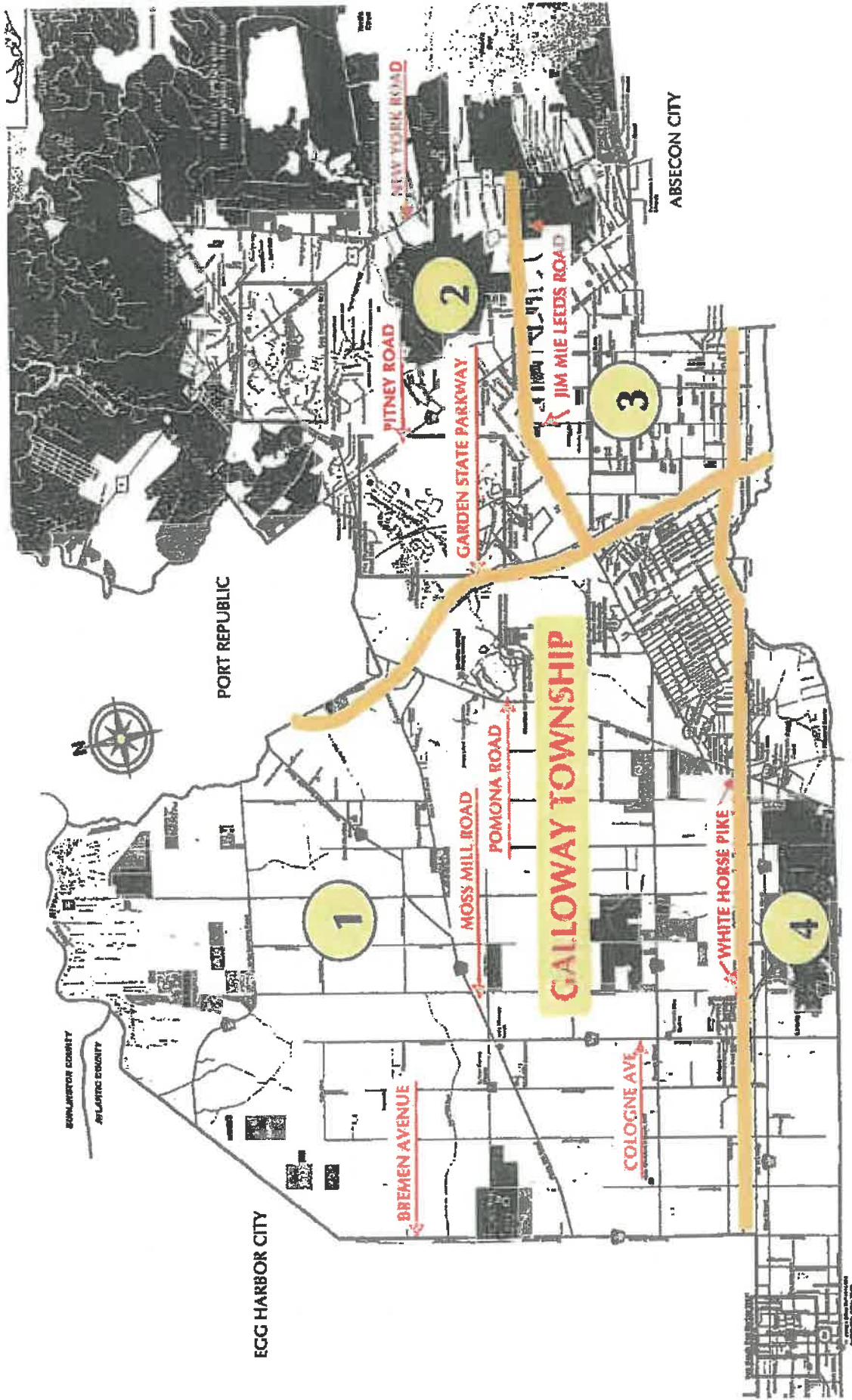
**STREET SWEEPING LOGS
AND MAP**

From:

GALLOWAY TOWNSHIP

Printed:

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APPENDIX C

**CATCH BASIN MAINTENANCE
ROUTINE ROAD INSPECTIONS LOG**

APPENDIX D

**CATCH BASIN MAINTENANCE
INLET LABELING LOG**

From: _____

From:

Printed:

[illegible]

LIST OF SOURCE MATERIALS

5/24/21

SPARE KEYS



PUBLIC WORKS DEPARTMENT

UNIT	FEMA CODE	DESCRIPTION	YEAR	MAKE	MODEL	MILEAGE	TAG	EXP.	VIN	LOCATION	FUEL	G.V.W.	PURCHASE PRICE
PW-16430	8753	Backhoe Caterpillar 430F2	2016	CATERPILLAR	430F2		77527MG	Oct-22	CAT0430F2RHW00031	CARTON	DIESEL	18,000 lbs	\$129,572.00
PW-1538	8202	Chipper Brush 12"	2015	Morbark	M12R		15403MG	10-21	4585Z1619FV0070027	CARTON	DIESEL	7000 lbs	\$37,621.51
PW-1838	8202	Chipper Brush 12"	2018	Morbark	M12R		33643MG	Sep-22	4585Z1613JW077646	CARTON	DIESEL	5200 lbs	\$47,250.00
PW-2017		Gator- Full size XLV Series	2020	JOHN DEERE	JOHN DEERE	48	3162MG	Sep-22	11A0865MDHLM030053	COMPLEX	DIESEL	1000 lbs	\$22,975.60
PW-05112		Grader W/10ft mold board 110hp	2005	CHAMPION	C-80B		MG634924	Apr-23	C80B2705426	CARTON	DIESEL	17,000 lbs.	\$90,995.00
PW-1736		Hot Patcher	2017	FAL	P4D		25041MG	Jul-22	119941729H5359093	CARTON	Gas/Diesel	n/a	\$44,495.00
PW-1758		Infield Maintainer	2017	Smithco	SM45-001		N/A		IC50131	COMPLEX	Gas	N/A	\$17,160.00
PW-9267		Leaf Compost Turner	1992	WILDCAT	CX725 AWE-D		N/A		332592	COMPOST SITE	DIESEL	N/A	\$68,700.00
PW-15924K	8393	LOADER WHEEL 141hp	2015	CATERPILLAR	924K		11307MG	11-22	CAT0924KLPWR04378	CARTON	DIESEL	28000 lbs	\$144,600.00
PW-1329		Mower 16" Cut Grounds Master	2013	Toro	Master 5900 (31598N)		N/A		31300307	CARTON	GAS	5,966 lbs.	\$82,714.00
PW-1240		Mower 4x4 Side Cut Front Mounted 72" Cut	2012	HUSTLER	Mower 928713/Deck 928739		11150159	10-21	00050005	CARTON	DIESEL	1950 lbs.	\$17,832.50
PW-1040		Mower 4x4 Side Cut Front Mounted 72" Cut 12-volt battery (purchased 5-5-11)	2010	KUBOTA	F3680		67629MG	May-23	F36801564	CARTON	DIESEL	1887 lbs.	\$17,526.09
PW-1641		Mower Deck FAIL 74" Super Heavy Duty	2016	ALAMO INDUSTRIAL	SH88		N/A		03421	CARTON	N/A	930 lbs.	\$7,177.74
PW-1642		Mower Deck FAIL 74" Super Heavy Duty	2016	ALAMO INDUSTRIAL	SH88		N/A		03422	CARTON	N/A	930 lbs.	\$7,177.74
PW-1406F		Mower attachment: 74" Super Heavy Duty Fail Mower Deck	2014	ALAMO INDUSTRIAL	SHD74CTRES		N/A		SH74-61821	CARTON	N/A	930 lbs.	\$7,205.41
PW-1640		Mower New Holland Work Master 60 2wd Tractor 60.9 hp	2016	NEW HOLLAND	WM60		2757446	Oct-22	1H13314106	CARTON	DIESEL	4,100 lbs.	\$21,821.01
PW-1327		Mower Super Z 72" cut 35hp	2013	Hustler	932152		N/A		13052307	CARTON	GAS		\$9,995.00
PW-1328		Mower Super Z 72" cut 35hp	2013	Hustler	932152		N/A		13052889	CARTON	GAS	1,100 lbs	\$9,995.00
PW-0727		Mower Super Z W/Dump Bagger - Foldable ROPS 60"cut 27hp	2007	Hustler	927889		N/A		6090641	COMPLEX/GRDS SHOP	GAS		\$10,790.00
PW-1927		Mower 60" 23HP	2019	EXMARK	LZE751GKAGORAI		N/A		Machine 404816432/Engine FX731V483916	CARTON	GAS		\$9,173.43
PW-9040		Mower 60" 23HP	2019	EXMARK	LZE751GKAGORAI		N/A		Machine 404816432/Engine FX731V483916	CARTON	GAS		\$9,173.43
PW-0540		Mower Tractor W/3pt hitch 4x4 (pw-0540SM Mounted to Right Side)	1990	JOHN DEERE	2155		MG6XVF	Dec-22	1O2155C704940	CARTON	DIESEL	5,000 lbs.	\$15,579.00
PW-0440		Mower Tractor W/3pt hitch 4x4 Side Mounted Boom 23" Reach 60"cut 80hp	2005	NEW HOLLAND	TN700A		MG66275	Jun-22	H1021132	CARTON	DIESEL	6,000 lbs.	\$57,403.54
PW-0836		Patcher Asphalt Infrared W/2-con Reclaimer (Trailer Mounted)	2004	NEW HOLLAND	TS100A		MG62123	Jul-22	AC0228089	CARTON	DIESEL	18,000 lbs.	\$77,488.00
PW-0573		Rear Collision Device	2008	RAY TECH	MINH-COMBO 2-TON		110700N	May-23	1J89P41528C463114	CARTON	DIESEL	9,900 lbs	\$36,680.00
PW-9348		Roller Vibratory 19 hp	2005	SCORPION	10,000 TMA		N/A		#95243, #95188, #95184, #95146	CARTON	PROPANE		\$17,825.00
PW-9521		Screen (Trailer Mounted) 80hp	1993	MAULDIN	4000A		N/A		409301101	CARTON	N/A	N/A	\$12,672.00
PW-9521		Tractor 4x4 3pt hitch 33hp	1995	EXTEC	6000S		N/A		105721	CARTON	DIESEL	4,000 lbs.	\$80,000.00
PW-9204		Tractor 4x4 3pt hitch 33hp	1992	JOHN DEERE	LV955D		MG24801	May-20		Compost Site	DIESEL	31,000 lb	\$13,888.00
PW-9354		Tractor 4x4 3pt hitch 33hp	1993	JOHN DEERE	955		MG1764W	May-20	V0955C100788	CARTON	DIESEL	5,800 lbs.	\$9,968.00
PW-0321		Tractor 4x4 3pt hitch 55hp	2003	NEW HOLLAND	TN55		11555674	11-23	1294704	CARTON	DIESEL	5,180 lbs.	\$19,847.00

Utility Division

UNIT	DESCRIPTION	YEAR	MAKE	MODEL	MILEAGE	TAG	EXP.	VIN NUMBER	LOCATION	FUEL	G.V.W.	PURCHASE PRICE
U-9443	Air Compressor (Mounted to Trailer) 185CFM	1994	CHICAGO PNEUMATIC	CPS185CFM		1602105H	Apr-22	16990C214421	CARTON	DIESEL	N/A	\$9,650.00
U-08110	Backhoe/Loader W/3pt hitch, 22" hyd-clamp thumb 43 HP	2008	JOHN DEERE	110	1203 HRS	1488712	Aug-22	1V0110T710551	STATION # 22	DIESEL	N/A	\$72,460.00
U-16057	Excavator Small w/ 12, 18, 24, 48 Quick Buckets	2016	KUBOTA	KX057-4R3AP	934.7 HRS	N/A		KX057-4R3AP 27354	CORNELL	DIESEL	12,820 lbs.	\$84,086.46 w/attachments
U-0619	GENERATOR TRAILER MOUNTED AC 100 kw	2006	ONAN	1000G08	369.7 HRS	1671136	Nov-21	16A0P742B50045507	STATION # 1	DIESEL	11000 lbs.	\$42,257.00
U-9219	GENERATOR TRAILER MOUNTED AC 100 kw	1992	DMT	DMT 100JD3	1434.4 HRS	MCS101	May-23	071199005	STATION #11	DIESEL	7000 lbs.	\$9,650.00
U-0535	Light Tower Portable (trailer mounted)	2005	ALLMAND	NIPRO	610.3 HRS	TR466	May-23		COMPLEX	DIESEL	3600 lbs.	\$7,172.00
U-1329	Mower - Front Mower w/rear bagger 48" deck	2013	Walker	MT26-11121	N/A	N/A		2013-123672	CORNELL	GAS		\$9,248.00
U-0727	MOWER- GRAVELY TRACTOR	2007	HUSTLER	SUPER Z	N/A	N/A			CORNELL	GAS		\$34,195.00
U-1840	PUMP TRAILER MOUNTED - 79 HP	2018	GRAVELY	985910	N/A	N/A			CORNELL	GAS	N/A	\$5,104.50
U-0431	PUMP TRAILER MOUNTED - 79 HP	2004	GODWIN	CD150M	616.4 HRS	PAGE1890	Feb-23	16MPF09104D037467	STATION # 1	DIESEL	5500 lbs.	\$34,883.00
U-0720	Trailer Enclosed (pump & hose equipment) 8'Wx20'L	2007	WELLS CARGO	EW2022	N/A	147748193	Jan-22	1WC20012378011270	STATION # 20	N/A	2580 lbs.	\$6,795.00
U-9928	Trailer Enclosed (Sewer Video Camera)	1999	RST	VIDEO UNIT	N/A	44C18154	Jun-23	4PL50DC29X1032140	STATION # 20	GAS	7000 lbs.	\$96,889.00
U-9706	Trailer (land scape equipment) (tag-along) 6'Wx12'L	1997	WRAFTSMAN	B	N/A	14G31027	Nov-21		CORNELL	N/A	7000 lbs.	\$1,327.00
U-1720	Trailer Heavy Duty 8 Ton 20' Trailer / Tilt trailer w/pintle hook	2017	CAM	Trailer	N/A	2786EMV6	Feb-23	5JP8UJ24Z7HP046308	CORNELL	N/A	0	\$8,798.00
U-0796	Truck Dump Body 6x4 w/liftgate 3-4 cu yd 325hp	2007	FORD & ULTRON	F-550 & D12056	79743	14671850	Nov-21	1FDAM57P67EA95756 & 97356	CORNELL	DIESEL & ELEC	33000 lbs.	\$51120 + \$4798
U-0391	Truck Pickup Utility Body 4x4 195 hp	2003	FORD	F-350	128892	14007759	Nov-21	1FDSE31193CD34757	CORNELL	GAS	9900 lbs.	\$35,850.00
U-0890	Truck Pickup Utility Body 4x4 300 hp	2009	FORD	F-350	98419	14C07759	Feb-23	1FD0VF31508FC98368	CORNELL	GAS	10100 lbs.	\$30,209.00
U-1988	Truck Pickup Single Rear Wheel	2019	FORD	F-350	17318	14C07759	Feb-23	1FTRE3B67KEC62760	CORNELL	GAS	11300 lbs.	\$41,399.00
U-0795	Truck Pickup Utility Body 6x4 w/Crane 363HP	2007	FORD	F-450	143410	14374227	Nov-21	1FDX147Y67E9A5753	CORNELL	GAS	16000 lbs.	\$67,635.00
U-1692	Truck Pickup Utility Body w/Crane 365HP	2016	FORD	F-550	47996	21088MV6	Jun-22	1FDUT5H3YGF845072	CORNELL	GAS	18000 lbs.	\$128,581.00
U-1693	Truck Pickup Utility Body w/Crane 365HP	2016	FORD	F-550	N/A	21088MV6	Jun-22	1FDUT5H3YGF845072	CORNELL	GAS	18000 lbs.	\$128,581.00
U-1791	Truck Pickup Utility Body w/Crane 365HP	2016	FORD	F-550	37359	22484465	Jan-23	1FT8X3B69HEC16171	CORNELL	GAS	18000 lbs.	\$39,654.00
U-1794	Truck Pickup Single Rear Wheel Super Cab	2017	FORD	F-350 SUPER CAB	24694	27175MMG	Dec-22	1FT8X3B69HEC16171	CORNELL	GAS	113000	\$41,214.00
U-1915	Truck Pickup	2017	FORD	F-350	24147	37627MMG	Dec-22	1FT8X3B69HEC16171	CORNELL	DIESEL	11,400	\$47,854.00
U-0495	Truck Pickup Single rear wheel	2019	FORD	F-350	24147	37627MMG	Dec-22	2NPND0X104835556	CORNELL	DIESEL	66000 lbs.	\$218,766.00
U-1628	Truck Vector/Letter Body 10x4	2004	PETERBILT	330	86616	14663470	Mar-22	5W1C1423G2107578	STATION # 21	N/A	7000 lbs.	\$150,000.00
U-14007	Video Trailer Unit	2016	ENVIROSITE	VIDEO UNIT		2557148	Aug-22	ASKC7G08PE0014632	CORNELL	DIESEL		\$20,774.00
U-2095	Kubota; Boss snow plow package	2014	KUBOTA	UTILITY	837.6	19255MG	Mar-22		CORNELL	DIESEL	5942 lbs	
U-0801	CROWN VICTORIA	2009	FORD	CROWN VICTORIA	126837	14G578274	Dec-22		CORNELL	GAS	66000 lbs.	\$448,033.02
U-0802	Truck Vector/Letter Body	2019	PETERBILT	330	3414	148306MG	Nov-22	2NMP3L0X31M653641	CORNELL	DIESEL	9,599 lbs.	\$5,795.15
U-08202	Trailer Equipment (tag-along) 8'Wx29'7" L 10,000lb	2008	PEQUA	101800		11025H	Jul-22	4JAD520248C118540	CARTON	N/A		

Construction / Code Enforcement

UNIT	DESCRIPTION	YEAR	MAKE	MODEL	MILEAGE	TAG	EXP.	VIN NUMBER	LOCATION	FUEL	G.V.W.	PURCHASE PRICE
C-06555	Truck (SUV Type) 4x4	2006	FORD	Explorer		1967/814	2011	1FHEU77F6B087976	Complex	Gas	6,800lb	\$28,619.55
C-1553	Truck (Jeep) 4x4	2015	Jeep	Patriot Sport		114627MG	10-11	1C7NJPB84D389687	Complex	Gas	7	\$16,528.50
C-1701	Explorer #113 FWD 4DR	2017	FORD	Explorer		275-4MM	Oct-22	1FM5K788XHG07986	Complex	Gas		\$22,843.00
C-1702	Explorer FWD	2017	FORD	Explorer		16147MS	2017	1FM5K7883FGD92644	Complex	Gas	5,000lb	\$22,888.00
C-05418	Crown Victoria Police Interceptor	2005	FORD	CROWN VIC		M0374124	2011	2FAFP71W66X134139	Complex	Gas		Transferred from Police

Manager

UNIT	DESCRIPTION	YEAR	MAKE	MODEL	MILEAGE	TAG	EXP.	VIN NUMBER	LOCATION	FUEL	G.V.W.	PURCHASE PRICE
M-20118	CHEVROLET EQUINOX	2020	CHEVROLET	EQUINOX		33714H6	Dec-22	3GMAXHEV15730118	COMPLEX	GAS		
MANAGER	Car Crown Vic Ford 4-Door	2005	FORD	Crown Vic		M457003	Aug-22	2FAHP71W75X128418	Complex	Gas		

Clean Communities

UNIT	DESCRIPTION	YEAR	MAKE	MODEL	MILEAGE	TAG	EXP.	VIN NUMBER	LOCATION	FUEL	G.V.W.	PURCHASE PRICE
CC-1401	Truck Pickup	2014	FORD	F-150 Extended Cab		17271M6	Sep-22	1FTFX1CT7FEC43701	Carton	Gas	7,050lb	\$20,610.00

Assessor / Pull Cars

UNIT	DESCRIPTION	YEAR	MAKE	MODEL	MILEAGE	TAG	EXP.	VIN NUMBER	LOCATION	FUEL	G.V.W.	PURCHASE PRICE
PW-0148	Car 4 door	2001	DODGE	NEON		904HET4	2011	1B3ES46C21D284574	COMPLEX	GAS	2,527lb	\$12,000.00

5/24/21

SPARE KEYS



PUBLIC WORKS DEPARTMENT

UNIT	FEMA CODE	DESCRIPTION	YEAR	MAKE	MODEL	MILEAGE	TAG	EXP.	VIN NUMBER	LOCATION	FUEL	G.V.W.	PURCHASE PRICE
U-9525		Arrow Board (trailer mounted) battery	1995	BEVIS	ECLIPSE 72/SE		MG22601	Jul-22	94GB411	CARTON	Battery & Solar	12.6 lbs.	\$4,525.00
PW-0387DB		Body Dump W/foot box 10 cu yd (skid mounted) Att/to PW-0387	2003	WARREN	US50-12		N/A	N/A	BC52140	CARTON	N/A	N/A	\$4,895.00
PW-0387WT		Body Tank Water 2,650 Gallon (skid mounted) Att/to PW-0387	2004	NORWESCO	40547		N/A	N/A	N/A	Compost Site	N/A	900 lbs.	\$4,744.00
PW-1287		Brine System Tank Mounted (2,650 Gallons)	2012	Honda Engine	6-CB*+1287832		N/A	N/A	Purchased through G4S Non-Target	CARTON	GAS	N/A	\$2,705.57
PW-0586	8945	Lift Scissor Man Lift - 20ft	2005	GENIE	GS-2032		N/A	N/A	61300	CARTON	Electric	3,410 lbs	\$4,000.00
PW-0586G1	8945	Lift Scissor Man Lift - 20ft	2005	GENIE	GS-2032	212.3	N/A	N/A	62053	CARTON	Electric	3,410 lbs	\$4,400.00
PW-0524		TRAILER - ENCLOSED 8'x20'	2005	WELLS CARGO	EW 2022		MG22601	Sep-22	1WC200J2058006041	CARTON	N/A	7,000 lbs.	\$4,995.00
PW-9324		TRAILER - EQUIPMENT 8'x20'	1993	HUDSON		MG11601	Jun-23	10HHSE18SP1000195	CARTON	N/A	8,000 lbs.	\$3,437.00
PW-0529		Trailer Enclosed (tag-along) - 8' W X 20' L X 5'9"H	2005	WELLS CARGO	EW 2022		MG22601	Sep-22	1WC200J2958006040	CARTON	N/A	7,000 lbs.	\$4,995.00
PW-1725		Trailer Enclosed (tag-along) - 7' x 14'	2017	LANE	VT17TA		MG11601	May-23	5RTBE142XH0061273	CARTON	N/A	7,000 lbs.	\$4,300.00
PW-9329		Trailer Equipment (tag-along) 21' L X 8' W (12-Ton)	1993	CUSTOM	6T24CE5SEF		MG11601	Aug-22	1YB33183XP1811753	CARTON	N/A	14,650 lbs.	\$3,442.00

Utility Division

UNIT	DESCRIPTION	YEAR	MAKE	MODEL	MILEAGE	TAG	EXP.	VIN NUMBER	LOCATION	FUEL	G.V.W.	PURCHASE PRICE
U-9525	ARROW BOARD TRAILER MOUNTED	1995	BEMIS	ECLIPSE 72/SE		MG11601	Jul-22	942B411	STATION # 14	SOLAR	12600 lbs	\$4,525.00
U-9374	ORANGE TRAILER	1993	HUSTER			MG11601	Jun-23	31443231313131313131	STATION # 12	N/A	8000 lbs	\$3,437.00

Clean Community

UNIT	DESCRIPTION	YEAR	MAKE	MODEL	MILEAGE	TAG	EXP.	VIN NUMBER	LOCATION	FUEL	G.V.W.	PURCHASE PRICE
CC-1402	Trailer Carry-On	2014	Carry-On	6X12CG		MG11601	Sep-22	4YVCL1217EVO14761	CARTON	N/A	2990 lbs.	\$2,502.30

APPENDIX F

STANDARD OPERATING PROCEDURES

Galloway Township

Standard Operating Procedures

Vehicle and Equipment Fueling

Galloway Township Maintenance Yards With Fueling Operations **-Carton Avenue Maintenance Yard**

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.
- Spill control to be in accordance with approved Galloway Township Spill Control and Countermeasures (SPCC) Plan.

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.
- The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the Carton Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged.

Galloway Township Standard Operating Procedure Vehicle Maintenance

Galloway Township 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 Galloway Township. The purpose of this SOP is to provide a set of guidelines for the Galloway 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 Galloway.

Standards and Specifications

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and 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.

Galloway Township Standard Operating Procedure Good Housekeeping

Galloway Township GoodHousekeeping 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 Galloway Township. The purpose of this SOP is to provide a set of guidelines for the employees of Galloway 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 Galloway 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.

APPENDIX H

**ILLICIT CONNECTION INSPECTION
FORM**

Illicit Connection Inspection Report Form

Municipality
Information

Municipality: Galloway Township County Atlantic

NJPDES # : 0152447 PI ID #: 197915

Team Member: Stephen J. Bonanni, Sr., Director of Public Works

Date ____ 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.

APPENDIX I

**STORMWATER FACILITY
MAINTENANCE LOG**



TOWNSHIP OF GALLOWAY DEPARTMENT OF PUBLIC WORKS

300 E. JIMMIE LEEDS ROAD GALLOWAY, NJ 08205
(609) 652-3700 EXT. 244 FAX: (609) 652-1976

Matt Ayers, Director
mayers@gtnj.org

March 27, 2020

RE: Galloway Township
Program Water Quality
Block Lot Name Business Address
Galloway Township, Atlantic County

Owner Name
Address
City State

Municipalities with State of New Jersey are subject to the Municipal Storm Water Regulation Program which was developed by the New Jersey Department of Environmental Protection (NJDEP) in response to rules which were enacted by the United States Environmental Protection Agency (USEPA). The rules govern the construction and maintenance of storm water facilities within the municipality.

Given the increasing frequency and intensity of storm events, the NJDEP is putting on a greater burden on municipalities to ensure that both publicly and privately owned storm water facilities are regularly inspected and properly maintain. Failure to properly inspect and maintain storm water facilities can cause significant flooding and property damage during and after rainfall events.

Galloway Township is obligated to provide an annual report to the NJDEP in May of each year which provides detail on the inspections and maintenance of public and private storm water facilities that occurred in the preceding year.

Our records indicated that you and / or an entity you represent own property which has storm water facilities subject to regulation under the Municipal Storm Water Regulation Program. In order to comply with the mandate from the NJDEP, Galloway is requesting that you provide a report to the Township by April 30th, 2020 on the inspections and / or maintenance done to the storm water facilities on the property.

Inspections / maintenance reports will continue to be due in the beginning of April each year and responses from private entities (or a lack of a response) must be reported to the NJDEP in conjunction with the Galloway's annual report due in May. Please make every effort to provide a report on inspection / maintenance of the storm water facilities completed in 2019 – information related to the required inspection and overall program can be found at www.njstormwater.org.

The Township thanks you for your anticipated cooperation on compliance with the storm water regulations.

Sincerely,

Matt Ayers
Director of Public Works/ Storm Water Coordinator

Cc: Kelli Danieli, Township Clerk

Inspection and Maintenance Activities Checklist

Name of Facility: _____

Location of Facility: _____

Name of Person Completing Inspection / Maintenance: _____

Notes: Please fill out the checklist below - either satisfactory or unsatisfactory for the condition and the frequency of any maintenance activities completed. If a certain item is not applicable for the facility, simply put N/A in the area for comments. If the inspection / maintenance is being done by a 3rd party (i.e. a landscape company), please provide the name of the company in the comment section.

Inspection Log			
Description	Condition	Date Inspected	Comments
Embankments / Side Slopes			
Basin Bottom			
Underground Infiltration System			
Inlet Structures / Manholes			
Inlet / Manhole Grates			
Outfalls			

Preventative and Corrective Maintenance			
Description	Frequency	Recent Date Completed	Comments
Grass Cutting (Basins)			
Grass Maintenance (Basins)			
Pruning and Restoration of Vegetation			
Control of Aquatic Vegetation			
Trash and Debris Removal			
Sediment Removal			
Elimination of Mosquito Breeding			
Structural Repairs			
Erosion Repair			
Fence Repair			
Scour Protection at Outfalls			
Access Road Stabilization			
Root Control / Removal			
Leaf Removal from Inlet Grates			
Snow / Ice Removal			

Additional Comments: _____

[illegible]