Stormwater Pollution Prevention Plan

County of Morris

Morris View Nursing Home

NJPDES #NJG015792

April 10, 2020

SPPP Table of Contents

SPPP Form 1 – SPPP Team Members

Stormwater Program Coordinator (SPC)	
Print Name and Title	Christopher J. Vitz, P.E.
Office Phone # and e-Mail	973-285-6758 cvitz@co.morris.nj.us
Signature/Date	Christopher J. Vitz, P.E. 3/09/2020
Individual(s) Responsible for Major Development Project Stormwater Management Review Please see training requirements for stormwater management reviewers on Form 9.	
Print Name/ Title/Affiliation	Mauricio Cabrera / Principal Engineer
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Print Name/ Title/Affiliation	
Other SPPP Team Members	
Print Name/ Title/Affiliation	John Napalitano, Esq / Ordinance Coordinator
Print Name/ Title/Affiliation	Peter Gordon / Employee Training Coordinator
Print Name/ Title/Affiliation	William Castore / SPPP Contact
Print Name/ Title/Affiliation	

SPPP Form 2 – Revision History

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	03/09/20	WRC	-	Transferring Data to New Forms
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	http://mcweb1/morrisnet/stormwater/highway.shtml
2. Physical location and/or website URL where records of public notices, meeting dates, minutes, etc. are kept:	County of Morris P.O. Box 900 Morristown, NJ 07960

3. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:

The county provides for Public Notice by including the following statement on all Resolutions:

" Pursuant to the law, the Clerk is directed to cause a notification of this action to be published in the Morris County Daily Record within ten (10) days of its adoption.".

If and when the county passes any Resolution for adoption of the New Jersey Department of Environmental Protection (NJDEP) stormwater management rules the Resolution will include this same wording.

SPPP Form 4 – Public Education and Outreach

This is only required for colleges, universities, and military bases with dependents living on base.

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

The county shall implement a local public-at-large pollution prevention awareness program by:

• Developing informative brochures for the local public-at-large and displaying them on information racks in the lobbies of the Public Complex buildings.
• See SPPP Form 8– Catch Basins and Storm Drain Inlets for a description of the county's storm drain inlet labeling program.

The county shall implement an employee pollution prevention awareness program by:

• Providing stormwater management awareness training to all new hires as part of new employee indoctrination
• Developing informative brochures that will be distributed to employees during scheduled and ad hoc safety breaks. Public Complex supervisors will be provided with a "Supervisor's Handbook" that provides back up information for the supervisor to share with the employees during safety breaks.
• Developing an internal intranet website to educate employees on the hazards of contributing to pollution and actions that can should be taken to reduce or minimize their occurrence.
• Implementing a signage program whereas signs displaying best management practices (BMPs) and standard operating procedures (SOPs) that should be followed during refueling and maintenance activities will be installed on the Public Complex fueling station and other appropriate Public Complex buildings. These signs shall be placed in conspicuous locations and shall be easy to read. See SPPP Form 10 – Standards Operating Procedures for a description of the Public Complex SOPs.
Local Public-At-Large Pollution Prevention Awareness Program:

1) Morris County Residence Pollution Prevention Awareness Brochures
  • Morristown Nursing Home – Main Lobby
  • Firefighters & Police Training Academy – Main Lobby

2) Morris County Small Business Pollution Prevention Pamphlet
  • Administration & Records Building – main lobby
  • Administration & Records Building – 5th floor
  • Morris County Library – main entrance

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

County of Morris
Division of Engineering and Transportation
P.O. Box 900
Morristown, NJ 07960

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

1. How does the permittee define ‘major development’?

The County of Morris defines a 'major development' as described in N.J.A.C. 7:8:

"Major development" means any "development" that provides for ultimately disturbing one or more acres of land or increasing impervious surface by one-quarter acre or more. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation. Projects undertaken by any government agency which 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."

2. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.

(See Attached Document for More Information)

3. Indicate the physical location of approved applications for major development projects and Major Development Summary Sheets (permit Attachment D)?

County of Morris
Division of Engineering and Transportation
P.O. Box 900
Morristown, NJ 07960

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

1. Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. If applicable, provide the physical location of the mitigation plan required to grant a variance or exemption from the design and performance standards for stormwater management measures.

Introduction and Purpose

This section describes, in general terms, the Morris View Public Complex post-construction stormwater management program for new development and redevelopment projects. It describes the applicable design and performance standards established under N.J.A.C. 7:8 for all major development within the Public Complex. In particular, it sets the standards used by the county for the design of stormwater inlets that restrict the passage of solids and floatables per Appendix C of the Public Complex permit. These standards will ensure the adequate long-term operation and maintenance of the Public Complex stormwater facilities.

The Morris View Public Complex is divided into two sections:

- the **Morris View Health Care Center** and adjacent buildings which are located south of West Hanover Avenue, Morris Township, New Jersey. and
- the **Public Safety Training Academy** which is located just across from the MHCC on West Hanover Avenue in Parsippany-Troy Hills, New Jersey

The county recognizes that regulated projects may include those which are considered "major development" per New Jersey Pollution Discharge Elimination System (NJPDES) N.J.A.C. 7:8. Major development is defined as any "development" that ultimately disturbs one (1) or more acres of land or increases the impervious surface by one-quarter (1/4) acre or more. "Disturbance", for the purpose of this rule, is the addition of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation. The following projects are reviewed for potential regulation by the N.J.A.C. 7:8;

- athletic facilities expansion, restoration, or creation
- building expansion and construction
- roadway resurfacing and construction
- walkway resurfacing or construction

Scope

The term "permit" in this case shall include transition area waivers established by the Freshwater Wetlands Protection Act (N.J.S.A. 13:9B-1 et seq.), the Flood Hazard Area Control Act (N.J.S.A. 58:16A-50 et seq.).

As such, certain new development and redevelopment projects may be exempt from the Municipal Stormwater Regulation program. These projects shall not require a NJPDES permit if the following criteria are met:

- Construction began prior to the implementation deadline for this Statewide Basic Requirement (SBR)
- the project went to bid prior to the date on which the permittee received authorization under this permit
- A New Jersey Department of Environmental Protection (NJDEP) Land Use Regulation Program (LURP) permit issued prior to February 2, 2004
- In the absence of such permitting being required, for one of the local approvals listed in N.J.A.C. 7:8-1.6 pursuant to the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) issued prior to February 2, 2004

Projects not meeting the above criteria shall be considered non-exempt from the Municipal Stormwater Regulation program. The county's construction contract documents for projects that are non-exempt from the Municipal Stormwater Regulation program shall include:

- A provision stating "All projects shall be compared in scope by the engineer to the extent of the newly adopted NJDEP Stormwater Management Rules (N.J.A.C 7:8) and when regulated are to comply in full with Subchapter 5: Design and Performance Standards for Stormwater Management Measures
- A provision for certification from the engineer to the county that the project has been designed in accordance with the standards, when applicable, and that the engineer has verified that activities to be conducted during construction will not impede compliance both on the county as well as property owned by others.

Compliance with the standards set forth in Attachment C of the Public Complex permit is required to control the passage of solid and floatable materials through storm drainage inlets within the county on all construction projects. All stormwater inlets impacted by development that are not in compliance as well as new inlets will have to conform to the standard details. Both Appendix C and the standard details have been attached.

Specifically, the county require shall new and impacted inlets to meet the following criteria:

- Grates in pavement or other ground surfaces
    - Engineers and contractors shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:
        - The New Jersey Department of Transportation (NJDOT) bicycle safe grate described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996).
        - A different grate if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than point five (0.5) inches across the smallest dimension.
    - Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains.
- Curb-opening inlets (including curb-opening inlets in combination inlets)

Whenever design engineers use a curb-opening inlet, the clear space in that curb opening (or each individual clear space, if the curb opening has two or more clear spaces) shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website URL	DEP model regulatory mechanism adopted w/o change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i.				Municipality/ Local Police
2. Wildlife Feeding permit cite IV.B.5.a.ii.				Municipality/ Local Police
3. Litter Control permit cite IV.B.5.a.iii.				Municipality/ Local Police
4. Improper Disposal of Waste permit cite IV.B.5.a.iv.	8/27/2003			Morris County Environmental
5. Residential Yard Waste Collection *(for residences located within permittee property)* permit cite IV.B.5.a.v.	N/A			N/A
6. Illicit Connection Prohibition permit cite IV.B.5.a.vii.	8/27/2003			Morris County Environmental Health Act

Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions:

Improper Disposal of Waste & Illicit Connections
Records Available at:

County of Morris
Division of Engineering and Transportation
P.O. Box 900
Morristown, NJ 07960

&

https://health.morriscountynj.gov/public/environmental/

(See Attached Document for More Information)

SPPP Form 6 – Regulatory Mechanisms

1. Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions.

Pet Waste Control, Wildlife Feeding Control, Litter Control & Residential Yard Waste Collection:

The county does not own or operate any rest areas, service areas, or any other areas along its roadways which serve the needs of the general public. Therefore, the county does not recognize the need to adopt and enforce a pet waste, wildlife feeding control, litter control or Residential Yard Waste Collection ordinance. See legal opinion from Morris County counsel (attached).

The Morris View Public Complex has no homes where residents are responsible for their own yard maintenance or generate any yard waste. All maintenance of common areas is performed by Morris County employees. A program has been developed to ensure vegetative waste from the Public Complex is properly collected, handled and disposed of. All lawns and grass areas located on the Public Complex property will be mowed by maintenance personnel, who will also rake and collect leaves and other vegetative debris. Grass clippings, leaves, and all other vegetative waste from the Public Complex are shipped to an off-site DEP approved county regional recycling center.

In municipalities in which county roadways and facilities are located, local police and health departments are responsible for adopting and enforcing local pet waste ordinances. The county shall not adopt or enforce rules and regulations that differ from those of its municipality.

Improper Disposal of Waste & Illicit Connections
Records Available at:

County of Morris
Division of Engineering and Transportation
P.O. Box 900
Morristown, NJ 07960

&

https://health.morriscountynj.gov/public/environmental/

SPPP Form 7 – Street Sweeping

1. Provide a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee. Indicate which of these streets and parking lots have storm drain inlets that direct stormwater runoff into an MS4 or discharge directly to surface water.
See the outfall and basin map in SPPP 11 for location of streets within the public complex that are owned and operated by the County of Morris.
2. Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.
(See Attached Document for More Information)
3. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of materials collected each month.
County of Morris Division of Engineering and Transportation P.O. Box 900 Morristown, NJ 07960

SPPP Form 7 – Street Sweeping

1. Describe the sweeping schedule for all streets and paved parkings loats that are owned or operated by the permitee.

The county will expand its current Public Complex street sweeping program to comply with the New Jersey Discharge Elimination System (NJPDES) Statewide Basic Requirements (SBRs). The minimum permit requirement entails the monthly sweeping of paved areas and all curbed streets within the Public Complex that have a posted speed limit of 35 mph or less with storm drains. This program fulfills the permit requirements to implement an annual street sweeping program.

Based on permit requirements described above, the county began recording (i.e., mapping) its county roads within the Public Complex in 2005 using Global Positioning System [GPS] data which is stored in its Geographical Information System [GIS] database. Street sweeping mapping was developed to assist the county supervisors in inspecting roads and scheduling sweeping activities. This mapping also aids the road crew in identifying which roads are scheduled for cleaning or are in need of repairs.

The county will use its own workforce to perform its own monthly street sweeping. The street sweeping will be documented and recorded by a road supervisor on its own Street Sweeping form. The Street Sweeping form was developed for mechanized data collection and reporting purposes and contains the following information: date and area of sweeping, operator's name, total miles swept, and debris collected (volume in tons or cubic yards) are recorded daily. Analyzing this information allows the county to recognize any negative trends and plan proper corrective measures. The county owns and maintains approximately 2 miles of roads with in the Public Complex.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

1. Describe the schedule for inspections, cleaning, and maintenance of catch basins and storm drain inlets that are owned or operated by the permittee.

(See Attached Document for More Information)

2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc. For each, describe what measures are taken to address the problems and explain how such work is prioritized.

N/A

3. Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.

All Inlets have permanent wording cast into the design within the Morris County Public Complex.

4. Indicate the location of records that include catch basin and storm drain inlet inspections, and the amount of materials collected during catch basin and storm drain inlet cleanings.

County of Morris
Division of Engineering and Transportation
P.O. Box 900
Morristown, NJ 07960

5. Describe how the permittee ensures that storm drain inlets within the Public Complex are retrofitted.

For most projects, the county shall use a bicycle safe grate (Campbell Pattern No. 2168) and, if applicable, a curb opening with a clear space of no more than seven (7.0) square inches, or is no greater than point five (0.5) inches across the smallest dimension.

Curb backs may be modified with retrofit kits available from Campbell Foundry, or an approved equal. Refer to SPPP 5 for schematics of approved retrofit designs. Note that the county does not install water quality devices that could warrant an exemption from this program. Additionally, the county does not foresee any exemption based on an encroachment threatening a New Jersey Register-listed historic property.
Any inlet found to be not in compliance during the scheduled paving work is retrofitted to the current standards as specified in Attachment C.

SPPP Form 8 – Catch Basin and Storm Drain Inlets

1. Describe the schedule for inspections, cleaning and maintenance of catch basins and storm drain inlets that are owned or operated by the permittee.

The county's inlet cleaning program, which began in 2005, calls for all county owned inlets, catch basins and their surrounding infrastructures to be inspected annually, and cleaned if necessary. Regardless of whether an annual inspection is coming due or if a problem was reported a roads supervisor will issue a work order prior to any cleaning or repair work being performed. The process is as follows:

Upon receipt of notification that an inlet needs to be inspected and/or cleaned a roads supervisor issues an inspection work order for an inspector to inspect the inlets along a section of a county road. The work order lists all inlets for that section of the road. The roads inspector physically inspects and records on the work order the condition of each inlet and its surrounding infrastructure. If the inspector determines the inlets don't require cleaning the inspector will record this information on the work order. The completed work order is returned to the roads supervisor who will record the information so no further action will be taken. However, should some inlets require cleaning or repairs the roads supervisor will issue an updated work order to have the work done.

If an inspector determines that some inlets need cleaning only (i.e., no repairs are necessary) the condition of these inlets will be documented on the work order for the roads supervisor to record. The roads supervisor will issue an updated work order for a road crew to be dispatched to clean only those marked for cleaning. The completed work order will be returned to a roads supervisor who will record all the information and close the work order.

In those cases when an inspector determines that repairs are necessary the condition of the inlets will be documented on the work order for the roads supervisor to record. The roads supervisor will issue an updated work order for a road crew to be dispatched to repair only those marked for repairing. The completed work order will be returned to a roads supervisor who will record all the information and close the work order.

In all cases above, the dates of the inspections, the inlets cleaned and/or repaired, the actions taken by the repair crew, the quantities and types of materials used for any repairs, and the amount of debris removed are recorded.

SPPP Form 9 – Employee Training

A. **Permittee 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.

Topic	Frequency	Title of trainer or office to conduct training
1. Maintenance Yard/Ancillary Operations	Every year	Morris County Road Department
2. Stormwater Facility Maintenance	Every year	Morris County Road Department
3. SPPP Training & Recordkeeping	Every year	Morris County Road Department
For Public Complexes with residents only 4. Residential Yard Waste Collection	Every 2 years	N/A
5. Street Sweeping	Every 2 years	Morris County Road Department
6. Illicit Connections & Outfall Mapping	Every 2 years	Morris County Road Department
7. Outfall Stream Scouring	Every 2 years	Morris County Road Department
8. Waste Disposal Education	Every 2 years	Morris County Road Department
9. Regulatory Mechanisms	Every 2 years	Morris County Road Department
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Morris County Division of Engineering and Transportation

B. **Stormwater Management Reviewer Training:** All individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee 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 permittee's list of the names and dates of individuals that received the Department approved training: County of Morris Div. of Engineering and Transportation

SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete separate forms for each location.

1. Address of maintenance yard or ancillary operation (complete one form per location):

120 E. Hanover Avenue, Cedar Knolls, NJ 07927

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

Raw materials –

Intermediate products –

Final products –

Waste materials –

By-products –

All other materials, intermediate products, final products, waste materials, by products, fuels, lubricants, solvents & detergents are kept indoors in the garage facility. The intention of this program is to minimize the amount of road salt and deicing materials that could enter the county's Municipal Small Separate Sewer System (MS4) and might eventually be discharged into the state's open waters.

Machinery –

Fuel –

Lubricants –

Solvents –

Detergents related to maintenance yard or ancillary operations –

Other – Consists of one (1) road salt storage dome.

(SPPP Form 10 continued)

3. Indicate the location of monthly inspection logs documenting inspections of this location:

120 E. Hanover Avenue, Cedar Knolls, NJ 07927

4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.

(See Attached SOP For More Information)

5. List all containers stored at this location, including the content, and location. For containers that are stored outside, indicate if they are covered, what they are placed upon, and if the area is graded or contained by berms.

(See Attached SOP for More Information)

(SPPP Form 10 continued)

6. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit. Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.

a. Fueling Operations

(See Attached SOP for More Information)

b. Discharge of Stormwater from Secondary Containment

N/A

c. Vehicle Maintenance

(See Attached SOP for More Information)

d. On-Site Equipment and Vehicle Washing
See permit for certification and log forms for Underground Storage Tanks.

(See Attached SOP for More Information)

(SPPP Form 10 continued)
e. Salt and De-Icing Material Storage and Handling
(See Attached SOP or More Information)
f. Aggregate Material and Construction Debris Storage
(See Attached Document for More Information)
g. Street Sweepings, Catch Basin Clean Out and Other Material Storage
(See Attached Document for More Information)
h. Yard Trimmings and Wood Waste Management Note that leaves, grass clippings, woodchips, and brush are considered yard trimmings and trees, stumps, and untreated lumber are considered wood waste.
When applicable, the trimmings and other waste is hauled to a municipal compost facility for proper disposal.

SPPP Form 10 – Maintenance Yards and Ancillary Operations

f. Aggregate Material and Construction Debris Storage

The aggregate material is stored outside in open pits. The storage practice complies with the permit requirement, as the 50-foot setback requirement is exceeded by distancing the piles from the nearest inlet (a.k.a., catch basin) approximately 100 feet. The piles are contained by concrete walls on three sides, while the front remains open for the ease of loading and unloading. The closest inlet is approximately 75 feet away. At the completion of loading and unloading activities an inspection for spilled material is performed.

g. Street Sweepings, Catch Basin Clean Out, and Other Material Storage

Debris is transported to the Wharton Garage where it is measured and recorded in terms of either weight or volume in cubic yards. After the debris is measured it is stored in an open area and allowed to dry before being processed through a screener. During the drying process excess water is allowed to evaporate and any remaining water is absorbed by the debris.

Next, the debris is put through another screener to separate rocks and recyclables from the debris and garbage. Rocks and large stones may be saved and used have for future road projects. Garbage is disposed in a dumpster. A county environmental specialist tests remaining debris to determine which method of permanent disposal is permitted by NJDEP guidelines. The test results are documented and the debris is either re-utilized, taken to a landfill, or placed in containment barrels for proper disposal by a certified disposal contractor. If take to a landfill the test results are given to the landfill operator.

In all cases above, the dates, the amounts of debris collected, and final disposition of what is done with the different types of debris is recorded.

SOP	Effective Date	Inspection Schedule
Chemical and Hazardous Material Handling (including the required practices listed in Attachment E of the Permit)	9/20/2004	Monthly inspections of all chemical and hazardous storage areas and loading dock areas will be held to ensure the SOPs are being met.
Good Housekeeping Practices (including the required practices listed in Attachment E of the Permit)	9/20/2004	Monthly inspections of all Public Complex roads and parking lots and loading dock areas (including.any ancillary operations will be completed).
Fueling Operations (including the required practices listed in Attachment E of the permit)	9/20/2004	Monthly inspections will be held to ensure the SOP is being met.
Vehicle Storage & Equipment Equipment Maintenance (including the required practices listed in Attachment E of the permit)	9/20/2004	Monthly inspections will be held to ensure the SOP is being met.
Vehicle and Equipment Inventory List See attached list updated annualy.		
Refuse Containers and Dumpsters	3/1/2009	Monthly inspections will be held to ensure the SOP is being met.

County of Morris
Standard Operating Procedures (SOP)
Hanover Service Center

Vehicle and Equipment Fueling

Introduction and Purpose

Gasoline and diesel fuel spills and leaks may result in polluted stormwater. The following Standard Operating Procedures (SOPs) for vehicle and equipment fueling are designed to minimize spills and the resultant discharge of polluted stormwater to surface or ground waters. Understanding proper fueling procedures for vehicles, mobile fuel tanks, and storage tanks is critical. Safety is always the priority.

Scope

These SOP'S are to be implemented at all maintenance yards with fueling, including mobile fueling operations. Fueling includes all motor vehicles, mowers, tractors, portable equipment, and all mobile storage containers.

Standards and Specifications For Vehicle and Equipment Fueling

- The vehicle and equipment being fuelled shall be turned off.
- Insure proper fuel will be dispensed.
- Fuel tanks shall not be "topped-off.
- Dispensing of gasoline and diesel fuel shall be performed only during servicing hours.
- Mobile fueling is not permissible. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
- Verify that absorbent spill clean-up materials and spill kits are available in the fueling area.
- Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
- Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment and signage indicating restricted activities.
- Clearly post, in all hazardous fluid transfer areas, signage indicating location and type of spill cleanup equipment, disposal locations for used cleanup material, and appropriate contact information for the person(s) responsible for spill response. Spill kits must be clearly visible and have an access clear of obstructions at all times.
- Clearly label the fuel pump master shut-off switch and maintain clear and easy access to it.
- When the remaining gasoline in each of the 10,000 gallon storage tanks reaches the refill reorder point, the vendor will refill the tanks to 90% capacity.
- All servicing pumps are operated through the use of a key card and remain locked when not in use. Only personnel with access to a key card and with a specified PIN number can operate the pumps. Fuel shall only be dispensed to approved mobile storage containers. Containers should not be filled to more than 90% capacity.

Standards and Specifications For Bulk Refueling

- A trained employee must always be present to supervise during bulk transfer.
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk refueling.
- Protect fueling areas with berm and/or dikes to prevent run-on, runoff, and to contain spills.
- Boom the two storm sewer inlets which are located north and southwest of the pump and are within the 50 foot wide buffer zone; protect the uncurbed grass surface north of the pumping station. Tank trucks, used for bulk transfer, must be contained with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.

Spill Response for Gasoline, Diesel Fuel and Other Hazardous Substances

- 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 PIG® Universal Mat Pads, PIG® Blue Socks, or a dry, absorbent material (e.g., kitty litter, sawdust, etc.). Absorbent materials shall be swept up.
- Collected waste is to be disposed of properly. Generated spill waste weighing less than 220 lbs must be sealed in chemical resistant containers and can be disposed at a regular waste land fill. Generated spill waste weighing 220 lbs or more must be disposed at a hazardous waste facility.

Spill Response Contacts

- Contact the **County Garage Maintenance Supervisor** at **973-285-6769** of any spill during normal working hours.
- Contact the **Comm Center** at **973-285-2900** of any spill after normal working hours.

A spill is defined as the escape and deposition of any substance, fluid, or solid caused by the malfunction or failure of any equipment or by the intentional or unintentional upset or improper use of its proper container. Spills include: overtopped gas tanks or gas containers, leaking hoses, soaking cooling systems leaking oil or brake fluid, and/or the unintentional dropping of excessive road salts or sand, and grit.

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/or fuel dispensing equipment that is found to be leaking or in disrepair must be repaired or replaced immediately. No such equipment shall be operated until it is permanently repaired. Temporary repairs may only be used to prevent additional leakage or to mitigate potential hazards.
- Power to the fueling pump must be disconnected until leak is repaired. "**Lock Out - Tag Out"** procedures apply.

County of Morris
Standard Operating Procedures (SOP)
Hanover Service Center

Vehicle Maintenance

Introduction and Purpose

This Standard Operating Procedure (SOP) describes the basic practices of vehicle maintenance to be implemented at all maintenance yards, including maintenance activities at ancillary operations, in the County of Morris. The purpose of this SOP is to provide a set of guidelines for county employees assigned to maintenance yards.

Scope

These SOP'S are to be implemented at all maintenance yards, including maintenance activities at ancillary operations, within the County of Morris.

Standards and Specifications For Vehicle Maintenance

- Conduct vehicle maintenance operation only in designated areas clearly marked with appropriate signs.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up material shall be available in maintenance areas and shall be disposed of properly after use.
- Outdoor maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet downstream of drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, lubricants, solvents, and detergents onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze, and other toxic fluids into a storm drain or watercourses.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.
- The Water Oil Separator must be inspected monthly and maintained as required.
- All vehicle and equipment washing must be performed at indoor designated areas only. Clearly mark designated areas with the appropriate sign(s).

Spill Response for Gasoline, Diesel Fuel and Other Hazardous Substances

- Provide spill kits and instruction at all maintenances sites.
- 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 PIG® Universal Mat Pads, PIG® Blue Socks, or a dry, absorbent material (e.g., kitty litter, sawdust, etc.). The rest of the area is to be swept.
- Collected waste is to be disposed of properly.

Spill Response Contacts

- Contact the **County Garage Maintenance Supervisor** at **973-285-6769** of any spill during normal working hours.
- Contact the **Comm Center** at **973-285-2900** of any spill after normal working hours.

A spill is defined as the escape and deposition of any substance, fluid, or solid caused by the malfunction or failure of any equipment or by the intentional or unintentional upset or improper use of its proper container. Spills include: overtopped gas tanks or gas containers, leaking hoses, soaking cooling systems leaking oil or brake fluid, and/or the unintentional dropping of excessive road salts or sand, and grit.

Maintenance and Inspection

- Periodically check for leaks and damaged equipment and make repairs as necessary.
- Inspect vehicle parking areas for spilled or leaked materials. Clean up as required and complete necessary maintenance indoors immediately.
- Immediately report and repair all vehicles and equipment leaking fluids.

County of Morris
Standard Operating Procedures (SOP)
Hanover Service Center

Good Housekeeping Practices

Introduction and Purpose

This Standard Operating Procedure (SOP) describes the basic practices of good housekeeping to be implemented at maintenance yards, including maintenance activities at ancillary operations, in the County of Morris. The purpose of this SOP is to provide a set of good housekeeping guidelines for county employees at their maintenance yards.

Scope

These SOP'S apply to all maintenance yards, including maintenance activities at ancillary operations, and are meant to augment the currently enforced Right-to-Know procedures.

Standards and Specifications for Good Housekeeping

- All containers should be properly labeled and marked. 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 for Road Salt and De-Icing Material Handling

- During loading and unloading of salt and de-icing materials, measures should be taken to 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 material from storage and loading/unloading areas.
- Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.

- Any materials that are stored outside must be tarped when not actively being used.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.

Standards and Specifications for Vehicle and Equipment Washing

- Vehicles and equipment are to be washed at designated areas only.
- Rinsing of vehicles and equipment is permitted immediately following snow removal and deicing activities, but only after utilizing dry cleaning methods to the maximum extent practicable.
- Material scraped and/or rinsed from the vehicles and equipment should be swept and disposed of properly.

Spill Response for Gasoline, Diesel Fuel and Other Hazardous Substances

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using PIG® Universal Mat Pads, PIG® Blue Socks, or other dry cleaning methods only.

Spill Response Contacts

- Contact the **County Garage Maintenance Supervisor** at **973-285-6769** of any spill during normal working hours.
- Contact the **Comm Center** at **973-285-2900** of any spill after normal working hours.

A spill is defined as the escape and deposition of any substance, fluid, or solid caused by the malfunction or failure of any equipment or by the intentional or unintentional upset or improper use of its proper container. Spills include: overtopped gas tanks or gas containers, leaking hoses, soaking cooling systems leaking oil or brake fluid, and/or the unintentional dropping of excessive road salts or sand, and grit.

Maintenance and Inspection

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

Morris View Public Complex
Standard Operating Procedures
Buildings & Grounds

Chemical and Hazardous Material Handling and Storage

Introduction and Purpose

When stormwater is exposed to the chemicals and hazardous materials used with Buildings and Grounds (B&G) maintenance activities it may become polluted with toxic or other deleterious materials (e.g., petroleum hydrocarbons, heavy metals and organics). Many times this stormwater contamination is a result of human errors, such as topping off fuel tanks, not being attentive during loading and unloading procedures, improper cleanup after a spill occurs or improperly storing materials associated with maintenance activities (e.g., fertilizers, pesticides, waste oil, waste solvents, scrap materials, and material stock piles). The following Standard Operating Procedures (SOPs) will help eliminate or minimize stormwater contamination from these activities.

Scope

These SOPs are to be implemented at the county B&G facilities and in and around the buildings that make up the Morris View Public Complex. These SOPs apply to all chemicals and hazardous materials that are used and stored by B&G at the Morris View complex and are meant to augment the currently enforced "Right-to-Know" procedures.

Standards for Handling Chemicals and Hazardous Materials

- During handling (e.g., applying, loading and unloading) of chemicals and hazardous materials precautionary measures should be taken to prevent and/or minimize spills. If chemicals or hazardous materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Dry cleaning methods, such as sweeping, should also be conducted immediately following any spill during loading/unloading activities.
- Minimize the tracking of material from storage and loading/unloading areas.
- Minimize the distance that chemicals and hazardous materials are transported during loading/unloading activities.
- Any materials that are stored outside must be covered by a tarp when not actively being used.

Spill Response

- Conduct cleanups of any spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Collected spilled materials should be recycled, if possible, for future use or properly disposed of.

Spill Response Contacts

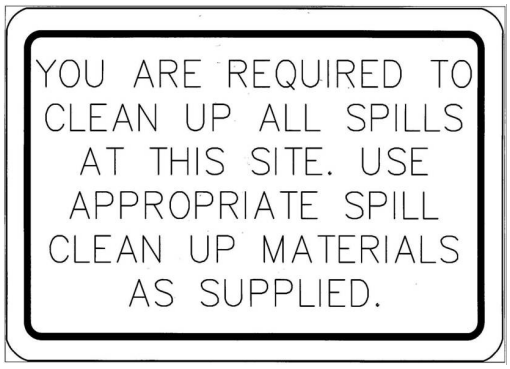
- Contact the **Building and Grounds Supervisor** at **973-285-6340** of any spill during normal working hours.
- Contact the **Comm Center** at **973-285-2900** of any spill after normal working hours.

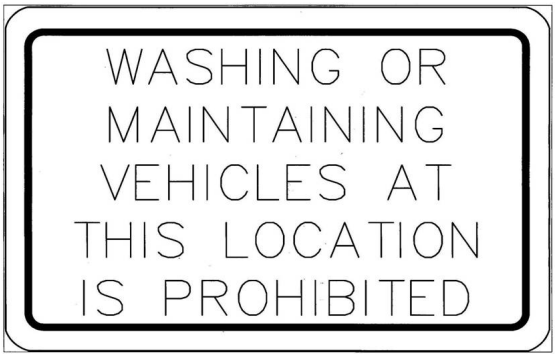
A spill is defined as the escape and deposition of any substance, fluid, or solid caused by the malfunction or failure of any equipment or by the intentional or unintentional upset or improper use of its proper container. Spills include: overtopped gas tanks or gas containers, leaking hoses, soaking cooling systems leaking oil or brake fluid, and/or the unintentional dropping of excessive road salts or sand, and grit.

Maintenance and Inspection

- Inspect chemical and hazardous materials storage areas and structures monthly.
- Keep appropriate cleanup tools on the site.

Sample Signs





Morris View Public Complex
Standard Operating Procedures
Buildings & Grounds

Good Housekeeping Practices

Introduction and Purpose

This Standard Operating Procedure (SOP) contains the basic practices of good housekeeping to be implemented at Morris View Buildings and Grounds (B&G) facilities. The purpose of this SOP is to provide a set of good housekeeping guidelines for B&G employees at this facility. Safe and efficient housekeeping practices (storage, use, and cleanup) should be followed when handling potentially harmful materials such as fertilizers, pesticides, herbicides, cleaning solutions, paint products, automotive products, and industrial chemicals.

Scope

These SOPs apply to all chemicals and hazardous materials used and stored by B&G at the Morris View facility and are meant to augment the currently enforced "Right-to-Know" procedures.

Standards for Good Housekeeping

- All containers should be properly labeled and marked. 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.
- Good housekeeping includes proper storage and handling of materials like waste oil.

Spill Response for Gasoline, Diesel Fuel and Other Hazardous Substances

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using PIG® Universal Mat Pads, PIG® Blue Socks, or other dry cleaning methods only.

Spill Response Contacts

- Contact the **County Garage Supervisor** at **973-285-6769** of any spill during normal working hours.
- Contact the **Comm Center** at **973-285-2900** of any spill after normal working hours.

A spill is defined as the escape and deposition of any substance, fluid, or solid caused by the malfunction or

failure of any equipment or by the intentional or unintentional upset or improper use of its proper container.

Pressure Washing of Buildings, Rooftops, and Other Large Objects

- In situations where soaps or detergents are used and the surrounding area is paved, pressure washers must use a waste water collection device that enables collection of wash water and associated solids. A sump pump, wet vacuum or similarly effective device must be used to collect the runoff and loose materials. The collected runoff and solids must be disposed of properly.
- If soaps or detergents are not used, and the surrounding area is paved, wash water runoff does not have to be collected but must be screened. Pressure washers must use filter fabric or some other type of screen on the ground and/or in he catch basin to trap the particles in wash water runoff.
- If you are pressure washing on a grassed area (with or without soap), runoff must be dispersed as sheet flow as much as possible, rather than as a concentrated stream. The wash runoff must remain on the grass and not drain to pavement. Ensure that this practice does not kill grass.

Landscaping Activities

- Do not apply any chemicals (insecticide, herbicide, or fertilizer) directly to surface waters, unless the application is approved and permitted by the state.
- Dispose of grass clippings, leaves, sticks, or other collected vegetation as garbage, or by composting. Do not dispose of collected vegetation into waterways or storm drainage systems.
- Use mulch or other erosion control measures on exposed soils.
- Check irrigation schedules so pesticides will not be washed away and to minimize non-stormwater discharge.

Building Repair, Remodeling, and Construction

- Do not dump any toxic substance or liquid waste on the pavement, the ground, or toward a storm drain.
- Use ground or drop cloths underneath outdoor painting, scraping, and sandblasting work, and properly dispose of collected material daily.
- Use a ground cloth or oversized tub for activities such as paint mixing and tool cleaning.
- Clean paint brushes and tools covered with water-based paints in sinks connected to sanitary sewers or in portable containers that can be dumped into a sanitary sewer drain.
- Brushes and tools covered with non-water-based paints, finishes, or other materials must be cleaned in a manner that enables collection of used solvents (e.g., paint thinner, turpentine, etc.) for recycling or proper disposal.
- Use a storm drain cover, filter fabric, or similarly effective runoff control mechanism if dust, grit, wash water, or other pollutants may escape the work area and enter a catch basin. The containment device(s) must be in place at the beginning of the work day, and accumulated dirty runoff and solids must be collected and disposed of before removing the containment device(s) at the end of the work day.
- If you need to de-water an excavation site, you may need to filter the water before discharging to a catch basin or off-site. In which case you should direct the water through hay bales and filter fabric or use other sediment filters or traps.
- Store toxic material under cover with secondary containment during precipitation events and when not

in use. A cover could include tarps or other temporary cover material.

Mowing, Trimming, and Planting

- Dispose of leaves, sticks, or other collected vegetation as garbage, by composting or at a permitted landfill. Do not dispose of collected vegetation into waterways or storm drainage systems.
- Use mulch or other erosion control measures when soils are exposed.
- Place temporarily stockpiled material away from watercourses and drain inlets, and berm or cover stockpiles to prevent material releases to the storm drain system.
- Consider an alternative approach when bailing out muddy water; do not put it in the storm drain, pour it over landscaped areas.
- Use hand or mechanical weeding where practical.

Fertilizer and Pesticide Management

- Follow all federal, state, and local laws and regulations governing the use, storage, and disposal of fertilizers and pesticides and training of applicators and pest control advisors.
- Follow manufacturers' recommendations and label directions. Pesticides must never be applied if precipitation is occurring or predicted. Do not apply insecticides within 100 feet of surface waters such as lakes, ponds, wetlands, and streams.
- Use less toxic pesticides that will do the job, whenever possible. Avoid use of copper-based pesticides if possible.
- Do not use pesticides if rain is expected.
- Do not mix or prepare pesticides for application near storm drains.
- Use the minimum amount needed for the job.
- Calibrate fertilizer distributors to avoid excessive application.
- Employ techniques to minimize off-target application (e.g. spray drift) of pesticides, including consideration of alternative application techniques.
- Apply pesticides only when wind speeds are low.
- Work fertilizers into the soil rather than dumping or broadcasting them onto the surface.
- Irrigate slowly to prevent runoff and then only as much as is needed.
- Clean pavement and sidewalk if fertilizer is spilled on these surfaces before applying irrigation water.
- Dispose of empty pesticide containers according to the instructions on the container label.
- Use up the pesticides. Rinse containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste.
- Implement storage requirements for pesticide products with guidance from the county Fire Marshall. Provide secondary containment for pesticides.

Inspection

- Inspect irrigation system periodically to ensure that the right amount of water is being applied and that excessive runoff is not occurring. Minimize excess watering, and repair leaks in the irrigation system as soon as they are observed.

Spill Response and Prevention

- Keep your Spill Prevention Control and countermeasure (SPCC) plan up-to-date, and implement

accordingly.

- Have spill cleanup materials readily available and in a known location.
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Maintenance

- Sweep paved areas regularly to collect loose particles, and wipe up spills with rags and other absorbent material immediately, do not hose down the area to a storm drain..

Fire Sprinkler Line Flushing

- Dispose fire sprinkler line flush water into the sanitary sewer.
- Do not allow discharge to storm drain or infiltration due to potential high levels of pollutants in fire sprinkler line water.

Morris View Public Complex
Standard Operating Procedures
Morris View II

Kitchen Activities

Introduction and Purpose

By products from food preparation include fats, oils, and grease (FOG) that can be problematic if not handled and disposed of properly. Wash water from pot and pan cleaning should be sent to a grease trap to collect and hold any solids and floatables. The wash water should go to a grease inceptor holding tank. These products should not be poured into a sanity sink or into a storm drain inlet. Kitchen staff usually performs grease trap cleaning and maintenance. Grease interceptor pumping and maintenance is contracted out to a septic system cleaning company who also provides and maintains a trash compactor that is located outside the MVII kitchen loading dock.

In addition, kitchen maintenance and cleaning activities can contribute to stormwater pollution if residual materials and chemicals from these activities are not disposed of properly. Waste water from mopping floors should be poured in a slop sink that connects to a sanity sewer. This waste water should not be poured into the grease trap or into a storm drain inlet. Waste water from hosing off the outside loading dock should be directed to a special inlet that connects directly to the holding tank. This inlet is located next to the loading dock so rinse water can flow directly into it.

The following good housekeeping practices Standard Operating Procedures (SOPs) will help eliminate or minimize stormwater contamination from these activities.

Scope

These SOPs are to be implemented at Morris View II kitchen and associates facilities. These SOPs apply to all food products and materials that are produced or used by Morris View kitchen staff and are meant to augment the currently enforced "Right-to-Know" procedures.

Standards for Handling Food Preparation By Products

- During handling (e.g., loading and unloading) of food products and materials precautionary measures should be taken to prevent and/or minimize spills. If food products or materials are spilled, remove them using dry cleaning methods such as sweeping. All collected materials shall be properly discarded.
- Minimize the distance that food products and materials are transported during loading/unloading activities.
- Any materials that are stored outside must be securely sealed when not being used.

Spill Response

- Conduct cleanups of any spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Collected spilled materials should be properly disposed of.

Spill Response Contacts

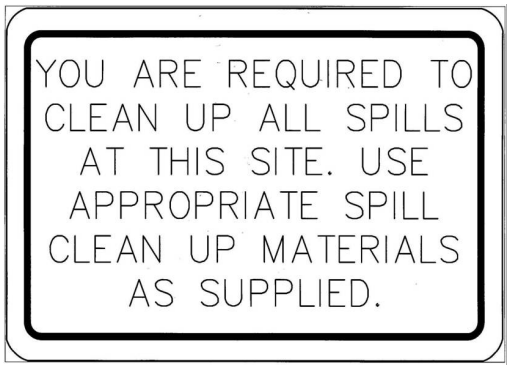
- Contact the **Morris View Building Services Supervisor** at **973-829-9231** of any spill during normal working hours.
- Contact the **Comm Center** at **973-285-2900** of any spill after normal working hours.

A spill is defined as the escape and deposition of any substance, fluid, or solid caused by the malfunction or failure of any equipment or by the intentional or unintentional upset or improper use of its proper container. Spills include: overtopped gas tanks or gas containers, leaking hoses, soaking cooling systems leaking oil or brake fluid, and/or the unintentional dropping of excessive road salts or sand, and grit.

Maintenance and Inspection

- Inspect food products and materials storage areas and structures monthly.
- Keep appropriate cleanup materials on the site.

Sample Signs



Morris View Public Complex
Standard Operating Procedures
Morris View II

Good Housekeeping Practices

Introduction and Purpose

This Standard Operating Procedure (SOP) describes the basic good housekeeping practices to be implemented in the Morris View kitchen facilities. The purpose of this SOP is to provide a set of good housekeeping guidelines for employees at this facility. Safe and efficient housekeeping practices (storage, use, and cleanup) should be followed when handling potentially food products and materials and their by products.

Scope

These SOPs apply to all food products and materials used and stored by kitchen staff at the Morris View facility and are meant to augment the currently enforced "Right-to-Know" procedures.

Standards for Good Housekeeping

- All containers should be properly labeled and marked. 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.
- Good housekeeping includes proper storage and handling of materials like fats, oils and grease.

Spill Response for Food Products and Materials

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using PIG® Universal Mat Pads, PIG® Blue Socks, or other dry cleaning methods only.

Spill Response Contacts

- Contact the **Morris View Building Services Supervisor** at **973-829-285-9231** of any spill during normal working hours.
- Contact the **Comm Center** at **973-285-2900** of any spill after normal working hours.

A spill is defined as the escape and deposition of any substance, fluid, or solid caused by the malfunction or

failure of any equipment or by the intentional or unintentional upset or improper use of its proper container.

Pressure Washing of Equipment and Other Large Objects

- In situations where soaps or detergents are used and the surrounding area is tiled, floor drains must connect to a sanitary sewer. A sump pump, wet vacuum or similarly effective device must be used to collect the runoff and loose materials. The collected runoff and solids must be disposed of properly.
- If soaps or detergents are not used, and the surrounding area is tiled, floor drains must connect to a sanitary sewer. Pressure washers must use filter fabric or some other type of screen on the ground and/or in he catch basin to trap the particles in wash water runoff.
- If you are pressure washing the loading dock (with or without soap), runoff must be directed to the small inlet located next to the loading dock. This inlet connects to the grease holding tank. The runoff must drain to pavement.
- Sweep tiled areas and the loading dock regularly to collect loose particles, and wipe up spills with rags and other absorbent material immediately, do not hose down the area to a storm drain – direct the rinse water to the inlet that connects to the grease holding tank.

SPPP Form 11 – Mapping Outfall Pipes and Stormwater Facilities

Visit https://www.nj.gov/dep/dwq/msrp_map_aid.htm for the NJ DEP free mapping application.

1. **Mapping Outfall Pipes:** Attach an image or provide a link to a map of the outfall pipes located on the Public Complex property, showing the location of the end of all MS4 outfall pipes (in tidal and non-tidal receiving waters) owned or operated by the Public Complex which discharge to a surface water body. Include the location and name of all surface water bodies receiving discharges from those outfall pipes.

   Note that the permittee must submit the outfall pipe map to NJ DEP by January 1, 2020. Updates to the outfall pipe map shall be submitted annually to include new or newly identified outfall pipes. Outfall pipes may be included on the map of stormwater facilities and submitted with the Annual Report and Certification (see #2 below).

See Attached Image

Or

http://mcweb1/morrisnet/stormwater/drains.shtml

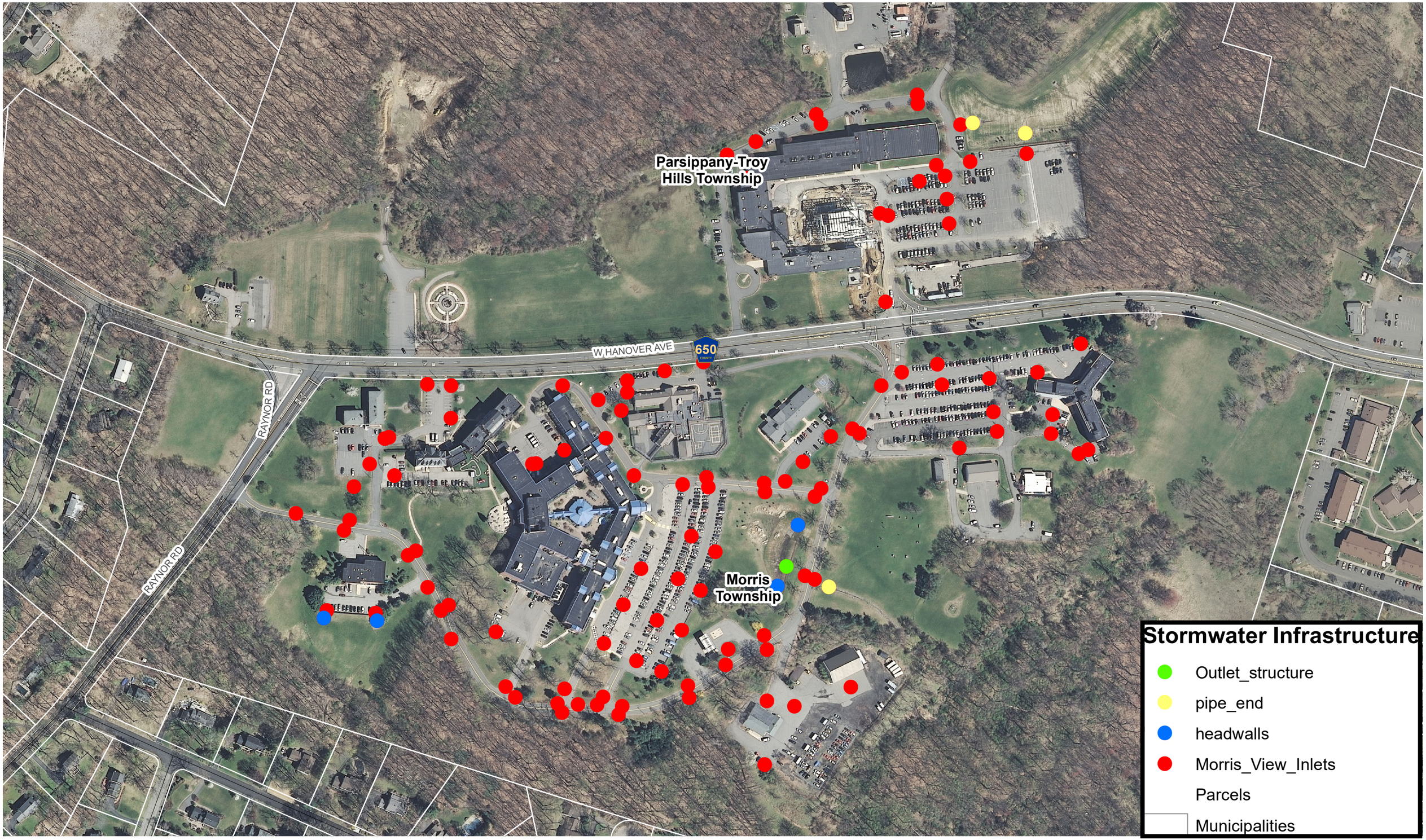
2. **Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities located on the Public Complex property. Include the property boundaries of the Public Complex, location of each stormwater facility, e.g., outfalls, inlets, basins, subsurface infiltration/detention systems, culverts, MTDs, green infrastructure, etc.

   Note that the permittee must submit the stormwater facilities map to NJ DEP by January 1, 2020. Updates to the stormwater facilities map shall be submitted annually to include new or newly identified stormwater facilities as an attachment to the Annual Report and Certification.

See Attached Image

Or

http://mcweb1/morrisnet/stormwater/drains.shtml


Parsippany-Troy
Hills Township
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COUNTY
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RAYNOR RD
Morris
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Stormwater Infrastructure
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headwalls
Morris_View_Inlets
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SPPP Form 12 – Outfall Pipe Inspections

1. **Inspections:** Describe the program in place to inspect the outfall pipes located on Public Complex property. Records must include the location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.
(See Attached Document for More Information)
2. **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.
(See Attached Document for More Information)
3. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of permittee-owned or operated outfall pipes. Record results of investigations and actions taken using NJDEP's form at https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf. 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 NJ DEP as an attachment to the Annual Report and Certification.
(See Attached Document for More Information)

SPPP Form 12 – Outfall Pipe Inspections

1. Describe the program in place to inspect the outfall pipes located on Public Complex property. Records must include the location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.

The county's outfall inspection and cleaning program, which began in March of 2005, calls for all Public Complex outfalls and their surrounding infrastructures to be inspected annually, and cleaned if necessary. If during the course of an annual inspection or cleaning a scour problem is discovered, or if a scour problem is reported through other means, a work order will be issued by a supervisor to have the repairs made. The road crew will record their actions taken, and the types and amounts of materials used to make the repairs on the work order. The completed work order is returned to a supervisor who records and closes the work order as complete.

All stream scour repairs will be designed and constructed in accordance with the "Standards for Soil Erosion and Sediment Control in New Jersey" and will be designed by a New Jersey licensed, professional engineer. A wetlands study and topographic survey of the outfalls will be completed prior to the designing.

A priority repair list, containing locations of scouring and the dates repairs are scheduled to begin or were completed will be developed and submitted each year with the Annual Report and Certification.

Records of the information can be located at:

County of Morris
Division of Engineering and Transportation
P.O. Box 900
Morristown, NJ 07960

2. 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.

The county inspects its Public Complex outfalls for scour problems:

a. In conjunction with its annual inlet (a.k.a., catch basin) inspection and cleaning program.
b. In response to complaints that an outfall is in some state of disrepair, and
c. If sedimentation of downstream water bodies is detected. Regardless of why a problem is reported a supervisor will issue an inspection work order prior to any repair work being done.

3. Describe the program in place for conducting visual dry weather inspections of permittee-owned or operated outfall pipes. 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 NJDEP as an attachment to the Annual Report and Certification.

The county inspects its outfalls for illicit discharges:

a) In conjunction with its annual inlet (a.k.a., catch basin) inspection program,
b) In Response to a complaint that an outfall is in some state of disrepair, and when:
c) If a foul odor and/or suspicious substance is coming from the outfall,
d) If a dry weather flow is detected, and/or
e) The outfall is considered to be a "hot spot". Regardless of why a problem is reported a supervisor will issue an inspection work order prior to any repair work being done.

When a foul order is detected, or a suspicious substance or dry weather flow is found the supervisor will inspect the outfall to determine if an illicit connection exists. Should an illicit connection be suspected the supervisor will schedule a dry weather survey of the outfall and/or the manhole. The presence of an odor, a suspicious substance, or water flow in a storm sewer or manhole during dry weather indicates a probable illicit discharge. To determine whether an illicit connection exists, the following strategies will be followed:

- A dry weather survey will be combined with outfall mapping and water sampling of the discharges
- The dry weather flow will be observed for odor, color, turbidity, and floatable matter
- If after 72 hours during a dry spell an odor, a suspicious substance or a water flow is still detected, the inspector will begin tracing it back to its source

During the inspection the supervisor will document his findings using a form based on New Jersey Department of Environmental Protection's (NJDEP) Illicit Connection Inspection Report Form and Garden State Engineering's (GSE) Storm Sewer Outfall Inspection Form. By incorporating information from both forms the county will have all information required by NJDEP for reporting on and eliminating illicit connections.

Should the odor, suspicious substance, or dry weather flow be suspected of being sanitary sewage or be significantly contaminated and posing an immediate threat to human health or the environment, the incident shall be reported to the NJDEP Action Hotline (1-877-927-6337). The investigation results as well as the illicit connection elimination plan shall be included on the corresponding Illicit Connection Inspection Report Form.

Inspections are also scheduled for outfalls considered to be "hot spots" as likely sources of illicit discharges. The list of potential "hot spots" includes:

- Areas when there have been repeated complaints and,
- Locations identified through sampling of ambient water quality

Recording and reporting procedures are the same for "Dry Weather Flows".

If, after an appropriate amount of investigation, the source of an illicit connection cannot be determined, a Closeout Investigation Form (attached) shall be submitted with the Annual Report and Certification. If an illicit connection is found to originate from another entity, the county shall immediately report the illicit connection to the county's Office of Health Management for enforcement action as per the County Environmental Health Act (CEHA) water pollution work plan and to the suspected offender. Written details explaining the results of the investigation shall be included in the corresponding Illicit Connection Inspection Report Form and submitted with the Annual Report and Certification.

In all the cases above the dates of the inspections, the inspector's findings, and the actions taken to eliminate the illicit connection are recorded.

Records of the information can be located at:

County of Morris
Division of Engineering and Transportation
P.O. Box 900
Morristown, NJ 07960

STORM SEWER OUTFALL INSPECTION FORM

Public Complexes under NJPDES Permit No.NJ0141879

LOCATION: _____

GPS MAKE/MODE: _____ **N:** ____° ____' _____" **W:** ____° ____' _____"

FILE NO.: _____ **SITE ID:** _____

DATE: _____/_____/_____ **TIME:** _____ **CONDITIONS:** _____

INSPECTED BY: _____

CONDITION OF OUTFALL:

FLOW PRESENT: (YES / NO) **DATE OF LAST RAINFALL:**_____

IF THREE OR MORE DAYS HAVE PASSED SINCE LAST RAINFALL, ANSWER THE FOLLOWING:

ODORS: NONE / SEWAGE / SULFIDE / OIL / GAS / RANCID-SOUR / OTHER

COLOR: NONE / YELLOW / BROWN / GREEN / RED / GRAY / OTHER

TURBIDITY: NONE / CLOUDY / OPAQUE

FLOATABLE MATTER: NONE / PETROLEUM / SHEEN / SEWAGE / OTHER

STAINS: NONE / SEDIMENT

ALGAL GROWTH: NORMAL / EXCESSIVE GROWTH / INHIBITED GROWTH

COMMENTS:

_____

_____

_____

_____

STRUCTURAL DETERIORATION:

IDENTIFY STRUCTURE: _____

DAMAGE LEVEL: SEVERE / MODERATE / NONE (CIRCLE ONE)
1 2 3

DAMAGE: NONE / CONCRETE SPALLING-CRACKING / PEELING PAINT / METAL CORROSION /

OTHER DAMAGE_____

SCOUR PROTECTION: NONE / INADEQUATE / ADEQUATE (CIRCLE ONE)
1 2 3

SCOUR LEVEL: SEVERE / MODERATE / NONE (CIRCLE ONE)
1 2 3

COMMENTS (EXPLANATION OF ABOVE, IF YES):

_____

_____

_____

_____

ACCESS:

ACCESS TO OUTFALL: NONE / RESTRICTED / UNRESTRICTED (CIRCLE ONE)
1 2 3

STREAM PROXIMITY: VERY CLOSE / MODERATE / FAR AWAY (CIRCLE ONE)
1 2 3

COMMENTS (EXPLANATION OF ABOVE, IF ACCESS IS NOT UNRESTRICTED)

_____

_____

_____

_____

PHOTOS: YES/NO (CIRCLE ONE)

ILLICIT CONNECTION:

CONNECTION SUSPECTED: YES / NO (CIRCLE ONE)

IF YES, **WHAT IS THE SUSPECTED SOURCE?** _____

HAS THE INVESTIOGATION BEEN COMPLETED: YES / NO (CIRCLE ONE)

WAS THE SOURCE FOUND: YES / NO (CIRCLE ONE)

IF YES, **IDENTIFY THE SOURCE:** _____

OUTLINE FOLLOWING PLAN OF ACTION TO ELIMINATE THE ILLICIT CONNECTION:

_____

_____

_____

_____

_____

RESOLUTION:

_____

_____

_____

_____

_____

_____

Illicit Connection Inspection Report Form

Public Complex Information

Public Complex: _____

NJPDES # : _____ PI ID #: _____

Team Member: _____

Date: _____ Effective Date of Permit Authorization (EDPA): _____

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 question #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**: Oil

(b) **COLOR**: Yellow

(c) **TURBIDITY**: Cloudy

(d) **FLOATABLES**: Petroleum

(e) **DEPOSITS/STAINS**: Sediment

(f) **VEGETATION CONDITIONS**: Excessive GI

(g) **DAMAGE TO OUTFALL STRUCTURES**:

IDENTIFY STRUCTURE: _____

DAMAGE: Metal Corrosion

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 ground water 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? 12

   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 (including whether the source is from the Public Complex or another entity). _____

   What plan of action will follow to eliminate the illicit connection or report the illicit connection to the NJDEP? _____

   _____

   _____

   _____

   _____

   Resolution: _____

   _____

   _____

   _____

   _____

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

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

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

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

Closeout Investigation Form

Public Complex Information

Public Complex: _____

NJPDES # : **NJG** _____ PI ID #: _____

Team Member / Title: _____

Outfall #: _____ Location: _____

Receiving Waterbody: _____

Basis for Submittal:

(☐) A non-stormwater discharge was found, but no source was located within six months.

(☐) An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.

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

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

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

SPPP Form 13 –Stormwater Facilities Inspection and Maintenance

1. Inspections: Describe the program in place to inspect, clean, and maintain the stormwater facilities located on Public Complex property. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of records.
(See Attached Document for More Information)
2. Maintenance: Indicate the location of maintenance plans related to maintenance of stormwater facilities on Public Complex property. ***NJDEP provides materials to assist permittees with this requirement at https://www.nj.gov/dep/stormwater/maintenance_guidance.htm.***
County of Morris Division of Engineering and Transportation P.O. Box 900 Morristown, NJ 07960

SPPP Form 13 – Outfall Pipe Inspections

1. Inspections: Describe the program in place to inspect, clean and maintain the stormwater facilities located on the Public Complex Property. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed. Indicate the location of the records

Introduction and Purpose

This section describes the Morris View Public Complex stormwater facility maintenance program. Currently these facilities include all stormwater conveyance structures (i.e., catch basins, inlets, and outfalls and their connecting infrastructure) and the detention basins located within the Public Complex Municipal Small Separate Sewer System (MS4). The goal of the program is to keep the county's stormwater conveyance system and its structures fully functional and in good working condition. Henceforth, in this document the term inlet refers to both catch basins and inlets.

Inlet cleaning and stormwater facility maintenance is performed:

a) to meet the New Jersey Pollution Discharge Elimination System (NJPDES) mandate that requires all county owned inlets within the Public Complex to inspected and cleaned at least once annually and,

b) in response to reports and complaints that inlets are in some state of disrepair or are not functioning properly.

Scope - Annual Inlet Cleaning Program and Schedule

The county began mapping (entering Global Positioning System [GPS] data in its Geographical Information System [GIS] data base) Public Complex inlet and outfall structures in 2005. This mapping will aid road crews to identify and locate the appropriate stormwater structures. Per Public Complex permit requirements, the county implemented an annual inlet clean-out program for the 114 inlets it owns and maintains within the Public Complex.

Annual Cleaning

The county inlet cleaning program which also began in 2005 calls for all Public Complex inlets and their supporting infrastructures to be inspected annually and cleaned if necessary. Regardless of when an annual inspection and cleaning is due and / or if a problem is reported a roads supervisor will first issue an inspection work prior to any cleaning or repair work being performed. The process is as follows.

Upon receipt of notification of an inlet needing to be inspected and/or cleaned a road supervisor issues an inspection work order for an inspector to inspect the inlets along a section of a Public Complex road. The work order lists all inlets for that section of road. An inspector physically inspects and records on the work order the condition of each inlet and its surrounding infrastructure. If it is determined the inlets don't need cleaning, the inspector will record this information on the work order. The completed work order is returned to a supervisor who will enter the record the information so no further action will be taken for these inlets. However, should the inspector determine some inlets need cleaning or repairs, the supervisor will issue an updated work order for this work.

Should an inspector determine that some inlets need cleaning only (i.e., no repairs are necessary) the condition of the inlets will be documented on the work order for the supervisor to record. The supervisor will issue an updated work order for a road crew to be dispatched to clean only those inlets marked for cleaning. The types and amount (cubic yards) of debris removed will be recorded on the work order. The completed work order will be returned to the supervisor who will record all of the information and close the work order.

Repairs

Should an inspector find that an inlet is in need of repairs, he will record his findings on the inspection work order. The supervisor will issue an updated work order to have the repairs made. Upon completion of the repairs, the road crew will record the actions taken and the types and amounts of materials used to make the repairs. The completed work order will be returned to the supervisor who will record all of the information and close the work order.

In all the cases above, the dates of the inspections, the inlets cleaned and/or repaired, the actions taken by the repair crew, the quantities and types materials used are any repairs, and the amount of debris removed is recorded.

Scope – Disposal of Waste

The road crew uses a Storm Drain Inlet Cleanout Form (see attached) to record the amount of debris removed during inlet cleaning. The Storm Drain Inlet Cleanout Form was developed with the intent of standardizing cleaning records.

The debris is transported to the Wharton Garage where it is measured and recorded in terms of either weight in tons or volume in cubic yards. After the debris is measured it is stored in an open area and allowed to dry before being processed through a screener. During the drying process any excess water is allowed to evaporate and any remaining water is absorbed by the debris.

Next, the debris is put through a screener that separates the recyclables and rocks from the debris and garbage. Rocks and large stones may be saved and used for the road projects. Garbage is disposed of in a dumpster. The remaining debris is tested by a county environmental specialist to see which method of disposal is allowed by NJDEP regulations. The test results are documented and the debris is either reutilized, or taken to landfill or placed in containment barrels for proper disposal by certified disposal company. If taken to a landfill the test results are given to the landfill operator.

In all the cases above the dates of the amounts of debris collected and what is done with the different types of debris is recorded.

Scope - Detention Basin Maintenance Program

Maintenance programs for the Public Complex detention basins have been established in accordance with the completion of the Morris View Public Complex Detention Basin Operation and Maintenance (O&M) Manual written by Garden State Engineering.

The O&M Manual (attached) requires one (1) formal and three (3) informal inspections per year preferably by a New Jersey licensed professional engineer who has experience with dams and other stormwater control structures.

Should problems that cannot be immediately remedied be determined, they will be recorded on a schedule of capital improvements and/or the repair status will be included in the Annual Report and Certification. Conditions that may pose a serious risk to downstream waterways will be reported to the Morris County Office of Emergency Management at 973-829-2900.

Original construction drawings of the Public Complex detention basins are attached for review, in addition to the O&M Manual.

Records of the information can be located at:

County of Morris
Division of Engineering and Transportation
P.O. Box 900
Morristown, NJ 07960

SPPP Form 14 – Total Maximum Daily Load Information

1. List the names of the adopted Total Maximum Daily Loads (TMDLs), parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering the Public Complex.

   Refer to the list of TMDL reports provided at http://www.nj.gov/dep/wms/bears/tmdls.html.

   Utilize the TMDL look-up tool at https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm to identify impaired water bodies bordering the Public Complex.

N/A

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

   For guidance on TMDLs, visit https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf.

N/A

SPPP Form 15 – Additional Measures and Optional Measures

1. Additional Measures: Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee's stormwater program by a TMDL.
N/A
2. Optional Measures: Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Public Complex MS4 NJPDES permit that prevents or reduces water pollution.
N/A

SPPP Form 16 – Shared Services

1. List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on the permittee's behalf. Include the name of the entity responsible for satisfying each applicable permit condition.

   Note that the permittee is responsible for ensuring that the BMP(s)/control measure(s) are at least as stringent or as frequent as the corresponding permit requirement. The permittee is responsible for compliance with the permit if the other entity fails to implement the measure(s) or component(s).

   The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification.

N/A

2. For each permit condition that is satisfied through a shared or contracted service, describe the arrangements in place. Indicate the physical location of any written agreements and records.

N/A