

# Borough of Garwood County of Union

## Municipal Stormwater Pollution Prevention Plan



Christina M. Ariemma, Borough Administrator/Clerk

Donald R. Guarriello, Borough Engineer

Frederick W. Corbitt, Superintendent Public Works

December 2005

Revised May 2009



Tier A Municipal Stormwater Regulation Program

# Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Christina M. Ariemma

Title: Borough Administrator/Clerk

Date: December 31, 2005 Revised 05/2009

Municipality: Garwood

County: Union

NJPDES #: NJG0152323

PI ID #: 197922

Stormwater Program Coordinator: Donald R. Guarriello

Title: Municipal Engineer

Office Phone #: 908-620-1139

Emergency Phone #: 908-620-1139

Public Notice Coordinator: Christina M. Ariemma

Title: Borough Administrator/Clerk

Office Phone #: 908-789-0710

Emergency Phone #: 908-789-0710

Post-Construction Stormwater Management Coordinator: Donald R. Guarriello

Title: Municipal Engineer

Office Phone #: 908-620-1139

Emergency Phone #: 908-620-1139

Local Public Education Coordinator: Christina M. Ariemma

Title: Borough Administrator/Clerk

Office Phone #: 908-789-0710

Emergency Phone #: 908-789-0710

Ordinance Coordinator: Robert F. Renaud

Title: Municipal Attorney

Office Phone #: 908-272-9700

Emergency Phone #: 908-272-9700

Public Works Coordinator: Frederick W. Corbitt

Title: Superintendent Public Works

Office Phone #: 908-789-1522

Emergency Phone #: 908-789-1522

Employee Training Coordinator: Charles Lombardo

Title: Risk Manager/Safety Coordinator, County of Union

Office Phone #: 908-789-3651

Emergency Phone #: 908-789-3651

Other: Ed Dec

Title: Code Enforcement Officer

Office Phone #: 908-620-1139

Emergency Phone #: 908-620-1139

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Garwood Borough

County: Union

NJPDES # : NJG0152323

PI ID #: 197922

Team Member/Title: Christina M. Ariemma, Borough Administrator/Clerk

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

Date of Completion: June 14, 2005      Date of most recent update: 05/26/2009

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

*For meetings where public notice is required advertisement is done in accordance with law in local papers. Also, in regard to the passage of ordinances, Garwood Borough provides public notice in a manner that complies with the requirements of N. J. S. A. 40:49-1 et. seq. In addition, for municipal actions (e.g. adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et. seq.), Garwood Borough complies with those requirements.*

# SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Garwood Borough County: Union  
 NJPDES # : NJG0152323 PI ID #: 197922  
 Team Member/Title: Donald R. Guarriello, Municipal Engineer  
 Effective Date of Permit Authorization (EDPA): April 1, 2004  
 Date of Completion: 12/31/2005 Date of most recent update: 05/26/2009

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

*To control Stormwater from new development and redevelopment projects throughout Garwood Borough (including projects we operate) have done the following:*

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

*Since the EDPA, Garwood Borough has not constructed any new development or redevelopment projects on borough property. We will comply with our Stormwater control ordinance. We will ensure adequate long-term operation and maintenance of BMPs for projects by preparing a project maintenance plan similar to the maintenance plan described in our ordinance, and implement that plan. Our ordinance also requires any storm drain inlets that we install to comply with the design standard in Attachment C of our permit.*

SPPP Form 3 CONTINUED – New Development and Redevelopment Program  
Garwood Borough  
NJPDES #NJG0152323  
PI ID #197922  
Team Member: Donald R. Guarriello, Municipal Engineer  
Revised 05/26/2009

*We have adopted a "Stormwater Control" Ordinance (Ord # 05-12, adopted 05/10/05) in the NJ Stormwater BMP similar to that sample and model. We have also met with county planning agency staff to discuss the draft plan and ordinance.*

*The ordinance is administered by Borough Engineer and Code enforcement officer and controls Stormwater from non-residential development and redevelopment projects. Where it is necessary to implement the municipal Stormwater management plan, the approved ordinance will also control aspects of residential development and redevelopment projects that are not subject to the Residential Site Improvement Standards, as well as all major non-residential projects.*

*For any BMP that is installed in order to comply with the requirements of our post-construction program, Garwood Borough will ensure adequate long-term operation as well as preventative and corrective maintenance (including replacement) of BMPs. For BMPs on private property that we do not own or operate, Garwood Borough has adopted and will enforce the provisions in the municipal Stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Borough can perform the maintenance and charge the private entity.*

*Garwood Borough will also enforce, through the municipal Stormwater control ordinance, compliance with the design standard in Attachment C of our permit to control passage of solid and floatable materials through storm drain inlets.*

*Garwood Borough expects that for most projects, such compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installation of the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

# SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Garwood Borough County Union

NJPDES # :0152323 PI ID #: 197922

Team Member/Title: Christina M. Ariemma, Borough Administrator/Clerk

Effective Date of Permit Authorization (EDPA):4/01/2004

Date of Completion: On going Date of most recent update: January 2006 May 2009

## Local Public Education Program

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

*Annually each resident receives a newsletter with specific municipal waste disposal information, including specific instructions for leaf disposal.*

*Annually each resident is mailed a newsletter containing municipal information . These newsletters are done in the summer or fall.*

*Annually we hold a Clean Communities Day. Public information is handed out during that event.*

*We also conduct educational programs for children in conjunction with the Board of Education .*

# SPPP Form 5 – Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Garwood Borough County Union

NJPDES # : 0152323 PI ID #: 197922

Team Member/Title: Frederick W. Corbitt, Superintendent Public Works

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

Date of Completion: Completed 2008 Date of most recent update: February 2006 May 2009

## Storm Drain Inlet Labeling

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

*The Borough of Garwood operates approximately 250 catch basins throughout the community. In order to comply with New Jersey storm water regulations, all basins have been labeled as draining to a waterway. The labels consist of 4 inch circular plastic markers stating "DRAINS TO WATERWAYS", with two fish in the center. Labels were manufactured by Clearwater Technology, Inc. The labels have been glued to the top of the curb back on the basin and are visually inspected twice yearly. Labeling was done by the Department of Public Works personnel.*

# SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Garwood Borough County Union

NJPDES # : 0152323 PI ID #: 197922

Team Member/Title: Donald R. Guarriello, Borough Engineer

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

Date of Completion: April 2009 Date of most recent update: March 2006 May 2009

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

*Guarriello & Dec Associates, LLC has prepared the outfall pipe mapping for the Borough of Gawwood. This work has been completed and sent to the State of New Jersey. It is also on file.*

# SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Garwood Borough County Union

NJPDES # : 0152323 PI ID #: 197922

Team Member/Title: Frederick W. Crobitt, Superintendent Public Works

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

Date of Completion: Ongoing Date of most recent update: March 2006 May 2009

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

*The borough conducted an initial physical inspection of all outfall pipes. The borough uses the DEP Illicit Connection Inspection Report Form to conduct these inspections, and each of these forms will be kept with our SPPP records. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked again to locate the illicit connection. If we are able to locate the illicit connection (and the connection is within the Borough of Garwood) the department will cite the responsible party for being in violation of our Illicit Connection Ordinance, and the department will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, the department will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, the Borough of Garwood will report the illicit connection to the Department.*

# SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Garwood Borough County Union  
 NJPDES # : 0152323 PI ID #: 197922  
 Team Member/Title: Frederick W. Corbitt, Superintendent Public Works  
 Effective Date of Permit Authorization (EDPA): 4/1/2004  
 Date of Completion: May 2, 2006 Date of most recent update: March 2006 May 2009

Prior to May 2, 2006

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

Total number of inspections performed this year? 34

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

May 2, 2006 – May 1, 2007

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

Total number of inspections performed this year? 34

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

May 2, 2007 – May 1, 2008

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

Total number of inspections performed this year? 34

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

May 2, 2008 – May 1, 2009

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

Total number of inspections performed this year? 34

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

# SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality  
Information

Municipality: Garwood Borough County Union

NJPDES # : 0152323 PI ID #: 197922

Team Member/Title: Christina M. Ariemma, Borough Administrator/Clerk

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

Date of Completion: Ongoing Date of most recent update: Fall 2005 May 2009

Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

*The program is prepared annually and mailed to every household in the fall. The program is a huge success and has continued since it's inception. The entire borough is notified in the same manner.*

*Town-wide mailing*

# SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Garwood Borough County Union

NJPDES # : 0152323 PI ID #: 197922

Team Member/Title: Christina M. Ariemma, Borough Administrator/Clerk

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

Date of Completion: 6/14/05 Date of most recent update: 6/14/05 May 2009

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

Pet Waste 6/14/05 Notices are distributed with pet licenses

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

Litter 6/14/05

Improper Waste Disposal 6/14/05

Wildlife Feeding 6/14/05

Yard Waste 6/14/05

Illicit Connections 6/14/05

How will these ordinances be enforced?

*Ordinances are enforced by the various departments, including Police, Board of Health and Department of Public Works*

# SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Garwood Borough County Union

NJPDES # :0152323 PI ID #: 197922

Team Member/Title: Donald R. Guarriello, Borough Engineer

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

Date of Completion: Ongoing Date of most recent update: July 2005 May 2009

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

*"j" Eco Curbpieces*

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
<i>East Street -Reconstruction Pine to Hazel Ave</i>	<i>4/05</i>	<i>4/05</i>	<i>7/05</i>	<i>5</i>	
<i>Spruce Avenue - Resurfacing</i>	<i>4/05</i>	<i>4/05</i>	<i>7/05</i>	<i>2</i>	
<i>Myrtle Avenue - Resurfacing</i>	<i>4/05</i>	<i>4/05</i>	<i>7/05</i>	<i>8</i>	
<i>Lexington Ave - Resurfacing</i>	<i>4/06</i>	<i>4/06</i>	<i>7/06</i>	<i>12</i>	
<i>Second Avenue - Resurfacing</i>	<i>4/07</i>	<i>4/07</i>	<i>7/07</i>	<i>3</i>	
<i>Willow Avenue - Resurfacing</i>	<i>4/08</i>	<i>4/08</i>	<i>7/08</i>	<i>6</i>	
<i>East Street - Resurfacing</i>	<i>4/08</i>	<i>4/08</i>	<i>7/08</i>	<i>6</i>	

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

*No*

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

Municipality Information

Municipality: Garwood Borough County: Union

NJPDES # :0152323PI ID #: 197922

Team Member/Title: Frederick W. Corbitt, Superintendent Public Works

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

Date of Completion: Ongoing Date of most recent update: 12/31/2005 May 2009

## Street Sweeping

Please describe the street sweeping schedule that you will maintain.

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

*Garwood Borough has evaluated all of its streets to determine which areas will need to be swept monthly. These areas have been grouped together in four separate groups, and each group has been assigned a different week each month.*

*Garwood Borough maintains its existing street sweeping program for all other streets (that are not required by the permit), which includes sweeping all streets once a year.*

## Road Erosion Control Maintenance

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

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

*The Borough of Garwood uses the Public Works Department to monitor all their roads and streets for erosion problems during normal patrols. All identified road erosion problems are reported to Fred Corbitt, the Public Works Superintendent. Identified areas of erosion are discussed and repaired accordingly. Areas identified to have road erosion problems are repaired by DPW personnel or private contractor in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. All maintenance personnel maintain inspection logs, and Fred Corbitt maintains a list of repairs and the dates completed. The status of the Road Erosion Control Maintenance Program is included in the Annual Report and Recertification.*

**BOROUGH of GARWOOD**  
**DEPARTMENT of PUBLIC WORKS**  
**STREET SWEEPING SCHEDULE**

Beginning in April, the D.P.W. begins daily sweeping of borough streets, weather permitting. All streets shall be swept monthly. A log will be kept that contains areas and dates swept number of miles swept, and amounts of material collected. The town is divided into six areas for fall leaf collection, and will remain the same for the sweeping scheduling. Sweeping will continue as long into the year as weather permits. The monthly Schedule will be as follows;

Week 1; Areas 1 and 2

Week 2; Areas 3 and 4

Week 3; Areas 5 and 6

Week 4; all borough maintained parking areas, and any areas needing immediate attention before the next regularly scheduled week.

# SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Garwood Borough County: Union

NJPDES # : 0152323 PI ID #: 197922

Team Member/Title: Frederick W. Corbitt, Superintendent Public Works

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

Date of Completion: Ongoing Date of most recent update: June 1, 2006 May 2009

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

*See attached*

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

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

*Added June 1, 2006 Hydra-Numatic Sales is contracted annual to inspect and maintain the pump station located at the underpass on Center Street between North and South Avenues in the Borough of Garwood. The station is inspected four times a year and a report for each inspection is submitted to the borough by Hydra. Hydra is also contacted in the event the station malfunctions. There is also an alarm system installed at the station that notified the Police Department 24/7 in the event of a failure in the station.*

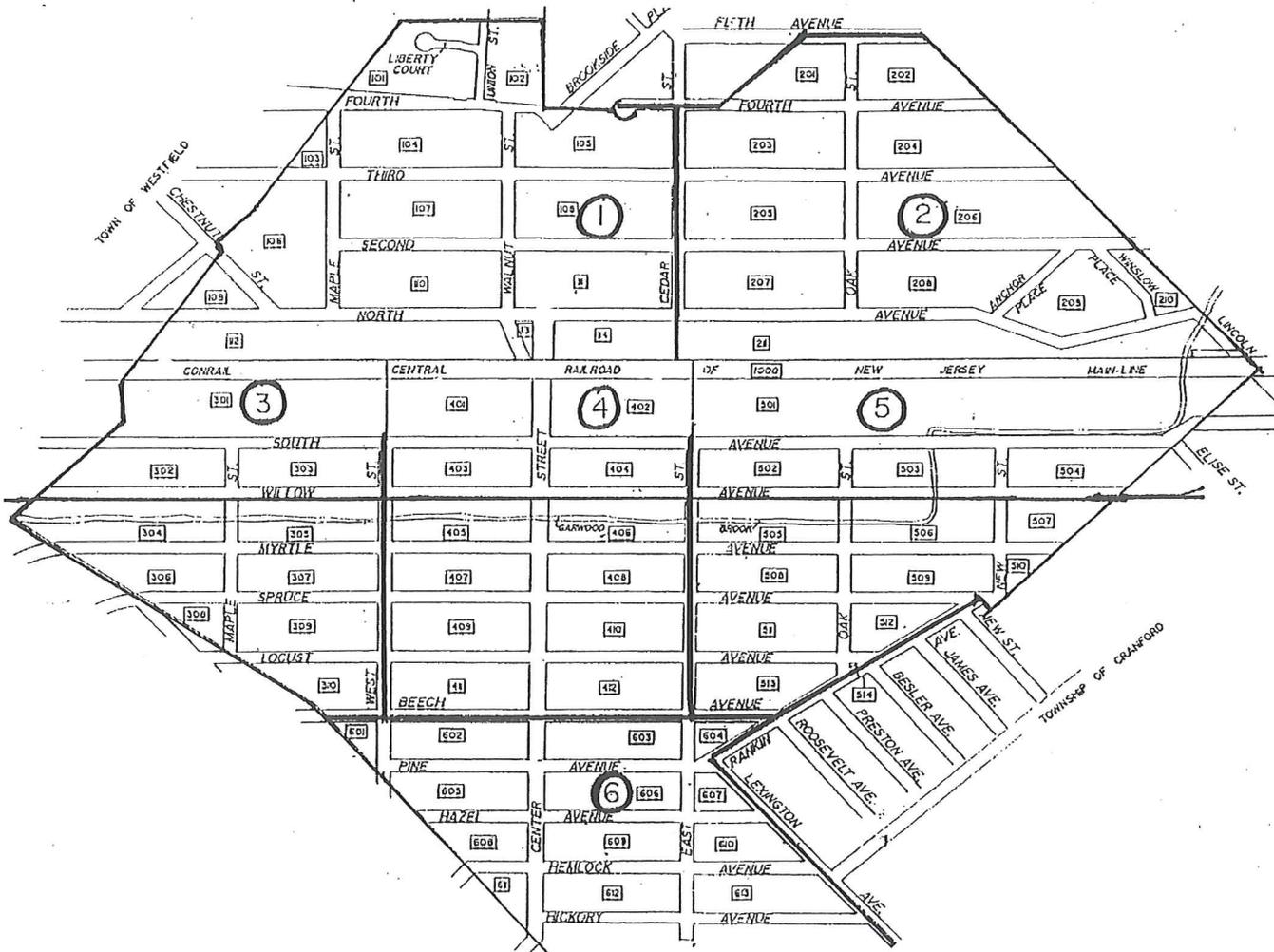
**BOROUGH of GARWOOD  
DEPARTMENT of PUBLIC WORKS  
STORMDRAIN FACILITY INSPECTION and MAINTENANCE PROGRAM**

The Borough of Garwood will implement an annual catch basin cleaning program to maintain catch basin function and efficiency. All catch basins will be inspected once each year. If, at the time of inspection, no sediment, trash or debris is observed in the basin, then that basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be "clean" the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair. The Borough presently operates approximately 250 catch basins in all. Basins in high risk areas will receive preventative maintenance to ensure against system failure. The annual catch basin cleaning program will begin in April of 2006.

The schedule for basin inspection will be as follows;

- Section 1; April.
- Section 2; May.
- Section 3; June.
- Section 4; July.
- Section 5; August.
- Section 6; September.

The sections will be the same that are used for fall leaf collection.



# SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Garwood Borough County: Union

NJPDES # :0152323 PI ID #: 197922

Team Member/Title: Donald R. Guarriello, Borough Engineer

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

Date of Completion: December 2005 Date of most recent update: March 2006 May 2009

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

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

*An inspection was completed of all stream outfall pipes on the Garwood Brook which totaled 20 locations. All of these connections extend through Gabion walls into a brook that has rip-rap protection at all outlets. There is no scouring present at any of the locations.*

# SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Garwood Borough County Union

NJPDES # : 0152323 PI ID #: 197922

Team Member/Title: Frederick W. Corbitt, Superintendent Public Works

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

Date of Completion: n/a Date of most recent update: n/a

## De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

*The borough has no storage facility. Materials are purchased and used on an as needed basis from the County of Union.*

# SPPP Form 67 – Standard Operating Procedures

Municipality Information

Municipality: Garwood Borough County Union  
 NJPDES # : 0152323 PI ID #: 197922  
 Team Member/Title: Frederick W. Corbitt, Superintendent Public Works  
 Effective Date of Permit Authorization (EDPA): 4/1/2004  
 Date of Completion: 12/31/2005 Date of most recent update: 12/31/2005

BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)	<i>n/a</i>	<i>The borough does not store fuel</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)	<i>ongoing</i>	<i>see attached</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit)  <b>Attach inventory list required by Attachment D of the permit.</b>	<i>on going</i>	<i>see attached</i>

TIER A STORMWATER GUIDE BOOK  
PAGE 94  
INVENTORY REQUIREMENTS FOR MUNICIPAL MAINTENANCE  
YARD OPERATIONS

VEHICLES AND MACHINERY STORED OUTDOORS AT D.P.W.

1985 INTERNATIONAL DUMP TRUCK

1996 VOLVO GARBAGE TRUCK

2000 TARRANT LEAF VACUUM

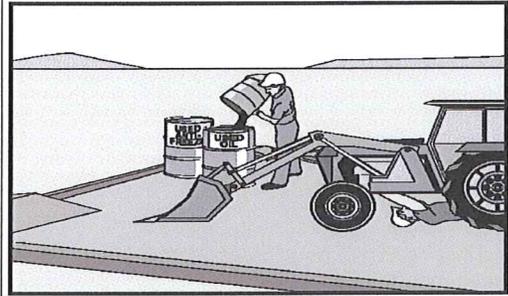
1992 INTERNATIONAL DUMP TRUCK

1996 INTERNATIONAL DUMP TRUCK

OLATHE WOOD CHIPPER

TRAILER MOUNTED SPRAYER (WATER ONLY)

# Garwood Borough Standard Operating Procedure Vehicle Maintenance



## Garwood Borough Maintenance Yard

### BMP Objectives

- Waste Management
- Spill Prevention, Containment and Countermeasures
- Pollution Control

### Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in Garwood Borough. The purpose of this SOP is to provide a set of guidelines for the Garwood Borough vehicle maintenance yards including maintenance activities at ancillary operations.

### Scope

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Borough of Garwood.

### Standards and Specifications

- Conduct vehicle maintenance operation only in designated areas.
- When possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
- Always use drip pans.
- Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
- Maintenance areas shall be protected from Stormwater run-on and runoff, and shall be located at least 50 feet downstream drainage facilities and watercourses.
- Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
- Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
- Do not dump or dispose batteries, used oils, antifreeze, and other toxic fluids into a storm drain or watercourse.
- Do not bury tires.
- Collect waste fluids in properly labeled containers and dispose properly.

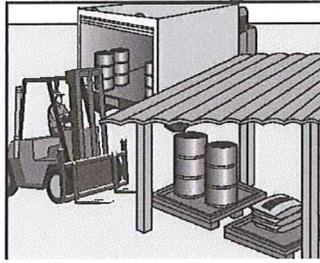
### Spill Response and Reporting

- Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
- Conduct cleanups of any fuel spills immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
- Collected waste is to be disposed of properly.
- Inform Superintendent or Foreman of spill and cleanup.

### Maintenance and Inspection

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

# Garwood Borough Standard Operating Procedure Good Housekeeping



## Garwood Borough Good Housekeeping Goals

- Proper Recycling
- Proper Waste Disposal
- Pollution Prevention

### **Introduction and Purpose**

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Garwood Borough. The purpose of this SOP is to provide a set of guidelines for the employees of Garwood Borough for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

### **Scope**

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Garwood Borough.

### **Standards and Specifications (General)**

- All containers should be properly labeled and marked, and the labels must remain clean and visible.
- All containers must be kept in good condition and tightly closed when not in use.
- When practical, chemicals, fluids, and supplies should be kept indoors.
- If containers are stored outside, they must be covered and placed on spill platforms.
- Keep storage areas clean and well organized.
- Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.
- Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
- Place trash, dirt and other debris in the dumpster.
- Collect waste fluids in properly labeled containers and dispose of them properly.
- Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.

### **Standards and Specifications (Salt and Deicing Material Handling)**

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

### **Spill Response and Reporting**

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.

Report spills to superintendent or foreman.

### **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 17 – Employee Training

Municipality Information

Municipality: Garwood Borough County Union  
 NJPDES # : 0152323 PI ID #: 197922  
 Team Member/Title: Charles Lombard/Risk Manager/Safety Coordinator, County of Union  
 Effective Date of Permit Authorization (EDPA): 4/01/2004  
 Date of Completion: ongoing Date of most recent update: 12/31/2005 May 2009

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

The following topics are covered by a computer generated training program:

<u>Course:</u>	<u>Who will attend</u>
<u>Waste Disposal Education</u>	
<u>Municipal Ordinances</u>	<u>Code enforcement, local police departments, public works employees</u>
<u>Yard Waste Collection Program</u>	<u>public works employees</u>
<u>Street Sweeping</u>	<u>public works employees</u>
<u>Stormwater Facility Maintenance</u>	<u>public works employees</u>
<u>Road Erosion Control</u>	<u>public works employees</u>
<u>Outfall Pipe Stream Scouring Remediation</u>	<u>public works employees</u>
<u>Construction Activity/Post Construction</u>	
<u>Stormwater Management in New Development and Redevelopment (for municipally owned projects)</u>	<u>Code Enforcement Department</u>

The following topics will be part computer training, and part practical field training:

<u>Course:</u>	<u>Who will attend</u>
<u>Illicit Connection Elimination and Outfall Pipe Mapping</u>	<u>public works employees, hotline operator</u>
<u>(field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)</u>	
<u>Maintenance Yard Operations (including Ancillary Operations)</u>	<u>public works employees</u>
<u>(field training will include the SOPs for fueling, vehicle and equipment maintenance, general good housekeeping, and good housekeeping for de-icing materials storage)</u>	

## SPPP Signature Page

Municipality  
Information

Municipality: Garwood Borough County: Union

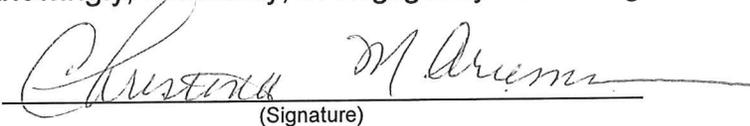
NJPDES # : NJG0152323 PI ID #: 197922

Team Member/Title: Christina M. Ariemma, Borough Administrator/Clerk

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

Date of Completion: December 31, 2005 Date of most recent update: \_\_\_\_\_

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

  
(Signature)

December 31, 2005  
(Date)

Christina M. Ariemma  
(Print Name)

Borough Administrator/Clerk  
(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)

## SPPP Signature Page

Municipality  
Information

Municipality: Garwood Borough County: Union

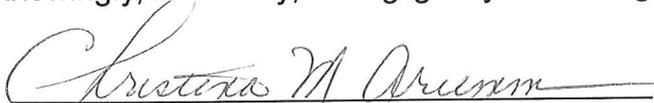
NJPDES # : NJG0152323 PI ID #: 197922

Team Member/Title: Christina M. Ariemma, Borough Administrator/Clerk

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

Date of Completion: December 31, 2005 Date of most recent update: March 20, 2006

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

  
(Signature)

March 20, 2006  
(Date)

Christina M. Ariemma  
(Print Name)

Borough Administrator/Clerk  
(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)

# SPPP Signature Page

Municipality  
Information

Municipality: Garwood Borough County: Union

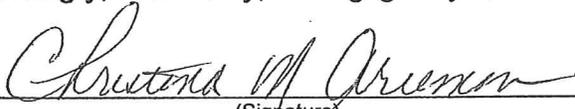
NJPDES # : NJG0152323 PI ID #: 197922

Team Member/Title: Christina M. Ariemma, Borough Administrator/Clerk

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

Date of Completion: December 31, 2005 Date of most recent update: June 1, 2006

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

  
(Signature)

June 1, 2006  
(Date)

Christina M. Ariemma  
(Print Name)

Borough Administrator/Clerk  
(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)

# SPPP Signature Page

Municipality  
Information

Municipality: Garwood Borough County: Union

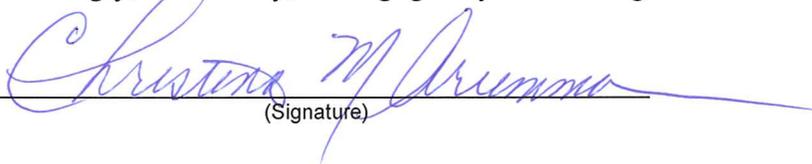
NJPDES # : NJG0152323 PI ID #: 197922

Team Member/Title: Christina M. Ariemma, Borough Administrator/Clerk

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

Date of Completion: December 31, 2005 Date of most recent update: June 1, 2006 May 26, 2009

"I certify that this SPPP includes all of the information and items identified in Attachment A of the Tier A Municipal Stormwater General Permit. All attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

  
(Signature)

May 26, 2009  
(Date)

Christina M. Ariemma  
(Print Name)

Borough Administrator/Clerk  
(Title)

(NOTE: A new SPPP signature page should be attached each time the SPPP is updated or modified, excluding data entries. Previous SPPP signature pages shall be retained as part of the SPPP.)

# BOROUGH OF GARWOOD

UNION COUNTY, NEW JERSEY

MUNICIPAL BUILDING

403 SOUTH AVENUE

GARWOOD, NJ 07027

## RESOLUTION NO. 09-197

**BE IT RESOLVED** by the Mayor and Council of the Borough of Garwood hereby adopt the revised Stormwater Pollution Prevention Plan, with a revision date of May 26, 2009, as revised in accordance with N.J.A.C. 7:14 A-15.15.

**ADOPTED:** May 26, 2009

**APPROVED:**



---

**DENNIS McCARTHY, Mayor**

**ATTEST:**



---

**CHRISTINA M. ARIEMMA, Municipal Clerk**