

Stormwater Pollution Prevention Plan

BOROUGH OF NORTH PLAINFIELD

SOMERSET COUNTY

NJG0149586

November 8, 2005; Last Revised December 15, 2023

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SPPP Form 1 – SPPP Team Members

All records must be available upon request by NJDEP.

Stormwater Program Coordinator (SPC)	
Print/Type Name and Title	David Testa, Borough Engineer
Office Phone # and eMail	908-769-2917; Dtesta@northplainfieldnj.gov
Signature/Date	
Individual(s) Responsible for Major Development Project Stormwater Management Review	
Print/Type Name and Title	David Testa, Borough Engineer/Grotto Eng.
Print/Type Name and Title	Frank Farrell, Grotto Engineering
Print/Type Name and Title	
Print/Type Name and Title	
Print/Type Name and Title	
Other SPPP Team Members	
Print/Type Name and Title	David Hollod, Business Administrator
Print/Type Name and Title	Angelo Costello, DPW Foreman
Print/Type Name and Title	
Print/Type Name and Title	

SPPP Form 2 – Revision History

All records must be available upon request by NJDEP.

	Revision Date	SPC Initials	SPPP Form Changed	Reason for Revision
1.	11/22/21	DT	All	revision of SPPP with NJDEP templates
2.	12/15/23	DT	All	Update emails and URLs
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SPPP Form 3 – Public Involvement and Participation Including Public Notice

All records must be available upon request by NJDEP.

1. Website URL where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	https://docs.northplainfieldnj.gov/stormwater/Stormwater%20Pollution%20Prevention%20Plan.pdf
2. Date of most current SPPP:	Dec 15, 2023
3. Website URL where the Municipal Stormwater Management Plan (MSWMP) is posted online:	https://docs.northplainfieldnj.gov/stormwater/Stormwater%20Mngt%20Plan.pdf
4. Date of most current MSWMP:	Jun 1, 2005
5. Physical location and/or website URL where associated municipal records of public notices, meeting dates, minutes, etc. are kept:	https://northplainfieldnj.gov/government/agendas/meeting_list.php
6. Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of a MS4 stormwater program:	
<p>For meetings where public notice is required under the Open Public Meetings Act (“Sunshine Law,” N.J.S.A. 10:4-6 et seq.), the Borough of North Plainfield provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, the Borough of North Plainfield provides public notice in a manner that complies with the requirements of N.J.S.A. 40:49-1 et seq. The Courier News is the newspaper of record for publishing notices. In addition, for municipal actions subject to public notice requirements in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the Borough of North Plainfield complies with those requirements.</p>	

SPPP Form 4 – Public Education and Outreach

All records must be available upon request by NJDEP.

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

To comply with the educational information distribution requirement, the Borough maintains a Link to stormwater information on their webpage (<https://northplainfieldnj.gov/government/departments/dpw/stormwater.php> which includes the SCO and MSWMP.

Additionally, the Borough will comply with the annual requirement to conduct education activities from at least three of the five categories found in Attachment B of the Tier A Municipal Stormwater Permit.

Outreach activities include:

- Distribution of Pet Waste literature with all pet license renewals;
- Education table/booth with fliers available to the public at Borough Street Fair and River Clean Up's;
- Disseminating information through various social media outlets, including Facebook and the Borough's website.
- Ordinance Education- The Borough distributes a letter from the Mayor each year to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Litter, Improper Disposal of Waste, Wildlife Feeding, Yard Waste, Illicit Connection, Refuse Container, and Private Storm Drain Inlet Retrofitting Ordinances. The letter will reference a link on the municipal webpage where the ordinances will be posted.
- School presentations covering topics such as recycling, pollution and water quality/conservation

2. Describe how businesses and the general public within the municipality are educated about the hazards associated with illicit connections and improper disposal of waste.

Information related to these issues is included within the Borough Code, available online (<https://ecode360.com/NO4107>), on the Borough website (<https://northplainfieldnj.gov>) and annually distributed in our Leaf Collection brochures.

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

In addition to the information posted on the Borough website, brochures are available to the public at Borough Hall, 263 Somerset Street.

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

All records must be available upon request by NJDEP.

1. How does the municipality define 'major development'?

Major development is defined as "any development that provides for the disturbance of one or more acres of land. Disturbance for the purpose of this rule is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting, or removing of vegetation".

2. Does the municipality approach residential projects differently than it does for non-residential projects? If so, how?

The Borough does not differentiate between residential and non-residential development as it relates to the requirements of stormwater control measures for sites that fall within the scope of the provisions.

All applications are reviewed and evaluated utilizing the same standards.

3. What process is in place to ensure that municipal projects meet the Stormwater Control Ordinance?

Upon receipt of all development applications, the Borough Engineer reviews these to determine whether the criteria associated with the development are met, and if so, the provisions of the Stormwater Control Ordinance are applied accordingly.

4. Describe the process for reviewing major development project applications for compliance with the Stormwater Control Ordinance (SCO) and Residential Site Improvement Standards (RSIS). Attach a flow chart if available.

To control stormwater from major development projects the following procedure is in place:

1. All new development and redevelopment projects that are subject to the Residential Site Improvement Standards for Stormwater Management (including the New Jersey Department of Environmental Protection 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.

2. The municipal stormwater management plan and municipal stormwater control ordinance have been adopted by the entities responsible for said adoption and were submitted to Somerset County as required. In addition, the Borough of North Plainfield will also require all storm drain inlets installed in the Municipality to comply with the Municipality's Stormwater Control Ordinance and the inlet design standard in Attachment C of the Tier A Municipal Stormwater permit.

The Borough of North Plainfield will ensure that 1) the operation and maintenance of all stormwater management measures constructed as part of new major development or redevelopment projects on municipal property and 2) all storm drain inlets installed by the Municipality will comply with the Ordinance and Municipal Stormwater permit.

The Ordinance will be administered by the Borough of North Plainfield Planning Board, Zoning Board, Zoning Department, Engineering Department and Construction Department to control stormwater from all major residential and non-residential development and redevelopment projects that meet the criteria.

In addition, for all stormwater management measures constructed on public or private property as part of a major development or redevelopment project meeting the criteria, the Borough of North Plainfield will ensure adequate long-term operation and maintenance of such measures through the implementation of Board conditions requiring the annual inspection/maintenance of such measures, as well as through the development and implementation of a Maintenance Plan for each measure in accordance with Section 7:8-5.8 of the NJDEP Stormwater Management Rules. The Municipality will also ensure adequate funding of all required maintenance plan activities.

The Borough of North Plainfield will also enforce compliance with the inlet design standard in Attachment C of the Tier A Municipal Stormwater Permit. A copy of this Permit is contained in Appendix A of this Stormwater Pollution Prevention Plan. The Municipality will either utilize approved drain inlet gratings and curb openings or approved alternative devices as specified in the alternative device exemptions of the Permit.

<p>5. Does the Municipal Stormwater Management Plan include a mitigation plan?</p>	<p>Yes</p>
<p>6. What is the physical location of approved applications for major development projects, Major Development Summary Sheets (permit att. D), and mitigation plans?</p>	<p>Zoning Office 263 Somerset Street North Plainfield, NJ 07060</p>

SPPP Form 6 – Ordinances

All records must be available upon request by NJDEP.

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	08/14/06	https://ecode360.com/NO4107	yes	Police
2. Wildlife Feeding permit cite IV.B5.a.ii	08/14/06	https://ecode360.com/NO4107	yes	Police/Health
3. Litter Control permit cite IV.B5.a.iii	08/14/06	https://ecode360.com/NO4107	yes	Police
4. Improper Disposal of Waste permit cite IV.B.5.a.iv	08/14/06	https://ecode360.com/NO4107	yes	Property Maint.
5. Containerized Yard Waste/ Yard Waste Collection Program permit cite IV.B.5.a.v	08/14/20 06	https://ecode360.com/NO4107	yes	Property Maint.
6. Private Storm Drain Inlet Retrofitting permit cite IV.B.5.a.vi	03/22/201 0	https://ecode360.com/NO4107	yes	Engineer/DPW
7. Stormwater Control Ordinance permit cite IV.B.4.g and IV.B.5.a.vii	11/17/20 20	https://ecode360.com/NO4107	yes	Engineering
8. Illicit Connection Ordinance permit cite IV.B.5.a.vii and IV.B.6.d	08/14/20 06	https://ecode360.com/NO4107	yes	Engineer/DPW
9. Optional: Refuse Container/ Dumpster Ordinance permit cite IV.E.2	03/22/20 10	https://ecode360.com/NO4107	yes	Property Maint.
Indicate the location of records associated with ordinances and related enforcement actions:				
Borough Hall 263 Somerset Street North Plainfield, NJ 07060				

SPPP Form 7 – Street Sweeping

All records must be available upon request by NJDEP.

1. Provide a written description or attach a map indicating which streets are swept as required by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

The Borough sweeps all Borough roads at least twice per month.

2. Provide a written description or attach a map indicating which streets are swept that are NOT required to be swept by the NJPDES permit. Describe the sweeping schedule and indicate if any of the streets are swept by another entity through a shared service arrangement.

The Borough sweeps all Borough roads at least twice per month.

3. Does the municipality provide street sweeping services for other municipalities? If so, please describe the arrangements.

No

4. Indicate the location of records, including sweeping dates, areas swept, number of miles swept and total amount of wet tons collected each month. Note which records correspond to sweeping activities beyond what is required by the NJPDES permit, i.e., sweepings of streets within the municipality that are not required by permit to be swept or sweepings of streets outside of the municipality.

All records of street sweeping are located at 263 Somerset Street, DPW office.

SPPP Form 8 – Catch Basins and Storm Drain Inlets

All records must be available upon request by NJDEP.

1. Describe the schedule for catch basin and storm drain inlet inspection, cleaning, and maintenance.
Catch basins are inspected annually by DPW and the Engineering Dept. Typically in the fall during the leaf collection season. Every inlet is inspected for cleaning of debris and/or needed repairs.
2. List the locations of catch basins and storm drain inlets with recurring problems, i.e., flooding, accumulated debris, etc.
Inlets along Parkview Avenue near Lawrence Avenue and Warfield Road near Rock Avenue.
3. Describe what measures are taken to address issues for catch basins and storm drain inlets with recurring problems and how they are prioritized.
The above locations are typically inspected by DPW personnel before and after major rainfall events.
4. Describe the inspection schedule and maintenance plan for storm drain inlet labels on storm drains that do not have permanent wording cast into the design.
When Inlets are inspected for cleaning the labels are also evaluated. and replaced if needed.
5. Indicate the location of records of catch basin and storm drain inlet inspections and the wet tons of materials collected during catch basin and storm drain inlet cleanings.
All records are located at 263 Somerset Street, DPW office.

SPPP Form 9 – Storm Drain Inlet Retrofitting

All records must be available upon request by NJDEP.

1. Describe the procedure for ensuring that municipally owned storm drain inlets are retrofitted.

As part of the Borough's Capital Improvement program, all non-compliant inlets impacted by resurfacing through this program are retrofitted with fully compliant heads as required by NJDEP regulations.

2. Describe the inspection process to verify that appropriate retrofits are completed on municipally owned storm drain inlets.

The Engineering Department physically inspects all affected inlets during the execution of the contract to ensure that fully compliant heads are properly installed.

3. Describe the procedure for ensuring that privately owned storm drain inlets are retrofitted.

When the Borough is made aware of intended improvements on a property that impacts storm drains, the owner is advised of the requirement to convert all existing inlets to NJDEP compliant facilities.

4. Describe the inspection process to verify that appropriate retrofits are completed on privately owned storm drain inlets.

The Borough will perform a final inspection upon completion of the proposed resurfacing of driveways/parking lots and ensure that the appropriate conversion of these inlets has been completed.

SPPP Form 10 – Municipal Maintenance Yards and Other Ancillary Operations

All records must be available upon request by NJDEP.

<i>Complete separate forms for each municipal yard or ancillary operation location.</i>	
<p>Address of municipal yard or ancillary operation: DPW 252 Steiner Place North Plainfield, NJ 07060</p>	
<p>List all materials and machinery located at this location that are exposed to stormwater which could be a source of pollutant in a stormwater discharge:</p>	
Raw materials –	N/A
Intermediate products –	N/A
Final products –	N/A
Waste materials –	N/A
By-products –	N/A
Machinery –	Dump Trucks, Front-end loaders, municipal fleet vehicles
Fuel –	N/A
Lubricants –	N/A
Solvents –	N/A
Detergents related to municipal maintenance yard or ancillary operations –	N/A
Other –	N/A

<p>For each category below, describe the best management practices in place to ensure compliance with all requirements in permit Attachment E. If the activity in the category is not applicable for this location, indicate where it occurs.</p> <p>Indicate the location of inspection logs and tracking forms associated with this municipal yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or have been planned.</p>
<p>1. Fueling Operations</p>
<p>The SOP's for this activity are included at the end of this plan.</p>
<p>2. Vehicle Maintenance</p>
<p>The SOP's for this activity are included at the end of this plan.</p>
<p>3. On-Site Equipment and Vehicle Washing <i>See permit attachment E for certification and log forms for Underground Storage Tanks.</i></p>
<p>We do not wash our vehicles on site.</p>
<p>4. Discharge of Stormwater from Secondary Containment</p>
<p>N/A</p>

<p>5. Salt and De-Icing Material Storage and Handling</p>
<p>Material is stored in a permanently covered salt dome structure.</p> <ul style="list-style-type: none"> - 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.
<p>6. Aggregate Material and Construction Debris Storage</p>
<p>N/A</p>
<p>7. Street Sweepings, Catch Basin Clean Out and Other Material Storage</p>
<p>These materials are transported directly to our dump facility at the PMUA in Plainfield.</p>
<p>8. Yard Trimmings and Wood Waste Management Sites</p>
<p>These materials are transported directly to our dump facility at the PMUA in Plainfield.</p>
<p>9. Roadside Vegetation Management</p>
<p>These materials are transported directly to our dump facility at the PMUA in Plainfield.</p>

SPPP Form 11 – 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. Maintenance Yard Operations (including Ancillary Operations)	Every year	DPW Director
2. Stormwater Facility Maintenance	Every year	DPW Director
3. SPPP Training & Recordkeeping	Every year	DPW Director
4. Yard Waste Collection Program	Every 2 years	DPW Director
5. Street Sweeping	Every 2 years	DPW Director
6. Illicit Connection Elimination and Outfall Pipe Mapping	Every 2 years	Borough Engineer
7. Outfall Pipe Stream Scouring Detection and Control	Every 2 years	Borough Engineer
8. Waste Disposal Education	Every 2 years	Property Maint./Health Dept.
9. Municipal Ordinances	Every 2 years	Borough Clerk/ Borough Council
10. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	Every 2 years	Borough Engineer
<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 style="margin-top: 20px;">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>		

SPPP Form 12 – Outfall Pipes

All records must be available upon request by NJDEP.

1. **Mapping:** Attach an image or provide a link to the most current outfall pipe map. Maps shall be updated at the end of each calendar year.

Note that ALL maps must be electronic by 21 Dec 2020 via the DEP's designated electronic submission service. For details, see http://www.nj.gov/dep/dwq/msrp_map_aid.htm.

2. **Inspections:** Describe the outfall pipe inspection schedule and indicate the location of records of dates, locations, and findings.

The Borough will inspect its 86 outfalls within a 5-year period and will conduct these inspections by grouping the outfalls based on proximity, as indicated on the map attached to this plan. Any records associated with the inspection of these outfalls will be located at the office of the Borough Engineer located at 263 Somerset Street.

3. **Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes. Indicate the location of records related to cases of localized stream scouring. Such records must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

During the Borough's inspection of its 86 outfalls it will evaluate the condition of the stream in proximity of the outfall and evaluate whether scouring exists. If identified through this inspection, remediation of the scouring will then be scheduled as appropriate to resolve this condition. Records associated with the condition of stream scouring identified during the inspection of these outfalls will be located at the office of the Borough Engineer located at 263 Somerset Street.

4. **Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of municipally owned or operated outfall pipes. Record cases of illicit discharges using the DEP's Illicit Connection Inspection Report Form (www.nj.gov/dep/dwq/tier_a_forms.htm) and indicate the location of these forms and related illicit discharge records.

Note that Illicit Connection Inspection Report Forms shall be included in the SPPP and submitted to DEP with the annual report.

The Borough's Illicit Connection program involves the physical inspection of all outfall pipes concurrently with the outfall pipe stream scouring inspection process as required by the permit. Outfall pipes that are found to have dry weather flow other than groundwater (as determined by inspection or testing as deemed appropriate), or evidence on an intermittent non-stormwater flow, will be re-checked again to locate the illicit connection. If the Borough can identify and locate the illicit connection (and the connection is within the Borough) the responsible party will be cited for being in violation of our Illicit Connection Ordinance and will eliminate the connection immediately. If, after the appropriate amount of investigation, the Borough is unable to locate the source of the illicit connection, we will submit the Closeout Investigation Form with our Annual Report. If an illicit connection is found to originate from another public entity, the Town will report the illicit connection to the Department of Environmental Protection.

Borough residents are encouraged to contact the Department of Public Works to report spills and/or illegal dumping.

SPPP Form 13 – Stormwater Facilities Maintenance

All records must be available upon request by NJDEP.

1. Detail the program in place for the long-term cleaning, operation and maintenance of each stormwater facility owned or operated by the municipality.

The Borough has developed and implements a program for the annual inspection, evaluation and maintenance of stormwater facilities within their jurisdiction. When such a facility is determined to need cleaning/maintenance through either Engineering Department staff or Public Works personnel inspection, the appropriate methods of cleaning and/or repairs are coordinated through the DPW.

2. 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.

Through conditions of Board approvals, the Borough requires annual certifications be submitted to the Borough Engineer for all stormwater facilities located on private property. Notification is made through the Borough Engineer's office to the property owner requesting the submittal of the annual certifications as required.

3. 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.

Borough Engineer
263 Somerset Street
North Plainfield, NJ 07060

Note that maintenance activities must be reported in the annual report and records must be available upon request. DEP maintenance log templates are available at http://www.nj.gov/dep/stormwater/maintenance_guidance.htm (select specific logs from choices listed in the Field Manuals section).

Additional Resources: The NJ Hydrologic Modeling Database contains information and maps of stormwater management basins. To view the database map, see <https://hydro.rutgers.edu>. To download data in an Excel format, see https://hydro.rutgers.edu/public_data/.

SPPP Form 14 – Total Maximum Daily Load Information

All records must be available upon request by NJDEP.

1. Using the Total Maximum Daily Load (TMDL) reports provided on www.nj.gov/dep/dwq/msrp-tmdl-rh.htm, list adopted TMDLs for the municipality, parameters addressed, and the affected water bodies that impact the municipality's MS4 program.

The Borough of North Plainfield is located within New Jersey Watershed Management Area 10. Pursuant to a review of the Total Maximum Daily Load Reports (most recent approved or adopted reports referenced at the end of this plan) the Stony Brook and Green Brook are the only waterways within the Borough found to be impaired.

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

The TMDLs above include elevated levels of fecal coliform and total suspended solids in waterways as causes of impairments in the Borough of North Plainfield. In order to address these concerns, continued monitoring of Borough owned outfalls is required to ensure that illicit connections are not contributing to elevated levels of bacteria in the water.

Continued enforcement and education on pet waste, and wildlife feeding/mitigation strategies would also be effective in addressing these concerns. Finally, maintenance of Borough owned sanitary sewers and conveyance facilities will mitigate the potential for groundwater and surface water contamination by fecal coliform from leaking sewer lines.

Addressing Total Suspended Solids in runoff requires a greater effort on a cumulative approach to improving water quality and promoting pollution prevention these include the following measures: Source control by enforcement of the ordinances currently enacted within the Borough including littering/waste, illicit connections and storm drain retrofits.

Additionally, as private property owners and developers seek approvals for developments the Borough Planning Board and Environmental commission should encourage the use of NJDEP BMP Manual measures, Non-Structural Strategies, and vegetated conveyances to address stormwater water quality which would directly impact the TSS in waterways.

SPPP Form 15 – Optional Measures

All records must be available upon request by NJDEP.

1. Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the Tier A MS4 NJPDES permit that prevents or reduces water pollution.

N/A

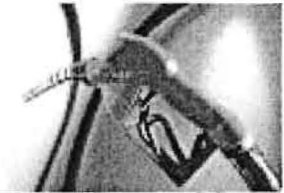
2. Has the permittee adopted a Refuse Container/Dumpster Ordinance?

Yes. The NJDEP Model Ordinance was adopted.

BOROUGH OF NORTH PLAINFIELD

STANDARD OPERATING PROCEDURES

VEHICLE AND EQUIPMENT FUELING



INTRODUCTION

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks, as well as removal of waste oil, is critical for this purpose.

SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in the Borough. North Plainfield currently owns/operates the following storage tanks:

- 4000 Gallon Diesel/Gasoline Split Tank
- 275 Gallon Waste Oil

STANDARDS AND SPECIFICATIONS (FOR VEHICLE AND EQUIPMENT FUELING)

- Shut the engine off
- Never leave vehicle unattended during fueling
- Ensure that the fuel is the proper type of fuel
- Absorbent spill clean-up materials and spill kits shall be available in the fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
- Nozzles used in vehicles 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
PRODUCT
TRANSFER)

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk product transfer
- 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 municipal employee must always be present to supervise during bulk transfer.

SPILL RESPONSE
AND REPORTING

- Conduct cleanups of any fuel spills immediately after discovery
- Uncontained spills are to be cleaned using 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 local police department at (908) 769-2937, or 911.
- Contact the NJDEP Spill Hotline at 1-877-WARNDEP
- Contact the EJIF hotline at 1-800-289-6681

MAINTENANCE AND
INSPECTION

- Fueling areas and storage tanks shall be inspected monthly.
- Keep an ample supply of spill cleanup material on-site.
- Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.
- All tanks and fueling equipment shall be wiped of any residual surface contamination regularly.

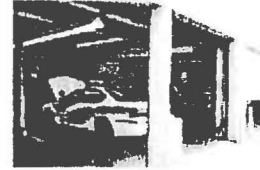
Borough of North Plainfield: 2005 Monthly Vehicle & Equipment Fueling SOP Compliance Inspection

MONTH	INCLUDE DATES OF INSPECTION, PROBLEMS OBSERVED AND CORRECTIONS	SIGNATURE
January	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
February	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
March	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
April	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
May	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
June	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
July	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
August	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
September	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
October	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
November	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	
December	<ul style="list-style-type: none"> ▪ Date: ▪ Problems: ▪ Corrections: 	

BOROUGH OF NORTH PLAINFIELD

STANDARD OPERATING PROCEDURES

VEHICLE MAINTENANCE



INTRODUCTION

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations in the Borough.

SCOPE

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

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.
- 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 of batteries, used oils, antifreeze and other toxic fluids into a storm drain watercourse.
- Keep tires covered.
- Collect waste fluids in properly labeled containers and dispose of properly.
- Do not allow vehicle and equipment washwater to discharge to the environment.

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 local police department at (908) 769-2937, or 911.
- Contact the NJDEP Spill Hotline at 1-977-WARNDEP
- Contact the EJIF hotline at 1-800-289-6681

MAINTENANCE AND INSPECTION

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

BOROUGH OF NORTH PLAINFIELD

STANDARD OPERATING PROCEDURES

GOOD HOUSEKEEPING



INTRODUCTION

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in the Borough.

SCOPE

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in the 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.
- Store materials such as grease, cleaners, and paints, materials in appropriate, labeled containers.
- Store batteries indoors whenever possible. If outdoors, batteries should be placed on an elevated surface and covered.
- Keep tires indoors or covered to prevent contact with rainwater.
- 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.
- Inspect dumpsters and other waste containers periodically. Repair or replace leaky dumpsters and containers.
- Ensure that garbage dumpsters have covers, that covers are properly utilized, and that covers are maintained in working order.
- Gasoline, engine fluids, freon and other contaminated liquids must be drained from scrapped items in a designated area and disposed of or recycled properly before the items are placed in the scrap storage area.
- The waste oil storage area will be inspected daily to ensure there are no drips or spills.

STANDARDS AND
SPECIFICATIONS
(SALT AND DE-
ICING MATERIAL
HANDLING)

- During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
- Sweeping should be conducted regularly 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.
- If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15th through April 30th.
- Uncovered clean sand storage will remain at a 50 foot setback from all stormwater conveyances.

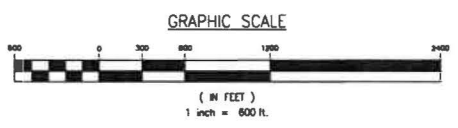
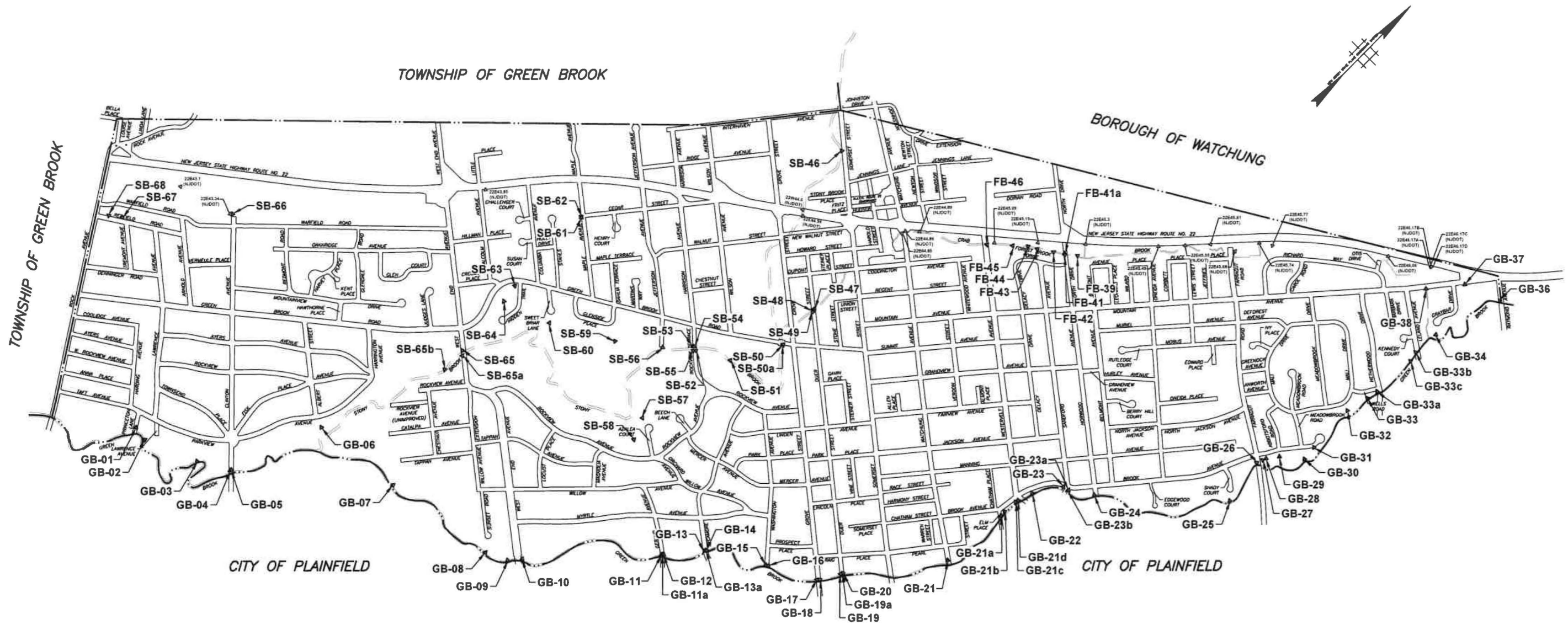
SPILL RESPONSE
AND REPORTING

- Employees must be trained in spill cleanup procedures, and appropriate cleanup materials must be stocked near the fluid draining areas.
- Conduct clean up of any spill(s) immediately after discovery.
- Spills are to be cleaned using dry cleaning methods only.
- Contact the local police department at (973) 450-3333, or 911.
- Contact the NJDEP Spill Hotline at 1-877-WARNDEP
- Contact the EJIF hotline at 1-800-289-6681

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 GREEN BROOK



REVISIONS	
DATE	DESCRIPTION

THE OWNER AND CONTRACTOR SHALL HOLD HARMLESS THE ENGINEER FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES INCLUDING ATTORNEY'S FEES ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK BY THE CONTRACTOR, CHANGES TO THE PLANS BY THE OWNER AND THE CONTRACTOR SHALL BE THE RESPONSIBILITY OF THE PERSONS MAKING SUCH CHANGES. THE CONTRACTOR SHALL CHECK AND VERIFY ALL PLAN OVERLAYS AND CONDITIONS BEFORE PROCEEDING WITH CONSTRUCTION.

BOROUGH OF NORTH PLAINFIELD
2023 OUTFALL LOCATION MAP

SITUATED IN
 BOROUGH OF NORTH PLAINFIELD
 SOMERSET COUNTY, NEW JERSEY

Grotto Engineering Associates, LLC
 ENGINEERS • PLANNERS • SURVEYORS
Certificate of Authorization No. 240A27918300
 77 BRANT AVENUE - SUITE 105
 CLARK, NEW JERSEY 07066
 (908) 272-8901 • (908) 272-8902 (fax)

DAVID J. TESTA
PROFESSIONAL ENGINEER
 NEW JERSEY LICENSE NO. 0E44515

DATE: 03/28/2023 SCALE: 1" = 800' DRAWN: JPC CHECKED: DUT SHEET: 1 OF 1 JOB: WP-0000