

2018

Municipal Stormwater Pollution
Prevention Plan

For the

Township of Hamilton

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<p style="text-align: center;">Tier A Municipal Stormwater Regulation Program</p> <p style="text-align: center;">Stormwater Pollution Prevention Team</p> <p style="text-align: center;">Members</p> <p>Number of team members may vary.</p>	<p>Completed by: <u>Richard S. Williams</u> Title: Date: <u>May 1, 2018</u> Municipality: <u>Hamilton Township</u> County: <u>Mercer</u> NJPDES . NJG0150258 PI ID <u>198044</u></p>
<p>Stormwater Program Coordinator: <u>Richard S. Williams</u> Title: <u>Municipal Engineer</u> Office Phone #: <u>(609) 890-3635</u> Emergency Phone #: <u>(609) 672-8269</u></p>	
<p>Public Notice Coordinator: <u>Eileen Gore</u> Title: <u>Municipal Clerk</u> Office Phone #: <u>(609) 890-3622</u> Emergency Phone #: <u>(609) 672-6279</u></p>	
<p>Post-Construction Stormwater Management Coordinator: <u>Richard S. Williams</u> Title: <u>Municipal Engineer</u> Office Phone #: <u>(609) 890-3636</u> Emergency Phone #: <u>(609) 672-6279</u></p>	
<p>Local Public Education Coordinator: Title: <u>Environmental Commission</u> Office Phone #: <u>(609) 890-3674</u> Emergency Phone #: _____</p>	
<p>Ordinance Coordinator: Title: <u>Municipal Attorney</u> Office Phone #: <u>(609) 890-3882</u> Emergency Phone #: _____</p>	
<p>Public Works Coordinator: <u>David Carothers</u> Title: <u>Director of Public Works</u> Office Phone #: <u>(609) 890-3567</u> Emergency Phone #: _____</p>	
<p>Water Pollution Control Coordinator: <u>Carrie Feurer</u> Title: <u>Director of Water Pollution</u> Office Phone #: <u>(609) 581-4140</u> Emergency Phone #: _____</p>	
<p>Other: <u>Jeff Plunkett</u> Title: <u>Director Dept of Health</u> Office Phone #: <u>(609) 890-3686</u> Emergency Phone #: _____</p>	

SPPP Form 2 - Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP

Municipality Information	Municipality: <u>Hamilton Township</u>	County: <u>Mercer</u>
	NJPDES #: <u>NJG0150258</u>	PI ID: <u>198044</u>
	Team Member Title: <u>Eileen Gore</u>	
	Effective Date of Permit Authorization	
	Date of Completion <u>1/26/05</u> Date of most recent update: <u>05/01/18</u>	

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online: <http://www.hamiltonnj.com/Stormwater>

2. Date of most current SPPP: May 1, 2018

3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online: <http://www.hamiltonnj.com/Stormwater>

4. Date of most current MSWMP: May 1, 2018

5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept: Clerk's Office, 2090 Greenwood Avenue

<http://www.hamiltonnj.com/content/228309/228371/229346/default.aspx>

<http://www.hamiltonnj.com/content/228309/228371/229507/default.aspx>

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.

Hamilton Township meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law", NJS 10:4-6 et. seq.), public notice is provided in a manner that complies with the requirements of the Act. Hamilton Township, when passing ordinances, provides public notice in a manner that complies with the requirements of NJS 40:49-1 et. seq. In addition, for municipal action (e.g. adoption of Stormwater Management Plan) subject to public notice requirements in the Municipal Land Use Law (NJS 40:55D-1 et. seq.), Hamilton Township complies with those requirements as well.

SPPP Form 3 — New Development and Redevelopment Program

Municipality Information	Municipality: <u>Hamilton Township</u>	County: <u>Mercer</u>
	NJPDES #: <u>NJG0150258</u>	PI ID: <u>198044</u>
	Team Member/Title: <u>Richard S. Williams, Director of CP & C</u>	
	Effective Date of Permit Authorization (EDPA): <u>4/1/04</u>	
	Date of Completion: <u>1/26/05</u>	Date of most recent update: <u>05/01/18</u>

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

To control stormwater from new development and redevelopment projects throughout the Township of Hamilton (including projects operated by the Township) the following actions will be taken:

The Township is 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. The planning and zoning boards ensure such compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law. Additionally, the Township has drafted a Municipal Stormwater Management Plan and a municipal stormwater control ordinance that is similar to the model ordinance.

Since the EDPA, Hamilton Township has not constructed any new development or redevelopment projects on Township property. If the Township decides to engage in such a project before the stormwater control ordinance takes effect, Hamilton Township will ensure adequate long-term operation and maintenance of BMPs for the project by implementing a maintenance plan. Subsequent to the adoption of the ordinance any development and redevelopment projects on Township property will comply with the maintenance requirements of the ordinance.

The Township will ensure adequate long term operation and maintenance for BMPs installed to comply with the new development and redevelopment program. For BMPs on private property that the Township does not own, the Township will require the private entity perform the operation and maintenance.

The Township currently has 5 engineer/ inspectors who inspect all active construction sites on a daily basis, including inlets, basins and detention facilities. Their role is to observe and ensure compliance with plans, subdivisions, commercial developments and capital development.

SPPP Form 4- Public Education & Outreach Program

Municipality
Information

Municipality: Hamilton Township County: Mercer

NJPDES #: NJG0150258 PI ID: 198044

Team Member/Title: Environmental Commission

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

Date of Completion: 1/26/05 Date of most recent update: 05/01/18

Public Education and Outreach Program

Describe your Local Public Education and Outreach Programs:

The following activities have been implemented in accordance with attachment B of the Tier A Municipal Stormwater Master Permit:

Category 1: Website & Social Media <http://www.hamiltonnj.com/Stormwater>

Category 2: Stormwater Display and Mailing Campaign.

Category 3: School Presentations, Clean Up

Category 4: Green Infrastructure Workshop

Category 5: Rain Garden Workshop and Community Events

SPPP Form 5 — Storm Drain Inlet Labeling

Municipality
Information

Municipality: Hamilton Township County: Mercer

NJPDES #: WJG0150258 PI ID: 198044

Team Member/Title: David Carothers, Director of Public Works

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

Date of Completion: 1/26/05 Date of most recent update: 05/01/18

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 Hamilton Township Department of Public Works has a program to label storm drain inlets and have labeled approximately 90% of storm drain inlets within the Township. Additionally, the Department of Public Works will try and coordinate with volunteer groups to assist with the labeling of the remaining storm drain inlets. In those portions of the community where it is not safe for a volunteer group to perform the labeling, the Department of Public Works personnel will perform the labeling. All storm drain inlets that are in the maintenance yard and along streets with sidewalks and all storm drain inlets within plazas, parking areas that are operated by Hamilton Township will be labeled. Storm drain inlets are stenciled with the words "Drains to Streams." Additionally, each label will be checked to ensure that it is still legible during the annual catch basin cleaning program

SPPP Form 6 - MS4 Outfall Pipe Mapping

Municipality
Information

Municipality: Hamilton Township County: Mercer
NJPDES #: NJG0150258 PI ID: 198044
Team Member/Title: Richard S. Williams, Director of CP&C
Effective Date of Permit Authorization (EDPA): 4/01/04
Date of Completion: 1/26/05 Date of most recent update: 5/01/18

The attached Mapping was created by Rutgers Water Resource Program and McMahon Associates

SPPP Form 7 — Illicit Connection Elimination Program

Municipality Information	Municipality: <u>Hamilton Township</u> County: <u>Mercer</u> NJPDES #: NJG0150258 PI ID <u>198044</u> Team Member/Title: <u>Jeff Plunkett, Director of Health & Recreation</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: <u>1/26/05</u> Date of most recent update: <u>5/01/18</u>
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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 Township will conduct an initial physical inspection of all outfall pipes during the mapping process. The Township will use the DEP Illicit Connection Inspection Report Form to conduct these investigations, also each inspection form will be kept on file. Outfall pipes that are found to have dry weatherflow or evidence of an intermittent non-stormwater flow will be rechecked to include and estimate of flow, determination of odor, color, turbidity, floatable matter, temperature, deposits, stains, vegetation and algal growth. If dry weatherflow continues then the Township will field test for surfactants, ammonia and potassium. The Township will continue its investigation to try and locate the source. If the source of the illicit connection is found to be within the Township the responsible party will be cited and the connection eliminated. If after six (6) months of beginning the investigation the Township is unable to locate the source, a Closeout Investigation Form will be filed with the Annual Inspection and Recertification.

All illicit connection investigations will be performed in accordance with Attachment B of the Tier A Municipal Stormwater Master General Permit.

SPPP Form 8 — Illicit Connection Records

Municipality Information

Municipality: Township of Hamilton County: Mercer
 NJPDES #: NJG0150258 PI ID: 198044
 Team Member/Title: Jeff Plunket, Director of Health & Recreation
 Effective Date of Permit Authorization (EDPA): 4/1/04
 Date of Completion: 1/26/05 Date of most recent update: 05/01/18

Prior to 2006

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

Total number of inspections performed this year? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated?

Of the illicit connections found, how many remain? _____

2006-2018

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? _____

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? _____

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

Total number of inspections performed this year? _____

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

Number of outfalls found to have an illicit connection? _____

How many illicit connections were eliminated?

Of the illicit connections found, how many remain? _____

SPPP Form 9 — Yard Waste Ordinance/Collection Program

Municipality Information	Municipality: <u>Hamilton Township</u> County: <u>Mercer</u> NJPDES #: WJG0150258 PI ID: <u>198044</u> Team Member/Title: <u>David Carother, Director of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: <u>1/26/05</u> Date of most recent update: <u>5/01/18</u>
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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 Township of Hamilton has an established yard waste program as follows:

Leaf Collection

1. Drop-off at the Hamilton Ecological Facility. The facility is open Monday - Saturday from 8:00 a.m. to 3:30 p.m., excluding holidays.
2. Drop-off bins are provided at 17 sites throughout the Township (November – December): (1) Pearson House on Hobson Ave. (2) ShadyBrook Park - Ruth Avenue (3) Kuser Park off of Newkirk Ave. (4) Dead end of Estates Blvd. by Great Oak Rd. (5) Connecticut and Walnut Ave. Playground (6) Public Service "Right of Way" at Hamilton Ave. and Donald Dr. (7) Bromley Park (8) Whitehead Road Playground (9) Cornell Heights Playground (10) Warwick Park (11) George Dick Field (12) Estates Blvd. & Shady Ln. (13) Switlik Park near batting cage (14) Dead End of Flock Road (15) Nottingham Little League (16) Dead End of Paddock Rd. off of Corral Dr. (17) Drialo Playground.
3. Weekly Bagged Leaf Collection - untied bagged leaves shall be placed curbside by 7:00 a.m. on Mondays. There is a 50 lb. weight limit per bag.
4. Loose Leaf Collection - Street by street clean-up of loose leaves from the gutter begins the last week of October ending the last week of December, weather permitting.

Brush Collection

1. For yard waste such as twigs and branches, twine or rope shall be used to bundle the branches into piles not exceeding 50 pounds in weight or four feet in length. Also, our HamStat call center can be contacted for more information.
2. Drop-off at the Hamilton Ecological Facility. The facility is open Monday - Saturday from 8:00 a.m. to 3:30 p.m., excluding holidays.

Notification is by Township newsletter, website and local newspaper

SPPP Form 10 – Ordinances

Ordinance permit cite IV.B.1.b.iii	Date of Adoption	Website URL	Was the DEP model ordinance adopted without change?	Entity responsible for enforcement
1. Pet Waste permit cite IV.B.5.a.i	12/6/2005	https://www.ecode360.com/27579354		Health Dept.
2. Wildlife Feeding permit cite IV.B5.a.ii	12/06/2005	https://www.ecode360.com/27606466		Health Dept.
3. Litter Control permit cite IV.B5.a.iii	12/06/2005	https://www.ecode360.com/27606344		Health Dept.
4.Improper Disposal of Waste permit cite IV.B.5.a.iv	12/06/2005	https://www.ecode360.com/27606344		Health Dept.
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	12/06/2005	https://www.ecode360.com/27607700		Health Dept.
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	1/08/2019	https://www.ecode360.com/27607700		
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	12/06/2005	https://www.ecode360.com/27607700		Zoning Officer
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	12/06/2005	https://www.ecode360.com/27607701		Health Dept. & Public Works

SPPP Form 13 — Stormwater Facility Maintenance

Municipality
Information

Municipality: Hamilton Township County: Mercer

NJPDES #: NJG0150258 PI ID 198044

Team Member/Title: Carrie Feuer, Director of Water Pollution Control

Team Member/Title: Da3vid Carothers, Director of Public Works

Team Member/Title: Richard S. Williams, Director of CP&C

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

Date of Completion: 1/26/05 Date of most recent update: 5/01/18

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

Hamilton Township implements a catch basin cleaning program to maintain their function and efficiency. We currently responds to requests for stormwater related issues primarily via Q-Alerts. In lieu of tracking this maintenance activity on a separate paper log, which we have done for years in a simplified way, we have incorporated the stormwater maintenance activities into the Traisr through a Work Order system identifying the specific catch basin location. This work order practice started in approx. August 2018. Upon request, we can query this maintenance activity to provide a list of where and when the catch basins were inspected and cleaned.

A list of basins to be cleaned will be kept and catch basins will be cleaned in order of priority. At the time when a catch basin is cleaned it will also be inspected for proper function. Maintenance will be scheduled for those basins that are in disrepair.

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

The Township implements a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township function properly. Additionally, stormwater facilities are inspected annually to insure they are functioning properly.

Detail the program in place for ensuring the long-term cleaning, operation and maintenance of each stormwater facility NOT owned or operated by the municipality.

See Ordinance 577-10 Maintenance and Repair

<https://www.ecode360.com/27528588?highlight=577-10#27528588>

Indicate the location(s) of the Stormwater Facilities Inspection and Maintenance Logs listing the type of stormwater facilities inspected, location information, inspection dates, inspector name(s), findings, preventative and corrective maintenance performed.

Division of Engineering

SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality Information	Municipality: <u>Hamilton Township</u> County: <u>Mercer</u> NJPDES #: <u>NJG0150258PI ID 198044</u> Team Member/Title: <u>David Carothers, Director of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: <u>1/26/05</u> Date of most recent update: <u>5/01/18</u>
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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.

When doing illicit connection inspections, Hamilton Township will check all outfalls operated by the Township for signs of scouring. All sites identified as needing repair will be prioritized and all repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control.

PPP Form 15 — De-icing Material Storage

Municipality
Information

Municipality: Hamilton Twp. County: Mercer County

NJPDES # :NJG0150258 PI ID:198044

Team Member/Title: David Carothers, Director of Public Works

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

Date of Completion: 1/26/05 Date of most recent update: 5/01/18

De-icing Material Storage

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

Hamilton Township stores its de-icing material in a building at its public works facility.

SPPP Form 16 — Standard Operating Procedures

Municipality Information	Municipality: <u>Hamilton Township</u> County: <u>Mercer</u> NJPDES #:NJG0150258 PI ID: <u>198044</u> Team Member/Title: <u>David Carothers/Director of Public Works</u> Effective Date of Permit Authorization (EDPA): <u>4/1/04</u> Date of Completion: <u>1/25/05</u> Date of most recent update: _____
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BMP	Date SOP went into effect	Describe your inspection schedule
Fueling Operations (including the required practices listed in Attachment D of the permit)		<i>All fueling operations are conducted at the Township Department of Public Works. Fuel storage tanks are underground tanks and the dispensers are covered.</i>
Vehicle Maintenance (including the required practices listed in Attachment D of the permit)		<i>All maintenance is done inside and monthly inspections of the maintenance area will be conducted to ensure good housekeeping.</i>
Good Housekeeping Practices (including the required practices listed in Attachment D of the permit) Attach inventory list required by Attachment E of the permit.		<i>Monthly inspections of the Department of Public Works facility will be held to ensure good housekeeping practices are used.</i>

SPPP Form 17 -Employee Training

Municipality Information

Municipality: Hamilton Township County: Mercer
 NJPDES #: NJG0150258 PI ID: 198044
 Team Member/Title: David Carothers, Director of Public Works
 Effective Date of Permit Authorization (EDPA): 4/1/04
 Date of Completion: 1-26-05 Date of most recent update: _____

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.

Courses:

Attendees:

Waste Disposal Education

Public Works personnel

Municipal Ordinances

Public Works personnel,
Code Enforcement, Police Health

Yard Waste Collection

Public Works personnel

Street Sweeping

Public Works personnel

Stormwater Facility Maintenance

Public Works personnel

Road Erosion Control

Public Works personnel

Outfall Pipe Stream Scouring Remediation

Public Works personnel

Construction Activity/Post Construction
Stormwater Management in New Development
and Redevelopment
(for municipally owned projects)

Public Works personnel

Illicit Connection Elimination
and outfall mapping

Public Works personnel
Engineering personnel

Maintenance Yard Operation

Public Works personnel

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

Illicit Connection Inspection Report Form

Municipality Information

Municipality: Hamilton Township County: Mercer

NJPDES #: NJG0150258PI ID 198044

Team Member/Title: David Carothers, Director of Public Works

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

Date of Completion: 1/26/05 Date of most recent update: 5/01/18

Outfall #: _____ Location: _____

Receiving Waterbody: _____

1. Is there a dry weather flow? Y () N ()
2. If "YES", what is the outfall flow estimate? _____ gpm
(flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)
3. Are there any indications of an intermittent flow? Y () N ()
4. If you answered "**NO**" to BOTH questions #1 and #3, there is probably not an illicit connection and you can skip to question #7.
(NOTE: This form does not need to be submitted to the Department, but should be kept with your SPPP.)

If you answered "YES" to either question, please continue on to question #5.

NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.

5. PHYSICAL OBSERVATIONS:

- (a) **ODOR:** none _____
- (b) **COLOR:** none _____
- (c) **TURBIDITY:** none
- (d) **FLOATABLES:** none _____
- (e) **DEPOSITS/STAINS:** none _____
- (f) **VEGETATION CONDITIONS:** normal
- (g) **DAMAGE TO OUTFALL STRUCTURES:**
IDENTIFY STRUCTURE: _____
DAMAGE: none _____

6. ANALYSES OF OUTFALL FLOW SAMPLE:

* field calibrate instruments in accordance with manufacturer's instructions prior to testing.

(a) **DETERGENTS:** _____mg/L

(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)

(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water.

Ski to question #6c.)

(b) AMMONIA (as N) TO POTASSIUM RATIO: _____

(if the Ammonia to Potassium Ratio is greater than 0.6:1, then it is likely that the pollutant is sanitary sewage)

(if the Ammonia to Potassium Ratio is less than or equal to 0.6:1 , then the pollutant is from another washwater source.)

(C) FLUORIDE: _____mg/L

(if the fluoride levels are between 1.0 and 2.5 mg/L, then the flow is most likely from fluoride treated potable water.)

(if the sample tests below a detection limit of 0.1 mg/L for fluoride, it is likely to be from groundwater infiltration, springs or streams. In some cases, however, it is possible that the discharge could originate from an onsite well used for industrial cooling water, which will test non-detect for both detergents and fluoride. To differentiate between these cooling water discharges and groundwater infiltration, you will have to rely on temperature.)

(d) TEMPERATURE:

(if the temperature of the sample is over 70 °F, it is most likely cooling water)

(if the temperature of the sample is under 70 °F, it is most likely from round water infiltration)

7. Is there a suspected illicit connection? Y () N ()

If "YES", what is the suspected source? _____

If "NO", skip to signature block on the bottom of this form.

8. Has the investigation of the suspected illicit connection been completed?

Y () N ()

If "YES", proceed to question #9.

If "NO", skip to signature block on the bottom of this form.

9. Was the source of the illicit connection found? Y () N ()

If "YES", identify the source. _____

What plan of action will follow to eliminate the illicit connection?

Resolution:

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

Inspector's Name: _____

Title: _____

Signature: _____

Date: _____

If there is a dry weather flow or evidence of an intermittent flow, be sure to include this form with your Annual Report and Certification. If there is not a dry weather flow or evidence of an intermittent flow, this form should be retained with your SPPP.

SPPP Form 18 – Employee Training

All records must be available upon request by NJDEP.

<p>A. Municipal Employee Training: Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below as required due to job duties assigned within three months of commencement of duties and again on the frequency below. Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic.</p>		
Topic	Frequency	Title of trainer or office to conduct training
1. Stormwater Facility Maintenance	Every year	
2. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	
<p>B. Municipal Board and Governing Body Members Training: Required for individuals who review and approve applications for development and redevelopment projects in the municipality. This includes members of the planning and zoning boards, town council, and anyone else who votes on such projects. Training is in the form of online videos, posted at www.nj.gov/dep/stormwater/training.htm.</p> <p>Within 6 months of commencing duties, watch <i>Asking the Right Questions in Stormwater Review Training Tool</i>. Once per term thereafter, watch at least one of the online DEP videos in the series available under Post-Construction Stormwater Management. Indicate the location of records documenting the names, video titles, and dates completed for each board and governing body member.</p>		
<p>C. Stormwater Management Design Reviewer Training: All design engineers, municipal engineers, and others who review the stormwater management design for development and redevelopment projects on behalf of the municipality must attend the first available class upon assignment as a reviewer and every five years thereafter. The course is a free, two-day training conducted by DEP staff. Training dates and locations are posted at www.nj.gov/dep/stormwater/training.htm. Indicate the location of the DEP certificate of completion for each reviewer.</p>		

Township of Hamilton

Standard Operating Procedure for Vehicle and Equipment Fueling

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 overflow.
- 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 Township of Hamilton Department of Public Works at (609) 890-3567.

Maintenance and Inspection

- Fueling areas 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.

Township of Hamilton

Standard Operating Procedure for Good Housekeeping

Introduction and Purpose

This SOP contains the basic practices of good housekeeping to be implemented at the Township of Hamilton Department Of Public Works. The purpose of this SOP is to provide a set of guidelines for the employees of the Township of Hamilton for Good Housekeeping Practices at their DPW.

Scope

This SOP applies to the Township of Hamilton Department of Public Works.

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 (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 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

- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the Township of Hamilton Department of Public Works at (609) 890-3567.

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.

Township of Hamilton

Standard Operating Procedure for Vehicle Maintenance

Introduction and Purpose

This SOP contains the basic practices of vehicle maintenance to be implemented at the Township of Hamilton Department of Public Works. The purpose of this SOP is to provide a set of guidelines for vehicle maintenance.

Scope

This SOP applies to Department of Public Works facility including maintenance activities within the Township of Hamilton.

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

- 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 Department of Public Works at (609) 890-3567.

Maintenance and Inspection

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