

Highway Agency  
Stormwater Pollution  
Prevention Plan

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## SPPP Form 1 – SPPP Team Members

<b>Stormwater Program Coordinator (SPC)</b>	
Print Name and Title	
Office Phone # and Email	
Signature and Date	
<b>Individual Responsible for Major Development Project Stormwater Management Review</b>	
Please see training requirements for stormwater management reviewers on Form 13.	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
<b>Other SPPP Team Members</b>	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	



### SPPP Form 3 – Public Involvement and Participation Including Public Notice

Website where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	
Physical Location and/or website where records of public notices, meeting dates, minutes, etc. are kept:	
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:	

## SPPP Form 4 – Public Education and Outreach

This is only required for Highway Agencies that own or operate rest areas and/or service areas.

**5 Point System:** Each year, Highway Agencies that own or operate rest areas and/or service areas must conduct activities related to educating the public on stormwater pollution prevention. Sample activities include posting stormwater information on their website or social media, running local ads, posting signs at green infrastructure sites, posting stormwater signs, billboards, or murals at rest/service areas, presenting a stormwater related display or materials at rest/service areas, and providing pet waste bags at rest/service areas.

Permittees must earn at least 5 points as described in Attachment B of the permit. Describe how you are meeting the minimum 5-point requirement.

**Records:** Indicate where public education and outreach records are maintained.



## Attachment C - Design Standards for Storm Drain Inlets

### Application of Design Standard

The below design standard applies to the following types of storm drain inlet installation or retrofit projects unless a more stringent standard is specified by the permittee in an adopted regulatory mechanism:

- Storm drain inlets installed as part of new development and redevelopment that disturb one acre or more;
- Storm drain inlets installed as part of new development and redevelopment that disturb less than one acre that are part of a larger common plan of development or sale (e.g. phased development project) that ultimately disturbs one acre or more;
- Permittee owned or operated storm drain inlets must be retrofitted where the storm drains are (1) in direct contact with any repaving, repairing (excluding individual pothole repair), or resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen); or (2) in direct contact with any reconstruction or alteration of facilities.

### Design Standard

Grates in pavement or other ground surfaces shall meet either of the following standards:

- The New Jersey Department of Transportation (NJDOT) bicycle safe grate standards described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (see [www.nj.gov/transportation/publicat/pdf/BikeComp/introtofac.pdf](http://www.nj.gov/transportation/publicat/pdf/BikeComp/introtofac.pdf)); or
- A grate where each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is not greater than 0.5 inches across the smallest dimension. Note that the Residential Site Improvement Standards at N.J.A.C. 5:21 include requirements for bicycle safe grates.

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. Examples of ground surfaces include surfaces of roads, (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors used to collect stormwater from the surface into a storm drain or surface water body.

For curb-openings inlets, including curb-opening inlets in combination inlets, the clear space in the 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.



## Exemptions from the Design Standard

- Where each individual clear space in the curb opening in existing curb-opening inlets does not have an area of more than nine (9.0) square inches;
- Where the review agency determines that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;
- Where flows from the water quality design storm as specified in N.J.A.C. 7:8 are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:

A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or

A bar screen having a bar spacing of 0.5 inches;

Note that these exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

- Where flows are conveyed through a trash rack that has parallel bars with one inch (1”) spacing between the bars, to the elevation of the water quality design storm as specified in N.J.A.C. 7:8; or
- Where the Department determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet the standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

## SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website	Entity Responsible for Enforcement
1. Pet Waste Control Permit cite IV.B.5.a.i.			
2. Wildlife Feeding Control Permit cite IV.B.5.a.ii.			
3. Litter Control Permit cite IV.B.5.a.iii.			
4. Improper Disposal of Waste Permit cite IV.B.5.a.iv.			
5. Illicit Connection Prohibition Permit cite IV.B.5.a.vii.			

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

## SPPP Form 7 – Litter Pick-Up Program

**Roadside Clean-up:** Describe the program and schedule for roadside clean-up of trash and debris.

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**Rest/Service Area Trash/Recycling Collection:** For Highway Agencies that own or operate rest/service areas, describe the program and schedule for regular collection of trash from litter and recycling receptacles at those locations.

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**Records:** Indicate the location of records, including the dates and amount of materials collected from roadside clean-ups.

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## SPPP Form 8 – Street Sweeping

**Street Locations:** Attach a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee.

- a. Indicate which segments of limited-access roads have storm drain inlets or discharge directly to surface water.
- b. Indicate which segments of non-limited-access roads have storm drain inlets or discharge directly to surface water.
- c. Indicate which segments of roads do not have storm drain inlets or do not discharge directly to surface water.

**Schedule:** Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.

**Records:** Indicate the location of records, including sweeping dates, areas swept, number of miles swept, and total amount of materials collected each month.

## SPPP Form 9 – Herbicide Application and Roadside Vegetative Waste Management

**Herbicide Application Management:** Describe the program for ensuring the proper application of herbicides. Include details about how the permittee ensures that herbicides are not washed into waters of the State and how they prevent erosion caused by de-vegetation.

**Roadside Vegetative Waste Management:** Describe the program for ensuring that wood waste and yard trimmings generated by the permittee are not blown or deposited into stormwater facilities, e.g., storm drain inlets and basins.

Wood waste and yard trimmings include the following: tree parts, brush, wood chips, leaves, untreated/unpainted lumber, and grass clippings.

**SPPP Form 10(a) – Maintenance Yards and Other Ancillary Operations**

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

1. Address of maintenance yard or ancillary operation.
1. Hanover Garage : 120 E. Hanover Avenue, Cedar Knolls, NJ 07927
2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.
Hanover Garage: Consists of one (1) road salt storage dome.  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.
3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.
See attached 2019 Vehicle Fleet

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.

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.

5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.

a. Fueling Operations

The County of Morris has implemented Standard Operating Procedures for fueling operations effective 9/20/2004. Including all required practices listed in Attached E of the Permit. See the attached Documents for the Standard Operating Procedures of each service center. Monthly inspections will be held to ensure that the SOP is being met. See attached SOP's.

b. Discharge of Stormwater from Secondary Containment

N/A

c. Vehicle Maintenance

The County of Morris has implemented Standard Operating Procedures for vehicle maintenance activities effective 9/20/2004. Including all required practices listed in Attached D of the Permit. See the attached Documents for the Standard Operating Procedures of each service center. Monthly inspections will be held to ensure that the SOP is being met. See attached SOP's.

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

In 2012, the County of Morris installed a vehicle wash reclaim system at the Hanover and Wharton garage to prohibit un-permitted discharges of wash wastewater to the surface of ground waters of the State.

e. Salt and De-icing Material Storage and Handling

Hanover Garage: Consists of one (1) road salt storage dome.

The road salt storage facilities completely conform to the permit requirements, as they are constructed as permanent structures

Sand and grit are stored in the Hanover Service Center and the Wharton Service Center yards. The sand and grit piles at the Hanover Service Center yard are located next to the road salt storage dome. The piles are stored outside and are not tarped. 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. The county will no longer store grit when the surplus is exhausted this season.

In addition, the county Building and Grounds division stores pallets of 50-lb boxes of Sure Blue Ice Melt® indoors. The Ice Melt is used on walkways and sidewalks in and around county buildings and facilities. The 50-lb boxes are not exposed to the elements and pose no risk of discharge via stormwater to the nearby receiving waters.

An inspection and cleanup (if necessary) will be conducted. See attached SOP's.



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.

h. Yard Trimmings and Wood Waste Management

When applicable, the trimmings and other waste is hauled to a municipal compost facility for proper disposal.

**Records:** 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 planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.

1. Hanover Garage : 120 E. Hanover Avenue, Cedar Knolls, NJ 07927

**SPPP Form 10(b) – Maintenance Yards and Other Ancillary Operations**

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

1. Address of maintenance yard or ancillary operation.
1. Long Valley Garage : 24 East Mill Road, Long Valley, NJ 07853
2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.
Long Valley Garage: There is currently no road salt storage as this facility.  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.
3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.
See attached 2019 Vehicle Fleet

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.

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.

5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.

a. Fueling Operations

Fueling Operations is not performed at the Long Valley Garage

b. Discharge of Stormwater from Secondary Containment

N/A

c. Vehicle Maintenance

Vehicle Maintenance is not performed at the Long Valley Garage

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

On-Site Equipment and Vehicle Washing/Wastewater Containment is prohibited at the Long Valley Garage.

e. Salt and De-icing Material Storage and Handling

Road salt and de-icing material are not stored at the Long Valley Garage.

In addition, the county Building and Grounds division stores pallets of 50-lb boxes of Sure Blue Ice Melt® indoors. The Ice Melt is used on walkways and sidewalks in and around county buildings and facilities. The 50-lb boxes are not exposed to the elements and pose no risk of discharge via stormwater to the nearby receiving waters.

f. Aggregate Material and Construction Debris Storage

Aggregate material and construction debris is not stored at the Long Valley garage.

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.

h. Yard Trimmings and Wood Waste Management

When applicable, the trimmings and other waste is hauled to a municipal compost facility for proper disposal.

**Records:** 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 planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.

1. Long Valley Garage : 24 East Mill Road, Long Valley, NJ 07853

**SPPP Form 10(c)– Maintenance Yards and Other Ancillary Operations**

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

1. Address of maintenance yard or ancillary operation.
1. Montville Garage : 360 Main Road, Montville, NJ 07045
2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.
Montville Garage: Consists of one (1) road salt storage dome.  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.
3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.
See attached 2019 Vehicle Fleet

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.

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.

5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.

a. Fueling Operations

The County of Morris has implemented Standard Operating Procedures for fueling operations effective 9/20/2004. Including all required practices listed in Attached E of the Permit. See the attached Documents for the Standard Operating Procedures of each service center. Monthly inspections will be held to ensure that the SOP is being met. See attached SOP's.

b. Discharge of Stormwater from Secondary Containment

N/A

c. Vehicle Maintenance

Vehicle Maintenance is not performed at the Montville Garage.

d. On-Site Equipment and Vehicle Washing/Wastewater Containment

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

On-Site Equipment and Vehicle Washing/Wastewater Containment is prohibited at the Montville garage.

e. Salt and De-icing Material Storage and Handling

Montville Garage: Consists of one (1) road salt storage dome.

The road salt storage facilities completely conform to the permit requirements, as they are constructed as permanent structures.

An inspection and cleanup (if necessary) will be conducted. See attached SOP's.



f. Aggregate Material and Construction Debris Storage

Aggregate material and construction debris is not stored at the Montville garage.

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.

h. Yard Trimmings and Wood Waste Management

When applicable, the trimmings and other waste is hauled to a municipal compost facility for proper disposal.

**Records:** 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 planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.

1. Montville Garage : 360 Main Road, Montville, NJ 07045

**SPPP Form 10(d) – Maintenance Yards and Other Ancillary Operations**

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

1. Address of maintenance yard or ancillary operation.
1. Wharton Garage : 306 West Dewey Avenue, Wharton, NJ 07885
2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.
Wharton Garage: Consist of two (2) road salt storage dome.  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.
3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.
See attached 2019 Vehicle Fleet

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.

Spill Response for Gasoline, Diesel Fuel and Other Hazardous Substances

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- 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.

5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.

a. Fueling Operations

The County of Morris has implemented Standard Operating Procedures for fueling operations effective 9/20/2004. Including all required practices listed in Attached E of the Permit. See the attached Documents for the Standard Operating Procedures of each service center. Monthly inspections will be held to ensure that the SOP is being met. See attached SOP's.

b. Discharge of Stormwater from Secondary Containment

N/A

c. Vehicle Maintenance

The County of Morris has implemented Standard Operating Procedures for vehicle maintenance activities effective 9/20/2004. Including all required practices listed in Attached D of the Permit. See the attached Documents for the Standard Operating Procedures of each service center. Monthly inspections will be held to ensure that the SOP is being met. See attached SOP's.

d. On-Site Equipment and Vehicle Washing/Wastewater Containment

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

In 2012, the County of Morris installed a vehicle wash reclaim system at the Hanover and Wharton garage to prohibit un-permitted discharges of wash wastewater to the surface of ground waters of the State.

e. Salt and De-icing Material Storage and Handling

Wharton Garage: Consist of two (2) road salt storage dome.

The road salt storage facilities completely conform to the permit requirements, as they are constructed as permanent structures

Sand and grit are stored in the Hanover Service Center and the Wharton Service Center yards. The sand and grit piles at the Hanover Service Center yard are located next to the road salt storage dome. The piles are stored outside and are not tarped. 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. The county will no longer store grit when the surplus is exhausted this season.

In addition, the county Building and Grounds division stores pallets of 50-lb boxes of Sure Blue Ice Melt® indoors. The Ice Melt is used on walkways and sidewalks in and around county buildings and facilities. The 50-lb boxes are not exposed to the elements and pose no risk of discharge via stormwater to the nearby receiving waters.

An inspection and cleanup (if necessary) will be conducted. See attached SOP's.

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.

h. Yard Trimmings and Wood Waste Management

When applicable, the trimmings and other waste is hauled to a municipal compost facility for proper disposal.

**Records:** 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 planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.

1. Wharton Garage : 306 West Dewey Avenue, Wharton, NJ 07885

## **Attachment E – Best Management Practices for Maintenance Yards and Other Ancillary Operations**

The permittee shall implement the following practices at maintenance yards and other ancillary operations owned or operated by the permittee. Inventory of Materials and Machinery, and Inspections and Good Housekeeping shall be conducted at all maintenance yards and other ancillary operations. All other Best Management Practices shall be conducted whenever activities described below occur. Ancillary operations include but are not limited to impound yards, permanent and mobile fueling locations, and yard trimmings and wood waste management sites.

### **Inventory of Materials and Machinery**

The SPPP shall include separate forms listing the physical address, materials, machinery, and activities of each maintenance yard and ancillary operation where they could be a source of pollutants in a stormwater discharge. The materials in question include but are not limited to: raw materials; intermediate products; final products; waste materials; by-products; machinery and fuels; and lubricants, solvents, and detergents that are related to the maintenance yard operations and ancillary operations. Materials or machinery that are not exposed to stormwater at the maintenance yard or related to its operations do not need to be included.

### **Inspections and Good Housekeeping**

1. Inspect the entire site, including the site periphery, monthly (under both dry and wet conditions, when possible). Identify conditions that would contribute to stormwater contamination, illicit discharges or negative impacts to the permittee's MS4. Maintain an inspection log detailing conditions requiring attention and remedial actions taken for all activities occurring at Maintenance Yards and Other Ancillary Operations. This log must contain, at a minimum, a record of inspections of all operations listed in Part IV.B.5.c. of this permit including dates and times of the inspections, and the name of the person conducting the inspection and relevant findings. This log must be kept on-site, and its location referenced in the SPPP and made available to the Department upon request. See the Highway Agency Guidance document at [https://www.nj.gov/dep/dwq/highway\\_guidance.htm](https://www.nj.gov/dep/dwq/highway_guidance.htm) for additional information.
2. Conduct cleanups of spills of liquids or dry materials immediately after discovery. All spills shall be cleaned using dry cleaning methods only. Clean up spills with a dry, absorbent material (i.e., kitty litter, sawdust, etc.) and sweep the rest of the area. Dispose of collected waste properly. Store clean-up materials, spill kits and drip pans near all liquid transfer areas, protected from rainfall.
3. Properly label all containers. Labels shall be legible, clean and visible. Keep containers in good condition, protected from damage and spillage, and tightly closed when not in use. When practical, store containers indoors. If indoor storage is not practical, containers may be stored outside if covered and placed on spill platforms or clean pallets. An area that is graded and/or contained by berms to prevent run-through of stormwater may be used in place of spill platforms or clean pallets. Outdoor storage locations shall be regularly maintained.

## Fueling Operations

1. Establish, maintain and implement standard operating procedures to address vehicle fueling; receipt of bulk fuel deliveries; and inspection and maintenance of storage tanks, including the associated piping and fuel pumps.
  - a. Place drip pans under all hose and pipe connections and other leak-prone areas during bulk transfer of fuels.
  - b. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms or booms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel shall be within the temporarily contained by berms or boomed area during the loading/unloading of bulk fuels. A trained employee shall be present to supervise the bulk transfer of fuel.
  - c. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment. Include the following:
    - “Topping off vehicles, mobile fuel tanks, and storage tanks is strictly prohibited”
    - “Stay in view of fueling nozzle during dispensing”
    - Contact information for the person(s) responsible for spill response.
  - d. Immediately repair or replace any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair.

## Discharge of Stormwater from Secondary Containment

The discharge pipe/outfall from a secondary containment area (e.g., fuel storage, de-icing solution storage, brine solution) shall have a valve and the valve shall remain closed except as described below. The permittee may discharge stormwater accumulated in a secondary containment area if a visual inspection is performed to ensure that the contents of aboveground storage tank have not been in contact with the stormwater to be discharged. Visual inspections are only effective when dealing with materials that can be observed, like petroleum. If the contents of the tank are not visible in stormwater, the permittee shall rely on previous tank inspections to determine with some degree of certainty that the tank has not leaked. If the permittee cannot determine with reasonable certainty that the stormwater in the secondary containment area is uncontaminated by the contents of the tank, then the stormwater shall be hauled for proper disposal.

## Vehicle Maintenance

1. Operate and maintain equipment to prevent the exposure of pollutants to stormwater.
2. Whenever possible, conduct vehicle and equipment maintenance activities indoors. Floor drain discharge locations shall be identified in the SPPP.
3. For projects that must be conducted outdoors, and that last more than one day, portable tents or covers shall be placed over the equipment being serviced when not being worked on, and drip pans shall be used. Use designated areas away from storm drains or block storm drain inlets when vehicle and equipment maintenance is being conducted outdoors.

## On-Site Equipment and Vehicle Washing and Wash Wastewater Containment

1. Manage any equipment and vehicle washing activities so that there are no unpermitted discharges of wash wastewater to storm sewer inlets or to surface or ground waters of the State.
2. Permittee's which cannot discharge wash wastewater to a sanitary sewer or which cannot otherwise comply with 1, above, may temporarily contain wash wastewater prior to proper disposal under the following conditions:
  - a. Containment structures shall not leak. Any underground tanks and associated piping shall be tested for integrity every 3 years using appropriate methods determined by "*The List of Leak Detection Evaluations for Storage Tank Systems*" created by the National Work Group on Leak Detection Evaluations (NWGLDE) or as determined appropriate and certified by a professional engineer for the site-specific containment structure(s).
  - b. For any containment system protected by cathode, provide a passing cathodic protection survey every three years.
  - c. Operate containment structures to prevent overflowing resulting from normal or abnormal operations, overflowing, malfunctions of equipment, and human error. Overfill prevention shall include manual sticking/gauging of the tank before each use unless system design prevents such measurement. Tank shall no longer accept wash wastewater when determined to be at 95% capacity. Record each measurement to the nearest ½ inch.
  - d. Before each use, perform inspections of all visible portions of containment structures to ensure that they are structurally sound, and to detect deterioration of the wash pad, catch basin, sump, tank, piping, risers, walls, floors, joints, seams, pumps and pipe connections or other containment devices. The wash pad, catch basin, sump and associated drains shall be kept free of debris before each use. Log dates of inspection; inspector's name, and conditions. This inspection is not required if system design prevents such inspection.
  - e. Containment structures shall be emptied and taken out of service immediately upon detection of a leak. Complete all necessary repairs to ensure structural integrity prior to placing the containment structure back into service. Any spills or suspected release of hazardous substances shall be immediately reported to the NJDEP Hotline (1-877-927-6337) followed by a site investigation in accordance with N.J.A.C. 7:26C and N.J.A.C 7:26E if the discharge is confirmed.
  - f. All equipment and vehicle wash wastewater placed into storage must be disposed of in a legally permitted manner (e.g., pumped out and delivered to a duly permitted and/or approved wastewater treatment facility).
  - g. Maintain a log of equipment and vehicle wash wastewater containment structure clean-outs including date and method of removal, mode of transportation (including name of hauler if applicable) and the location of disposal. See Underground Vehicle Wash Water Storage Tank Use Log at end of this attachment.
  - h. Containment structures shall be inspected annually by a NJ licensed professional engineer. The engineer shall certify the condition of all structures including: wash pad, catch basin, sump, tank, piping, risers to detect deterioration in the, walls, floors, joints, seams, pumps and



pipe connections or other containment devices using the attached Engineer's Certification of Annual Inspection of Equipment and Vehicle Wash Wastewater Containment Structure. This certification may be waived for self-contained systems on a case-by-case basis. Any such waiver would be issued in writing by the Department.

3. Maintain all logs, inspection records, and certifications on-site. Such records shall be made available to the Department upon request.

### **Salt and De-icing Material Storage and Handling**

1. Store material in a permanent structure.
2. Perform regular inspections and maintenance of storage structure and surrounding area.
3. Minimize tracking of material from loading and unloading operations.
4. During loading and unloading:
  - a. Conduct during dry weather, if possible;
  - b. Prevent and/or minimize spillage; and
  - c. Minimize loader travel distance between storage area and spreading vehicle.
5. Sweep (or clean using other dry-cleaning methods):
  - a. Storage areas on a regular basis;
  - b. Material tracked away from storage areas;
  - c. Immediately after loading and unloading is complete.
6. Reuse or properly discard materials collected during cleanup.
7. Temporary outdoor storage is permitted only under the following conditions:
  - a. A permanent structure is under construction, repair or replacement;
  - b. Stormwater run-on and de-icing material run-off is minimized;
  - c. Materials in temporary storage are tarped when not in use;
  - d. The requirements of 2 through 6, above are met; and
  - e. Temporary outdoor storage shall not exceed 30 days unless otherwise approved in writing by the Department;
8. Sand must be stored in accordance with Aggregate Material and Construction Debris Storage below.

## Aggregate Material and Construction Debris Storage

1. Store materials such as sand, gravel, stone, top soil, road millings, waste concrete, asphalt, brick, block and asphalt-based roofing scrap and processed aggregate in such a manner as to minimize stormwater run-on and aggregate run-off via surface grading, dikes and/or berms (which may include sand bags, hay bales and curbing, among others) or three-sided storage bays. The area in front of storage bays and adjacent to storage areas shall be swept clean after loading/unloading.
2. Sand, top soil, road millings and processed aggregate may only be stored outside and uncovered if in compliance with item 1 above and a 50-foot setback is maintained from surface water bodies, storm sewer inlets, and/or ditches or other stormwater conveyance channels.
3. Road millings must be managed in conformance with the “Recycled Asphalt Pavement and Asphalt Millings (RAP) Reuse Guidance” (see [www.nj.gov/dep/dshw/rrtp/asphaltguidance.pdf](http://www.nj.gov/dep/dshw/rrtp/asphaltguidance.pdf)) or properly disposed of as solid waste pursuant to N.J.A.C. 7:26-1 et seq.
4. Cold patch shall be stored in a permanent structure or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) that is contained (e.g., contained by berms) to control leachate and stormwater run-on or run through.
5. The stockpiling of materials and construction of storage bays on certain land (including but not limited to coastal areas, wetlands and floodplains) may be subject to regulation by the Division of Land Use Regulation (see [www.nj.gov/dep/landuse/](http://www.nj.gov/dep/landuse/) for more information).

## Street Sweepings, Catch Basin Clean Out, and Other Material Storage

1. For the purposes of this permit, this BMP is intended for road cleanup materials as well as other similar materials. Road cleanup materials may include but are not limited to street sweepings, storm sewer clean out materials, stormwater basin clean out materials and other similar materials that may be collected during road cleanup operations. These BMPs do not include materials such as liquids, wastes which are removed from sanitary sewer systems or material which constitutes hazardous waste in accordance with N.J.A.C. 7:26G-1.1 et seq.
2. Road cleanup materials must be ultimately disposed of in accordance with N.J.A.C. 7:26-1.1 et seq. See the “Guidance Document for the Management of Street Sweepings and Other Road Cleanup Materials” ([www.nj.gov/dep/dshw/rrtp/sweeping.htm](http://www.nj.gov/dep/dshw/rrtp/sweeping.htm)).
3. Road cleanup materials placed into temporary storage must be, at a minimum:
  - a. Stored in leak-proof containers or on an impervious surface and covered with a waterproof material (i.e., tarpaulin or 10-mil plastic sheeting) that is contained (e.g., contained by berms) to control leachate and stormwater run-on or run through; and
  - b. Removed for disposal (in accordance with 2, above) within six (6) months of placement into storage.

## Yard Trimmings and Wood Waste Management Sites

1. These practices are applicable to any yard trimmings or wood waste management site:
  - a. Owned and operated by the permittee;
    - i. For staging, storing, composting or otherwise managing yard trimmings, or
    - ii. For staging, storing or otherwise managing wood waste, and
  - b. Operated in compliance with the Recycling Rules found at N.J.A.C. 7:26A.
2. Yard trimmings or wood waste management sites must be operated in a manner that:
  - a. Diverts stormwater away from yard trimmings and wood waste management operations;
  - b. Minimizes or eliminates the exposure of yard trimmings, wood waste and related materials to stormwater;
  - c. Eliminates the discharge of stormwater that contacts source material from yard trimmings or wood waste management sites to storm sewer inlets or surface waters of the State.
3. Yard trimmings and wood waste management site specific practices:
  - a. Construct windrows, staging and storage piles:
    - i. In such a manner that materials contained in the windrows, staging and storage piles (processed and unprocessed) do not enter waterways of the State;
    - ii. On ground which is not susceptible to seasonal flooding;
    - iii. In such a manner that prevents stormwater run-on and leachate run-off (e.g., use of covered areas, diversion swales, ditches or other designs to divert stormwater from contacting yard trimmings and wood waste).
  - b. Maintain perimeter controls such as curbs, berms, hay bales, silt fences, jersey barriers or setbacks, to eliminate the discharge of stormwater runoff carrying leachate or litter from the site to storm sewer inlets or to surface waters of the State.
  - c. Prevent on-site storm drain inlets from siltation using controls such as hay bales, silt fences, or filter fabric inlet protection.
  - d. Dry weather run-off that reaches a stormwater sewer system is an illicit discharge. Possible sources of dry weather run-off include wetting of piles by the site operator; uncontrolled pile leachate or uncontrolled leachate from other materials stored at the site.
  - e. Remove trash from yard trimmings and wood waste upon receipt.
  - f. Monitor site for trash on a routine basis.
  - g. Store trash in leak-proof containers or on an impervious surface that is contained (e.g., contained by berms) to control leachate and litter;
  - h. Dispose of collected trash at a permitted solid waste facility.
  - i. Employ preventative tracking measures, such as gravel, quarry blend, or rumble strips at exits.

**ENGINEERS CERTIFICATION OF ANNUAL INSPECTION OF EQUIPMENT  
AND VEHICLE WASH WASTEWATER CONTAINMENT STRUCTURE  
(Complete a separate form for each vehicle wash wastewater containment structure)**

Permittee: \_\_\_\_\_ NJPDES Permit No: \_\_\_\_\_

Containment Structure Location: \_\_\_\_\_

The annual inspection of the above referenced vehicle wash wastewater containment structure was conducted on \_\_\_\_\_ (date). The containment structure and appurtenances have been inspected for:

1. The integrity of the structure including walls, floors, joints, seams, pumps and pipe connections
2. Leakage from the structure's piping, vacuum hose connections, etc.
2. Bursting potential of tank.
3. Transfer equipment
4. Venting
5. Overflow, spill control and maintenance.
6. Corrosion, splits, and perforations to tank, piping and vacuum hoses

The tank and appurtenances have been inspected for all of the above and have been determined to be:

Acceptable \_\_\_\_\_

Unacceptable \_\_\_\_\_

Conditionally Acceptable \_\_\_\_\_

List necessary repairs and other conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (N.J.A.C. 7:14A-2.4(d)).

Name (print): \_\_\_\_\_ Seal: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Underground Vehicle Wash Water Storage Tank Use Log

Name and Address of Facility \_\_\_\_\_

Facility Permit Number \_\_\_\_\_

Tank ID Number \_\_\_\_\_

Tank Location \_\_\_\_\_

Tank Volume \_\_\_\_\_ gallons

Tank Height \_\_\_\_\_ inches

95% Volume \_\_\_\_\_ gallons

95% Volume \_\_\_\_\_ inches

<u>Date and Time</u>	<u>Inspector</u>	<u>Height of Product Before Introducing Liquid (inches)</u>	<u>Is Tank Less Than 95% Full? (Y/N)</u>	<u>Visual Inspection Pass? (Y/N)</u>	<u>Comments</u>

Notes: The volume of liquid in the tank shall be measured **before** each use.

Liquid **shall not be introduced** if the tank contains liquid at 95% of the capacity or greater.

A visual inspection of all exposed portions of the collection system shall be performed before each use. Use the comments column to document the inspection and any repairs.



**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 15<sup>th</sup> through April 30<sup>th</sup>.

#### **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.

**County of Morris**  
**Standard Operating Procedures (SOP)**  
**Montville Service Center**

**Vehicle and Equipment Fueling**

**Introduction and Purpose**

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 tanks.

**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 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 diesel fuel in the 2,000 gallon storage tank reaches the automatic refill reorder point, the vendor will refill the tank 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.
- Boom the storm sewer inlets, which are located in the parking area adjacent to the fueling pump and in the portion of the detention basin adjacent to the fueling area. 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 instead of booming the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms.
- Protect fueling areas with berm and/or dikes to prevent run-on, runoff, and to contain spills.

### **Spill Response**

- Conduct cleanups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with 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 fuel dispensing equipment 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 the leak is repaired. “**Lock Out - Tag Out**” procedures apply.

**County of Morris**  
**Standard Operating Procedures (SOP)**  
**Montville 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**

- **Vehicle or equipment maintenance is not permitted at this facility.** Clearly post signs prohibiting any regular maintenance or washing of vehicles or equipment.

**Spill Response for Gasoline, Diesel Fuel and Other Hazardous Substances**

- 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 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)**  
**Montville 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, within the County of Morris 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, 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 15<sup>th</sup> through April 30<sup>th</sup>.

#### **Standards and Specifications for Vehicle and Equipment Washing**

- **Washing of vehicles and equipment at this facility is prohibited.** Clearly post signs prohibiting any regular washing of vehicles or equipment.
- 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.

**County of Morris**  
**Standard Operating Procedures (SOP)**  
**Wharton 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 fuel in each of the 10,000 gallon storage tanks reaches the automatic refill reorder point, the vendor will refill the tank 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.
- Tank trucks, used for bulk transfer, must be contained with temporary berms or temporary absorbent booms during the transfer process. While Temporary berms are being used, all hose connection points associated with the transfer of fuel must be within the temporary berms.
- In order to prevent spilled fuel from entering the stream located in the rear of the building and alongside the facility's parking lot, temporary berms should be placed on a downhill side between the tank truck and the stream in such a manor as to completely isolate the portion of the sloping yard where the bulk transfer is taking place.

### **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 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 fuel dispensing equipment 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 the leak is repaired. “**Lock Out - Tag Out**” procedures apply.

**County of Morris**  
**Standard Operating Procedures (SOP)**  
**Wharton Service Center**

**Vehicle & Equipment 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.
- 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.

**Spill Response for Gasoline, Diesel Fuel and Other Hazardous Substances**

- 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 **Country 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. 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)**  
**Wharton 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 procedures apply to all maintenance yards, including maintenance activities at ancillary operations, within the County of Morris 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, 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 15<sup>th</sup> through April 30<sup>th</sup>.

#### **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 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. Make repairs as necessary.
- Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.

**County of Morris**  
**Standard Operating Procedures (SOP)**  
**Long Valley Maintenance Yard**

**Vehicle Parking and Equipment Storage**

**Introduction and Purpose**

This Standard Operating Procedure (SOP) describes the basic practices of vehicle parking and equipment storage 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 procedures are to be implemented at all maintenance yards, including maintenance activities at ancillary operations, within the county.

**Standards and Specifications For Vehicle and Equipment Fueling**

- **Dispensing of gasoline and diesel fuel is not permitted at this facility.**

**Standards and Specifications For Vehicle Maintenance**

- **Vehicle or equipment maintenance is not permitted at this facility.** Clearly post signs prohibiting any regular maintenance or washing of vehicles or equipment.

**Spill Response for Gasoline, Diesel Fuel and Other Hazardous Substances**

- 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 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)**  
**Long Valley Maintenance Yard**

**Good Housekeeping Practices**

**Introduction and Purpose**

This Standard Operating Procedure (SOP) describes the basic practices of good housekeeping to be implemented at vehicle parking and equipment storage yards within the County of Morris. The purpose of this SOP is to provide a set of good housekeeping guidelines for county employees at their parking and storage yards.

**Scope**

These SOP'S apply to all vehicle parking and equipment storage yards within the county 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, 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 15<sup>th</sup> through April 30<sup>th</sup>.

#### **Standards and Specifications for Vehicle and Equipment Washing**

- **Washing of vehicles and equipment at this facility is prohibited.** Clearly post signs prohibiting any regular washing of vehicles or equipment.
- 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**

- 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. 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.

## SPPP Form 11 – Storm Drain Inlets

Storm drain inlets are the point of entry into the storm drain system.

**Inspections:** Describe the program and frequency of inspections, cleaning, and maintenance of storm drain inlets that are owned or operated by the permittee.

**Design and Retrofitting:** Describe how the permittee ensures that the current design standards for storm drain inlets (specified in permit Attachment C) are incorporated in development projects. Also describe how the permittee ensures that retrofitting of storm drain inlets is completed when required.

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

**Records:** Indicate the location of records that include storm drain inlet locations, inspection dates, observations, and maintenance/repairs performed, if applicable.

## SPPP Form 12 – Catch Basins

Catch basins are the cistern, vault, chamber or well that is usually built along a street as part of the storm sewer system to capture sediment, debris and pollutants.

**Inspections:** Describe the program for inspections of catch basins that are owned or operated by the permittee.

**Cleaning and Maintenance:** Describe when a catch basin must be cleaned. The program must include procedures for cleaning, and shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State, to eliminate recurring problems and maintain proper function.

**Records:** Indicate the location of records that include catch basin locations, inspection dates, observations, amount of materials collected in wet tons and maintenance/repairs performed, if applicable.

## SPPP Form 13 – Employee Training

<p><b>Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below.</p>		
Topic	Frequency	Office/Entity Responsible for Training
1. Maintenance Yard/Ancillary Operations		
2. Stormwater Facility Maintenance		
3. SPPP Training & Recordkeeping		
4. Street Sweeping		
5. Illicit Connections & Outfall Mapping		
6. Outfall Stream Scouring		
7. Waste Disposal Education		
8. Regulatory Mechanisms		
9. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment		
<p><b>Records:</b> Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic for employee training.</p>		
<p><b>Stormwater Management Reviewer Training:</b> Indicate the names of all individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee. Indicate the dates on which these individuals attended the required NJDEP training course.</p>		

## SPPP Form 14 – Mapping Outfall Pipes and Stormwater Facilities

Visit [https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm) for the NJ DEP free mapping application. Outfall pipe maps and stormwater facilities maps may be combined. Updates to these maps shall be submitted annually to include new or newly identified outfall pipes and stormwater facilities.

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

**Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities owned or operated by the permittee. Include the property boundaries of the Highway Agency maintenance yards, ancillary operations, rest areas, and service areas as well as an annotated map of roadways and thoroughfares owned or operated by the permittee. The map shall include the location and type of each stormwater facility, e.g., outfalls, inlets (constructed after Jan 1, 2020), basins, subsurface infiltration/detention systems, MTDs, green infrastructure, etc.

## SPPP Form 15 – Outfall Pipe Inspections

**Inspection Schedule:** Describe the frequency and the program in place for inspecting outfall pipes owned or operated by the permittee.

**Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes.

**Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of outfall pipes that are owned or operated by the permittee.

**Records:** Indicate the location of all records related to outfall pipe inspection, including the location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

If scouring is observed, records of stream scouring must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

If illicit discharge is observed, record results of illicit discharge 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](https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf).

Illicit Connection Inspection Report Forms shall be submitted to the Department as an attachment to the Annual Report and Certification.



## SPPP Form 16 – Stormwater Facilities Inspection and Maintenance

**Inspections:** Describe the program in place to inspect, clean, and maintain the stormwater facilities that are owned or operated by the permittee.

**Records:** Indicate the location of records related to stormwater facilities that are owned or operated by the permittee. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

Also indicate the location of maintenance plans related to maintenance of stormwater facilities that are owned or operated by the permittee. NJDEP provides materials to assist with this requirement at [https://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](https://www.nj.gov/dep/stormwater/maintenance_guidance.htm).

## SPPP Form 17 – Total Maximum Daily Load (TMDL) Information

**Identification:** List the names of the adopted TMDLs, parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering all maintenance yards, rest areas, service area properties, and new major development projects as defined by the permittee’s stormwater program.

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 at locations described above.

**Strategies:** 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>.

## SPPP Form 18 – Additional Measures and Optional Measures

**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.

**Optional Measures:** Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the permit that prevents or reduces water pollution.

## SPPP Form 19 – Shared or Contracted Services

**Arrangements:** 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 behalf of the permittee. Include the name of the responsible entity and describe the arrangements in place.

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**Records:** 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. Indicate the physical location of the written agreements and records.

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