

# **Stormwater Pollution Prevention Plan**

**For**

**Borough of Oceanport  
Monmouth County, New Jersey**

**NJDES General Permit # NJG0152315  
Program Interest ID# 207262**

**Prepared by:**

**William HR White III, PE, PP, CME  
Borough Engineer**

***Revised January 16, 2018***

**OPB-001**

Tier A Municipal Stormwater Regulation Program

## Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: William White PE

Title: Borough Engineer

Date: 1/16/18

Municipality: Borough of Oceanport

County: Monmouth

NJPDES #: NJGNJG0152315

PI ID #: 207565

Stormwater Program Coordinator: Ray Poerio

Title: Borough Administrator

Office Phone #: 732-222-8221

Emergency Phone #: 908-413-1983

Public Notice Coordinator: Jeeanne Smith

Title: Borough Clerk

Office Phone #: 732-222-8221

Emergency Phone #: NA

Post-Construction Stormwater Management Coordinator: William White

Title: Borough Engineer

Office Phone #: 732-383-1950

Emergency Phone #: 732-241-7874

Local Public Education Coordinator: Robert Broege

Title: Environmental Commission Chairman

Office Phone #: 732-229-61561

Emergency Phone #: NA

Ordinance Coordinator: Scott Arnette

Title: Borough Attorney

Office Phone #: (732) 933-9900

Emergency Phone #: (732) 881-2961

Public Works Coordinator: Ray Poerio

Title: Borough Administrator

Office Phone #: 732-222-8221

Emergency Phone #: 908-413-1983

Employee Training Coordinator: Ray Poerio

Title: Borough Administrator

Office Phone #: 732-222-8221

Emergency Phone #: 908-413-1983

Other: \_\_\_\_\_

Title: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

Emergency Phone #: \_\_\_\_\_

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Borough Of Oceanport

County: Monmouth

NJPDES # : NJG0152315

PI ID #: 207262

Team Member/Title: Jeanne Smith/Borough Clerk

Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

Date of Completion: 2/21/05

Date of most recent update: 1/16/18

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.), the Borough of Oceanport will provide public notice in a manner that complies with the requirements of that Act. Also in regard to the passage of ordinances, the Borough of Oceanport will provide public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. The Borough of Oceanport also complies with the public notice requirements of the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) with regard to municipal actions subject to the statute (e.g. adoption of the municipal stormwater management plan).*

## SPPP Form 3 – New Development and Redevelopment Program

Municipality  
Information

Municipality: Borough of Oceanport

County: Monmouth

NJPDES # : NJG0152315

PI ID #: 207262

Team Member/Title: William White PE, Borpough Engineer

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

Date of Completion: 2/21/05

Date of most recent update: \_\_\_\_\_

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

*We are already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. Our Planning and Zoning Boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.*

*Since the Effective Date of Permit Authorization (EDPA), The Borough of Oceanport has not constructed any new development or redevelopment projects on municipal property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of Best Management Practices (BMPs) for that project by requiring a project maintenance plan similar to the maintenance plan described in the model ordinance provided by the NJDEP, and by requiring and funding the implementation of that plan. Within 12 months of the EDPA (by April 1, 2005) we will also require any storm drain inlets we install to comply with the design standard in Attachment C of our permit. Once our stormwater control ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.*

# SPPP Form 3 – New Development and Redevelopment Program

<b>Municipality Information</b>	Municipality: <u>Borough of Oceanport</u>	County: <u>Monmouth</u>
	NJPDES # : <u>NJG0152315</u>	PI ID #: <u>207262</u>
	Team Member/Title: <u>William White PE, Borpough Engineer</u>	
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>	
	Date of Completion: <u>2/21/05</u>	Date of most recent update: <u>1/16/18</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.

*Our Planning Board, our borough attorney, and our consulting engineer will be reviewing the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and we will have our consulting engineer draft a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We (or our consulting engineer) will also meet with county planning agency staff to discuss the draft plan and ordinance. The Municipal Stormwater Management Plan will be adopted by our Planning Board within 12 months of the EDPA (by April 1, 2005), and will be submitted to the county planning agency for approval. The Stormwater Control Ordinance will be adopted by our Planning Board and Borough Council within 12 months from the adoption of the Municipal Stormwater Management Plan, and will be submitted to the county planning agency for approval.*

*Once approved, the ordinance, which will be administered by our planning and zoning boards and code enforcement personnel, will control stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards.*

*For any BMP that is installed in order to comply with the requirements of our post-construction program, The Borough of Oceanport will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, The Borough of Oceanport intends to do this within 24 months of the EDPA (by April 1, 2006) by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply.*

## SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Borough of Oceanport County Monmouth

NJPDES # : NJG0152315 PI ID #: 207262

Team Member/Title: Robert Broege Environmental Commission Chairperson

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

Date of Completion: 2/21/05 Date of most recent update: \_\_\_\_\_

### Local Public Education Program

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

*For our annual distribution , we will be mailing the NJDEP brochure to our residents and businesses with our bi-monthly Borough Bulletin. The first mailing will take place during June or July of 2005. Copies of the brochure will also be available at our municipal building.*

*Our annual event will be held each year in coordination with our Memorial Day celebration. The first annual event will be held as part of the 2005 Memorial Day celebration. We will make the NJDEP brochure available to all participants in the event.*

## SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: The Borough Of Oceanport County Monmouth

NJPDES # : NJG0152315 PI ID #: 207262

Team Member/Title: William White Borough Engineer

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

Date of Completion: 2/21/15 Date of most recent update: \_\_\_\_\_

### Storm Drain Inlet Labeling

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

*All storm drain inlets in the Borough Of Oceanport, including those that are along municipal streets with sidewalks, and those in plazas, parking areas, or maintenance yards that are operated by the Borough were labeled during 2004. The storm drain inlets were labeled using a stencil and a durable paint as part of an Eagle Scout project.*

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

*During the Borough's annual Road Program all inlet curb pieces will be replaced with an "eco" head which will have the required labeling cast into it.*

## SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Borough of Oceanport County Monmouth

NJPDES # : NJG0152315 PI ID #: 207262

Team Member/Title: William White, Borough Engineer

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

Date of Completion: 2/21/05 Date of most recent update: 1/16/18

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.)?

*All storm drain inlets in the Borough of Oceanport, including those that are along municipal streets with sidewalks, and those in plazas, parking areas, or maintenance yards that are operated by the Borough were labeled during 2004. The storm drain inlets were labeled using a stencil and a durable paint as part of an Eagle Scout project.*

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

*During the Borough's annual Road Program all inlet curb pieces will be replaced with an "eco" heads which will have the required labeling cast into it.*



# SPPP Form 7 – Illicit Connection Elimination Program

Municipality Information

Municipality: The Borough of Oceanport County Monmouth

NJPDES # : NJG0152315 PI ID #: 207262

Team Member/Title: William White, Borough Engineer

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

Date of Completion: 2/21/05 Date of most recent update: 1/16/18

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 Borough of Oceanport will begin performing the initial physical inspection of our outfall pipes within 18 months from the EDPA (by October 1, 2005) and will complete the initial physical inspection of all outfall pipes within 60 months from the EDPA (April 2009). We will use the NJ Department of Environmental Protection (NJDEP) Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to*

*have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within The Borough of Oceanport) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the connection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, The Borough of Oceanport will report the illicit connection to the NJDEP.*

*The Borough of Oceanport has an emergency number (732-222-6300) that is currently used for reporting spills and illegal dumping. This emergency number will also be available for reporting illicit connections*

## SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: The Borough of Oceanport County Monmouth

NJPDES # : NJG0152315 PI ID #: 207262

Team Member/Title: Willaim White, Borough Engineer

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

Date of Completion: 2/21/05 Date of most recent update: \_\_\_\_\_

**Prior to May 2, 2006**

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

Total number of inspections performed this year? \_\_\_\_\_

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: The Borough of Oceanport County Monmouth

NJPDES # : NJG0152315 PI ID #: 207262

Team Member/Title: William White, Borough Engineer

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

Date of Completion: 2/21/05 Date of most recent update: 1/16/18

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.

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

*We will continue to conduct at least monthly collections of leaves during the months of October, November, and December, plus at least one collection in the spring. Grass clippings are not collected because they are not accepted at the local landfills. During the months when we are having collections, we will publish our collection schedule and our ordinance requirements in our Borough Bulletin, which will be mailed to all residents and businesses on a bi-monthly basis. The collection schedule and requirements are also published in the Borough Directory, which is mailed to all residents and businesses once per year and are posted on our Borough website.*

*The Borough of Oceanport 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: The Borough of Oceanport County Mnomouth

NJPDES # : NJG0152315 PI ID #: 207262

Team Member/Title: Scott Arnette, Borough Attorney

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

Date of Completion: 2/21/05 Date of most recent update: 1/16/18

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

Pet Waste 7/21/05

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

Litter 7/21/05

Improper Waste Disposal 7/21/05

Wildlife Feeding 7/21/05

Yard Waste 7/21/05

Illicit Connections 7/21/05

How will these ordinances be enforced?

*Our code enforcement officers and local police officers will enforce these ordinances. If someone is found to be in violation of an ordinance, they will be issued a written warning for first time offenses, and penalties will be issued for subsequent offenses.*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Borough of Oceanport County Monmouth

NJPDES # : NJG0152315 PI ID #: 207262

Team Member/Title: William White, Borough Engineer

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

Date of Completion: 2/21/05 Date of most recent update: 1/15/18

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

*Bicycle safe grates and Eco Head pieces Type n as manufactured by Campbell Foundry or approved equal.*

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
<i>Bridgewaters Dr - Relwof to terminus</i>	<i>11/21/17</i>		<i>11/27/17</i>	<i>7</i>	<i>0</i>
<i>Elizabeth Drive</i>	<i>10/18/17</i>		<i>11/06/17</i>	<i>2</i>	
<i>Main Street Phase 1</i>	<i>10/17/17</i>		<i>11/20/17</i>	<i>3</i>	

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

*At this time we do not plan on installing any alternative devices for repaving, repairing, reconstruction or alteration projects. We also do not currently plan on claiming any historic place exemptions.*

# SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance

Municipality  
Information

Municipality: The Borough of Oceanport County: Monmouth

NJPDES # : NJG0152315 PI ID #: 207262

Team Member/Title: Demetrio Zarate, Superintendent of Public Works

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

Date of Completion: 2/21/05 Date of most recent update: 1/16/18

## 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.)

*The Borough of Oceanport has evaluated all of its streets to determine which areas will need to be swept monthly. All municipally owned or operated curbed streets (including roads or highways) with storm drains that have a posted speed limit of 35 mph or less in predominantly commercial areas will be swept at least once per month, weather permitting. A copy of the street sweeping log is attached.*

## Road Erosion Control Maintenance

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

*The Borough of Oceanport will use the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to Thomas Crochet, the Superintendent of Public Works (or his designee). Identified areas of erosion will be discussed and repairs prioritized. Maintenance personnel will then be assigned to the areas of concern, and the areas identified to have road erosion problems will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Public Works Department will maintain an inspection log and a list of all repairs and the dates completed (copy of form attached). The status of the Road Erosion Control Maintenance Program will be included in the Annual Report and Recertification.*

*The Road Erosion Control Maintenance Program will be implemented within 18 months of the EDPA (by October 1, 2005).*

**BOROUGH OF OCEANPORT**  
**STORMWATER POLLUTION PREVENTION PLAN**  
**MONTHLY STREET SWEEPING LOG**  
 MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

DESCRIPTION OF AREA SWEPT	DATE SWEPT	MILES SWEPT	QUANTITY OF MATERIALS COLLECTED
<b>TOTALS</b>		0	0

**BOROUGH OF OCEANPORT  
STORMWATER POLLUTION PREVENTION PLAN  
ROAD EROSION CONTROL INSPECTION & MAINTENANCE LOG**

[illegible]



# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: The Borough of Oceanport County: Monmouth

NJPDES #: NJG0152315 PI ID #: 207262

Team Member/Title: William White, Borough Engineer

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

Date of Completion: 2/21/05 Date of most recent update: 1/16/18

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

*The Borough of Oceanport 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 cleaned as needed. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. Beginning in April of 2005, catch basin inspection and maintenance will be documented on the "Stormwater Facility Inspection and Maintenance Log" (form attached).*

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

*The Borough of Oceanport will implement a stormwater facility maintenance program within 12 months of the EDPA to ensure that all stormwater facilities operated by the Borough function properly. The Borough operates the following: 1)- catch basins (The catch basin inspection and maintenance program is described above). 2) swales - The Borough operates swales at the following locations: between Main St. and Pemberton Ave., along Brookview Drive, along South Pemberton Ave. near the pumping station, behind the Wolf Hill School, at the Maple Place School, and in Blackberry Bay Park.*

*These stormwater facilities will be inspected annually to insure that they are functioning properly. Preventative or corrective maintenance will be performed as necessary on all stormwater facilities to ensure continued proper functioning and documented*

BOROUGH OF OCEANPORT  
STORMWATER POLLUTION PREVENTION PLAN  
STORMWATER FACILITY INSPECTION & MAINTENANCE LOG

[illegible]

# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information

Municipality: Borough of Oceanport County: Monmouth

NJPDES #: NJG0152315 PI ID #: 207262

Team Member/Title: Demetrio Zarate, Superintendent of Public Works

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

Date of Completion: 2/21/05 Date of most recent update: 1/16/18

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

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

*When we are performing the outfall pipe inspections as part of our illicit connection elimination program, we will be checking all of our outfall pipes for signs of scouring. All sites where scouring is observed will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not need NJDEP permits for those repairs may be done first.*

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

*The attached SPPP Form 14A provides a list of all sites where outfall pipe stream scouring has been identified, the date we plan on repairing the scouring, and the method of repair we will use. When repairs are completed we will note the date of that repair on this form.*

*The Outfall Pipe Stream Scouring Remediation Program will be implemented within 18 months of the EDPA (by October 1, 2005).*

## SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: The Borough of Oceanport County Monmouth

NJPDES # : NJG01523105 PI ID #: 207262

Team Member/Title: Demetrio Zarate, Superintendent of Public Works

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

Date of Completion: 2/21/05 Date of most recent update: 1/16/18

### 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.

*The Borough does not currently store de-icing material they obtain it on an as needed basis from the County facility on Fort Monmouth.*

# SPPP Form 67 – Standard Operating Procedures

Municipality Information	Municipality: <u>The Borough of Oceanport County Monmouth</u>	
	NJPDES # : <u>NJG0152315</u> PI ID #: <u>207262</u>	
	Team Member/Title: <u>Demetrio Zarate, Superintendent of Public Works</u>	
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>	
	Date of Completion: <u>2/21/05</u> Date of most recent update: <u>1/16/18</u>	
<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
Fueling Operations (including the required practices listed in Attachment D of the permit)		NA Fueling done at Long Branch DPW
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)		NA vehicle maintained off-site at Coutny DPW facioly of local comercial repair garage
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)	4/1/05	Monthly inspections of the Public Works Facilies off of Murphy Drive, on Fort Monmouth
Attach inventory list required by Attachment D of the permit.		

THE BOROUGH OF OCEANPORT - STORMWATER POLLUTION PREVENTION PLAN  
 INVENTORY OF MATERIALS/MACHINERY WHICH COULD BE A SOURCE OF STORMWATER POLLUTION  
 NJPDES Permit # NJG0152315 PI ID #207262  
 Page 1 of 5

Municipal Maintenance Yard Location: *Public Works Facility on Murphy Drive*

Date of Inventory: *March 15, 2005- Updated 1/16/18*

POTENTIAL SOURCE OF STORMWATER POLLUTANTS	PRESENT? (Y/N)	COMMENTS
<i>Bulk Storage Tanks &amp; Appurtenances (gasoline, diesel, etc.)</i>		
Aboveground Storage Tanks & Associated Piping, Secondary Containment	N	
Underground Storage Tanks & Associated Piping	N	
Bulk Loading and Unloading Areas	N	
Pumping Stations & Associated Piping	N	
Mobile Tanks and Associated Pumping Equipment	N	
Silos or Rail Cars	N	

THE BOROUGH OF OCEANPORT - STORMWATER POLLUTION PREVENTION PLAN  
INVENTORY OF MATERIALS/MACHINERY WHICH COULD BE A SOURCE OF STORMWATER POLLUTION  
NJPDES Permit # NJG0152315 PI ID #207262 Page 2 of 5

Municipal Maintenance Yard Location: *Public Works Facility on Murphy Drive*

Date of Inventory: *March 15, 2005- Updated 1/16/18*

POTENTIAL SOURCE OF STORMWATER POLLUTANTS	PRESENT? (Y/N)	COMMENTS
<i>Storage and Staging Areas</i>		
Drum Storage Pads/Areas (fuels, lubricants, antifreeze, solvents, paints & other coatings, detergents/cleaning chemicals, fertilizers, pesticides, etc.)	N	All drums of oil, automatic transmission fluid, antifreeze, etc. are stored inside the Public Works Garage. <u>No exposure to stormwater.</u>
Waste & Scrap Material Storage Pads /Areas	N	
Chemical Storage Cabinets/Closets/Lockers (fuels, lubricants, antifreeze, solvents, paints & other coatings, detergents/cleaning chemicals, fertilizers, pesticides	N	All chemical storage is located inside the Public Works Garage. <u>No exposure to stormwater.</u>
Waste in Dumpsters or other Containers	N	One dumpster with a lid is used for general solid waste disposal. No exposure to stormwater
Soil/Leaf Storage (top soil, compost, etc.)	N	Street sweepings are stored in an uncovered pile in the corner of the Public Works Yard
Recyclables in Dumpsters or other Containers	N	
Raw Material Storage (sheet metal, treated lumber, other building materials, etc.)	N	

THE BOROUGH OF OCEANPORT - STORMWATER POLLUTION PREVENTION PLAN

INVENTORY OF MATERIALS/MACHINERY WHICH COULD BE A SOURCE OF STORMWATER POLLUTION

Page 3 of 5

NJPDES Permit # NJG0152315

PI ID #207262

Municipal Maintenance Yard Location: *Public Works Facility on Murphy Drive*

Date of Inventory: *March 15, 2005- Updated 1/16/18*

POTENTIAL SOURCE OF STORMWATER POLLUTANTS	PRESENT? (Y/N)	COMMENTS
<i>Storage and Staging Areas</i>		
Floor Drains	N	
Sumps, Drywells, Pipes or Trenches	N	
Process Area Sinks and Associated Piping	N	
Septic Systems, Leach fields or Seepage Pits	N	
Roof Leaders (when process operations occur on or vent to the roof or when materials are stored on the roof)	N	
Drainage Swales & Culverts	N	
Other	N	



THE BOROUGH OF OCEANPORT - STORMWATER POLLUTION PREVENTION PLAN INVENTORY OF MATERIALS/MACHINERY WHICH COULD BE A SOURCE OF STORMWATER POLLUTION NJPDES Permit # NJG0152315      PI ID #207262      Page 4 of 5 Municipal Maintenance Yard Location: <i>Public Works Facility on Murphy Drive</i> Date of Inventory: <i>March 15, 2005- Updated 1/16/18</i>		
POTENTIAL SOURCE OF STORMWATER POLLUTANTS	PRESENT? (Y/N)	COMMENTS
<i>Storage and Staging Areas</i>		
Vehicle/Machinery Storage Areas	N	The majority of vehicles and heavy equipment are stored outdoors on asphalt surfaces in the Public Works Yard. All vehicles and equipment were observed to be in excellent condition with no signs of oil or other fluid leaks. The salt spreaders are stored inside the Public Works Garage where they are not exposed to stormwater, during the winter months
Vehicle/Machinery Maintenance Areas	N	All vehicle maintenance is performed inside the Public Works Garage. No exposure to stormwater.
Air Compressor Vent Discharges	N	
Electrical Transformers & Capacitors	N	
Soil/Leaf Storage (top soil, compost, etc.)	N	
Boilers or Incinerators	N	
Other	N	

THE BOROUGH OF OCEANPORT - STORMWATER POLLUTION PREVENTION PLAN  
INVENTORY OF MATERIALS/MACHINERY WHICH COULD BE A SOURCE OF STORMWATER POLLUTION  
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STORMWATER POLLUTION PREVENTION TECHNIQUES

**General Good Housekeeping**

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 or in an area graded and/or bermed to prevent run-through of stormwater.

**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.

Trash, dirt and other debris should be placed in a dumpster or other suitable container.

Collect waste fluids in properly labeled containers and dispose of them properly.

**Salt/Deicing Material & Sand 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 salt or deicing 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.

Sand may be stored outside & uncovered if a 50-ft setback is maintained from storm sewer inlets, stormwater conveyance channels and surface water bodies. Covered sand does not require the 50-ft setback.

**Spill Cleanup**

Absorbent spill clean-up materials and/or spill kits should be available in fueling areas and on mobile fueling vehicles.

Spills should be cleaned up immediately after discovery.

Spills should be cleaned up using dry cleaning methods only.

# SPPP Form 17 – Employee Training

Municipality Information

Municipality: The Borough of Oceanport

County: Monmouth County

NJPDES #: NJG0152315

PI ID #: 207262

Team Member/Title: William White PE PP, Township Engineer

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

Date of Completion: 2/21/2005

Date of most recent update: 01/16/2018

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

**Employee Training Program:**

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

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

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

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# **Borough of Oceanport Stormwater Pollution Prevention Plan**

## **Standard Operating Procedure For Vehicle Maintenance**

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**Revision No. 1    Effective Date - 04/01/05**

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**Revision No. 2    Date 01/16/18**

### **1.0    PURPOSE**

This procedure provides instructions for performing vehicle maintenance in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste management, and pollution control, in order to minimize the impact of maintenance activities on the environment.

### **2.0    APPLICABILITY /SCOPE**

This procedure is applicable to all Borough personnel and contractors who participate in vehicle maintenance activities at the Public Works Facility on Murphy Drive or other areas where vehicle maintenance may be performed in the Borough of Oceanport.

### **3.0    PROCEDURE**

#### **3.1    Vehicle Maintenance**

- Vehicle and equipment maintenance shall only be conducted in areas designated by the Superintendent of Public Works.
- Ensure that absorbent spill clean-up materials or spill kits are available in the vehicle maintenance area.
- Whenever possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- For projects that must be performed outdoors and that last more than one day, portable tents, tarps, or other covers must be placed over the equipment being serviced when it is not being worked on. If the machinery is not exposed (e.g., hood of vehicle can be closed, tractor engine cover is replaced, etc.), then no cover is required.
- Drip pans or other containment devices must be used if the equipment that is being serviced could possibly leak fuel, oil, hydraulic fluids or other fluids, and will be left outside for a time period of greater than one day.
- Maintenance areas shall be protected from stormwater run-on and runoff and shall be located at least 50 feet downstream from drainage facilities and watercourses.

- Properly dispose of or recycle batteries, fuels, oils, grease, lubricants, antifreeze and other hazardous materials. **Do not dump any of these materials on the ground or into a storm drain or watercourse.** Collect waste fluids in properly labeled containers and dispose of properly.
- Properly dispose of or recycle waste tires. **Do not bury tires.**

### 3.2 Spill Prevention, Response and Reporting

- Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
- In the event of a spill, contact the Borough of Oceanport Office of Emergency Management at 732-222-6300.
- Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
- Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
- Spill cleanup waste material is to be disposed of properly.

### 3.3 Maintenance and Inspection

- Periodically check vehicle/equipment maintenance areas for leaking or damaged equipment or containers and make repairs as necessary.

### 3.4 References

- Borough of Oceanport Stormwater Pollution Prevention Plan.
- New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0152315.

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# **Borough of Oceanport Stormwater Pollution Prevention Plan**

## **Standard Operating Procedure For Good Housekeeping**

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**Revision No. 1    Effective Date - 04/01/05**

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**Revision No. 2    Date 01/16/18**

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### **1.0    PURPOSE**

This procedure provides the basic practices of good housekeeping to be implemented at the Public Works Facility on Murphy Drive or other areas where maintenance may be performed in the Borough of Oceanport, in a manner that ensures that proper consideration is given to spill prevention, containment and countermeasures, waste disposal and recycling, and pollution control, in order to minimize the impact of maintenance yard activities on the environment.

### **2.0    APPLICABILITY/SCOPE**

This procedure is applicable to all Borough personnel and contractors who work at the Public Works Facility on Murphy Drive or other areas where maintenance may be performed in the Borough of Oceanport.

### **3.0    PROCEDURE**

#### **3.1    General Good Housekeeping**

- 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.
- Whenever practical, chemicals, fluids and supplies should be stored 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 a dumpster or other appropriate waste container.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program including the provision of containers for recycling paper, cans, and bottles.

### 3.2 Sand, Salt and De-icing Material Handling

The Borough will not typically store these materials on-site but will be picking them up on a as needed basis from the Monmouth County Public Works Facility located on Fort Monmouth. Should an emergent condition occur that requires the Borough to stockpile materials then the following will be followed:

- Prevent or minimize spills during loading and unloading of sand, salt and de-icing materials. If salt or de-icing materials are spilled, remove the spilled materials using dry cleaning methods. All collected materials shall either be reused or disposed of properly.
- Sand, salt and de-icing material storage areas should be swept at least once per week to remove dirt and 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 sand, salt and de-icing materials are transported during loading/unloading activities.
- Sand may be permanently stored outdoors and uncovered, as long as a 50-foot setback is maintained from any storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies. For sand stored in three-sided uncovered bins, the 50-ft setback is measured from the open side of the bin. If the sand is covered, the 50-ft setback is not required.

### 3.3 Spill Prevention, Response and Reporting

- Provide spill containment dikes or other secondary containment around stored oils and other fluid storage containers.
- In the event of a spill, contact the Borough of Oceanport Office of Emergency Management at 732-222-6300.
- Conduct cleanups of any spills of fuels, oils, lubricants, antifreeze and other hazardous materials immediately after discovery.
- Spills are to be cleaned up using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the absorbent materials shall be swept up as soon as possible after the spilled material has been absorbed.
- Spill cleanup waste material is to be disposed of properly.

### 3.4 Maintenance and Inspection

- Periodically check for leaking or damaged equipment or containers and make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

### 3.5 References

- Borough of Oceanport Stormwater Pollution Prevention Plan.
- New Jersey Pollutant Discharge Elimination System, Tier A Municipal Stormwater General Permit No. NJG0152315.