

Tier A Municipal Stormwater Regulation Program

Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: James Humphres

Title: Raritan Township Planner

Date: 5/14/04

Municipality: Township of Raritan

County: Hunterdon

NJPDES #: NJG0149241

PI ID #: 23265

Stormwater Program Coordinator: Fred Coppola

Title: Raritan Township Engineer

Office Phone #: 908-806-6102

Emergency Phone #: 908-339-1813

Public Notice Coordinator: James Humphries

Title: Raritan Township Planner

Office Phone #: 908-806-6104

Emergency Phone #: 973-727-1658

Post-Construction Stormwater Management Coordinator: Fred Coppola

Title: Raritan Township Engineer

Office Phone #: 908-806-6100

Emergency Phone #: 908-339-1813

Local Public Education Coordinator: Ben Witherell

Title: Raritan Township Environmental Commission Chair

Office Phone #: n/a

Emergency Phone #: (908) 806-4458

Ordinance Coordinator: James Humphries

Title: Raritan Township Planner

Office Phone #: 908-806-6104

Emergency Phone #: 973-727-1658

Public Works Coordinator: Dirk Struening

Title: DPW Superintendent

Office Phone #: 908-788-1695

Emergency Phone #: 908-581-9297

Employee Training Coordinator: Dirk Struening

Title: DPW Superintendent

Office Phone #: 908-788-1695

Emergency Phone #: 908-581-1695

Other: _____

Title: _____

Office Phone #: _____

Emergency Phone #: _____

SPPP Form 2 - Public Notice

Municipality
Information

Municipality: Township of Raritan

County: Hunterdon

NJPDES # : NJG0149241

PI ID #: 213265

Team Member/Title: James Humphries, Planner

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

Date of Completion: 5-14-04

Date of most recent update: _____

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

For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Raritan Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Raritan Township 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.), Raritan Township complies with those requirements.

SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Raritan Township

County: Hunterdon

NJPDES # : NJG0149241

PI ID #: 213625

Team Member/Title: James Humphries, Planner

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

Date of Completion: 5-14-04

Date of most recent update: _____

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

See Attached.

To control stormwater from new development and redevelopment projects throughout Raritan Township (including projects we operate) we will do 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) are in compliance with those standards. Our planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.

Since the EDPA, Raritan Township has not constructed any new development or redevelopment projects on Township property. If we decide to construct such a project before our municipal stormwater control ordinance takes effect, we will ensure adequate long-term operation and maintenance of BMPs for that project by requiring a project maintenance plan similar to the maintenance plan described in our draft of that ordinance, and by requiring and funding the implementation of that plan. We will also require any storm drain inlets that we install to comply with the design standard in Attachment C of our permit. Once that ordinance takes effect, we will ensure such operation and maintenance for any new development or redevelopment projects on our property by complying with the maintenance requirements in that ordinance. In addition, any storm drain inlets we install for such projects will comply with that ordinance's standard for such inlets.

Our Township Engineer and Township Planner have reviewed the Sample Municipal Stormwater Management Plan and Model Stormwater Control Ordinance in the NJ Stormwater BMP Manual, and are drafting a municipal stormwater management plan and municipal stormwater control ordinance similar to that sample and model. We are planning to meet with county planning agency staff to discuss the draft plan and ordinance. The plan and ordinance will be adopted by our planning board and Township Council, respectively, by the deadlines specified in the permit, and will be submitted to the county planning agency for approval.

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

For any BMP that is installed in order to comply with the requirements of our post-construction program, Raritan Township 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, Raritan Township intends to do this by adopting and enforcing a provision in the municipal stormwater control ordinance that requires the private entity to perform the operation and maintenance, with penalties if the private entity does not comply. If, for example, the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private

entity.

Raritan Township 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. Raritan Township 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: Raritan Township County Hunterdon

NJPDES # : 0149241 PI ID #: 23265

Team Member/Title: James Humphries, Planner

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

Date of Completion: 5-14-04 Date of most recent update: _____

Local Public Education Program

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

For our annual distribution, we will include the required educational information in the yearly newsletter sent to our residents and businesses. The brochure will be distributed in January with our township newsletter. Extra copies will be available at our municipal building.

Our annual event will be held each year in coordination with our Township Community Day Celebration. We will make the DEP brochure and other educational materials available at our table. We will also distribute pencils, magnets, and keychains with environmental messages related to the required BMP topics.

In addition, we will invite other environmental groups to set up their own booths during this event.

web site

co-ordinate with other environmental groups-

SPPP Form 5 – Storm Drain Inlet Labeling

Municipality
Information

Municipality: Raritan Township County Hunterdon

NJPDES # : 0149241 PI ID #: 23265

Team Member/Title: James Humphries, Planner

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

Date of Completion: 5-14-04 Date of most recent update: _____

Storm Drain Inlet Labeling

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

For our storm drain inlet labeling program we plan on coordinating with our Environmental Commission.

Where it is practical, they will do the labeling for us. In areas where it is not safe for the volunteer groups, our Public Works department will be doing the labeling. We will label all storm drain inlets that are along municipal streets with sidewalks, and all storm drain inlets within plazas, parking areas, or maintenance yards that are operated by Raritan Township.

Where the labeling is done by volunteer groups we will use stencils that will read "No dumping - Drains to Waterway" with a picture of a fish next to it. Where the labeling is done by the Public Works Department we will use metal caps labels that will be applied using adhesive. These caps will identify each inlet with a bar code allowing a maintenance tracking program to be development.

We will be using these two different techniques because we feel that the volunteers who are doing the labeling will benefit the most from this program. The more opportunities they have to perform the storm drain labeling, the greater the benefit. However, we feel that having our Public Works Department constantly labeling and re-labeling the same areas will be more of a nuisance, so they will use the plastic labels that will only need to be applied once.

The attached map divides Raritan Township into two sectors. Sector A is the area north and west of Route 31, and Sector B is the area south and east of Route 31. Labeling of Sector A will be completed by April 2007, and Sector B will be completed by April 2009.

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

DAS labels? -

bar coding -

new inlets all to be trash traps -

SPPP Form 6 – MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Raritan Township County Hunterdon

NJPDES # : 0149241 PI ID #: 23265

Team Member/Title: James Humphries, Planner

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

Date of Completion: 5-14-04 Date of most recent update: _____

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.)?

Raritan Township will contract with the Hunterdon County Soil Conservation District to map all outfalls using GPS. All these points will then be entered into the Township GIS system by the municipal staff, and a map will be generated. Mapping is expected to begin in the Summer of 2004 and completed by April of 2007 for Sector A and April 2009 for Sector B. Sector A is located to the NW of Route 31, Sector B to the SE of Route 31.

B

A

SPPP Form 7 – Illicit Connection Elimination Program

Municipality
Information

Municipality: Raritan Township County Hunterdon

NJPDES # : 0149241 PI ID #: 23265

Team Member/Title: James Humphries, Planner

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

Date of Completion: 5-14-04 Date of most recent update: _____

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.

We will conduct an initial physical inspection of all of our outfall pipes during the mapping process. We will use 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 Raritan Township) we will cite the responsible party for being in violation of our Illicit Connection Ordinance, and we will have the collection eliminated immediately. If, after the appropriate amount of investigation, we are unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Inspection and Recertification. If an illicit connection is found to originate from another public entity, Raritan Township will report the illicit connection to the Department.

SPPP Form 8 – Illicit Connection Records

Municipality Information	Municipality: <u>Raritan Township</u> County <u>Hunterdon</u> NJPDES # : <u>0149241</u> PI ID #: <u>23265</u> Team Member/Title: <u>James Humphries, Planner</u> Effective Date of Permit Authorization (EDPA): <u>4-1-04</u> Date of Completion: <u>5-14-04</u> Date of most recent update: _____
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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? *Begin October 2005* _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2006 – May 1, 2007

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

Total number of inspections performed this year? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2007 – May 1, 2008

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

Total number of inspections performed this year? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

May 2, 2008 – May 1, 2009

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

Total number of inspections performed this year? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated? _____

Of the illicit connections found, how many remain? _____

12/16/09
 No Illicit connections found per Hunterdon County Dept. of Public Safety letter dated 2/14/13

SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality
Information

Municipality: _____ County _____

NJPDES # : _____ PI ID #: _____

Team Member/Title: _____

Effective Date of Permit Authorization (EDPA): _____

Date of Completion: _____ Date of most recent update: _____

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.

Leaves only twice/year.
Ord. prohibiting glass clippings.
Fees added to DPW w/ permit

James.

SPPP Form 10 - Ordinances

Municipality
Information

Municipality: _____ County _____

NJPDES # : _____ PI ID #: _____

Team Member/Title: _____

Effective Date of Permit Authorization (EDPA): _____

Date of Completion: _____ Date of most recent update: _____

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

Pet Waste _____

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

Litter _____

Improper Waste Disposal _____

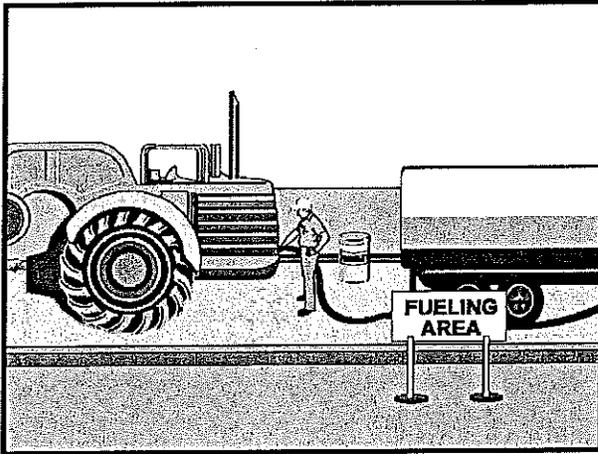
Wildlife Feeding _____

Yard Waste _____

Illicit Connections _____

How will these ordinances be enforced?

Raritan Township Standard Operating Procedures Vehicle and Equipment Fueling



Raritan Township, Maintenance Yards With Fueling Operations

Pennsylvania Avenue Yard
Police Station

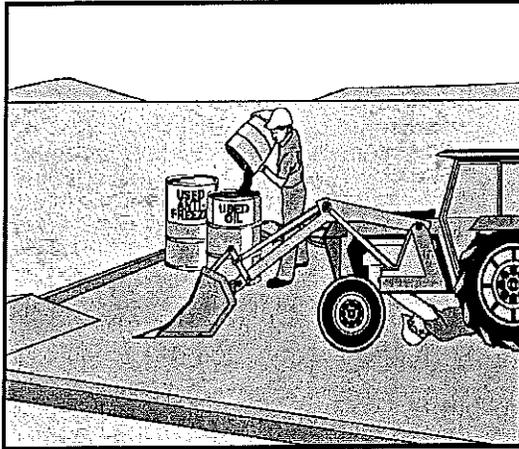
Introduction and Purpose Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

Scope These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.

- Standards and Specifications (for vehicle and equipment fueling)**
- Shut the engine off
 - Ensure that the fuel is the proper type of fuel.
 - Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
 - Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
 - Fuel tanks shall not be "topped off".
 - Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
 - Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.

- Standards and Specifications (for bulk fueling)
- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
 - Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
 - Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
 - A trained employee must always be present to supervise during bulk transfer.
- Spill Response
- Conduct cleanups of any fuel spills immediately after discovery.
 - Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
 - Collected waste is to be disposed of properly.
 - Contact the Hunterdon County Spill Response Team at 555-1515.
- Maintenance and Inspection
- Fueling areas and storage tanks shall be inspected monthly.
 - Keep an ample supply of spill cleanup material on the site.
 - Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
 - The valve on the discharge pipe from the secondary containment area of the aboveground fuel storage tank in the Pennsylvania Avenue maintenance yard shall remain closed at all times except as described below. Visual inspections shall be performed before discharging stormwater through that valve, to ensure that fuel in that tank has not come into contact with the stormwater to be discharged.

Raritan Township Standard Operating Procedure Vehicle Maintenance



Raritan Twp. Maintenance Yards BMP Objectives

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

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

Scope This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Township of Daisy.

- 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.
- Contact the Daisy Township Spill Response Team at 555-1515. — A

Maintenance
and Inspection

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